



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1320.3C
3BC
17 DEC 1997

STATION ORDER 1320.3C

From: Commanding Officer
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD)

Ref: (a) MARCORMAN, par 2803.2
(b) MCO P1000.6F (ACTS Manual)
(c) JFTR
(d) MCO P4650.37C (MCTIM)
(e) MCO P1050.3G (Leave & Liberty Manual)
(f) StaO 7220.13D
(g) OPNAVINST 4650.11F
(h) MCO 4600.40

Encl: (1) TAD Request form
(2) Sample Modification Letter
(3) Sample Cancellation Letter
(4) Sample Adjustment Letter

1. Purpose. To establish administrative procedures and guidance pertaining to Temporary Additional Duty (TAD) for both military and civilian personnel assigned to Marine Corps Air Station (MCAS) Yuma, Az.
2. Cancellation. StaO 1320.3B.
3. Summary of Revision. This revision contains major changes and should be reviewed in its entirety.
4. Background. The diverse nature of governing orders concerning TAD, combined with the various commands, personnel, military services aboard this Station, and funding, form the basis of need for this order to ensure compliance with references (a) through (h).
5. Information. There are two types of TAD orders, those which direct the performance of official government business and are funded; and those which authorize or permit an individual to travel but have no specific requirements as to the performance of duty and provide for no reimbursement. Funded TAD is budgeted for annually by each fund administrator. Funds are allocated in respect to requirements submitted in the proposed budget.
6. Authority. The authority to issue TAD Orders, per reference (a), rests with the Commanding Officers of MCAS Yuma, Marine Aircraft Group 13 (MAG-13), Marine Aviation Weapons and Tactics Squadron-1 (MAWTS-1) and Combat Service Support Detachment-16 (CSSD-16).

- a. Approval authority of MCAS Yuma funded TAD is delegated to the Executive Officer, MCAS Yuma.
- b. Approval authority for funded TAD by another command and all Permissive Travel Orders is delegated to the S-1 Officer, MCAS Yuma.
- c. Authorization to approve travel requests using Nonappropriated Funds (NAF) is delegated to the Director of Morale, Welfare and Recreation (MWR).
- d. Commanding Officers of MAG-13, MAWTS-1 and CSSD-16 will establish procedures for their subordinate commands/departments to request issuance, modification, cancellation, readjustment and liquidation of TAD orders.
- e. MCAS fund administrators will provide supporting documentation with TAD requests (i.e., message traffic, flyer, letters, etc.).

7. TAD Request Submission Procedures

- a. Request Routing. All TAD requests will be routed to arrive in the Station S-1 department 10 working days prior to first day of travel.

(1) MCAS Yuma funded travel requests in excess of \$500.00 will be submitted in the format contained in enclosure (1) to the Station Executive Officer for approval via the Fund Administrator and Comptroller. TAD requests with an estimated cost of \$500.00 or less will be reviewed by the Comptroller and forwarded directly to the S-1.

(2) NAF funded TAD requests will be approved by the Director, MWR. TAD Orders will be completed in letter format, and all travel arrangements will be procured through any leisure travel service offering the most economical fare.

- b. Supporting Documentation. TAD requests will show, in detail, the following items when applicable.

(1) TAD with Registration Fees. Requests which include registration fees for participation in meetings, symposiums, or conferences, will be indicated in detail on the TAD request form (enclosure (1)). Registration fees will be itemized and indicate whether any meals or lodging expenses are included with the fees. A statement must be made on the TAD request stating if meals are included and if available, the amount charged for the meals and lodging. These remarks will be included in the TAD orders. Note: Registration fees will be included under miscellaneous expenses on enclosure (1).

(2) Rental Vehicle. The use of a rental car is not authorized when government transportation is available. Authorization will not be based exclusively on nonavailability of government quarters and/or messing at the TAD site. A rental car may be authorized when more than one destination is scheduled to be visited and it is the most economical method of transportation available, or when it is deemed essential to accomplish the mission. Justification for a rental car will be submitted with the TAD request.

