



# MCDM Turn-In & Issue



Customer contacts Project Code Manager (PCM) at 737-4391/4418 to coordinate turn-in & issue



PCM will schedule and confirm date and time with customer



Customer will execute MCDM turn-in & issue “In-Person with materiel” at USAMMC-K Warehouse



# Example Assumption Of Command Orders



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DEPARTMENT OF THE ARMY  
HHD 94TH MILITARY POLICE BATTALION  
Unit #15709  
APO AP 96205-0709

REPLY TO  
ATTENTION OF:

EAPB-NHQ

20 November 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assumption of Command

By authority of paragraph 2-3a, AR 600-20, the undersigned assumes command of Headquarters and Headquarters Detachment, 94th Military Police Battalion, (WBW6AA) APO AP 96205-0709, effective 20 November 2009.

  
GARY D. JONES  
CPT, MP  
Commanding

DISTRIBUTION:

- 1 - Cdr, 501<sup>st</sup> SBDE, APO AP 96260-5476
- 1 - Cdr, 8th ARMY G-1, APO AP 96205-0089
- 1 - Cdr, HHD, 94th MP Bn, APO AP 96205-0709



# Example DA Form 1687



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NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE
				25 APR 2011
<b>AUTHORIZED REPRESENTATIVE(S)</b>				
ORGANIZATION RECEIVING SUPPLIES HHHD, 94th MP BN, Unit #15709			LOCATION USAG Yongsan APO AP 96205	
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY REQ REC		SIGNATURE AND INITIALS
Hayes, Dennis M. Jr	Dcxos 20111207	X	X	<i>[Signature]</i> D.H.H.
XXXX Not Used XXXX				
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>				
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.				
THE AUTHORITY TO: Turn-In and Receive Medical Chemical Defense Material				
REMARKS IISAMMC-K (USA Medical Materiel Center-Korea) CP CARROLL BLDG 709				
<b>ASSUME FULL RESPONSIBILITY</b>				
UNIT IDENTIFICATION CODE WBW6AA			DODAAC/ACCOUNT NUMBER W8112G	
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Jones, Gary D.	O-3	724-6165	3 JUN 2011	<i>[Signature]</i>

DA FORM 1687, JAN 1982

EDITION OF DEC 57 IS OBSOLETE.

APD PE v3.02



# Example MTOE



PREPARED ON 12-FEB-2008 19:12

CATEGORY CODE 2

AMSCO 11301100

ITSB, (LIGHT TROPO) - MTOE

APPROVED DOCUMENT

SECTION II - PERSONNEL

RECAPITULATION BY IDENTITY

PAGE 1

CMD G6

DOCNO 11615AG607

CCNUM 0109

IDENTITY	REQ 100	AUTH 100	REQ 200	AUTH 200	REQ 300	AUTH 300	REQ 400	AUTH 400	REQ 500	AUTH 500	REQ 600	AUTH 600	REQ 700	AUTH 700	REQ 800	AUTH 800	REQ 900	AUTH 900	REQ TOT	AUTH TOT
OFFICER	11	11	8	8	4	4	0	0	0	0	0	0	0	0	0	0	0	0	23	23
WARRANT	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5
ENLISTED	40	40	224	224	126	126	0	0	0	0	0	0	0	0	0	0	0	0	390	390
TOTAL	56	56	232	232	130	130	0	0	0	0	0	0	0	0	0	0	0	0	418	418

*Sample*



# Example Unit Strength Memorandum



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DEPARTMENT OF THE ARMY  
94th MILITARY POLICE BATTALION  
Unit #15709  
APO AP 96205-5709

REPLY TO  
ATTENTION OF:

EANC-SPB-P

26 April 2011

MEMORANDUM FOR RECORD

SUBJECT: Unit Strength

1. The purpose of this memorandum is to verify the unit strength to include mission essential civilian and KATUSAs.

CATEGORY	AUTHORIZED	ASSIGNED	TOTAL
Officer	33	[redacted]	1029 <i>put</i>
Warrant Officer	2	[redacted]	1000
Enlisted	720	721	
Katusas	[redacted]	268	
MEC/BEC	0	[redacted]	

2. Point of contact for this memorandum is the undersigned at 724-6169.

*Sample*

AMANDA S. MEHOLICK  
CPT, AG  
BATTALION S1