Department of the Army

UNIT LETTERHEAD

Reply to

Attention of

Office Symbol Date

MEMORANDUM FOR Director, Museums Directorate, United States Army Center of Military History, 9955 Tracy Loop, Fort Belvoir, VA 22060

SUBJECT: Request for Consumable Historic Assets

1. (Insert Unit Name) is requesting transfer of consumable historic assets that have been

 identified as excess to the need of the Army Museum Enterprise (AME). The requested

 assets are listed in Enclosure 1.

1. (Insert Unit Name) intended to utilize these assets for (insert rationale). (Insert Unit Name)

 understands that these assets must be accounted for on a durable hand receipt as outlined

 in AR 735-5.

1. (Insert Unit Name) will cover all packing and shipping costs, and any costs associated with the display or use of the assets. Arrangements for shipping must be made within 30 days of this request.
2. (Insert Unit Name) understands that the property is to be accepted “as is”, and that the property will likely be in used condition. The AME will not accept return of any of these assets.
3. The point of contact for this request is RANK FIRST LAST, POSITION, at EMAIL or PHONE.

Encl NAME

1. Request List Rank, Branch

 Unit