Rental cars will be chosen based on the lowest overall cost, normally a compact or economy model. Under no circumstances will a traveler, once TAD, arbitrarily decide to rent a car because they think it is more cost effective for the government. Rental car upgrades from a compact model will only be authorized when there are two or more authorized travelers in the vehicle.

8. Transportation To and From TAD Site

a. Travel by Privately Owned Vehicle (POV)

(1) POV costs will only be paid from Permanent Duty Station (PDS) to TAD site. Costs should not exceed mileage, Constructive Common Carrier Cost (CCCC) or Government Travel Regulations (GTR) and must be stated in the Orders.

(2) When POV is authorized as more advantageous to the government, the member will be paid the mileage rate indicated in reference (c).

(3) When POV is authorized for members convenience, mileage and travel time will only be paid based on constructive common carrier cost or will not exceed the cost of a GTR.

(4) When government travel is directed, but member elects to travel POV, no reimbursement is authorized.

b. Travel by Common Carrier. GTR's are the only means by which common carrier transportation (i.e. airline, bus, or train tickets) will be procured. Original travel orders must be provided to the MCAS Yuma Transportation Management Office (TMO) before the GTR can be used. At least 72 hours prior to travel is recommended and strongly encouraged. Emergencies will be handled on a case-by-case basis.

After hours recall of key personnel can be coordinated via the Station OOD.

c. Travel by Government Vehicle. Government vehicles may be utilized when orders direct and upon availability from Station Motor Transport. Authorized personnel will submit a request to Station S-4 three working days prior to departure date. Upon approval, a vehicle will be dispatched from Bldg 603. The traveler must be in the appropriate Uniform of the Day or appropriate civilian attire for civilian personnel, and must possess and present a current (valid) state drivers license as well as a driver's improvement card (if under the age of 26). Operation of the vehicle will be in accordance with MCO 11240.106A and StaO 11240.1J.

d. Travel Arrangements

(1) Appropriated Funds (APF). Personnel traveling on official business will make airline and rental car reservations directly with SATO travel by calling 1-800-764-8430. Failure to use the Government Contracted

Travel Office (CTO), currently SATO travel, reimbursement is not authorized unless it can be demonstrated that there was no alternative. Personnel are not required to be in possession of orders when making reservations. Travelers should however, have firm travel dates and a definite itinerary prior to making reservations in order to avoid modifications or subsequent changes to transportation arrangements. All transportation (i.e. airline, bus, train, etc.) shall be arranged through SATO, and is the responsibility of the traveler. The traveler should not be scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

(2) Nonappropriated Funds (NAF). All travel arrangements will be procured through a leisure travel service offering the most economical fare. Authorization to approve travel requests using NAF is delegated to the Director, MWR. TAD orders will be written in letter form, and will contain essentially the same information as funded travel. The last paragraph, however, will not contain appropriation accounting data but will include a statement indicating which fund will furnish reimbursement for the expense incurred. A statement such as the following example will suffice:
"Reimbursement for the expense incurred in the execution of these orders will be borne by _____ funds."

e. Frequent Flyer Mileage Credits, Gifts, and Gratuities

(1) Frequent flyer credits earned on official travel are the property of the Federal Government and may not be used for personal (leisure) travel. First priority should be given to using them for free airline tickets (for official travel), hotel rooms, and rental cars. They may also be used for airline, hotel, and rental car upgrades, but they MAY NOT be used for upgrades to first class accommodations. They may be used for upgrades to premium class, less than first class (e.g., business class). If there is no premium class other than first class, the credits may not be used for airline upgrades.

(2) Travel bonuses carrying expiration dates and nontransferable coupons will be turned into the traveler's supporting TMO.

