



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1320.9F

PERS

FEB 16 2006

BASE ORDER 1320.9F

From: Commanding Officer
To: Distribution List

Subj: REQUEST FOR ISSUANCE OF TEMPORARY ADDITIONAL DUTY
(TAD) ORDERS

Ref: (a) MARCORMAN, par. 2803
(b) CG, MCB, CamLej ltr 1320 PERS of 6 Mar 89 (NOTAL)
(c) MCO P12000.11A
(d) BO 12570.1B
(e) BO P7000.1K
(f) MCO P1000.6G, Chapter 4
(g) Joint Federal Travel Regulations (JFTR),
Vol's 1 and 2
(h) MCO P1050.3H
(i) CMC Washington DC 161835ZMAR98 PERSONNEL ADMIN
ADVISORY 3-98

Encl: (1) TAD Orders Request MCBCL 1320/1 (Rev 6/05)
(EXAMPLE)
(2) TAD Orders Request MCBCL 1320/1 (Rev 6/05)
(MEDICAL TAD)
(3) TAD Orders Request MCBCL 1320/1 (Rev 6/05)
(TAD WITH LEAVE IN CONJUNCTION)
(4) GOVERNMENT AND NON-GOVERNMENT TRAVEL CARD HOLDER
STATEMENTS

1. Situation. The references outline the authority and procedures for the issuance of temporary additional duty (TAD) orders at Marine Corps Base, Camp Lejeune. This Order publishes instructions for issuance of TAD orders to military personnel, government civil service employees, and non-appropriated funded travel for Marine Corps Community Services (MCCS) civilian personnel.

2. Cancellation. BO 1320.9E.

3. Mission

a. This Order provides policy and instruction relevant to the requesting and issuance of TAD orders.

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Military personnel, active duty or retired, will be held responsible for redemption of personal checks written aboard Base that originate from accounts where they have either sole or joint responsibility for the account.

b. Summary of Revision. This Order contains a significant number of changes and should be reviewed in its entirety.

4. Execution

a. Commander's Intent. Budget Execution Activities (BEAs) for appropriated funds, listed in Chapter 1 of reference (e), are responsible for the administration of their respective TAD funds for military personnel assigned within their area of funding responsibility and for applicable civilian employees of non-appropriated fund activities. TAD funds encompass the cost of travel and per diem only. Appropriated funds required for other related costs (tuition, registration fees, etc.) are not a part of TAD costs and require a separate funding document and line of accounting. Provisions of references (f) and (g) are applicable to TAD.

b. Concept of Operations

(1) Defense Travel System (DTS). MARADMIN 045/04 requires travelers to submit a TAD request electronically. The use of DTS is directed by the Commanding Officer, Marine Corps Base, Camp Lejeune, and will be the primary means of TAD processing for MCB Camp Lejeune. However, it is understood that not all TAD travel can be accomplished through DTS; therefore, guidance for non-DTS travel is also governed by this Order and will be strictly enforced.

(a) Users/travelers using the DTS will generate travel authorizations, make trip reservations, and route travel requests for approval from their desktop workstations. When the trip is complete, the user/traveler files a voucher that is electronically routed for approval and sent to the disbursing office where an electronic transfer will be sent to the user's/traveler's bank account. The traveler is also required to have funds transferred to their Government Travel Charge Card (GTCC) account to pay amounts charged on the card.

(b) The DTS WEB address is www.defensetravel.osd.mil. The site has self-paced training programs for the following users of DTS: traveler, Reviewing Officials (RO), Authorizing Officials (AO), Financial Defense Travel Administrators (FDTA), (LDTA), Commercial Travel Office (CTO), Transportation Officials (TO), and the Debt Management Monitor (DMM).

(c) Authorized individual department heads will be responsible for ensuring that their personnel are trained in and are utilizing DTS within their departments. There is a Tier 2 Help Desk available to the travelers and the department heads located at the disbursing office. The Base Military Personnel office will only provide support outside the parameters of usually normal TAD travel e.g. Global War On Terrorism (GWOT), permissive TAD (PTAD), other command funded TAD and MCCA Non-Appropriated Funds TAD travel.

