



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

1320  
G-1  
6 AUG 2013

COMMANDING GENERAL'S POLICY LETTER 09-13

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 for Fiscal Year 2013.
2. Cancellation. CG Policy Letter 001-13 of 8 Feb 13.
3. Purpose. To outline procedures to request approval from the Commanding General, MCIEAST-MCB CAMLEJ for mission essential TAD.
4. Action
  - a. It is prudent for MCIEAST-MCB CAMLEJ to begin immediately pursuing reversible/recoverable actions to reduce expenditure rates and mitigate budget execution risks that could evolve from sequestration.

b. Tasks

(1) The Commanding Officers of Deployment Processing Command/Reserve Support Unit-East, Headquarters and Support Battalion, Weapons Training Battalion, and all General and Special Staff Department Heads, shall submit all requests for TAD approval a minimum of ten working days prior to TAD/conference dates, using enclosure (1), to the MCIEAST-MCB CAMLEJ Adjutant for the Chief of Staff's approval.

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SEQUESTRATION

(2) Installation commanders are authorized to approve mission-essential TAD for their commands, however, they shall ensure strict compliance with CR and sequestration budget constraints.

c. Coordinating Instructions

(1) Prior to any TAD orders being input into the Defense Travel System, the TAD request must be approved by either the installation commander or Chief of Staff, as appropriate.

(2) If a TAD is supported by another command's appropriation data and the requester has a signed letter from a General Officer approving the appropriations, then approval is not required.

5. Points of Contact. Points of contact are Mr. Froemming, G-1 Adjutant at (910) 451-3033 or e-mail, [timmy.froemming@usmc.mil](mailto:timmy.froemming@usmc.mil); First Lieutenant Otis, G-1 Deputy Adjutant at (910) 451-4789, or email: [stephen.otis@usmc.mil](mailto:stephen.otis@usmc.mil); and Mrs. Marianne DesChamps, G-8, Financial Analyst, Programs and Resources Department at (910) 451-3396 or email [marianne.deschamps@usmc.mil](mailto:marianne.deschamps@usmc.mil).



R. F. CASTELLVI



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 09-13

1. Purpose/Justification to Support Required Mission. Per the  
reference, the following information is provided:

- 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)