(3) Most carrier tariffs require payment of liquidated damages in certain situations if the carrier fails to provide a seat for a passenger with a confirmed reservation. Since travel on official business is for the account of the United States, travelers are instructed to ensure that checks tendered by carriers as denied boarding compensation are made payable to the Treasurer of the United States and forwarded to the fiscal station specified in the travel orders for credit to the applicable accounting classification. When travel is paid on centrally billed accounts, compensation will be credited to the applicable account reflected on the ticket. These provisions apply whether air transportation is procured by government transportation request (GTR), cash, or credit card. However, these requirements do not apply when the traveler relinquishes a confirmed seat,

provided the resultant delay does not impinge upon the performance of official duty and the government does not incur any additional cost. Under the latter circumstances, the traveler may keep any compensation paid by the carrier.

(4) Promotional items of nominal intrinsic value (\$20.00 or less) and benefits received, which the government cannot use, may be kept by the traveler.

(5) Benefits incident to official travel that cannot be used by the Federal Government, such as on-the-spot upgrades, may be kept for personal use if they fall under one of the gift exceptions of 5 CRF 2635.203 and 204, the Standards of Ethical Conduct for Employees of the Executive Branch found in chapter 2 of DOD 5500.7-R, and the Joint Ethics Regulation (JER). These exceptions include benefits that are broadly available to the public, all Government employees, all military personnel regardless of rank, and those that are available to a group in which membership is unrelated to government employment.

9. Utilization of Government Quarters/Mess

a. Government Quarters. Government quarters shall be utilized to the fullest extent possible when the traveler is TAD to a government installation. It is the responsibility of each traveler to verify availability/reserve government quarters at the TAD site, prior to estimating the cost for a period of TAD. Government quarters are considered not available when a traveler performs TAD to other than a government installation. For example, a traveler directed to perform TAD in San Diego, CA would not be required to use any available government quarters unless the orders directed TAD to MCRD, San Diego.

b. Government Mess. Government mess shall be utilized on installations where available, unless specifically stated in the TAD request that government messing would adversely affect the mission. TAD orders will direct government messing if available.

10. Per Diem. The traveler is entitled to one of three per diem rates: Government mess available, proportional or locality. The determination for military per diem rate is based on the direction to utilize government messing. Military personnel berthed in non-government quarters will be given per diem at the locality rate. Civilian personnel per diem rates are based on General Services Administration rates.

a. Government Meal Rate (GMR). When government quarters and messing are directed for all three meals, travel orders will indicate per diem GMR. The new single consolidated government meal and incidental expense (M&IE) rate is \$10.00 per day. This rate is subject to change and will not be applied on dates of travel.

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b. Proportional Meal Rate (PMR). When the traveler is staying in government quarters and it has been determined that not all meals can be taken in a government mess, or it is known before hand that a meal will be covered by a registration fee, travel orders will indicate per diem PMR.

c. Locality Meal Rate (LMR). If neither government quarters nor messing is directed, the traveler will receive the off-base locality meal rate. This rate will be paid if neither GMR or PMR is indicated on the travel orders.

d. Essential Messing Facilities. If directed to perform TAD at an Essential Messing Facility, a meal card will be issued. Therefore, there will be no entitlement to per diem for meals (see SECNAVINST 7220.66C for essential messing sites).

e. Example for Computing Per Diem. The full locality rate for San Diego, CA is \$38.00 (\$36.00 meal, \$2.00 incidental expense). The government meal rate is \$10.00 (\$8.00 meals, \$2.00 incidental expense), find the average of the two rates - $\$8.00 + \$36.00 = \$44.00$ divide by 2 = \$22.00. The proportional meal rate is \$24.00 (\$22.00 meals, \$2.00 incidental expense).

