

UNIT LETTER HEAD

Unit Office Symbol

Date:

MEMORANDUM FOR Property Administrator, Training Support Center (TSC), Building 2010, Specker Ave, Fort Carson, CO 80913.

SUBJECT: Damaged TSC Equipment

1. Reference: AR 735-5

2. TSC equipment damaged: CREW 1 KIT, SN: 111. Request for Issue/Turn-In, TS-MATS form dated _____, Hand Receipt Account # _____.

3. Damage Statement:

a. During the period 14-15 December, 2007, the **CREW 1** described above was damaged during transport from the field after a scheduled exercise. The damage consisted of a broken knob and damaged cable end. The damage occurred as a result of relocating the training device in the late evening hours.

b. We tested the **CREW 1 Kit** at the unit and found that aside from the above damage all other parts were functioning correctly.

4. POC is the undersigned at **xxx-xxxx**.

Joe W. Mast
SFC, USA
Section Supervisor

1st Ind

Date:

Attention Line

1. I Concur/Do Not Concur with the statement in the basic letter.
2. I have reviewed the circumstances surrounding the damage to the above item and find no evidence of negligence or willful misconduct. No further investigation is required

I.WALK. ONWATER
LTC, IN
Commander