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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  12 Nov 2010 |

**MEMORANDUM**

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| From: | UNIT’S COMMAND | Reply to Attn of: |  |
| To: | PO1 JOE COASTIE, EMPLID | | |
| Subj: | DESIGNATION AS PRIMARY/ALTERNATE COAST GUARD TRAVEL DEBIT CARD AGENT | | |

Ref: (a) Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18

1. Per reference (a), you have been designated as Primary/Alternate Coast Guard Travel Debit Card Agent for UNIT’S NAME/PROFILE NUMBER. In performing your duties, you will become familiar and comply with the guidelines in accordance with reference (a).

2. As Primary/Alternate Debit Card Agent you shall familiarize yourself with reference (a) for the issuance and use of Coast Guard debit. You shall contact the Debit Card Program Coordinators for clarification on topics not covered in reference (a). The Program Coordinators are Ms. Carlene Curry who may be reached at (703) 258-5996 and Mr. Matt Ruckert who may be reached at (703) 201-3080.

3. Your designation will remain in effect until you are officially relieved with a relief memo and completed agent access form submitted to the Debit Card Program Coordinators.

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FIRST ENDORSEMENT

From: PO1 JOE COASTIE, USCG

To: COMMAND

1. I hereby accept appointment as a Coast Guard Travel Debit Card Agent for UNIT NAME/PROFILE NUMBER. I have read and understand the provisions of reference (a).

2. I have completed the enclosed Agent Service Center User ID/ Access Request Form and forwarded it to CG-PSC (BOPS-R) along with a copy of this designation letter.

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1 Enclosure

Copy: CG-PSC (BOPS-R)