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TITLE: ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEMS
MANUALS (Short Title: ACTS MANUAL)

Date: 17 DEC 99

Purpose: Provides policies, procedures, and guidance for personnel
management, assignment, classification and travel for Marine
Corps personnel.

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MCO P1000.6G
MIFD
6 May 99

MARINE CORPS ORDER P1000.6G

From: Commandant of the Marine Corps
To: Distribution List

Subj: ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEM MANUAL (SHORT TITLE: ACTS MANUAL)

Encl: (1) LOCATOR SHEET

Reports Required: I. Allocation of Authority for Issuance of Temporary Flight Orders (Report Control Symbol MC-1326-01), par. 1210.4
II. Personnel Released from Hospitalization and Administratively Joined (Report Control Symbol EXEMPT), par. 1306.1
III. Field Flight Performance Board Recommendations (Report Control Symbol EXEMPT), par. 1214.7

1. Purpose. To publish the subject Manual.

2. Cancellation. MCO P1000.6F

3. Summary of Revision. This Manual contains a substantial number of changes and must be completely reviewed. Major changes included in the revision are as follows:

a. Paragraph 1301.1. Disseminates information concerning lack of entitlements for member's return to old PDS to assist in the movement of dependents or household goods upon transfer by SRB for humanitarian reasons.

b. Paragraph 2203.1. Modifies guidance and procedures for assignment of warrant officers to warrant officer billets and in special situations to LDO billets.

c. Paragraph 2216.2. Modifies guidance and procedures concerning certification requirements of officers under the UCMJ, Articles 26 and 27.

d. Paragraph 3105. Establishes guidance and procedures concerning the assigning, changing and voiding of additional MOS 8538 (Drug and Alcohol Counselor).

e. Paragraph 3312. Establishes guidance and procedures concerning the assignment of Field Mess Attendants and Shipboard Mess Attendants.

f. Paragraph 4115. Establishes the guidelines concerning the shipment of

pets aboard AMC aircraft.

g. Paragraph 4301.3b. Establishes the policy that Marines who are in receipt of Low Cost Permanent Change of Station Orders (LCPCSO) are not eligible for proceed time.

DISTRIBUTION STATEMENT: Approved for public release; distribution is unlimited.

MCO P1000.6G
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h. Paragraph 4404. Provides additional examples for the occasion of Permissive Temporary Additional Duty (PTAD).

4. Recommendations. Recommendation concerning the ACTS Manual are invited and should be submitted to the CMC (MIF) via the appropriate chain of command.

5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

{li P_6g0000.TIF:Signature}

//Signature//
D. S. HOWELL
By direction

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INTRODUCTION

MARINE CORPS PERSONNEL SYSTEM

SECTION 1: GENERAL

0100. MARINE CORPS PERSONNEL SYSTEM. The Marine Corps personnel system encompasses all functions relative to personnel management. Personnel management is the process of planning; organizing; directing; and supervising the procurement, development, use, and administration of personnel. The methods by which personnel management is effected are termed personnel procedures. They include:

- a. procurement (recruitment and induction),
- b. classification/training
- c. assignment
- d. reassignment,
- e. promotion,
- f. retention/separation,
- g. personnel recordkeeping,
- h. morale and welfare processes,

- i. career development, and
- j. personnel administrative training.

With the exception of procurement and separation, they are continuous processes that operate throughout the career of the individual Marine.

0101. COMMANDER'S PERSONNEL MANAGEMENT RESPONSIBILITIES. Personnel management is a function of all echelons of command. Commanders must implement procedures, as prescribed by the CMC, that will:

1. Place the Marine in an appropriate job through timely, accurate classification, and careful assignment.
2. Provide initial skill training to those Marines who have not been awarded a primary MOS prior to reporting for duty.
3. Stimulate the Marine's desire to perform efficiently through incentives (i.e., timely leaves, fairness in award of promotions and decorations, preferred assignments, and other morale and welfare services).
4. Use the Marine's intelligence, aptitudes and preferences through advanced training in career enhancing courses for which qualified.
5. Provide the Marine with opportunities for professional and career development through planned, progressive assignments, and effective training programs.

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0102. PERSONNEL ADMINISTRATION. Personnel administration is concerned with the mechanics of maintaining personnel records and performing clerical functions in support of personnel management.

0103. CONTROL OF PERSONNEL RECORDS. Officer and enlisted service records contain personal information maintained by the Marine Corps and are protected under the Privacy Act of 1974. Appropriate administrative, technical, and physical safeguards must be established to ensure the security and confidentiality of these records. Guidance relating to the maintenance, access, disclosure, amendment, and safeguarding of these records is contained in MCO P1070.12 (IRAM), MCO P5000.14 (MCAAP) and Navy and Marine Corps directives in the 5211 series.

0104. OPERATION OF THE MARINE CORPS PERSONNEL SYSTEM

1. The operation of the Marine Corps personnel system is a function of command.
2. Command adjutants, personnel officers, classification and assignment officers, etc., under the direction of cognizant commanders, are charged with the supervision and operation of the Marine Corps personnel system, as prescribed by the CMC. In effecting personnel policy the following principles apply:

- a. Simplification of administration.
- b. Accomplishment of speed, flexibility, and uniformity of administration.
- c. Efficient use of automated data systems.

d. Strict adherence to the personnel reporting instructions contained in MCO P1080.40, MCTFSPRIM.

e. Compliance with the provisions of the Privacy Act of 1974 as contained in Navy and Marine Corps directives in the 5211 series.

0105. METHOD OF CITATION. Reference to paragraphs of this Manual will be shown in the following manner:

1. For correspondence:

- Ref: (a) MCO P1000.6G, par. 1214
 (b) MCO P1000.6G par. 1214.6
 (c) MCO P1000.6G, par. 1214.6a
 (d) MCO P1000.6G, par. 1214.6a(1)
 (e) MCO P1000.6G, par. 1214.6a(1)(a)

2. For personnel records and forms only:

- ACTS, par. 1214
 ACTS, par. 1214.6
 ACTS, par. 1214.6a
 ACTS, par. 1214.6a(1)
 ACTS, par. 1214.6a(1)(a)

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3. For messages:

REF/A/DOC/CMC MIFD/MCO P1000.1G/22XXX99//

AMPN/REF A IS THE ACTS MANUAL.//

NOTE: ALWAYS REFER TO THE TELECOMMUNICATIONS
 USERS MANUAL (NTP 3) FOR CORRECT FORMATTING.
 IDENTIFY SPECIFICALLY REFERENCED PARAGRAPH IN
 THE TEXT.

4. For directives:

- Ref: (a) MCO P1000.6G, ACTSMAN, par. 1214
 (b) MCO P1000.6G, ACTSMAN, par. 1214.6
 (c) MCO P1000.6G, ACTSMAN, par. 1214.6a
 (d) MCO P1000.6G, ACTSMAN, par. 1214.6a(1)

(e) MCO P1000.6G, ACTSMAN, par. 1214.6a(1)(a)

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MARINE CORPS PERSONNEL SYSTEM

SECTION 2: PERSONNEL SECTIONS

0200. GENERAL. The personnel section is the component of an organization that conducts personnel administration. In smaller commands, where a separate general administration section is not authorized, the personnel section may be responsible for this also. The Commanding General, Marine Corps Combat Development Command (TFS) determines the organizational levels at which personnel sections will be established. Should the situation dictate, provisional personnel sections may be temporarily established to expedite personnel administration in small nonadministrative commands.

0201. BASIC PERSONNEL SECTION. This is the section established at the lowest administrative echelon of a particular command. When that echelon of command is the company or its equivalent, company administration is said to be in effect; when the echelon is the battalion, its equivalent or higher, consolidated administration is said to be in effect.

0202. PERSONNEL ADMINISTRATION IN THE HEADQUARTERS OR COMMAND ELEMENT OF HIGHER ECHELONS. The headquarters or command element of the echelon immediately above the basic personnel section will:

1. Act as coordinating agency for all personnel matters between elements of the command and the next higher administrative echelon.
2. Monitor the work of personnel sections to ensure accuracy, uniformity, and promptness in the preparation and submission of records, reports, orders, and correspondence on personnel matters.
3. Maintain locator records and personnel statistics, as required.
4. Designate appropriate units responsible for consolidating reports.

0203. CONSOLIDATED ADMINISTRATION CENTER. Personnel sections may be grouped in one locality under the coordination and supervision of the highest administrative echelon of a command; i.e., consolidated administration center. Refer to MCO P5000.14.

0204. PERSONNEL ADMINISTRATION IN ATTACHED ORGANIZATIONS

1. Personnel administration in attached organizations, to which personnel sections are not organic, will be conducted in one of the following ways:
 - a. The personnel section of the organization to which attached will assume responsibility for it, or

b. The original parent organization, if distances are not too great, will retain responsibility for it, or

c. The parent organization will furnish administrative personnel from its personnel section to its detached elements; the parent organization will retain responsibility.

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2. Under the conditions described in paragraph 0204.1a, the identity of the attached organization and the relationships of assigned personnel must be assured

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CHAPTER 1

GENERAL POLICY FOR CLASSIFICATION, DISTRIBUTION, ASSIGNMENT, AND TRANSFER OF OFFICERS AND ENLISTED PERSONNEL

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CHAPTER 1

GENERAL POLICY FOR CLASSIFICATION, DISTRIBUTION, ASSIGNMENT, AND TRANSFER OF OFFICERS AND ENLISTED PERSONNEL

SECTION 1: CLASSIFICATION

1100. SCOPE AND OBJECTIVE

1. The Marine Corps Personnel Classification System is broadly defined in the Marine Corps Manual. This section contains the instructions, procedures, and regulations for implementing that system.

2. Except as specifically authorized in this section and in other current directives, commanders are required to obtain approval of the CMC (MMOA or MMEA, as appropriate) prior to assigning, changing, or voiding a primary or additional MOS of any officer or enlisted Marine.

3. Prior to exercising the authority contained herein, commanders should review the MOS description and qualification requirements pertinent to the MOS involved. (See MCO P1200.7, MOS Manual, and, if applicable, the Marine Corps

order in the 1510 series which publishes individual training standards for the pertinent OccFld.)

1101. CLASSIFICATION OF MILITARY QUALIFICATIONS

1. Classification of military qualifications consists of assigning, changing, voiding, or converting MOS's to identify accurately each individual's current qualifications.

2. Carefully evaluate all military skills and identify proficiency in executing performance requirements for an MOS prior to assigning the MOS.

3. MOS's are assigned as primary, additional primary, or skill designators.

a. The PMOS assigned should identify the Marine's most significant qualifications. In many cases lateral moves between MOS's/Occupational Fields (OccFld's) are made in the best interest of the Marine Corps. In such cases, a Marine's PMOS will be that PMOS assigned to the Marine by the CMC (MM or RA, as appropriate).

b. Additional MOS's may be assigned to identify other significant qualifications that differ from those identified by the PMOS. AMOS's may be within the same, or different OccFlds.

c. Category I MOS's are appropriate for assignment as a PMOS to Regular unrestricted and career Reserve officers; category II MOS's are appropriate for assignment as a PMOS to LDO's; and category III MOS's are suitable for assignment as a PMOS to warrant officers. These categories are defined in the MOS Manual.

d. Reserve officers who obtain career status (extended duty reservist, or 5 years active commissioned service) must be classified in a category I MOS, unless otherwise authorized by the CMC (RA).

e. Any MOS in the officer job structure may be assigned as an additional MOS to any officer below the grade of general, regardless of category, provided the individual officer meets the requirements contained in the MOS Manual and this Manual.

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f. Do not assign billet designators (i.e., 9916, 9910, etc.) to individuals either as a primary or additional MOS.

4. Certain billets require only some of the qualification requirements of a designated MOS. In these billets, satisfactory performance of duty will not necessarily qualify an individual for the MOS. Prior to recommending the assignment of an MOS, commanders should ensure that the individual is fully qualified per all the criteria for the MOS as set forth in the MOS Manual. Submit waivers of MOS criteria to the CMC (MMEA, MMOA, or MMRA as appropriate) for

approval. Complete justification for waiver requests is mandated.

5. In requests for assignment of an MOS based upon school completion, include a copy of a completion certificate which provides the title, date, school location, and verification of satisfactory completion.

6. In all cases, make MOS assignments per the instructions in chapter 2 or 3 of this Manual, as applicable.

1102. CLASSIFICATION INSTRUCTIONS

1. Reference Materials. The primary reference for classification is the MOS Manual. The MOS Manual provides a uniform method for identification of MOS's. Where an individual training standards directive has not been published for the pertinent OccFld, the MOS Manual outlines the essential duties and tasks required for each MOS.

2. Interview. A classification interview is a planned, controlled conversation conducted by qualified personnel. Information obtained during the interview is used in conjunction with mental test results for the proper classification of Marines. MCO 1230.5 contains information on classification interviews.

3. Mental Test. In addition to the interview mental tests prescribed by the CMC will be used to assist in evaluating an individual's abilities and aptitudes. Testing will be conducted per MCO 1230.5 and NAVMC 2627, Administering and Scoring

Classification Tests.

1103. PERSONNEL TO BE CLASSIFIED

1. Classification tests listed in MCO 1230.5 are administered, as appropriate, to each officer and enlisted Marine. Test scores appear within the Marine Corps Total Force System (MCTFS) under the "Test Scores" menu. In addition, test scores appear on the Basic Training Record (BTR).

2. General Classification Test (GCT) scores are automatically removed from the automated personnel records upon appointment of an officer to the grade of colonel.

3. An individual without prior service who is inducted, enlisted or appointed to officer grade in the Marine Corps Reserve will be classified as soon as possible after entry, or at the first organization to which the individual reports for duty or training.

1104. PERSONNEL TO BE RECLASSIFIED. Personnel with prior service in the

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Marine Corps or Marine Corps Reserve who have been separated or who have been in an inactive status in excess of 1 year will be reclassified upon enlistment,

reenlistment, or appointment to officer grade in the Marine Corps or Marine Corps Reserve.

1105. MOS CONVERSION. Changes to an MOS, such as job description, numerical code or title, may require conversion of the MOS's to those currently authorized or newly established. Annually, changes are published to the MOS Manual that include conversion tables indicating the affected MOS's and directing commanders to take appropriate administrative action.

1106. IDENTIFICATION. Correspondence addressed to the CMC concerning a Marine's MOS or classification tests will include the Marine's grade, name, SSN, MOS(s) and component.
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CHAPTER 1

GENERAL POLICY FOR CLASSIFICATION, DISTRIBUTION, ASSIGNMENT, AND TRANSFER OF OFFICERS AND ENLISTED PERSONNEL

SECTION 2: ASSIGNMENT AND DISTRIBUTION

1200. MAJOR ASSIGNMENT POLICIES AND CRITERIA

1. Fundamental Assignment Criteria. (See MCO P1300.8.) The needs of the Marine Corps are paramount in any assignment; however, the following factors are also taken into consideration:

- a. Qualified Volunteer.
- b. The Marine's preference.
- c. The Marine's capabilities/qualifications.
- d. The impact of the assignment on the Marine's career development.
- e. The recommendations of reporting seniors.
- f. The possibility of personal hardship.
- g. The Marine's time on station and obligated service.
- h. The assignment is made without regard to race, creed, or gender (unless otherwise prohibited by the provisions of MCO P1300.8).

2. Tour Length. Tour length information is contained in MCO P1300.8.

1201. ADVANCE NOTICE OF ARRIVALS

1. The organization to which groups or units of more than 10 Marines are ordered to report will be notified by letter or message a reasonable time in advance of

arrival. This notification will include the number of officers and enlisted Marines, by sex and PMOS, in the group or unit, and the estimated date, hour, and the place of probable arrival.

2. When Marines are transferred between duty stations, and the service records are mailed to the new station, the detaching command will forward a copy of the transfer order, including the commander's endorsement, with the service records. The commander's endorsement will contain:

- a. The effective date of the orders.
- b. The number of days leave (delay) authorized.
- c. The leave address (or the name and address of a person through whom the Marine can be contacted).
- d. Instructions that the Marine will report any leave address changes, and any change in the estimated date of arrival (as computed from authorized proceed, delay and travel) to the new duty station. Additionally, officers will report any changes to the CMC (MMAA).

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3. When service records are entrusted to the care of the Marine for delivery to the new duty station, a copy of the orders containing the same information cited in paragraph 1201.2 will be forwarded by mail to the new command.

4. The Automated Orders Writing Process (AOWP) is defined in MCO 1326.5, and is designed to allow HQMC to forward PCS orders data to a Marine's command via MCTFS.

AOWP is the primary method of issuing orders for enlisted Marines. Upon entry of PCS orders data into MCTFS via the AOWP, a Permanent Change of Station Orders Report (PCSOR) is created. The PCSOR is addressed to a Command Reporting Unit Code (CRUC), which is the RUC of the senior command within an MCC that has authority to issue PCS orders. The PCSOR contains the orders data for the personnel of that command who have been issued PCS orders by HQMC.

5. The Manpower Information Systems Support Office (MISSO), which receives the PCSOR will monitor transmission of the PCSOR, and ensure timely delivery of the PCSOR to the CRUC. The CRUC is responsible for acknowledging receipt of the PCSOR per MCO P1080.40, MCTFS Personnel Reporting Instructions Manual (MCTFS PRIM) and endorsing the PCSOR to the appropriate RUC. Figure 5-1 of MCO P1080.40 provides a sample PCSOR.

6. The CMC (MMEA) will normally forward the text of the PCS orders through the MCTFS for CONUS to overseas moves, only if a Marine's estimated date of departure

(EDD) from the parent command is greater than 90 days. All CONUS to CONUS assignments will be made by HQMC using the PCSOR format, providing the EDD is 60 or more days.

1202. ASSIGNMENT OF ATHLETES, ENTERTAINERS, AND OTHER NATIONALLY KNOWN PERSONNEL

1. Personnel such as athletes, entertainers, or other public figures possessing widely publicized nonmilitary talents or abilities will be employed as requirements of the Marine Corps dictate.

2. Personnel will be assigned to duties commensurate with abilities based on the requirements of the Marine Corps. Such abilities will include inherent or native talent and civilian acquired skills, as well as abilities developed through military training. When valid requirements exist, athletes or entertainers will be assigned to corresponding authorized MOS(s) which best employ their abilities.

3. The CMC will periodically publish instructions to preclude retention of athletes at any particular command for an excessive length of time.

1203. ATTACHMENT PROCEDURES

1. Attach an individual Marine or unit per the conditions prescribed in the attachment order. These conditions will be expressed in command relationship terms; i.e., operational control or administrative control.

2. Report unit diary entries for attached personnel per the MCTFSPRIM.

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1204. ASSIGNMENT AND TRANSFER OF RESERVE PERSONNEL ON INACTIVE DUTY

1. Reserve personnel on inactive duty will be carried on the rolls of the following organizations:

a. IRR personnel will be carried on the rolls of the Marine Corps Reserve Support Command (MCRSC), 15303 Andrews Road, Kansas City, MO 64147-1207.

b. SMCR personnel, ground and aviation, will be carried on the rolls of the Marine Corps Reserve unit to which assigned unless otherwise directed by the CMC (RA).

c. Standby Reserve personnel will be carried on the rolls of the MCRSC.

2. Interclass and Interunit Transfers. Reserve personnel on inactive duty may be transferred between SMCR, IRR, Standby Reserve, and between units as prescribed by MCO P1001R.1.

1205. ASSIGNMENT OF MARINES TO DUTY INVOLVING PARACHUTING AND/OR UNDERWATER DIVING

1. Marines will be considered assigned to duty involving parachuting and/or underwater diving provided they are:

- a. Physically qualified,
- b. A volunteer,
- c. Required by competent orders to engage in parachuting and/or underwater diving, and

d. Performing one of the following functions:

(1) Undergoing training in parachuting or underwater diving in a CG, MCCDC approved course of instruction.

(2) Has successfully completed training in parachuting or underwater diving in a CG, MCCDC approved course of instruction, and is:

(a) Undergoing training at a school which requires parachuting and/or underwater diving as part of its curricula.

(b) Assigned to an FMF unit (includes the SMCR) which conducts parachuting and/or underwater diving operations as part of its mission.

(c) Assigned as an instructor at a school requiring parachuting and/or underwater diving as part of its curricula.

(d) Performing other duties specifically authorized by the CG, MCCDC (C443).

2. Commanders may issue orders for parachuting and/or underwater diving duty only to Marines serving in authorized T/O billets. Such billets are identified on each

T/O billet-line by an appropriate MOS designator ("N" or "D") or by footnote. Forward requests to issue orders to qualified personnel serving in other than authorized T/O billets via the chain of command to the

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CG, MCCDC (C443) for approval on a case-by-case basis. Since such orders normally involve authorization for incentive and/or special pay, requests should be submitted far enough in advance (preferably 60 days) to allow for validation and return prior to the requested date of execution. Orders will not be issued retroactively.

3. Competent orders include the orders of the commander of:

- a. An activity conducting an approved parachuting or underwater diving course.
 - b. An activity conducting a school which requires parachuting or underwater diving as part of its curricula.
 - c. An FMF unit (battalion/group or higher) which conducts parachuting and/or underwater diving as part of its mission.
4. Marines assigned to duty involving parachuting and/or underwater diving and under competent orders, per the above guidelines, are entitled to incentive and/or special pay, respectively. The DODFMR and MCO 3500.20 prescribe specific criteria for payment. Make unit diary entries per the MCTFSPRIM.
5. Marines who have completed a CG, MCCDC (C443) approved basic parachuting course are eligible to wear the Basic Parachutist Insignia per MCO P1020.34. Marines who have completed a CG, MCCDC (C443) approved underwater diving course are eligible to wear the Self Contained Underwater Breathing Apparatus (SCUBA) Divers Insignia per MCO P1020.34.
6. Marines may wear the Navy and Marine Corps Parachutist Insignia when they have completed a CG, MCCDC (C443) approved basic parachuting course and fulfilled any one of the following requirements:
- a. Have completed a minimum of 5 additional parachute jumps while assigned, under competent orders for a period of at least 3 months, to an authorized T/O billet or to parachuting operations approved by the CG, MCCDC (C443). The 5 additional jumps must include at least one combat equipment day jump, two combat equipment night jumps, and include jumps from two or more types of military aircraft.
 - b. As a commissioned graduate of the U.S. Naval Academy (USNA), have met the following criteria:
 - (1) As a member of the USNA Airborne Training Unit, complete the CG, MCCDC (C443) approved jumpmaster and/or parachute rigger courses and participate extensively for at least a year in those capacities.
 - (2) Complete a minimum of 30 static line parachute jumps, to include the same variety of jumps and aircraft described above.
 - (3) Have a written request, endorsed by the USNA Marine Corps Representative, approved by the CG, MCCDC (C443).
 - c. Marines with prior service in other branches of the U.S. Armed Forces who have met the following criteria:
 - (1) While assigned to an authorized (assigned by orders/receiving pay)

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parachuting billet, fulfilled the Marine Corps criteria regarding the number, type, and frequency of parachute jumps.

(2) Have a written request, forwarded through the chain of command, approved by the CG, MCCDC (C443). This request should include the following documentation:

(a) Certified true copies of jump manifests.

(b) Certified true copy of DD Form 214, and/or other documents which attest to the fulfillment of Marine Corps criteria.

(c) Certified true copy of orders to duty involving parachuting or authorization to receive incentive pay.

d. Complete one combat parachute jump of any kind from any aircraft, whether or not in an authorized T/O billet.

7. Requests for authority to wear the Basic Parachutist, Navy and Marine Corps, and SCUBA Divers Insignia in cases not covered above will be forwarded via the chain of command to the CG, MCCDC (C443), Quantico, VA 22134-5001, for approval.

8. The Basic Parachutist, Navy and Marine Corps Parachutist, and SCUBA Divers Insignia will be worn by qualified personnel per MCO P1020.34 and current Marine Corps bulletins in the 1020 series.

1206. REVOCATION OF THE PARACHUTING AND/OR UNDERWATER DIVING MOS, AND REVOCATION OF AUTHORITY TO WEAR PARACHUTING OR DIVING INSIGNIA

1. Forward requests to void a parachuting and/or underwater diving MOS to the CG MCCDC (C443). Such a request is mandatory when orders assigning Marines to duty involving parachuting and/or underwater diving were cancelled for reasons set forth in paragraphs 1207.1e and 1207.1f. Include a full accounting of the circumstances, together with a statement by the Marine concerned, in the request. If the Marine declines to make a statement, this should be stated in the submission.

2. Irrespective of cancellation of orders assigning Marines to duty involving parachuting and/or underwater diving, the authority to wear the Basic Parachutist, Navy and Marine Corps Parachutist, or SCUBA Diver Insignia, once earned under Marine Corps criteria, will not be revoked, except by the CG MCCDC (C443). Requests to revoke the authority to wear any of these insignia will be submitted to the CG MCCDC (C443) citing the reason(s) stated in paragraph 1207.1e and 1207.1f.

1207. TERMINATION OF ASSIGNMENT TO DUTY INVOLVING PARACHUTING AND/OR UNDERWATER DIVING

1. The commander will cancel orders assigning personnel to parachuting and/or underwater diving duty for the following reason(s):

- a. The Marine is no longer performing parachuting or underwater diving duty.

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b. The Marine is no longer physically qualified. A properly constituted board of medical survey must make or confirm these findings. If such disability is a consequence of a parachuting or underwater diving accident, the cancellation will be effected prior to the date of discharge from treatment, or prior to the expiration of 3 months following the date of the accident, whichever date is earlier.

c. The Marine is transferred or reassigned to duty that no longer requires parachuting or underwater diving. Exception: orders to perform duty involving parachuting and/or underwater diving will remain in effect when the individual is being reassigned/transferred successively to duty also requiring parachuting and/or underwater diving, and such requirement is stated in the reassignment/transfer orders.

d. The Marine fails to meet parachuting or underwater diving proficiency maintenance requirements as specified in the DODFMR.

- e. The Marine requests such assignment be terminated for personal reasons.

f. The Marine, in the opinion of the commander, is no longer professionally qualified.

2. Make an entry on the Administrative Remarks Page (page 11) of the OQR/SRB when a Marine's assignment is revoked. The entry will include the reason and authority for termination and whether or not the authorization to wear the appropriate breast insignia is revoked. A sample entry is provided in the IRAM.

3. At the discretion of the commander, orders reassigning Marine to duty involving parachuting and/or underwater diving may be issued when the conditions described in paragraph 1207.1 no longer apply. In such cases, make an entry which reinstates the Marine's parachuting and/or underwater diving status on page 11 of the OQR/SRB.

1208. ASSIGNMENT TO DUTY INVOLVING THE DEMOLITION/DISPOSAL OF EXPLOSIVES OR WEAPONS

1. Marines assigned to duty involving the demolition/disposal of explosives or

weapons, as a primary duty pursuant to competent orders, are entitled to HDIP as prescribed in the DODFMR.

2. Explosives demolition duty is duty performed by Marines, including formal school trainees, who:

a. Through using explosive ordnance disposal (EOD) tools and equipment, including photographic, and radiographic materials; or

b. Recover and render harmless (by disarming or demolition) explosives that have failed to explode after having been projected, launched, dropped, or laid.

3. Requests for a commissioned or warrant officer to be assigned to duty involving the demolition/disposal of explosives or weapons, as a primary duty will be made by letter to the CMC (MMOA) and will include the following:

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a. Name, grade, SSN, and all MOS's of the officer concerned.

b. A description of the duties which require such assignment, or the authorized billet to which the officer is to be assigned.

c. The date orders are desired to be effective.

d. A statement that the officer or warrant officer has volunteered for the duty. Orders to duty involving demolition/disposal of explosives or weapons, as a primary duty, will be issued by the CMC (MMOA).

4. Commands authorized EOD enlisted billets in their T/O's may issue orders assigning enlisted Marines to those duties on a primary duty basis in numbers not to exceed the number of billets authorized by the T/O. Such orders may be/ issued

only to Marines who are qualified and are performing such duties as prescribed by the MOS Manual and MCO 3571.2.

5. Refresher training must be completed per MCO 3571.2.

6. Assignment to duty involving the demolition/disposal of explosives or weapons may be terminated by cancellation of such orders for the following reason(s):

a. When the Marine requests that such assignment be terminated for personal reasons.

b. When the Marine becomes unfit or unsuited for continuation in the duties for which orders were issued.

c. When the Marine is reassigned to other duties within a command that do not require continuation in duties involving the demolition/disposal of explosives or weapons.

d. When the Marine fails to satisfy the requirements of the syllabus of the training command while undergoing training for demolition duties.

7. Commanders will cancel the hazardous duty orders of commissioned or warrant officers who fall into the categories prescribed in paragraphs 1208.6a, c, and d.

Such action, and the reasons there for, will be submitted to the CMC (MMOA).

8. Commanders will report to the CMC (MMOA) commissioned or warrant officers who fall into the category prescribed in paragraph 1208.6b, recommending cancellation of hazardous duty orders and describing the specific condition(s) warranting such action.

9. Commanders will cancel the hazardous duty orders of enlisted Marines who fall into the categories prescribed in paragraphs 1208.6a, b, and d. Such action, reason there for, and recommendations for a new MOS will be reported to the CMC (MMEA).

10. Instructions for reporting unit diary entries are in the MCTFSPRIM, as appropriate.

11. EOD personnel assigned duties involving the demolition of explosives will wear the EOD insignia. The authorization/denial criteria for the Basic,

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Senior, and Master EOD Insignia is in MCO 3571.2. Regulations for wearing the EOD insignia are in MCO P1020.34.

1209. ASSIGNMENT TO DUTY INVOLVING AERIAL FLIGHT

1. Qualified personnel under competent orders to participate in regular and frequent aerial flights as crewmembers or noncrewmembers are entitled to incentive pay for such duty.

2. Both crewmembers and noncrewmembers may qualify for HDIP for duty involving aerial flight per the provisions of chapter 1, section A, part 2, DODFMR. See paragraph 1210 for an explanation of HDIP (Aerial Flight).

3. Aeronautically designated personnel (ADP) may qualify for Aviation Career Incentive Pay (ACIP). Those officers meeting the requirements for ACIP as prescribed in chapter 1, section B, part 2, DODFMR, are not entitled to HDIP (Aerial Flight). See paragraph 1211 for an explanation of the ACIP program.

4. Aviation Terminology

a. Aeronautically Designated Personnel (ADP). A collective term which applies to Marine officers designated as naval aviators, naval flight officers (NFO's), or

officer navigators.

b. Aircrew. A collective term which applies to all categories of personnel in a flight status either as crewmembers or noncrewmembers.

(1) Crewmember. An officer or enlisted Marine who is specifically assigned and routinely performs flight duties which relate to actual aircraft operation or contribute directly to in-flight operation or maintenance of associated equipment.

Examples are naval aviators, NFO's, officer/enlisted navigators, flight engineers/flight mechanics, airborne radio operators/ loadmasters, helicopter crew chiefs, aerial observers/gunners, and personnel assigned to airborne command posts.

(2) Noncrewmember. Officer or enlisted personnel assigned to duty involving frequent and regular participation in aerial flight, but who do not perform flight duties that relate to the actual operation of the aircraft or contribute directly to the in-flight operation or maintenance of associated equipment. Examples are operational support aircraft personnel, photo specialists, maintenance troubleshooters, and search and rescue hospital corpsmen. Refer to MCO 1326.2 concerning the administration of enlisted noncrewmember flight orders.

c. Officer Service Date (OSD). The OSD is the date first commissioned as an officer or the date of acceptance of appointment as a warrant officer, as adjusted for broken officer service.

d. Officer Service. This is all active and inactive service as a warrant or commissioned officer.

e. Aviation Service Entry Date (ASED). The ASED is the date that an officer reports to a squadron in which flight training will be conducted, adjusted for broken aviation service. In the event flight training is administered while in an enlisted pay grade, the ASED is the date of commissioning.

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f. Aviation Service. Service performed under competent orders from the CMC by Regular and Reserve officers who hold, or are in training leading to, aeronautical designation. Aviation service time continues to accumulate without exception as long as the aeronautical designation remains valid.

g. Operational Flying Time (OPFLY) Base Date. The date an officer (or an aviation cadet to be commissioned upon designation) first reports to a squadron in which flight training is conducted.

h. Flying Duty Assignments

(1) Duty Involving Flying - Operational (DIFOP). A duty assignment involving flying while in training for an aeronautical designation or while assigned to an operational flying billet. The CMC-originated orders will contain the acronym "DIFOP."

(2) Duty Involving Flying - Denied (DIFDEN). A duty assignment where the aviation officer is permitted no flight activity and no OPFLY Time accrual.

i. OPFLY Time. The cumulative months spent in operational flying (DIFOP) assignments.

j. OPFLY Gates. Screening points, called OPFLY Gates, have been established at the end of the 12th and 18th year of aviation service. An officer failing to have the minimum required OPFLY Time to pass the appropriate OPFLY Gate is no longer entitled to continuous ACIP.

(1) OPFLY Gate One. Upon completing the 12th year of aviation service, the aviation officer must have accrued at least 6 years of OPFLY Time to pass OPFLY Gate One. If OPFLY Gate One is successfully passed, continuous ACIP entitlement is extended until the completion of 18 years of aviation service.

(2) OPFLY Gate Two. Upon completing the 18th year of aviation service, the aviation officer must have accrued:

(a) At least 9 years but less than 11 years of OPFLY Time to pass OPFLY Gate Two (Low). If this criteria is satisfied, continuous ACIP entitlement is extended until the completion of 22 years of aviation service, or

(b) At least 11 years of OPFLY Time to pass OPFLY Gate Two (High). If this criteria is satisfied, continuous ACIP entitlement is extended until the completion of 25 years of aviation service.

k. Continuous ACIP. The qualified aviation officer rates ACIP regardless of duty assignment (DIFOP or DIFDEN).

l. Monthly ACIP. The qualified aviation officer rates ACIP only when in a DIFOP duty assignment and when prescribed flying hour minimums in paragraph 20123 of the DODFMR are met.

m. HDIP (Aerial Flight). Those aeronautically designated officers not qualified for ACIP and qualified nonaeronautically designated officer or enlisted members rate HDIP (Aerial Flight) only when in a DIFOP duty assignment or when issued specific crewmember or noncrewmember flight orders,

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and DODFMR prescribed flying hour minimums are met.

1210. HAZARDOUS DUTY INCENTIVE PAY (AERIAL FLIGHT)

1. The purpose of HDIP (Aerial Flight) is to provide an additional pay to help the uniformed services induce personnel to enter into and remain in flying duty assignments and to compensate for the more than normally dangerous character of such duty. Although special pays such as HDIP were designed in part to compensate

for arduous and hazardous duties, their main purpose is to fill a supply-demand function: to induce personnel to enter into and remain in hazardous military occupations.

2. A member in a flying status qualifying for HDIP (Aerial Flight) must perform the minimum flying time as prescribed below:

a. During 1 calendar month -- 4 hours of aerial flight. However, if a member does not fly 4 hours in any month, hours flown during the last 5 preceding months which have not already been used to qualify for flight pay may be applied to meet this 4-hour requirement.

b. During 2 consecutive calendar months when the requirements of paragraph 1210.2a have not been met -- 8 hours of aerial flight.

c. During 3 consecutive calendar months when the requirements of paragraph 1210.2b have not been met -- 12 hours of aerial flight.

d. Hours flown in any month apply to the extent of hours available:

(1) First, to meet flight requirements for that month.

(2) Next, to the prior month(s), if required.

(3) Next, in order, to the first through fifth succeeding months, if required.

e. Flight hour requirements for a partial month are determined by dividing the number of days by 30 and multiplying the results by the 4-hour monthly minimum. (For example, if a member is entitled to HDIP (Aerial Flight) for 12 days of a particular month, divide 12 by 30 giving 0.40. Multiply 0.40 times 4 hours giving 1.6 as the flight hour minimum for that particular month.)

3. Entitlement to HDIP is limited to no more than two payments for the same period of time in which a member qualifies in more than one category for that pay.

4. The CMC (ASM) has the authority to issue temporary flight orders per MCO 1326.2. For each such allocation of authority, a consolidated quarterly report will be submitted to the CMC (ASM or RA for Reserve personnel) setting forth the number of officer and enlisted personnel assigned to duty involving flying as crewmembers and/or noncrewmembers. Report Control Symbol MC-1326-01 is assigned to this report. This report will contain a list of the units whose reports have been consolidated and will use

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the following format:

CREWMEMBER

PAY GRADES	E9/E8/E7	E6	E5	E4	E3/E2/E1	TOTAL
A....	2	3 17/30	2 5/30	2 6/30	1	10 28/30
B....	1200.00	1674.11	925.00	775.02	330.00	4904.13

NONCREWMEMBER

PAY GRADES	E9/E8/E7	E6	E5	E4	E3/E2/31	TOTAL
A....	2	3 60/30	2	3	3	13 66/90
B....	880.00	1012.02	660.00	990.00	990.00	4532.02

LINE A: NUMBER OF OFFICER/ENLISTED PERSONNEL IN EACH PAY GRADE WHO WERE UNDER FLIGHT ORDERS AS A CREWMEMBER OR NONCREWMEMBER FOR THE QUARTER REPORTED ON (THIS FIGURE IS NONCUMULATIVE MONTHLY AND SHOULD NOT EXCEED THE UNITS TOTAL ALLOCATION).

LINE B: TOTAL AMOUNT OF MONEY EXPENDED.

1211. ACIP

1. Entitlement to ACIP is determined per chapter 22, DODFMR Vol 7A. MCO P1001R.1 explains the entitlement to ACIP for inactive duty officers and those not on Extended Active Duty (EAD). The fundamental requirements are that the officer hold a valid aeronautical designation (naval aviator, NFO, or officer navigator), is on orders containing a flying duty assignment, is physically qualified for such duty and is presently holding a 75XX PMOS.

2. An aviation officer rates continuous ACIP, regardless of duty assignment (DIFOP or DIFDEN), through the 12th year of aviation service (based on ASED).

a. Those aviators who accumulated 6 years or more OPFLY Time prior to 1 October 1991, fall under the old OPFLY Gate system. Under this system, continuous ACIP entitlement is extended through the 18th year of aviation service and OPFLY Gate One is passed (unless the officer first reaches the 25th year of aviation service based on the OSD) if 6 years of OPFLY Time are accumulated by the 12th year of aviation service. If the officer has accumulated 11 years or more of OPFLY Time by the end of the 18th year of aviation service, OPFLY Gate Two has been passed "HIGH" and continuous ACIP entitlement is extended until the completion of 25 years of aviation service (based on the OSD). If accrued OPFLY Time is at least 9 years but less than 11 years, OPFLY Gate Two has been passed "LOW" and continuous ACIP entitlement is extended through the 22d year of aviation service. If OPFLY Gate Two is failed, the officer becomes eligible only for monthly ACIP if otherwise qualified. See figure 1-1.

b. Those aviators who had less than 6 years of OPFLY Time on 1 October 1991, fall under the new OPFLY Gate system. Under this system, continuous ACIP entitlement is extended

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through the 18th year of aviation service and OPFLY Gate One is passed "LOW" (unless the officer first reaches the 25th year of aviation service based on OSD) if on or after 10 February 1996, an aviator has performed 8 years or more operational flying within the first 12 years of aviation service. Prior to 10 February 1996, aviators must perform at least 9 years of operational flying within their first 12 years of aviation service in order to qualify for continuous ACIP through 18 years of aviation service. If OPFLY Gate One is failed, the officer becomes eligible only for the monthly ACIP, if otherwise qualified, until OPFLY Gate One is passed "HIGH". If the officer has accumulated 12 years or more OPFLY Time by the end of the 18th year of aviation service, OPFLY Gate Two has been passed and continuous ACIP entitlement is extended until the completion of 25 years of aviation service (based on the OSD). If accrued OPFLY is at least 10 years but less than 12 years, OPFLY Gate One has been passed "HIGH" and continuous ACIP entitlement is extended through the 22nd year of aviation service. If OPFLY Gate One "HIGH" is failed, the officer becomes eligible only for monthly ACIP, if otherwise qualified, after the 18th year of aviation service. If OPFLY Gate One "HIGH" is passed, and OPFLY Gate Two is failed, the officer becomes eligible only for monthly ACIP, if otherwise qualified, after the 22d year of aviation service. See figure 1-2.

3. The CMC (MMA-2) will resolve any flight gate determinations.

4. Commissioned officers eligible for ACIP will continue to draw though pay grade 0-6 as long as appropriate OPFLY gate criteria has been passed. General officers no longer rate ACIP once exceeding the 25th year of aviation service. If an aviation officer cannot quality for ACIP, but is required under competent orders to perform regular and frequent duties involving aerial flights, the officer may be entitled to HDIP. See paragraph 1210.

5. When an officer is entitled only to monthly ACIP, minimum monthly flying time is required as described in subparagraph 1210.2. Continuous ACIP entitlement requires no monthly flight hour minimums although annual flight minimums per OPNAVINST 3710.7 must still be met by entitled officers serving in DIFOP billets.

6. When an officer entitled only to monthly ACIP is transferred from a DIFOP assignment to another DIFOP assignment, no break in ACIP entitlement occurs as long as minimum flying time requirements are met. Upon transfer from a DIFOP assignment to a DIFDEN assignment, ACIP entitlement ceases as of the date of transfer. Upon transfer from a DIFDEN assignment to a DIFOP assignment, ACIP entitlement begins on the date the officer reports for and enters upon such duty, subject to minimum flying time requirement. However, an officer in a nonduty status (such as leave, etc.) at the beginning date for a period of operational flying duty is not entitled to ACIP for any period before the officer reports for and enters upon duty under such orders.

7. Officers entitled to ACIP may also be entitled to HDIP under the provisions of Part 2, chapter 3, DODFMR if the conditions for entitlement have been met independently.

8. Entitlement to ACIP when an officer becomes medically incapacitated is specified in Part 2, chapter 3, DODFMR.

9. Disqualification for/suspension of aviation service is addressed in Part 2, chapter 1, section B, DODFMR, OPNAVINST 3710.7, and paragraph 1212 of this

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10. The below-listed data elements are essential to the proper determination of an officer's entitlement to ACIP. Corrections or adjustments to any of these elements for officers, regardless of component, whose electronic records are carried in MCTFS will be made by the CMC (MMOA-2). For Reserve officers whose electronic records are maintained in MCTFS, all corrections or adjustments will be reported per the MCTFS PRIM. For Reserve officers on active duty with the Active Reserve (AR) Program, corrections will be made by the CMC (RA).

- a. ASED.
- b. OPFLY Base Date.
- c. OPFLY Time.
- d. OSD.

1212. SUSPENSION FROM FLYING STATUS

1. A commander will immediately suspend from duty involving flying any officer or enlisted person under their command who, in his opinion, is unfit for such duty. Suspension of ADP from duty involving flying will be reported in detail, by letter, to the CMC (ASM). This does not include temporary suspensions (groundings) directed by the commander in the interest of good command order and discipline.

2. Suspensions Because of Medical Reasons.

a. Aeronautically designated personnel are considered to be medically incapacitated for duty involving flying when:

- (1) Hospitalized.
- (2) Admitted to a sick list.

(3) Placed in a limited duty status.

b. Temporary Medical Incapacitation

(1) Aeronautically designated personnel who are temporarily medically incapacitated are considered qualified for aviation duty unless such incapacitation continues for a period of more than 180 days.

(2) Disqualification and termination of ACIP will be effected on the first day following a period of 180 days that commences on the date of incapacitation.

(3) Aeronautically designated personnel disqualified for medical reasons will not be requalified for aviation service until so certified by appropriate medical authority. Aviation career incentive pay and credit for operational flying duty shall not be authorized for any period during which an officer is considered disqualified. Commanding officers are responsible for ensuring ACIP is terminated per current directives.

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c. Permanent Medical Incapacitation. Aeronautically designated personnel whose medical incapacity is considered to be permanent by competent medical authority will have their ACIP terminated on the first day following a period of 365 days that commences on the date of incapacitation.

3. Suspensions Directed by the Commander

a. Aircrew are considered to be unfit for duty involving flying when they are medically incapacitated as defined in paragraph 1212.2a or in the judgment of the commander such suspension is warranted in the interest of aviation safety or operational necessity. The following, although not inclusive, are appropriate reasons for suspension of flight status:

(1) Individual request for termination from flight status.

(2) Demonstrated lack of general aeronautical ability.

(3) Breaches of flight safety or regulations.

(4) Failure to maintain flight standards.

(5) A respondent of an Field Flight Performance Board (FFPB).

(6) Demonstrated conduct which is contrary to good order and discipline of the command.

b. Aircrew will be suspended immediately from duty involving flying. ACIP or HDIP, as appropriate, will be suspended effective the date of the commanding officer's letter which directed the action.

c. Aircrew who have been suspended from flying duties and subsequently have their orders to duty in a flying status terminated through FFPB and Flight Status Selection Board (FSSB) action will have their ACIP or HDIP terminated effective on the date of the suspension.

4. When aircrew suspended from flying become fit for flying, the commander will remit such suspension. In the case of ADP, the remission will be immediately reported, in detail, to the CMC (ASM).

5. An individual's eligibility to receive flight pay during a period of suspension will be determined in each specific case per the DODFMR.

6. Instructions for submission of unit diary entries are in the MCTFSPRIM.

1213. TERMINATION OF ASSIGNMENT TO DUTY IN A FLYING STATUS FOR ADP

1. The authority to revoke orders to duty in a flying status of ADP of the Marine Corps is vested in the CMC (ASM). In general, assignments to duty in a flying status are terminated for the following reasons:

a. Naval Air Training Command (NATC) flight students who fail to satisfy the requirements of their respective training syllabi will be nominated to the CMC (ASM) by their respective school or operational command for transfer from further flight training and for assignment to duty other than in a flying status.

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b. Student Naval Aviators (SNA) who are found either not physically qualified or not aeronautically adapted for duty involving the actual control of aircraft as a SNA but are physically qualified and aeronautically adapted for duty involving flying as a Student Naval Flight Officer (SNFO) may submit requests for SNFO training to the CMC (ASM).

c. Aeronautically designated personnel who request termination of assignment to duty in a flying status will be processed as follows:

(1) The commanding officer will immediately suspend the ADP from duty in a flying status and direct him/her to submit, within 5 days, an official request for termination to the CMC (ASM) via the chain of command.

(2) This request will include a list of three MOS's in the order of preference.

(3) A report on the case by a flight surgeon will accompany the request.

(4) The effective date of the suspension of flight status will be included in the commanding officer's endorsement and will be used as the effective date for termination of ACIP.

(5) Commanding officers will counsel Marines concerned that a voluntary termination of flight status is considered permanent by the CMC and requests for reinstatement will not normally be approved.

2. Aeronautically designated personnel who become unfit for any reason not specifically described above will be processed per the procedures in paragraph 1214.

1214. FIELD FLIGHT PERFORMANCE BOARD

1. Definition and Requirements

a. An FFPB is an informal administrative board composed of qualified naval aviators, NFO's, officer navigators or naval aerial observers and a naval flight surgeon. An FFPB is convened to evaluate the performance, potential, and motivation of a respondent ordered by competent authority to appear before the board.

(1) ADP and crewmembers will be subject to the FFPB process. In this section, the term respondent refers to the foregoing aircrew categories.

