



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VA 22134

IN REPLY REFER TO:
4001
CG

APR 23 2019

MARINE CORPS UNIVERSITY/EDUCATION COMMAND ORDER 4650.1A

From: Commanding General

To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY TRAVEL

Ref: (a) JTR Chapter 2, Part A
(b) HQMC-P&R (RFF) – Marine Corps Travel Instruction Manual
(c) MCBO 7220.1C Marine Corps Base, Quantico Local Travel Area
(d) TECOM Conference and TAD Guidance, 30 Oct 18

Encl: (1) EDCOM Travel Request

1. Situation. This order provides Education Command (EDCOM) with direction pertaining to temporary additional duty travel. In accordance with (IAW) the references, a traveler must exercise the same care and regard for incurring government paid expenses as would a prudent person traveling at personal expense. Government funded travel and transportation may be directed only when officially justified and by means that meet mission requirements consistent with good management practices. Temporary Additional Duty (TAD), as described in reference (b), is duty at one or more locations, away from the permanent duty station (PDS), under an order providing for further assignment or to return to the PDS.

2. Cancellation. MCU/EDCOMO 4650.1.

3. Mission. Effective immediately, EDCOM personnel will authorize and execute TAD orders IAW applicable laws, regulations, and this order to ensure travel is conducted ethically, legally, and within fiscal guidelines.

4. Execution

a. Commander's Intent

(1) Purpose. To ensure all hands have a clear understanding of what is required and expected when authorizing and executing TAD travel.

(2) Method. Travel orders will be issued with caution and careful scrutiny of the purpose and need for TAD travel. Considerations of the current fiscal environment and Command priorities for mission accomplishment will determine the feasibility of authorizing expenditures.

(3) Endstate. All TAD is conducted ethically, legally, and within fiscal guidelines for inspections and inquiries.

b. Concept of Operations

(1) All TAD will be approved by the Director/Deputy Director with concurrence from the Financial Management Office (FMO). All TAD requests must be submitted using the approved EDCOM Travel Request, enclosure (1) at least 15 days prior to the date of travel. Additionally, all Defense Travel System (DTS) TAD authorizations will have the approved travel request attached as supporting documentation prior to the Authorizing Official's approval.

(2) All requests for DTS cross-orgs must be provided via encrypted email to the section's Financial Management Resource Analyst (FMRA) or in person. The approved TAD request, the traveler's full name, and social security number must be provided.

c. Tasks

(1) Director, Financial Management. Review all TAD requests to ensure the availability of funds, compliance with applicable regulations, and that travel is in accordance with obligation phasing plans.

(2) Vice Presidents and Directors

(a) With concurrence from the FMO, approve TAD request IAW applicable laws and regulations.

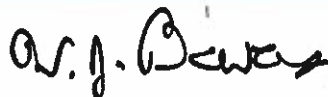
(b) Ensure travelers submit travel vouchers within five working days of TAD completion.

5. Administration and Logistics. All unsettled travel authorizations will be reviewed monthly by the responsible section. Unsettled travel presents a risk to the Command's financial health and must be resolved as quickly as possible.

6. Command and Signal

a. Command. This policy is applicable to all service members (active and reserve) and civilian personnel assigned or attached to EDCOM.

b. Signal. This policy is effective the date signed until superseded or cancelled by authority of Commanding General, EDCOM.



W. J. BOWERS

Distribution List: A



UNITED STATES MARINE CORPS
EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VA 22134

IN REPLY REFER TO:
4600
CG
[DATE]

From: Section or Traveler's Name
To: Director, Financial Management

Subj: TRAVEL APPROVAL REQUEST

Ref: (a) Marine Corps University/Education Command Order 4650.1A

1. In accordance with the reference (a), the following events requiring travel are submitted for concurrence.

Travel Event 1

Local Travel Non-Local Travel

DTS Cross- org (Approved Travel Request and SSN must be provided to the Financial Management Office via encrypted email or in person.)

a. Travel Event Title/Name:

b. Purpose for TAD/Travel: (clear purpose of why travel is necessary)

c. Name of Travelers:

d. Start Location:

e. TAD Location(s):

f. End Location:

g. TAD Date(s):

h. Mode of Transportation to/from TAD Location:

AIR POV RENTAL RAIL OTHER _____

i. Method of Transportation at TAD Site:

Public Transportation Taxi Shuttle Rental Car POV

j. Lodging: On Base Commercial Obtained non-availability statement

k. Total Estimated Cost:

l. Line of Accounting:

m. Is this TAD on the phasing plan? YES NO

n. Conference Exception Code(s) (see paragraph 3):

Enclosure (1)

Subj: TRAVEL APPROVAL REQUEST

o. **Overnight Local Travel Justification:** (Provide clear mission essential reason that overnight should be approved in the local area. Distance from home or convenience is not relevant.)

2. These travel events will significantly advance the Marine Corps' and the Department of the Navy's mission. The expenses and activities associated with these events comply with applicable travel, conference, and acquisition regulations.

3. **Conference Exemption Codes.** Reference (a) defines a conference as "[a] meeting, retreat, seminar, symposium, or event that involves attendee travel. The term "conference" also applies to training activities that are considered to be conferences under 5 CFR 410.404." Per reference (a), travel to the requested event(s) fall(s) under one or more of the following exemptions to this definition. These codes are indicated for each travel event listed in paragraph 1n. of this TAD Request.

a. Meetings necessary to carry out statutory command and staff oversight functions (e.g., investigations, inspections, audits, site visits, etc.).

b. Meetings to consider internal agency business matters (e.g., meetings that take place as part of an organization's regular course of daily business).

c. Meetings necessary to carry out planning or execution of operations, operational exercise activities, or pre-deployment; deployment; or post-deployment activities (e.g., planning and preparation for, as well as execution of, war games, military exercises, and operational deployments).

d. Bi-lateral and multi-lateral international cooperation engagements (e.g., international military education and training events, traditional commander's activities, etc.).

e. Formal classroom training (e.g., regular courses of instruction or training seminars offered by government organizations, institutions of higher learning, or professional/certification or other training entities. Events are not exempt simply because they offer continuing education credits).

f. Military ceremonies (e.g., change of command, official military award, funeral, etc.).

g. Events where the primary purpose of DoD's participation is military or civilian recruiting and/or recruitment advertising.

h. Meetings of advisory committees subject to reference (b), where the membership of the committee consists of one or more individuals who are not full-time or permanent part-time Federal officers or employees.

4. Point of contact is Name, Phone, Email.

___ I certify that either the mode of transportation directed by the JTR was chosen or a cost analysis has been performed for the selected mode of transportation to/from the TAD location to include the transportation to/from the duty station and departure site.

___ I certify that a cost analysis has been performed for the method of transportation used at the TAD location and the most cost effective method in order to accomplish the mission has been selected.

I. M. MARINE

Director, Financial Management

Date Concur Non-Concur

Chief of Staff (Only required if lodging/per diem is requested during local travel).

Date Concur Non-Concur