11. Medical TAD Orders. When it has been determined by the medical officer that facilities are not adequate for treatment at the MCAS Branch Medical Clinic (BMC), the military member will be referred to another facility normally United States Naval Hospital (USNH) Balboa, San Diego, California, USNH Camp Pendleton, California, Luke Air Force Base, Phoenix, Arizona or Davis-Monthan Air Force Base, Tucson, Arizona.

a. Government transportation is provided Monday-Friday excluding holidays, to USNH Balboa and clinics in San Diego. Government travel will be directed on medical orders to USNH Balboa. Military personnel with medical appointments outside of the San Diego area or appointments that do not meet the time schedule of government transportation must request alternate travel authorization from the units approving authority.

b. Family members are authorized travel via government transportation, if space is available, to medical appointments at USNH Balboa. Military personnel who accompany family members will be issued Permissive Temporary Additional Duty Orders (PTAD).

c. Medical escorts/attendants. When determined by competent medical authority that a military member must be escorted, either a family member or another military member can be designated. When a military member is assigned as a medical attendant they must have travel orders. They are entitled to travel and transportation allowances prescribed for all other TAD. When a family member is assigned they must have their name and social security number listed on the military members travel orders and they will only be reimbursed for actual expenses and must have receipts. Cite reference (c), paragraph U7550 on travel orders as authority.

12. Unfunded (No cost to the government)

a. Permissive Temporary Additional Duty (PTAD). Permissive orders authorize, rather than direct, individuals to proceed on TAD, and indicate that the travel may be performed at the option of the individual. These orders are issued to permit travelers to be officially absent from duty and to perform travel at their own expense, as necessary, for the purpose indicated in the orders and when the benefit to the service is not sufficient to warrant expenditure of government funds. Commanders will not direct personnel to perform official travel without furnishing transportation or providing reimbursement of transportation expenses. On certain occasions, however, though travel may be desirable from the Marine Corps viewpoint, it may not be sufficiently justifiable to warrant expenditure of travel funds. Under these circumstances, commanders may write an "authorization," permitting the individual addressed to travel, but at no expense to the Government for travel and/or per diem. The traveler must voluntarily accept permissive travel orders. Permissive orders must contain the following statement:

"These orders are issued with the understanding that no expense to the Government for travel and/or per diem is authorized in their execution. If you do not desire to execute these orders without expense to the Government for travel and/or per diem, this authorization is revoked." Orders issued in connection with the performance of PTAD for individual athletes and/or teams will always be issued in letter format. Permissive orders must not be issued in connection with the performance of official business. They must be accepted voluntarily. Refer to reference (b) for additional information concerning PTAD. Examples of occasions for which PTAD may be granted include:

(1) Participation in competitive sports events and essential support of participants in competitive sports events. (this type of orders does allow for a reimbursement of an expense allowance of \$5.00 per day which is borne by MWR)

(2) Attendance of a member of the board of directors of a DoD credit union at meetings of associations, leagues, or councils formed by DoD credit unions, the purpose of which is directly related to the DOD credit union program.

(3) Attendance in response to a subpoena, summons, or request in lieu of process, as a witness at a state criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

(4) Travel to a new permanent station area for the purpose of house hunting. Marines issued PCS orders to any location where government quarters will not be available, or where they will be authorized to occupy non-government quarters, or who are scheduled for restricted tours and wish to move their dependents to a designated place, are eligible to request PTAD. PTAD for house hunting may be used in conjunction with leave and

17 DEC 1987

liberty, but not with travel and proceed time. If the Marine does not perform PTAD prior to detaching from the old Permanent Duty Station (PDS), PTAD may be authorized by the Commanding Officer at the new PDS after the Marine reports for duty. A period of PTAD for house hunting may not exceed 10 total days including work days and nonwork days. Marines separating are not eligible for PTAD for house hunting under this paragraph.

(5) Attendance at meetings sponsored by recognized non-federal technical, scientific, professional medical, professional dental, professional legal, and professional ecclesiastical societies and organizations, when the meetings bear a direct relationship to the member's professional background or primary military duties and clearly enhances the Marine's value to the Marine Corps.

(6) Recruiting assistance.

(7) Paternity Permissive TAD.

