

 IN REPLY REFER TO:

 4790

 UT

 13 Feb 15

From: Utilities Platoon Commander, Combat Engineer Company

To: Corporal Brandon W. St. Clair EDIPI: 1459835314/1171 USMC

Subj: APPOINTMENT AS THE TOOL ROOM NON-COMMISSIONED OFFICER IN CHARGE (NCOIC) FOR THE UTILITIES PLATOON

Ref: (a) MCO P4790.2C

 (b) MCO 4400.150

 (c) TM 4700-15/1H

 (d) DivO P4790.1F

 (e) MCO 4790.25

1. You are hereby appointed as the Tool Room Non-Commissioned Officer in Charge (NCOIC) for the Utilities Platoon.

2. You are required to familiarize yourself with the contents of the references and be guided by them in the performance of your duties.

3. This letter will be retained as a permanent part of your Desktop folder.

 O. O. GONZALES

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 UT

 13 Feb 15

FIRST ENDORSEMENT

From: Corporal Brandon W. St. Clair EDIPI: 1459835314/1171 USMC

To: Utilities Platoon Commander, Combat Engineer Company

Subj: APPOINTMENT AS THE TOOL ROOM NON-COMMISSIONED OFFICER IN CHARGE (NCOIC) FOR THE UTILITIES PLATOON

1. I have read and understand the references and I am aware of my duties and responsibilities as the Tool Room Non-Commissioned Officer in Charge (NCOIC) for the Utilities Platoon.

B. W. ST. CLAIR