



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

1320
G-8
FEB 08 2013

COMMANDING GENERAL'S POLICY LETTER 001-13

From: Commanding General
To: All Commanders, Marine Corps Installations East-Marine Corps Base, Camp Lejeune, and General and Special Staff
Subj: REQUESTING APPROVAL OF TEMPORARY ADDITIONAL DUTY (TAD) REGARDING THE CONTINUING RESOLUTION (CR) AND SEQUESTRATION
Encl: (1) Sample Request for Approval of Mission-Essential Temporary Additional Duty (TAD)

1. Background. Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) is currently facing budget shortfalls due to the absence of the Fiscal Year (FY) 2013 budget. We are currently funded under a CR that has been extended through 27 March 2013, and could possibly be extended to cover the full FY. Further, unless Congress legislates changes, we may have significant additional budget reductions starting in March due to sequestration.

2. Purpose. To outline procedures for MCIEAST-MCB CAMLEJ General and Special Staff department heads, installation and subordinate commanders to seek approval from the Commanding General (CG), MCIEAST-MCB CAMLEJ for TAD requests.

3. Action

a. It is prudent MCIEAST-MCB CAMLEJ begin immediately to pursue reversible/recoverable actions to reduce expenditure rates and mitigate budget execution risks that could evolve from sequestration.

b. Using enclosure (1), all requests for TAD will be sent via the chain of command to the MCIEAST-MCB CAMLEJ Adjutant for processing.

c. Tasks

(1) MCIEAST-MCB CAMLEJ General and Special Staff, and its subordinate commands shall submit all requests for TAD approval using enclosure (1) to the MCIEAST-MCB CAMLEJ Adjutant.

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SEQUESTRATION

(2) Assistant Chief of Staff (AC/S), G-1 shall:

(a) Consolidate and forward all requests for TAD from subordinate commanders and staff sections to the CG for approval/disapproval.

(b) Return TAD requests approved/disapproved by the CG to the requesting subordinate commander or staff section.

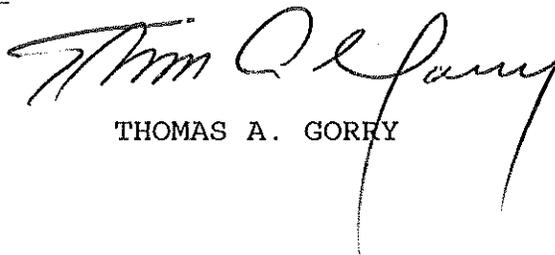
d. Coordinating Instructions

(1) Prior to any TAD orders being input into the Defense Travel System, subordinate commanders and staff section department heads must receive the CG's approval.

(2) TAD requests should be submitted to MCIEAST-MCB CAMLEJ Adjutant at a minimum of ten working days prior to TAD/conference dates.

(3) If a TAD that is supported by another command's appropriation and the requester has a signed letter from a General Officer approving the appropriations, then CG, MCIEAST-MCB CAMLEJ approval is not required. However, to execute TAD that is funded by commands outside of MCIEAST-MCB CAMLEJ which do not have a signed approval letter from another General Officer, forward the request to this command for CG approval/disapproval.

4. Points of Contact. The points of contact for this Policy Letter are Mr. Timmy Froemming, G-1 Adjutant at (910) 451-3033 or e-mail, timmy.froemming@usmc.mil; 1stLt Stephen E. Otis, G-1 Deputy Adjutant at (910) 451-4789, or email stephen.otis@usmc.mil; and Mrs. Marianne DesChamps, G-8, Financial Analyst, P&R at (910) 451-3396 or email marianne.deschamps@usmc.mil.



THOMAS A. GORRY

Copy to:
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UNITED STATES MARINE CORPS
LETTERHEAD

1320
CODE

From: Subordinate Commander or Department Head
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune

Subj: REQUEST FOR APPROVAL OF MISSION-ESSENTIAL TEMPORARY
ADDITIONAL DUTY (TAD) IN THE CASE OF:

Ref: (a) CG MCIEAST-MCB CAMLEJ Policy Letter 001-13

1. Purpose/Justification to Support Required Mission

a. Purpose of Travel/Name of Conference:

b. Justification/Mission-Essential Purpose:

2. Facts of Travel

a. Name of Traveler(s):

b. Dates of Travel:

c. Location of Travel:

d. Estimated Cost:

e. Any other facts relevant to the trip.

f. This TAD is being funded by:

(If funded by another command provide message, letter, or other
documentation supporting request)

3. Point of contact is:

/S/

Enclosure (1)