Instructions

Fill in the highlighted areas on the issuing form(s) and the rest will be done here during your pick up.

Upon pick up, the person picking up needs to be a Sgt or above and needs to be the same individual who will be dropping it back off. Please do not send a Cpl or below because they will be denied. During drop off please do not send someone different from the individual who signed for it in order to avoid having to have the SNCOIC/OIC come down if something is missing or damaged.

All items requested are located here at building 2238. All items need to be picked up between 0700 and 1200 of the requested date and returned NLT 1400 on the return date. We know timelines change at times and request you call us if they do. This is why we ask for two different numbers in the form IOT communicate with you or your company ahead of time if there is no signal out in the field. We also do not have a working party here; it must be provided by the requestor.

Replicas and clothing can be same day if available and on a walk-in basis.

**Email the form to: mcb\_campen\_tsd\_trg\_dev@nmci.usmc.mil**

A confirmation email will be sent back to the requestor once the dates and requested items are reviewed.

For reservations and questions call us at 760-725-6139

Special Notes:

1. When filling out the form ensure to enable the document so that the calendar and drop down list functions work.