**UNITED STATES MARINE CORPS**

 Distribution Management Office

 MARINE CORPS BASE

 psc box 20006

 CAMP LEJEUNE, NC 28542-0087

 IN REPLY REFER TO:

 4650

 DMO

 DATE

From: RANK / NAME / EDIPI / MOS

To: Director, Distribution Management Office, Marine Corps Installations

 East - Marine Corps Base, Camp Lejeune N.C.

Subj: STATEMENT OF UNDERSTANDING AND GOVERNMENT CONSTRUCTED COST(GCC)

Ref: (a) JTR 020206

 (b) MCO 4600.7A

 (c) MARADMIN 470/23

1. I am requesting to combine leave or personal travel with Permanent Change of Station (PCS) travel at no additional cost to the Government. I have been briefed that the Travel Management Company (TMC), when available, must be used for the purchase of all tickets associated with this request.

2. I understand that in accordance with the Fly America Act, the use of foreign flag carriers is prohibited when U.S. flag carriers are available for official travel over the authorized normal routes. Additionally, I understand that any excess costs over the costs for official travel are my own financial responsibility.

3. I may request to exchange the official ticket with the TMC using the same carrier or a carrier that has an agreement with the issuing carrier for the leave in conjunction with PCS travel. The TMC upon my request, will exchange the official ticket, for an available leisure ticket incorporating the official value therein. I understand I must pay any additional costs, to include airline or TMC transaction fees due at the time of the ticket exchange.

4. If it is impractical to exchange tickets because of location, timing, or other unique circumstances, I may request to purchase unofficial portion of the travel with the TMC using the personal credit card and seek reimbursement not to exceed the GCC value upon arrival at my next permanent duty station. I understand that use of Government Travel Charge Card for the purchase of leisure ticket is not allowed. In addition, I understand that use of government contracted city fares and other government fares to leave location(s) is strictly forbidden.

5. I understand that it is my responsibility to have sufficient funds to defray the cost of travel where government transportation is not furnished and accept all the risks and responsibility for leisure travel in conjunction with PCS.

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 Traveler’s Signature

-----------------------------------------------------------------------------FIRST ENDORSEMENT

 IN REPLY REFER TO:

 4650

 DMO

 DATE

From: Director, Distribution Management Office, Marine Corps Installations

 East - Marine Corps Base, Camp Lejeune N.C.

To: RANK / NAME / EDIPI / MOS

Subj: GOVERNMENT CONSTRUCTED COST (GCC)

1. In accordance with reference (b) the following cost is provided to illustrate the GCC from Camp Lejeune, NC to Next Permanent Duty Station (PDS).

OAJ to New PDS: i.e., Okinawa, JP $ DMO WILL\_UPDATE

For those traveling pre AMC-PE/Commercial (OAJ-OKA) (YCA fare P/P)

Or

OAJ to New PDS:

For those with approved circuitous travel $ DMO WILL UPDATE P/P

2. I certify that the information provided by PTO is the government constructed cost for the PCS travel between authorized location(s). The point of contact for this matter is Passenger Supervisor at extension (910) 451-#### or email at FNAME.LANAME@usmc.mil.

