

## UNIT LETTERHEAD

IN REPLY REFER TO  
4600  
APC  
XX Dec 26

From: APC, Sl Officer, Adjutant, REQUESTING UNITS COMMAND  
To: PTO, Distribution Management Office, MCI-EAST MCB Camp  
Lejeune

Subj: AUTHORIZATION FOR USE OF CENTRALLY BILLED ACCOUNT IN CASE  
OF RANK/F.NAME/M.INITIAL/L.NAME 1234567891/\*\*\*\*MOS USMC

Ref: (a) MCO 4600.7A  
(b) MCO 4600.40B  
(c) MCO 4650.39A

1. In accordance with the references, Rank/Marine name is authorized to utilize the Centrally Billed Account (CBA) to issue government funded tickets for Permanent Change of Station (PCS)/Temporary Additional Duty (TAD) travel. SNM does not have a Government Charge Card due to (explain reason why Marine does not have a IBA GTCC).

2. Point of contact for this matter is RANK/NAME/POC/EMAIL.

FULL NAME  
APC

---

### FIRST ENDORESMENT

From: Commanding Officer, REQUESTING UNITS COMMAND  
To: PTO, Distribution Management Office, MCI - EAST MCB Camp  
Lejeune

1. In accordance with the references, Rank/Marine name is authorized to utilize the Centrally Billed Account (CBA) to issue government funded tickets for Permanent Change of Station (PCS)/Temporary Additional Duty (TAD) travel.

COMMANDING OFFICER