(2) Legacy TAD Requests. All requests for non-DTS TAD orders will be submitted on MCBCL Form 1320/1 (Rev 6/05); a sample is contained in enclosure (1). Submit TAD requests to arrive no later than five working days prior to the effective date of the orders to the Commander, Marine Corps Base, Camp Lejeune, (Military Personnel Officer). TAD order request forms MCBCL 1320/1 (Rev 6/05) are available through Form Flow.

c. Coordinating Instructions

(1) Appropriated Funds. Appropriated Funds will be the responsibility of the unit fund BEAs:

(a) Locally Funded TAD. The appropriate fund administrator originates the TAD request and submits it to the Base Military Personnel Officer, via the respective battalion, for issuance of orders for locally funded TAD.

(b) Headquarters Marine Corps and TAD Funded by Other Commands. When Headquarters Marine Corps and TAD Funded by other commands are required, submit requests for TAD orders funded by the Commandant of the Marine Corps (CMC) or other commands on MCBCL Form 1320/1 (Rev 6/05). Attach a copy of the message or authenticated letter providing the appropriation data to the TAD request. The Military Personnel Officer will verify the travel authority, approve the request and issue the orders. Operational TAD orders without funding data will be routed through the Base Comptroller for appropriation data prior to Base Personnel receiving any TAD request without this information.

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(c) Appropriated funds required for other related costs (tuition, registration fees, etc.) are not a part of TAD costs and require a separate funding document and line of accounting. Provisions of references (f) and (g) are applicable to TAD.

(2) Non-appropriated Funds. Use MCBCL Form 1320/1 (Rev 6/05) for TAD requests using non-appropriated funds. Put the non-appropriated fund instrumentality (NAFI) number, the cost center number and the cost account number to be charged, e.g., NAFI 0130/051988/7201, in the appropriation data portion of the form. In the remarks section enter the estimated costs of travel, per diem, other related direct costs, and the total estimated costs and include the amount of advance authorized. The NAFI supervisor or designated representative signs the form then forwards it to the Military Personnel Officer for issuance of orders.

(3) Permissive TAD Orders. If Permissive TAD Orders are required, Commanding Officers and department heads should familiarize themselves with the provisions of paragraph 4404 of reference (f) and Chapter 5 of reference (h) regarding the granting of administrative absence. Submit requests for permissive TAD orders on MCBCL Form 1320/1 (Rev 6/05) to arrive at least ten working days prior to the effective date. Leave the appropriation data portion of the form blank. Annotate in the remarks section to read "Permissive Travel - No expense to the Government". Permissive travel orders will be approved as follows:

(a) Commanding Officer, Marine Corps Base - All general/base staff officers and commanding officers will have prior approval from the Commanding Officer prior to performing Permissive TAD.

(b) Military Personnel Officer - All personnel assigned to Base Commands not listed in reference (b) will be approved by the Military Personnel Officer via their chain of command.

(c) NAFI Supervisors - All civilian non-appropriated fund employees will be approved by their NAFI supervisor.

(4) Requests for Rental Automobiles Using Local Funds. Should a Rental Automobile Using Local Funds be required, requests for rental automobiles will be made only after a determination has been made that other government or commercial transportation is not more advantageous to the government.

Personal preference or minor inconvenience is not the basis for authorizing the use of a rental automobile instead of a less expensive mode of transportation. Assistant Chiefs of Staff and Commanding Officers are delegated approving authority for rental automobiles.

(5) Requests for Rental Automobiles Using Headquarters Marine Corps or Other Command Funds. A rental automobile will only be included in TAD orders if the travel authority grants the use of a rental car.

(6) Granting Leave in Conjunction with TAD. Commanding officers are authorized to grant leave in conjunction with TAD. Route enclosure (1) through the appropriate channels for approval prior to submitting the TAD request for order writing. Include the leave period as authorized delay in the remarks section of the TAD request. NAFI supervisors may authorize leave in conjunction with TAD for non-appropriated fund civilian employees. Base personnel requesting to utilize POV for their travel while on TAD, that requires more than one day to drive to the TAD site, must utilize authorized leave for any day over the one day of travel limit in connection with TAD.

