

APPENDIX C-26

SAMPLE FORMAT OF LETTER OF INVESTIGATION (LOI)

SUBJECT: Request for Information/Investigation NSN
_____, Control No. _____

TO: Commander Defense Depot, Columbus (DDCO) ATTN: DDCO-TMI Columbus,
OH 43216-5000

1. The following information is provided to aid in your investigation:

NSN _____ Document No(s) _____

Condition Code(s) _____ Unit of Issue _____

Gain/Loss _____

Adjustment Qty _____ Adjustment Dollar Value _____

Date of Adjustment _____

Controlled Inventory Item Code _____

2. Action Requested:

3. Justification:

4. Owner/Manager Research Summary:

5. POC:

Encl Transaction History