(2) FFPB's are not bound by formal rules of evidence and may consider and include in the record any matter of reasonable authenticity which is relevant to the case.

(3) FFPB's are not judicial nor disciplinary bodies and shall make no recommendation for disciplinary action as a result of their evaluations. Any disciplinary action arising from the same set of circumstances or events that are the reason for convening an FFPB shall be kept completely separate from the FFPB.

b. FFPB actions will not be reserved solely for cases in which revocation of flight status is considered likely or appropriate. Any indicated lack of

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professional aeronautical performance, ability or motivation shall be evaluated.

c. Examples of unfitness for flight duties include the inability to perform aeronautical duties commensurate with grade and experience, lack of airborne leadership or judgment commensurate with grade and experience, lack of flight motivation or future development potential, failure to maintain prescribed flight standards, or other cases of unfitness as considered pertinent by appropriate authorities in the chain of command.

d. An FFPB is a means to uphold established standards in flight performance, maturity and discipline and to prevent those aircrew-caused mishaps that can be anticipated through early identification of substandard performers.

2. Convening of FFPBs

a. FFPBs will be convened for respondents directly involved in a flight

or flight-related mishap when, in the judgment of the convening authority, their standard of performance is in any way suspect.

(1) Because of the seriousness of mishaps, it is imperative that all respondents involved be subject to a review of their aeronautical competence, in order to dismiss or address any question of their standard of performance.

(2) This review will be conducted informally, within 72 hours following notification of a mishap. A decision will be made by the cognizant commander having special court-martial convening authority whether or not to convene an FFPB.

b. An FFPB is mandatory for all respondents who are party to a gross breach of flight discipline or fail to meet the minimum standards of any established major aeronautical performance requirement after being provided a reasonable opportunity to correct such deficiencies. Major aeronautical performance requirements include, but are not limited to; instrument checks, NATOPS evaluations, tactical phase checks, and failure to attain annual flight time minimums.

c. An FFPB must also be considered in the event that a respondent is the subject of any flight violation report or has demonstrated a severe lapse in aeronautical judgment.

d. The above conditions are provided as a guide and are not meant to be in any way restrictive. Command discretion must be exercised when a respondent is deemed professionally unfit for any reason not specified above.

e. For situations where the flight was in a command other than that of the individual involved, the commander of the activity in which the flight was performed will recommend to a common superior whether an FFPB should be convened.

(1) Should no common superior exist in the chain of command, the recommendation will be made to the CMC (ASM) via the commander of the individual concerned and the first general/flag officer in the chain of command.

(2) The CMC (ASM) will issue necessary administrative instructions to

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convene the FFPB.

f. Once an FFPB is convened, report this fact immediately by letter or naval message directly to the CMC (ASM).

3. FFPB Membership

a. FFPB's convened to evaluate a naval aviator will be composed of at least three naval aviators and a flight surgeon.

b. FFPB's convened to evaluate a NFO will be composed of one naval aviator, at least two NFO's when practical, and a flight surgeon. Naval aviators may serve in lieu of NFO's but at least one member must be an NFO.

c. FFPB's on officer navigators or naval aerial observers will be composed of two naval aviators, at least one member who is an officer navigator or naval aerial observer, and one flight surgeon.

d. FFPBs on enlisted crewmembers will be composed of three Naval Aviators, at least one member who is an aviator in the same model aircraft as the respondent, and a flight surgeon.

e. Board members, except the flight surgeon member, shall be senior to the officer concerned.

f. As a general rule, no prospective witness or interested party shall be a member of the FFPB. Deviation from this rule shall be permitted only with regard to the flight surgeon member and only in situations where an additional flight surgeon is unavailable to present medical evaluation to the board, as required by paragraph 1214.7a(7)(b).

g. Officers who serve as members of FFPB's should make themselves familiar with the policy and procedures governing FFPB's.

4. Administrative Processing Deadlines

a. Once convened, the FFPB will be conducted expeditiously and forwarded through the review chain within 90 days to enable final action within 110 days. Convening of the FFPB shall not be delayed more than 30 days for the purpose of obtaining the personal appearance of the individual concerned or his desire to provide witnesses or statements. A request to delay the convening of the FFPB shall be made in writing by the individual concerned to the convening authority. FFPB actions should normally be commenced only after any judicial or adverse administrative actions are resolved. CMC (ASM) will provide recommendations to USMC commands as required.

b. The following processing schedule will be strictly adhered to and commences on the date of the incident and includes mailing time. When circumstances preclude compliance with the submission schedule, notification will be made to the CMC (ASM) as to the reason and expected length of delay. Note: When other endorsements are required/desired, each will have an additional 20 days to the schedule depicted below:

- | | |
|-----------------------------------|---------------------|
| (1) INCIDENT TO FFPB REPORT | - 30 calendar days. |
| (2) GROUP/STATION/MEU ENDORSEMENT | - 20 calendar days. |
| (3) WING/COMCAB/MEB ENDORSEMENT | - 20 calendar days. |

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- | | |
|------------------------------------|---------------------|
| (4) FORCE ENDORSEMENT (If desired) | - 20 calendar days. |
| (5) FSSB FINAL ACTION | - 20 calendar days. |

TOTAL TIME TO FINAL ACTION - 110 calendar days.

c. Once the CMC completes final action, the letter directing the flight status of the respondent will be forwarded directly to the command which convened the FFPB and copies will be provided to the administrative review chain of command.

5. FFPB Action

a. FFPB's will ensure that only those respondents who have demonstrated the capability to satisfactorily perform all assigned duties will be recommended for retention in a flight status.

b. The board's recommendations must achieve through administrative action the desired purpose, which is to maintain a safe and effective aeronautical force.

c. FFPB's are required to consider the entire environment, to include the supervisory chain. Recommendations will be made for improvements in operations if appropriate.

d. The respondent under evaluation will be afforded the opportunity to present whatever material he/she considers pertinent to his/her case; to present any witnesses in his behalf; and, to make such statement's as he/she desires. In no case, however, will the convening of the board or final report be delayed longer than 30 days while awaiting such material, witness, or statement, without the authorization of the CMC (ASM). Further, in no case should the presentation of such material, witness, or statement give the appearance of a judicial hearing. Legal rules of evidence and testimony do not apply. Verbatim transcripts of board proceedings will not be maintained or forwarded with the report. Appropriate Privacy Act regulations will be complied with during the course of the FFPB.

e. The respondent will be allowed to review all material and statements which the FFPB has received, prior to such material or statements being forwarded as part of the FFPB report. Upon reviewing the material and statements, the respondent may amend his statement as desired. However, once the report of the FFPB has been submitted, no statements, addenda, or new material will be attached to the report of the board prior to its reaching the CMC (ASM).

f. The foregoing principles are in accord with customary standards of fairness in administrative proceedings.

6. FFPB Recommendations

a. Respondents to an FFPB will be subject to one of the following administrative actions which are appropriate recommendations of an FFPB, either singularly or in combination:

(1) Revocation of Orders to Duty in a Flight Status - Unfit for flight duties for any reason as outlined in the findings, opinions, and

recommendations of the board to include:

(a) Lack of general aeronautical ability.

(b) Lack of sufficient skill or necessary judgment to meet the requirements of the flight duties to which assigned.

(c) Breaches of flight regulations, flight safety procedures or air discipline.

(d) Failure to maintain a reasonable and acceptable level of flight proficiency.

(2) Revocation of Right to Wear Aviation Insignia - Revocation of this right is considered appropriate when board action is the result of bringing discredit upon Naval Aviation by flagrant violation of established rules, regulations and directives. Final decision on this recommendation and the recommendation for revocation of orders to duty in a flight status for enlisted crewmembers may be completed by the first general/flag officer in the review chain. The CMC (ASM) will be provided a copy of the report.

(3) Probationary Flight Status

(a) At the conclusion of the probationary period, the individual's flight performance during this period will be reviewed and an appropriate recommendation forwarded via the chain of command to the CMC (ASM), who will take final action. In cases involving enlisted crewmembers, final action on a probationary flight status recommendation will be made by the first general/flag officer in the review chain. This review may result in the recommendation for a more stringent classification, or no further action. If the report recommends no further action, the matter will be considered closed. If further action is warranted, a specific recommendation will be provided.

(b) Approval of this classification by the CMC (ASM) will result in inclusion of the related material as adverse matter in the individual's Official Military Personnel File (OMPF) maintained at HQMC.

(c) Administrative action will be taken by the convening authority to properly monitor the individual's performance during a probationary flight status period.

(d) The Marine will not be transferred from the parent command until satisfactory completion of the probationary period. The CMC (ASM) may waive this requirement.

(4) Conditional Flight Status

(a) Fit or satisfactory for duties in a conditional status for a specific period of time. In situations where the FFPB recommends, and the convening authority concurs, final review and approval of a conditional status may be completed by the first general/flag officer in the review chain. The CMC (ASM) will be provided a copy of the report.

(b) Administrative action will be taken by the convening authority to ensure that the individual's performance during a conditional flight status period is properly monitored.

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(c) The Marine will not be transferred from the parent command until satisfactory completion of the conditional period. This requirement may be waived by the CMC (ASM).

(d) At the conclusion of the conditional period, the individual's flight performance during this period will be reviewed by his/her commanding officer and an appropriate report will be forwarded to the CMC (ASM) via the chain of command. If this report recommends no further action, the matter will be considered to be closed. If further action is warranted, a specific recommendation will be provided. The senior member of the FSSB will review this report along with the endorsements and make a recommendation to the CMC (ASM), who will take final action.

(5) Further Training, Conversion or Transition Training - Recommendations for conversion or transition training will only be approved through FSSB/CMC action.

(6) No Action Required

(a) Fit or satisfactory for flight duties.

(b) For FFPB's which recommend, and the convening authority concurs in, that no corrective action is required, final review and approval of this status may be completed by the first general/flag officer in the review chain. The CMC (ASM) will be notified by letter.

b. The letter directing conditional flight status, further training, conversion training, transition training, or no further action, will not be recorded in the individual's OMPF.

c. Probationary flight status is considered a significant career event.

d. Revocation of orders to duty in a flight status is an administrative action designed to ensure that only those crewmembers who can safely and competently perform assigned flying duties are so assigned. Although in many instances the permanent revocation of flight status may appear to have an adverse impact on the individual concerned, such action is intended to be neither punitive nor disciplinary. However, knowledge of this significant career event is considered of importance to a selection board's assessment of a Marine's fitness. Accordingly, when the CMC (ASM) determines revocation or probationary flight status action is appropriate, a copy of the FFPB report, with endorsements and enclosures thereto, will be placed in the Marine's OMPF.

7. FFPB Report Format

a. The FFPB will submit a report to the convening authority which includes the following:

(1) FACTS. A comprehensive summary of the pertinent facts and circumstances in the matter under review. The opening sentence will contain the reason the FFPB was convened. This summary shall be clearly and concisely stated.

(2) FLIGHT EXPERIENCE. Total flight hours, total hours last 3 months, total hours in model, total hours in model last year, and total hours in model last 3 months.

(3) FINDINGS. Concise statements of FFPB findings.

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(4) OPINIONS. Concise statements of FFPB opinions.

(5) RECOMMENDATIONS. Concise statements of FFPB recommendations concerning flight status of the individual.

(a) When the FFPB members are not in unanimous agreement, a minority report shall be included.

(b) Include recommendations to enhance operations, if appropriate.

(6) RESPONDENT APPEARANCE/REVIEW. Signed statement(s) by the respondent that he/she understands the purpose of the board and was afforded the opportunity to, within the limitations in paragraph 1214.5d, personally appear at the proceedings of the FFPB, present material evidence, call witnesses in his behalf, make whatever statement he/she desires, and to make a final statement which is appended to the final FFPB report.

(7) ENCLOSURES. Appropriate enclosures will be appended to the FFPB report; such as witnesses' statements, flight records, or other pertinent material. Copies of orders or publications will not be appended. Include only certified excerpts of the appropriate portions for those orders not contained in the Navy and/or Marine Corps directives systems. Copies of JAG Manual or flight mishap investigation reports (MIR's) will not be appended nor will information contained in these reports be referenced.

(a) The convening document shall be enclosure (1).

(b) A flight surgeon's statement shall be enclosed when appropriate, to include at a minimum, an evaluation of physical qualification and aeronautical adaptability.

b. The FFPB report will be forwarded to the CMC (ASM) via the Wing/COMCAB/MEU commander for review and final decision or information, as appropriate, based on the recommendations. A copy of the FFPB report will be sent to the Commanding General, FMFPac/FMFLant, as appropriate, to provide the commanders the option to comment if so desired. The reporting requirement of this paragraph is exempt from reports control and requires no report symbol.

1215. FLIGHT STATUS SELECTION BOARD

1. The FSSB is a formal HQMC advisory board to the CMC. The purpose of the FSSB is to enable the CMC to take proper administrative action and to assist in maintaining a combat ready and effective crewmember force. The FSSB will review those flight records forwarded to the CMC (AAB), of Aeronautically

Designated Personnel (ADP) who fail to achieve annual flight time requirements. The FSSB will review FFPB reports and make an appropriate recommendation to the CMC concerning the flight status of respondents to FFPB's.

2. The FSSB may recommend termination of flight status or other appropriate action if the flight records of ADP indicate:

a. Failure to achieve the minimum annual flight requirements as prescribed by OPNAVINST 3710.7.

b. Failure to achieve qualification in aircraft commensurate with grade, medical service group or experience due to lack of ability or motivation. ADP

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who do not successfully achieve transition/conversion into markedly different type aircraft will not necessarily result in termination of flight status.

Instead, the training may be terminated and the individuals may be administratively returned to the type aircraft in which previously qualified.

c. Failure to participate, to the fullest extent practicable, in operational flying.

d. Demonstrated lack of aeronautical ability, adaptability, motivation, or performance.

3. The respondent to an FFPB under review by the FSSB is not entitled, as a matter of right, to appear before the FSSB or to have counsel provided by the Government. Upon request, however, a respondent will normally be permitted to appear before the FSSB and to be accompanied by counsel or a representative.

a. If the respondent is permitted to appear before the FSSB, he/she will be issued funded TAD orders by his command.

b. Appearance by a civilian or military lawyer or representative shall be at no expense to the Government. If the respondent desires to be represented by a judge advocate, the judge advocate's commanding officer shall make the final determination on his or her availability.

1216. TERMINATION OF ASSIGNMENT TO DUTY INVOLVING FLYING FOR AIRCREW NOT SUBJECT FFPB PROCESS

1. Aircrew other than those who are subject to the FFPB process may have their orders to duty involving flying terminated for the following reasons: (Commanders will immediately terminate the flight orders of aircrew described below.)

a. Individual requests termination of assignment.

b. Unfitness or unsuitability.

c. Failure to meet the physiological or psychological requirements for unrestricted flying. Commanders will terminate the flight orders effective the 1st day of the month following the month they failed to meet the requirement per the DODFMR.

d. Reassignment to other duties within a command, which do not require continuation in a flight status, or transfer to another command. Commanders will terminate the flight orders effective the date of reassignment or transfer.

2. Enlisted personnel will be afforded at least 120 days advance notification prior to being involuntarily removed from flying duty through no fault or action or their own. Requests for waiver of this policy will be granted only by the CMC (ASM).

3. Instructions for submission of unit diary entries are in the MCTFSPRIM.

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1217. ASSIGNMENT TO DUTY INVOLVING CARRIER FLIGHT DECK OPERATIONS(FIXED-WING AIRCRAFT)

1. Marine Corps personnel assigned duty involving frequent and regular participation in flight deck operations on carriers for fixed-wing aircraft are entitled to HDIP as described in the DODFMR.

2. Authorization and administrative instructions pertaining to assignment to this type duty and submission of unit diary entries are in OPNAVINST 7220.4 and MCTFSPRIM.

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{li P_6g0001.TIF:Figure 1-1}--Aviation Career Incentive Pay for Old OPFLY Gate System.

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{li P_6g0002.TIF:Figure 1-2}
Aviation Career Incentive pay for New OPFLY Gate System.

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CHAPTER 1

GENERAL POLICY FOR CLASSIFICATION, DISTRIBUTION, ASSIGNMENT,
AND TRANSFER OF OFFICERS AND ENLISTED PERSONNEL

SECTION 3: TRANSFERS

1300. GENERAL RESTRICTIONS ON TRANSFERS AND ASSIGNMENTS

1. The transfer between commands of personnel under the direct administrative control of HQMC will be effected only when authorized by the CMC.
2. With the exception of field grade officers, the assignment of personnel into and out of units involved in the unit deployment program and units deploying in support of Landing Forces, Sixth Fleet will be made by the CMC (MMEA or MMOA). Field grade officers will be assigned to these units by the appropriate Marine aircraft wing or division commander. The assignment of lieutenant colonels and above to command billets is subject to command screening.
3. Except as defined in paragraph 1300.2, the assignment of personnel to subordinate organizations of commands may be made within the limitations prescribed by the CMC (MMEA or MMOA) and the cognizant commander.
4. The transfer of personnel between an attached organization and the organization to which attached will not be effected by the latter organization.

1301. REQUESTS FOR TRANSFER, TAD, AND REVOCATION OF ORDERS BASED ON
HUMANITARIAN REASONS

1. Humanitarian transfer to another duty station or the cancellation of PCS orders to permit retention on station are initiated at the request of the individual. The transfer action is for the personal convenience of the Marine and is designed to solve short-term situations. A member approved for a humanitarian transfer is transferred by service record book (SRB). This transfer is for the member's convenience and there is no entitlement to travel or transportation allowances for the member to return to the old permanent duty station to assist in the movement of dependents or household goods. Travel and transportation allowances will be allowed from the member/dependents location to the new permanent duty station upon receipt of the authorization for the humanitarian transfer. For the purposes of this paragraph, "short-term" is defined as 36 months or less (normal CONUS tour length), or date of released from active duty/discharge, whichever comes first. Approvals for retention on station are normally approved for 12 months. Submit requests for transfer, TAD, and/or revocation of orders for Reservists on active duty with the AR program to the CMC (RA).
2. Personal and family problems that can reasonably be expected to continue beyond 3 years from the date of transfer are considered long-term in nature, and could constitute a limitation on the availability of the Marine for worldwide assignment. As such, the solution to the Marine's problem may more appropriately be a hardship discharge; or transfer to the FMCR or Retired List in lieu of being discharged. (See paragraph 1301.11.)
3. When possible, if an individual's problem is of short duration, and the requirement for the Marine's presence is substantiated by documentation

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submitted to the CMC (MM or RA, as appropriate), permissive TAD will be authorized at the Marine Corps activity closest to the location desired by the Marine. Orders to such TAD must be clearly in the best interest of the Marine Corps, and may be for a period of not more than 6 months. Any request for an additional period of TAD will advise the CMC (MMOA/MMEA or RA) of the current status of the Marine's problem, and an estimate of the time needed to resolve it. Since the TAD is for the personal convenience of the Marine, no per diem or travel expenses will be authorized. Refer to the Department of Defense Financial Management Regulation (DODFMR), Volume 7A, for entitlement to a basic allowance for subsistence (BAS) when a Government mess is not available, and for information regarding the entitlement to a basic allowance for housing (BAH) when Government quarters are not available. TAD will not be authorized by the CMC where the appropriate solution to the Marine's problem could be achieved through the use of annual or emergency leave. It is expected that prior to granting a Marine TAD, the individual will exhaust the current authorized leave period in attempting to resolve the problem. Traveltime expended in conjunction with permissive TAD is chargeable as annual leave.

4. To qualify for consideration under this paragraph, the following criteria must be satisfied:

a. The situation must be of such severity as to present a personal problem that is more severe than those normally encountered by Marines and their families in the course of military service.

b. The hardship occurred or was aggravated as a result of the Marine's beginning the initial term of service, or subsequent to the date of the last reenlistment.

c. The Marine has made every effort to solve the personal problem by taking leave; corresponding with social service agencies in the locale of the hardship; filing dependency applications and registering allotments for financial support to immediate family members; seeking legal assistance at the present duty station; and seeking medical treatment (including psychological counseling/therapy) for family members at the present CONUS duty station, i.e., Chaplains, Family Service Centers.

d. The problem described must be controlled or resolved to permit the unrestricted assignment of the Marine within the time frame of a normal CONUS tour (36 months).

e. The problem must involve the Marine's immediate family and the individual's presence must be required to alleviate or eliminate the hardship. For the purpose of humanitarian transfer/TAD/retention on station, the term "immediate family" is defined as the spouse, natural or step-children, brothers, sisters, and the Marine's or spouse's parents. A person who has stood in loco parentis for at least 2 years preceding the Marine's entry on active duty qualifies as a parent for the purpose of this paragraph.

5. Requests for humanitarian transfer will not receive favorable consideration when the basis therefore is to assist in farming/mining ventures, personal business ventures, or to attend to personal legal matters. When the Marine's presence is requested solely to provide moral support,

transfer/reassignment will not be directed.

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6. Requests for humanitarian transfer/TAD/retention on station generally will receive favorable consideration when the following conditions exist:

a. Terminal illness (life expectancy less than 6 months) of a member of the Marine's or spouse's immediate family (as defined in paragraph 1301.4e), where the presence of the Marine is required.

b. Illness of a member of the Marine's or spouse's immediate family where the attending physician certifies the Marine's presence is required for the well-being or welfare of the patient.

c. No other relatives are capable of providing the assistance necessary to alleviate the hardship.

d. A Marine becomes a single parent as a result of unforeseen circumstances; for example, the death of a spouse.

e. Where humanitarian transfer is desired, the requested duty station must have a billet vacancy requiring the grade and MOS of the Marine. As a matter of general policy, when a humanitarian transfer request is approved, a Marine will not be assigned to a recruiting station, Marine Corps district headquarters, or to small Marine Corps detachments (one for one billets).

f. Where no billet vacancy exists at the Marine Corps activity closest to the location of the hardship, TAD may be authorized up to a total of 6 months, as described in paragraph 1301.3.

7. Administrative procedures for requesting humanitarian transfers are as follows:

a. Address requests to the CMC (MMOA, MMEA, or RA) via the chain of command, with the following exceptions: (1) Requests by Marines who are administratively attached in a permissive TAD status to recruiting stations, and (2) by all Marines at I-I staffs and at 4th MAW units will be submitted directly to the CMC (original and 1 copy). In cases forwarded directly to the CMC, provide an information copy to the Command General, MARFORRES. Also provide an information copy of the request to the Marine's parent command.

b. The request originates with the Marine concerned and must include the following:

(1) Area/duty station to which transfer is desired (include MCC).

(2) Description of the problem (the description must be complete without

reference to enclosures).

(3) A statement as to how transfer would alleviate the problem and what actions have already been taken (i.e., leave/allotments/correspondence with social service agencies capable of providing assistance, etc.).

(4) Estimated time required to resolve problem. (If estimated time is 6 months or less, the Marine should request permissive TAD vice transfer.)

(5) In the event no billet vacancy exists at the duty station/area desired, a statement will be included regarding the acceptability of transfer to the nearest duty station having a vacancy, and the degree to which such a

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transfer would resolve the individual's problem.

(6) Names, addresses, and ages of dependents/relatives requiring the Marine's assistance.

(7) Names, addresses, and ages of relatives (other than those listed above) and a statement as to their ability/inability to assist in resolving the hardship.

(8) Disciplinary action pending.

(9) Attending physician(s) name, address and telephone number (including area code).

(10) Dates of any previous requests for transfer, TAD, or cancellation of orders for humanitarian reasons.

(11) Statement that the Marine does or does not desire to be considered for hardship discharge if the request cannot be approved.

(12) If illness is involved, a statement from the attending physician specifically indicating, in layman's terms, a definite diagnosis, prognosis, and estimated life expectancy if the illness is life threatening.

(13) If situation is based on single parenthood, a statement from the individual/child care facility that will provide such care. For criteria for deferment of overseas tour for a single Marine parent of a recently adopted child, deferment of overseas tour of a Marine mother upon birth of a child, and dual Marine couples with a recently adopted child, refer to the amplifying instructions contained in MCO P1300.8.

(14) A minimum of one notarized statement substantiating the circumstances presented.

(15) Statement of Marine's intent to reenlist.

c. The immediate commander of the unit forwarding the request will include the following in the forwarding endorsement:

(1) A careful analysis of the situation and action taken by the Marine or the Marine's family to help alleviate the problem.

(2) A definite recommendation based on careful consideration of the criteria established for humanitarian transfer/TAD.

(3) Disciplinary action pending, if known.

(4) If the Marine is on TAD from the parent command, or is en route to or from an overseas or CONUS command, include as an enclosure copies of orders issued, and the following information:

(a) Date departed parent command.

(b) Amount and type of leave taken.

(c) Date attached for TAD.

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8. During annual or emergency leave, a Marine may desire to submit a request for humanitarian transfer/TAD. In such cases, individuals should be advised to contact the nearest Marine Corps activity for assistance in preparing their requests. Marines serving on an overseas tour will be advised by the unit preparing the reassignment request of the rotation tour date adjustment requirements of the MCTFSPRIM. The local commander may attach the Marine, upon completion of leave (provided the Marine will not be placed in a minus leave balance), in a permissive TAD status. The CMC (M/RA) considers 15 days as sufficient for the Marine and the TAD command to compile and submit a request for consideration of a humanitarian transfer/TAD or hardship discharge. Provided the request is submitted within the authorized 15-calendar-day period, the Marine will be retained pending decision by the CMC (MMOA, MMEA, or RA, as appropriate). In those cases where the Marine is attached, a message will be sent to the CMC (MMOA, MMEA-8, or RA, as appropriate) with an information copy to the Marine's parent command. The message will include, at a minimum, the following:

- a. Marine's name, grade, SSN, PMOS and component.
- b. Marine's parent command (include MCC).
- c. Leave period (inclusive dates) and type (annual/emergency) leave granted.
- d. EAS.
- e. Date attached.
- f. Reason for attachment.

9. The period of TAD is not immediately obtain intended as free time or an

extension of leave. It will be used to obtain substantiating documents and to perform military duties. The attaching command will advise the Marine to immediately obtain the documents required to substantiate the request. Upon presentation of the documents, the request should be prepared and submitted expeditiously to the CMC (MMOA, MMEA-8, or RA, as appropriate).

10. It is considered that 15 calendar days from date of attachment is sufficient time to obtain documents and submit the request. In the absence of extraordinary circumstances, the command to which the Marine has been attached in a TAD status will terminate the TAD of those Marines who fail to submit complete documentation to support their request, and will order them to carry out their basic orders or return to their parent commands. If extraordinary circumstances exist which prevent the Marine from obtaining the required documents in the time allotted, an interim status report will be submitted by message to the CMC (MMOA, MMEA-8, or RA, as appropriate), and an extension of TAD requested. Such notification should be provided to HQMC prior to the expiration of the initial period of TAD, to allow sufficient response time. Information copies of all relevant message traffic will be provided to the Marine's parent command. Additionally, make notation of these circumstances in the commander's endorsement which forwards the completed transfer request.

11. The following information applies to enlisted Marines only:

a. Submission of Hardship Discharge. If a Marine submits a request for hardship discharge to the CMC (MMSR-3) and it is determined that the request does not meet criteria for discharge per the MARCORSEPMAN, the request is

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automatically forwarded to the CMC (MMEA-8) for humanitarian transfer or PTAD consideration per paragraph 1301 of this Manual.

b. If determination is made that the request meets the criteria for humanitarian reasons, PCSO or additional PTAD can be authorized. If not, the request is returned to the CMC (MMSR-3) to advise the Marine that the request has been reviewed and does not meet the criteria of either the MARCORSEPMAN or this Manual. Direct inquiries concerning status of hardship discharge packages to the CMC (MMSR-3).

c. Assignment of Reenlistment Code RE-3C

(1) When a Marine is the subject of a humanitarian transfer action and in order to ensure correct administration processes, i.e., assignment, reassignment, reenlistment, and to ensure that existing hardship is not aggravated, reenlistment code RE-3C is assigned to the Marine. This is considered necessary, prior to reenlistment, to determine if continued service in the Marine Corps is in the best interest of the Corps and/or Marine, and to prevent a valid hardship situation from being further aggravated. Further, assignment of reenlistment code RE-3C is for administrative purposes only and is not to be considered punitive in nature.

(2) A reenlistment code of RE-3C is normally not assigned for PTAD periods of less than 30 days. Additionally, code RE-3C will be revoked upon the Marine notifying the CMC (MMEA-8) by message that the humanitarian situation has been resolved (this action indicates that the Marine is

available for worldwide assignment).

1302. PREFERENCE OF DUTY STATION AND DUTY

1. Marines are afforded the opportunity through fitness reports, unit diary entry or official correspondence to indicate preference of duty station or duty. When transfer of officers or enlisted personnel in the grade of sergeant and above is contemplated the latest fitness report received by HQMC will be considered prior to transfer. If a Marine desires a change to the preference of duty originally entered on the fitness report, a unit diary entry may be reported to reflect new duty preference codes in the MCTFS (refer to the MCTFSPRIM.). Requests for duty assignments, cancellation or modification to existing orders are appropriate only if an individual Marine's personal circumstances change. Officers and enlisted Marines may request duty assignments in response to specific solicitation from HQMC. Additionally, all Marines who desire to waive Date Arrived United States Dependents-Restricted (DAUSDR) for immediate assignment to an unaccompanied overseas tour per current directives may do so. Such requests will be submitted to the CMC (MMA or MMEA, as appropriate) via official channels.

2. Enlisted Marines, for whom no fitness report is submitted, requesting a preference of duty station or duty will address such a request to their immediate commander. The commander of the Marine concerned, upon receipt of a preference of duty station or duty request will enter the Marine's preferences into the MCTFS via unit diary entry. If the request for duty station or duty request is in the written form, the commander will process or forward the request as appropriate.

a. Where approval is appropriate, and per established policy, any command

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in the chain of command that exercises assignment prerogative (i.e., division/wing/FSSG/regimental/group commanders) is authorized and encouraged to approve such requests.

b. Commanders in the chain of command receiving requests for transfer, reassignment or specific duty where disapproval is necessary, will, by return endorsement to the Marine concerned, indicate disapproval with the appropriate reasons. A copy of the request and the disapproval endorsement will be forwarded to the CMC (MM). The following may be used as guidance for disapproval of a transfer or reassignment request:

(1) The Marine has served less than the normal fixed tour of duty.

(2) A second dislocation allowance entitlement is involved.

(3) The Marine's services are needed at the present station. If an untimely replacement requirement would result from approval, disapproval is indicated.

(4) The Marine has less than 24 months remaining on the current period of obligated active service. Prior to detachment for transfer overseas, a Marine ordered to an overseas duty station must have sufficient obligated

service to complete the prescribed tour length, per MCO 1300.8.

(5) The Marine possesses a basic MOS and the post/station requested cannot provide initial skill training above the basic level.

3. Corporals and below presently serving on an overseas tour may submit a preference of next duty station via unit diary entry 7 to 9 months prior to rotation tour date (RTD). (Refer to the MCTFSPRIM.)

4. Marines should attach a NAVMC 941 (Transmittal of SR/PAY Documents) to correspondence that requests preference of duty, preference of duty station, or waiver of Overseas Control Date (OCD).

a. On the front of the card type or print the Marine's grade, name, SSN, and military address.

b. On the reverse of the card identify the correspondence by subject, identification symbols and date.

c. Upon receipt of correspondence at HQMC, the receiving staff agency (Division/Branch, etc.) will date stamp the reverse of the card and return it to the Marine.

d. Receipt of the postcard by the Marine indicates receipt of the request by HQMC. The returned postcard will not indicate approval or disapproval.

e. Requests are approved by the issuance of AOWP orders, message, or an advisory message on the unit's diary feedback report. Disapproval or other contemplated actions are provided by message, or an advisory message on the unit's diary feedback report. Interim response to requests is often provided telephonically.

1303. DUTY STATION EXCHANGE

1. Although individual duty preference is a major consideration in

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determining future assignments, Marine Corps needs and the constraints of individual/billet availability frequently require assignment of Marines to locations and duty not of their choosing. Situations occasionally arise where two Marines in receipt of such orders mutually agree to exchange assignments while continuing to satisfy Marine Corps requirements at each station.

2. The implementation of a duty station exchange system must be predicated on all factors of personnel assignment being generally equal, to ensure that the overriding consideration of meeting Marine Corps needs is always satisfied. Every

effort will be made to facilitate duty station exchanges for personnel in receipt of PCS orders. However, there are many factors to be considered before an exchange can be authorized. Among these are RTD, EAS, home of record, location of

dependents, career patterns, individual qualifications, relative excellence of demonstrated performance, and special billet requirements. Economy dictates that exchanges cannot result in any additional expense to the Marine Corps.

3. Personnel are authorized to request a duty station exchange provided that the following criteria are met:

a. Marines concerned are of the same grade, possess an MOS compatible with the duty assignment, and mutually agree to exchange their next assignment

b. Neither has moved dependents or personal effects at government expense in conjunction with orders.

c. Both have sufficient active service remaining to meet tour length requirements for the duty stations under consideration.

d. If the proposed exchange involves a dependents' restricted assignment, both assignments in question must be dependents' restricted.

e. Both Marines must meet all essential assignment criteria for duty stations to be exchanged.

4. Both Marines who desire a duty station exchange will submit a request for the exchange by AA Form to the CMC (MMOA or MMEA, as appropriate). The requests will contain the following information for each Marine:

a. Standard identifying information.

b. Slate or PCS order reference (Marine Corps individual orders, special order number, PCSOR number).

c. OCD.

d. EAS (if applicable).

e. Number and location of dependents requiring transportation.

f. Estimated date of departure from current duty station.

g. Report by date at new duty station, if applicable.

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5. Commanders who staff HQMC quotas may approve enlisted duty station exchanges provided the criteria above is met and both quotas involved were assigned to the MCC by the CMC (MM). Corporals and below assigned to quotas issued to different MCC's who desire to exchange assignments must submit a request to the CMC (MM) provided the criteria are met.

1304. TRANSFER AT OWN EXPENSE

1. Requests for transfer (involving travel) on the basis that the Marine

involved would pay travel expenses are not routinely invited. Such a request may be submitted when:

a. An active duty Marine is hospitalized, and desires transfer from one naval hospital to another, and

b. The commanding officer of the hospital considers the transfer unnecessary to aid recovery or the effective use of available bed space.

2. The patient will submit the request to the CMC (MM) via the commanding officer of the hospital and the Naval Medical Command. The patient will be informed that it is Marine Corps policy to approve transfer on the condition that the patient agrees to pay the expenses of transportation and subsistence involved, without reimbursement by the Government, and that traveltime involved will be charged as leave.

1305. TRANSFER OF MARRIED MARINES (MILITARY SPOUSE). Although the importance of the intact family unit is recognized, military service by its nature involves some family separation. When both spouses are service members (and either one or both are Marines), every effort will be made to ensure that their separations due to military requirements are not greater than those normally encountered when only one spouse is a Marine. However, in such cases, it must be recognized that each spouse is an individual with normal career assignment patterns. Preferential treatment in assignments/duty stations will not be given based solely on marital status. Each spouse can expect normal career assignments to include school, TAD, and unaccompanied overseas tours. However, spouses who are not stationed in close proximity to each other's duty station may request a transfer for the purpose of establishing a joint household. Such requests will be submitted, via AA Form, to the CMC (MMAA, MMEA, or RA, as appropriate) by either spouse. The request will include the name, grade, SSN, MOS, duty station, date current tour began, DAUSDR, and EAS of each service member. If one, or both, of the spouses is on active duty with the AR program, it should be indicated in the AA Form. Although a preference of duty stations may be specified, the request will be viewed as a request to establish a joint household, and, as such, the transfer of either or both spouses will be considered. Each request will be viewed on an individual basis, considering such factors as the needs of the Marine Corps, location tour dates, billet vacancies, and remaining obligated service. If one spouse is serving an unaccompanied overseas tour, the other spouse will not be transferred overseas for the purpose of maintaining a joint household. This, however, does not preclude the other spouse from requesting an unaccompanied overseas tour, and each case will be considered on its individual merits. Additional information is provided in MCO P1300.8 and MCO P1001R.1. Assignment of Marine spouses to concurrent member-member unaccompanied tours, if no accompanied tour billet is available for either Marine, is authorized. Additional information for overseas tour lengths and

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criteria for overseas joint residence for Marine spouses is contained in MCO P1300.8.

1306. TRANSFER OF HOSPITALIZED MARINES

1. Personnel returned to duty upon completion of hospitalization who have been administratively joined by a Marine Corps activity as directed by MCO 6320.2, will be reported by message (including time of MINIMIZE) to the CMC (MM). The reporting requirement of this paragraph is exempt from reports control and requires no reports symbol. Activities will transfer personnel within 10 days of receipt of orders. Send a follow-up message if orders are not received within 15 days. A message report will contain the following:

- a. Name, grade, SSN, PMOS, and whether fit or unfit for duty (as appropriate).
- b. Parent command upon hospitalization.
- c. Whether services can be used to fill a billet vacancy.
- d. Location of dependents, if applicable.
- e. Whether movement of dependents has been authorized and effected as set forth in the JFTR.
- f. Date of payment of last dislocation allowance, if applicable.
- g. Whether subsequent appearances before a medical board are required and when, for those personnel found fit for full or limited duty.
- h. Duty station desired (for combat evacuees only).
- i. Date departed CONUS (personnel evacuated from overseas commands).

2. Marines who have appeared before a physical evaluation board (PEB) and have been found unfit to perform duties of their grade will, upon release from hospitalization, be retained awaiting disposition instructions, per Marine Corps directives in the 1900 series, or as otherwise directed by the CMC.

3. The commands designated as casualty administrative agencies by MCO 6320.2, are responsible for coordinating with the Armed Services Medical Regulating Office (ASMRO) in regulating and monitoring the transfer of combat and emergency evacuated Marines from medical facilities located within and outside CONUS.

4. When required, Marine Corps directives in the 1070 series will provide additional administrative instructions and designate additional commands as patient clearing/administrative agency to process combat evacuees. The attention of commanders having Marines hospitalized is also directed to Marine Corps directives in the 3040 and 6320 series.

1307. TRANSFER AND/OR REPORTING OF MARINES JOINED FOR THE ADMINISTRATION OF DISCIPLINE

1. MCO 5800.10 prescribes procedures for reporting, joining and processing absentees and deserters who surrender or are returned to Marine Corps

jurisdiction.

2. Where the absentee or deserter is joined to an MCC for disciplinary action and the MCC is different than that from which the Marine departed, the command will:

a. Ensure that the Marine is joined under the appropriate strength category code reflecting their status, per the MCTFSPRIM.

b. Upon completing disciplinary action on Marines not subject to punitive discharge, report to the CMC (MMEA) (or the CMC (RA) if the Marine is on active duty with the AR Program) the Marine's:

(1) Name, grade, and SSN.

(2) PMOS and command joined from.

(3) Date available for transfer.

3. Upon receipt of the above information, HQMC will take action to reclassify and/or transfer the Marine.

1308. TRANSFER OF PERSONNEL ASSIGNED TO OVERSEAS COMMANDS WHO COME INTO THE DISABILITY EVALUATION SYSTEM

1. A Marine identified for disability separation must be separated within 20 days of the date the Secretary of the Navy takes final action. Processing and traveltime may present formidable difficulties in the case of a Marine assigned to an overseas command.

2. To relieve some of the difficulties, overseas commands, including Hawaii-based commands, will inform the CMC (MMSR-4), by priority message, within 48 hours of the Marine accepting a finding of unfit for duty from a PEB (not a medical board).

3. If a command receives a medical board report from the commanding officer of a naval hospital, Navy Regional Medical Center, or Commander in Chief, Pacific Fleet recommending that a Marine be discharged for an erroneous enlistment, the Marine may be returned to the nearest Marine Corps activity within CONUS (MCC W95) for discharge without prior approval of the CMC, providing:

a. The Marine signs NAVMED Form 6100/3 (Medical Board Certificate Relative to a PEB Hearing).

b. The command notifies the CMC (MMSR-4), and the discharge activity to which the member is being ordered, by message, of the action taken and the expected date of the member's arrival in CONUS.

c. A copy of the report of the medical board, including the NAVMED Form 6100/3, will be forwarded with the service records to the command in CONUS to which the Marine is being ordered for discharge. One copy, with endorsements, will be forwarded to the CMC (MMSR-4).

4. If the command is in receipt of PCS orders for an enlisted Marine who is

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found to be medically unfit, the command will advise the CMC (MMEA) by message and request clarification.

1309. APPLICATION FOR FAMILY HOUSING. Two established forms, the DD Form 1746, Application for Assignment to Military Family Housing and DD Form 1747, Status of Housing Availability, are used in military housing assignment.

1. The DD Form 1746 is intended to ensure an equitable and efficient assignment system. Upon receiving notification of PCS orders for a military member with dependents, the commanding officer will:

a. Ensure the member completes a DD Form 1746.

b. Ensure the completed form with a copy of PCS orders is mailed, preferably 30 days or as soon as practicable prior to the individual's date of detachment, to the housing officer of the installation to which the service member is to be assigned.

c. Counsel the member that use of the DD Form 1746 does not eliminate the requirement to report to the housing office upon arrival at the new duty station, and that even though the member's name MAY BE ON THE WAITING LIST, the name will not advance into the freeze zone until the military member physically reports to the housing office with duly authorized, competent orders.

2. The DD Form 1747 provides personnel with the most current information on the availability of military family housing at the command to which ordered. Upon receipt of DD Form 1746, an installation having military housing will immediately return to the applicant a DD Form 1747, explaining the current housing situation, and provide any additional information which might be beneficial. Ensure DD Form 1747 is mailed to the individual's duty station or leave address whichever is appropriate.

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CHAPTER 2

CLASSIFICATION, ASSIGNMENT, AND DISTRIBUTION OF OFFICERS

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CHAPTER 2

CLASSIFICATION, ASSIGNMENT, AND DISTRIBUTION

SECTION 1: CLASSIFICATION

2100. GENERAL. The military qualifications of all unrestricted, limited duty, and warrant officers will be classified as prescribed in this section, the MOS Manual, and the Marine Corps Manual. For the purposes of this section, the term "officer" includes commissioned and warrant officers.

2101. BASIC MOS'S

1. A basic officer MOS exists in each Occupational Field (OccFld). Basic MOS's are assigned to officers who are classified in a particular OccFld and have not yet completed initial skill training, at an applicable service school, for the assignment of a PMOS.

2. The first two digits of a basic MOS identify the OccFld to which an officer is assigned; the last two digits will be 01. Exceptions to this policy are the MOS's assigned to basic pilots and basic NFO's.

3. For inactive duty officers of the Marine Corps Reserve, the provisions of MCO P1001R.1, MCRAMM, apply.

2102. ASSIGNING PRIMARY MOS'S

1. The PMOS of an officer will be the MOS appropriate to the officer's category which identifies the individual's most significant qualification. Assignment of a PMOS will be based upon the following criteria:

- a. Needs of the service.
- b. Individual qualifications and/or aptitude.
- c. The MOS preference of the officer.
- d. Formal school training specifically related to the duties of an MOS.
- e. The duties performed and the established performance record of the officer.

f. Current assignment policies for officers.

2. Assignment of PMOS's will be made without regard to race, creed, color, or (within legal limits) sex. See MCO P1300.8 concerning classification policies for women officers.

3. For inactive duty officers of the Marine Corps Reserve, the provisions of MCO P1001R.1, MCRAMM, apply.

4. The CMC (MMOA) will make the initial assignment of a basic MOS. Unless otherwise qualified, unrestricted officers will be initially assigned a basic PMOS.

5. Special instructions apply for assigning and reporting MOS's of the below-listed officers:

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a. General Officers. General officers are assigned PMOS 9903 upon acceptance of appointment to the grade of brigadier general. General officers are not normally assigned additional MOS's.

b. Colonels. Unrestricted officers promoted to the grade of colonel are assigned an appropriate PMOS, e.g., 9904, 9906, 9907, or 9914, based upon the PMOS held at the time of promotion. MCO P1200.7, MOS Manual, sets forth which PMOS's/OccFld's are appropriate for each of the aforementioned MOS's designated for assignment to colonels.

c. Inactive Duty Officers. Commanders will assign an appropriate basic MOS in lieu of MOS 9901 (Basic Officer) to those inactive duty officers whose records indicate an entrance level aptitude or potential in a particular OccFld. See MCO P1001R.1, MCRAMM.

d. Active Duty Officers. An unrestricted officer whose military qualifications/experiences are insufficient or inadequate for assignment of a basic MOS upon commissioning will be assigned MOS 9901 (Basic Officer). LDO's and warrant officers will be assigned an appropriate MOS by the CMC in the OccFld for which selected or identified.

2103. CHANGING PRIMARY MOS'S. For inactive duty officers of the Marine Corps Reserve, the provisions of MCO P1001R.1, MCRAMM, apply.

1. Basic to Qualified

a. Upon successful completion of initial skill training (i.e., Infantry Officer Course, Field Artillery Officer Basic Course, Engineer Officer Basic Course, etc.), an officer's MOS will be changed from the basic MOS of the OccFld in which assigned to the PMOS for which training was received providing:

(1) It is in the same OccFld, and

(2) It is authorized for assignment as a PMOS for the category of officer concerned. The assignment of a PMOS to an unrestricted officer must be as prescribed in the MOS Manual.

b. A MCTFS entry reflecting a change of a basic MOS to a PMOS in the same OccFld will be made by the unit conducting the initial skill training of the officer concerned as prescribed in the MCTFSPRIM.

2. Reclassification

a. Unrestricted officers may request reclassification per MCO 1210.8. Unrestricted Reserve officers may request a change of PMOS in conjunction with a request for augmentation. Detailed instructions and eligibility criteria are in MCO 1001.45 and Marine Corps bulletins in the 1040 series.

b. Members of the Ready Reserve may request a change of PMOS by submitting an AA Form to the CMC (RA). The request for reclassification will be evaluated on an individual basis, considering the following factors:

- (1) Needs of the service.
- (2) The officer's grade and time in service.

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- (3) Needs of the OccFld/MOS concerned.
- (4) The officer's educational background.
- (5) Formal schooling required for the requested MOS.
- (6) The officer's performance of duty.

c. If an officer's assignment to duty in the Marine Corps aeronautical community is canceled, the officer will be assigned an appropriate ground or aviation-ground MOS. The factors listed above and the individual's preferences will be considered when making the MOS assignment.

d. An MOS reclassification for Marines on active duty must be approved and entered into the MCTFS by the CMC (MMOA). For Marines on inactive duty, an MOS reclassification will be approved by CMC (RA). Such reclassification will be entered into MCTFS by the CMC (MMOA or RA respectively).

2104. VOIDING PRIMARY MOS'S

1. Commanders will not void the PMOS of an officer without prior approval of the CMC (MMOA or RA, as appropriate), except as provided herein and in current directives. For inactive duty officers of the Marine Corps Reserve, the provisions of MCO P1001R.1, MCRAMM apply.

2. Prior to voiding the PMOS of an officer, the officer will normally be afforded 6 months of active duty within which to demonstrate proficiency in the PMOS currently assigned. If, after that period, the officer is not

considered qualified for other than the basic MOS, the commander will notify the CMC (MMOA). This notification will contain a specific recommendation for:

a. Retention of the officer in present duties for further on-the-job training, or

b. Training of the officer in another OccFld.

