*(YOUR UNIT LETTERHEAD)*

4600

Unitcode/CO

Date

From: Commanding Officer, Unit, Camp Lejeune/New River, NC

To: Commandant of the Marine Corps, Headquarters, U.S. Marine Corps

Via: Distribution Management Office, MCI-East, Camp Lejeune/New River, NC

Ref: (a) MCO 4600.7a, Marine Corps Passenger Transportation Program

(b) MARADMIN 470/23 Amplifying Permanent Changfe of Station

Instructions For Procuring Leisure Airline Tickets For

Circuitous and Leave In Conjunction With Official Travel

Att: (1) Basic Orders ICO Rank, Full Name

(2) Approved Outbound Travel Interview (Port Call)

(3) MCI-East Animal Control Verification of Family Pet (If needed)

Subj: EXCEPTION TO POLICY FOR AIR MOBILITY COMMAND PATRIOT EXPRESS (AMC-PE)

ICO RANK, F. NAME, L. NAME/EDIPI

1. Per the references (a) and (b), I recommend Rank Full Name request for

Exception to Policy (ETP). The following justification is provided to support this approval.

1. Enclosure (1) directs SNM/SNO to conduct accompanied movement for 36

months overseas NLT Date. Per enclosure (2) SNM/SNO is authorized to move accompanied with pets. Enclosure (3) validates SNM/SNO has a registered animal with MCI-East Animal Control Office. Additionally, SNM/SNO is approved leave in route until Date in order to support actions essential to OCONUS movement to Receiving Unit.

1. Available Air Mobility Command Patriot Express (AMC-PE) service are

only available every Tuesday and or Thursday for overseas movement. Available AMC-PE in Month 2019 will negatively impact mission requirements for SNM/SNO OCONUS permanent change of Station (PCS) to Receiving Unit. Approval of this exception is intended to reduce stress and enhance quality of life during execution of Permanent Change of Station travel and not negatively impact mission requirements for SNM’s future command.

1. For additional questions or comments regarding this request please

contact my command at (910) xxx-xxxx and request assistance from S1/SNCO, email. I can be reached via email at government email or (910) xxx-xxxx.

Signature

LTCOL, C. O.

(Must be a 05 or above no

BY DIR or Acting)