

**Navy Letter Head**

**Correspondence Code**  
**Serial #/#of letter**  
**Date**

From: Officer in Charge, **Command Name**, **City and State**

To: Officer in Charge, Personnel Support Detachment, Jacksonville, FL

Subj: TRAVEL/TRANSPORTATION/HOUSEHOLD GOODS MOVE ICO **service member's name**, USN, **social security #**

Ref: (a) JFTR Vol 1 (U5920)

1. Per reference (a), **COMMAND NAME** authorizes the entitlement to transfer **SPOUSE'S NAME** and, **#OF CHILDREN** to **PLACE OF RELOCATION**. She is a dependent of a member of my command, **SERVICE MEMBER'S NAME**.

Signature of CO