



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

IN REPLY REFER TO:

4650

CG

FEB 24 2020

MARINE CORPS UNIVERSITY/EDUCATION COMMAND ORDER 4650.1B

From: Commanding General, Education Command

To: All Hands

Subj: DELEGATION OF TEMPORARY DUTY APPROVAL AUTHORITY

- Ref: (a) DoD 7000.14-R Financial Management Regulation Volume 9, Chapter 5
(b) Marine Corps University/Education Command Order 5050.1
(c) Marine Corps University Policy Letter 1-18
(d) Marine Corps University/Education Command Policy 2-17
(e) Marine Corps Base Order 7220.1D
(f) The Joint Travel Regulations (JTR) Chapter 3
(g) TECOM Conference Hosting and Temporary Additional Duty Approval Authority

1. Cancellation. Education Command Order 4650.1A.

2. Situation. This policy provides Marine Corps University (MCU)/Education Command (EDCOM) with guidance pertaining to the approval of Temporary Duty (TDY) 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.

a. Definitions. For the purpose of this order, Temporary Assigned Duty (TAD) and TDY are synonymous. TDY is defined by reference (a) as when a Service Member or civilian employee may be eligible for travel allowances on a routine TDY when performing the following: operational or managerial activities, such as site visits, inspections, or investigations to oversee program activities or grant operations, or to manage activities for internal control; carrying out an audit, inspection, or repair, providing technical assistance, and attending meetings to discuss general agency operations or topics of general interest, or to review status reports. The procedures herein apply strictly to routine TDY not in conjunction with any of the below:

- (1) Conferences. Reference (b) outlines all requirements if the TDY is conference related.
- (2) Gifts of Travel. Reference (c) outlines all requirements for accepting gifts of travel.
- (3) Invitational Travel Authorization (ITA). Reference (d) outlines all requirements for ITAs.

(4) Local Commuting Policy. Reference (e) outlines the local commuting policy. The local commuting policy establishes the Marine Corps Base Quantico area where per diem allowances and lodging are not permitted unless approved and specifically cited in a travel voucher. The limits established by reference (e) are:

(a) Counties and Independent Cities in Virginia. Arlington, Caroline, Culpeper, Fairfax, Fauquier, Greene, Hanover, Henrico, King George, Loudoun, Louisa, Madison, Orange, Prince William, Spotsylvania and Stafford Counties, and the cities of Alexandria, Fairfax, Fredericksburg, Manassas, Manassas Park, and Richmond.

(b) Counties in Maryland. Charles, Montgomery, and Prince George's.

(c) District of Columbia

(d) All cities now and hereafter existing in Virginia or Maryland within the geographic area bounded by the outer boundaries of the combined areas of the aforementioned counties.

3. Mission. MCU/EDCOM Directors will approve all routine TDY IAW applicable laws and regulations while preventing fraud, waste, and abuse and maintaining the high ethical standards expected of those in positions of trust.

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 TDY travel, to prevent fraud, waste, and abuse and to maintain high ethical standards.

(2) Method. We will ensure stewardship of resources by ensuring travel is both required for the execution of our duties and cannot be accomplished through another form of media given the many technological platforms so readily available to our command.

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

b. Tasks

(1) Chief of Staff

(a) Provide written approval for any traveler requesting per diem inside of the local commuting area.

(b) Approve all Vice President and Director travel prior to the execution of travel.

(2) Directors

(a) Ensure one or more Approving Officials (AO) are appointed via DD 577 for the Defense Travel System (DTS).

(b) Approve all travel prior to the execution of travel.

(c) To the maximum extent possible, ensure travelers are requesting systemic approval via DTS prior to traveling as well as settling their vouchers within five business days of the completion of travel.

(3) Approving Officials. Ensure the DD 577 is completed and signed prior to approving any travel. Familiarize yourself with the references to ensure compliance with established policies and procedures.

(a) Approve TDY orders at the direction of the Director.

(b) Approve travel vouchers upon the completion of travel.

(c) If an occasion occurs where a TDY travel event is cancelled, ensure the authorization is cancelled in DTS.

(d) For any travel conducted in the boundaries of the reference (e), ensure a notation in made on the travel authorization stating, "Per Chief of Staff, overnight TDY is mission essential, per diem is authorized."

(4) Individual Travelers

(a) Ensure TDY is approved and conducted IAW the JTR and is not a conference or a gift of travel.

(b) Submit a travel voucher within five days of the completion date of TDY.

5. Administration and Logistics. Indebtedness incurred for travel allowances not payable under the JTR will be an individual expense, as there is no appropriation available for such an expense. Travel conducted within the limits established by reference (e), will only be reimbursed for transportation allowances unless verbiage is placed in the travel authorization by the AO stating a per diem allowance is authorized even though the TDY location is within the local commuting area.

6. Command and Signal

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

b. Signal. This order is effective the date signed until superseded or cancelled by authority of the Commanding General, Education Command.


J. M. BARGERON

