



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
UNIT 35001  
FPO AP 96373-5001

4400  
XXX  
22 Aug 17

From: Commanding Officer, **Unit Name**  
To: Deployment Coordinator, Deployed Operations Branch,  
Marine Corp Community Services (MCCS)  
  
Subj: DEPLOYMENT RECREATIONAL EQUIPMENT SUPPORT REQUEST  
  
Encl: (1) MCCS Statement of Understanding  
(2) MCCS Deployment Recreational Equipment Checkout List

1. **Unit Name** will deploy to **Country Name** in support of **Exercise Name**. It is requested that MCCS support the exercise by providing recreational equipment to help boost morale and maintain fitness of the Marines while deployed.
2. It is requested that the item(s) listed in enclosure (2) be made available to support the deployment.
3. It is requested that the item(s) be available for pick up at **time on date** and will be returned no later than **time on date**.
4. The point of contact is **name and rank (needs to be an E6 or higher)** at **email address** or DSN **telephone number**.

/s/