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|  | Commanding Officer  United States Coast Guard  Personnel Service Center | UNIT SPECIFIC ADDRESS  Phone: (XXX) XXX-XXXX  Fax: (XXX) XXX-XXXX  Email: Joe.Coastie@uscg.mil  4600  22 MAY 2020 |  |  |

**MEMORANDUM**

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| From: | COMMAND | Reply to Attn of: |  | |
| To: | CG PSC BOPS-R {Scan/e-mail to HQS-SMB-CGPSC-GTCC@uscg.mil} | | |
| Subj: | REQUEST FOR GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM AUDITOR ACCESS | | |

Ref: (a) Government Travel Charge Card Program, COMDTINST M4600.18 (series)

1. Forwarded for your approval is a request for MEMBER’S NAME/EMPLID to be granted auditor (read only) access to the GTCC bank’s online account application for [ATU XX or all CG Individually Billed Account Records or this unit’s Centrally Billed Account (CBA) or all CBA accounts]. This member will follow all policy and guidance, and contact the GTCC Program Managers for clarification on topics not covered in reference (a). The GTCC Program Managers are Ms. Carlene Curry who may be reached at (703) 258-5996 and Mr. Michael Duchossois who may be reached at (703) 254-7175.

2. This access is required in order to [insert detailed justification to explain why this access is required for this member].

3. This designation will remain in effect until rescinded in writing by this Command or upon the member’s PCS transfer.

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Copy: Member’s Name