3. The commander submitting such a notification must ensure that the officer concerned is given the opportunity to make a statement in regard to any unfavorable matter. The officer's statement will be included with the notification and made a part of the officer's OMPF.

2105. ASSIGNING, CHANGING, AND VOIDING ADDITIONAL MOS'S

1. Upon approval of the CMC (MMOA or RA, as appropriate), additional MOS's in occupational specialties other than the PMOS will be assigned to officers who possess the qualifications set forth in the MOS Manual. The MCTFS input of approved additional MOS's will be made solely by the CMC (MMOA or RA, as appropriate). As an exception, the commanding officers of Marine Aviation Training Support Groups (MATSG's) at RUC's 06015, 06041, 06050, 06080, and 06116 are authorized to report and change officer student additional MOS's without prior approval of the CMC (MMOA). Refer to MCO P1080.40 (MCTFS PRIM).

2. An additional MOS will be assigned to an unrestricted officer completing a formal course of instruction that qualifies the officer for a category

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I/II/III MOS. An additional MOS may be assigned to an unrestricted officer who:

a. Has served in a category I/II/III MOS billet for at least 6 months, and

b. Is certified by competent authority and recommended by the commander/reporting senior.

3. LDO's and warrant officers will be assigned an additional MOS within the same OccFld upon completing a formal course of instruction that qualifies the officer for a category II/III MOS.

4. The classification actions described in paragraph 2105.2, may be effected without consideration of the officer's preference. Commanders will inform the CMC (MMOA or RA, as appropriate) when either of these situations exist, and the officer concerned does not possess an appropriate additional MOS.

5. Officers may be assigned a maximum of 12 additional MOS's.

6. Additional MOS's will be voided by HQMC when review of the Marine's qualifications indicate that an excessive amount of time has elapsed since the Marine last performed duties related to the MOS/OccFld. Requests for voiding additional MOS's must be forwarded to CMC (MMOA or RA as appropriate). Such requests must always include the commanding officer's recommendation.

7. Special Education Program (SEP) additional MOS's 96XX will be assigned or voided only by the CMC (MMOA) for officers possessing graduate degrees in disciplines for which valid billets exist. An officer acquiring an advanced degree through off-duty education, who desires an additional MOS in the 96XX series, may make a request by AA Form, enclosing a certified copy of the graduate transcript, to the CMC (MMOA-3).

8. For inactive duty officers of the Marine Corps Reserve, the provisions of MCO P1001R.1, MCRAMM, apply.

2106. SUPPLEMENTARY MOS (SMOS)

1. The SMOS is designed to provide qualified officers to MOS's that have shortages, as defined by CMC (MPP), at the grades of first lieutenant through lieutenant colonel. SMOS's may be assigned voluntarily or involuntarily. The classification may be made by the officer retention Board (ORB), an SMOS selection board, or by the CMC (MMOA) as directed by the Deputy Chief of Staff for Manpower and Reserve Affairs. Service by officers in an SMOS will normally occur following the officer's first FMF tour. Follow on tours are possible when officers obtain field grade rank. The assignment of an SMOS does not affect currently held additional MOS's and will not change an officer's PMOS.

2. Unrestricted officers in over MOS's, as defined by CMC (MPP), are encouraged to apply for the SMOS program in accordance with semi-annual SMOS Board announcement MARADMIN's. Unrestricted officers in over MOS's, as defined by CMC (MPP), applying for augmentation are required to submit 3 choices for SMOS from the list of short MOS's found in the annual ORB announcement MARADMIN.

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3. The Voluntary Lateral MOS program remains in effect and officers are encouraged to continue to apply for this program by contacting their monitors. Requests will be considered on an individual basis.

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CHAPTER 2

CLASSIFICATION, ASSIGNMENT, AND DISTRIBUTION OF OFFICERS

SECTION 2: ASSIGNMENT AND DISTRIBUTION

2200. GENERAL. Assignment and distribution of officers are dependent upon the classification category assigned and the needs of the Marine Corps. An assignment pattern will be designed for each officer that offers a variety of assignments in progressively higher echelons of responsibility. There will be

periods when operational commitments or accelerated/reduced promotion cycles interfere with general assignment patterns; however, they will be used as a guide for effecting assignment whenever feasible.

2201. UNRESTRICTED OFFICERS. Unrestricted officers are considered to have a specialization upon which duty assignments are based. Unrestricted officers are rotated between command and staff assignments to enhance their training and experience. Such rotational assignments will be made on the basis of prior service, education, personal preference, and Marine Corps requirements.

2202. LIMITED DUTY OFFICERS. Limited duty officers shall be assigned to limited duty officer billets within their MOS. Limited duty officers shall not be assigned to billets designated for unrestricted officers.

2203. WARRANT OFFICERS

1. Warrant Officers shall be assigned to warrant officer billets within their MOS or, in special situations, to LDO billets within the warrant officer's occupational field where the strength of the LDO MOS is extremely short. Warrant officers shall not be assigned to billets designated for unrestricted officers.

2. Warrant officers will be assigned to tours of sea and foreign service in the same manner as that prescribed for other officers in paragraph 2206.

3. The tour of duty in any one organization will be based on the needs of the Marine Corps.

4. Extensions of tours of duty or foreign service beyond the prescribed tour, and credit for service outside the United States during a tour of duty in an activity not considered to be sea or foreign service, will be treated in the same manner as that prescribed for other officers in paragraph 2206.

5. Designations of warrant officers as "Marine Gunners" will be made by the CMC (MMOA). Such warrant officers may wear the distinctive insignia of the "Marine Gunner" designation under the provisions of MCO P1020.34.

2204. TEMPORARY OFFICERS. During periods of increased operational commitments, selected enlisted personnel may be commissioned as temporary officers to meet expanded officer requirements and individual qualifications.

2205. LIMITED ASSIGNMENT

1. A board of officers appointed by the CMC will examine the records of all Reserve officers who:

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- a. Have not failed selection for promotion two or more times;
- b. Are in an active status (on active duty), including those currently serving in a limited assignment status; or

c. Will become over age in their present grade during the calendar year upon attaining the following ages:

Second and First Lieutenant	40 years
Captain	46 years
Major	52 years
Lieutenant Colonel.	58 years

2. Any such officer in an active status possessing an excellent record and having an MOS of potential value to the Marine Corps upon mobilization, may be designated by the board for limited assignment in the Standby Reserve. Limited assignment officers, upon mobilization, will be assigned within their specialties to any duties not requiring that degree of youth and physical stamina required of an officer in that grade having a combat-type specialty. Such assignments would not be limited to security duties in the Naval Shore Establishment and would not necessarily be confined to the CONUS.

3. An officer promoted to the next higher grade while in a limited status will lose such status if below the maximum age for the new grade (as specified in paragraph 2205.1c), and will revert to the Reserve status held when first designated for limited assignment.

2206. TOUR OF DUTY. Tour lengths are outlined in MCO P1300.8. The prerequisites for assignment of officers to command billets are in MCO 1300.32.

2207. DIRECTED ASSIGNMENTS

1. The CMC may direct the assignment of unrestricted officers to 3-year tours of duty outside their PMOS. The assignments to other OccFld's will be made in response to valid Marine Corps requirements. Officers in this category will be assigned an appropriate additional MOS to identify the OccFld in which they are serving. PCS or reassignment orders will indicate the type of duty to which the officer will be assigned.

2. At the conclusion of a directed assignment, officers will normally be returned to duties within their PMOS. Officers may request additional assignments in the MOS of their directed assignment by submitting an AA Form to the CMC (MMAA). Officers with directed assignments in an MOS authorized as a primary for unrestricted officers (category 1) may request a change of primary to that MOS, if desired.

2208. REQUESTING ASSIGNMENTS

1. Request for officers to fill key billets will show:

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- a. MOS and grade required;
- b. Nature of duties to be performed; and
- c. A statement of experience and training required for the billet.

2. When the requesting commander considers it imperative to ask for officers by name, the names of at least two officers will be submitted for each vacancy in addition to the information listed above.

2209. REQUESTING TRANSFER

1. Any requests submitted to HQMC for transfer of an officer, that may in any way be construed as an unfavorable or unsatisfactory report on the officer concerned, will be accompanied by a copy of a change of duty (CD) fitness report. Send the original fitness report to MMSB and a copy of the fitness report with the transfer request to CMC (MMOA) after the third sighting by the appropriate general officer.

2. A transfer request is normally initiated when, in the commander's judgment, the Marine concerned has the ability to accomplish the assigned mission, but, for some reason, within the Marine's ability to control/influence, the Marine has failed to put forth the required effort. If the transfer request contains adverse information based upon factual matters that are not documented in the change of duty (CD) fitness report, or described elsewhere in the Marine's official record, it must be referred to the Marine concerned for comment. If an opportunity for comment is provided, any statement will be in writing, signed by the Marine, and attached to the correspondence.

3. A request for transfer for the good of the service, which is not the result of an individual's unsatisfactory performance, need not be accompanied by a completed USMC fitness report. The requesting activity will, however, provide specific justification for the transfer request. The justification will indicate, that in the commander's judgment, the Marine's transfer is not a result of any lack of effort to accomplish assigned duties.

2210. NAVAL AVIATOR

1. Definition. The term naval aviator is applied to officers who successfully complete an authorized course of flight instruction prescribed by the CMC or Chief of Naval Operations (CNO). A Marine naval aviator will perform duties as a qualified pilot of either fixed-wing or rotary-wing aircraft.

2. Designation. Officers completing the appropriate course of instruction may be designated naval aviators by the Chief of Naval Air Training. Designation carries with it the authority to wear the naval aviator insignia prescribed in MCO P1020.34. The authority to wear the insignia continues unless specifically revoked

by CMC for reasons stated in paragraph 1210. Inquiries concerning designation should be directed to the Chief of Naval Air Training (Code 19), Naval Air Station, Corpus Christi, TX 78419.

3. Designation of Air Force/Army-Trained Marine Pilots. The Secretary of Defense has at times authorized training of Marine pilots by the Army and Air Force to maintain the required Marine

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pilot inventory. Since the Air Force/Army training programs lack the naval orientation inherent in the NATC program, the following requirements must be met prior to designation as a naval aviator.

a. Complete the undergraduate pilot training course prescribed by the Army/Air Force.

b. Satisfy 10 U.S.C. requirements of 200 total flight hours in heavier-than-air craft, of which 75 hours must be flown alone or as first pilot of a dual control aircraft.

c. Hold a current standard instrument rating.

d. Be physically qualified for Medical Service Group 1.

e. Be certified as qualified to assume the duties of a naval aviator by completing, as appropriate, the following training outlined in MCO P3500.14.

(1) For Rotary-Wing. Combat capable training and shipboard qualification if a deck is available.

(2) For Fixed-Wing. Combat capable training and short airfield for tactical support qualification in lieu of carrier qualification when a deck is not available.

f. Commanding generals will request issuance of naval aviator designation from the Chief of Naval Air Training (copy to CMC (ASM)) when the individual has completed the above requirements and in the commander's judgment meets the standards of a naval aviator.

4. Designation of Interservice Transferees. Pilots of other military services who transfer to the Marine Corps must meet the following requirements prior to designation:

a. Be a graduate of a course of instruction for heavier-than-air aircraft pilot in another military service of the United States.

b. Have 400 or more hours flying alone with no other pilot having access to the controls, or a first pilot with a required copilot in jet-powered aircraft or aircraft having each engine powered by 650 or more horsepower.

c. Hold a rating or designation comparable to a naval aviator and not have been removed from flying status for cause by any other military service.

d. Satisfy the requirements stated in paragraphs 2210.3c through 3e.

e. Commanding generals will request issuance of naval aviator designation from the Chief of Naval Air Training (copy to CMC (ASM)), when the individual has completed the above requirements and in the commander's judgment meets the standards of a naval aviator.

5. Assignment of Training. Information on application for assignment to the Naval Aviator Program is released in Marine Corps bulletins and orders in the 1543 series.

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1211. NAVAL FLIGHT OFFICER (NFO)

1. Definition. The term NFO is applied to officers completing an appropriate course of instruction by the CMC or CNO authority. The NFO performs airborne duties other than actual control of aircraft to include operation of the weapons, reconnaissance or electronic counter-measures systems, in certain high performance aircraft.

2. Designation. Officers completing the appropriate course of instruction may be designated NFO's by the Chief of Naval Air Training. Designation carries with it the authority to wear the NFO insignia prescribed in MCO P1020.34. The authority to wear the insignia continues unless specifically revoked by the CMC for reasons stated in paragraph 1213. Inquiries concerning designation should be directed to Chief of Naval Air Training (Code 19), Corpus Christi, TX 78419.

3. Assignment to Training. Information on applications for assignment to the NFO program is in MCO 1040.22 and announced in Marine Corps bulletins in the 1542 series.

2212. OFFICER QUALIFICATIONS AND REQUIREMENTS FOR TECHNICAL OBSERVER/SPECIAL CRYPTOLOGIC EVALUATION/AIRBORNE COMMAND POST CREWMEMBER

1. Definitions

a. Technical Observer. The term technical observer applies to officers assigned to duty involving flying where no specific initial airborne qualification is required. These officers will be identified as non-aircrew members.

b. Special Cryptologic Evaluator. The special cryptologic evaluator applies to officers assigned to duty involving flying as a non-aircrew member with fleet air reconnaissance squadrons in the U.S. Navy. This special cryptologic evaluator is not designated by a unique MOS.

The special cryptologic evaluator performs the following functions:

(1) Provides commanders with information regarding enemy forces.

(2) Supplements operational information of friendly forces.

(3) Performs certain signals intelligence reconnaissance functions in support of operational commanders and National Command Authorities.

c. Airborne Command Post Crewmember. The term airborne command post crewmember applies to those officers assigned to duty involving flying as a member of a battle staff assigned to the Organization of the Joint Chiefs of Staff (OJCS) controlled National Emergency Airborne Command Post (NEACP). These individuals are identified as crewmembers. The airborne command post crewmember performs the following functions:

(1) Performs as a staff officer in a designated section of the airborne battle staff in support of OJCS providing information to the National Command Authorities (NCA).

(2) Functions as a certified watch officer of an element within the National Military Command System (NMCS).

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2. Special Cryptologic Evaluator

a. To be identified as a special cryptologic evaluator, an officer must meet the following requirements:

(1) Must be qualified per NATOPS Program.

(2) Must have successfully completed a course of instruction associated with flying missions as prescribed by the type command.

(3) Must have accumulated 200 hours of flight time directly related to special cryptologic evaluation duty.

(4) Must have been assigned to duty involving flying for a minimum of 6 months.

b. Identification as a special cryptologic evaluator must be certified by correspondence from the individual's commanding officer to the CMC (MMOA) via the appropriate chain of command.

c. Submit a copy of the identification correspondence to CMC (MMSB) for inclusion in the Marine's OMPF. The authority to wear the naval aviation observer insignia prescribed in MCO P1020.34 is authorized upon completion of certification described above and continues unless specifically revoked by the CMC.

3. Airborne Command Post Crewmember

a. To be identified as an airborne command post crewmember, an officer must meet the following requirements:

(1) Must be qualified per Air Force aircrew requirements for the aircraft in which the battle staff is embarked.

(2) Must have successfully completed a course of instruction associated with flying missions as prescribed by the aircraft commander.

(3) Must have accumulated 200 hours of flight time directly related to airborne command post duty.

(4) Must have been assigned to duty involving flying for a minimum of 12 months.

b. Identification as an airborne command post crewmember must be certified by correspondence from the individual's commander to the CMC (MMOA) via the appropriate chain of command.

c. Submit a copy of the identification correspondence to CMC (MMSB) for inclusion in the Marine's OMPF. The authority to wear the naval aviation observer insignia prescribed in MCO P1020.34 is authorized upon completion of certification described above and continues unless specifically revoked by the CMC.

4. Assignment to Duty

a. Officers may be detailed to duty involving flying as technical observers/special cryptologic evaluator/airborne command post crewmember and

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to perform appropriate in-flight duties. Commanding generals may assign such officers to duty involving flying per the provisions of paragraph 1209 when the following prerequisites are met:

(1) An authorized billet exists which requires in-flight functions as a part of the primary duties, or such an assignment can be fully justified in accomplishing the command's mission or maintaining operational readiness.

(2) Such in-flight duties cannot be performed by any other officer available in the command who is already under orders to duty involving flying.

(3) Such in-flight duties require the individual to participate in frequent and regular flights.

b. Individuals are to be certified by a flight surgeon as physically qualified and aeronautically adapted for duty involving flying in connection with indicated duties.

c. Orders assigning officer to duty involving flying as a technical observer/special cryptologic evaluator/airborne command post crewmember are automatically canceled upon their reassignment from the billet or duties cited in justifying the orders (see paragraph 2212.3), or upon transfer from the command. Such orders are automatically canceled on 30 September of each year.

Commanding generals may reissue flight orders to those who will be required to participate regularly and frequently in aerial flight on or after 1 October of each year.

d. Instructions for submission of unit diary entries are contained in the MCTFSPRIM.

2213. MISSION SPECIALIST/NAVIGATION OFFICER AND AERIAL NAVIGATOR-TRAINEE/FIRST NAVIGATOR

1. Mission Specialist/Navigation Officer. The term Mission Specialist/Navigation Officer (MOS 7380) applies to those individuals who have been aeronautically designated upon successful completion of an appropriate course of instruction as prescribed by the MOS Manual. The mission specialist/navigation officer, under the general supervision of a naval aviator, navigates aircraft by geographical or celestial references over the surface of the earth.

2. Enlisted Navigator. The term enlisted navigator applies to those individuals successfully completing an appropriate course of instruction as prescribed by the MOS Manual.

a. Aerial Navigator. Trainee (MOS 7371). Aerial navigator-trainee identify newly appointed aerial navigators who have not yet become qualified in the systems and procedures used in a specific model of aircraft in the FMF inventory.

b. First Navigator (MOS 7372). First navigators determine positions by use of navigational instruments and charts, celestial observation, dead reckoning or by use of electromagnetic navigational equipment, and direct the course of aircraft in flight. When assigned as the navigator of tactical transport aircraft engaged in aerial refueling the first navigator is responsible for the direct control of the tactical receiver aircraft to and from the aerial rendezvous area.

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3. Designation/Assignment. Either designation as a Mission Specialist/Navigation Officer or assignment as an enlisted First Navigator constitutes the authority to wear the Marine Aerial Navigator Insignia as prescribed in MCO P1020.34. The authority to wear this insignia continues unless specifically revoked by the CMC for reasons enumerated in paragraph 1214. Inquiries concerning designation/assignment as Mission Specialist/Navigation Officer, First Navigator or Aerial Navigator-Trainee should be directed to the CMC (ASM).

2214. DEPUTY TO DISBURSING OFFICER. A deputy disbursing officer is an individual who acts under an approved power of attorney executed by a disbursing officer. The deputy is authorized to perform any acts relating to the receipt, disbursement, custody of, and accounting for, public funds in the name and for the account of the disbursing officer. This includes the signing of checks drawn on the disbursing officer's public funds as directed by the disbursing officer.

2215. AGENT CASHIER OF DISBURSING OFFICERS. An agent cashier of a disbursing officer is an individual who acts under a formal appointment from a disbursing officer. The agent cashier is authorized to perform prescribed duties relating to public funds in the name and for the account of the disbursing officer. This does not include the signing of checks drawn on the disbursing officer's checking account with the Treasurer of the United States. The agent cashier performs such duties under the supervision of, and as prescribed by, the disbursing officer.

2216. CERTIFICATION OF OFFICERS UNDER THE UNIFORM CODE OF MILITARY JUSTICE, ARTICLES 26 AND 27

1. Policy

a. Any officer, on either active or inactive duty, who is a member of the bar of a Federal Court or of the highest court of a state will notify the CMC (JA) of this fact. An officer who makes such notification will not normally be required to perform legal services or to forfeit a PMOS outside the legal field unless the individual so desires.

b. The CMC (JA) monitors the certification of trial/defense counsel under Article 27, UCMJ, and the certification of military judges under Article 26, UCMJ. Application for such certification, therefore, will be made to the CMC (JA).

2. Requirements

a. Professional qualifications and certification. Must be certified by the Judge Advocate General of the Navy, upon the recommendation of the Commandant of the Marine Corps (JA), as qualified and competent to perform duties as trial and defense counsel of general courts-martial of the Armed Forces of the United States. Such certification by the Judge Advocate General is dependent upon the following:

(1) Must have obtained a basic degree in law, i.e., Juris Doctor or Bachelor of Laws Degree, from a law school which at the time of graduation was approved by the American Bar Association (ABA) and must have been admitted to

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the practice of law before a Federal court or the highest court of a State, Territory, Commonwealth, or the District of Columbia; and

(2) For Regular or Reserve officers on the active-duty list, must have successfully completed the lawyer course at the Naval Justice School, Naval Education and Training Center, Newport, RI; or,

(3) For Reserve officers not on the active-duty list, must have successfully completed the Department of the Navy's correspondence course entitled "Military Justice in the Navy" and the 2-week course for Reserve officers at the Naval Justice School, and must have completed two weeks of active duty in the office of the staff judge advocate at a major Navy or Marine Corps activity engaged in convening general courts-martial, which results in a favorable recommendation from the staff judge advocate.

(4) The Judge Advocate General, upon the written recommendation of the Commandant of the Marine Corps may, when in the best interests of the Marine Corps, waive the professional qualifications set forth in subparagraphs 2a(2) and (3). A copy of each requested waiver that is approved by the Judge Advocate General shall be maintained by the Commandant of the Marine Corps (JA).

(5) Must meet such additional eligibility requirements or criteria as may be prescribed by the Commandant of the Marine Corps or the Secretary of the Navy.

b. Article 26b, UCMJ, requires that a military judge be a member of the bar of a Federal court or of the highest court of a state, and be certified as qualified to perform duties as a military judge by the judge advocate general of the Armed Forces to which the individual belongs. The Advocate General of the Navy certifies Marine Corps officers, and requires a recommendation from the CMC (JA) before acting on an application from a Marine Corps Officer. The SJA of a command, in nominating an individual to be a military judge, will normally provide the required recommendation.

3. Procedure for Certification Under Article 27b, UCMJ

a. Eligible officers who desire certification as a trial/defense counsel under Article 27b, UCMJ, will submit the following information, in letter form, to the CMC (JA).

(1) Name.

(2) Grade.

(3) SSN.

(4) MOS.

(5) Highest Federal and State courts to which admitted and date of admission.

(6) Colleges - dates attended.

(7) Degrees held - dates conferred.

(8) Summary of civilian practice.

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(9) Summary of legal military duties.

(10) Any additional information deemed appropriate.

b. Authenticated copies or duplicate originals of the following documents must be enclosed with each such request, if not previously submitted.

- (1) Certificate of admission to appropriate bar(s).
- (2) Graduation certificate showing law degree conferred.
- (3) Transcripts of academic records at schools attended.

c. Requests will be forwarded to the CMC (JA) via the chain of command.

4. Procedure for Certification Under Article 26b, UCMJ

a. Commanders will forward to the CMC (JA), via the chain of command, nominations of officers for certification as military judges.

b. All nominations will state the qualifications of the officer nominated and the command's requirement which the officer will meet if certified.

2217. ASSIGNMENT OF OFFICERS AS OFFICER-IN-CHARGE (OIC) OF MARINE CORPS-MANAGED RESERVE TRAINING CENTERS. The inspector-instructor or the senior inspector-instructor in cases where two or more Marine Corps Reserve units occupy the same training center, will be designated as OIC, Marine Corps Reserve Training Center, by the cognizant Marine Corps commanding general. Officers in Charge are in complete charge of the training centers. Control of the training centers of Marine Corps Reserve units occupying facilities jointly with other services will be regulated by directives concerning such joint occupancy. Officers in Charge are responsible for the security of the training center, and will operate and administer it to render maximum support and assistance to the unit in carrying out its training, recreation and related organizational programs. Officers in Charge will also use the training center facilities to promote the best interest of the Marine Corps and Marine Corps Reserve in the community. In all case, the primary mission of the training center is to support the Marine Corps Reserve unit in carrying out its program of training and maintaining high organizational morale.

2218. ASSIGNMENT OF AIDES-DE-CAMP. The order assigning an officer to duty as an aide will include that the assignment is to a particular general officer, designated by name, and will state that "Duties to be performed are exclusively and strictly personal, and of a routine character as contrasted with general staff duty". A copy of the order assigning and relieving officers to and from duty as aides-de-camp will be forwarded to the CMC (MM).

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CHAPTER 3

CLASSIFICATION, ASSIGNMENT, AND DISTRIBUTION OF ENLISTED PERSONNEL

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CHAPTER 3

CLASSIFICATION, ASSIGNMENT, AND DISTRIBUTION OF ENLISTED PERSONNEL

SECTION 1: CLASSIFICATION

3100. GENERAL

1. Commanders are authorized to classify the military qualifications of enlisted Marines according to the policies set forth in this section, the MOS Manual, and the Marine Corps Manual. If not specifically covered in this Manual, requests to assign, change or void MOS's should be forwarded to the Commandant of the Marine Corps.

2. Terminology

a. "Entry Level Status" is the time period before completion of IST or six months after joining an active duty unit after recruit training (whichever occurs first).

b. "Entry Level Marine" refers to Marines undergoing IST.

3101. TESTING. See MCO 1230.5.

3102. ASSIGNING PRIMARY MOS'S

1. Assignment of a PMOS Upon Initial Enlistment. Upon initial enlistment at the Military Entrance Processing Station (MEPS), recruits will be assigned a PMOS as prescribed by MCO P1100.72. The MOS is entered in block 201 of the DD Form 1966. When the individual reports to the recruit depot, the PMOS indicated on the DD Form 1966 is entered into the Student Entry Level Management System (SELMS) and the MCTFS.

2. Assigning of IMOS During Recruit Training

a. The CMC (MMEA-11) will classify and assign all entry-level regular Marines prior to Infantry Training Battalion or Marine Combat Training in order to enable all Marines to be assigned to teams by Intended MOS (IMOS) as part of the Unit Cohesion/Team Integrity program. The process of MOS classification, entry-level training assignment, and teaming is a complex and interdependent process involving close cooperation between the Enlisted Classification Unit (MMEA-11), the Marine Corps Recruiting Command (MCRC), the Training and Education Division (T&E), Enlisted Plans (MPP-20) and Skills Attainment (MPP-80). The objective of initial MOS classification is to obtain the correct quantity of Marines in each entry-level MOS as stated in the Initial Classification Plan published by CMC (MPP-23).

b. MOS classification is entirely dependent upon timely and accurate data entries in the SELMS. Commanding Officers of Recruiting Stations (RS), MEPS, and Commanding Generals of Marine Corps Recruit Depots (MCRD) will enter raw recruit qualification data into the SELMS, ensuring its accuracy at every level. Effective quality control measures at each level are required in order to ensure the completeness and accuracy of all records prior to Marine Combat Training, the CMC (MMEA-11) will retrieve data from SELMS on all entry-level regular Marines and process that information through the Recruit Distribution Model (RDM). The result is an IMOS and training assignment for each Marine,

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and reflects an optimal solution for entry-level classification. The output from the RDM is uploaded back into SELMS and By Name Assignments (BNA) and is available prior to the start of the Marine Combat Training.

c. The MOS assigned by the CMC (MMEA-11) is, in most cases, an intended primary MOS. The primary MOS contained in MCTFS will contain the training MOS that corresponds to the MOS assigned by CMC (MMEA-11). In certain other cases the MOS assigned by CMC (MMEA-11) will be a training MOS. Commanding officers of

certain MOS producing schools have been delegated limited authority to classify specific intended MOS's within a training MOS group. All MOS decisions made by the school must be in strict compliance with the Initial Classification Plan published annually by CMC (MPP-23) . No authority to classify outside the prescribed limits listed below has been authorized by the CMC.

(1) CO, MCCES, Twentynine Palms. CA:

(a) Marines with MOS 2512 may be further classified as 2513 or 2514.

(b) Marines with MOS 2531 may be further classified as 2532 or 2538.

(c) Marines with MOS 2800 may be further classified as 2811, 2813, 2818, 2822, 2831, 2841, 2881, 2886 or 2887.

(d) Marines with MOS 5900 may be further classified as 5937, 5942, 5962, 5963 or 5964.

(2) CO, MATSG Pensacola, FL:

(a) Marines with MOS 5900 may be further classified as 5952, 5953 or 5954.

(b) Marines with MOS 6011 may be further classified as 6013, 6015, 6016, 6017, 6022, 6025, 6027, 6030, 6122, 6123 or 6124.

(c) Marines with MOS 6051 may be further classified as 6014, 6053, 6054, 6055, 6056, 6057, 6992, 6094, 6152, 6153 or 6154.

(d) Marines with MOS 6071 may be further classified as 6072 or 6073.

(e) Marines with MOS 6081 may be further classified as 6083, 6085, 6086 or 6087.

(f) Marines with MOS 6300 may be further classified as 6313, 6314, 6315, 6316, 6317, 6322, 6323, 6324, 6333, 6335, 6337, 6386, 6412, 6413, 6423, 6432, 6433, 6462, 6463, 6464, 6465, 6466, 6467, 6468, 6482, 6483 or 6484.

(g) Marines with MOS 6511 may be further classified as 6521, 6531 or 6541.

(h) Marines with MOS 6172 may be further classified as 6030, 6173, 6174, 7372 or 7382.

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(3) CO, MARDET, Ft. Leonard Wood, MO: Marines with MOS 3531 may be further classified as 3533.

d. As an exception, Marines possessing useful civilian skills or military skills obtained while a member of another branch of military service, may not be required to attend Marine Corps specialized skill training. Instead, they may be assigned a PMOS above the basic level and transferred to a command for duty.

CMC (MMEA-11) will consider such assignments on a case by case basis. Category "K"

reservists will be assigned to initial skills training based on classification tests administered at the MEPS.

3. Assignment of MOS Upon Completion of IST

a. Upon completion of IST, the Marine's PMOS will be changed from the basic MOS of the OccFld in which assigned to the specific MOS for which training was received. Commanders conducting such training will effect the change within the time limits specified in MCO 1500.31 and MCO P1500.32.

b. Except for authority delegated to specific commands by separate correspondence, commanding generals/officers of training commands are not authorized to direct a Marine undergoing IST to train in any MOS other than the one specified in the individual's orders issued at the recruit depot, or as directed by the CMC (MMEA-11).

4. Assignment of an MOS for an Approved Specific Duty. A Marine, entering upon an enlistment or reenlistment approved by the CMC for a specific type of duty, will be assigned as primary the basic MOS for which enlisted/reenlisted.

5. Assignment of Basic Identification Codes for Members of the Marine Corps Reserve. A Marine, upon enlistment in the Marine Corps Reserve, who is not immediately ordered to active duty for training, will be assigned the basic identification code for reporting and accounting purposes. Initial active duty training (IADT) personnel who are members of Marine Corps Reserve aviation units will be assigned the basic PMOS for which enlisted prior to being ordered to active duty training. All other reservists, when ordered to active duty training, will not be assigned an MOS other than the basic identification code until commencement of recruit training.

6. Assignment of MOS Upon Reenlistment for Active/Reserve Duty

a. The PMOS will be retained by a Marine reenlisting within 24 hours after discharge or release from active duty for general duty in the Marine Corps or Marine Corps Reserve. The authority which initially assigned the PMOS is recorded per current instructions. There are no additional recording requirements upon reenlistment.

b. Provided that the MOS exists at the grade to which an individual is reappointed, Marines reenlisting for general duty in the Marine Corps or Marine Corps Reserve after separation from the service in excess of 24 hours will retain their PMOS. If the PMOS held at the time of discharge is no longer valid, classification instructions should be requested from the CMC (MMEA or RA, as appropriate).

7. Assignment of MOS After Completing Formal Schooling. When a Marine graduating from a formal school qualifies for an MOS, but is ineligible to hold the MOS because of grade (as prescribed by the MOS Manual), the MOS will

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be assigned as the first additional. When the Marine is promoted and becomes eligible for the school-acquired MOS, the MOS will be assigned as primary, and the additional MOS voided.

8. MOS Reclassification of Entry Level Marines. Entry level Marines that fail to complete IST may be reclassified to another MOS based on the needs of the Marine Corps. Submit requests for MOS reclassification to the CMC (MMEA-11 or RA, as appropriate). The CMC (MMEA-11 or RA, as appropriate) will process reclassification requests for academic failure or inability to meet minimum MOS prerequisites as established by the MOS Manual. Reclassification requests based on disciplinary reasons are not appropriate and will be disapproved. No MOS in the Marine Corps is immune from leadership challenges and no MOS is suitable for placing Marines characterized as disciplinary problems. School commanders are advised to use appropriate administrative and disciplinary measures in dealing with behavioral problems, and in no case will the CMC approve passing along an unresolved problem to another school commander. All requests for reclassification are considered on a case-by-case basis.

9. Assigning MOS's for Members of the Marine Corps Reserve. Refer to chapter 2, section 7, of MCO P1001R.1_, MCRAMM.

3103. CHANGING PRIMARY MOS'S

1. Authority to change a PMOS may be delegated to specific commands by separate correspondence. Except as outlined in paragraphs 3103.1a and 3103.1b, only CMC (RAM) can change the PMOS of a Marine Reservist not in a Formal School. Additionally, commanding generals/officers are authorized to change the PMOS of a Marine under the following circumstances:

a. For Marines undergoing field skill training (FST), managed-on-the-job-training (MOJT), commanders authorized by MCO 1500.31 and MCO P1500.32 will change the assigned PMOS from the basic level to the PMOS for which training was directed when the individual demonstrates qualification above the basic level. Commanders will establish procedures to screen records of personnel to ensure assignment of an MOS above the basic level within the authorized training time period prescribed for each MOS in MCO 1500.31 and MCO 1500.32. The CMC (MMEA-11) will be notified of Marines not qualifying for a CMC-directed FST, MOJT, or OJT MOS within the authorized training time.

b. Commanders having Marines with a basic MOS of 0100, 0300, or 0800, who for one reason or another were unable to attend (or complete) the formal school for assignment of PMOS 0151, 0311, or 0811, as appropriate, shall institute a program of OJT, as defined by MCO P1500.32. Procedures shall be established to screen the records of these personnel to ensure assignment of the appropriate MOS after no more than 6 months of supervised OJT to meet the MOS qualification requirements (with exception of the aforementioned formal school) stated in the MOS Manual.

c. The PMOS of a gunnery sergeant selected for first sergeant will automatically change to PMOS 9999 in the MCTFS when the "Select First Sergeant" unit diary entry is processed. This change will appear on the reporting unit's Diary Feedback Report (DFR) and constitutes authority for the command to make appropriate changes in the Marine's service record. Gunnery sergeants/first sergeants/sergeants major authorized proficiency pay per MCO

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7220.12 will have their PMOS changed to 9999 and retained as the first additional MOS that qualifies the individual for proficiency pay. (See paragraph 3105.1e of this Manual.) Upon completion of such tours or assignment to a first sergeant billet, the CMC will delete the additional MOS.

d. The PMOS of a Marine Corps reservist not on active duty selected for promotion to first sergeant will be changed to 9999 in MCTFS by the CMC (MMPR) upon selection to first sergeant. All previously held MOS's will be deleted. Cite the Marine Corps bulletin in the 1430 series which announces the selection as the authority to make the appropriate changes in the Marine's service record.

e. Provided a billet vacancy exists and subject to the requirements in the MOS Manual, commanding officers may assign Marines to OJT in other than their PMOS. When a Marine is qualified to perform the duties of this MOS as described in the MOS Manual, and when certified by competent authority, commanders may assign the Marine an additional MOS via unit diary entry. (Example: Administrative Clerk, MOS 0151/0000/0000 assigned duties as supply administration and operations clerk, 3043, retains MOS 0151 as a primary MOS. Upon qualification as a 3043, the MOS would be changed to 0151/3043/0000.) Authority to change PMOS is retained by HQMC. Submit all requests for PMOS changes to CMC (MMEA) for USMC personnel and CMC (RA) for USMCR personnel, as appropriate for approval.

f. When a Marine has completed a formal course of instruction for which quotas are established and allocated by the CG, MCCDC.

g. When a Marine is promoted above the grade ceiling for the PMOS held, the commander may change the Marine's MOS to the career progression MOS unless the MOS Manual specifically requires completion of career progression training to hold that PMOS. The Marine should continue to hold the lower (feeder) PMOS until he or she is scheduled to attend the career progression training. At that time the commander should report the career progression MOS as the Marine's intended MOS (IMOS) but keep the original PMOS intact. Once the career progression training is completed the commander should report the IMOS as the new PMOS and delete the IMOS.

2. A change of PMOS during the period a Marine is serving in a category "B" MOS will only be accomplished by the CMC. Such changes are not considered to be in the best interest of the Marine Corps or the Marine and requests must be fully justified.

3. Requests for changes of PMOS should be submitted as prescribed in MCO 1220.5, this Manual, and the Marine Corps bulletins in the 1200 series or MCO P1001R.1, MCRAMM.

4. Submit requests for authority to change a PMOS in any case not covered herein to the CMC (MMEA or RA, as appropriate). Approved requests will be entered into the MCTFS at HQMC and will appear on the concerned unit's DFR. Disapproved requests will be addressed through normal correspondence.

5. Changing MOS's for Members of the Marine Corps Reserve. Refer to chapter 2, section 7, of MCO P1001R.1, MCRAMM.

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3104. VOIDING PRIMARY MOS

1. Except for authority delegated to specific commands by separate correspondence, commanding officers are not authorized to void a Marine's PMOS except under the following circumstances:

a. A Marine Corps postal clerk's:

(1) Special designation may be revoked for:

(a) Consistent overage/shortages in account audits.

(b) Failure by the Marine to show required progress in training programs.

(2) Special designation shall be revoked:

(a) Convicted of a crime, such as theft or an offense of moral turpitude.

(b) Relieved from postal duties for cause; example, loss of postal effects through fraud or intent to defraud, negligence, mismanagement, or other serious irregularities.

b. A Marine proved unsatisfactory for the MOS due to physical disability may have the MOS voided. Use the procedures outlined in MCO 6100.3 concerning physical standards for Marines as a guide for reclassification actions. If retention of the Marine's current OccFld is not appropriate, request reclassification instructions from the CMC (MMEA or RA, as appropriate).

c. Any Marine legal services specialist (MOS 4421) or legal services reporter (stenotype) (MOS 4429) convicted by a court-martial or civil court; or awarded nonjudicial punishment for any offense involving moral turpitude or possession, use, or transfer of dangerous drugs or marijuana; or identified on a urinalysis screening test as a drug or marijuana user; will be reported to the CMC (JA-3/MMEA or JA-3/RA, as appropriate). A recommendation for voiding or retaining PMOS, with reasons therefore, will be stated in the report.

d. Any Marine Air Traffic Controller (MOS 7251, 7252, 7253, 7254, 7257, and 7291) convicted by a court-martial or civil court; or awarded nonjudicial punishment for any offense involving possession, use, or transfer of dangerous drugs or marijuana; or identified on a urinalysis screening test as a drug or marijuana user, will have their certification revoked per NAVAIR 00-80T-114 and will be reported to the CMC (MMEA/APW or RA/APW, as appropriate) for appropriate action.

e. Any Marine Military Police or Corrections Specialist (5800, 5811, 5821, 5831) convicted by a court-martial or civilian court, or awarded

nonjudicial punishment for any offense involving moral turpitude, or possession, use, or transfer of dangerous drugs or marijuana; or identified on a urinalysis screening test as a drug or marijuana user, will have their PMOS voided and will be reported to the CMC (POS). Additional Occupational Field 58 MOS's (5812, 5813, 5814, 5815, 5822, 5832) are void upon PMOS voiding.

f. Any Marine Purchasing and Contracting Specialist (MOS 3044) designation may be revoked for unsatisfactory performance of duties or disciplinary action involving larceny or theft.

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2. If a Marine possesses an MOS requiring a security clearance, and no longer meets the requirements for that clearance (per OPNAVINST 5510.1), the individual's security clearance should be terminated as prescribed in MCO 5521.3. Upon receipt of the letter of notification, the CMC (MMEA or RA, as appropriate) will direct appropriate reclassification action.

3. The cognizant commander who voids a Marine's PMOS will request disposition instructions from the CMC (MMEA or RA, as appropriate) for the assignment of IMOS. In requesting such instructions, commanders should identify MOS's for which the Marine is qualified and/or interested.

4. Refer to chapter 2, section 7, of MCO P1001R.1, MCRAMM, for additional information concerning voiding PMOS's of members of the Marine Corps Reserve.

5. Refer to MCO 1100.76 concerning voluntary and involuntary voidance of PMOS for career recruiters.

3105. ASSIGNING, CHANGING, VOIDING ADDITIONAL MOS

1. Assigning Additional MOS

a. Each Marine may be assigned a maximum of twelve additional MOS's. Such MOS's will identify qualifications for billet assignments that are not identified by the PMOS. The individual must be considered as fully qualified for assignment of the additional MOS as for assignment of the PMOS.

b. Subject to the restrictions cited in paragraph 3105.1a and the MOS Manual, commanders may assign as additional, any MOS above the basic level, and appropriate for the individual's grade when:

(1) The Marine completes a course of instruction specifically qualifying the Marine for the MOS;

(2) The Marine demonstrates qualifications for the MOS by actual performance on the job in the present grade, or

(3) Available records indicate that the Marine was qualified for the MOS at the time of discharge.

c. In the case of Private and Private First Class, including reservists on active duty, who are serving with the following units, may be awarded the appropriate SDA/HDIP provided qualifications exists for the additional MOS of 8411, 8511, 8652, 8653, 8654, 9952, 9953, or 9962.

- (1) Recruit Training Battalion/Company
- (2) Reconnaissance Battalion/Force Reconnaissance Company
- (3) I-I Staff Reconnaissance Battalion/Force Reconnaissance Company
- (4) Air Naval Gunfire Liaison Company (ANGLICO)/Air Delivery Platoon
- (5) Recruiting Districts/Recruiting Stations

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d. Drug and Alcohol Counselor (MOS 8538). In order to be awarded MOS 8538 Marines must meet the following prerequisites:

- (1) Complete a one year supervised internship.

(2) Apply for Counselor Certification. Applications must include a recommendation from the Marine's clinical supervisor, director, commanding officer. Forward the completed application to:

Department of the Navy
 Naval School of Health Sciences
 Attention: Certification Application
 34101 Farenhold Avenue
 San Diego, CA 92134-5291

- (3) Pass the Counselor Certification Examination.

(4) Be awarded a Certificate of Competence as a Drug and Alcohol Counselor.

e. MOS's which can only be assigned as an additional MOS are in the MOS Manual.

2. Changing Additional MOSs

a. Commanders are authorized to change an additional MOS of a Marine to any other which is above the basic level, and which exists at the grade of the Marine, when the individual:

- (1) Completes a qualifying course of instruction for the MOS, or

(2) Demonstrates qualifications by actual performance on the job in the present grade.

b. The approval of the CMC (MMEA or RA, as appropriate) must be obtained prior to:

(1) Changing additional MOS's that were assigned as a result of satisfactory completion of a formal course of instruction for which quotas are established and allocated by the CMC or the cognizant FMF commander, or

(2) Changing an additional MOS that is designated as an authorized proficiency pay (specialty) MOS in directives of the 7200 series.

c. Authority to change additional MOS's in any case not covered will be requested from the CMC (MM).

3. Voiding Additional MOS's

a. Commanders will void an additional MOS of a Marine for cause when:

(1) The Marine is promoted above the terminal grade of the MOS, providing there are no formal school courses designed to qualify individuals to hold the subsequent PMOS. In those cases where a formal school course normally qualifies an individual for the subsequent PMOS, the MOS for the lower grade will be assigned as directed in paragraph 3105.1b(1).

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(2) The Marine proves unsatisfactory for the MOS because of physical disability or incompetence.

(3) The Marine's special designation is revoked for unsatisfactory service, or disciplinary action.

(4) The Marine is reduced below the initial grade of the MOS. In the case of a Marine reduced to private or private first class, who prior to reduction was assigned a lance corporal level MOS as additional, that MOS will be retained unless the reduction was for reasons outlined in paragraph 3105.3a(2) or (3).

(5) The Marine's degree of qualification, as determined by the commander, is below the minimum prescribed in the MOS Manual for the assignment of the MOS. This action is authorized provided that approval of the CMC is not required prior to assignment, changing, or voiding the MOS.

b. Approval of the CMC must be obtained prior to:

(1) Voiding additional MOS's that were assigned as a result of satisfactory completion of a formal course of instruction for which quotas are established and allocated by the CMC or the cognizant FMF commander.

(2) Voiding an additional MOS that is designated as an authorized proficiency pay (specialty) MOS listed in directives in the 7220 series.

(3) Voiding an additional MOS for members of the Marine Corps reserve will only be done by the CMC (RAM) after proper documentation has been provided to warrant such action.

c. Drill instructors assigned to Marine Corps Recruit Depots (Parris Island and San Diego) and Marine Corps Combat Development Command (MCCDC), Quantico, VA, hold the additional MOS 8511 (Drill Instructor). Upon relieving a drill instructor for cause, for the good of the service, or for disability, the CG of each depot or MCCDC has the authority to void the additional MOS 8511.

d. An MOS in the 58 OccFld (Military Police or Corrections Specialist) will not be assigned as an additional MOS to a Marine who does not hold a PMOS in that OccFld. Further, if the PMOS 58 is voided all additional 58 MOS's will be voided. All such actions will be entered into the MCTFS at HQMC and will appear on the concerned unit's Diary Feed Report.

4. An MOS in the 26 OccFld (Signals Intelligence/Ground Electronic Warfare) series will not be assigned as an additional MOS to a Marine who does not hold a PMOS in that OccFld. Further, a request for authority to change or void additional enlisted MOS's in the 26 OccFld will be submitted to the CMC (MM).

5. The additional MOS 8538 is removed:

a. When a counselor's certification lapses or is revoked through the certification review process. Ethical violations and incidents of unethical behavior do not require a certification review. In these cases the additional MOS 8538 will be removed immediately. Marines whose MOS 8538 has been removed for reasons other than certification lapse will be permanently restricted from practicing the profession of drug and alcohol counselor.

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b. Procedures for removal of certification through the certification review process.

(1) The commanding office will suspend a counselor from counseling duties pending a certification review upon receiving or observing evidence which indicates cause for suspension. The suspension will be made via a letter to the counselor from the commanding officer.

(2) The commanding officer shall appoint a Certification Review Committee per the current edition of NAVMILPERSCOMINST 5350.1 if requested by the suspended counselor or if voiding the Marine's additional MOS is being considered.

c. CMC (MRO) will make the final decision in all matters related to the removal of MOS 8538.

6. A request for authority to change or void additional enlisted MOS's in any case not covered here will be submitted to CMC (MM). All such requests that are approved will be entered into the MCTFS at HQMC and will appear on the concerned unit's DFR. Requests that are disapproved will be responded to through normal correspondence.