(8) Great care shall be taken to ensure the administrative absence contemplated falls clearly within the criteria provided above in that such criteria are narrowly construed. If it is determined the contemplated absence does not meet such criteria, the absence shall be handled under leave and liberty procedures described in reference (e). Commanders with authorization to grant such absence and those authorized to warrant such absence on a specific basis shall ensure that this program is monitored closely to preclude adverse criticism and to prevent use of this program to accumulate, rather than expend, accrued leave. Commanders are authorized to grant periods of administrative absence not to exceed 30 days. This authority shall not be delegated. Any commander who desires authority to grant administrative absence for a purpose not defined in this Order, shall request such authorization from the CMC(MM). All requests shall contain at the least the following information:

(a) Number and grade of military personnel involved.

(b) Purpose, duration, and location.

(c) Justification.

PTAD which is deemed necessary by the Commanding Officer but does not justify the use of Marine Corps/Navy funds, will be submitted to the Station S-1 Officer for MCAS, Yuma with the exception PTAD for house hunting and paternity. Per reference (b), the authority to grant PTAD for house hunting and paternity is delegated to the Squadron Commanding Officer. Commanding Officers for MAG-13, MAWTS-1 and CSSD-16 will establish procedures for their subordinate commands/departments.

b. Field Duty Orders. A field duty status generally exists when a Marine participates in field training and incurs no special cost for messing and billeting during the training. No per diem allowances are payable for these periods, except under the following conditions:

- (1) The senior commander of the exercise issues a statement that Government quarters and/or subsistence were not available during stated periods during the exercise.
- (2) Occasional meals or quarters are necessary.
- (3) Per diem is authorized by the Secretary of the Navy.
- (4) The Marine is engaged in the advance planning or critique of the operation.

Field duty orders must include the following statement:

"These orders involve participation in field duty as defined in the JFTR. This constitutes group travel." Specify the inclusive dates during which the Marine will perform field duty. If these statements do not appear, the Marine will be entitled to per diem.

13. Confirmation Orders. Confirmation orders will be prepared when unforeseen circumstances prevented the processing of the TAD request prior to the travel. This type of orders should be the exception, not the rule. When approved, the authority for TAD will be included in the text of the orders as a reference.

14. Travel Advances. There are two types of travelers when determining payment of travel advances. The frequent traveler and non-frequent traveler. The use of the American Express (AMEX) government travel card is highly encouraged throughout the Department of Defense for all personnel expected to conduct any TAD. The Finance Office will only pay travel advances to individuals not possessing the AMEX government travel card, and when the following statement is contained in the travel orders, "Finance Office advance authorized." All advances are made through Electronic Funds Transfer (EFT). Travelers will be reimbursed for ATM charges (while using the AMEX card only) incurred during official travel.

a. Frequent Traveler Program. Personnel in military pay grades E-6 and above, or civilian grades GS-9 or WG-12 and above are designated frequent travelers regardless of how frequent they travel. Personnel who are frequent travelers and (1) have had their American Express (AMEX) card suspended or revoked or (2) desire not to participate in the AMEX charge card program will be considered a frequent traveler for travel advance purposes. The only reason a frequent travel member should not possess an AMEX Government Travel Card is if the Commanding Officer determines that it will create an undue hardship. When the AMEX government travel card applied for has not been received or the card is not accepted at the TAD site, the Finance Office will advance funds through EFT. Appropriate statements must be on the travel orders.

17 DEC 1997

b. Non-Frequent Travelers. Personnel below the grade of SSgt or GS-9 are considered Non-Frequent travelers; however, the Commanding Officer may approve the individual request for an AMEX Government Travel Card if their duties involve frequent travel.

15. Modification/Cancellation and Re-adjustments of TAD Orders. All request for modification/cancellation and re-adjustments of TAD orders shall be submitted in writing with appropriate justification, utilizing enclosures (2), (3) and (4) respectively.

