

## MEMORANDUM FOR RECORD

SUBJECT: Authorized Use of Centrally Billed Account (CBA) for Permanent Change of Station (PCS)

## 1. References:

- a. DoD Instruction 5154.31, Volume 4: Commercial Travel Management: DoD Government Travel Charge Card (GTCC) Program
  - b. Department of Defense Government Travel Card Regulations
  - c. OUSD memorandum, subject: Reduction of Centrally Billed Accounts (CBAs), May 3, 2007
2. An Individually Billed Account (IBA) must be issued to eligible members of the Military Service, and the use of CBA must be limited to those who are not eligible for IBAs. Greater use of IBA cards will mitigate problems associated with unused airline tickets and improper payments; reduces costs associated to reconcile and pay CBA invoices; and bring DoD practices in line with Government Accountability Office (GAO) recommendations included in their GAO-04-398 report.
3. SPC , is authorized or required to utilize CBA because.....
4. The point of contact for this memorandum is..

JOSEPH SNUFFY

05 or higher