|  |  |
| --- | --- |
| Commanding OfficerUnited States Coast GuardPersonnel Service Center | UNIT SPECIFIC ADDRESSPhone: (XXX) XXX-XXXXFax: (XXX) XXX-XXXXEmail: Joe.Coastie@uscg.mil460012 Nov 2010 |

**MEMORANDUM**

|  |  |  |  |
| --- | --- | --- | --- |
| From: | COMMAND | Reply toAttn of: |  |
| To: | Person(s) or distribution selected as auditor |
| Subj: | DESIGNATION/RELIEF FOR DEBIT CARD PROGRAM AUDITOR FOR PROFILE {XXXX} |

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

1. Per reference (a), you are hereby appointed as an Auditor for the Coast Guard Debit Card Program for {profile name, i.e. Base Miami}. In performing your duties, you will become familiar and comply with the guidelines in accordance with reference (a).

2. As a debit program auditor, you will schedule and perform random quarterly audits along with audits required prior to relief of a debit card agent, using the following guidance:

a. You will complete the debit card program audit using the template memo found on the GTCC website at http://www.dcms.uscg.mil/portals/10/CG-1/PSC/bops/GovTrvl/Debit\_Audit\_Memo\_Template.doc.

b. You will ensure the debit card check list is used for each transaction.

c. You will submit the completed audit memo to the Debit Card Program Manager via email to ARL-PF-CGPSC-JPMC-GTCC.

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 This designation will remain in effect until rescinded in writing by this Command or upon the member’s PCS transfer.

#

Copy: Unit Debit Card Agent

 Debit Card Program Manager