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CHAPTER 3

CLASSIFICATION, ASSIGNMENT, AND DISTRIBUTION OF ENLISTED PERSONNEL

SECTION 2: DISTRIBUTION

3200. GENERAL

1. Personnel distribution is the orderly assignment of enlisted Marines by grade and skill throughout the Marine Corps. Distribution is made according to T/O's, manning levels, and staffing criteria determined by the CMC. The current and projected personnel status of commands as reflected in the MCTFS is the basis for effecting assignments. It is absolutely essential that all personnel reporting requirements be strictly adhered to in order to maintain a proper distribution of manpower assets.

2. The distribution system is based on the concept that any Marine qualified in a particular grade and MOS can efficiently perform the duties associated with any billet designated for that same grade and MOS. The description of, and qualifications for, each MOS at the various grade levels are prescribed in the MOS Manual. These descriptions and qualifications pertain both to billets and individual Marines, except where specifically prescribed. When the billet duties actually performed by the Marine are not commensurate with the grade and MOS for the billet designated, the CMC (MP) should be notified. In such cases the billet will be analyzed and redesignated, or it will be directed that the duties performed by the Marine be modified to correspond to the designated grade and MOS.

3. The deactivation or reduction in strength of an organization or unit will result in a redistribution of the billets. The deletion or reduction in the requirements for a particular MOS may also result in a redistribution. This redistribution, if of sufficient magnitude, may require a retraining program directed by HQMC. If not, the retraining should be accomplished on a subordinate command basis. The program must provide for prompt and orderly requalification of all personnel whose services in their PMOS's are no longer required.

3201. REPLACEMENT SYSTEMS

1. The direct assignment system of furnishing replacements to an MCC is the basis for effecting personnel distribution. By name orders through the AOWP is the primary means by which the direct assignment system functions. Replacements may be allocated to fill requirements by grade and MOS in subordinate commands (below the MCC level) from Marines available within each administrative command level (MCC). This does not apply to deploying units as no personnel will be moved into or out of these units without permission of the CMC (MMEA).

2. The requisition system of furnishing replacements supplements the direct assignment system. It is not employed by FMF units except when specifically authorized. Requisitions for enlisted Marines by grade and MOS to fill billet vacancies are submitted as prescribed in paragraph 3202. Enlisted personnel assigned to billets on a military emergency or short-term operational

requirement basis (as differentiated from restrictive or retraining assignments) are considered as filling billet vacancies. (Restrictive and retraining assignments are defined in paragraphs 3306 and 3307, respectively.)

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3. The direct assignment, rather than the requisition system, was established as the basic Marine Corps replacement system because personnel requirements of requisitioning commands can be based only upon current shortage plus scheduled separations. Future requirements of commands, which must be determined well in advance for effecting distribution planning, are not only dependent upon known shortages and separations, but also upon contemplated demands, upon Marine Corps availability, and limitations placed upon commands in the form of directed transfer, or revised allowances.

3202. PERSONNEL REQUISITION

1. Requisition for enlisted Marines may be submitted after a billet vacancy has existed for more than 30 days. In emergency cases, such as extended incapacitation of key personnel, or if key personnel are to be lost through separation or other causes within 30 days and replacements are not available within the command, requisitions may be submitted. Requisitions will be prepared at the unit level and forwarded to successively higher administrative commands for appropriate action. Each administrative command will make every attempt to fill the requisition by reassignment within the command.

2. For Marines assigned to independent billets, or when special qualifications are needed to fill specific billets, requisitions will be submitted as soon as possible, but not earlier than 6 months prior to the anticipated date of the vacancy. Prompt submission is essential to fill vacancies created by discharge, transfer to the FMCR, release from active duty, etc.

3. The requisition will be prepared in triplicate using an AA Form. The original and duplicate will be forwarded to successively higher administrative commands for appropriate action. The administrative command which indicated that a replacement will be furnished will retain the original, and return the endorsed duplicate directly to the originator.

3203. TYPES OF BILLETS

1. Billets are of three types -- "A" billets, "B" billets, and billet designators.

a. "A" billets are identified by a category "A" MOS. A category "A" MOS identifies the primary skill/knowledge of a Marine. "A" billets are staffed with Marines whose primary/additional MOS is the same as the MOS that identifies the billet; e.g., the billet of Tank Crewman is staffed by a Marine whose primary/additional MOS is 1812.

b. "B" billets are identified by a category "B" MOS. These MOS's designate a particular skill/training possessed by Marines that is in addition to their PMOS. They may be assigned only as skill designator MOS's; e.g., Recruiter 8411, Career Planner 8421, and Drill Instructor 8511, etc.

c. Billet designators are identified by a variety of MOS's requiring general skills. These billets may be staffed by Marines with any PMOS and require solely for that purpose and will not be assigned as an MOS to any Marine. Examples of billet designators and MOS's are Guard 8151, Food Service Attendant 8915, and Unrestricted Officer 9910.

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2. Every Marine can reasonably expect to be considered for assignment to a "B" billet at some time within their career. The allocation of available manpower spaces to MOS's and grades includes "A" billet requirements, "B" billet requirements, and overhead (transients, trainees, prisoners, and patients (T2P2)).

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CHAPTER 3

CLASSIFICATION, ASSIGNMENT, AND DISTRIBUTION OF ENLISTED PERSONNEL

SECTION 3: ASSIGNMENT

3300. PERSONNEL ASSIGNMENT. These regulations prescribe assignment policies designed to develop technically trained enlisted Marines who provide an adequately trained cadre for expansion in the case of war or national emergency. The policies support a program of OJT/MOJT/FST training, supplemented by school training in more complex fields. The program makes possible the progressive assignment of qualified enlisted Marines to positions of higher responsibility in selected fields of specialization.

3301. ASSIGNMENT OF ENLISTEES TO A RECRUIT DEPOT FOR TRAINING. The assignment of enlistees to a recruit depot for training is prescribed in MCO P1100.72.

3302. ASSIGNMENT OF MARINES FROM MARINE COMBAT TRAINING (MCT) TO_ THE NEXT TRAINING/DUTY STATION

1. The CG's of MCB, Camp Lejeune, NC; and Camp Pendleton, CA, process Marines to IST upon completion of MCT. IST assignments are directed by the CMC (MMEA-11). The individual assignments determined by the CMC (MMEA-11) will be executed unless the Marine is recycled in training or for some other reason is unable to proceed as directed.

2. Depending on the type of training, the join status of Marines assigned to IST will be as follows:

a. Formal Schools: Join for TEMINS or DUINS for further transfer by the CMC.

- b. MOJT: Join for duty.
- c. FST Program: Join for duty.
- d. OJT: Join for duty.
- e. Direct MOS assignments: Join for duty.

3. The CMC (MMEA) will direct assignment of Marines in the above categories upon completion of training.

3303. RESPONSIBILITY FOR ASSIGNMENT

1. The responsibility and authority for the distribution of enlisted Marines among commands essentially parallels that prescribed for commissioned officers. In the case of enlisted Marines, however, assignment to permanent duty stations will always be based on requirements by grade and specialty.

2. Commanders are responsible for the proper use of Marines assigned to their commands. Unless the Marine is specifically directed to fill a "B" billet or is otherwise directed by higher authority, commanding officers will make every effort to assign Marines in MOS's that are short to billets in their PMOS. To assist commanders in identifying MOS overages/shortages, HQMC periodically

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publishes Marine Corps bulletins in the 1220 series. This information can be used as the basis for requests for retraining or OJT to correct existing imbalances.

3. Marines who reenlist and have been paid a Selective Reenlistment Bonus will not be assigned outside their PMOS unless a waiver has been granted by the CMC (MMEA-8) per MCO 7220.24.

3304. TOUR OF DUTY. MCO P1300.8 contains the policy concerning tour lengths.

3305. ASSIGNMENT POLICY FOR FIRST-TERM ENLISTEES. When possible, first-term enlistees will be afforded the opportunity to serve in both the FMF and non-FMF during their enlistment. All recruits are initially assigned to the School of Infantry for completion of MCT followed by either formal school training and assignment to an FMF command, or direct assignment to an FMF unit and subsequently to a non-FMF command. The Marine Corps readiness requirements make it mandatory that the greatest number of Marines be continually trained and available for combat units and security force and support establishments be ready sources of experienced combat-trained Marines. MCO P1300.8 provides additional information.

3306. RESTRICTIVE ASSIGNMENTS

1. Once classified in other than a basic MOS, Marines will, wherever possible, be assigned only to billets with the same, equal, or higher MOS in the same OccFld as their PMOS. When this is not possible, priority in assignments will be as follows:

a. To billets with a related MOS; i.e., an assigned additional MOS which falls within the same OccFld as the PMOS.

b. To billets which provide unit training or formal school training for an unassigned MOS appropriate to the grade held, and within the same OccFld as the PMOS.

c. To billets in an assigned additional MOS not necessarily within the same OccFld as the PMOS.

2. Application of the assignment policies in paragraph 3305 ensures that:

a. Marines reporting to organizations in which all billets designated by their assigned PMOS(s) are filled will replace Marines receiving unit training, or if that is not possible, Marines with related MOS's who have the least aptitude for the billet.

b. To optimize the use of skills acquired from successfully undergoing a formal course of instruction, follow-up application of such training will be effected. Prompt utilization tours will be ensured by the sequential assignment of Marines to billets identified by the MOS for which they have been trained. Individuals classified with a PMOS upon graduation from a formal course of instruction will be assigned for a minimum of 1 year immediately thereafter to associated skill-designated billets. Any deviation from this requirement must be approved by HQMC.

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c. The foregoing assignment policy is not applicable to the following skills:

0231	03XX	0481	0811	1371	1391	1812
3521	4611	4691	5811	7242	7382	

3. The assignment policies in paragraph 3306.1 do not apply to:

a. Temporary billet assignments required during military emergencies or short-term operational requirements; such assignments will be limited to 90 days duration.

b. Certain directed assignments that necessarily place Marines in billets described by an additional MOS or billet designator that is not commensurate with their primary or additional MOS. Examples of these are assignment as a recruiter, drill instructor, military policeman, guard, or athletic and recreation assistant. Marines possessing only a basic MOS should not be assigned to such billets except on a temporary, emergency basis if such assignment will prevent their becoming qualified in a PMOS. In making directed assignments, exercise care to ensure that NCO's are not assigned duties inappropriate to their grade.

4. Compliance with the assignment policies in paragraph 3306.1 will not always be possible, particularly during periods of rapid personnel expansion

and the formulation of new organizations; however, they will be employed to the maximum extent possible.

5. Marines classified in a basic MOS will be assigned to billets commensurate with their intended PMOS. When vacancies do not exist, such personnel will not be assigned to billet vacancies in other OccFld's without prior approval of the CMC (MMEA).

3307. RETRAINING ASSIGNMENTS

1. Retraining assignments are of three types:

a. OJT Retraining Assignments. An OJT retraining assignment is the permanent assignment of a Marine, classified in an MOS, to a billet designated by another MOS. The purpose of such an assignment is to qualify the Marine in the new MOS. If ordered to a billet that is inappropriate for the basic MOS possessed, the Marine will not be assigned retraining without specific approval by the CMC (MMEA).

b. School Retraining Assignments. These are assignments of Marines to courses of instruction which will qualify them for assignment of a new PMOS.

c. Retraining Assignments for Entry Level Marines. Marines who are dropped from IST will be processed per paragraph 3102.8 of this Manual.

2. The CMC will prescribe restrictions governing retraining to or from any OccFld/MOS in which a substantial Marine Corps-wide overage or shortage exists. Retraining programs already commenced when restrictions are changed will be completed. Over/short MOS's are published periodically in Marine Corps bulletins in the 1220 series.

3. Commanders should consider the following factors in using OJT retraining assignments to fill billet vacancies within their commands:

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a. The Marine must not have been trained for the present MOS at a school operating under the direction of the CG, MCCDC or one for which the CMC receives and allocates quotas. Approval must be obtained from the CMC (MMEA) in each case before waiving this requirement.

b. Retraining assignments to or from the proposed OccFld must not have been suspended or previously disapproved by higher authority. Retraining assignments from a PMOS listed as eligible for proficiency/specialty pay (as identified in directives in the 7220 series or annotated in the MOS Manual) and voidable only by the CMC, will not be effected without prior approval of the CMC (MMEA).

c. Retraining assignments from a PMOS listed as eligible under the Selective Reenlistment Bonus Program (SRBP) (as identified in directives in the 7220 series) to a billet vacancy in an MOS eligible for a lower or no SRBP payment cannot be effected without prior approval of the CMC (MMEA). Requests must include a statement by the Marine indicating that:

(1) The assignment is desired.

(2) Upon reenlistment, if the MOS is changed to that of the retraining billet to which assigned, the individual would lose any SRBP payment previously warranted.

d. There must be a billet vacancy for the OJT retraining assignment.

e. The retraining assignment, in the commander's opinion, must not adversely effect the Marine's career, and particularly must not jeopardize the Marine's promotional opportunities.

f. Marines must have sufficient time remaining on their current enlistment (or extension thereof) and must not be due for transfer for the entire period necessary to effect the retraining and qualification.

g. Notice of the assignment of a replacement for the billet to which the retraining assignment is proposed must not have been received.

4. Administrative Instructions

a. If at any time within 90 days following a retraining assignment directed by a commander, the Marine is found obviously unsuited for the new billet assignment, the Marine will be redesignated in the former PMOS and returned to an appropriate assignment.

b. The CMC (MM) will be notified of Marines ordered by HQMC to OJT retraining assignments who, after a reasonable qualifying period, have not attained the desired basic qualifications. The notification will contain recommendations for continuing the retraining assignment, or for an alternate MOS assignment. When action for reduction for incompetence is considered appropriate, the provisions of MCO P1400.32 will govern.

c. Assignment to training for an MOS in the same OccFld as the Marine's current PMOS is not a retraining assignment. MOS changes within the same OccFld are effected as outlined in paragraph 3103.

5. Consider the following factors in making assignments to schools for retraining purposes:

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a. Higher authority must not have suspended retraining assignments to or from the proposed and assigned OccFld.

b. The effect of retraining assignments on the Marine's career.

c. The Marine must not have been trained for the present MOS at a Marine Corps school operating under directives from the CMC or at any other school for which the CMC receives and allocates quotas. Approval must be obtained from the CMC (MM) in each case before waiving this requirement.

6. Commanders will request authority from the CMC (MM) to initiate retraining assignments requested by individual Marines when it is clearly in the best interest of the Marine Corps, and the development of the Marine's career. The retraining assignment must be consistent with the Marine's aptitude, ability and interest, and must not conflict with the restrictions in section 1 of this chapter.

7. Commanders will assign Marines in a retraining status, a duty MOS appropriate to the retraining objective. Marines with a basic MOS will not be assigned to duty in a category "B" billet.

8. The retraining assignment of Marines may be effected by commanders of echelons at or higher than those at which basic personnel sections exist (subject to the restrictions in section 1 of this chapter).

3308. MISASSIGNMENTS

1. A Marine is considered misassigned when serving in a billet that is not designated as a "B" billet, and for which the billet MOS is not the Marine's PMOS, nor the first or second additional MOS held by the individual.

2. Misassigned personnel, whose current enlistment or extension thereof expires within 3 months, who do not indicate their intention to reenlist will not be reassigned to other commands. This does not prohibit commanders from making local duty reassignments to best use these Marines according to their PMOS's.

3. Misassigned Marines will be reassigned to duties within their MOS (either primary or additional) or within a category "B" MOS.

3309. SELECTION OF NAVIGATORS, AIRBORNE ELECTRONIC COUNTERMEASURES OPERATORS, AIRBORNE RADIO OPERATORS, VG JET AIRCRAFT FLIGHT ENGINEERS, AND OTHER AIRCREW MEMBERS

1. Enlisted Marines qualified as navigators, airborne electronic countermeasures operators, airborne radio operators or VG jet aircraft flight engineers will not be selected to perform such duties without the approval of the CMC (MMEA). Assignment of an appropriate MOS by the CMC (MMEA) will constitute authority for the selection of the individual; revocation of the MOS constitutes termination of authority to assign the individual to duty in the capacity for which selected.

2. Authorization for such assignments is considered effective until revoked by the CMC, provided the Marine remains on continuous active duty. At any time, commanders may recommend to the CMC (MMEA) revocation of such

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assignments for cause. Marines who performed such duties on former enlistments but did not reenlist immediately may, upon reenlistment, submit a request to the CMC (MMEA) for assignment to duties commensurate with their qualification. Commanders should consider all requests carefully and, if possible, include in their endorsement definite recommendations as to whether or not the Marine should be so assigned.

3. Other than those specifically addressed in paragraph 3309.1, Marines completing a locally administered course of instruction and assigned as flight aircrew members (as defined in paragraph 1209.4b) may be designated as naval aircrewmembers. This includes, but is not limited to, helicopter crew chiefs. Commanding officers are authorized to designate qualified Marines as naval aircrewmembers.

4. When qualified Marines, as listed in paragraph 3309.1 and 3, are examined physically for reenlistment, a flight physical will also be conducted to determine if the person continues to meet physical requirements for assignment to duty in a flying status. Assignments authorized by the CMC will not be effected unless flight physical requirements have been met.

5. Marines qualified under the above paragraphs (except for enlisted navigators), are authorized to wear the Naval Aircrew Insignia. Enlisted navigators are authorized to wear the Marine Aerial Navigator Insignia (see paragraph 2213). This authorization continues unless specifically revoked by the CMC (MM). The Naval Aircrew Insignia replaced the Naval Aviation Observer Insignia which was previously authorized for the above listed billets. The Naval Aviation Observer Insignia is authorized for naval aviation observers only as addressed in paragraph 2212.

3310. COMBAT AIRCREW INSIGNIA

1. The Combat Aircrew Insignia may be authorized for those aircrewmembers qualified under paragraph 3309, who have participated in aerial flight during combat, and those enlisted personnel who qualify for nontechnical aircrew positions and serve in such positions in aerial combat.

2. Unit commanders may designate as combat aircrewmembers, and authorize the wearing of the Combat Aircrew Insignia, those enlisted personnel who satisfactorily meet the prerequisites listed below. Make an appropriate entry (to include any authorization for combat stars earned under paragraph 3310.4) in the Marine's record per current instruction.

3. The prerequisites for designation as a combat aircrewmembers follow:

- a. The Marine must be a volunteer for combat aircrew duty.
- b. The Marine must be qualified per physical and psychological requirements of the Manual of the Medical Department.
- c. The Marine must be a regularly assigned member of a flight crew in an aircraft participating in combat operations.
- d. The Marine must be a graduate of an established course of instruction and/or OJT qualifying the Marine for a position in the flight crew of a Marine aircraft.

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4. Combat aircrewmembers who have qualified to wear combat stars may wear the

Combat Aircrew Insignia on a permanent basis. A maximum of three combat stars may be awarded for display on the Combat Aircrew Insignia. The criteria for earning individual combat stars (which are authorized by unit commanders) are as follows:

- a. Engagement of an enemy aircraft.
- b. Engagement of an enemy vessel with bombs, rockets, torpedoes, guns or missiles.
- c. Participation in offensive or defensive operations against enemy fortified positions.

5. A Marine who is qualified to wear both the Naval Aircrew Insignia and the Combat Aircrew Insignia has the option of wearing the one of his choice. Requests for verification of combat aircrew status must include sufficient documentation to substantiate compliance with the prerequisites. Address all inquiries concerning this insignia to the CMC (ASM).

6. The combat aircrew designation will be canceled by the unit commander whenever the flight status of the Marine is terminated because he is no longer physically, psychologically or technically qualified for combat aircrew duty, or because he is transferred to a billet in which duty involving flying is not required. Unless the Marine has qualified for permanent retention under paragraph 3310.4, the authorization to wear the Combat Aircrew Insignia is revoked upon cancellation of the designation.

3311. ASSIGNMENT AND UTILIZATION OF GRADUATES OF THE MARINE CORPS ASSOCIATE DEGREE PROGRAM (MADCOP) AND SNCO DEGREE COMPLETION PROGRAM

1. Graduates having a critical MOS, such as those for which shortage specialty pay is authorized, will be assigned to commands having a requirement for the grade and MOS of the graduate. These Marines should be used in billets requiring their grade and PMOS.

2. Graduates completing a course of study that enhanced the skills required in their PMOS will be assigned to commands having a requirement for the Marine's grade and MOS. These Marines should be used in billets requiring their grade and PMOS.

3. In certain cases, the graduate will have gained skills during schooling that will make reclassification desirable. In such cases, reclassification will be accomplished by HQMC, either upon Headquarters' initiative or in response to the Marine's request. An appropriate retraining assignment will be directed.

4. Consistent with the maintenance of MOS skills, other graduates assigned to major commands should be used in billets where their college education is best suited; e.g., career planner and education NCO. In making such assignments, the career pattern of each Marine should be considered so that excessive periods of time are not spent outside the PMOS that could prove detrimental to the Marine's promotion prospects.

3312. ASSIGNMENT OF FOOD SERVICE ATTENDANTS

1. NCO's will not be detailed as food service attendants unless Marines below the grade of corporal are not available.
2. Enlisted Marines will not be detailed continuously as food service attendants for a period longer than 1 month unless specifically authorized by the CMC (MM). Furthermore, personnel will not be required to serve more than 3 such periods in any calendar year unless similarly authorized. Marines should not be assigned to subsequent periods as a food service attendant prior to 3 months following completion of a previous assignment.
3. At Marine Corps commands, the assignment of Marines to duty as food service attendants will be effected on such date, or dates, as the commander may elect. The number of attendants assigned will be based on 1 per 25 man-days actually subsisted or major portion thereof. The number of man-days will be determined using the current 3 month history from the Man Day Fed Report (NAVMC 565-1). Food service personnel, MOS's 3361, 3372, and 3381, will not be assigned to mess duty.
4. The assignment of personnel to duties as cashier and meal signature supervisor is not included in the ratio of personnel assigned for food service attendant duties and should be in addition to those assigned. This duty is for the meal time only and does not require full-time availability in the messhall.
5. In special cases where the size of the messhall is a factor in determining the number of military food service attendants required to properly maintain the messhall, the operational commander assigned control of the messhall may authorize an increase to the number of food service attendant billets. Authorized increases must be completely justified in writing and validated by a local manpower analysis.
6. Field Mess Attendants. Assignment of field mess attendants (non-3300 OccFld) to a field messhall:

NUMBER TO BE SUPPORTED	ASSIGNMENT FORMULA
0 to 200 persons	1 per 25
201 to 500	1 per 75
501 to 1000	1 per 100

7. Shipboard Mess Attendants. For assignment of mess attendants for shipboard use when Marines are embarked refer to the Ship Loading Characteristics Phamplet (SLCP) provided by each ship. The SLCP lists all augmented personnel required by each ship to include mess attendants and lists requirements for mess attendants for the officers mess, CPO mess, and enlisted mess decks.

3313. CROSS-REFERENCE OF MARINE CORPS DIRECTIVES CONCERNING SPECIAL ASSIGNMENTS

1. Assignment of conscientious objectors: MCO 1306.16.
2. Assignment of enlisted Marines as prisoner escorts: MCO 5800.10.

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3. Assignment of enlisted Marines to the Recruiting Service: MCO 1326.6.
4. Enlisted assignment prerequisites for Marine Corps Security Forces (MCSF): MCO 1300.20.
5. Assignment to Security Guard Duty with the Department of State's Foreign Service Establishment: MCO 1306.2.
6. Selection of NCO's for drill instructor duty: MCO 1326.6.
7. Overseas tours of duty and overseas movement of dependents: MCO P1300.8.
8. Assignment of Marine Corps reservists to the Active Reserve (AR) Program: MCO 1001.52.
9. Assignment of enlisted Marines under the provisions of the Enlisted Bonus Program: MCO 1130.57.
10. Assignment of enlisted Marines to independent duty: MCO 1326.6.
11. Assignment policies and restrictions for women Marines: MCO P1300.8.

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CHAPTER 3

CLASSIFICATION, ASSIGNMENT, AND DISTRIBUTION OF ENLISTED SECTION

SECTION 4: TRANSFER

3400. GENERAL. Transfer is the action taken to effect a change of reporting unit for the Marine. When used in connection with PCS, it involves the physical movement of a Marine or unit from one geographical location to another, for duty, or personnel reporting responsibility.

3401. TRANSFER TO AND FROM ORGANIZATIONS AFLOAT

1. The commanders of ships' detachments and FMF organizations afloat are authorized, on the eve of sailing, to transfer any enlisted Marines who are absent without authority at that time. Transfer by service records to the nearest Marine Corps post or station will be effected. Upon effecting such transfer, the commanding officer will make an appropriate entry in the SRB per the IRAM and MCO P5800.8.

2. Deficiencies in the authorized enlisted allowance of ships' detachments on the eve of sailing may, when directed by the station's commanding officer, be filled by the commanders of Marines at the station, provided:

a. The ship is scheduled for operations outside the CONUS for a period in excess of 60 days.

b. The ship is operating in foreign waters and is not expected to return to the CONUS within a 60-day period.

c. Unusual circumstances exist which would indicate that the operational readiness of the detachment would be seriously affected if replacements were not received immediately.

3. Commanders of Marine Corps activities filling requisitions for replacements will report circumstances to the CMC (MMEA) without delay.

4. Authority is vested in commanders of ships' detachments responsible for the administration of a flag or staff allowance to effect reassignment between the flag and staff allowance and the Marine detachment to fill billet vacancies, replace unsuitable personnel, and adjust grade discrepancies. No expense to the Government is authorized in effecting such reassignments. Immediately report the name, grade, and SSN of all personnel reassigned under this authority to the CMC (MMEA).

3402. TRANSFER OF MARINES ASSIGNED TO MARINE CORPS DISTRICTS

1. Commanding officers of Marine Corps districts are authorized, without prior authority of the CMC, to:

a. Transfer enlisted Marines between personnel procurement activities in their respective districts within the number of moves allocated by the CMC (MCRC).

b. Order personnel to perform travel in connection with their duties within the allotments authorized by HQMC.

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2. Do not transfer Marines who require a second dislocation allowance within the same FY without prior approval of the CMC (MMEA).

3. Enlisted Marines assigned to the personnel procurement service, who, in the opinion of the district commander, are unsatisfactory or unsuitable for any reason, will be reported to the CMC (MM), and their transfers requested. (See paragraph 4103.)

3403. REQUESTING TRANSFER OF PERSONNEL

1. The Marine Corps does not benefit by the transfer of enlisted personnel from one command to another because of unsatisfactory duty performance. In all cases, disciplinary or administrative action to determine desirability of retention in grade should be completed prior to requesting transfer.

2. Any transfer request submitted to HQMC because of unsatisfactory performance of duty will:

a. In the case of corporals and below, cite complete justification and include applicable supporting documents; e.g., applicable service record pages, removal from reliability program, termination of security clearance, etc.

b. In the case of sergeants and above, include a copy of a change of duty (CD) fitness report, with the original fitness report forwarded to CMC (MMSB-30). Reporting officials will comply with MCO P1610.7 when preparing the CD report and the subsequent regular fitness report on the Marine concerned.

c. The transfer request is normally initiated when, in the commander's judgment, the Marine concerned has the ability to accomplish the assigned mission, but, for some reason, within the Marine's ability to control/influence, the Marine has failed to put forth the required effort. If the transfer request contains adverse information based upon factual matters that are not documented in the Marine's official record, it must be referred to the Marine concerned for comment. If an opportunity for comment is provided, any statement will be in writing, signed by the Marine, and attached to the correspondence.

3. Requests for transfer submitted to HQMC for the good of the service but not as a result of a Marine's unsatisfactory performance need not, in the case of Marines in the grade of sergeant and above, be accompanied by a completed CD fitness report. However, when such requests are submitted, the requesting activity will provide specific justification for the transfer request, and must indicate that, in the commander's judgment, the Marine's transfer is not a result of any lack of effort to accomplish assigned duties.

3404. TRANSFER OF MARINES WHOSE CONDUCT/PERFORMANCE RECORD REFLECTS A HISTORY OF SUBSTANDARD PERFORMANCE. The Marine Corps does not benefit by the transfer of a Marine from one command to another, overseas or in CONUS, when service record of the Marine being transferred reflects a history of substandard performance or conduct. Any Marine with a demonstrated record of substandard performance who is to be retained in the Marine Corps should not be transferred without the express approval of the CMC (MMEA-8 for individual

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orders or MMEA-11 in the case of entry-level Marines undergoing IST). Marines whose records reveal counseling for a history of substandard performance of duty (i.e., two or more warning letters from the CMC) or for a history of repeated disciplinary involvement (i.e., at least three minor disciplinary infractions or two or more discreditable involvements with civil or military authorities or similar instances of conduct prejudicial to good order and discipline during the current enlistment) shall be processed for separation under the appropriate paragraph of MCO P1900.16. The transfer of such personnel increases the administrative workload of the receiving command, and serves only to move substandard Marines from one command to another.

3405. TRANSFER OF MARINES RELEASED FROM INVOLUNTARY ASSIGNMENT TO ACTIVE DUTY. Marines assigned to involuntary active duty who have completed a total of 24 months of active duty, including IADT, will be transferred to the IRR upon completion of their involuntary assignment.

3406. JOINING OF MARINES WHO REPORT FOR DUTY TO AN MCC THAT IS DEPLOYED

1. Marines who report for duty to a MCC which is currently deployed will be joined to the headquarters company of the appropriate infantry regiment or the Marine aviation logistics squadron of the air group and assigned appropriate duties.

2. Normally, these Marines will be reassigned to the deploying unit to which originally ordered as soon as possible. In those cases where the Marine can not be so reassigned within 60 days, disposition instructions will be requested from the CMC (MMEA-8).

3. Upon reassignment, the gaining unit will ensure that the date current tour began (DCTB) and any accumulated deployment time (ADT) accrued while assigned to the headquarters element are entered into the MCTFS (i.e., the individual's tour begins upon joining the headquarters element, not when reassigned to the deploying unit).

3407. REASSIGNMENT OF MARINES JOINED BECAUSE THE UNIT TO WHICH THEY WERE ORDERED IS DEPLOYED. Marines so joined will be reassigned to the deploying unit to which they were originally ordered as soon as possible. Authority for reassignment is this paragraph and the Marine's original PCS orders.

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CHAPTER 4

TRAVEL OF MARINE CORPS PERSONNEL AND DEPENDENTS

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CHAPTER 4

TRAVEL OF MARINE CORPS PERSONNEL AND DEPENDENTS

SECTION 1: REGULATORY TRAVEL INSTRUCTIONS AND GENERAL
INFORMATION ON TRAVEL ORDERS

4100. GENERAL. The Marine Corps Manual contains the basic information on regulatory travel instructions and general information on travel orders. The Joint Federal Travel Regulations, Volume 1, (JFTR) contains basic statutory regulations concerning travel and transportation allowances of members of the Uniformed Services. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM) provides guidance to commanders and finance officers in matters pertaining to travel of personnel.

4101. DEFINITION OF ORDERS AND TERMS

1. Blanket Travel Order. This type of order is issued to a Marine who regularly and frequently makes trips away from the PDS, within certain geographical limits, in the performance of regularly assigned duties. Blanket travel orders do not expire upon the Marine's return to the PDS. They remain in effect until the Marine detaches or the time limit specified in the orders expire.

2. Consecutive Overseas Tour (COT). The PCS reassignment of a Marine from one overseas duty station to another, regardless of whether it is within the same country, intra or inter-theater. Completion of the initial overseas tour is expected. Exception to the PCS requirement would be for an In-Place Consecutive Overseas Tour (IPCOT).

3. Continental United States (CONUS). The contiguous 48 states and the District of Columbia.

4. Curtailment of Overseas Tour. To enhance stability for Marines and their units, and to offset the costs associated with overseas moves, Marines shall serve the tour lengths for which they are assigned. While the nature of military service may require the transfer of Marines prior to completion of their prescribed tours, such action will be kept to the absolute minimum. Curtailments may be granted on a case-by-case basis by the CMC (MMEA/MMOA, as appropriate) provided they are the only recourse available and are clearly in the best interest of the Marine Corps. Requests must be endorsed at the general officer level.

5. Duty Under Instruction (DUINS). When a Marine is transferred, or assigned under PCS orders, to a school or installation as a student to pursue a course (or courses) of instruction, and the cumulative duration of which is 20 weeks or more at one location, such school or installation is a PDS. Personnel involved are ordered to "duty" under instruction on a PCS basis. Failure to complete such a course which results in issuance of new orders prior to the expiration of a 20-week period does not change the fact that the orders, based upon the scheduled length of the course, constitute PCS orders.

6. Effective Date of PCS Orders. For Marines being separated or retired, the effective date for determining the entitlement to travel and transportation allowances (authorized weight of household goods, eligibility for travel of dependents, etc.) is the last day of active duty. This does not apply to reservists being separated and recalled retired Marines who continue in an active duty status during the time allowed for return travel home. For those Marines, and Marines other than those being separated or retired, it is the

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date a Marine is required to begin travel from the old PDS, the Marine's home or place from which called (or ordered) to active duty, the last TDY station, or the designated place, whichever applies, in order to arrive at the new PDS, home, or place from which called (or ordered) to active duty, on the date authorized by the mode of transportation authorized and/or used. The following are examples of computing the effective date of orders: (See the JFTR, Appendix A.)

EXAMPLE 1:

Marine ordered to make a PCS is required to report to the new PDS on 10 June. The Marine elects to travel by private owned conveyance (POC) and is authorized 7 days travel time.

Authorized and actual reporting date	10 June
Less 7 days travel time actually used	3 June
Add 1 day	4 June
Effective date of PCS orders	4 June

EXAMPLE 2:

Marine ordered to make a PCS is required to report to the new PDS on 10 June. The Marine anticipates that the official distance of 2100 miles will be traveled by POC. The Marine changes plans and travels by commercial air. The Marine reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS orders	9 June

7. Group Travel. A movement either on PCS or on TDY/TAD of three or more Marines traveling in a group for which transportation will be furnished by Government conveyance or Government Transportation Request (GTR) (under government contracted travel) from the same point of origin to same destination under one order which is specifically designated by the order-issuing official as a "group travel order."

8. In-Place Consecutive Overseas Tour (IPCOT). Upon completion of an initial overseas tour, to include voluntary extensions, the Marine agrees to serve another prescribed tour at the same duty station. No PCS movement is involved.

9. Intertheater COT. A PCS transfer between theaters (e.g., from Pacific to European theater).

10. Intratheater COT. A PCS transfer within a particular theater (e.g., from Hawaii to Okinawa).

11. Movement Orders. Movement orders are those orders which direct a change of location, involving travel, of an organization. Movement orders must meet the applicable requirements for travel and will contain such instructions necessary to accomplish the desired change of location. The JFTR, paragraph U4000, provides specific guidance concerning movement orders. The intent of movement orders is to maintain unit integrity and to minimize, by directing group travel, the cost associated with organizational relocation. Two

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variations of movement orders exist; movement/TAD and movement/PCS.

a. Movement/TAD orders involve the temporary relocation of an organization for a period of six months or less. Government transportation will be utilized, when available, and per diem is authorized in the execution of these orders. Organizational and/or detachment personnel requiring medical evacuation/emergency leave must be charged to separate appropriation data from the group travel personnel. When departure from or return to the permanent site occurs in different FY's the appropriation data for both FY's must be contained in the orders.

b. Movement/PCS orders involve the permanent relocation of an organization from one geographical area to another. Although group travel shall be directed for the purpose of maintaining unit integrity, the permanent relocation may result in the authorization of transportation of dependents and/or the shipment of household goods. Occasionally, situations occur where a Marine must accompany the dependent(s) rather than the command (i.e., family consists of several young children requiring the Marine's presence for assistance in child care, or incapacitation of one or more dependents). Should similar situations prevail, the movement orders may be modified, by endorsement thereto, as PCS orders. The modification (endorsement) should include normal PCS data (proceed, delay, travel, name, address, phone number of next-of-kin, etc.).

12. No-cost Moves. Moves in which the Federal Government incurs no costs. These may include permanent change of assignment or permissive moves.

13. Overseas Tour Extension. The Marine Corps Overseas Tour Extension Incentives Program encourages enlisted Marines to extend their tour lengths at selected overseas locations. For locations, qualifications, and amplifying instructions see MCO P1300.8.

14. Permanent Change of Assignment (PCA). PCA orders are issued for close proximity or intra-command transfer in which no proceed, delay or travel time are authorized. PCA orders will not contain military personnel appropriation data, authority to move household goods or entitlement to travel allowance, as such orders are issued at "no cost" to the Government. An exception to the aforementioned, the commanding officer at the gaining command, in pay grade no lower than O-5, may certify the relocation of the member's household as mission essential, is in the best interest of the Government and is not primarily for the convenience or benefit of the member. If certified, a local move of HHG is authorized to a residence from which the member will commute daily to the new PDS or new activity at the same PDS. The gaining command must provide funding for the local move.

15. Permanent Change of Station (PCS). The assignment, detail, or transfer of a Marine or unit to a different PDS under competent orders which neither specify the duty as temporary, nor provides for further assignment to a new PDS, or direct return to the old PDS. For the purpose of dislocation allowance (DLA), it includes relocation of a household due to military necessity or government convenience within the corporate limits of the same city or town in connection with a transfer between activities. It includes a change in the homeport of a vessel or mobile unit.

a. It also includes the change from home or from the place from which called (or ordered) to active duty to the first PDS upon:

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(1) appointment or reappointment to the regular service from civilian life or from a reserve component,

(2) call to active duty for 20 weeks or more or call to active duty for training for 20 weeks or more,

(3) recall to active duty from the FMCR, or from retirement (including the TDRL), and

(4) enlistment or induction into the service (regular or during an emergency).

b. PCS movements further include the change from the last PDS to home upon:

(1) discharge, resignation, or separation from the service under honorable conditions,

(2) release from active duty to which called or ordered for 20 weeks or more, or from active duty for training to which called or ordered for 20 weeks or more,

(3) transfer to the FMCR,

(4) retirement, and

(5) temporary disability retirement.

c. PCS orders which direct TDY en route to a PDS must also direct that the TDY be completed prior to arriving at the new duty station. The arrival at a new duty station, prior to completing the TDY will result in the loss of travel entitlement to/from the TDY site. Marine Corps commands authorized by MCO 7130.1, to issue/modify PCS orders, must forward a copy of such orders/modification to the CMC (MMA/MMEA). All PCS orders must contain the military personnel appropriation data specified in MCO P7301.104.

16. Permanent Duty Station (PDS). The post of duty or official station, including a ship (for the purpose of personal travel and transportation of Marine's personal effects located on board the ship) and the homeport of a vessel or of a ship-based staff (insofar as transportation of dependents and household goods is concerned), to which a Marine is assigned or attached for duty other than TDY or TAD. The limits of such post of duty or official station will be the ship, or the corporate limits of the city or town in which the Marine is stationed. If the Marine is not stationed on a ship or in an incorporated city or town, the official station will be the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the

designated post of duty is located. When a Marine is ordered to attend a course (or courses) of instruction at a school or installation the scheduled, cumulative duration of which is 20 weeks or more, the school or installation is that Marine's PDS regardless of the terms of the orders involved. This scheduled duration of a course is composed of the actual period including weekends, during which the students shall receive instruction. Intervening holiday periods (e.g., Christmas) and incidental time spent prior to or following conclusion of a course are not a part of the schedule course duration. When a Marine who is attending a course (or courses) of instruction, the scheduled cumulative duration of which was originally less

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than 20 weeks, is assigned additional or extended instruction, the school or installation is that Marine's PDS provided that the scheduled, cumulative duration of the instruction is 20 weeks or more, measured from the date of the orders directing the additional or extended duty (CompGen B-143017, 17 June 1960, and 46 CompGen 852 (1967)).

17. Permissive Move. A PCS move that would involve PCS entitlements, but the Marine elects to execute the move at his or her own expense. No transportation or travel entitlements are authorized in connection with a permissive move.

18. Permissive Orders. Permissive orders authorize individuals to travel at no expense to the Government for travel and per diem. These orders are issued when travel is desirable for the Marine Corps, but the expense is not justified. Such authorization must contain the following statement:

"These orders are issued with the understanding that you will not be entitled to travel and transportation allowances at Government expense in the connection with them. If you do not desire to accept these orders under those conditions, the orders are revoked and must be returned for cancellation."

Permissive orders must not be issued in connection with the performance of official business. They must be accepted voluntarily.

19. Repeated Travel Orders. Orders which allow any necessary number of separate round trip journeys from the PDS to and from or between specified locations. Each separate journey may necessitate stopover for duty at one or more places before returning to the PDS. Travel must not be solely between the place of duty and place of lodging. Repeat travel orders do not expire upon the Marine's return to the permanent duty station. They remain in effect until the Marine detaches or the time limit specified in the orders expires.

20. Temporary Additional Duty (TAD). A form of TDY, TAD is directed under orders that involve one journey away from the Marine's PDS, in the performance of prescribed duties, at one or more places, and directs return to the starting point upon completion of such duties. Marines on TAD remain assigned to the PDS from which they proceeded on TAD. When the TAD involves foreign travel, area clearance must be requested from the proper authorities 30 to 50 days in advance of the execution date the orders. Refer to OPNAVINST 4650.11 and paragraph 4402.2 for additional information.

21. Temporary Duty (TDY). Duty, of less than 20 weeks, at one or more locations other than the PDS, at which a Marine performs TDY under orders which direct further assignment, or pending further assignment to a new PDS or for return to the old PDS upon completion of the TDY. It also includes that period spent at a location while processing for separation from the service, release from active duty, placement on the temporary disability retired list (TDRL), or retirement (W95 from OCONUS), when the last PDS is different from the location where processing is accomplished.

22. Temporary Duty Under Instruction (TEMINS). TEMINS at one or more locations, other than the PDS, at which a Marine performs TDY at a school or installation as a student to pursue a course (or courses) of instruction, under orders that provide for further assignment to a new PDS or for return to the old PDS upon completion of training/instruction. TEMINS orders are for a duration of less than 20 weeks at one location.

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23. Travel Orders. Travel orders are written instruments that direct individual or group movement between designated points. A competent travel order is issued, or approved, by the CMC, or such person(s) to whom authority to issue travel orders has been delegated. Refer to the JFTR, chapter 2, part B.

24. United States. The term United States as used herein includes the 50 states and the District of Columbia.

4102. NECESSITY FOR ORDERS

1. Normally transportation and/or reimbursement for travel cannot be furnished without travel orders issued by competent authority. To be competent for reimbursement purposes, orders issued outside HQMC must always reference the authority under which the orders are issued. Generally, a written travel order is not necessary when travel is performed within the limits of a permanent duty station (PDS) or in the immediate vicinity of such station (local travel) and it is known that the travel claim will involve only reimbursement for commercial transportation or mileage allowance for the use of a privately owned conveyance approved as being more advantageous to the Government. Commanders issuing and endorsing orders will ensure that Marines are furnished sufficient copies (a maximum of 10) to accomplish the required administrative actions at the old PDS, while en route, and at the new PDS.

2. Reimbursement for transportation of dependents and shipment of household goods is not authorized when the travel is performed or shipment is made in anticipation of, or prior to, receipt of competent orders, unless accompanied by a statement issued by the PCS order-issuing official or designated representative indicating the PCS orders are pending. (refer to JFTR, paragraph U5203-C.) Commanders may issue Separation/Travel pay Certificate (NAVMC 11060) for transportation of household goods, not more than 180 days prior to the date the Marine is due to be released from active duty. This authority is dependent upon the Marine's completion of Part II of the Separation/Travel pay Certificate. In Part I commanders insert the Marines rank and separation code in the "NAME SECTION". All conditions of JFTR paragraph U5330,G must be met. Request for travel and transportation and shipment of HHG

beyond 180 days will not be favorable endorsed (52COM GEN 769 of 1973). This paragraph does not apply to Marines approved for retirement or transfer to the FMCR.

4103. AUTHORIZED FORMS OF ORDERS FOR TRAVEL AND REIMBURSEMENT

1. Written Orders. Written orders issued by competent authority are required for official travel and for reimbursement of expenses incident to that travel. For reimbursement of travel and transportation allowances, orders written in the field that quote, or reference, a higher authority that is authorized to initiate such orders, are competent orders.

2. Verbal Orders. A verbal order given in advance of travel, and subsequently confirmed in writing, giving the date of the verbal order and approval, by competent authority, will meet the requirement for written orders. The written confirmation will contain a statement to indicate that due to the urgency of the travel involved, it was not possible to issue written orders prior to commencement of the travel. The confirmation of the verbal order must be issued within a reasonable amount of time upon the

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completion of the travel. The Comptroller General has previously stated that a reasonable amount of time is 6 months.

3. Telephonic Orders. Orders written in the field that quote or reference orders received from competent authority by telephone must subsequently be confirmed by the issuing authority. This will be done either by issuing further orders that reduce telephonic orders to writing, or by approval by competent authority of orders written in the field referencing such telephonic orders. Reimbursement for travel expenses under telephonic orders may not be made until such confirmation is obtained.

4. Endorsement on Message or Telegraphic Orders. When message or telegraphic orders are presented, each will bear the endorsement "Original orders received," signed by the individual to whom they are addressed. If such messages or telegrams are delivered to the individual through the commander, each order will bear the endorsement "Certified original (message or telegram as appropriate)," signed by the commander, or a person designated by the commander. These orders will be treated as original orders.

5. Confirmation of Messages. To reduce the length of messages relating to the transfer/ assignment of Marine Corps personnel, HQMC and commands authorized to issue orders will generally use abbreviated equivalents or acronyms for certain phrases, sentences, and groups of sentences employed. Chapter 6 of MCO P1070.12 contains authorized abbreviations and acronyms. Abbreviations/acronyms not contained therein, but which, through long usage and custom are understood by all concerned, may be used. Address message orders in abbreviated form only to military commands. The reference line in the orders will show the Date Time Group (DTG), month and year of the message. The order issuing activity will transcribe, into unabbreviated form, the entire contents of the message before delivery to the individual(s) concerned.

6. Orders Not Originated by Competent Authority. Travel orders not

originated by competent authority which are issued under unusual conditions must be approved by the CMC (MM), or such authority designated to initiate such orders. This approval is required to ensure that travel and transportation allowances at Government expense may accrue.

7. Authorization to Perform Travel at No Cost to the Government. (Refers to permissive TAD only. See MCO P4650.37 in this regard.) Commanders will not direct personnel to perform official travel without furnishing transportation or providing for reimbursement of transportation expenses. On certain occasions, however, though travel may be desirable from the Marine Corps viewpoint, it may not be sufficiently justifiable to warrant expenditure of travel funds. Under these circumstances, commanders may write an "authorization," permitting the individual addressed to travel, but at no expense to the Government for travel and/or per diem. The Marine must voluntarily accept permissive travel orders. Such authorization will contain the following statement:

"The above travel is authorized with the understanding that you will not be entitled to travel and transportation allowances at government expense in connection with these travel orders. If you do not desire to accept these orders under the above conditions, authorization for travel is revoked and these orders will be returned for cancellation."