5. Administration and Logistics

a. Appropriation Data Elements for Other Command Sponsored Orders. Cite the below listed appropriation data elements on TAD requests for military personnel:

- (1) Appropriation (17*1106).
- (2) Subhead (applicable four digits).
- (3) Object Class (three zeros).
- (4) Bureau Control Number (67856) (00027).
- (5) Sub-allotment (blank).
- (6) Authorization Accounting Activity (067443).
- (7) Transaction Type Code (2D).
- (8) Property Accounting Activity (applicable six digits).
- (9) Cost Code (applicable seven digits plus Ton #).

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(10) TAD Accounting Data Example. An example of the lateral spread of TAD accounting data for a fiscal year is as follows:

ACRN	APPN/SH	OBJ/CL	BCN	S/A	AAA	TT	PAAN	COST CODE
AC	17*1106.27M0	000	67856	0	067443	2D	202836	99A2TD202836

*Insert the last digit of the fiscal year. Use the above lateral spread of TAD accounting data as a guide only. This does not delete the requirement for Commanding Officers and fund administrators to monitor current directives promulgated by higher and local authority for correct appropriation data.

b. Appropriation Data Elements for Locally Funded Orders:

- (1) Appropriation (17*1106).
- (2) Subhead (applicable four digits).
- (3) Object Class (three zeros).
- (4) Bureau Control Number (67001).
- (5) Sub-allotment (blank).
- (6) Authorization Accounting Activity (067443).
- (7) Transaction Type Code (2D).
- (8) Property Accounting Activity (M67001).
- (9) M67001 (Plus last 6 of Travel Order Number).

c. TAD Extending over Two Fiscal Years. When TAD begins in one fiscal year and ends in the following fiscal year, accounting data must be shown for each fiscal year and the amount charged to each fiscal year.

d. Liquidating Orders. Liquidate all travel performed by members of this Command within five days of completing the travel. In the event orders are not liquidated within five days from completing travel and the traveler received a travel advance, the BEA/Commanding Officer, in coordination with the disbursing officer, will initiate action to have a checkage made against the member's pay account. It is imperative that Commanding Officers notify the Disbursing Officer in any case wherein settlement cannot be accomplished within the prescribed time frame.

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e. Reference (i) delegates authority to approve request for Actual Expense Allowance (AEA) not to exceed the 150 percent ceiling (JFTR, par U4210-B.1/2) or 300 percent ceiling (JFTR U4210-B.3) to the order issuing official (the official who directs travel and has the responsibility for funding the TAD), or command responsible for funding the TAD, if different from the order issuing official. CMC (MMOS) will be the approval authority for all requests submitted by the order writing official to preclude the perception of conflict of interest. The official authorizing AEA must comply with the regulations established in JFTR, par U4200 through U4215 and Appendix L.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Base, Camp Lejeune and all tenant organizations.


W. A. MEIER
By direction

DISTRIBUTION: A less CAT III and CAT IV

DISTRIBUTION STATEMENT A: Approved for public release,
distribution is unlimited.

BO 1320.9F

FEB 16 2006

TEMPORARY ADDITIONAL DUTY REQUEST (EXAMPLE TAD)

DATE

MCBCL 1320/1 (REV 6/05)

IT IS REQUESTED THAT TEMPORARY ADDITIONAL DUTY ORDERS BE ISSUED BASED UPON THE BELOW INFORMATION

AUTHORITY: [] BUDGETED 4th QTR - FY [] NOT BUDGETED CY []

Table with columns: NAME (Last, First, Initial), RANK, SSN, MOS, COMP, ORGANIZATION. Row 1: HQSPTBN MCB, RSU, WTBN

TON TEC MULTIPLE ADDRESSEE ORDERS WILL INDICATE COST OPPOSITE EACH NAME. TEC IS TOTAL ESTIMATED COST OF ALL OBLIGATIONS THIS SET OF ORDERS

