5800

 ADJ

 3 Mar 16

From: Battalion Adjutant

To: Provost Marshal Office, Marine Corps Air Ground Combat

 Center, Twentynine Palms, CA

Subj: REQUEST FOR POLICE REPORT IN CASE OF LANCE CORPORAL JACK C.

 JONES 1234567890/0311 USMC

1. This command is requesting assistance from PMO in obtaining a copy of the official police report. Additional information pertaining to the Marine and the incident is provided below.

 a. Full name of Marine involved, full SSN (NO EDIPI), DOB

 (1) Jack C. Jones

 (2) 1234567890

 (3) 5 December, 1993

 b. Case/ Arrest/ Booking Number(mandatory if off base)

 c. Copy of the citation.

 d. Type of incident. Arrest for driving under the influence.

 e. Incident location, date and time. On base, 20 February 2016, at 2244.

 f. Arresting Agency. Base Provost Marshall’s Office.

 g. In what capacity is the report being used. Adjudication.

 h. Please attach or provide Appointment Letter. Attached.

2. The point of contact regarding this matter is...and may be reached at…regarding this matter.

 R. A. WILSON