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8. Family Member Travel. A Marine assigned to an overseas accompanied tour who is not in receipt of PCS orders may be provided transportation authorization for their family member(s) under unusual or emergency circumstances, and in certain other miscellaneous situations. The Marine and/or the family member(s) may submit the request. Orders should be issued for travel and transportation of the family member at Government expense. These orders must be approved by the Marine's commanding officer.

a. Specific authority/prerequisites are provided in the JFTR, paragraph U5240, U5243, and U5246, U5370, MCO P4650.37, and MCO P1300.8R

b. The JFTR, paragraph U5243 contains specific transportation and entitlement information for student family members. See MCO P4600.7C, paragraph 1048, for instructions on arranging the transportation.

c. When a family member who has accompanied a Marine outside CONUS requires transportation for medical care, orders should be issued for travel and transportation of the family member at Government expense. These orders must be approved by the commanding officer. See the JFTR, paragraph U5240-G, for additional requirements.

d. See the JFTR, paragraph U5240, for requirements when a family member requires transportation under unusual or emergency circumstances. MCO P7301.104, paragraph 1003.5, contains the appropriation data for authorized family member travel under unusual or emergency conditions.

e. Request for early return of family members from an overseas area must be per the JFTR, paragraph U5240-D. The request must indicate that a valid

need to return the family member exists. The problem or situation occurred after arrival at the overseas duty station and local resources (on or off base) cannot resolve the problem. Approval authority for the early return of command-sponsored dependents is delegated to Commanders of installations, mobile units, or afloat staffs provided the commander is the rank of colonel or above. CMC (MMIA) is approval authority for all other requests. Notwithstanding the above, all requests/orders from U.S. Courts for the return of family members to the U.S. shall continue to be processed per SECNAVINST 5820.9.

f. Authorization for family members to receive travel and ship HHG to a specific location if authorized by CMC (MMIA), when Marine receives an other than honorable discharge. Recommend travel orders be issued in the family member(s) name vice the Marine's name which in many cases defeats the purpose of this entitlement.

4104. CIRCUITOUS OVERSEAS TRAVEL

1. When specifically approved by the commander concerned, Marine Corps personnel may travel via a circuitous route on PCS orders to or from overseas stations and on separation/ retirement orders from overseas locations to CONUS for separation (under honorable conditions) if scheduled to arrive at the separation site in sufficient time for separation processing prior to EAS. CMC approval is no longer needed for foreign travel. Commanding officers may now make the decision. However, the overseas travel briefing is still required. Commanding officers may obtain needed information from most recent travel security advisory, local G-2, local NIS Resident Agency, or DOD Foreign Area Clearance Guide.

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2. Submit applications for approval of circuitous travel to or from an overseas station to the commander concerned, or the CMC (MMAA or MMEA, as appropriate), in sufficient time to permit approval and issuance of appropriate orders. Applications will be approved only when applicants indicate that they have:

a. sufficient funds to defray the cost of transportation between the last PDS and the place from which transoceanic transportation, at government expense, will be furnished, and

b. sufficient leave to cover the period in excess of proceed time, and the constructive traveltime, by the direct route.

3. Government transportation is considered to be available and timely to the degree directed in the orders for travel via the direct route. When circuitous travel with delay en route has been authorized, space required transportation via Air Mobility Command (AMC) flights may be furnished for all segments of the circuitous routing (refer to MCO 4650.30K, paragraph 14). Make arrangements through the local transportation officer or passenger control point (PCP), as appropriate, assigned port call and traffic management functions. In all cases involving circuitous travel, the detaching command will determine if excess cost will result, by comparing the cost of the direct route to

the cost of the segmented/circuitous route. Advise the Marine of the excess cost.

Cost computations may be included in the travel orders, or endorsement thereto, which authorize travel. If a Marine performs circuitous travel in excess of what the Government would normally expend for the ordered travel, the excess cost is incurred by the Marine. The Marine must pay any excess transportation cost (see paragraph 4104.3f). Refer to the AMC tariff for current AMC channel rates. The following are examples of cost comparisons involving circuitous travel:

a. A Marine stationed on Okinawa desires delay en route in Hawaii in connection with travel to CONUS. The cost from Okinawa to CONUS is \$460. The segmented cost would be Okinawa to Hawaii (\$396), plus the cost from Hawaii to CONUS (\$139), for a total cost of \$535. The excess cost is \$75.

b. As an option to the above examples, the Marine may travel space-available to the overseas delay point, and space-required for onward travel to the destination aerial port of debarkation (APOD). If this example is used, a Marine stationed in Okinawa with authorized delay en route in the Philippines would accrue an excess cost of \$58 since the cost from the Philippines to CONUS (\$508) is more than the entitlement from Okinawa to CONUS (\$460). A Marine using this option, in connection with delay in Hawaii, would accrue no cost since the cost of space-required transportation from Hawaii to CONUS is less than the entitlement (Okinawa to CONUS).

c. Marine Accompanied by Dependents. A Marine entitled to transoceanic travel of dependents at government expense may be accompanied by the dependents incident to circuitous travel authorization, provided the Marine pays the excess cost. If the sponsor elects to travel space-available to an overseas delay point, the dependent would also have this option.

d. Entry Requirements. Ensure that any entry requirements for the country to be entered are satisfied. These requirements vary, based on the Status of Forces Agreement (SOFA) with each country. As SOFA renegotiation often result in changes to entry requirements, the revised (passport and visa) instructions are published as Marine Corps bulletins in the 5512 series.

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These bulletins should be followed verbatim to avoid embarrassment, delay, expense, and unnecessary hardship to the Marine.

e. Excess Cost Collection Procedures. Where the cost of circuitous routing exceeds the cost of direct route travel, the excess cost will be collected by the detaching command. The excess cost must be collected in advance of travel by use of a Cash Collection Voucher (DD Form 1131) or Voucher for Disbursement and/or Collection (NAVCOMPT Form 2277) prepared by the transportation officer, per the Navy Comptroller Manual. Checkage/cost charge procedures will not be used.

4. Leave Authorizations. Foreign leave granted as circuitous travel will be authorized in travel orders, or endorsements thereto. Alternatively, it may be authorized in letter format or on a Leave Authorization, NAVMC 3. Regardless of form, leave authorizations to visit foreign countries/places should, in addition to any other instructions or information deemed appropriate, include the following:

a. Number of days leave authorized, date and hour it commences, and date, hour and place it expires.

b. List of all countries/places to be visited, and where possible, leave addresses, or points of contact in those countries/places. Also instruct the Marine to wear civilian clothes where entry requirements for the country prohibit wearing of the military uniform.

c. Applicable passport and visa requirements.

d. Instructions that civilian clothing is to be worn, except when traveling on military or military charter aircraft.

e. Reference to any required entry approval which has been obtained.

f. Reminder of the Marine's responsibility to obtain required immunizations, where applicable.

g. Reiteration of the Marine's responsibility to have sufficient funds to defray all expenses. If applicable to the completed travel, and extenuating circumstances prevail, a statement that the Marine's sponsored dependents are authorized space-available transportation on AMC flights will be included in the PCS travel orders. As an option, the Marine may obtain space-required AMC transportation at personal expense per the above regulation.

5. Commanders will indicate in orders issued, or by endorsement thereto, the type of carrier on which the Marine normally would travel via the direct route; the places between which transoceanic transportation at government expense has been arranged; and the constructive traveltime if directed transportation was used.

6. A monetary allowance or reimbursement for transoceanic travel is not authorized for:

a. any portion of travel performed by commercial means when government transportation is available for travel by the direct route,

b. travel via foreign flag carrier, and

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c. travel over a route or any portion thereof which is served by suitable government transportation, notwithstanding that commercial transportation may have been authorized for travel in whole or part via the direct route.

7. Constructive traveltime for transoceanic travel can be allowed. It must not exceed the time authorized for travel via the direct route to the United States using the directed mode. Traveltime for all land travel will be authorized for the mode used, based upon the direct route to the new PDS, or from the actual port of

entry/debarkation, whichever is less.

8. All travel and related expenses incurred while in a leave status will be paid by the Marine on a nonreimbursable basis.

4105. SIGNATURES

1. Signatures on standard letter-type orders will be as prescribed in SECNAVINST 5216.5. See paragraph 4500.2k regarding signatures on special orders.

2. Orders may be signed by the commanding officer/officer-in-charge or when authorized, by direction. This includes senior commanders and/or designated representative of the senior commander.

3. A facsimile signature stamp of a commander authorized to issue travel orders is used only for the purpose of signing original orders. Orders bearing the facsimile signature are considered competent when validated by the handwritten initials of an officer. The commander must designate, in writing and by-name, the officer(s) authorized to use the facsimile signature stamp. Retain the original of the letter authorizing the use of the facsimile signature stamp on file at the command element of the issuing command until authorization is superseded. Do not forward copies of authorization letters to HQMC. Facsimile signature stamps must be properly safeguarded and used only for the specific purpose(s) authorized. When not in use, store the facsimile signature stamp in a safe for security purposes. Do not use desks or filing cabinets for storage of this stamp. During working hours, properly safeguard the facsimile signature stamp and use it only for the purpose authorized.

4106. COUNTERSIGNING OF MOVEMENT ORDERS

1. Movement orders are issued by two methods; by-name or by-billet designation. These orders may be countersigned to constitute original PCS orders (not applicable when unit TAD is directed) when necessary.

a. Movement orders issued by-name should be countersigned by the officer to whom the orders are issued; however, when directed by competent authority a by direction signature may be authorized.

b. Movement orders issued by-billet designation should be countersigned by the officer so designated. If authorized, the orders may bear a by direction signature.

2. When the countersigning is necessary or desired, the original orders issued by competent authority must contain a statement to the effect that copies of these original orders countersigned and delivered to Marines of the command will constitute original orders for those individuals.

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3. Countersignatures will be per the instructions in SECNAVINST 5216.5.

4107. ORIGINAL ORDERS

1. Original orders will include all general requirements specified in this chapter relative to travel orders. Only one copy will be signed or facsimile initialed. Place endorsements affecting pay, mileage, transportation and travel expenses, if possible, on the face of the original order involving travel; otherwise, place such endorsements on the back of the orders. Never place such endorsements on other than the sheet which bears the signature or initialed facsimile stamp of the issuing officer.

2. Annotate only one signed copy of orders involving travel as "Original Orders" for each individual receiving such orders.

3. Original orders once receipted for by individuals become their property. Upon reporting and completion of all administrative action, the orders should be returned for the individual's retention; however, individuals should be cautioned that retention of original orders for a period of at least 6 months after settlement of travel expenses (if applicable) is desirable. If the Marine's original orders have been lost, the Marine must include a statement similar in content to the following in the REMARKS section of the travel claim and sign beneath it:

"I certify that my original orders have been lost or destroyed, that I have not submitted a prior claim, and that, if the original orders are located, I will not submit a further claim.

I further certify that I did/did not receive a travel advance in connection with these orders. (If an advance was received, the following information must be provided:

Amount _____ DOV # _____ Date _____ Where received _____)"

4. When orders are received from HQMC for personnel who have been transferred or who are erroneously listed as members of the activity, notify the CMC (MM) by message (including time of MINIMIZE) immediately, stating the circumstances.

5. Commanders issuing travel orders will direct the traveler to submit orders to the disbursing officer within 3 working days after completion of travel to settle travel expenses. Failure to do this will result in procedures being initiated to check the Marine's pay for the entire amount of the advance.

6. Commanders will notify the disbursing office when a Marine's orders have been canceled. Allow the Marine 10 calendar days from the day of cancellation to submit a claim, if required.

7. Commanders will inform the disbursing officer if a Marine does not submit a travel claim within 10 working days after reporting/returning for duty or after the Marine's orders have been canceled. The commanding officer will instruct the disbursing officer to recoup the total amount of the advance.

8. Commanders, when applicable, will direct all personnel with PCS, TDY, TAD, and TEMINS orders to report to the housing referral office as part of the

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check-in procedures prior to executing any commitment for private housing. When issuing or endorsing TAD, TEMINS, and TDY orders of personnel being directed to a DoD activity, if the statement "You are not authorized transportation of household effects or dependents' travel at government expense to your temporary duty station" has been added to the orders, the activity commander will ensure that the following is also inserted in the endorsement to the orders:

"However, if you elect to do so at your own expense, you will, before making any rental or lease agreement or purchasing a home, report to the local housing referral office that has the responsibility for providing housing referral services to the installation to which you are assigned."

4108. DATE OF DETACHMENT/REPORTING DATE

1. Date of Detachment. The date the Marine detaches the PDS is used to compute a Marine's elapsed time, unless the Marine physically departs before the date shown on the PCS orders. The earliest of these two dates is considered the date of detachment, which is a day of duty. The terms below, when used in orders, will be interpreted as indicated.

a. Hereby Detached. If possible, the commander will detach the individual within 24 hours after the orders are received. When transoceanic travel is involved, the Marine will not be detached prior to receipt of port call or instructions from the port call activity.

b. When Directed. When directed by the commander, but within 10 days after date of receipt of orders, or 10 days before or 10 days after date specified in the orders. (If overseas, as indicated above, as soon as transportation can be arranged.) On "When directed" orders which specify a date and authorize delay to count as leave, if the individual does not desire the full amount of leave authorized, the commander may delay the detachment date equivalent to the number of days not desired.

c. On or About. Within 5 days before or 5 days after date specified in the orders. (If overseas, as indicated above, as soon as transportation can be arranged.)

d. Detach on (Date) and When Directed on (Date). On definite date as shown on orders. If the actual date of departure is earlier than the date of detachment, as specified in the PCS travel orders, the orders should be modified to reflect the actual date of departure as the effective date of detachment and such date will be used for the computation of proceed, delay and travel.

e. Upon Completion of DUINS and When Directed. Within 10 days after completion of DUINS.

f. Upon Discharge from Treatment and When Directed. Within 10 days after discharge from treatment.

g. On Such Date as Commander May Designate. On a date that will allow 4 days proceed time, if applicable, plus authorized traveltime and leave in order to meet reporting date. The reporting date will always be indicated in the orders.

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h. Date Designated During a Certain Month. On any day of the specified month.

i. Upon Reporting of Your Relief (1) and Within Number of Days (2) and When Directed. When directed within the specified number of days after the reporting of the relief. "Upon reporting of your relief and when directed" means within 10 days after reporting of the relief.

2. Reporting Date. The day the Marine reports to the new PDS (or temporary duty point en route) is the reporting date. The reporting day to a new PDS is counted as a day of travel. The reporting day to a temporary duty station en route PCS is counted as a day of duty.

a. Report by 3 Jun --. Report not later than 3 Jun --. (Unless a specified time is indicated, may report prior to the date.)

b. Report on 3 Jun --. (Do not report before or later than 3 Jun--.) If reporting for temporary duty, individual may report before 3 Jun --, but the period between the date following the date of reporting and 3 Jun --, inclusive, is not considered to be "necessary temporary duty" within the meaning of the JFTR, and per diem is not payable for such period.

c. Reporting by 10 Jun -- Not Before 6 Jun --. Report not later than 2400, 10 Jun --, not earlier than 0001, 6 Jun --. If reporting for temporary duty, individual may report before 6 Jun --, but the period between the date following the date of reporting and 6 Jun --, inclusive, is not considered to be "necessary temporary duty," and per diem is not payable for such period.

NOTE: Exceptions to the restrictions in paragraphs 4108.2a and 4108.2b are appropriate and authorized when the temporary duty command certifies on the reporting endorsement that early reporting was in the best interest of the Government or caused by conditions beyond the control of the Marine. For PCS travel, Passenger Control Points (PCP's) may use a 10-day travel performance period unless personnel requirements or the CMC (MM) dictate a shorter performance period.

d. Transfer Without Delay. Report for duty within 48 hours, exclusive of traveltime, following receipt of orders.

e. Transfer Immediately. Report for duty within 12 hours, exclusive of traveltime, following receipt of orders.

3. In the case of orders affecting officers who are appointed as accountable for public property, commanders are authorized a discretionary period of 30 days after receipt of orders, after relief reports, or after the effective date prescribed in such orders, as the case may be, before effecting transfer. This 30-day period is not in addition to the 10-day period mentioned in paragraph 4108.1i. When transfer of accounts requires all or part of the discretionary period beyond 10 days, the commander will notify the CMC (MM), by message (including time of MINIMIZE) of the officer's estimated date of arrival at the new duty station, furnishing the new commander with an information copy.

4109. ENDORSEMENT ON ORDERS

1. The individual to whom orders are issued will endorse the original PCS to

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indicate the date, hour and place of receipt. Commanders will obtain a signed copy of PCS orders and retain them in the command's correspondence files per SECNAVINST 5212.5C, part III, Chapter 1, Section 1320.

2. The commander is responsible for delivering the original PCS orders to the Marine and will prescribe, by endorsement, the effective date, hour and place of receipt if such is not specifically prescribed. The delivery endorsement will indicate the authority for any increased weight allowance, the Marine's port call instructions (if applicable), leave address, and the name, address, and telephone number of the primary next of kin (if not previously listed in the basic orders). The endorsement should direct the Marine to report to the housing office at the new PDS prior to lease or purchase of a home. When dependent travel is authorized, include the name, date of birth, and relationship of all dependents in the orders. Refer to paragraph 4400.2 for additional information which may be required in the endorsement of PCS orders.

3. No reporting/detaching endorsements are required on TAD orders provided the individual's travel itinerary, dates, and modes of travel are included in the basic orders. TAD orders without reporting/detaching endorsements must be acceptable for reimbursement purposes. Refer to paragraph 4109.4 and 4110.6 for exception to the foregoing.

4. The commander who endorses TDY or TAD travel orders that direct "report not earlier than" or "report on" dates will indicate in a reporting endorsement whether the Marine reported earlier than required by basic orders. If the Marine reports prior to the "not earlier than" or "report on" date, no per diem is payable until the required reporting date, unless the commander certifies in the endorsement that any early reporting was in the best interest of the Government or

was caused by conditions beyond the control of the Marine.

5. When a Marine reports to the new command following the expiration of the authorized "report-by-date", the commander of the gaining command must include in the individuals reporting endorsement whether periods of absence are excess of authorized proceed, delay and/or traveltime are/are not excused as unavoidable. See MCO P4650.37.

6. Endorsement of orders which direct travel in or through Spain or Panama must contain the Spanish statement provided in paragraph 4409.10.

4110. MODIFICATION OF ORDERS

1. Modifications to PCS or TAD orders become part of the original orders, and as such, are prepared as original orders. Designate a copy as the original.

2. When a modification to a PCS order is received by the Marine concerned, an endorsement recording time, place, and receipt will be entered on the orders and signed by the Marine.

3. Before writing a modification of orders, it is necessary to know the contents of the original order. In referencing a message, the month and the year will be shown after the DTG. Any outstanding orders (i.e., orders which have not been fully executed) should be fully explained. If an individual has a complete set of orders (outstanding) which are not executed, or a set of orders are diverted at an intermediate station and the individual is not to

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carry out the remainder of the orders, the orders should be modified or the unexecuted portion canceled.

4. A command will not modify TAD orders issued by another command unless:

- a. prior approval is obtained from the issuing commander, or
- b. approved by the CMC, or
- c. the original issuing command is junior in the same chain of command.

5. When orders are modified verbally, written confirmation of such modification will be issued by endorsement as soon as possible (see paragraph 4103.2). The endorsement will contain specific reference to the verbal modification and will state what portion, if any, of the original orders had been executed at the time of modification.

6. Pen and ink changes may be made to dates not affecting reimbursement. Changes to reporting dates, number of days leave authorized, etc., must be made by modification or endorsement to orders, as appropriate.

7. Appropriation data provided in PCS orders which does not conform to appropriation data in MCO P7301.104 may be corrected (provided the type of travel is correct) by disbursing officers without requesting corrected data from the issuing command. Appropriation data which appears incorrect by type or travel can be modified only upon approval of the CMC (MM).

8. PCS orders may be modified only as directed or approved by the CMC (MM). Commanders of overseas units may adjust the detachment date of PCS orders for enlisted Marines and Reserve officers returning from overseas in order to authorize separation leave in conjunction with discharge/release from active duty. Refer to

MCO P1900.16. Commanders may adjust the detachment date of orders returning Marine's to CONUS for retirement in order to authorize permissive TAD (job/house search) and/or separation leave in conjunction with retirement (includes transfer to the FMCR, TDRL, and PDRL, and retirement).

9. Upon receipt of a modification of orders involving port calls, immediately notify the PCP of any action required with respect to modification or cancellation of port call arrangements. Communication with the PCP is mandatory. Do not assume that automatic action will be taken by the PCP (the PCP is only an information addressee to the cancellation or modification of the transfer directive). The communication used to effect cancellation or modification of the port call arrangement should be commensurate with the time element. Furnish the PCP copies of the document which cancels or modifies the transfer directive/travel orders. Refer to MCO 4650.30 for further details.

4111. PREPARATION AND ISSUANCE OF CANCELLATION OR REVOCATION OF ORDERS

1. Cancellation of PCS and TAD orders may only be issued by the activity that issued the original orders, or by higher authority. Cancellation of orders will be written, signed, and endorsed in the same manner as original orders. If a port call has been requested, the Marine's unit/command will notify the PCP of the cancellation/modification of travel orders. This will prevent the Marine from being reported as a no-show.

2. When orders are canceled that were never received by the individual

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concerned, the canceling directive should state that the orders were undelivered.

3. Unless specifically directed, canceled orders need not be returned to the order-writing activity.

4112. ENTITLEMENTS UNDER CANCELED, MODIFIED, OR REVOKED ORDERS. In determining entitlement of allowances for travel and transportation under PCS orders which are modified, canceled, or revoked, the orders will be considered

as effective upon receipt by the Marine, for any travel performed thereunder by the Marine and the Marine's dependent(s), or any transportation of household goods or house trailers commenced or completed thereunder, even though leave, proceed time, or TDY en route are involved.

1. Reimbursement for travel performed is prescribed in the JFTR.
2. Authorize proceed time where applicable.

4113. ABBREVIATIONS/ACRONYMS

1. Certain standard terms and phrases may be abbreviated in preparing orders in the special order and rapid communication format. Use the abbreviations/acronyms contained in the IRAM. Abbreviations/acronyms not contained in IRAM, but which through long usage and custom are understood by all concerned, may be used.

2. Abbreviated terms and phrases or acronyms should not be used for Marine Corps personnel on duty with commands outside the military service.

4114. PASSPORTS, IMMUNIZATIONS, AND MEDICAL/DENTAL SCREENING. Foreign travel under official orders (PCS, TAD, or TDY) may require passports and visas for active duty Marines and their dependents, for the dependents only, or federal civilian employees. MCO 5512.4 defines requirements by country and establish procedures for obtaining passports. Immunizations will be required as specified in BUMEDINST 6230.1. Medical and dental screening of the Marine and dependents will be done within 90 days (90 days maximum, 30 days minimum) of execution of PCS orders to overseas areas. Refer to NAVMEDCOMINST 1300.1.

4115. PETS. AMC permits the shipment of pets aboard AMC aircraft at the members expense. Pets are defined as cats and dogs (no exception) and there is a 2 pet limit per family. (A waiver to ship additional pets may be requested from HQMC LFT-2.) Pet spaces on AMC are very limited and must be identified in the port call request. Nonavailability cards for passengers will not be issued based solely on a pet request. If the pet cannot be accommodated, the passenger will be booked and the pet request will be canceled. The passenger will be responsible for arranging onward transportation of the pet. The sponsor is responsible for compliance with pet documentation, immunization, and border clearance requirements and must defray any associated costs. Pets and their containers with a combined weight of 100 pounds or more will not be accepted for shipment aboard AMC aircraft. The only exception will be in a cases when the pet was transported overseas by AMC prior to the 1 October 1993 rule change. Pets and containers that weigh in excess of 100 pounds must be shipped via commercial air as freight at members expense.

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4116. ADDRESS WHILE EN ROUTE TO NEW DUTY STATION. In executing orders issued by HQMC or other competent authority authorizing delay enroute shall include the Marine's leave address and next of kin to be notified in case of an emergency. Such orders will require the Marine to report any changes in their leave address to the gaining command.

4117. INSTRUCTIONS FOR COMPLETING DETACHING ENDORSEMENTS FOR PORT CALL PASSENGERS. MCO 4650.30 establishes the procedures for making transportation arrangements for Marine Corps-sponsored passenger traffic proceeding between CONUS and overseas areas, and within/between overseas areas. The directive containing instructions on transoceanic transportation arrangements is termed the port call. Prior to detaching personnel on PCS/TAD orders for which a port call has been issued, commands will ensure that endorsements of orders contain the following information:

1. Endorsement of Orders by Detaching Activity. Identify in the travel orders or endorsement thereto the letter, message, or telephonic instructions received in response to the port call request. In addition, the following will be identified in the travel orders or endorsement thereto:

- a. The passenger transportation procurement documents, by number.
- b. Name of the carrier and flight number or name of the ship.
- c. Name and location of the departure terminal. (See MCO 4650.30.)
- d. Time and date the passenger must report to the departure terminal (The correct reporting time, which is 1 1/2 hours prior to the scheduled flight departure time, will be shown in the port call confirmation received from the PCP. The reporting time will not be changed in any way by the detaching activity.)
- e. Air movement designator (AMD) assigned by the PCP if AMC transportation was confirmed.
- f. Customer identification code (CIC).
- g. Destination terminal.
- h. Connecting point(s), where applicable.
- i. Estimated cost of transportation.
- j. Alternate aerial port of embarkation/debarkation (APOE/APOD) for personal convenience. When the Marine selects an alternate AMC APOE/APOD for personal convenience (leave, drive privately owned vehicle (POV) to/from POV shipping port, etc.), travel orders or endorsements thereto will include the following statement:

"You selected (enter APOE/APOD) as an alternate AMC aerial port for personal convenience. Your monetary allowance in lieu of transportation (MALT) plus per diem reimbursement is from (enter old PDS to selected alternate AMC APOE or APOD to new duty station, as applicable).

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NOTE: Marine may use an alternate port only when travel to an APOE or from an

APOD will be in the direction of the new duty station.

k. Include as a reference, the area clearance/dependent entry approval authority.

2. Mandatory Statements to be Included in Orders or Endorsements. Include the following statements in all PCS orders or endorsements thereto:

a. Early Termination of Leave

"If you desire to terminate your leave prior to your port call reporting date, report to (Show the appropriate intermediate reporting activity (IRA) as provided in MCO 4650.30). Do not report to the designated air terminal more than 24 hours prior to flight departure time. Transient accommodations are limited. Per diem is not authorized for the period involved. This per diem restriction does not apply to any necessary delay beyond your scheduled departure time."

b. Failure to Comply with Port Call Instructions

"This port call constitutes a modification to your travel orders. Failure to comply with port call instructions, except for emergencies or situations beyond your control, is considered as refusal to execute travel orders and may subject you to disciplinary action. If your orders are canceled or modified while you are in a leave status, or other circumstances beyond your control prevent your from reporting for your scheduled flight, call the (Show the appropriate PCP and telephone number as published in MCO 4650.30) and advise them of the necessity to cancel or modify your port call. Identify your port call confirmation, including flight number, date, airport/terminal or departure, destination, and desired new port call date, as applicable."

NOTE: For passengers traveling from CONUS to overseas areas, identify the Los Angeles International Airport Liaison (LAX Liaison), COML 310-363-3590/1997 or DSN 833-ext, as the PCP to be contacted.

c. Wearing of Uniform on AMC Flights. You are authorized to wear appropriate civilian attire per MCO P1020.34 when traveling on AMC Cat "B" missions or commercial aircraft. You will wear an authorized travel uniform on all AMC Cat "M" military or organic aircraft.

3. Excess Baggage. When travel via air is contemplated, include the amount of excess baggage authorized. See paragraph 4400.8 for instructions on excess baggage allowances.

4. Transportation Documents. Marine's commanding officer or his representative will ensure that travelers have been provided the necessary transportation procurement documents for travel via AMC-procured categories B and M (military aircraft) and SF 1169 (U.S. Government Transportation Request) for travel via regular commercial transportation at the International GSA City Pair Fare or category Z rate. Examples of fiscal accounting data format and prepared transportation procurement documents are provided in MCO 4630.10, MCO P4600.7, and MCO 5512.4. The requirement that detaching activities ensure that travelers have been issued transportation procurement documents prior to detachment is not

satisfied by an instruction written into the travel orders

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or endorsement requiring the traveler to obtain them. The determination of issuance of transportation documents prior to detachment is part of the check-out procedure prescribed by MCO P1300.8 which must be complied with.

5. Compliance With Standard Policy for Overseas Movement of Marines (SPOMM). Ensure that checklists are completed as required by MCO P1300.8, and a copy attached to travel orders.

6. Ordering Personnel to Intermediate Reporting Activity (IRA's). Except as provided by MCO 4650.30, do not order travelers to report to IRA's unless authorized/directed by the CMC (MM), LAX Liaison, or other PCP.

7. General Transportation Information. Ensure that, upon detachment, personnel are furnished copies of General Travel Information as provided in MCO 4650.30.

4118. INSTRUCTIONS FOR PERSONNEL RETURNING TO THE UNITED STATES FROM OVERSEAS DUTY

1. Include the following information in the detaching memorandum endorsement for all personnel returning to CONUS from an overseas duty station:

- a. flight number,
- b. number of days delay authorized,
- c. number of days proceed authorized,
- d. number of days travel authorized (based upon mode of travel within CONUS),
- e. new PDS (Future Monitored Command Code (FMCC)),
- f. "Report by" date to new PDS,
- g. address and phone number while on delay, and
- h. marital status (include name and relationship of dependents if dependent travel is authorized in the orders).

2. Marine Corps personnel returning to CONUS from an overseas duty area under PCS orders which name a new PDS will not report to an IRA unless circumstances arise necessitating such action. In this event, the Marine should contact the duty officer at the activity indicated by the APOD in paragraph 4117.3. This action may avoid additional travel/delay.

3. Emergency leave personnel reporting to CONUS from overseas duty stations

within

90 days of their RTD and without a predetermined duty station are exempt from the requirement to physically report to an IRA en route to their leave address. Such personnel will contact the appropriate activity listed above via collect telephone

call or telegram upon arrival in CONUS, from either the point of entry or the leave address. (See MCO P1050.3 for specific instructions.)

4. All officers and SNCO's returning from the Pacific area for retirement, transfer to the FMCR, release to inactive duty, discharge with readjustment or

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severance pay, or reversion will report to the Commanding Officer, Separations Company (SepsCo), Headquarters Support Battalion, Marine Corps Base, Camp Pendleton, CA or such other activity authorized in their orders as issued by the CMC. Similarly, those officers and SNCO's in the previously noted categories returning to CONUS from the Atlantic area will report to the Commanding Officer, MCSFCo, Charleston, SC; the Commanding Officer, 1st MCD; or, the Commanding Officer, 4th MCD, as appropriate, for separation processing unless their orders direct separation elsewhere.

5. Overseas commands having personnel assigned to an accompanied/unaccompanied/dependent restricted tour as described by MCO P1300.8 must include the following paragraph in the detaching endorsement:

"The Marine(s) identified above was/were assigned to and has/have completed an accompanied/unaccompanied/dependent restricted tour which will change the Overseas

Control Date upon arrival back in CONUS per MCO P1300.8."

4119. DISLOCATION ALLOWANCE

1. The purpose of dislocation allowance (DLA) is to partially reimburse a member with or without dependents for the expenses incurred in relocating his or her household. This allowance is in addition to all other allowances authorized and may be paid in advance.

2. A Marine with dependents is entitled to a DLA:

a. When dependents relocate their household in connection with a PCS, in the case of an evacuation and as otherwise authorized.

b. When a Marine married to another service member incident to a PCS, disestablished a household at one PDS and established a household at a new PDS where government quarters are not assigned.

c. Temporary occupancy of Government quarters upon arrival at a new PDS does not preclude entitlement to a DLA if the period of occupancy is 60 days or less. In justifiable cases, a longer period of not to exceed an additional 60 days may be authorized or approved by the member's commanding officer, if the request for extension includes the specific reason for the request for extension.

d. Actual transportation of dependents at Government expense is not a prerequisite to DLA of a member with dependents.

3. Definition as pertaining to DLA means:

a. Marine is considered to be a member with dependents when:

(1) The Marine has dependents entitled to travel and transportation allowances on the effective date of the PCS orders.

(2) A Marine whose spouse is a dependent on the effective date of PCS orders is considered to be a dependent, even if the spouse was a former member and received travel and transportation allowances in their own right upon separation.

b. A Marine is considered to be a member without dependents when on the effective date of orders the member:

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(1) Has no dependents.

(2) Is not entitled to travel and transportation allowances for travel of dependents under par. U5203-B, JFTR in connection with PCS Orders, i.e. cadets and midshipmen, members assigned to a school or installation as a student (less than 20 weeks duration), when the spouse is a member on active duty on the effective date of orders.

(3) Has dependents entitled to travel and transportation allowances but the dependents do not relocate in connection with a PCS.

4. There are a number of other situations in which members may or may not be entitled to DLA, i.e., Member's Old and New PDS's in proximity to each other or Member reassigned between activities at same PDS; PCS not in proximity of each other; Transfer to Hospital in CONUS from Outside CONUS/Transfer to Hospital in CONUS from inside CONUS; Interservice Transfer, etc. (See Chap. 5, Part G, JFTR for additional categories.)

4120. FISCAL YEAR LIMITATION ON PAYMENT OF DISLOCATION ALLOWANCE

1. Whenever a Marine with or without dependents is ordered to make more than one PCS move during any FY, a finding must be made to the SecNav that the needs of the Marine Corps required such a change of station. Obtain the required finding related to the PCS orders transferring the Marine, where possible, prior to a move which will entitle the Marine to a second or subsequent DLA. Authority for the payment of such DLA's results from the finding. When determining the FY in which entitlement to a DLA occurs, the date of the member's departure (detachment) from

the old PDS in compliance with the PCS orders will govern. A finding is not required when:

a. A second or subsequent PCS for Marines ordered to, from, or between courses of instruction at an installation of the Uniformed Services of the United States, or conducted by, controlled and managed by, one or more of the Uniformed Services of the United States at a civilian educational institution, or elsewhere.

b. The SecNav determines the exigencies of the Service required more than one such change of station during the current FY.

c. PCS orders are amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from their place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually complete a move to the new location and those PCS orders are subsequently amended, modified, canceled or revoked to direct the member to either return to the old PDS or travel to a new PDS, then a DLA is payable in connection with both moves. No more than two DLA's are authorized by this situation.

d. Command sponsored dependents are relocated to a designated place incident to an evacuation.

e. Movement of a member's household is made in conjunction with a national emergency or in time of war.

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f. Movement of a member/dependent(s) household is made in connection with the closure or realignment of a military installation.

2. The CMC (Code MM) will request a finding from the SecNav in all instances when the PCS of a unit, group or categories of personnel are to be made, and individual findings would be impracticable. Examples of such cases are:

a. Change in location of an organization, regardless of whether or not individual orders are issued.

b. Disestablishment of an organization, resulting in relocation of personnel, for which orders to officers and enlisted are required.

Submit the following information at least 45 days in advance of the necessary detachment date:

(1) Enlisted Personnel

(a) Total enlisted personnel on board on the effective detachment date

that will require a change of station.

(b) Number of enlisted personnel entitled to movement of dependents incident to the change of station.

(2) Officers

(a) Full name, grade, and SSN of all officers requiring a change of station.

(b) Full name, grade, and SSN of all officers for whom a SecNav finding is required.

3. Commanders will withhold execution of any orders, regardless of the issuing authority, that would entitle an individual to a second or subsequent DLA in any one FY unless a prior finding is indicated in the orders. When such circumstances occur, the commander will immediately notify the CMC (MM) of the particulars.

4121. ILLUSTRATION OF ORDER FORMS

1. Figures within this chapter contain illustrations of various forms of orders. Figures are as follows:

Figure 4-1 Sample Letter-Type Permanent Change of Station Orders (CONUS to Overseas)

Figure 4-2 Sample Letter-Type Permanent Change of Station Orders (CONUS to CONUS)

Figure 4-3 Sample Message-Type Permanent Change of Station Orders

Figure 4-4 Sample Marine Corps Special Order

Figure 4-5 Sample Organizational Special Order

Figure 4-6 Sample Automated Order Writing Process (AOWP) Orders

Figure 4-7 Sample AOWP Orders (CONUS to Overseas) with Intermediate and Detaching Unit Endorsements

Figure 4-8 Sample AOWP Orders (Overseas to CONUS) with Intermediate and Detaching Unit Endorsements

Figure 4-9 Sample PCS/TEMINS/Completion of Recruiters School Orders with Endorsements

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Figure 4-10 Sample PCAO/TEMINS DI School Orders

Figure 4-11 Sample Letter-Type Permanent Change of Station Orders (Group Travel)

Figure 4-12 Sample Letter-Type Temporary Additional Duty Orders (Group Travel)

Figure 4-13 Sample Temporary Additional Duty Orders to Participate in Olympic Games

Figure 4-14 Sample Confirmation of Temporary Additional Duty Orders

Figure 4-15 Sample Authorization for Temporary Additional Duty (Permissive)

Figure 4-16 Sample Temporary Additional Duty Orders Directing Overseas Travel

Figure 4-17 Sample Temporary Additional Duty Under Instruction Orders with Reporting/Detaching Endorsements

Figure 4-18 Sample Information Required for Requesting Dependent Entry Approval/Area Clearance

Figure 4-19 Sample Repeated Travel Orders

Figure 4-20 Sample NATO Travel Orders

Figure 4-21 Sample Orders for Leave Awaiting Separation

Figure 4-22 Sample Orders for Military Travel of Dependent in a Student Status

Figure 4-23 Sample Movement/Temporary Duty Orders (Unit Deployment Program)

Figure 4-24 Sample Movement Orders with Endorsement

Figure 4-25 Sample Active Duty for Training Orders (Reserve Establishment)

Figure 4-26 Sample Active Duty for Special Work Orders (Reserve Establishment)

Figure 4-27 Sample Letter-Type SMCR Interunit Transfer Orders

Figure 4-28 Sample Letter-Type Transfer Orders from the SMCR to the IRR

Figure 4-29 Sample Letter-Type Temporary Additional Duty Orders (TADO) in Connection with Emergency Leave (Overseas to CONUS)

2. Each figure is prepared to cover a specific situation. Do not use the figures as a rigid example when preparing orders. In letter-type orders, additional paragraphs may or may not be required to give adequate instructions to the traveler. In special orders, the format will be constant as it is consistently paragraphed and columnized. Content of this type of orders will always be prepared

horizontally (landscape) on 8-1/2 by 11-inch paper. In this regard, figures 4-4 and 4-5 are sample special orders showing formatting requirements by specific paragraph numbers, for PCS/TAD orders and other occurrences which are required.

3. Appropriation data in the illustrations are shown as examples only and will not

be used in any orders issued. Current appropriation data is in MCO P7301.104.

For personnel who are frocked to the next higher grade, but not yet promoted, show the individual's current pay grade after the appropriation data in the same paragraph.

4122. INFORMATION REQUIRED FOR REQUESTING DEPENDENT ENTRY APPROVAL AND AREA CLEARANCE

1. At a minimum, commanders will furnish information required by figure 4-18 when requesting, from the cognizant commander, dependent entry approval and/or area clearance for Marines.

2. Specific information pertaining to area clearance may be found in

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NAVMILPERSCOMINST 4650.2. Dependent entry approval and/or area clearance is required for the areas/commands indicated in the following list. For those locations not listed below refer to Appendix D to Chapter 2 of NAVMILPERSCOMINST 4650.2A. Submission and information addressees should be verified with the USN PLAD 1 prior to preparation of the request. For those areas that indicate entry approval is not required, it is the detaching command's responsibility to advise members as to the requirement for command sponsorship of dependents per OPNAVINST 1300.14A.

3. Foreign travel in a TAD status may require a request for area clearance.

Refer
to OPNAVINST 4650.11 and paragraph 4402.3.

LIST OF AREAS REQUIRING ENTRY APPROVAL

AREA/COMMAND	SUBMIT MESSAGE REQUEST TO	INFO COPY TO NEW DUTY STATION AND
Alaska		
Adak	NAS ADAK AK	
Anchorage	Activity to which ordered	
Bari	Activity to which ordered	
Arab Republic of Egypt	Activity to which ordered	
Australia		
Exmouth	NAVCOMMSTA HAROLD E HOLT EXMOUTH AS	PERSUPP DET H E HOLT EXMOUTH AS
Sidney	USDAO CANBERRA AS	COMNAVMARIANAS GQ
Other	USDAO CANBERRA AS	COMNAVMARIANAS GQ
Belgium	Not required	
Bermuda	NAS BERMUDA	PERSUPP DET BERMUDA
British Isles		
England		
Mildenhall	NAF MILDENHALL UK	MCSFCO LONDON UK
St. Mawgan	NAVWPNSFAC ST MAWGAN UK	
Other	Not required except Silk Purse Control Group (SPCG) to 513CSG RAF MILDENHALL	
Scotland		
Edzell	NAVSECGRUACT EDZELL UK	Note 1
Fife	NAVSUPPACT HOLY LOCH UK	
Glen Douglas	OMAG DET FOUR GLEN DOUGLAS UK	
Greenock	Not required	
Holy Loch	NAVSUPPACT HOLY LOCH UK	
Machrihanish	NAVWPNSFAC DET MACHRIHANISH UK	
Thurso	NAVCOMMSTA THURSO UK	
Wales	Not required	

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AREA/COMMAND	SUBMIT MESSAGE REQUEST TO	INFO COPY TO NEW DUTY STATION AND
Canada, Argentinia	NAVFAC ARGENTIA CAN ARGENTIA CAN	PERSUPP DET

Cuba, Guantanamo Bay	COMNAVBASE GUANTANAMO BAY CU	PERSUPP DET GUANTANAMO BAY, CU MRBKS, GUANTANAMO BAY CU or Note 1
Diego Garcia	NAVSUPPFAC DIEGO GARCIA	
France	Dependent travel to France is not authorized except for: (1) MAAG personnel (2) ATTACHE personnel (See note 2) (3) Department of State Guard personnel, French Institute of Higher Learning, and staff members of the Advisory Group for Aerospace R&D. Entry approval is not required for duty listed in (1) above.	
Germany		
Augsburg Berlin/Frankfurt/ Munich Bremerhaven Stuttgart	NAVSECGRUACT AUGSBURG GM Activity to which ordered MSCO NOREUR BREMERHAVEN GM HQ MarForEur Boeblingen GE//G-1// NOTE: Dependent entry approval not required for Stuttgart for E-9 or O-6 and above personnel assigned to	MCSFCO LONDON UK USCINCEUR VAIHINGEN GE// ECJ1// Note: Applies only for HQ US European Command
Hawaii	Not required except for Barking Sands, HI. Submit request to: PACMISRANFAC HAWAREA BARKING SANDS HI	
Hong Kong, China	USDLO HONG KONG Entry approval not required for personnel assigned to the U.S. Defense Liaison Office, Regional Marine Security Office, Naval Purchasing Department, and Fleet Post Office 96659.	
Iceland	NAS KEFLAVIK IC	PERSUPP DET KEFLAVIK IC

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AREA/COMMAND	SUBMIT MESSAGE REQUEST TO	INFO COPY TO NEW DUTY STATION AND
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Italy

Gaeta NAVSUPPACT NAPLES DET GAETA IT COMSIXTH FLT
COMFAIRMED NAPLES IT
NAVSUPPACT NAPLES

San Vito NAVSECGRUACT SAN VITO IT

Sardinia NAVSUPPO LA MADDALENA IT COMFAIRMED NAPLES IT
COMSUBGRU EIGHT

Japan

Atsugi/Kami Seya/
Totsuka PERSUPP DET ATSUGI JA PERSUPPACT FE
YOKOSUKA JA

Misawa PERSUPP DET MISAWA JA PERSUPPACT FE
YOKOSUKA JA

Iwakuni MCAS IWAKUNI JA PERSUPPACT FE
YOKOSUKA JA

Camp Butler/All Marine CG MCB CAMP BUTLER JA PERSUPP DET
Corps Installations/ OKINAWA KADENA JA
on Okinawa (Note 3) (Only for Navy
Personnel
Assigned to USMC Units)

Sasebo PERSUPP DET SASEBO JA PERSUPPACT FE
YOKOSUKA JA

Yokosuka/Yokohama/
Tokyo/Yokota and
all others PERSUPP DET YOKOSUKA JA PERSUPPACT FE
YOKOSUKA JA

Korea COMUSMARFORK SEOUL KOR

Marine Security Guard Note 4

Morocco MUSLO RABAT MO

Okinawa (See Japan)

Panama, Republic of NAVSTA PANAMA CANAL RODMAN PM CINCLANTFLT DETSO
PERSUPP DET
PANAMA RODMAN PM
NAVPTO CHARLESTON SC

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AREA/COMMAND SUBMIT MESSAGE REQUEST TO

INFO COPY TO NEW
DUTY STATION AND

Galeta Island	NAVSECGRUACT GALETA ISLAND PM	Note 1
Puerto Rico		
COMNAVFORCARIB	NAVSTA ROOSEVELT ROADS RQ	
COMNAVBASE ROOS	NAVSTA ROOSEVELT ROADS RQ	
RDS		
USCOMSOLANT	NAVSTA ROOSEVELT ROADS RQ	
NAVCOMSTA	NAVSTA ROOSEVELT ROADS RQ	PERSUPP DET
PUERTO RICO		ROOSEVELT ROADS RQ
NAVSECGRUACT	PERSUPP DET SABANA SECA RQ	SABANA SECA
Republic of China	Activity to which ordered	
Saudi Arabia	CHUSMTM RIYADH SA	CHNAVSECMTM RIYADH SA HQUSMTM RIYADH SA
Singapore	USDAO SINGAPORE SN	USNAVVOFF SINGAPORE
Spain		
Madrid	CHNAVSECMAAG SPAIN MADRID SP	
MARSPTBN Billets	NAVSECGRUACT at the installation to which ordered	MARSPTBN WASHINGTON DC and Note 1

NOTE 1: CO BRAVO, CO DELTA, CO ECHO, DET ONE CO ECHO, CO FOXTROT, CO INDIA, CO LIMA, MARSPTBN, as appropriate (see USN PLAD 1 for complete addresses).

NOTE 2: Entry approval for dependent travel of ATTACHE personnel is not required.

NOTE 3: Includes all tenant commands and Navy personnel assigned to Marine Corps units. Includes III MEF, 1st MAW, 3d MarDiv, 3d FSSG, 3d SRIG, and MCAS, Futenma.

NOTE 4: ALPHACO, BRAVOCO, CHARLIECO, DELTACO, MSG BN_____, as appropriate.

4123. INVITATIONAL TRAVEL

1. Invitational travel orders are published for travel of: Individuals who are not employees of the Federal Government as described in Joint Travel Regulations (JTR), Volume 2, paragraph C6000; Marine Corps Junior Reserve Officers Training Corps (MCJROTC) instructors, when they travel in connection with official MCJROTC matters, when authorized by the Commanding Officer, Marine Corps District, and orders must indicate travel is not considered active duty; family members of seriously injured or ill, or deceased Marines as approved by the CMC (MH); former prisoners of war; immediate family members of Marine exhibiting symptoms associated with Persian Gulf Illness (PGI) in order to be evaluated at a Medical Treatment Facility (MTF).