INTINERARY

Table with columns: DATE (On or about), FROM TO, ESTIMATED DAYS INCLUDING TRAVEL TIME, TRANSPORTATION VIA (GOV'T, COMM, OTHER). Row 1: CAMP LEJEUNE, NC, VAN, BUS, PLANE, CAR, PLANE, BUS, TRAIN, POV, AIRPLANE, RENTAL CAR

APPROPRIATION & SUBHEAD (1), OC/SOC (3), BCN (4), SA (5), AAAN (6), TTC (7), PAAN (8), COST CODE (9)

APPROPRIATION DATA OR FIP

SEE ATTACHED (ANY DOCUMENTATION THAT SUPPORTS THE TAD REQUEST)

PER DIEM TRAVEL FEES

Table with columns: Est Cost Per Diem, LODGING+ MESSING TOTAL, PLANE TICKET (Est Cost Travel, \$???.??), RENTAL CAR (Fees, \$???.??), Misc, PARKING, PHONE CALLS ETC..

PURPOSE OF TAD: (Specify exactly as orders are to be written)

REASON FOR TAD, BILLET, LINE #, TRAINING OR CONFERENCE

REMARKS

(RJ) TRAVELER IS/OR IS NOT A GOV CHARGE CARD HOLDER OR HAS APPLIED FOR BUT NOT ISSUED GCC. (KN) MEMBER HAS RECEIVED ANTI TERRORISM TRAINING ON ..., CODE OF CONDUCT TRAINING ON ... MEMBER HAS A SECURITY CLEARANCE OF - TOP SECRET (PC) MEMBER IS AUTH FIVE PIECES OF EXCESS BAGGAGE NOT TO EXCEED 70 LBS EACH, PLUS A CASED WEAPON. CHECKED BAGGAGE OVER 70 LBS WILL BE CONSIDERED AS TWO PIECES AND ITEMS OVER 100 LBS WILL NOT BE ACCEPTED. TOTAL BAGGAGE WEIGHT MUST NOT EXCEED 350 LBS. CARRY ON BAGS WILL NOT EXCEED 45 LINEAR INCHES DEFINED AS LENGTH PLUS WIDTH PLUS HEIGHT (LM) MEMBER IS AUTH VARIATION OF ITINERARY (UM) MEMBER IS AUTH TO CARRY A 9MM PISTOL (UP) WEAPON SERIAL# 1336493 (CA) RENTAL CAR AUTH (KK) USE OF GOV QTRS AND MESSING NOT/OR ARE AVAIL WHILE IN (TAD SITE) LODGING: \$93 X 9= \$837.00 MESSING: \$ 43 X 10 = 430.00 TOTAL PER DIEM: \$1267.00 INCIDENTAL WHILE IN (OVERSEAS): \$3.50 X DAYS= \$?????

(AUTHORIZING OFFICIAL) (UNIT) MCB CAMLEJ, NC 28542

NON-REPORTING

X

REPORTING:

ENTER REPORTING INSTRUCTIONS FOR TAD AND BE SPECIFIC

CERTIFICATION: It is certified that funds are available within the budget of this organization to defray the expenses of these orders.

FUND ADMINISTRATOR'S SIGNATURE

TITLE AND ORGANIZATION

WORK SECTION OIC/SIGNATURE

TITLE AND ORGANIZATION

ENCLOSURE (1)

FEB 16 2006

TEMPORARY ADDITIONAL DUTY REQUEST (MEDICAL TAD)

DATE

MCBCL 1320/1 (REV 6/05)

IT IS REQUESTED THAT TEMPORARY ADDITIONAL DUTY ORDERS BE ISSUED BASE UPON THE BELOW INFORMATION

AUTHORITY: BUDGETED NOT BUDGETED
 4th QTR -
 FY CY

NAME (Last, First, Initial)	RANK	SSN	MOS	COMP	ORGANIZATION
					HQSPTBN MCB, RSU, WTBN

TON TEC MULTIPLE ADDRESSEE ORDERS WILL INDICATE COST OPPOSITE EACH NAME.
 TEC IS TOTAL ESTIMATED COST OF ALL OBLIGATIONS THIS SET OF ORDERS

