

MCCS-XXX

DD MMM YY

MEMORANDUM FOR Training System Support Branch
ATTN :MCCS-HSM

SUBJECT: Bus Transportation Scheduling

1. The Course Number, Class Number, and Dates.
2. Request transportation for **XX students**.
3. Transportation is required as follows:

<u>Date/Day</u>	<u>Time</u>	<u>Pick-up</u>	<u>Destination</u>
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4. Equipment students will have. (If more than books/backpacks) i.e. Ta 50
5. Point of contact is XXX 221-XXX.