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2. Order format and entitlements are in the JTR, Vol 2, Chapter 6, Part A and ALMAR 354-94.

4124. CIVILIAN TRAVEL. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, and DD Form 1614, Request and Authorization for DoD Civilian Permanent Duty Travel, are used for DoD civilian personnel travel. In rare cases where it is not practical to use printed forms, you may compose orders. Detailed instructions for completing these forms are in the JTR, Chapter 3, part D.

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CHAPTER 4

TRAVEL OF MARINE CORPS PERSONNEL AND DEPENDENTS

SECTION 2: TRAVELTIME AND MODES OF TRAVEL IN EXECUTION
OF TRAVEL ORDERS

4200. TRAVELTIME IN EXECUTION OF PCS TRAVEL ORDERS

1. This paragraph prescribes the method necessary for the order-writing activities to determine the constructive traveltime for land travel. Based on the mode of travel authorized, the orders will indicate the maximum traveltime allowed based on the constructive traveltime computation. Per MCO P4650.37, the servicing finance (disbursing) office at the Marine's new PDS will compute and report elapsed time into the MCTFS.

2. The following definitions describe the terms and different types of traveltime used in this paragraph:

a. Circuitous Travel. Travel via a route other than the most direct one that would normally be prescribed by a transportation officer between the places involved.

b. Commercial Transportation. Travel performed on a common carrier.

(1) Commercial surface transportation - bus (CB), railroad (CR).

(2) Commercial air transportation (CP).

c. Common Carrier. Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority (includes bus, ship, railroad, or airplane).

d. Delay En Route. That portion of the period spent between duty stations not otherwise authorized as proceed and/or traveltime. It is chargeable as leave.

e. Effective Date of PCS Orders. For Marines being separated or retired, the effective date for determining the entitlement to travel and transportation allowances (authorized weight of household goods, eligibility for travel of dependents, etc.) is the last day of active duty. This does not apply to reservists being separated and recalled retired Marines who continue in an active duty status during the time allowed for return travel home. For those Marines, and Marines other than those being separated or retired, it is the date a Marine is required to begin travel from the old PDS, the Marine's home or place from which called (or ordered) to active duty, the last TDY station, or the designated place, whichever applies, in order to arrive at the new PDS, home, or place from which called (or ordered) to active duty, on the date authorized by the mode of transportation authorized and/or used. The following are examples of computing the effective date of orders: (See the JFTR, Appendix A.)

Example 1: Marine ordered to make a PCS is required to report to the new PDS on 10 June. The Marine travels by privately owned conveyance (POC) and is authorized 7 days travel time.

Authorized and actual reporting date.....	10 June
Less 7 days travel time actually used	3 June
Add 1 day.....	4 June
Effective date of PCS orders.....	4 June

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Example 2: Marine ordered to make a PCS is required to report to the new PDS on 10 June. The Marine anticipates that the official distance of 2100 miles will be traveled by POC. The Marine changes plans and travels by air. The Marine reports in on 9 June.

Authorized reporting date.....	10 June
Actual reporting date.....	9 June
Less 1 day travel time.....	8 June
Add 1 day.....	9 June
Effective date of PCS orders.....	9 June

f. Elapsed Time. The time spent between date of transfer/detachment or date of actual departure if such date is earlier than the date of detachment as specified in the travel orders, (which is a day of duty) and date of joining (which is a day of duty) incident to PCS. (Elapsed time is accounted for as proceed, delay, and traveltime, as applicable.)

g. Government Conveyance. Any means of transportation owned, leased, or chartered by the government, including aircraft on loan to or owned by an aero club. (See JFTR and MCO P1070.16 as pertains to Aero Club aircraft.)

h. Government Transportation Request or Government Contracted Travel. A document (SF 1169) issued by the Government to procure transportation facilities at no expense to the Marine.

i. Land Travel. All travel other than that included in the definition of transoceanic travel. Land travel may be performed by bus, rail, air, or POC.

j. Mixed Modes. Transportation involving use of privately owned vehicle (POV), Government conveyance, and common carrier.

k. Official Distance. The distance between points of travel as shown in the Official table of Distances (OTD) (NAVSO P2471 and NAVSO P2472) and Standard Highway Mileage Guide.

l. POC. Unless otherwise qualified, any mode of transportation (other than government conveyance or common carrier) actually used for the movement of persons from place to place.

m. POV. A POV is a motor vehicle that is owned by the member, dependent of the member, and is for the personal use of the member or the member's dependents that:

- (1) is self-propelled;
- (2) is licensed to travel overland on the public highways;
- (3) has four or more wheels, and
- (4) is designed to carry passengers or property.

It also means, at the Marine's option, a motorcycle or moped if the Marine does not ship a vehicle with four or more wheels on the same set of orders.

NOTE: In the case of long-term leased vehicles, the Marine must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized

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destination, as applicable. All requirements stated in the lease are the responsibility of the Marine.

n. Proceed Time. A period of authorized absence not chargeable as leave or traveltime. It may be authorized as a delay in the execution of PCS orders to enable the Marine to attend to personal matters.

o. Transoceanic Travel. All travel which, if performed by surface means of commercial transportation over a usually traveled route, would require the use of oceangoing vessels.

p. Traveltime. Traveltime is in addition to the allowed proceed time and is counted in whole days.

(1) Allowable Traveltime (Entitled). The number of days allowed for official travel will be determined after travel has been completed. Factors for determining allowable traveltime are the reporting dates at duty stations and mode(s) of transportation used as furnished by the Marine and/or shown on the travel voucher. Allowable traveltime for land travel is the constructive traveltime, not to exceed that which would have been allowed had travel been performed entirely by POC. When travel is performed by mixed modes, the actual traveltime will be used, not to exceed the maximum allowable traveltime.

Example: The official distance is 2700 miles. The Marine is detached on 1 October and reported on 19 October with all travel being performed by POC. The maximum allowable traveltime is 8 days, but the travel itinerary reflects that travel was actually performed by the Marine in only 5 days. The Marine is authorized 8 days as allowable traveltime.

(2) Constructive Traveltime for Land Travel. The time determined necessary to complete travel between two points of duty via a usually traveled route. It is constructed on distance rather than time or schedules.

(3) Authorized Traveltime in Orders. The maximum time that may be used for travel between duty stations as determined in advance for a specific mode and shown in the travel orders. For land travel, the mode of transportation actually used in travel can result in a lesser number of days of allowable traveltime. The traveltime authorized in the orders will not always coincide with the allowable traveltime for the modes of transportation used.

(4) Elapsed Time Less Than Maximum Allowable Traveltime. In all cases when the total elapsed time from the date of detachment through the date of reporting is less than the maximum allowable traveltime, the elapsed time used will be the allowable traveltime.

Example: The official distance is 1500 miles. The Marine detached 1 October and reported 3 October with all travel being performed by POC. Maximum allowable traveltime is 4 days, however, total elapsed time is 2 days (date of detachment is a day of duty). The Marine is authorized 2 days traveltime.

3. Travel Directed by Government Conveyance and/or Transportation Request (GTR) (Air, Bus, Rail, or Water). Traveltime for travel performed by government conveyance (except government automobile) or by common carrier procured by a GTR (space available transportation excluded) will be the actual time necessary to perform the travel over the direct route including necessary

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delays incident to the mode of transportation. When all or part of the PCS (land travel) is performed by government conveyance (except government automobile) and/or by GTR not specifically directed in the orders, traveltime will be computed in the same manner as that for commercial transportation and/or mixed modes. Traveltime for travel by government automobile will be allowed for the actual time necessary to perform the travel over the direct route, including necessary delays or as would be allowed were the Marine accomplishing the required travel by authorized POC, whichever results in the lesser amount.

4. Transoceanic Traveltime. Generally, PCS travel to or from overseas is performed in a duty status by government-furnished transportation. When this is the case, the allowable traveltime for transoceanic travel performed by aircraft or vessel will be the actual time required to perform such travel by the normal direct routing, including necessary delays at ports of embarkation and debarkation. When the Marine travels by a circuitous route or by a schedule other than that provided by a transportation officer, the provisions of paragraph 4104 apply.

5. Insufficient Time to Accomplish Required Travel. Should a traveler state, upon reporting, that the allowable traveltime was insufficient to accomplish the required travel, additional time will be allowed upon verification of the travel schedule involved. Delay caused by mere inconvenience or personal desires does not extend the date the Marine is due to report.

6. Allowable Traveltime. The allowable traveltime is the number of days the Marine is entitled to have counted as traveltime when the travel orders and voucher are settled after the travel has been performed.

7. Constructive Traveltime for Land Travel. Computation of constructive traveltime is a step in the process of determining allowable traveltime. A constructive traveltime computation is made for travel performed entirely by POV, entirely by common carrier (CB, CR, CP) at personal expense or by mixed modes of transportation, over a direct or circuitous route. Rules and procedures to determine constructive traveltime are:

a. Constructive traveltime is computed in the order of POV, commercial surface (bus or rail), and commercial air (CP), without regard to sequence of travel. The distance traveled by each mode will be the distance between the points shown on the Marine's itinerary as derived from the OTD and Standard Highway Mileage Guide. It will be computed only for that portion of the actual distance traveled that is not in excess of the official distance between the ordered points of travel.

(1) Travel by Privately Owned Vehicle (POV). Traveltime computation for POV is based on 1 day for each 350 miles; for any fraction of 350 miles in excess of 51 miles, grant 1 day traveltime (i.e., 350 miles = 1 day; 400 miles = 1 day; 401 miles = 2 days).

(2) Commercial Transportation. Traveltime computation for commercial transportation is based on 1 day travel for each 18 hours of traveltime; for any fraction of 18 hours, grant 1 day traveltime (i.e., 17.3 hours = 1 day; 49.5 hours = 3 days).

(a) Commercial Surface Transportation (Bus or Rail). Traveltime in hours when using commercial surface transportation is based on 1 hour for

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each 40 miles of travel, computed to 1 decimal point (i.e., 574 miles divided by 40 = 14.4 hours).

(b) Commercial Air Transportation. Traveltime in hours when using commercial air transportation is based on 1 hour for each 500 miles of travel, computed to 1 decimal point (i.e., 2,079 miles divided by 500 = 4.2 hours).

(3) The total constructive traveltime is the sum of any POV traveltime in days plus any commercial traveltime in days.

(4) Regardless of the modes of transportation used, only 1 day of travel will be allowed if the official distance between points of duty is less than 401 miles.

b. See table 4-1 concerning maximum PCS allowable traveltime/leave for travel by mixed modes.

8. Steps for Computation of Constructive Traveltime for Land Travel. Use the following steps for computing constructive traveltime:

a. Determine the official distance of the ordered travel from the OTD or Standard Highway Mileage Guide.

b. Compute traveltime in days for the total distance traveled by POV, not to exceed the official distance of the ordered travel. If the POV distance is less than the official distance, deduct POV distance from the official distance of ordered travel. If more than one segment of travel was performed by POV, determine the distance for each segment and total. If the total distance traveled by POV equals or exceeds the official distance of the ordered travel, no other mode may be considered.

c. Determine the traveltime in hours for the total distance traveled by commercial surface transportation (bus or rail), not to exceed the remaining

distance of the ordered travel. If commercial surface distance is less than the remaining distance, then deduct surface distance from the remaining official distance.

d. Determine the traveltime in hours for the total distance traveled by commercial air, not to exceed the remaining balance of the official distance.

e. Add together the number of hours determined for commercial surface transportation and the number of hours for commercial air transportation.

f. Compute the traveltime in days for commercial transportation by dividing the total number of hours (determined in step e) by 18 as prescribed by paragraph 4200.7a(2).

g. Add together the traveltime computed for POV travel (step b) and the traveltime computed for commercial transportation (step f).

h. The constructive traveltime is the sum of POV traveltime in days plus commercial traveltime in days, not to exceed the maximum allowable traveltime for the modes of transportation used.

9. Regulations Governing PCS Travel

a. When TDY is directed en route, compute each leg of travel separately.

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b. Marines may not be prohibited from traveling by POC except in cases of group travel, where regulations otherwise provide for reservists, or unless travel by a faster mode is necessary because of the urgent needs of the service.

c. Traveltime will not be allowed on transfer between commands located within the corporate limits of the same city or town, the same station, or between ships with the same homeport when ships are physically located at the same homeport.

10. Examples are provided in MCO P4650.37 to assist with the computation of constructive traveltime and actual traveltime, and the determination of the allowable traveltime.

11. Traveltime on TAD Orders. When orders specifically direct travel by government or commercial aircraft, compute traveltime as follows:

a. Count traveltime in whole days (periods of 24 hours) based on time of departure as shown by endorsement on orders. Fractional parts of 24 hours are counted as whole days.

b. Travel by direct through routes, using the first available connection at points of change, will be required and expected, depending on the class of priority (if any) authorized by the orders.

c. Prevailing schedules of government and commercial aircraft generally

require less than 24 hours between all points in the United States. Accordingly, only 1 day traveltime by air will be allowed. Exceptions will be shown by endorsement on orders that time in excess of 24 hours, exclusive of any personal preference or convenience, was actually required, with the reasons for longer time being specifically stated.

12. Traveltime Authorized in Orders is Not Necessarily the Traveltime to Which the Marine is Entitled. Subject to any limitations prescribed in this chapter or by other authority, entitlement depends on modes actually used. Marines are authorized traveltime in their orders, based upon the mode of travel specified.

If a Marine travels by a faster means and reports to the new PDS by the date specified in the orders or later, compute the elapsed time per chapter 10 of MCO P4650.37C.

13. Travel and Transportation in Conjunction With Ordinary Annual Leave. No traveltime will be granted in conjunction with ordinary annual leave. In the case of delay to count as leave in connection with PCS orders, the traveltime involved is related to the change of station and not the leave. Transportation costs and expenses for ordinary annual leave are not payable by the Government.

14. Travel and Transportation in Conjunction With Emergency Leave

a. Marine Serving on Permanent Duty Outside CONUS. Transportation for emergency leave from overseas areas to the U.S. or its possessions is authorized at Government expense and the attendant traveltime is not chargeable against the Marine's leave account. Within the U.S. and its possessions, transportation costs from the authorized international commercial (commercial air used) or AMC terminal nearest the leave location are borne by the Marine and traveltime is chargeable as part of the authorized emergency leave period. When transportation is provided at government expense, the

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appropriation chargeable will be that which supports the TAD travel of the command to which the Marine is joined. The following instructions apply to the provisions of transportation at Government expense.

(1) AMC Transportation. Space-required priority 1 shall be authorized for emergency leave via DOD-owned or controlled transportation. Use AMC transportation to the maximum extent possible. Priority 3 applies for return transportation.

(2) Commercial Air Transportation. Government-procured commercial air transportation may be authorized for overseas portion of the travel only when it

is determined that AMC space-required transportation is not reasonably available. Marines and their dependents authorized commercial transportation must be advised not to make their own reservations. Authorization of commercial transportation for emergency leave is contingent upon nonavailability of government air as determined by the PCP. When authorized, the lowest available fare (GSA City Pair Fares or category Z discount fares), but not military furlough fares will be procured.

(3) TAD Orders. TAD orders are required for personnel granted emergency leave involving funded travel. Such orders will direct the Marine:

(a) To report to a specific transportation terminal for government transportation on a space-required basis or for commercial transportation as scheduled by the PCP.

(b) Emergency leave travelers arriving at the Los Angeles APOD shall be instructed to contact the Marine Corps Liaison for assistance in arranging follow-on transportation and return transportation as needed. The Marine Corps Liaison is located in Terminal 2 (Northwest Terminal), Arrival Level, Suite 1018A. If not arriving at the Los Angeles APOD, contact the Marine Corps Liaison immediately upon arrival at your destination by phone, DSN: 833-1997/3590 or Commercial (310) 363-1997/3590, to pass arrival information, begin emergency leave and arrange for return transportation, if applicable. The Marine Corps Liaison's hours of operation are from 0700-2300, seven days a week.

(c) The Los Angeles Airport Marine Liaison is responsible for providing return transportation for all overseas personnel on emergency leave when round trip transportation was not provided prior to commencing emergency leave. Additionally, the Marine Liaison will arrange leave dates if not previously accomplished at the APOD.

(d) Overseas activities issuing emergency leave orders for travel to CONUS shall notify the Marine Corps Liaison by message of the pending arrival of each emergency leave member. Overseas activities should refer to MCO 4560.30K (Transportation Portcall Order) when requesting return transportation for their personnel on emergency leave. Ensure the message contains full identifying information, emergency leave address, telephone number, number of days granted and appropriation data for each individual. Marines and command sponsored dependents shall be instructed to call the Los Angeles Marine Corps Liaison as soon as they arrive at the destination. Emergency leave travelers arriving at the Los Angeles APOD shall be instructed to contact the Marine Liaison for assistance in arranging follow-on transportation and return transportation as needed.

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(e) Los Angeles Liaison mailing/message information:

- 1 MSG PLAD: MARLNO LAAFS CA
- 2 Address: United States Marine Corps
Marine Liaison
Los Angeles International Airport
200 Worldway Suite 1018A
Los Angeles, CA 90045-5810

b. Marines Serving on Permanent Duty Inside CONUS with Domicile Outside CONUS.

For a member serving on permanent duty in CONUS, whose domicile is outside CONUS, the cost of commercial transportation authorized or approved will not exceed the cost of Government procured commercial air travel from the authorized originating location, the international airport(s) nearest the Marine's PDS or location when notified of the personal emergency. The authorized destination points an international airport in a non-foreign OCONUS area or any other OCONUS location, as determined by the Secretarial process. Return travel is authorized from the international airport outside CONUS at which the Marine arrived at government expense to either the international airport in CONUS or from which the member departed or the international airport nearest the Marine's PDS.

4201. TRAVEL BETWEEN PORTS

1. If orders direct a Marine to proceed from one port to another via government transportation, but the Marine is later authorized to proceed by some other means of transportation and/or route, at no expense to the Government, any saving in traveltime resulting from the choice of transportation is not charged against the Marine as leave. The orders issued should contain the proposed itinerary and government transportation that would have been used in each case. The Marine can use this time as desired, but must report to the new duty station on or before the date specified in the orders. If orders do not so specify, the reporting date is considered to be the date that would have resulted if traveltime were scheduled for the mode of government transportation provided. Though unforeseen delays may occur that place government transportation behind schedule, the Marine traveling by other transportation is not permitted to increase traveltime by including the delays.

2. Marines electing to travel by commercial vessel for their own convenience will be allowed constructive traveltime for the mode contemplated by the orders. Time consumed in excess of such traveltime, less authorized proceed time, will be charged as leave.

4202. TRAVELTIME WHEN ORDERS ARE CANCELED, REVOKED, OR MODIFIED

1. When PCS orders are canceled or revoked, traveltime will be allowed for the mode(s) of transportation used for the round trip official distance from the old PDS to the point where canceled orders are received. This allowed traveltime must not exceed the distance from the old PDS to the contemplated new PDS and return.

2. When PCS orders are modified to name a new PDS, traveltime will be allowed for the distance traveled from the former duty station to the point en route

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(including leave point, if applicable) at which notification of the change was received, and thence to the newly designated PDS. Traveltime allowed will not exceed that authorized for the distance from the detaching command to the last named duty station via the PDS designated in the original PCS orders.

4203. TRAVELTIME WHEN ORDERS ARE RECEIVED ON LEAVE

1. PCS Orders. A Marine on leave from the PDS who receives transfer orders to a new PDS is entitled to traveltime based on the distance from the place of receipt of the PCS orders to the new PDS. This traveltime may not exceed that from the old to the new PDS. If a Marine is in a leave status prior to complying with PCS orders and subsequently performs the travel directed by the orders, the above restriction does not apply. The Marine is entitled to traveltime based on the distance between the old and new PDS.

2. TDY/TAD Orders. A Marine on leave from a PDS who receives orders directing the performance of TDY/TAD is entitled to traveltime from the place of receipt of the orders to the TDY/TAD station, and subsequently back to the PDS (if return thereto is directed). If the orders authorize return to the leave address and resumption of leave status upon termination of the TDY/TAD, and if the Marine actually returns to the leave address, traveltime is likewise authorized.

4204. TRAVEL ON TDY/TAD ORDERS

1. As directed in paragraph 4205.5, the commander who delivers TDY/TAD orders will specify by endorsement the mode of travel if none is contained in the basic orders. To minimize administrative costs involved in issuing and accounting for GTR's when the cost is \$100 or less, commanders will encourage travelers to elect travel at their own expense subject to reimbursement. As soon as practicable after date of issue, all TDY/TAD orders directing commercial transportation by GTR's must be presented to the transportation section issuing the GTR's and arranging the reservation for travel. In case of travel outside the U.S. the use of commercial air should not take precedence over the use of AMC flights, unless:

a. Specifically authorized by the appropriate activity responsible for effecting transportation arrangements via AMC flights, or

b. Authorized by MCO 4650.30 or MCO P4600.7.

4205. DISCUSSION OF MODES OF TRANSPORTATION AND TERMS USED IN TDY/TAD ORDERS

1. Use of Government Aircraft. As an economy measure, include instructions in the orders to require the use of government aircraft transportation when available, consistent with expediting the transaction of official business and reducing the

period of absence of personnel from their PDS.

a. If available and considered appropriate, travel via government aircraft will be directed, class priority certified. When government air is directed but not available, orders must be endorsed to that effect before travel can be performed by other modes and travel claim for monetary allowance in lieu of transportation is submitted. Commanders authorized to issue orders

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are also authorized to assign class II, III, and IV priorities and an excess baggage allowance within prescribed limits for travel via military aircraft.

b. When orders direct travel by government aircraft, the travel must be performed by that mode, unless authorized under paragraph 4205.7. Do not direct a specific mode unless the order issuing authority is certain beforehand that the Marine can comply with the order as written. Orders which direct travel by government aircraft must also indicate, if such mode is not available, that:

(1) The orders are canceled, or

(2) The Marine will return the orders to the order issuing authority for modification or for further instructions.

c. When it is determined that government aircraft should be used for a segment of the trip, orders should specify which segment, for example, "travel by government aircraft is directed for all transcontinental travel." When this statement is used it means that only the transcontinental segment of the travel must be by government aircraft and no alternate mode can be used for this segment.

If its use was directed on a "when available" basis, and it was not available, other modes could be used as selected by the traveler, unless an alternate mode was directed or government transportation requests are furnished. Before an alternate mode is used, a certificate must be affixed to the orders by competent authority indicating that the government aircraft was not available.

d. All Marine Corps personnel are required to wear an authorized travel uniform per MCO P1020.34 when traveling on DoD owned/controlled aircraft except when civilian clothes are authorized in travel orders. MCO 4650.30 contains additional information.

2. Use of Commercial Transportation. When the military commander issuing orders determines that the travel requirements can be met only by use of commercial transportation, the travel orders will indicate a "directed" or "directed where available" mode. The orders will further direct that such transportation is procured by government GTR or authorized government payment method. In the first instance, only the mode named could be used. In the second instance, if the mode named is not available to permit compliance with orders, the transportation officer will select the mode which most nearly meets the requirements of the military

commander. The use of commercial air transportation will not be authorized in travel orders directing transoceanic or international air travel, unless the AMC flight nonavailability has been verified by the activity responsible for transportation arrangements.

3. Traveltime on TAD Orders. Traveltime incident to TAD orders or repeated travel orders will be computed based upon the time of actual departure from the place from which ordered to TAD, and return thereto. Based upon actual schedules of available air and surface common carrier facilities, this traveltime will not exceed that which most nearly coincides with the requirements of the orders, and which would be most economical and appropriate. When travel orders specifically state that travel via POV is authorized and considered more advantageous to the Government, the actual time necessary to perform the directed travel will be allowed, but may not exceed the traveltime computed per the JFTR, paragraph U5160. When computing traveltime for travel via aircraft, the carrier's required check-in time, plus traveltime from the home, office, or place travel actually commenced, and the

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carrier's scheduled arrival time at the terminal plus traveltime to the home, office, or place the travel terminated will be included. When computing constructive travel time this allowance may not exceed 2 hours for each trip.

a. Traveltime for Travel by Government Transportation. Where travel is performed by government transportation, the actual traveltime required by the mode used will be authorized.

b. Leave and Traveltime in Conjunction with TAD. Leave may not be charged for any day during which official (TAD) travel is performed. With the exception of unauthorized absence (UA), the input of all elapsed time into MCTFS will be accomplished by the permanent command's servicing finance (disbursing) officer. Refer to MCO P4650.37C, Chap. 10, Sect. 1 and 2 for further information.

(1) On Departure from the PDS. If the period of time between the date of departure and date of reporting exceeds authorized traveltime, the period immediately preceding the time and date of reporting, equal to the total of the official traveltime, will be charged in whole days as traveltime. The remaining period commencing with the day after the date of departure to the time and date of commencement of official traveltime will be charged as leave.

(2) On Departure from the TAD Station. Where the period of time between date of departure and date of reporting back to the PDS or to a subsequent TAD station exceeds authorized traveltime, the period immediately following the time and date of detachment equal to the total of the official authorized traveltime, will be charged as traveltime. The remaining period, commencing from the date that

the official traveltime terminated, to the time and date of reporting, will be charged as leave.

(3) The following example is provided to aid in computation of travel and leave authorized in conjunction with TAD:

Marine is ordered from Norfolk, VA to Camp Lejeune, NC for a period of 10 weeks and subsequent return to Norfolk, VA. Marine is ordered to report not later than 2400 on 13 Jan --. Marine departed Norfolk at 0800 on 10 Jan --. The periods for leave and traveltime will be accounted for as follows:

10 Jan --	- date departed (day of duty)
11 and 12 Jan --	- leave
13 Jan --	- travel (constructive schedule shows that the Marine could have departed Norfolk at 1445 on 13 Jan -- and complied with orders. Travel status commenced at 1445 on 13 Jan --.)

Duty at Camp Lejeune, NC is terminated at 2000 on 25 Mar --. Marine reports at 0700 on 28 Mar --. The period for leave and traveltime will be accounted for as follows:

25 Mar --	- day of duty.
26 Mar --	- day of travel.
27 Mar --	- day of leave.
28 Mar --	- day of duty (Marine reported prior to 0900)

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4. Use of a Combination of Modes. To effect the greatest savings to the Government in TAD travel cost, a combination of instructions for mode can be used. Mode of travel for TAD within the U.S. should comply with paragraph 4205.5. The phrase used in orders for TAD overseas should be:

"Government aircraft is directed when available; otherwise commercial (specify mode) by government-procured GTR is directed."

This term requires use of government aircraft for any segment of the overseas trip for which it is available. If it is not available, use of commercial transportation procured by government GTR is required. Choice of transportation is not at the traveler's option. The traveler may not procure transportation at own expense and claim reimbursement therefor, unless qualified under the exceptions stated in the JFTR.

5. Action Required When no Mode of Transportation is Indicated. When orders do not direct the transportation mode, the commander in the chain of command issuing, forwarding or delivering the orders will direct travel via aircraft and surface

common carrier facilities that:

- a. most nearly coincide with the requirements of the order, and
- b. would be most economical and appropriate.

If time permits and no mode is directed, the commander may permit the Marine to travel via POV. In this case, a statement similar to the following will be included in the orders:

"These orders would have directed travel via (*insert specific mode; i.e., aircraft, bus, rail). However, you are permitted, at your option, to perform the travel via POV for your own convenience, subject to reimbursement. All traveltime in excess of that authorized for travel by (*insert mode) will be charged as leave."

NOTE: The constructive common carrier cost must be included in the Marine's orders when POV at own convenience is authorized. Refer to JFTR, paragraph U3310-A.

6. Use of POV as More Advantageous to the Government. TAD travel is normally accomplished via government or commercial air. If agreeable to the Marine, travel

by POV as more advantageous to the Government may be authorized if air transportation is impracticable, involves excessive costs, or results in long delays due to travel connections. Commands authorized to issue orders will determine when authority for travel by POV will be granted. To ensure uniformity involving decisions of TAD travel by POV as being more advantageous to the Government, order-issuing authorities must use the same criteria in each case. Cost information will include the following items; holiday or weekend travel must be considered:

- a. POV

(1) Cost for the official distance of the ordered travel at the current MALT rate indicated in the JFTR, chapter 3, part D.

(2) Estimated cost for per diem to and from the TAD site. Refer to the JFTR, chapter 4.

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(3) Cost for lost time traveling to and from the TAD site. See MCO P7000.14 when computing this factor.

(4) Estimated cost for any travel in and around the TAD site. Refer to the JFTR, chapter 3.

(5) Requirements of the assignment including transportation of baggage,

tools, or equipment.

b. Overall cost advantage when there are accompanying passengers under official travel orders in the same POV; and

(1) estimated cost for per diem to and from the TAD site,

(2) cost for lost time to and from the TAD site,

(3) estimated cost for rental vehicle, and

(4) estimated cost for incidental expenses related to air travel (tips, parking fees, taxi charges).

7. Entitlements Affected by Terms in Travel Orders. For TAD travel, transportation is furnished in-kind, by reimbursing the actual cost of transportation, or by paying a monetary allowance in lieu of transportation.

a. When government transportation is used or a GTR is used to procure commercial common carrier transportation, transportation is furnished in-kind. When orders permit the Marine to travel at own expense, the Marine may receive:

(1) reimbursement for the actual cost of transportation not to exceed the cost to the government for the authorized transportation as prescribed by the JFTR. Travel must be performed entirely by common carrier via the direct route between the points of ordered travel, or

(2) a monetary allowance as prescribed at the rate per mile by the JFTR for ordered travel. (This allowance is authorized when travel is performed by POV, by a combination of POV and common carrier transportation, or over a circuitous route.)

Exceptional situations involving issuance of special authorization/approvals are covered in the JFTR. No compensation is authorized for travel at personal expense when government transportation is directed and is available at the time and place required to comply with the orders.

b. When orders direct the use of a specific mode of transportation but the traveler is authorized to perform travel by another mode (including POV for personal convenience) the traveltime for which per diem or actual expense allowances are payable is limited. In such cases, traveltime is restricted to the time required for performance of the ordered travel by the direct mode, if it was available to the traveler. Traveltime in excess of that required by the directed mode is chargeable as annual leave. When travel by other than the directed mode of travel is authorized, the estimated time of departure from and arrival at all points of ordered travel by the directed mode will be included in the orders.

This is required to compute the constructive traveltime for payment of per diem/actual expense allowances, and adjustment of the leave account for excess traveltime where appropriate.

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4206. LEAVE TRAVEL IN CONNECTION WITH CONSECUTIVE PERMANENT DUTY ASSIGNMENTS INVOLVING TRANSFER BETWEEN STATIONS OUTSIDE THE UNITED STATES

1. The JFTR provides for the granting of leave to Marines, incident to orders directing assignment to consecutive overseas tours (COTs). A Marine, regardless on grade or family member status, may be authorized travel and transportation allowances in connection with authorized leave from his/her last duty station. Orders must involve the permanent assignment to a consecutive tour of duty at the same station or to another overseas station. Any combination of COT, i.e., accompanied, unaccompanied, or dependents-restricted, may qualify a Marine and family members, where applicable, for COT leave travel per MCO P1300.8.

a. At a restricted or unrestricted overseas location by a Marine with no dependents, or

b. By a Marine with family member(s) who is ineligible for their command sponsorship, or

c. At an unrestricted location by a Marine with family member who is eligible for command sponsorship but elects an unaccompanied tour, or

d. By a Marine of any grade and dependency status who served in a restricted area (including an area restricted for a Marine by virtue of duty assignment, such as an FMF or MSG unaccompanied billet).

2. When considered appropriate, leave travel authorization will be included in PCS orders issued by the CMC. If a Marine has not been given authorization, but the circumstances of the case meet the conditions of entitlement prescribed in the JFTR, as amplified herein, the Marine's commanding officer may submit a request for authorization to the CMC (MMIA) stating the entitlement information.

3. Upon receipt of orders directing the transfer of a Marine between overseas duty stations and authorizing travel and transportation allowances and traveltime in connection with leave, the commanding officer maintaining the Marine's service records will determine whether leave may be granted per MCO P1050.3. If so, the commanding officer will determine the Marine's desire for leave and place of leave. Considering the Marine's official records, or information obtained elsewhere as necessary, the commanding officer will determine the propriety of the selected leave location per the criteria indicated in the JFTR. The authorization for travel will be included in the endorsement to the basic orders. The endorsement will also include the statement required in paragraph 4400.2m(3)(g) naming the leave location to and from which travel at government expense is permitted and traveltime allowed. If the authorized leave travel point is not specifically designated in the PCS orders or endorsement, neither the transportation officer nor the finance (disbursing) officer will issue GTR's, AMC travel authorizations, advance monetary allowance, or settle monetary allowances for leave travel. If leave travel allowances have been approved by the CMC, but the old command fails to

include definitive leave travel authorization in the basic PCS orders or endorsement, the new command will interview the Marine and endorse orders to designate the appropriate leave travel address. If TDY is directed in connection with PCS orders, sequence of leave travel and TDY should be arranged to minimize travel costs to the Government, while considering the convenience of the Marine and exigencies of the service.

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4. The mode of transportation for transoceanic travel authorized at government expense in connection with leave will be specifically directed in the orders as prescribed in paragraph 4400.2g. For land travel, the Marine may elect:

a. Available government transportation, or

b. Commercial transportation procured by government GTR, or authorized government payment method, or

c. Personally arrange or procure commercial transportation subject to reimbursement of actual costs or payment of a mileage allowance, as provided for in the JFTR. Travel allowance and transportation costs for leave travel are chargeable to the accounting data cited in the PCS orders directing the Marine's travel. If the orders involve an in place COT (IPCOT), accounting data must be attained from CMC (MMIA) via (MMEA/MMOA).

5. Traveltime for transoceanic travel will be that actually consumed, unless circuitous travel or travel at personal expense is authorized (see paragraphs 4104 and 4201). Land traveltime will be computed as prescribed in paragraph 4200. The distance for which traveltime is allowable will be the official distance per the shortest usually traveled route between a port, an authorized leave point, and any temporary duty station, as applicable. Travel to and from an authorized leave point for this purpose is treated as if it were ordered travel. See paragraph 4200 for instructions on accounting for proceed, delay, and traveltime.

6. When leave travel, which may be authorized at government expense under the JFTR, is performed without authorization at personal expense, the Marine may be reimbursed actual costs or paid allowances in lieu thereof if the travel is subsequently approved by the CMC (MM). In addition, if a Marine on leave should travel to a place other than the point authorized in the orders, entitlement to reimbursement of travel costs, and payment of travel allowances or traveltime does not accrue unless the travel is approved by the CMC (MM). A request for approval and claim for payment will be submitted as follows:

a. The Marine will file a claim using a Travel Voucher or Subvoucher (DD Form 1351-2) supported by the original and two copies of the orders (with all endorsements) directing the PCS incident to which leave en route was taken. Any

copies of tickets, receipts, or other documents pertinent to the claim will be attached. If a claim has been settled for the ordered PCS travel, including any TDY en route, a copy of the voucher showing the voucher number and disbursing office symbol will be furnished, if available. If the voucher is not available, the Marine will provide information concerning the date and place of settlement unless shown by endorsement on the orders.

b. Forward the claim to the CMC (MM) with a letter from the commanding officer. This letter will contain information from the Marine's service records (or obtained elsewhere as necessary) showing the relationship between the place of leave and the criteria for authorized leave locations published in the JFTR.

c. The claim will be returned to the commanding officer indicating approval or disapproval of the travel. If the claim is approved, computation and payment of any monies due on the claim will be made by the finance (disbursing) office maintaining the Marine's Master Military Pay Account (MMPA).

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d. A Marine who performed leave travel authorized at government expense under current provisions of the JFTR, incident to PCS orders with an effective date on or after 28 December 1973, may submit a request for approval of the travel and a claim for payment per the instructions set forth above. In any case approved for payment, proceed, delay, and traveltime will be recalculated. Action will be taken as prescribed in applicable directives to effect any change required in the Marine's record with respect to the portions of the period en route chargeable as traveltime versus leave.

4207. USE OF AERO CLUB AIRCRAFT

1. The use of aero club aircraft is authorized per the JFTR, paragraph U3210. Travel by aero club-owned and/or government-loaned aircraft constitutes travel performed by Government conveyance and may be authorized for official duty travel subject to the following conditions:

a. When such use is authorized by the regulations and policies governing the aero club concerned.

b. The commanding officer of the appropriate sponsoring installation, as the representative of the United States of America, certifies that the provisions of MCO P1710.16, have been complied with, and the insurance in effect at the time the travel is to be performed covers the use of club aircraft for official duty travel.

2. Orders authorizing or approving the use of aero club-owned and/or government-loaned aircraft will contain the statement, "Travel by Aero Club aircraft is permitted at the option of and for the convenience of the individual traveler." Reimbursement is authorized per the JFTR, paragraphs U3210.

4208. COMMON CARRIER PROMOTIONAL CAMPAIGNS

1. Airline Mileage or Trip Accumulation Programs. Official travelers may enroll in "Frequent Flyers" or other mileage-accumulation programs which result in free or discounted travel. All eligibility certification documents, regardless of whether transferable or cash-convertible, must be turned in to the local traffic management officer. Such documents include free or discounted travel coupons. Mileage may continue to be accumulated until a free or discounted travel coupon results which may be applied to future official travel. The fact that the airlines may award a traveler a nontransferable ticket which cannot be later used by the Marine, or others for official travel, regardless of the reason, does not change the procedures. Coupons which have an immediate cash surrender value must be delivered to the local traffic management officer for disposition. Travelers may use accumulated mileage to upgrade to "premium class less than first class".

2. Traveler's Responsibility. Travelers, will accept, on behalf of the Government, all forms of coupons, discount certificates, tickets, merchandise, etc., offered by commercial carriers when traveling at government expense. Upon completion of official travel, all such coupons, discount certificates, etc., must be surrendered to the local traffic management officer or nonappropriated fund custodian, as appropriate. Travelers are allowed to keep promotional material such as pens, pencils, note pads, calendars, and other

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items of nominal value.

3. Tangible Gifts, Prizes, and Related Incentives. Public carriers for hire, including car rental companies in particular, may offer items ranging from tool sets and televisions, to travel packages which include free airline tickets, hotel stays, and the use of luxury cars. All incentives of this nature, or a testament that such incentives have been earned, must be surrendered to the local traffic management officer or nonappropriated fund custodian, as appropriate.

4. First-Class/Premium-class less than First-class Accommodations. Provisions for the use of First-class and/or Premium-class less than first-class accommodations are contained in the JFTR, chapter U-3125. Paragraph U4325-D prohibits a rest period when travel is authorized by premium-class accommodations.

Table 4-1.--Maximum PCS Allowable Traveltime/Leave for Travel by Mixed Modes.

	A	B	C	D
R	When PCS orders	when the	and the	and leave is
U	Permit travel by	constructive	allowable	
L	POC, and (note	traveltime is	travel time is	
E	2)	(4, and 5)		

1	the total distance traveled by POC exceeds the official distance between the old and new PDS.	based on the official distance between the old and new PDS at the rate of 350 miles a day. An extra day's travel allowed for 176 miles in excess of 350 miles or multiples thereof; disregard when excess is less than 176 miles	the constructive traveltime, or the elapsed time (note 6) if less than constructive travetime	charged for time used in excess of allowable traveltime and proceed time, when authorized
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Table 4-1.--Maximum PCS Allowable Traveltime/Leave for Travel by Mixed Modes (Contd)

	A	B	C	D
R U L E	When PCS orders permit travel by POC, and (note 2)	when the constructive traveltime is (notes 1, 2, 3, 4, and 5)	and the allowable travel time is	and leave is
2	the total distance traveled by POC is less than the official distance between old and PDS	based on 350 miles a day for the distance traveled by POC, and the methods given in notes 7, 8, and 9 for the remainder of the official distance. First compute number of days allowed for POC travel by subtracting the total POC miles from the official distance between the old and new PDS. The remainder of the official distance will be used with the appropriate formula, computing		

	first commercial surface (CB, CR) (notes 6 and 8), then commercial air (CP) (notes 7 and 8	
--	---	--

NOTE 1: Always compute travel by POC first, regardless of whether it was the first mode of travel incident to PCS.

NOTE 2: OTD will be used to determine the official distance between any two points falling within the following: Permanent station, temporary station, POE, POD.

NOTE 3: No more than 1 day's traveltime is allowed if the official distance between the old and new PDS is less than 526 miles. At least 1 day's allowable traveltime is authorized for each PCS, regardless of distance.

NOTE 4: In no case is more traveltime allowed than would be allowed if all travel between old and new PDS had been performed entirely by POC.

NOTE 5: Day of departure from PDS is day of duty. Day of reporting is day of travel with the exception of Marines reporting in an unauthorized absence status and when reporting to a TDY station enroute PCS.

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NOTE 6: When the total elapsed time from date of detachment through date of reporting is less than the maximum allowable traveltime, the total elapsed time used will be the allowable traveltime.

NOTE 7: Constructive traveltime for commercial surface (CB, CA, CR) is based on 1 hour for each 40 miles of travel (computed to one decimal point).

NOTE 8: Constructive traveltime for commercial air (CP) is based on 1 hour for each 500 miles of travel (computed to one decimal point).

NOTE 9: To convert the hours obtained by using the method in notes 7 and 8 into days, divide the total hours from notes 7 and/or 8 as applicable by 18, total hours (computed to one decimal point) divided by 18 equals number of days.

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CHAPTER 4

TRAVEL OF MARINE CORPS PERSONNEL AND DEPENDENTS
SECTION 3: PROCEED TIME AND DELAY TO COUNT AS LEAVE IN THE
EXECUTION OF TRAVEL ORDERS

4300. COMPUTATION AND REPORTING OF ENTITLEMENT AND ACCOUNTABILITY OF ELAPSED TIME INCIDENT TO PCS. Upon completion of all travel incident to the execution of official orders, all periods of elapsed time; i.e., proceed, delay, travel, etc., will be computed and reported, as required by MCO P4650.37.

4301. PROCEED TIME

1. Proceed time is a period of absence that is authorized, as a delay, in the execution of PCS orders. Proceed time is not chargeable as leave or traveltime. It is provided to enable Marines to attend to administrative details involved in PCS moves; i.e., disestablishing and/or establishing residences, changing vehicle licensing, and changing residence for taxation and voting purposes. Proceed time is not intended to serve the needs of military check-out and check-in procedures with personnel offices, security and pass offices, billeting offices or government quarters clearance, which are Marine Corps administrative requirements to be accomplished during normal duty hours.

2. When PCS orders prescribe no limiting reporting date, the following personnel are entitled to 4 days proceed time on the date of detachment:

a. Officers, with or without dependents.

b. Enlisted personnel in the grades of corporal (over 2 years service) and above, with or without dependents.

c. Enlisted personnel in the grades of corporal (2 years of service and less) and below, with dependents prior to the effective date of orders (including enlisted Marines married to service members).

d. Officers and enlisted personnel authorized travel and transportation entitlements in connection with consecutive overseas tours (COT) of duty at the same location. PCA (formerly reassignment) or close proximity moves may be issued as PCS orders only if authority approval by CMC (MMIA).

3. For the following transfers, proceed time is not authorized:

a. Transfer incident to assignment to first PDS.

b. Low Cost PCSO/PCA between two stations located in close proximity to each other (in-place consecutive overseas tours (IPCOT) at the same geographic location are considered close proximity moves), or between two ships which have the same home port. (See paragraph 4301.2d for close proximity transfers issued as PCS orders.)

c. Orders from inactive duty (i.e., home, place of enlistment, recruiting station or recruit training center, Officer Candidate School, NROTC, or Naval Academy) to active duty at a permanent duty station.

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d. Transfer incident to assignment to active duty for training.

e. When PCS orders express haste that requires reporting within 4 days of detachment.

f. Transfer from a recruit depot following completion of recruit training to first PDS.

g. Transfer from home or other place to first duty station upon acceptance of commission. (This restriction does not apply when a Marine was on active duty immediately before date of acceptance of commission.)

h. Transfer from a recruiting station to the first PDS following enlistment/reenlistment when the recruiting station was not the Marine's duty station on the date immediately before the date of enlistment/reenlistment.

i. Transfer incident to separation, release from active duty, or active duty for training, transfer to the FMCR, or retirement.

4. Proceed time will not be authorized in the execution of TAD, PCA, or unit deployments.

5. When a Marine is transferred from one PDS to another and assigned TDY en route to the new duty station proceed time must be taken either before or after the temporary duty; it cannot be split between both. Where orders are modified to change the TDY station to the PDS, proceed time may be taken following such TDY and prior to reporting for permanent duty. Proceed time may be taken only once regardless of whether the Marine takes all, or part of, the proceed time.

6. A Marine away from the PDS on leave/TAD who receives orders to a new PDS upon completion of that leave/TAD, or orders designating TAD site as the Marine's new PDS, may be authorized proceed time. This proceed will run between completion of leave/TAD and reporting for the new permanent duty assignment.

7. Marines on PCS orders from an overseas station, or ship, who are directed to report to a command in CONUS, for further assignment, are entitled to proceed time within the U.S., provided they have not availed themselves of proceed time before reporting to such command.

Endorse the orders of Marines in this category similar to the following text:

EXAMPLE:

1. Reported on (date) for further assignment by (name of command).

2. You will proceed on (date) to (location of activity) and report to (title of commander) for duty.

3. While at HQMC (or station, as applicable), you were in a status of awaiting further assignment in connection with PCS orders. You have not previously taken proceed time under these orders and are therefore authorized proceed, delay, and traveltime en route.

8. A Marine transferred from one duty station to another, with or without TDY en route, who receives a modification or cancellation of orders while en route, is not entitled to additional proceed time.

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4302. DELAY EN ROUTE ON PCS ORDERS AND LEAVE IN CONJUNCTION WITH TDY. Instructions in the Marine Corps Manual and MCO P1050.3 apply in connection with delay en route on PCS, TEMINS, and TAD, including nonappropriated funded TAD.

The finance officer's reporting instructions are in MCO P4650.37.

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CHAPTER 4

TRAVEL OF MARINE CORPS PERSONNEL AND DEPENDENTS

SECTION 4: TYPES OF ORDERS

4400. PERMANENT CHANGE OF STATION

1. PCS orders may be prepared, or used, in several formats: letter-type, message, AOWP, special order-type, or telegraphic. (See figures 4-1 through 4-8.) A one-time reduction in print of standard letter-type/special order-type is authorized; however, the reduced version of the orders may be no less than 16 characters per inch. The 16 characters per inch is attained by use of 12 pitch typeface, reduced at a 64% capability. Standard letter-type orders, when reduced, or in normal print, will be on the standard 8 1/2- X 11-inch paper and shall generally conform to the format specified by SECNAVINST 5216.5. Exceptions to the formatting requirements of the standard letter-type orders are in paragraph 4400.1a.

a. Letter-Type Orders (Including Endorsements)

(1) The MCRD's may use computer-generated orders for recruit assignment/distribution. The format of these orders may be adjusted to conform to computer-printing requirements. This exception does not apply to orders issued to permanent personnel assigned to the MCRD's.

(2) Letter-type orders, or endorsements thereto, may be prepared either portrait or landscape-style on the 8 1/2- X 11-inch paper. The use of rubber stamps or the typing of short reporting/forwarding endorsements on the existing orders is encouraged.