16. Leave in Conjunction with TAD

a. Leave in conjunction with TAD may be authorized by proper authority. Request for leave must be submitted via the chain of command along with the TAD request. Additionally, the request will include inclusive dates and a leave address.

b. A member on leave from the command who receive orders to perform TAD at an address other than their leave address is entitled to per diem and transportation expenses. Transportation expenses will be computed from travel address or the place of receipt of orders, whichever is shortest, to the place of TAD and then return to the parent command.

c. Leave in conjunction with TAD will not be authorized if it could be construed that the period of TAD is arranged to facilitate transportation to a leave address at government expense. Further, when such request is submitted, it must be clear, beyond doubt the TAD is essential and no additional cost to the government will be incurred.

17. Action. Commanding Officers/Department Heads will ensure strict compliance with the provision set forth in this Order.

18. Concurrence. This Order has been concurred with by the Commanding Officers MAG-13, MAWTS-1 and CSSD-16.


C. J. TURNER

DISTRIBUTION: B

TEMPORARY ADDITIONAL DUTY/CONFIRMATION REQUEST

DATE _____

1. NAME (LAST, FIRST, M.I.) 2. SSAN 3. GRADE/RATING/POSITION TITLE

ORGANIZATION/ELEMENT: _____

PHONE: _____

4. PURPOSE OF TAD-SELECT 1 5. TYPE OF ORDER-SELECT 1 6. SECURITY CLEARANCE

7. NUMBER OF DAYS TAD 8. PROCEED ON/OR ABOUT 31 Oct 1997 9. VARY ITINERARY

YES NO

10. DEPART FROM MCAS YUMA

11. LOCATION NUMBER OF DAYS LOCATION NUMBER OF DAYS

LOCATION NUMBER OF DAYS LOCATION NUMBER OF DAYS

REASON FOR TAD:

12. TERMINATE AT MCAS YUMA 13. FREQUENT TRAVELER 14. AMEX CREDIT CARD YES
 YES NO NO APPLIED FOR NOT YET RECEIVED

15. REMARKS _____

16. OTHER REMARKS _____ CONFIRMATION CAR # BEQ #

17. ESTIMATED COSTS: MEALS:

LODGING:

TRAVEL PER DIEM MISC TOTAL

18. FIP:

AAC FA WC FC OCSOC CAC BRC JNLU RON RBC

19. APPN DATA PROVIDED BY OTHER COMMAND SDN: _____

20. PREPARED BY: (NAME) (SECTION/UNIT) (PHONE NUMBER)

21. I CERTIFY THAT FUNDS ARE AVAILABLE FOR THIS TAD: _____
(FUND ADMINISTRATOR) (PHONE NUMBER) (DATE)

22. COMPTROLLER (STATION USE ONLY) DATE _____

23 APPROVED DISAPPROVED SIGNATURE DATE

*****FOR TAD SECTION USE ONLY*****

DATE RECEIVED BY TAD SECTION _____ SABRS SDN _____

MCASY 7000/1 (2-97)

PURPOSE CODES
(ONE CHARACTER)

- | | |
|-------------------------------------|-----------------------------------|
| 1 - SITE VISIT | A - RECRUITING |
| 2 - INFO MEETING | B - CONGRESSIONAL TRAVEL |
| 3 - TRAINING ATTENDANCE | C - AUDIT/INSPECTION |
| 4 - SPEECH OR PRESENTATION | D - TROOP MOVEMENT |
| 5 - CMC CONFERENCE GREATER THAN 25K | E - CMC CONFERENCE LESS THAN 25K |
| 6 - RELOCATION | F - OTHER CONFER GREATER THAN 25K |
| 7 - ENTITLEMENT TRAVEL (MEDICAL) | G - OTHER CONFER LESS THAN 25K |
| 8 - SPECIAL MISSION | |
| 9 - OTHER TRAVEL | |

TYPE OF ORDERS
(ONE CHARACTER)