INTINERARY

DATE (On or about)	FROM TO	ESTIMATED DAYS INCLUDING TRAVEL TIME	TRANSPORTATION VIA		
			GOV'T	COMM	OTHER
	CAMP LEJEUNE, NC	1	VAN, BUS, PLANE, CAR	PLANE, BUS, TRAIN	POV, AIRPLANE, RENTAL CAR

APPROPRIATION & SUBHEAD OC/SOC BCN SA AAAN TTC PAAN COST CODE
 (1) (2) (3) (4) (5) (6) (7) (8) (9)

APPROPRIATION DATA OR FIP

SEE ATTACHED (ANY DOCUMENTATION THAT SUPPORTS THE TAD REQUEST)

PER DIEM TRAVEL FEES

Est Cost Per Diem:	LODGING+ MESSING TOTAL	PLANE TICKET		RENTAL CAR		Misc	PARKING, PHONE CALLS ETC.
		Est Cost Travel:	?????? ?	Fees :	????? ??		

PURPOSE OF TAD: (Specify exactly as orders are to be written)

REASON FOR TAD, BILLET, LINE #, TRAINING OR CONFERENCE MEDICAL APPOINTMENT

REMARKS

(RE) TRVLR IS OR IS NOT A GOVT CHARGE CARD HOLDER.
 (GB) AUTH POV WITH REIMB.
 (HC) GOV MESSING IS OR IS NOT AVAIL
 MESSING: \$43 X 1 = \$43.00
 TOTAL PER DIEM: \$43.00

(AUTHORIZING OFFICIAL)
 (UNIT) MCB CAMLEJ, NC 28542

NON-REPORTING	X	REPORTING: ENTER REPORTING INSTRUCTIONS FOR TAD AND BE SPECIFIC
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CERTIFICATION: It is certified that funds are available within the budget of this organization to defray the expenses of these orders.

FUND ADMINISTRATOR'S SIGNATURE

TITLE AND ORGANIZATION

WORK SECTION OIC/SIGNATURE

TITLE AND ORGANIZATION

ENCLOSURE (2)

BO 1320.9F

FEB 1 6 2006

TEMPORARY ADDITIONAL DUTY REQUEST (TAD WITH LEAVE IN CONJUCTION) DATE

MCBCL 1320/1 (REV 6/05)

IT IS REQUESTED THAT TEMPORARY ADDITIONAL DUTY ORDERS BE ISSUED BASE UPON THE BELOW INFORMATION

AUTHORITY: [] BUDGETED 4th QTR - CY [] NOT BUDGETED FY

Table with columns: NAME (Last, First, Initial), RANK, SSN, MOS, COMP, ORGANIZATION. Row 1: HQSPTBN MCB, RSU, WTBN

TON TEC MULTIPLE ADDRESSEE ORDERS WILL INDICATE COST OPPOSITE EACH NAME. TEC IS TOTAL ESTIMATED COST OF ALL OBLIGATIONS THIS SET OF ORDERS

INTINERARY

Table with columns: DATE (On or about), FROM TO, ESTIMATED DAYS INCLUDING TRAVEL TIME, TRANSPORTATION VIA (GOV'T, COMM, OTHER). Row 1: CAMP LEJEUNE, NC, VAN, BUS, PLANE, CAR, PLANE, BUS, TRAIN, POV, AIRPLANE, RENTAL CAR

APPROPRIATION & SUBHEAD (1) (2) OC/SOC (3) BCN (4) SA (5) AAAN (6) TTC (7) PAAN (8) COST CODE (9)

APPROPRIATION DATA OR FIP

SEE ATTACHED (ANY DOCUMENTATION THAT SUPPORTS THE TAD REQUEST)

PER DIEM TRAVEL FEES

Table with columns: Est Cost Per Diem, LODGING+MESSING TOTAL, PLANE TICKET (Est Cost Travel, \$???.??), RENTAL CAR (Fees, \$???.??, Misc), PARKING, PHONE CALLS ETC...