(3) The majority of the check-in/check-out points for PCS orders maintain records in alphabetical order. Therefore, as an exception to SECNAVINST 5216.5, the last name of the Marine will be capitalized on all orders. This permits a highlighting effect by separating the name from the normal text which will expedite the check-in/check-out requirements.

(4) The distribution portion of letter-type orders may contain multiple

addressees on the same line.

b. AOWP. Orders provided through the AOWP are original orders and need not be republished, in most cases, in another format at each echelon of command. The senior headquarters and/or intermediate commands may establish one directive in the 13XX series to provide the reporting units with appropriate instructions for completion of the detaching endorsement on routine orders. This directive should include reporting requirements for orders which must be canceled or modified. The

AOWP directing routine transfers (reproduce only the single page of the AOWP pertaining to the Marine and BLACK-OUT all other social security numbers) may be stamped as "Original Orders" and forwarded, by rubber stamp endorsement, to the reporting unit for action and compliance with the 13XX directive. (See MCO P5000.14.) The prerogative, however, should be retained at the higher (FMFPac/FMFLant/FSSG/division/ wing, etc.) echelon for determination of what orders may require additional directions.

c. Message or Telegram Orders. These orders may be "Certified Original message or telegram" endorsed, and forwarded to the reporting unit for

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preparation of the delivery endorsement using the procedure described in paragraph 4400.1b. As an option, these orders may be republished as letter-type or in a special order format. (Refer to paragraph 4103.4.)

d. Special Orders. Prepare these orders as prescribed in section 5 of this chapter.

2. PCS orders should contain the following information:

a. Address. The commander having authority to issue orders will be identified in the "From" line by military title. The Marine or Marines to whom the orders are addressed will be named in the "To" line. For chief warrant officers, the grade of warrant will also be shown. In the case of aeronautically designated personnel who are currently assigned duty in a flying status, the abbreviation DIFOP or DIFDEN, as appropriate, may be shown after the name to designate that duty, or the phrases, "duty in a flying status involving operational flights" or "duty in a flying status, flight activity denied," as appropriate, may be inserted in the body of the orders. Commanders through whom the orders are forwarded for delivery will be indicated by title, in sequence, in the "Via" section.

b. Subject. The words "PERMANENT CHANGE OF STATION" will appear on this line.

c. Reference. Include a reference in each order to identify the authority under which the commander issues the orders. Always show HQMC authority in orders issued by field commands. As authority to issue orders is vested in the CMC, additional authority will not necessarily be cited in orders issued by HQMC. If necessary, additional references may be used.

d. Enclosures. Indicate enclosures as required. Commanders delivering the orders may attach a copy of the DD Form 1351-2 to PCS orders which direct TDY en route. This form is for the convenience of the Marine in recording an itinerary of travel.

e. Paragraphing. The first paragraph will contain wording to indicate that the Marine is detached from the present station and duties, and is "directed" to proceed, giving dates, to a named place or command and MCC, including the title of the person to whom to report for duty. Succeeding paragraphs will contain any required instructions. Permanent change of station orders will contain a statement indicating the degree of security clearance held by the Marine when the duty to be performed involves access to classified information and material. When orders contain a statement that a specified security clearance is required, the detaching command will include in the delivery endorsement, or in subsequent special orders, a statement to the effect that the Marine possesses the required clearance or that a request for clearance has been initiated. The last paragraph will always contain the appropriate appropriation data and CIC (the CIC is mandatory on orders (CONUS or overseas) in which AMC transportation is directed or utilized) to which expenses generated by the orders will be charged. Attention is invited to the fact that the appropriation "Military Personnel, Marine Corps" is chargeable for PCS moves of Marine Corps personnel only. Permanent change of station movements of Navy personnel are chargeable to the appropriation "Military Personnel, Navy" even though such personnel are directed to move with a Marine Corps unit.

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(1) The MCC of the receiving command (ultimate duty station) will be included in all personnel assignment orders. (MCC's are in MCO P1080.20.) Example: "Report to the Commanding General, 2d Marine Division, FMF, Camp Lejeune, North Carolina (MCC 122) for duty."

(2) If applicable, the MCC of the receiving deploying command (ultimate duty deploying unit) will also be included in all personnel assignment orders. (MCO P1080.20 sets forth current MCC's of deploying units. Generally, the "V-series" MCC's are used to identify deploying units.) Example: "Report to the Commanding General, 2d Marine Division, FMF, Camp Lejeune, North Carolina, for duty with 1st Battalion, 8th Marines (V18)."

(3) Restrictions are applied on payment of per diem at a TDY station when personnel report for a fixed period of TDY earlier than the date specified in their orders (or endorsement thereto). For this reason, orders will direct that the Marine report on a specific date or report by a certain date (required reporting date) but not earlier than a specified date (normally the date prior to required reporting date). Examples: "Report on 31 Dec --" or "Report by 31 Dec --, but not earlier than 30 Dec --." In these examples, per diem would not be payable for any period before 31 Dec -- and 30 Dec --, respectively.

(4) All orders issued to Marines with dependents will include the dependent(s) full name, relationship to the Marine and date of birth. Example: Mary A. Schafer, (W), 690903.

f. The copy of the letter-type orders designated as "Original Orders"

will bear the signature of the appropriate commander, and the title Acting, Deputy, or By direction for individuals granted such authority.

g. In PCS orders, the mode of transportation is not generally directed for travel within the U.S. The mode for travel overseas is specified. Government transportation is directed where available for transoceanic travel unless otherwise specified (class II priority certified for travel via government aircraft).

h. Personal Baggage and Firearms. See paragraph 4400.8.

i. Delay en route, to count as leave, will be granted by commanders per current Marine Corps directives. When orders issued by the CMC contain terms similar to "within 30 days, delay to count as leave authorized," this does not mean that the orders authorize 30 days leave. This term is included in the orders so that commands may grant such leave, as appropriate, up to the maximum number of days indicated. Commanders should consider the need for the Marine's services, availability of relief, etc., reducing as necessary the period of leave to that which is dictated by the circumstances. It is desired that every effort be made to grant the maximum amount of leave authorized.

j. If not included in the basic orders, state in the delivery endorsement or an appropriate one-page handout conspicuously attached to PCS orders that transient Marines and their families may obtain information and assistance concerning your new duty station such as housing, schools, childcare, transportation, financial, medical, and other personal matters by contacting their local Family Service Center or by calling the regional Family Service

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Center. From locations east of the Mississippi River (except Wisconsin) dial toll free 1-800-336-4663. If calling from VA, call (703) 784-2650 or 2659 collect. From locations west of the Mississippi River (plus Wisconsin) dial toll free 1-800-253-1624.

k. If the Marine qualifies for an increase in HHG weight allowance, the authority and new weight allowance must be cited in the orders. Refer to the JFTR, chapter 5, part D.

l. The use of more than one POC within the same household in connection with PCS orders may be authorized. The approval for use of a second POC or the same POC for a second trip may be authorized by the parent command of the Marine if all criteria of JFTR, paragraph U5205-A2 is met. Only requests requiring SecNav or designated representative authority need be forwarded to the CMC (MMIA).

m. Upon receipt of orders for Marine Corps personnel who are entitled to dependents' transportation, and who are being transferred to duty stations outside the U.S. (other than restricted areas and Hawaii), commanders will accomplish the following (if basic orders do not already indicate):

(1) Using the format outlined in figure 4-18, obtain area clearance and/or dependent entry approval from the appropriate area commander, if the Marine desires dependents to accompany, and dependents otherwise qualify for

command sponsorship, per MCO P1300.8.

(2) If area clearance is received, issue enlisted personnel a certificate of obligated service for submission with application for dependents' transportation. This certificate is required by MCO P1300.8.

(3) Include in the delivery endorsement:

(a) The reference which approves entry of dependents. (This must be done for both entry into and exit from foreign countries to facilitate border clearance, as required by the Foreign Clearance Guide for Marines on accompanied tours.)

(b) A statement that concurrent travel of dependents is authorized.

(c) A statement that three certified true copies of PCSO's complete with all endorsements and completed DD Form 884 (Application for Transportation of Dependents) clearly indicating dependent's location and mailing address are submitted as prescribed by MCO 4650.30.

(d) A directive for Marines and dependents to obtain necessary immunizations prior to arriving at port of embarkation, and to ensure that they have a completed Public Health Service (PHS) 731 in their possession.

(e) A directive to obtain passports and visas, if required, as prescribed by MCO 5512.4.

(f) If required, and in lieu of the requirements of paragraph 4400.2m(3)(a) through (e), a statement that entry of dependents and concurrent travel has been disapproved, and the Marine has been so informed.

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(g) A new paragraph or statement listing leave location(s) to and from which travel at government expense is permitted, and traveltime allowed in cases of Marines authorized leave travel under paragraph 4206.

(h) A directive that the Marine, before making any rental or lease agreement or purchasing a home, report to the local housing referral office, which has the responsibility for providing housing referral services to the installation to which the Marine is assigned.

(i) A statement must be included in the orders of Marines who qualify for an increased HHG weight allowance, based on the Marine's overseas tour length. Refer to paragraph 2206.6 of MCO P4600.39.

(j) A statement denoting that if a Marine should receive a modification or cancellation of PCS orders he must contact the Los Angeles Marine Liaison (see figure 4-7).

n. It is essential that requests for port call for the Marine (and dependents, if applicable) be submitted at the earliest practicable date (as directed by MCO

4650.30) to ensure port call confirmation prior to detachment and to permit inclusion of the port call information in the detaching endorsement.

o. Upon receipt of orders for Marine Corps personnel being transferred from duty stations outside the U.S. to MCC W95, commanders will include the Marine's home of record and place of enlistment in the delivery endorsement, transportation of household goods to their separation station is not authorized, if the basic orders do not already indicate.

p. Personnel ordered to security or NATO billets must have a completed/updated National Agency Check (NAC), background investigation (BI) and special background investigation (SBI) prior to executing their orders. Detaching commands will submit proper applications/ updates with fingerprint cards within 8 days of receipt of orders. In all cases, investigation applications will be completed and submitted prior to detachment of personnel to security or NATO billets.

q. Marines transferred to the Marine Security Guard Battalion for school and subsequent assignment as Marine Security Guard Detachment Commanders will be issued PCS orders; however, their ultimate duty station will not be determined and specified in their orders until they have successfully completed the course of instruction. Consequently, the Commanding Officer, Marine Security Guard Battalion, may authorize these Marines to return to the old PDS or to the location of their dependents for the purpose specified in the JFTR, paragraphs U5120-B and U5120-C1. These Marines may also remain at the authorized location until final transportation arrangements (port call), passports, and/or visas are received and they are directed to complete their travel to the new duty station. They will be entitled to travel and transportation allowances from the school to the old duty station or to their dependent's location (not to exceed the distance to the old duty station) and return to the port of embarkation via the port of shipment for their POV, if applicable. The time spent at the old duty station or dependent's location will be in an "awaiting transportation/orders" duty status and WILL NOT be charged to the Marine's leave account. The Marine will be required to obtain the necessary substantiating endorsements specified in their orders. The following applicable paragraphs will be included in the Marine Security Guard Commander's endorsement of the Marine's PCS orders.

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(1) Per the JFTR, paragraph U5120, you are authorized to proceed to your new command via your old command, (enter title and address of old command), for the following reasons: (1) to arrange for movement of dependents, (2) to arrange for shipment of household goods, (3) to pick up personal possessions, (4) to deliver your POV for shipment to your new PDS. You are also authorized to remain at your old duty station while awaiting receipt of transportation arrangements, passports and visas. This delay at your old duty station WILL NOT be charged as leave. You will report to the nearest military installation, I-I Staff, recruiting station or MEPS for endorsement of these orders upon arrival at your old duty station.

(2) You are further authorized to proceed from (old command) to (new command) for shipment of your POV as provided in the JFTR, paragraph U5410.

(3) You are further authorized to use special conveyance at intermediate points of travel in the execution of these orders per the JFTR,

paragraph U3415-D.

NOTE: When the authorized dependents, HHG, POV and personal possessions are at a location other than the old duty station, subparagraph 4400.2q(1) may be modified to reflect this location instead of the old duty station. The Marine will be advised that travel allowance entitlements will not exceed the entitlement to the old duty station.

r. Upon receipt of orders for Marine Corps personnel who are entitled to dependents transportation, and who are being transferred to duty stations outside CONUS (restricted/ unaccompanied tours), and desire to relocate their dependents to a designated place within CONUS, commanders will include the following statements in the delivery endorsement to the Marine's orders:

"Per the JFTR, paragraph U5222-D1, travel and transportation allowances for your dependents are authorized to (cite designated place)."

"Upon completion of your overseas restricted/unaccompanied tour, travel and transportation allowances from your overseas duty station to your next PDS via your dependents designated place of residence in CONUS are authorized per JFTR, paragraph U5120-G."

s. Instructions concerning the Marine's entitlement to temporary lodging expense (TLE) allowance must be included in orders, or on its endorsement(s), if applicable. Include paragraphs similar to the following, if applicable:

"A temporary lodging expense (TLE) allowance is authorized for a total of 10 days (or 5 days, if from a PDS in CONUS to a PDS outside CONUS) in connection with your permanent change of station. These temporary lodgings must be, in fact, a temporary place of residence, acquired in the vicinity of your old or new PDS or both, or at a designated place (if applicable). (See JFTR, chapter 5, part H.)

"You should try to obtain Government quarters first. If not available, you must obtain a statement of nonavailability from the local commander, if you intend to claim TLE. If your old or new PDS where the TLE was incurred is not located at a post, camp, station, base, or depot, or if it is in a city or metropolitan area, the statement of nonavailability is not required."

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A Marine should claim TLE on the travel claim. The following statement must appear on the claim:

"I certify that (I and/or my dependents listed on the claim) incurred temporary lodging expenses on (inclusive dates). The temporary lodgings (did/did not) have facilities available to prepare and eat meals."

3. In order to alleviate personal hardship, commanders are directed to caution Marines against having their dependents accompany them to the port of embarkation prior to receipt of the approval of their entry into the overseas area and completion of overseas transportation arrangements for dependents.

4. Area clearance is not required for Hawaii (except Barking Sands), but

commanders will comply with paragraphs 4400.2m(2) and (3)(c).

5. For all PCS orders involving the movement of dependents to duty stations where government quarters are located, a DD Form 1746 and DD Form 1747 will be completed as directed in MCO 11101.61.

6. Recomputation of allowable traveltime may be required upon completion of travel based on actual modes used and actual elapsed time. Any adjustment to authorized traveltime could result in additional delay time which will be charged as leave.

7. The reporting endorsement made at the TDY activity for those PCS orders directing TDY en route will contain a paragraph showing the dates and number of days proceed, delay, and travel chargeable to the Marine since detachment from last permanent or temporary duty station. (See MCO P4650.37 for sample endorsement.) This information will furnish the new reporting unit with a record of what has previously been reported and provides a basis for finance audit at the local level and at the DFAS-KCC.

8. Personal Baggage and Firearms. The following information applies to Marines and civilian employees of the Marine Corps, and their dependents, traveling in connection with PCS orders.

a. Free Baggage. Each traveler on a commercial or AMC aircraft has a specific free authorization for checked and carry-on baggage. The exact definition of the free authorization varies, depending upon the carrier. Different U.S. flag commercial airlines have slightly different specifications regarding the weight and size limitations of the free baggage allowance and vary considerably in the charges for such oversize items as duffel bags, sea bags, and B-4 bags. Foreign flag carriers vary considerably in free baggage allowances. When doubt exists as to the free baggage authorization, the order writing authority should check with the carriers involved.

b. Excess Baggage. Excess baggage will not be authorized at government expense unless it is specifically authorized in the travel orders. Certain assignments (e.g., United Nations Observer Duty, USDAO/Embassy Duty at remote locations, or billets requiring specialized equipment) may require personnel to have all uniforms/equipment in their possession upon reporting. In these instances, order-writing/delivering activities will authorize in the PCS travel orders one piece of excess baggage (70 pounds) for enlisted personnel and officers. The total allowance would therefore be three pieces (including one piece of excess) for both enlisted personnel and officers (see paragraph 4400.8c(1)(a)). Marine Corps-sponsored dependents may not be authorized

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excess baggage and pets may not be transported as excess baggage. Authorization for excess baggage other than that allowed herein may be requested from the CMC (MM).

c. Baggage Authorizations and Services

(1) Aboard AMC Passenger Airlift

(a) Free Baggage Size. Aboard any AMC service, passengers may check two pieces of luggage free. Each piece may not exceed 62 linear inches (the sum of length plus width plus height) or 70 pounds. A third piece, not to exceed 45 linear inches and capable of being stowed under an aircraft seat may be hand-carried aboard the aircraft. Each checked bag exceeding the size or weight limitation will be counted as one extra piece for each increment of 70 pounds (or a combined weight of 140 pounds), with the following exceptions:

1 A duffel bag, sea bag, B-4 bag, flier kitbag, diver's traveling bag, garment bag, golf clubs, snow or water skies, portable bicycle, fishing equipment, rucksack, or musical instrument may be checked free as one piece regardless of size.

2 Except for B-4 bags, sea bags, and duffel bags, which may be checked as one piece regardless of weight, if any of the above items exceeds 70 pounds, each increment of 70 pounds will count as one piece of baggage.

3 Individual items exceeding 100 pounds will not be accepted.

4 Space-available travelers are limited to two pieces of checked baggage not to exceed a combined weight of 66 pounds per person.

(b) Excess Baggage. Passengers with more than three pieces of baggage as described above must be authorized excess baggage in their official travel orders. If not authorized as excess, the Marine must be prepared to pay for the excess item(s). The charge for the excess baggage is based upon a rate per piece based, in turn, upon the passenger fare. Current rates for excess baggage are found in the AMC Tariffs (AFR 76-11, (MAC Tariff)) located at each Passenger Transportation Office. Every effort should be made to preclude additional charges by properly briefing the Marine that excess personal baggage should be shipped in authorized personal property shipments.

(c) Carry-on Baggage. When preparing orders, do not include the Marine's carry-on baggage. Simply brief the Marine that allowable carry-on baggage must be limited to one piece, not exceeding 45 linear inches, and must fit under an airline seat. (This includes cosmetic cases, brief cases, shaving kits, etc., which may be desired in flight.)

(2) Aboard Commercial Aircraft

(a) CONUS Travel. Within CONUS there is some variety in the weight and size limitations for the free baggage allowances among the U.S. carriers. In general, they all allow two pieces of checked baggage and one carry-on piece. On some airlines, the carry-on piece may also be checked. It is best to check with the specific carriers involved regarding baggage that is other than ordinary civilian luggage size and weight.

(b) International. For travel at the Category Z or GSA

International City Pair Fares rate between CONUS and overseas areas on commercial carriers, the AMC limitations apply. For other international commercial service, the limitations vary so widely among airlines that it is best to check with the carriers regarding baggage allowances. The Passenger Transportation Office or Passenger Control Point arranging international travel will ensure that the travelers are briefed so as to minimize traveler inconvenience and unexpected expenses in travel.

(c) Excess Baggage. Passengers whose travel orders authorize excess baggage will normally pay the excess baggage charges directly to the servicing airline at the time of flight check-in. Passengers may claim reimbursement for this expense upon settlement to travel expenses. The excess baggage receipts obtained from the servicing airline must accompany the travel claim. Career Length Issue (CLI) may be sent as Professional Books, Papers, and Equipment at no cost to the traveler.

d. Shipment of Firearms (Government-owned Weapons in Connection with Operations and Training Missions) (See MCO P4600.14 and FAA Regulations, Section 108 for additional procedures.)

(1) Aboard Scheduled Commercial Air Service. Weapons should be shipped containerized in the baggage compartment of the aircraft. They must be unloaded but may be assembled.

(2) Aboard Chartered or AMC Service. Only in unusual circumstances will personnel be allowed to carry firearms on commercial chartered aircraft. The Passenger Transportation Office/Passenger Control Point must be advised that a member or unit, depending upon the unit's mission requirements, is transporting firearms. To avoid confusion at AMC terminals, individuals transporting firearms should be advised of the following weapons handling procedures.

(a) Personnel may transport unloaded firearms and limited amounts of ammunition as checked baggage, except where restricted by regulations of a foreign government.

(b) Passenger/Customs Agent will verify the presence of weapons and the serial number of the weapons against accompanying documentation.

(c) When the firearm is other than a shotgun, rifle, or other firearm normally fired from the shoulder position, the baggage in which it is carried must be locked and only the passenger checking the baggage retains the key or combination.

(d) Small arms ammunition under 11 pounds may be carried within checked baggage provided it is securely boxed.

(e) Baggage containing firearms/ammunition will not be marked in any way to identify its contents.

4401. GROUP TRAVEL

1. The movement of individual Marines from one station to another, particularly when the movement involves transfer to or from an overseas destination, represents considerable expense to the Marine Corps. All measures possible should be taken to ensure economy in the expenditures generated by such movements (see figures 4-11 and 4-12).

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a. The simultaneous movement of groups of Marines to a common destination by a common means of transportation will often save money. Group travel rates are substantially lower than individual rates.

b. Group travel is not always practicable, especially where dependents and leave or delay are involved. Therefore, it is not feasible to establish an overall policy requiring the use of group travel in all instances. Local conditions will necessarily govern the extent to which this concept can be applied. Orders for Marines who are members of a draft, departing from or returning to the United States, will designate the parts of the order which constitute group travel orders. Care must be taken to ensure that only that part of the travel as defined in the JFTR, as meeting the prerequisites for group travel, is so designated in the orders. When orders involve reporting at more than one activity en route, each segment of the journey will be considered separately. Commanders endorsing orders are responsible for determining the status of onward travel for each segment of the journey and will so indicate in their endorsement. Commanders at processing centers, transient facilities, or other activities responsible for overseas transportation of personnel, are designated as order-issuing authorities for this purpose.

c. Commanders at all levels are directed to make a constant effort to use group travel wherever and whenever practicable.

2. When enlisted personnel are to perform travel in a group of fewer than 10 persons, the senior Marine will be detailed to take charge. For travel involving larger groups, a sufficient number of noncommissioned officers will be detailed to take charge. When the group numbers over 100 persons, a sufficient number of commissioned and noncommissioned officers will be detailed to take charge. For the movement of graduate recruits from MCRD's, when the mode of transportation used is chartered air or bus, the following exception to the above policy is authorized:

Group Size	Supervisory Personnel	Travel Status	Supervisory Personnel
Under 50	Senior Marine in Group or Designated Graduate Recruit	PCS	
50 - 100	1 SNCO or NCO	PCS or TAD	
over 100	1 Officer and 1 NCO	PCS or TAD	

4402. TEMPORARY DUTY/TEMPORARY ADDITIONAL DUTY (TDY/TAD). TDY/TAD orders involve one journey away from the Marine's duty station, in the performance of prescribed duties at one or more places, and direct return to the starting point upon completion of such duties. Personnel on TDY/TAD remain assigned or attached to the station from which they initially proceeded on that duty, as well as being subject to the command of their TDY/TAD site commander.

1. The travel category code (TCC) and purpose of the TDY/TAD travel must be

included in TAD orders. Use one of the following:

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TCC	Purpose and Definition	
D1	Site Visit. Visit to a particular site to personally perform operational or managerial activities; e.g., oversee programs, grant operations or management activities for internal control purposes; conduct repair or maintenance negotiations; provide instructions or technical assistance.	
D2	Information Meeting. Attend a meeting to discuss general agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be a site visit.	
D3	Training Attendance. To receive training.	
D4	Speech or Presentation. To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.	
D5	Conference Attendance. To attend a conference, convention, seminar or symposium for purposes of observation or education only, with no formal role in the proceedings.	
D6 (same	Relocation. To move from one official duty station to another as a PCS move)	
D7 entitled	Entitlement. Travel to which an employee (or dependent) is as a result of an assignment; e.g., official vacation or home leave; educational travel.	
D8	Special Mission. To carry out a nonrecurring special activity mission; i.e., nonoperational unit movements; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; cover travel by Federal beneficiaries and other nonemployees.	
D9	Other. To travel for reasons (purposes) that are not indicated in one of the other categories listed herein.	
DA	Recruiting. Travel involving military recruitment.	
DB	Congressional Travel. Travel by members of Congress or their staffs, or by others for the purpose of accompanying members of Congress or their staffs.	
DC	Audit or Inspection. Travel involved in the performance of an	

audit
or official activity inspection.

DD Troop Movement. Travel associated with military operational movements, unit deployments, transportation of applicants to and from military entrance processing stations and deployment of personnel on a rotational basis.

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2. Include the TCC in TDY/TAD orders as follows:

a. Standard letter-type orders - Paragraph immediately preceding the appropriation data paragraph or the last paragraph of the delivery endorsement.

b. TAD Travel Orders (NAVPERS 1320/16) - In the block marked "Reason for Travel."

c. Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610) - Block 9 (Purpose of TDY).

3. All personnel performing official temporary duty travel abroad must obtain a "Theater (Area) Clearance" from the Unified Commander and/or "country clearance" from the USDAO/U.S. Embassy. Travel to those countries designated as "Special Area" per OPNAVINST 4650.11F require prior concurrence for all Presidential appointees in defense positions with the Under Secretary of the Defense (Policy) before plans or arrangements are communicated abroad. For all other Marines prior

concurrence of notification of the Department of State will be obtained through OUSDP via the Chief of Naval Operations (CNO) with an information copy to the CMC (MMIA) regardless of the purpose of the TAD. See OPNAVINST 4650.11F concerning other notification requirements and instructions.

4. Prepare TDY/TAD orders in the same format as PCS orders or, for consistency, by the use of NAVPERS 1320/16 (see figure 4-16 and 4-17) or DD Form 1610. For most TDY/TAD orders, the use of the NAVPERS 1320/16 or DD Form 1610 is encouraged (except for TAD orders defined in paragraph 4402.4d(2)(a)).

a. DoD policy requires the issuance of PCS orders when it is expected that a Marine will perform duty at one place for a period in excess of 20 weeks.

Approval must be obtained from the CMC (MM), per the JFTR, paragraph U2145-B prior to issuing TDY/TAD orders, including modifications thereto, for periods of more than 6 months (180 days). TDY/TAD orders issued for periods in excess of 6 months will contain the following statement:

"Approval for TDY/TAD for a period in excess of 6 months was/is authorized by CMC letter/message dated/DTG."

The 6-month limitation on TDY/TAD does not apply to organizations participating in the unit deployment program (UDP). Organizations participating in the UDP are

authorized to remain on TDY/TAD for up to 210 days. See MCO P3000.15A, paragraph 1008.1b.

b. Individual Marines sent TDY/TAD or held on legal hold from UDP units must request authority to exceed TDY/TAD in excess of 180 days. Refer to MCO P4650.37C, paragraph 80102.

c. Constant efforts will be made to use group travel whenever practicable.

d. TDY/TAD orders issued where travel is performed in connection with exchanges, special services, officers' messes, etc., are funded from either appropriated or nonappropriated funds or are issued on a nonreimbursement basis.

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(1) TDY/TAD orders issued where travel and duty are performed in connection with conferences, training schools, or other business involving administration of special services, officers' messes, SNCO, NCO, and enlisted clubs, are chargeable to appropriated funds. Where appropriated funds are not available for this purpose, the expenditure of nonappropriated funds is authorized, subject to the regulations governing nonappropriated fund expenditures. If nonappropriated funds are used, the TDY/TAD orders will indicate the source of nonappropriated funds; i.e., club and mess funds or recreation funds.

(2) Travel performed by individuals or teams for participation in athletic events which require absence from local area will be under written orders as follows:

(a) Orders issued in connection with the performance of travel on TDY/TAD for individual athletes and/or teams will always be issued in letter format. The last paragraph will not contain appropriation data for appropriated funds. (Certain orders such as those prepared in connection with international competition may be chargeable to appropriated funds if specifically directed by the CMC.) A statement must be included to indicate which fund will furnish reimbursement for expenses incurred, what portion(s) of expenses incurred are reimbursable, and the manner in which reimbursement will be obtained. A statement such as the following will suffice:

"Reimbursement for the expenses incurred in the execution of these orders will be borne by (appropriated or nonappropriated) funds."

(b) Permissive orders and travel are authorized for training and competition of individuals and/or teams in connection with athletics with no expense being borne by either appropriated or nonappropriated funds. Include the following paragraph in these type orders:

"These orders are issued with the understanding that no expense to the Government for travel and/or per diem is authorized in their execution. If you do not desire to execute the orders without expense to the Government for travel and/or per diem, this authorization is revoked."

(c) In some instances when sufficient nonappropriated funds are lacking to support all expenses that might be incurred by individual athletes and/or teams, only specific expenses may be authorized on permissive-type orders. Statements such as the following would apply:

"Reimbursement for expense allowance of \$_____ per day only in the execution of these orders will be borne by the _____ fund. If you do not desire to execute these orders with further expense to the Government, this authorization is revoked."

"Reimbursement for expense allowance of \$_____ per day only and transportation only in the execution of these orders will be borne by the_____ fund. If you do not desire to execute these orders without further expense to the Government, this authorization is revoked."

(3) TDY/TAD orders issued where travel and duty are performed in connection with conferences, schools, or other business involving the administration of exchanges are chargeable to appropriated funds. Where appropriated funds are not available for this purpose, the expenditure of nonappropriated funds is authorized, subject to the regulations governing non-

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appropriated fund expenditures. If nonappropriated funds are utilized, prepare the TDY/TAD orders in letter form and indicate reimbursement from Marine Corps exchange nonappropriated funds.

e. Issue TDY/TAD orders involving attendance at meetings of technical, scientific, professional and other similar organizations as prescribed in SECNAVINST 4651.8.

5. Order-issuing authorities retain certain administrative responsibilities to ensure the payment of TDY/TAD travel advances are limited to only those amounts which substantially defray necessary and reasonable expenses incurred in the performance of official travel. Order-writing activities must:

a. Ensure travel orders state whether or not government quarters and/or government messing facilities are available when TDY/TAD is performed at a military installation. Travelers are required to obtain a certificate of nonavailability (quarters/messing) from the commander responsible for the government facilities at the TDY/TAD site. If the orders do not state whether or not quarters and messing available, travel advances are computed as though quarters (and for enlisted personnel, messing with charge) will be available.

b. Ensure large miscellaneous expense cost estimates are included in the orders (i.e., "rental car authorized" or "authorized advance payment for

registration fee of (amount)").

c. Indicate in the orders, the amount of advance authorized.

d. Indicate in orders whether the person is a frequent or not a frequent traveler.

e. Include in the orders that a waiver is granted to allow payment of the travel advance when:

(1) the costs are estimated to be less than \$50 (Travel advance may be paid provided a severe hardship exists.), or

(2) the traveler has failed to submit a travel voucher for settlement of a travel advance on previous TDY/TAD orders. (Travel advance may be authorized when circumstances exist that prevent timely claim submission or settlement.)

f. Advise travelers in writing to submit travel claims to the finance officer within 3 working days after completion of travel. Claims which are to be mailed to the finance officer will be postmarked within 3 working days following completion of travel accompanied by a NAVMC 10366 (Post Card). Failure to comply with the aforementioned may result in advances being deducted from their pay.

g. Ensure that the Marine understands that travel advances will not be paid earlier than 3 working days before execution of the TDY/TAD orders. (This restriction may be waived when advance payment of conference registration fees are required. Such waiver, when granted, must be included in the text of the orders.) Refer to MCO P4650.37C, chapter 8, section 2 concerning TAD travel advance policies and procedures.

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6. The funds expended for travel come under close scrutiny by Congress. The need for funds must be fully justified before congressional committees. Any instance of improper use of such funds or of poor planning that negates maximum economy jeopardizes the Marine Corps' position and makes justification subject to question. Each commander who issues orders must exercise careful supervision over expenditures and be prepared to justify fully the cost of orders. To this end, each command issuing orders must:

a. Determine that the travel and/or TDY/TAD is not only desirable, but necessary.

b. Include in TDY/TAD orders the individual's authorized baggage allowances (see paragraph 4400.8). [NOTE: Unit rotation personnel are not authorized free baggage allowance.]

c. Ensure the mandatory inclusion of the CIC in TDY/TAD orders (CONUS or overseas) in which AMC transportation is directed or utilized.

d. Ensure each set of TDY/TAD orders are assigned a standard document number (SDN) and related accounting classification number (ARCN) per MCO 7300.18.

7. There are two types of TDY/TAD. They are those which direct the performance of official government business and those which are permissive orders. (See the JFTR.)

a. Directed. (See samples at figures 4-16 and 4-17.)

(1) Date. Travel orders must be dated on or prior to the date on which travel begins. If travel must commence prior to receipt of written orders, confirmation orders will be issued approving verbal or telephonic instructions which directed the travel. In such cases, the last paragraph of the confirmation orders should read: "Due to the urgency of travel involved, it was not practicable to issue written orders prior to commencement of the travel." While orders may be confirmed after the travel has been performed, it is not possible to modify orders to retroactively authorize and/or change, reduce or increase monetary entitlement. However, when the travel order does not contain authorization for variation of itinerary but circumstances change after travel begins, the order-issuing official may verbally authorize changes before the variance is made and later confirm them in writing by amendment to the travel order.

(2) Letter-type TDY/TAD orders shall include the following:

From: (Title of officer authorized to issue orders.)
 To: (Grade, name, SSN, MOS, and component of the Marine authorized TDY/TAD.)
 Via: (Title of the commander through whom the orders are forwarded, if necessary.)
 Subj: (TEMPORARY DUTY) (TEMPORARY ADDITIONAL DUTY)
 Ref: (a) (Identify the reference which authorized issuance of orders.)

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(3) Text/body of the order:

(a) The order must indicate that it is a directive to proceed.
 Examples: "Proceed on or about...", "Proceed in time to report to... on (date)." In the case of aeronautically designated personnel who are currently assigned duty in a flying status, TDY/TAD in a flying status should be shown in the order by adding the abbreviation DIFOP or DIFDEN, as appropriate, after the component on the "To:" line. The order is directive in nature; therefore, the traveler must carry out the order as written, or if unable to do so, must obtain a modification before commencing the travel.

(b) The order must indicate places to be visited and/or commands to which to report, in desired sequence. Example: ". to the place (or places given in the order named) for temporary additional duty." (The period of TAD or termination date must be indicated in the orders.) Upon completion you will

return to your present station and resume your regular duties. "Washington, DC, reporting to the Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, for temporary additional duty in connection with." Exercise care in determining the exact itinerary and the specific order in which the places are to be visited. Commands may include the following statement in orders: "You are authorized to omit any of the above mentioned places." Use the following statement only when the

nature of the TDY/TAD clearly indicates a more flexible itinerary is necessary: "You are authorized to omit or revisit any of the above mentioned places, or vary the itinerary as you may deem necessary" or "you will proceed to the following places and to such additional places as may be necessary in connection with...".

(c) Directive to Report. It is not necessary, except when duty is under instruction, that TDY/TAD orders contain a directive to report. No reporting/detaching endorsements are required provided the Marine's itinerary, dates, and modes of travel are acceptable for reimbursement purposes. This does not eliminate the requirement for nonavailability certificates, as indicated in the JFTR, when government quarters or messing are not available. A detaching endorsement from the Marine's parent command is not required.

(d) If use of available government quarters is deemed impracticable, and such use would adversely affect the performance of assigned duties, include the following in the orders (also see the JFTR): "While performing this duty, use of government quarters would adversely affect the performance of duty." Where reporting is impracticable, a certification as to the nonavailability of government quarters and messing facilities must be obtained from the installation commander if a claim for full per diem is submitted. MCO P4650.37C, paragraph 20112 directs the use of the NAVMC Form 11118 (Reporting/Detaching, Quarters, and Mess Endorsement) to accomplish travel order endorsements. Direct enlisted personnel (sergeant and below) to report as necessary. For sergeants and below, when directed to perform TDY at a post or station, other than the PDS, in compliance with TDY/TAD or PCS orders and a government mess is available, the endorsement must indicate if subsistence was available at no cost. This information is required in order that a correct determination of per diem and subsistence can be made in settlement of the travel claim.

(e) The order must contain the appropriate TCC and a statement indicating the purpose of travel (see paragraph 4402.1). Examples: "... in connection with inspection of ordnance material (TCC DC)." "... to attend a

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symposium on aviation safety (TCC D5)." "... to attend a conference concerning supply matters (TCC D5)." Personnel should not be ordered to TEMINS if they are not to attend a regularly established course. Rifle marksmanship requalification is considered duty and should be indicated as such in orders. When personnel are so ordered, they should report for TAD in

connection with matters pertaining to the purpose of travel. Example: Where it is impracticable to state the definite purpose, such as a classified mission, orders should read "... for TAD in connection with Marine Corps matters (TCC D9)." Take care when issuing orders for personnel to attend different types of meetings. Some may merit expenditures of government funds while others may not. Where expenditures of appropriated funds are involved for the performance of official business, orders directing the attendance at conventions or meetings of a scientific, technical or professional nature must be approved by the appropriate authority prior to commencement of the travel. See SECNAVINST 4651.8 for procedure and approval requirements. When attendance is not directed in an official capacity and there is no expense to the Government involved, permissive-type orders may be issued.

(f) Orders must also contain a directive that personnel will return to their PDS and resume their regular duties upon completion of the TDY/TAD. In some cases, a Marine assigned to a TDY/TAD station is ordered to an additional TDY/TAD. Upon completion of the latter, the Marine should be directed to either return to the previous TDY/TAD station and resume duties there, or return to the PDS for resumption of regular duties.

(g) Authorization of Per Diem

1 No mention, except as indicated in paragraph 4402.7a(3)(g)2 and 3, should be made in the order of entitlement to reimbursement for per diem for the travel or TDY performed. Instructions of this type serve no useful purpose, since the Marine's entitlement to reimbursement for travel is prescribed in the JFTR and settlement will be made on that basis. When orders involve field duty, as defined in the JFTR, orders will so indicate.

Additionally, detailed instructions pertaining to field duty are in MCO P4650.37.

2 When a Marine is directed to perform TAD at the place from which commuting daily (place of residence) to the assigned duty station, the Marine is not traveling away from a designated post of duty, and is not entitled to a per diem allowance. Transportation allowances may be authorized as prescribed in the JFTR.

3 If reduced per diem or no per diem has been directed by the SecNav, cite the specific reference to the directive in the orders to include the specific amounts, if any, of per diem authorized. Further, if unit messing has been determined to be essential during any period of duty, the orders must specify the requirement. This information is essential for the proper settlement of travel claims. Citation of the foregoing information should appear in a format

similar to the following:

"You are authorized (no per diem) (per diem at the daily rate of \$specific amount) (during the inclusive period YYMMDD to YYMMDD in the execution of these orders as directed by (cite authority)). Unit messing (is) (is not) essential in the execution of these orders."

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(h) Inoculations and Immunization. When it is necessary that the

traveler have inoculations/immunizations prior to departure from the United States, the TDY/TAD orders should direct that they be obtained and that the Marine(s) be directed to have a completed Public Health Service (PHS) 731 or superseding form in their possession.

(i) It must be indicated in the orders that an order permitting a Marine to travel, as distinguished from directing a Marine to travel, does not entitle the Marine to travel expenses.

(j) When the use of a POC is not authorized as advantageous to the government on TDY/TAD orders and the Marine elects to travel POC at own convenience, a comparison of the common carrier cost directed as a mode of travel will be placed in the Marine's orders. Refer to JFTR, paragraph U3310-A1.

(k) Orders will contain a paragraph indicating the degree of security clearance the Marine holds when the duty to be performed involves access to classified information and/or material.

(l) The proper appropriation and accounting data must be shown in each order, except those written as permissive orders. This is required to enable the fiscal officer to make an obligation to cover the expenditures generated as well as to provide the finance officer making settlement on the orders with the appropriation information to be indicated on the settlement voucher.

(m) For Marines assigned to the Unit Deployment Program (UDP), orders will contain a paragraph indicating if the TAD period "is in support" or "not in support" of the UDP. This determination is made by the commanding officer.

(4) TDY/TAD orders issued where travel and duty are performed in connection with conferences, training schools, or other business involving the administration of exchanges, special services, officers' messes and SNCO, NCO, and enlisted clubs are properly chargeable to appropriated funds. Where appropriated funds are not available for this purpose, the expenditure of nonappropriated funds is authorized, subject to the regulations governing nonappropriated fund expenditures. If appropriated funds are used, the orders are issued the same as all other travel orders using appropriated funds and will contain essentially the same information as discussed in the above paragraphs. If nonappropriated funds are used, the TDY/TAD orders will be written in letter form, and will contain essentially the same information as discussed in the above paragraphs. The last paragraph, however, will not contain appropriation accounting data but will include a statement indicating which fund will furnish reimbursement for the expense incurred. A statement such as the following example will suffice: "Reimbursement for the expense incurred in the execution of these orders will be borne by _____ funds."

b. Permissive. (See figure 4-15.) TAD orders which are issued to authorize or permit a Marine to travel, as distinguished from directing the travel (see the Marine Corps Manual), have no specific requirements regarding the performance of duty and provide for no reimbursement. Permissive orders "authorize" the Marine to proceed; accordingly, a provision is included in the orders which gives the choice of refusing the orders if the Marine decides not to go or not to bear the expense.

In orders which "direct," the Marine has no

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choice but to comply. The purposes of these type of orders are discussed in paragraph 4404. These type orders usually state:

(1) The Marine is authorized to proceed.

(2) The Marine is not necessarily required to report.

(3) The Marine may, or may not, have any special instructions, as deemed appropriate by the issuing authority.

(4) That there is no appropriation or funds indicated from which reimbursement, in any form, will be made.

8. One copy of all funded TAD orders showing full accounting data, including estimated costs, will be forwarded to the Authorization Accounting Activity by the order issuing officer. When orders are modified or corrected, one copy of the approved modification or correction will be forwarded to the Authorization Accounting Activity by the officer originating the change.

9. When a claim for reimbursement is not filed by the traveler, and a copy of the travel voucher showing the GTR or other method of transportation is not distributed, the traveler, upon completion of the travel, will forward a copy of the orders or a memorandum to the Authorization Accounting Activity. The orders or memorandum will bear the required accounting data, the GTR, and the costs. If all or any part of the transportation was accomplished without cost, the traveler will note this fact. If a GTR is issued but not used, the traveler will state the disposition of the TR.

4403. ORDINARY LEAVE FOR FAMILY EMERGENCY INVOLVING OVERSEAS TRAVEL VIA AMC. Ordinary leave shall be authorized for space available transportation via AMC for family emergency in an overseas destination where emergency leave travel at Government expense is not authorized. Information concerning authorization for

AMC travel at Government expense in connection with emergency leave is in paragraph U5244 and U7205, JFTR.

4404. PERMISSIVE TAD (PTAD)

1. PTAD orders are orders which authorize, rather than direct, the traveler to proceed on TAD, and indicate that the travel may be performed at the option of the individual. (See the JFTR.) These type of orders are issued to permit Marines to be officially absent from duty and to perform travel at their own expense, as necessary, for the purpose indicated in the orders and when the benefit to the service is not sufficient to warrant expenditure of government funds. Commanders are authorized to issue PTAD orders consistent with the command's mission requirements. Examples of occasions for which PTAD may be granted include:

- a. Attendance at civilian meetings or meetings of nationally chartered organizations (Boy Scouts of America, Girl Scouts of America, etc.).
- b. Participation in athletic events.
- c. Taking of bar or other forms of examinations.

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- d. Allowing a househunting trip to Marines issued PCS orders to any location where government quarters will not be available
- e. Allowing a househunting trip to Marines authorized to occupy nongovernment quarters at their new PDS upon completion of PCS travel.
- f. Allowing a househunting trip to Marines scheduled for restricted tours who wish to move their dependents to a designated place.
- g. Allowing Marines involuntarily separated from Marine Corps under honorable or general conditions to use benefits to which they are entitled to under the Transitional Assistance Management Program (see paragraph 4404.4).
- h. Allowing a househunting/job search trip to Marines who are separated under the Voluntary Separation Incentive (VSI) and Special Separation Benefit (SSB) programs. (See paragraph 4404.3.)
- i. Allowing a househunting/job search trip to Marines who are placed on the temporary disability retired list (TDRL), the permanent disability retired list (PDRL), retiring or who are transferring to the Fleet Marine Corps Reserve (FMCR).
(See paragraph 4404.3.)
- j. Participation in other official or semi-official programs of the Marine Corps which will enhance the members value to the Marine Corps or the member's understanding of the Marine Corps and the member's relationship to it.
- k. Paternity PTAD for birth or adoption for up to 10 days. MCO P1050.3 and MCO P5000.12 apply.

2. PTAD orders must always include a paragraph which gives Marines the alternative of deciding whether or not they wish to undertake the expense, and if not, to provide for cancellation of the orders. PTAD orders will never be issued where the performance of official government business is required and directed and thereby reimbursable from appropriated or nonappropriated funds. PTAD orders will include the following:

"These orders are issued with the understanding that no expense to the Government for travel and/or per diem is authorized in their execution. If you do not desire to execute there orders without expense to the Government for travel and/or per diem, this authorization is revoked."

3. PTAD in Conjunction with Involuntary Separation, VSI/SSB Program, Retirement and Transfer to the Fleet Marine Corps Reserve (may be taken consecutively or in increments.)

a. PTAD for a period not to exceed 20 days for CONUS Marines and 30 days for OCONUS Marines or excess leave for a like period, not both, may be granted a Marine prior to being separated unless to do so would interfere with military mission, or the commander determines that the Marine will not be able to reimburse the Marine Corps after separation for such excess leave taken. Such PTAD/excess leave is granted by the commander to facilitate the Marine carrying out necessary relocation activities (such as job search and residence search (house hunting) activities. Excess leave is a negative leave balance upon separation. The resultant indebtedness will be recouped upon separation. Refer to MCO P1050.3 for further info concerning excess leave.

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b. Command-sponsored dependents residing overseas with their sponsor are authorized one round trip, space-available flight between the overseas port and a port of entry in the United States for the purpose of house hunting/job search. The command-sponsored dependent may accompany the sponsor when the sponsor uses transition PTAD, or travel unaccompanied by the sponsor, but not both.

c. PTAD for a period not to exceed 30 days for those members who were domiciliaries before entering active duty and continue to be domiciliaries of states, possessions or territories of the United States located outside the Continental United States (CONUS), including domiciliaries of foreign countries, and are stationed at a location other than the state, possession, territory or country of their domicile. PTAD only for house and job hunting to the state, territory, possession or country of their domicile.

NOTE: For those Marines electing to take PTAD in increments, it is required that the Marine returns to his Permanent Duty Station (PDS) for a minimum of 24 hours prior to commencing the next increment.

4. PTAD for House Hunting in Connection with PCS. Commanders may authorize Marines in receipt of PCS orders up to 10 days PTAD for the purposes set forth in paragraphs 4404.1d through 4404.1f. Only one PTAD trip will be allowed per PCS transfer. PTAD for house hunting in connection with PCS is limited to a maximum of 10 consecutive calendar days. The following constraints apply when granting PTAD for the purposes of house hunting in connection with PCS:

a. The PTAD for house hunting may not be used in conjunction with PCS, PCA, or funded TAD orders.

b. Marines and one accompanying dependent (DoD 4515.13R, chapter 6) may perform PTAD either prior to detachment or after reporting to their new duty station. PTAD may not be included in a Marines PCS orders.

