**UNITED STATES MARINE CORPS**

**NAME OF ACTIVITY**

**ADDRESS**

**CITY STATE ZIP+4**

 **IN REPLY REFER TO:**

 4400

 S-1

 31 Jan 18

From: Commanding Officer, Unit

To: Installations Personnel Administration Center

Subj: BASIC ALLOWANCE FOR SUBSISTENCE CHECKAGE

Encl: (1) Roster of Personnel

1. The personnel listed on enclosure (1) will be conducting field exercise starting at time on date and ending at time and date.

2. It is requested that Basic Allowance for Subsistence checkage start at time on date and end at time on date.

3. Point of contact for this matter is Rank LName, FName MI. at (000) 000-0000 or Email Address.

 I. M. MARINE