- | | |
|-----------------------|----------------------------|
| POSITION - 1 | POSITION - 2 |
| I - INDIVIDUAL TRAVEL | C - CONFIRMATION OF TRAVEL |
| G - GROUP TRAVEL | D - DIRECTED TRAVEL |

REMARKS

- 15 - AUTH, VARY ITINERARY AS NECESSARY
- 19 - THIS PERSON IS A FREQUENT TRAVELER
- 20 - THIS PERSON NOT FREQUENT TRAVEL
- 21 - GOVT MESS&QTRS DIR IF AVAILABLE
- 22 - RENTAL CAR NOT AUTHORIZED
- 23 - IN AND AROUND MILEAGE IS AUTHORIZED
- 26 - RENTAL CAR AUTHORIZED
- 28 - OFFICIAL LONG DISTANCE PHONE CALLS ARE AUTH
- 32 - AUTH REIMB FOR LOCAL FARES (TAXI, BUS, TRAIN)
- 34 - AUTH REIMB FOR REGISTRATION/CONFERENCE FEES
- 36 - USE OF GOVT QUARTERS DIRECTED IF AVAILABLE
- 37 - USE OF GOVT MESS DIRECTED IF AVAILABLE
- 38 - MEMBER WILL BE AN INPATIENT AT THE HOSPITAL
- 39 - MEMBER WILL BE AN OUTPATIENT AT THE HOSPITAL
- 52 - AUTH LEAVE (FROM ___ TO ___)
- 70 - AUTH TVL VIA POV FOR MBRS CONVENIENCE W/REIMB IAW JFTR
- 73 - TRANS VIA COMMERCIAL AIR (GTR) DIRECTED
- 75 - TRANS VIA GOVT VEH DIRECTED, POV AUTH AT MBRS EXPENSE
- 80 - ADVANCE PAYMENT OF REGISTRATION FEE IS AUTH
- 96 - CREDIT CARD APPLIED FOR NOT YET RECEIVED
- 97 - ADVANCE AUTH FROM ATM
- 98 - ADVANCE AUTH FROM DISBURSING OFFICER
- C1 - USE OF GOVT QUARTERS NOT REQUIRED
- C2 - USE OF GOVT MESSING NOT REQUIRED
- C3 - USE OF GOVT QUARTERS AND MESSING NOT REQUIRED
- GT - GOV TRANSPORTATION DIRECTED
- J1, J2 - AUTH TVL VIA POV MORE ADVAN TO GOVT W/REIMB IAW JFTR U3305 FOR OFFICIAL DIST TVRLD
- T1, T2, T3 - CONFIRMATION OF TAD
- V1, V2 - USE OF GOVT QTRS NOT DIRECTED, BECAUSE IT WOULD ADVERSELY AFFECT THE MISSION
- W1, W2 - USE OF GOVT MESS NOT DIRECTED, BECAUSE IT WOULD ADVERSELY AFFECT THE MISSION
- X1, X2 - USE OF GOVT QTRS AND MESS NOT DIR BECAUSE IT WOULD ADVERSELY AFFECT THE MISSION

MCASY 7000/1 (2-97)

StaO 1320.3C
17 DEC 1997

SAMPLE MODIFICATION LETTER

1320
(SSIC)
(date)

From: Department Head/Commanding Officer
To: Commanding Officer (Unit issuing TAD Order)
Via: Comptroller (Station use only)

Subj: MODIFICATION OF TEMPORARY ADDITIONAL DUTY ORDERS

Ref: (a) StaO 1320.3C

Encl: (1) TAD orders dtd _____SDN_____

1. Per the reference, request the enclosure be modified to read (insert requested modification).

/Signature/
(typed name)

ENCLOSURE (2)

17 DEC 1997

SAMPLE CANCELLATION LETTER

(SSIC)
(date)

From: (Individual Traveler)
To: Commanding Officer, (Unit issuing TAD orders)
Via: Department Head

Subj: CANCELLATION OF TEMPORARY ADDITIONAL DUTY ORDERS

Ref: (a) StaO 1320.3C

Encl: (1) TAD orders dtd _____SDN_____

1. Per the reference, request that the enclosure be canceled.
2. The reason for this cancellation is (insert reason for cancellation).

