From: Commanding Officer, Headquarters Battalion

To: Personal Effects Inventory Board

Subj: PERSONAL EFFECTS INVENTORY FOR SERGEANT IAN M. MARINE

1234567891/3051 USMC

Ref: (a) MCO 4400.201-V-13

1. Subject named Marine (SNM) is in a period of authorized absence; i.e., annual leave or TAD, for greater than 30 days but less than 90 days.

2. SNM has secured his/her personal effects as follows (check block below):

\_\_\_\_\_Within the individual’s installation (government housing) or private dwelling in the custody of his/her next of kin.\_\_\_\_\_Individual’s Initials

\_\_\_\_\_Within a house off base, in which the individual is sole proprietor.\_\_\_\_\_ Individual’s Initials

\_\_\_\_\_Within the individual’s BOQ/BEQ, in which he/she returns daily.\_\_\_\_\_ Individual’s Initials

3. In view of the above, a personal effects inventory is not required.

4. The point of contact for this matter is First Lieutenant Nicholas J. King at (703) 784-2664 or at nicolas.king@usmc.mil.

N. J. KING

By direction