



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VA 22214-5000

IN REPLY REFER TO:
 10110
 HQSVC Co

From: _____000 00 ____/____ USMC
 To: Commanding Officer, Headquarters and Service Battalion,
 Headquarters Marine Corps, Henderson Hall
 Via: (1) OIC _____
 (2) SNCOIC _____
 (3) Commanding Officer, Headquarters and Service Company,
 Headquarters Battalion, Headquarters Marine Corps, Marine Corps
 National Capital Region Command, Henderson Hall

Subj: REQUEST FOR COMMUTED RATIONS (COMRATS)/BASIC ALLOWANCE FOR
 SUBSISTENCE (BAS)

Ref: (a) MCO 10110.47

1. I request authorization to receive **COMRATS**. The reason for my
 request is as follows:

2. I understand that this request will be considered on a case-by-
 case basis according to the guidance contained in the reference.

3. The following information, required by the reference is provided:

- a. Work Section _____.
- b. Nearest government mess hall is _____.
 Distance in miles is _____. Travel time in
 minutes is _____.
- c. Working Hours _____.

4. I understand that my entitlement to COMRATS/BAS will not begin
 until approval has been granted by the Commanding Officer and,
 that my entitlement may be terminated at any time for good and
 sufficient cause.

5. I understand that my entitlement to COMRATS/BAS will not begin
 until approval has been granted by the Commanding Officer and,
 that my entitlement may be terminated at any time for good and
 sufficient cause.

 SNM SIGNATURE

FIRST ENDORSEMENT

From: SNCOIC _____
To: Commanding Officer, Headquarters and Service Battalion,
Headquarters Marine Corps, Henderson Hall
Via: (1) OIC _____
(2) Commanding Officer, Headquarters Company, Headquarters and
Service Battalion, Headquarters Marine Corps, Henderson Hall
Subj: REQUEST FOR COMMUTED RATIONS (COMRATS)/BASIC ALLOWANCE FOR
SUBSISTENCE (BAS)

1. Forwarded, recommending approval/disapproval. Additional
comments.
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SECOND ENDORSEMENT

From: OIC _____
To: Commanding Officer, Headquarters and Service Battalion,
Headquarters Marine Corps, Henderson Hall
Via: Commanding Officer, Headquarters Company, Headquarters and
Service Battalion, Headquarters Marine Corps, Henderson Hall
Subj: REQUEST FOR COMMUTED RATIONS (COMRATS)/BASIC ALLOWANCE FOR
SUBSISTENCE (BAS)

1. Forwarded, recommending approval/disapproval. Additional
comments.
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THIRD ENDORSEMENT

From: Commanding Officer, Headquarters Company, Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall
To: Commanding Officer, Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall
Subj: REQUEST FOR COMMUTED RATIONS (COMRATS)/BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

1. Forwarded, recommending approval/disapproval. Additional comments.
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M. S. MCTEAGUE

FOURTH ENDORSEMENT

From: Sergeant Major, Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall
To: Commanding Officer, Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall
Subj: REQUEST FOR COMMUTED RATIONS (COMRATS)/BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

1. Forwarded, recommending approval/disapproval. Additional comments.
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R. L. GREEN

FIFTH ENDORSEMENT

From: Commanding Officer, Headquarters and Service Battalion,
Headquarters Marine Corps, Henderson Hall

To: _____000 00 ____/____ USMC

Subj: REQUEST FOR COMMUTED RATIONS (COMRATS)/BASIC ALLOWANCE FOR
SUBSISTENCE (BAS)

1. Returned. Your request is approved/disapproved. Additional
comments.

R. L. ANDERSON