**Title of Billet and Appointment Letter**

25th Marine Regiment, Headquarters Company

**MOTOR TRANSPORT TOOL ROOM NON-COMMISIONED OFFICER**

Brief Job Description

The purpose of the Motor Transport Tool Room Non-Commissioned Officer (NCO) is to ensure that all tool sets and additional single tools are properly maintained and accounted for. The Tool Room NCO will further see to it that all unserviceable, missing, or other discrepancy related issues regarding tools will be handled in accordance with the applicable references.