_____/Signature/_____
(typed name of traveler)

_____/Signature/_____
(typed name Dept. Head)

SAMPLE ADJUSTMENT LETTER

1320
(SSIC)
(date)

From: (Commanding Officer/Department Head)
To: Commanding Officer, (Unit issuing TAD orders)

Subj: ADJUSTMENT OF TEMPORARY ADDITIONAL DUTY ORDERS

Ref: (a) StaO 1320.3C

Encl: (1) TAD orders dtd _____ SDN _____

1. Per the reference, request that the enclosure be adjusted.
2. The reason for this adjustment is the members travel was less than 12 hours and no entitlements will be paid.

/Signature/
(typed name of traveler)

/Signature/
(typed name Dept. Head)



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1320.3C Ch 1
3FA
09 JUL 1998

STATION ORDER 1320.3C Ch 1

From: Commanding Officer
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD)

Encl: (1) New page insert to StaO 1320.3C of 17 Dec 97

1. Purpose. To transmit a new page insert to the basic Order.
2. Action. Attach new enclosure (5).
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


C. J. TURNER

DISTRIBUTION: B

09 JUL 1998

GUIDELINES TO AUTHORIZE USE OF GOVERNMENT
AND RENTAL AUTOMOBILES WHILE TAD

1. Government Automobiles. A government employee may only use a government automobile for official business purposes. Any use of a government automobile for other than official use could be deemed a violation of law.

a. In particular, 31 USC Section 1349(b) states, in pertinent part, that "(a)n officer or employee who willfully uses or authorizes the use of a passenger motor vehicle...owned or leased by the United States Government (except for an official purpose...) shall be suspended without pay by the head of the agency."

b. Examples of unofficial uses include picking up family or friends from an airport with a government automobile, commuting from home to work with a government automobile while one's personal vehicle is in the repair shop, driving 300 miles out of the way on TAD to conduct personal business.

c. The extent a government automobile may be used while the employee is on TAD is unclear. With this in mind, the following examples would most probably be deemed unofficial:

(1) Using a government vehicle to go to a movie.

(2) Using a government vehicle to go shopping for anything, but food or necessities.

(3) Using a government vehicle to visit friends or relatives.

d. The following are examples of uses of a government automobile that are official uses:

(1) Traveling a reasonable distance to get something to eat.

(2) Going to a store to buy business related items or personal necessities.

(3) Driving to a friend or relative's house if lodging will occur at that location.

ENCLOSURE (5)
Cn 1 (09 Jul 98)

StaO 1320.3C

09 JUL 1998

2. Since the law has been strictly construed by the courts, it is best to be conservative in the use of a government vehicle while on TAD, and therefore, one should avoid use of a government vehicle that could even remotely be characterized as unofficial. The safest practice is to either use public transportation, such as a bus or subway, or lease private transportation, such as a taxi or a rental car, when the employee desires to conduct personal business.

3. Government Leased Automobiles. The same rules that apply to a government owned automobile also apply to a government leased automobile. For example, MCAS Yuma has leased vehicles through the General Services Administration, that are considered government leased automobiles. Accordingly, if the government has a "property interest" in the automobile, then the proscriptions of 31 USC Section 1349(b) apply.

4. Automobile Leased/Rented with a Government Credit Card. A privately leased automobile paid for by an employee with a government credit card from a car rental agency may be used for business and personal use. [Since the government does not incur any liability (e.g., fees, damage to the car, etc.) under the rental contract, it is not "a motor vehicle leased by the government" as construed in Section 1349(b).] Moreover, the fact that the employee is reimbursed for the rental fee and that the vehicle was rented at a special government rate does not convert an otherwise personal contract into a government contract.

ENCLOSURE (5)

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