

Sample template of a Custodial Request for Disposition Instructions letter

The signed letter (serialized and dated), simply states the following:

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From: Commanding Officer, Insert SHIP/ACTIVITY NAME

To: Commander, Naval Surface Warfare Center, Detachment Norfolk,
Carderock Division, Combatant Craft Department, Code 23/BM

Subj: REQUEST FOR DISPOSITION INSTRUCTIONS WITHOUT REPLACEMENT

Ref: (a) Inactivation Plan, Allowance Reduction Authorization, etc.
(b) Boat Inspection Reports for 26 foot Motor Whaleboat, hull registry number 26MWB__and for the 7 meter Rigid Inflatable Boat, hull registry number 7MRB__

1. In accordance with reference (a), SHIP/ACTIVITY requests Disposition Instructions for the____ boat, hull registry number ____ and for the ____ boat, hull registry number _____. In accordance with reference (a), the boats are excess to our requirements and replacements boats are unneeded. Subject Boat Inspection Reports (BIRs), reference (b), were provided under separate correspondence.

2. The Point of Contact at SHIP/ACTIVITY NAME, responsible for the proper preservation and preparation of the boat(s) for shipment, is Name: _____, Phone No.: _____, Fax: _____, E-mail: _____.

Include any other issues the custodian may consider pertinent to disposition requirements.