PURPOSE OF TAD: (Specify exactly as orders are to be written)

REASON FOR TAD, BILLET, LINE #, TRAINING OR CONFERENCE

REMARKS

(RJ) TRAVELER IS OR IS NOT A GOVT CHARGE CARD HOLDER. (GH) YOU ARE PERMITTED AT YOUR OPTION TO TVL VIA POV FOR (GI) YOUR OWN CONVENIENCE SUBJECT TO REIMB NOT TO EXCEED (GJ) THE COST OF A GTR. ALL TVL TIME IN EXCESS OF THAT AUTH FOR (GK) MODE DIRECTED IS CHRGD AS ANN LV. GTR COST IS \$???.?? (YA) AUTH 7 DAYS LEAVE IN CONJUNCTION WITH TDY. (YB) AUTH LEAVE FROM DATE TO DATE AND FROM DATE TO DATE. (KB) USE OF GOVT QTRS & MESS DIRECTED IF AVAIL. (KC) IF NOT AVAIL, OBTAIN A CERTIFICATE OF NON-AVAILABILITY. LODGING: \$60.00 X DAYS = \$???.?? MESSING: \$31.00 X DAYS = \$???.?? TOTAL PER DIEM: (LODGING+MESSING = \$???.??)

(AUTHORIZING OFFICIAL) (UNIT) MCB CAMLEJ, NC 28542

NON-REPORTING [X] REPORTING: ENTER REPORTING INSTRUCTIONS FOR TAD AND BE SPECIFIC

CERTIFICATION: It is certified that funds are available within the budget of this organization to defray the expenses of these orders.

FUND ADMINISTRATOR'S SIGNATURE TITLE AND ORGANIZATION WORK SECTION OIC/SIGNATURE TITLE AND ORGANIZATION

ENCLOSURE (3)

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The following paragraphs will be reproduced on the back of all TAD orders:

(GOVERNMENT TRAVEL CARD HOLDER)

GOVT TVL CHARGE CARD REQUIRED FOR OFFICAL GOVT TVL UNLESS EXEMPTED PER DODFMR VOL 9. REIMBURSEMENT OF CHARGES FOR ATM WITHDRAWAL FEES (3% OR \$2.00 WHICHEVER IS GREATER) AND NETWORK ACCESS FEES AUTH.

PER TAN 04-03 ALL TRAVELERS WHOSE ORDERS IDENTIFY THEM AS GTCC HOLDERS AND NOT EXEMPT FROM USE OF THE GTCC WILL HAVE THEIR RENTAL CAR, LODGING AND COMMERCIAL TRANSPORTATION EXPENSES PAID DIRECTLY TO THE BANK THAT ISSUED THE GTCC.

IF ACUTE, NON-EMERGENCY MEDICAL CARE IS REQUIRED FOR YOU AND YOUR FAMILY MEMBERS, CALL 1-877-TRICARE TO OBTAIN GUIDANCE AND TO RECEIVE REQUIRED AUTHORIZATION. IF EMERGENCY CARE IS NEEDED, GET CARE IMMEDIATELY, THEN CONTACT THE NUMBER LISTED ABOVE ONCE CARE IS RECEIVED.

COMMANDING GENERAL (ATTN: FINANCE OFFICE) PCS BOX 20004, CAMP LEJEUNE, NC 28542-0004. PAMELA GAINES (910) 451-4162, DSN 751-4162; FAX (910) 451-5843, DSN 751-5843.

(NON-GOVERNMENT TRAVEL CARD HOLDER)

IF ACUTE, NON-EMERGENCY MEDICAL CARE IS REQUIRED FOR YOU AND YOUR FAMILY MEMBERS, CALL 1-877-TRICARE TO OBTAIN GUIDANCE AND TO RECEIVE REQUIRED AUTHORIZATION. IF EMERGENCY CARE IS NEEDED, GET CARE IMMEDIATELY, THEN CONTACT THE NUMBER LISTED ABOVE ONCE CARE IS RECEIVED.

COMMANDING GENERAL (ATTN: FINANCE OFFICE) PCS BOX 20004, CAMP LEJEUNE, NC 28542-0004. PAMELA GAINES (910) 451-4162, DSN 751-4162; FAX (910) 451-5843, DSN 751-5843.

ENCLOSURE (4)