- c. PTAD may be taken in conjunction with leave and liberty.
 - d. New accessions reporting to their first duty station are not eligible for PTAD.
5. The following administrative procedures apply:
- a. Commanding generals and separate/detached commanders have approval authority for PTAD. This may be further delegated.
 - b. The Marine must request PTAD in writing through the chain of command.
 - c. The Marine's commanding officer will coordinate with the Base Housing Office to determine the availability of government quarters at the new duty station.
 - d. Commanders may deny PTAD based on the command's mission requirements.
 - e. Granting of PTAD will not accelerate replacements and the impact on readiness and mission requirements should be a key factor in making the decision to authorize the maximum allowable PTAD.

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6. Additional information concerning PTAD. See chapter 6 of MCO P1050.3.

4405. REPEATED TRAVEL ORDERS

1. Repeated travel orders are orders that authorize a Marine to perform travel from time to time as necessary for the purposes stated in the orders. (See example at figure 4-19.)
2. Repeated travel orders are issued by the CMC, or by commands authorized to issue TAD orders, to personnel who regularly and frequently travel from their PDS in performing assigned duties. Repeated travel orders are written for a specified period of time. Repeated travel orders allow any necessary number of separate round trips from the PDS. Each separate journey may necessitate stop-over for duty at one or more places before returning to the PDS. Travel must not be solely between place of duty and place of lodging.
3. Repeated travel orders do not expire upon the Marine's return to the PDS. They continue in effect until the time limit expires or upon the Marine's detachment from the PDS to which such orders pertain, at which time the orders are automatically canceled.

4. Holders of orders for repeated travel will forward to the Authorization Accounting Activity, each quarter, one copy of the orders showing all accounting data and the expenses estimated to be incurred in that quarter. When the quarterly estimate for reported travel exceeds the original estimate, the holder of repeat orders will notify the Authorization Accounting Activity in writing of such revised estimates.

4406. MOVEMENT ORDERS

1. Movement orders are those orders which direct a change of location, involving travel, of an organization. Movement orders must meet the applicable requirements

for travel and will contain such instructions necessary to accomplish the desired change of location. The JFTR, paragraphs U4000-A and B, provide specific guidance

concerning movement orders. The intent of movement orders is to maintain unit integrity and to minimize, by directing group travel, the cost associated with organizational relocation. There are two variations of movement orders, movement/TAD orders and movement orders, which may be modified as PCS orders.

2. Movement/TAD orders involving the temporary relocation of an organization in connection with the UDP for a period not to exceed 210 days. Government transportation will be utilized, when available, and per diem is authorized in the

execution of these orders. Organizational and/or detachment personnel requiring medical evacuation/emergency leave must be charged to separate appropriation data from the group travel personnel. When departure from or return to the permanent site occurs in different fiscal years, include the appropriation data for both fiscal years in the orders. (See example at figure 4-23.)

3. Movement/PCS orders (example 4-24) may involve the permanent relocation of an organization from one geographical area to another. Although group travel shall be directed, the permanent relocation will result in the authorization

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for transportation of dependents and/or the shipment of household effects. The necessity for the Marine to accompany the dependents should be considered on a case by case basis (i.e., family consists of several young children requiring the Marine's presence for assistance in child care, or, the incapacitation of one or more dependents). Should similar situations prevail, the movement orders may be modified, by endorsement thereto, as PCS orders. The modification should include normal PCS data; i.e., proceed, delay, travel, name/address/telephone number of next of kin, etc.

4407. ORDERS TO ACTIVE DUTY

1. Orders to active duty involve travel by retired and Reserve personnel from the place of residence at the time of assignment to active duty to the specified duty station. These orders should stipulate whether or not the duty is expected to be for 20 weeks or more. Depending upon the purpose for which ordered to active

duty, the orders will be designated as one of the following types:

- a. Orders to extended active duty (EAD).
 - b. Orders to temporary active duty.
 - c. Orders to active duty in a Reserve program.
 - d. Orders to active duty training (ADT). (See MCO P1001R.1.)
2. Orders to EAD are orders to active duty for a definite or indefinite period of time, but for not less than 90 days.
 3. Orders to temporary active duty are orders to active duty for a specified limited period, which direct, upon completion, release to inactive duty. They may be issued only at the request of the Marine concerned. These orders should stipulate whether duty is for training or other than training.
 4. Orders to active duty in a Reserve program are orders that place an individual, at own request, on active duty in connection with the planning and administration of a Reserve program. Release from active duty in a Reserve program may be effected per such policies as established by the CMC.
 5. Orders to active duty training are orders to active duty, for a limited period, for the purpose of training.
 6. Orders to active duty and relief therefrom will be issued by the CMC or as directed.
 7. When a Reserve, retired, or FMCR member is ordered to active duty to take a physical examination prior to being ordered to active duty for more than 30 days, pay and allowances accrue for the period of the examination and traveltime is allowed. If the Marine passes the physical examination, pay and allowances accrue for traveltime to the first duty station, when later ordered to active duty for more than 30 days. Further, if the Marine fails the physical examination, pay and allowances accrue for the period required for the examination and traveltime to and from the place of the examination. In the latter case, the Marine should submit orders, with all endorsements, to the Commanding General, Marine Corps Reserve Support Command, 15303 Andrew
 8. All orders to active duty in excess of 30 days must include a component code, MCC and RUC to facilitate the unit diary process in the MCTFS.

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Road, Kansas City, Missouri 64147-1207, for settlement of travel, pay, and allowances. If a Marine is ordered to active duty solely to take a physical examination, not incident to being ordered to active duty, then pay and allowances do not accrue. (CompGen G-181762 of 18 July 1975.)

4408. ORDERS TO SHORE PATROL

1. Upon assignment of a Marine to shore patrol duty, written orders must be issued.

2. Shore patrol orders will contain the following:

- a. Names of Marines on shore patrol.
- b. Hours, dates, and places of duty.
- c. Officer to whom to report for duty.
- d. What subsistence and/or quarters allowances, if any, are allowed, and the finance officer who will pay these allowances.
- e. Uniform to be worn.
- f. Appropriation accounting data. This data should be shown in the last paragraph of the basic orders.
- g. Signature of commander.
- h. Reporting endorsement.
- i. Completion of duty endorsement.

3. In addition to the requirements of paragraph 4408.2, special shore patrol orders will contain the following:

- a. Statement of authority of shore patrolmen.
- b. Conduct expected of shore patrolmen.
- c. Special orders applicable to local conditions.
- d. Reference to applicable local orders, directives and policies.

4. Orders issued to an enlisted Marine who is required to procure quarters while away from the PDS or naval vessel will also contain the following:

"While engaged in the performance of these duties you will be entitled to reimbursement not to exceed (insert rate) per day for the procurement of quarters.

Receipts must be procured for payments made therefor. The place to which you are ordered pursuant to these orders is located outside the metropolitan area in which your PDS is located and your daily return to your PDS is considered to be impracticable."

The last sentence of this quotation is not required in the case of a Marine

assigned to shore patrol duties in a nontravel status away from a naval vessel.

4409. NORTH ATLANTIC TREATY ORGANIZATION (NATO) AND "SPECIAL AREA" TRAVEL ORDERS

1. The NATO countries (Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Turkey, the United Kingdom of Great Britain, and the United States of America) have agreed to the publication and use of a standard NATO travel order.

2. All order-writing commands will, upon issuing any travel orders (PCS or TAD) to or within a NATO country for Marine Corps, Navy, Army, Air Force, and Coast Guard personnel on permanent duty the Marine Corps and under their military command attach a NATO travel order.

3. Use the NATO travel order format in figure 4-20. Subject to the presentation by individuals of identity cards, the NATO travel order will permit individuals or bodies of troops to pass without difficulty from one NATO nation to one or more other NATO nations, exempting them from regulations of the receiving nation concerning passports, visas and immigration inspection.

4. Use the NATO travel order for both individual and collective movement. When the travel order is issued to parties of 20 or over, make detailed arrangements, as necessary, for movement, reception, staging, etc. Furthermore, use the order only for the movement of military personnel, their personal baggage, individual weapons and official documents.

5. NATO travel order will be issued by the appropriate agency of the sending nation. Where there is a requirement for frequent passing from one NATO country to another, the NATO travel order may be issued to individuals to cover a period not to exceed 1 year from the date of issue.

6. Documents under official seal are not subject to customs inspection, providing the NATO travel orders shows the number of dispatches carried, and a certification that the dispatches are official documents.

7. The NATO travel order will be printed in the language(s) of the issuing nation and in the English and French languages. Additional languages may be included if required under National Agreements. Instructions printed on the reverse of the form will be printed in English.

8. It is not necessary that the format in figure 4-20 be followed exactly. However, all the required information should appear in the same sequence as shown.

Print the order in black ink, using standard 8 1/2 x 11-inch paper.

9. Further information on the NATO travel order is in BUPERSINST 1320.6.

10. Refer to paragraph 4402.3 for requirements concerning TDY/TAD to countries designated as "special areas" by OPNAVINST 4650.11. Additionally, all travel

orders involving travel to Spain and Panama require the following statements:

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- a. Orders to Spain. Include the Spanish statement:

"LA PERSONA A QUIEN ESTA ORDEN PERTENEZCA ESTA AUTOIZADA POR LAS AUTORIDADES MILITARES COMPETENTES DE LOS ESTADOS UNIDOS DE AMERICA PARA ENTRAR O SALIR DE ESPANA EN MISION OFICIAL VESTIDO DE CIVIL O MILITAR."

- b. Orders to the Republic of Panama. Include the Spanish and English statements:

"DE CONFORMIDAD CON EL PARRAFO 5 (A) DEL ARTICULO XVII DEL ACUERDO PARA LA EJECUCION DEL ARTICULO IV DEL TRATADO DEL CANAL DE PANAMA DE 1977, EL(LOS) INDIVIDUO(S) NOMBRE(S) APARECE(N) ARRIBA. MIEMBRO(S) DE LAS FUERZAS ESTA(N) EXENTO(S) DE LA INPECCION DE ADUANA AL ENTRAR O SALIR DE LA REPUBLICA DE PANAMA CUANDO VIAJA(N) BAJO ORDENES OFICIALS."

"IN ACCORDANCE WITH PARAGRAPH 5 (A) OF ARTICLE XVII OF THE AGREEMENT IN IMPLEMENTATION OF ARTICLE IV OF THE PANAMA CANAL TREATY OF 1977, THE ABOVE NAMED INDIVIDUAL(S), A MEMBER(S) OF THE FORCES, IS EXEMPTED FROM CUSTOMS INSPECTIONS UPON ENTERING OR DEPARTING FROM THE REPUBLIC OF PANAMA WHEN TRAVELING ON OFFICIAL ORDERS."

4410. STRAGGLERS ORDERS. Absentees who have been returned to military control at a location other than their PDS may be issued stragglers orders directing them to report to their parent or other appropriate command (see MCO P5800.10). Use MCO P5800.10 to facilitate the processing of stragglers orders. MCO P5800.10 provides detailed information on the issuance of stragglers orders and reporting requirements. Do not issue stragglers orders to a Marine(s) if any of the following conditions apply:

- a. They are in violation of a previously issued set of stragglers orders;
- b. They are escaped prisoners;
- c. They indicate that they will not comply with stragglers orders;
- d. A law enforcement agent requests that they be returned under guard;
- e. The Marine Corps representative assuming physical custody determines the Marine will not comply with the stragglers orders;
- f. They have previously been apprehended by civil or military authorities for UA;
- g. They have serious military charges pending at their parent command; or
- h. They have been classified as dangerous or escape risks by competent authority.

4411. RESERVISTS ORDERED TO ACTIVE DUTY. Members of the Marine Corps Reserve may be issued orders to perform periods of active duty. MCO P1001R.1 provides instructions for the preparation of such orders and their acceptance by the reservists.

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4412. SELECTED MARINE CORPS RESERVE (SMCR) TRANSFER ORDERS. Members of the SMCR that are transferred to another SMCR unit or the Individual Ready Reserve (IRR) will be issued orders. Figures 4-27 and 4-28 provide sample formats. Any travel involved will be performed at no expense to the Government. Transfer Orders WILL NOT be issued when a member is transferred from the IRR to the SMCR.

4413. TEMPORARY ADDITIONAL DUTY ORDERS (TADO) IN CONNECTION WITH EMERGENCY LEAVE. Figure 4-29 provides a sample format for temporary additional duty orders in connection with emergency leave.

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CHAPTER 4

TRAVEL OF MARINE CORPS PERSONNEL AND DEPENDENTS

SECTION 5: SPECIAL ORDERS

4500. USE OF SPECIAL ORDERS

1. The Use of Special Orders. Special orders serve as a medium for implementing transfer and travel directives and for administrative changes. This is accomplished by listing the changes authorized or directed, and indicating the instructions to subordinate commands or personnel concerned in abbreviated form. Due to the precise formatting requirements, the preparation and use of special orders are discouraged. Use of other formats such as message, standard letter, or speedletters in generating orders are encouraged.

a. Special orders may be published as needed by HQMC, major commands, posts, stations, Marine detachments ashore, Marine Corps Reserve units, separate administrative organizations, regiments, aircraft groups, battalions, squadrons or comparable units. Special orders will be numbered consecutively in separate series for each calendar year. Special Orders may be portrait-style using the standard 8 1/2 x 11-inch paper when using the 16 character per inch (including spacing) is utilized or reduction of the 12 pitch typing is reduced at the 66 percent capability. Use 12 pitch typing only when preparing Special Orders in landscape-style on 8 1/2 x 11 inch paper. Unit commanders will retain a file copy of each special order in unit files (see par. 4500.2k). Retention of special orders will be for the calendar year plus one.

b. Commanders of units named in column 2 of the special orders of higher headquarters are authorized to republish the directives contained therein for

personnel under their command. Commanders desiring to use the special order format to effect transfers, travel directions and administrative changes must ensure that:

(1) One signed copy stamped "Original Orders" and one additional copy of each special order is forwarded to commanders of units listed in column 2 of for action.

(2) One copy of PCS orders is to be forwarded for information to the commanders of units listed in column 4. If a special order directs a Marine to report to one activity for TDY or TEMINS and upon completion, to further report to another activity for duty, an information copy will be furnished both commands.

2. Instruction for the Content of Special Orders:

a. Social Security Number. When more than one individual is listed on special orders and/or in addition to other events and the special order will be delivered to an individual(s) only the last four digits of the social security number preceded by zeros in lieu of the other digits will be listed. All copies of the receiving endorsement will be annotated with the individual's rank, name, full social security number and component. This procedure concerning privacy of the individual's social security number is in accordance with DoD regulations. THIS PROCEDURE APPLIES TO ALL TYPES OF ORDERS REGARDLESS OF THE TYPE OF FORMAT USED.

b. Reference. Special orders issued by subordinate commands will reference the senior special order or other directive(s) which may have been

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issued by a higher echelon of command as authority for effecting each action.

c. Distribution. Subordinate commands will be furnished the original and as many copies of the major command's special order as required to effect action for Marines attached to those commands. Copies of organizational special orders will not be forwarded to the CMC, except when the approval of the CMC is required, as provided for in MCO P4650.37 and MCO 1070.14. If copies of special orders are determined to be of interest to the CMC, they may be forwarded, marked for the cognizant staff section, accompanied by a cover letter indicating the nature of their importance. Sufficient copies should be furnished for each person concerned.

d. Abbreviations/Acronyms. Certain standard terms and phrases may be abbreviated in preparing orders in the special order, speedletter and rapid communication forms. Those abbreviations/acronyms contained in the IRAM will be used. Abbreviations/acronyms not contained therein, but which, through long usage and custom, are understood by all concerned, may be used. Abbreviated terms and phrases or acronyms should not be used for Marine Corps personnel on duty outside the military service.

e. Publishing by Type. Orders may be published according to the type of change to be effected on any one day; i.e., one special order effecting change of station and another effecting assignments.

(1) Names may be grouped alphabetically by grade within each activity

to which personnel are being directed to report.

(2) If a special order with a large number of changes of station is being published, each Marine whose name appears thereon may be given:

(a) The first sheet bearing the heading, the appropriation data and the paragraph number,

(b) The last sheet with the signature, and

(c) If the Marine's name is on neither of these, an intervening sheet bearing the special order number, paragraph number and the Marine's name with all the pertinent remarks. These sheets will compose the order and will meet the requirements for competent travel orders.

f. Paragraphing. The normal sequence of paragraphing will be as indicated in figure 4-4. When a paragraph is not used, those which are required will be numbered consecutively.

g. Directing and Effecting Changes. The command ordering the administrative accomplishment of a change will use the term "effected" in special orders. Those higher echelon commands who may require a subordinate command to make such change will use the term "directed".

h. Action Required on Directives Received Subsequent to a Marine's Departure. A Marine may be affected by an administrative change (a modification or a cancellation thereof) that does not mean a change of station, TDY or TAD. If the affected Marine has been transferred prior to receipt of the special order directing the change, the commander of the organization from which the Marine was transferred will forward a signed copy (or an applicable part of the special order directing the change) to the

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Marine's new duty station for action. For changes of station, TDY, or TAD, notify the issuing activity immediately by message or other expeditious means.

i. Modifications. Special order modifications must be prepared in the original for delivery in the same manner as the original orders were; they become a part of the original order.

j. Cancellations. When a cancellation of change of station or TAD orders are received subsequent to the movement of the Marine concerned, the CMC (MM) will be notified of the circumstances by message (including periods of MINIMIZE).

k. Signature. The copy of the special order designated as "ORIGINAL ORDERS" will bear the original signature of the appropriate commander, Acting, Deputy, or individual designated in writing as having by direction authority. The unit will retain a file copy of each special order, bearing the appropriate original signature, in the unit file per paragraph 4500.1a. The name, grade, component and title or authority to sign special order shall be in the manner shown in figures 4-4 and 4-5.

l. Endorsements on Special Orders Directing Travel or the Performance of TAD. The commander of the order-issuing activity will prescribe by endorsement on special orders directing travel, the effective and the reporting date, if such is not already specifically prescribed. Any supplementary instructions deemed

necessary may be added.

m. Special orders designated "Original Orders" that direct travel will be endorsed by the Marine to whom applicable, as to the date, hour, and place or receipt. A statement will be included to the effect that the Marine understands to whom and where to report and to the exact date and time required to report. See the third endorsement in figure 4-7.

n. The term "do" (ditto) may be used when signifying a repetition of all or part of the entry immediately preceding the one in which it is used.

3. Clerical Instructions for Preparing Special Orders

a. The following are instructions for preparing special orders effecting PCS, TAD, release from active duty, and active duty for training of reservists. Instructions for appropriation accounting data to which expenses are chargeable must be included in the paragraph heading or after each item (where applicable) in

these types of orders. To facilitate reimbursement and to assist finance clerks in extracting the proper accounting data for vouchers, each type of accounting data for PCS travel has been assigned a code (as indicated below) for use only in special orders:

CODE A - Accession Travel

CODE B - Training Travel (DUINS excess of 20 weeks CONUS)

CODE C - Travel Between CONUS Duty Stations

CODE D - Travel To, From or Between Duty Stations Overseas (Include DUINS)

CODE E - Separation Travel

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In addition to indicating proper accounting data in the paragraph heading, the code for accounting data will be shown for each Marine in the "Report To" column. Although special orders directing PCS, TAD or separation are not normally issued by HQMC, special orders, when published by HQMC, will not include the code in the "Report To" column. The codes shown in figure 4-4 are examples for proper format only; however, orders received by other directives from HQMC and published in unit special orders will conform to the formats in figures 4-4 and 4-5. PCS orders, including those requiring TAD en route, will be published in the first paragraph and will direct changes of station for both officer and enlisted personnel. See paragraph 1 of figure 4-4.

b. Column 1, "NAME" will contain:

(1) The names of personnel listed alphabetically by grade, last name and initials, Jr, III, etc., without punctuation.

(2) SSN (See paragraph 4500.2a),

(3) Designation "USMCR" in the case of reservists,

(4) Component class code for reservists transferring to the IRR, and

(5) All MOS numbers assigned to the particular Marine. (Recruit depots are excluded (except for permanent personnel) in complying with the special order requirements of this Manual (paragraph 4500.2a will apply). The automated process supporting recruit transfer order-writing, produces machine generated orders, alphabetically in platoon sequence within quota serial number, which expedites processing and recordkeeping.)

The grade of warrant for chief warrant officers, and all reservists ordered to active duty, will be entered by the organization in the basic orders, or endorsement thereto if the basic orders are prepared by an echelon above that holding the Marine's records. When transfer or assignment is directed by number, grade, MOS and specific prerequisites, this information will appear in this column also.

c. Column 2, "Transferred From" will identify the organization from which the Marine is being transferred. With the exception of Marines returning to the U.S. as part of a rotation draft from organizations in the Far East, subordinate echelons issuing special orders will include therein the title of the unit to which the Marine will be joined by unit diary. The organizational entry will include geographic location. Conditional remarks; e.g., "Prov ext enl", "Prov reenl prd 6 yrs", etc., and instructions to the command pertaining to any certain Marine should be entered in this column.

d. Column 3, "DofD" (Date of Detachment) will contain the date on which orders are effective. When a Marine is to be relieved by another, the term "RELBY" will be substituted for a specific date.

e. Column 4, "Report To" will identify the organization to which the Marine is being transferred and to whom to report for duty. In each case, the commander of the unit, the organization and the location of the organization will be indicated. Since APO and FPO numbers are intended for mailing address purposes, the body of the special order should indicate the actual geographic location of the organization concerned. Additional information such as the

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duties to be performed by the Marine: e.g., "DIFOP", "DUSODA", "DIFOPSODA", duty in a specialist category, or relief for a designated person, will be entered in this column. When a Marine is being transferred to a command for DUSODA or DIFOPSODA, the commander of the organization to which the Marine is being transferred will inform the detaching command of the Marine's ultimate duty assignment location as soon as possible. Also, instructions to the command to which the Marine is being transferred will appear in this column: e.g., the changing of a MOS upon completion of a course of instruction. In

organizational special orders, this column will also contain authority for the issuance of the order to the Marine concerned, identifying the senior echelon order by number. The MCC will be included as shown in paragraph 1 of figure 4-4.

f. Column 5, "By" will indicate the date and/or time the Marine is to report to the activity. If a Marine is to report to more than one activity, a designated date may be used for each of the activities, provided distinction is made as to what time the Marine is to report at which activity. Should it be necessary to prescribe the hour of reporting, the hour and date will be entered in this column. The reporting date column will be left blank when date cannot be designated (because mode of transportation cannot be determined in advance, the leave records are not available to the order writing command, or there is no requirement for a specific reporting date). When the "By" column does not include a reporting date, and when the amount of proceed, delay and traveltime to be authorized has not been determined, the commander preparing the delivery endorsement will designate the reporting date.

g. Release from active duty orders will be published in paragraph 2. The first, second and third columns, entitled "Name", "Organization", and "ED", respectively, will be prepared in essentially the same manner as for the first three columns of the PCS order, which are in paragraph 1 of that type of order. Column 4, titled "Remarks" will indicate the place/activity from which the Marine was ordered to active duty and the home of record; e.g., the activity to which assigned upon release from active duty. See paragraph 2 of figure 4-4. A Certificate in Lieu of Orders (NAVMC 11062) may be used in lieu of a special order.

h. TAD will be published in paragraph 3. There are four columns in this paragraph. They are entitled "Name", "Permanent Duty Station", "Report To", and "By" respectively. Generally, the orders to TAD will be treated as prescribed for the PCS order format. In addition to the general requirements for the "Report To" column discussed in paragraph 4500.3e, column 3 of the TAD orders will include the purpose of the TAD and the approximate duration thereof. This is required to enter an obligation of funds. Supplementary instructions, such as mode of transportation to be used, instructions to the activity to which the Marine reports; e.g., requirement for endorsement certifying period Marine performs hazardous duty, etc., will be entered in this column also.

i. Orders for active duty training of reservists may be published in paragraph 4. The five columns comprising this paragraph are entitled "Name", "Organization", "Report To", "Period", and "Remarks" respectively. Entries in column 1 will be the same as entries discussed in paragraph 4500.3b. Entries in column 3 will be made in the same manner as required in paragraph 4500.3d, and will indicate time and date the Marine is to report. Column 4 will specify the period or the duration of the active duty for training. Column 5 will state the purpose of the active duty for training; i.e., aviation or ground, and any supplementary information pertinent to the Marine; e.g.,

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4500

"DIFOP auth" and security clearance requirements. See paragraph 4 of figure 4-4. Active duty for training orders will no longer be published in the special order format by HQMC, but the instructions are included here for compliance by organizations concerned. Normally reserve orders are generated utilizing the Automated Assignment System (AAS).

4. Clerical Instructions for the Preparation of the Administrative Change Portion of Special Orders

a. Designation, Assignment, Permanent Change of Assignment, or Request for Nominations. Paragraphs requiring these actions may be published in the format illustrated in paragraphs 5, 6, 7 and 8 of figure 4-4. A permanent change of assignment may be directed from one activity to another located in the same geographic location. Proceed and delay are not authorized on permanent change of assignment orders.

b. Reduction. The reduction of enlisted Marines may be published in the format illustrated in paragraph 9 of figure 4-4. The date of rank in the grade to which reduced will be shown in the "Date of Rank" column, the "Remarks" column will show the authority for reduction. A signed reduction order will be provided, as original orders, to the Marine(s) concerned.

c. Change of MOS. MOS changes may be published in the format illustrated in paragraph 10 of figure 4-4.

d. Interunit/Interclass Transfer within the Marine Corps Reserve. Interunit/Interclass transfer (with the exception of those Marines transferred from the IRR to the SMCR) within the Marine Corps Reserve may be published in the format illustrated in paragraph 11 and 12 of figure 4-4. Paragraph 11 is an example of transfer of officers from one SMCR unit to another. Paragraph 12 is an example of transfer of officers from the SMCR to IRR. Transfer orders will not be prepared when Marines are transferred from the IRR to the SMCR.

e. Modifications and Cancellations. These actions may be published in the format illustrated in paragraphs 13 and 14 of figure 4-4. An original must be prepared, signed and delivered to each Marine concerned.

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LETTERHEAD STATIONERY

1321
MMA-2

1 Jul --

From: Commandant of the Marine Corps
 To: Captain George R. DOE 111 11 1111/7562/0210 USMC (DIFDEN)
 2d Marine Division, FMFLant, Camp Lejeune, NC 28542-5501
 Via: Commanding General, 2d Marine Division, FMFLant

Subj: PERMANENT CHANGE OF STATION

1. On such date during July 19-- , as the Commanding General may designate, you will stand detached from present station and duties; will proceed and report to the Commanding Officer, Marine Corps Security Forces Company, Naples, Italy (MCC 317), under the instructions and transportation arrangements contained in the Port Call letter issued per MCO 4650.30_ , for duty in a flying status, flight activity denied.
 2. Besides proceed and travel, you are authorized to delay 20 days in arriving at the port of embarkation, such delay charged as annual leave.
 3. MCO P1300.8_ applies to tour length.
 4. Immediate application for no-fee passports are required for you and your dependents. MCO 5512.4_ applies. Dependent entry approval and area clearance must be requested per MCO P1000.6_ . Civilian clothes must be worn if arrival in Italy is by commercial air. The appropriate seasonal uniform will be worn on AMC (Cat B Flight).
 5. Submit your orders to the disbursing officer within 5 days after completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the disbursing officer within 30 days after completion of travel under these orders.
 6. TravChar appn: 17*1105.2753, BCN 44690, AAA 000027, CC 11111111 off tvl advance, 74128 off tvl (TIK), 74122 off tvl(MALT), 74124 off tvl (Per Diem), 74178 depns age 11/under, 74189 depns 12/over (MALT), 74185 depns age 11/under, 74191 depns age 12/ over (Per Diem), 74150 depns (TIK), 74130 off Temporary Lodging Expense (TLE), 74152 and 74154 trans HHG, 74157 DLA. CIC # -/-/-/-/--/-----.
- Current pay grade: O3.

C. C. KRULAK

Copy to:
 CG FMFLant-3
 CO MCSFCo Naples Italy
 CINCUSNAVEUR London UK
 COMFAIRMED Naples Italy
 PERSUPPACT MED Naples Italy

CMC (MMAA(2), MMAA-22(2), MMOS-1(3))

* Insert last digit of current fiscal year.
Construct per MCO 4631.9_

Figure 4-1.--Sample Letter-Type PCS Orders (CONUS to Overseas).

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UNITED STATES MARINE CORPS
Marine Combat Crew Readiness Training Group-10
3d Marine Aircraft Wing, FMFPac
Marine Corps Air Station
Yuma, Arizona 85369-6070

1326/1
CGF:06
1 Aug --

From: Commanding Officer, Marine Combat Crew Readiness Training Group-10,
3d Marine Aircraft Wing, FMFPac
To: Corporal Jerome K. MORRIS 987 00 0001/0151 USMC

Subj: PERMANENT CHANGE OF STATION

Ref: (a) CMC SpdLtr MMEA 83B of 18 Jul --

1. Delivered. Effective 0800, 1 Sep --, per the reference, you will stand detached from your present station and duties, and are directed to proceed and report by 2400, 1 Oct --, to the Commanding Officer, Marine Corps Air Station, Camp Pendleton, California (MCC 057), for duty.

2. You are authorized 4 days proceed and 2 days travel time via private owned vehicle in reporting to your duty station. In addition, you are authorized 25 days delay en route in the execution of these orders, such delay to be chargeable as annual leave. Upon completion of the leave authorized herein, your leave balance will be 30.0 days accrued. You are authorized to draw advance mileage allowance and 2 months advance pay.

3. You have given your leave address as: 513 Lookback Ave., Philadelphia, PA 19149, telephone: (215) 486-2932. You have given the person to be notified in case of emergency as: Mrs. Debbie Lowe (Mother), 3075 Tecumseh Court, Woodbridge, VA 22192, telephone: (703) 491-8560. Any change of leave address shall be reported to the commanding officer of your new duty station. No dependent travel is authorized in the execution of these orders.

4. Before making any rental or lease agreements or purchasing a home you will report to the local military housing office at your new duty station, if one is located thereat. You are further directed to report to the finance office within 5 working days upon completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the disbursing officer within 30 days after completion of travel

QUANTICO, VIRGINIA 22134-5103

MARINE CORPS SPECIAL ORDER

1320/26

NUMBER25-98

2 Jun --

**1. The following changes of station are directed.

TravChar: (Commanders will extract proper accounting data and include in orders issued.)

Accession Travel: appn 17*1105.2750, BCN 41690, AAA 000027, CC SSN#
 (CODE A) off/enl tvl adv, 74138 off tvl (TIK), 74129 enl tvl
 (TIK), 74122 off tvl (MALT), 74123 enl tvl (MALT),
 74124 off tvl (per diem), 74125 enl tvl (per diem),
 74178/74179 depns (OFF) (MALT), 74179/74190 depns
 enl)(MALT), 74185/4191 depns (off)(per diem),
 74186/74195 depns (enl)(per diem), 74150 depns
 (off)(TIK), 74160 depns (enl) (TIK), 74152/74154
 trans (off) HHG, 74157 DLA (off) if entl, 74162/74164
 trans (enl) HHG.

Training Travel: appn 17*1105.2751, BCN 42690, AAA 000027, CC SSN#
 (CODE B) off/enl tvl adv, 74128 off tvl (TIK), 74129 enl tvl
 (TIK), 74122 off tvl (MALT), 74123 enl tvl (MALT),
 74124 off tvl (per diem), 74125 enl tvl (per diem),
 74178/74179 depns (off) (MALT), 74179/74190 depns
 (enl)(MALT), 74185/74191 depns (off)(per diem),
 74186/74195 depns (enl)(per diem), 74150 depns
 (off)(TIK), 74160 depns (enl)(TIK), 74154 trans
 off HHG, 74164 trans enl HHG, 74157 (off) DLA, 74167
 enl) DLA, 74130 off TLE, 74131 enl TLE.

CONUS Travel: appn 17*1105.2752, BCN 43690, AAA 000027, CC SSN#
 (CODE C) off/enl tvl adv, 74128 off tvl (TIK), 74129 enl tvl
 (TIK), 74122 off tvl (MALT), 74123 enl tvl (MALT),
 74124 off tvl (per diem), 74125 enl tvl (per diem),
 74178/74189 depns (off) (MALT), 74179/74190 depns
 (enl)(MALT), 74185/74191 depns (off)(per diem),
 74186/74195 depns (enl)(per diem), 74150 depns
 off)(TIK), 74160 depns (enl)(TIK), 74154 trans off
 HHG, 74164 trans enl HHG, 74157 (off) DLA, 74167
 enl) DLA, 74130 off TLE, 74131 enl TLE.

Overseas Travel: appn 17*1105.2753, BCN 44690, AAA 000027, CC SSN#
 (CODE D) off/enl tvl adv, 74128 off tvl (TIK), 74129 enl tvl
 (TIK), 74122 off tvl (MALT), 74123 enl tvl (MALT),
 74124 off tvl (per diem), 74125 enl tvl (per diem),
 74178/74189 depns (off)(MALT), 74179/74190 depns
 enl)(MALT), 74185/74191 depns (off)(per diem),
 74186/74195 depns (enl)(per diem), 74150 depns
 off)(TIK), 74160 depns (enl)(TIK), 74152/74154 trans
 off HHG, 74162/74164 trans enl HHG, 74157 (off) DLA,
 74167 (enl) DLA, 74130 off TLE, 74131 enl TLE.

Figure 4-4.--Sample Marine Corps Special Order.

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Separation Travel: appn 17*1105.2754, BCN 45690, AAA 000027, CC 74128
 (CODE E) off tvl (TIK), CC 74129 enl tvl (TIK), 74122 off tvl

(MALT), 74123 enl tvl (MALT). 74124 off tvl (per diem),
 74125 enl tvl 74178/74189 depns (off)(MALT),
 74179/74190 depns (enl)(MALT), 74150 depns
 (off)(TIK), 74160 depns (enl)(TIK), 74185/74191 depns
 (off)(per diem), 74186/74195 depns (enl)(per diem),
 74152/74156 trans off HHG, 74162/74166 trans
 enl HHG, 74150 off TLE, 74131 enl TLE.

MCO P1300.8 appl to all pers being asg o/s and appl tour length. MCO 3574.2_ appl
 to all male pers tr o/s. JTR, par U5222-D appl pers asg o/s restr tour. Ensure
 enl
 have 12 mo OblSvc to compl restr tour. If enl conc will not reenl/entenl do not
 tr
 and nty the CMC (MMEA) via msg. Nec trans for o/s tr will be procured per MCO
 4650.30.

Name	Transferred From	DofD	Report to	By
LtCol Stewart J L 000 00 2222/0180/0000	MCAS El Toro	DATEDSG	CG MCAS CherPt MCC 022 (CODE C)	20 May--
SSgt MASON P 000 00 1111/3529/0000	HqBn HQMC	Compl DUINS at 12Oct-- and WD	CG 3d FSSG MCC 1C2 (CODE D)	

** Extract and include only that information applicable to personnel
 being transferred.
 * Insert last digit of current fiscal year.

Figure 4-4.--Sample Marine Corps Special Order--Continued.

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 MARINE CORPS SPECIAL ORDER 25-98 (CONTINUED)

2. Transfer the following personnel on such date as to arrive HOR/OAD (MCC W95)
 on
 "ED" indicated and RELADU per MCO 1900.16_. Include in orders issued "THESEO NOT
 CONSIDERED INVOL RELACDU". Enter in item 25 and 26 (DD Form 214) "RELACDU IAW MCO
 P1900.16_, SDN MKB3." Unit diary entries will be per MCO P1080.40_, MCTFSPRIM,
 using SDN MBK3. TraChar appn CODE E.

Name	Organization	ED	Remarks
1stLt Donato P 00 1100/0302/0206	2d MAW	5 Sep --	OAD fr Boston MA HOR 010 same

3. The following temporary additional duty under instruction is directed. COMPET.
 TravChar appn 171*1106.2780 00000027/9 000027 2D 000000 CC**____ (per diem).
 Furnish copy of orders issued to CG MCCDC (TE-33).

Name	Organization	Report to	By
SSgt Adams M 000 00 4444/0193	MCB CamPen	CO MCSSS APAC prd abt 10 wks (ClCvn 8Sep--)	6Sep-- by 1500

4. The following reservist is assigned to active duty for training on such date as will enable the Marine to proceed and report for active duty for training as directed below. Each reservist will be required to certify in the "Receiving Endorsement" that they consider themselves to be free from any illness or injury which would cause the Marine to be found physically unfit for assignment to active duty for training. Failure to accomplish this certificate prior to departure from place of receipt of orders automatically cancels these orders, and they will be returned to the issuing command with a statement to that effect. At a time during the performance of this training duty which will not interfere with prescribed training, each reservist will be given a physical examination per Article 15-77 of the Manual of the Medical Department. Include appropriate accounting data per current MCO for travel, pay and allowances.

Name	Organization	Report to	Period	Remarks
Maj ALLEN J A 000 00 2222/0302	1stMCD	CG MCB CamPen before 1630 4Sep-- NLT 0800 5Sep	5-19Sep--	To participate in FldOp

5. The following designation is directed.

Name	Organization	ED	Type	Remarks
2dLt RICHARDSON K 000 00 6789/0302	MCSFCo Rota	4Sep--	PriDu	MarCorPropActO Ser #444 AddDu AsstnAdminO

* Insert last digit of current fiscal year.

** Cost Code will be assigned as appropriate in each instance

Figure 4-4.--Sample Marine Corps Special Order--Continued.

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MARINE CORPS SPECIAL ORDER 25-98 (CONTINUED)

6. The following assignment is directed.

Name	Organization	ED	Type	Remarks
------	--------------	----	------	---------

by the reservist. During the actual performance of Inactive Duty Training and periods of equivalent instruction or duty pursuant to these orders, each reservist is subject to the Uniform Code of Military Justice. Upon acceptance by the reservist

of these orders, the reservist will be subject to the Code during any subsequent periods of inactive duty training completed by these orders. Each reservist will endorse the original and one copy of the orders with the following: "(Date), (Place). I hereby voluntarily accept these orders. (Signature), (Grade), (SSN), USMCR.." The reservist will be further requested to deliver the copy of the order, bearing the above endorsement signed by the reservist to the Commanding Officer. Reservists transferred from the SMCR to the IRR will not be required to sign a receiving endorsement since there is no report by date on the orders.

Name/Address	Transferred from	ED	Report to	By
Capt HENRY D W USMCR 000 00 5798/1802 32 Eustis Street Cambridge, MA 02140	SMCR LCo 3dBn 23dMar USMCR	1Dec--	SMCR Ico 3dBn 25thMar USMCR BFLO	15Dec--

12. The following transfer in the Marine Corps Reserve is directed. No travel is authorized in the execution of these orders.

Name/Address	Transferred from	ED	Report to
Maj Kelley P F USMCR 000 00 3124/0302 12 Homer Road Arlington, VA 22503	SMCR HqSvc/ACo 25thMar USMCR	1Dec--	IRR MCRSC KSC

13. The modification of the following order is directed.

Name	Organization	Reference	Modification
Sgt DAY C J 000 00 7181/3531	MCRD PISC	Par 1 MCSO 20-98	"By" column to read 20Dec-- NET 15Dec--

Figure 4-4.--Sample Marine Corps Special Order--Continued.

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MARINE CORPS SPECIAL ORDER 25-98 (CONTINUED)

14. The cancellation of the following order is directed.

Name	Organization	Reference	Reference directed
1stSgt SMITH H L 000 00 6896/9999	MSGBn QUANT	Par 1 MCSO 16-98	Rpt CG 1stMAW

C. C. KRULAK
General, U.S. Marine Corps
Commandant of the Marine Corps

Distribution: Standard

Figure 4-4.--Sample Marine Corps Special Order--Continued.

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UNITED STATES MARINE CORPS
Headquarters
1st Marine Aircraft Wing, FMFPac
FPO San Francisco 96603-8701

WING SPECIAL ORDER
NUMBER.....01-98

1320/26
4 Sep --

1. The following permanent change of station are directed. TravChar appn 17*1105.1753, BCN 44690, AAA 000027, CC SSN# off/enl tvl advance, 74128 off tvl (TIK), 74129 enl tvl (TIK), 74122 off tvl (MALT), 74123 enl tvl (MALT), 74124 off tvl (per diem), 74125 enl tvl (per diem), 741781/74189 depns (off) (MALT), 74179/74190 depns (enl) (MALT), 74185/74191 depns (off) (per diem), 178186/74195 depns (enl) (per diem), 74150 depns (off) (TIK), 74160 depns (enl) (TIK), 74152 and 74154 trans off HHG, 74162 and 74164 trans enl HHG, 74157 off DLA, 74167 enl DLA, 74130 off TLE, 74131 enl TLE,. Rpt to CO nearest MarCorActy CONUS for further DUSTA indicated. Immunization reqd per NAVMEDCOMINST 6230.3. GOVAIRSUR DIS CL II

PRIORITY CERT. Baggage may not exceed 62 linear inches, or two bags totaling 140 pounds. Commanders will affix proper CIC number per MCO 4631.9_. Before making any rental or lease agreement or purchasing a home, you will rpt to the local military housing office at your new duty station if one is located thereat. You are directed to rpt to the FinanceO with these order's and all endorsements within 3 working days after compl of tvl to settle tvl expenses. Failure to do this will result in your pay account being checked for your tvl advance Additionally, elapsed time will be charged as leave if your tvl claim has not been subm to the Finance within 30 days after completion of tvl under these orders.

Name	Organization	DofD	Report to	By
Capt JAMES R W 000 00 1234/7565/0430	MAG 15	After 17Sep--	DIFOPSODA 2dMAW FMFLant (MCC 142) Auth MCSO 00-98	To arr CONUS NLT 22Sep--
MSgt JONES K M 000 00 2222/0193	do	After 6Sep--	CG MCB CamLej (MCC 013) for du Auth CMCSpdLtr MMEA-1 of 7Jul--	To arr CONUS NLT 11Sep--
Cpl DONAHUE J J	MWHS-1	After	CG MCB CamPen	To arr CONUS

WALLACE CR 000000000 0369 E7 00 67890 2
 REF 9804071804 DATEDSG TR SNM DIR PROREP BY 980622 NET 980544 TO CG
 III MEF MCC 1C1 (UNACCOMP) FOR DU. CURRENT EDITIONS OF MCO
 P1000.6, 1050.30, NAVMEDCOMINST 6230.3 AND APPROP PAR JFTR APPLY.
 TRAVCHAR IAW MCO P7301.104, PARA 1007. ENSURE SR HR ACMP IND.
 INCL IN ORDS ISS: THE STANDARD TOUR OF DU FOR THIS ASG
 COMMENCES AS OF DATE DEPT CONUS AND IS PRESCRIBED IN MCO
 P1300.8. SNM MUST HAVE SUF OBL SVC TO COMPL PRESCRIBED TOUR
 LENGTH. IF APPL AFD SNM THE OPTY TO EXTENL PRIOR TO TR. THESEO
 ARE NOT AUTH TO EXTENL/REENL EXCEPT IAW MCO P1040.31 PARA 3300.5.
 IF SNM DOES NOT HAVE SUF OBL SVC TO COMPL PRESCRIBED TOUR AND
 WILL NOT EXTENL DO NOT DET AND NTFY THIS HQ (CODE MMEA) WITHIN
 20 DAYS.DODDS SCOL LACK SPACE FOR NON-COMMAND SPONSORED DEPNS. LOCAL
 CIV SCOLS HAVE INDIC INABILITY TO ACCEPT DODDS OVERFLOW. INFO RGRDNG
 FIN, MED & PERS ASST CAN BE OBTND FR REG FAM SVC CTR CALL TOLL FREE
 800-336-4663 EAST OF THE MISSISSIPPI (LESS WI) OR 800-253-1624 WEST OF
 THE MISSISSIPPI (INCLUDING WI). ORIGINAL ORDS SENT VIA SEPARATE
 CORRESPONDENCE. H T%

ORDERS CANCELED

RYAN JK 000000000 3531 E5 00 21212
 REF 980506180 IRT SNM S REQ TR FMCR. PSCS OF SNM ORIG BY RUC 00000
 REF 980411 1754 REVQ.H%

Figure 4-6.--Sample Automated Order Writing Process (AWOP) Orders

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MASTER AOWP TRANSMISSION

T704OMFI PERMANENT CHANGE OF STATION ORDER 06/26/98
 REPORT PAGE 1

THIS REPORT CONSTITUTES AUTHORITY FOR EFFECTING PERMANENT CHANGE OF STATION, OR
 MODIFICATION OR CANCELLATION THERETO IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED

IN MCO P1000.6_ AND MCO 7130.1_. UPON RECEIPT, COMMANDERS AUTHORIZED TO EFFECT
 PCS ORDERS WILL UTILIZE THIS REPORT AS ORIGINAL ORDERS AND PREPARE ENDORSEMENT
 ACCORDINGLY.

PMCC-CRUC 54004

PCS ORDERS INFORMATION FOR PERSONNEL YOUR COMMAND
 LAST NAME INIT SSN PMOS GRADE SELECT GDE PRESENT RUC OMN

ORDERS ISSUED

PAGE EA 000000000 0311 E5 00 54008
 ORIG BY RUC 54863 REF 9807161050 EAS 980913 SEX M DATEDSG TR SNM
 DIR PROREP BY 981122 NET 881121 CG 3D MARDIV MCC 124 FOR DU. JFTR

PAR U5222-D, MCO P1300.8 AND MCO 4650.30_ APPL. TRAVCHAR IAW MCO P7301.104 PAR 5D2. ENSURE SR AND HR ACMP INDIV. INCL IN ORDERS ISS: THE STANDARD TOUR OF DU AS DATE OF DEPT CONUS FOR THIS ASG IS PRESCRIBED BY MCO P1300.8 AS 12 MO. REQ FOR SEP FR THE SERV PRIOR COMPL OF THE STANDARD TOUR WILL NOT NORMALLY RECEIVE FAV CONS. IF SNM WILL NOT HAVE SUF OBL SVC TO COMPL PRESCRIB ED TOUR UPON DATE OF DEPT CONUS AND WILL NOT EXTENL/REENL DO NOT DET AND NTFY THIS HQ (MMEA) WITHIN 25 DAYS RECEIPT THESEO. THESEO ARE NOT AUTH TO EXTENL/REENL SNM EXCEPT IAW MCO P1040.31H PAR 3300.3B. INFO REGARDING FINANCIAL, MED & PERS ASST CAN BE OBTND FR THE REQ FAM SBC CTR. CALL TOLL FREE 800-336-4663 EAST OF THE MS LESS WI OR 800-253-1624 WEST OF MS INCL WI.%

6Aug--

1stEnd on CMC AOWP of 26Jun98

From: CO, HqBn, HQMC, WASHDC 20380
To: CO, CoA, HqBn, HQMC

Subj: PCSO; case of Sgt E. A. PAGE
000 00 0000/0311 USMC

Ref: (a) BnO 1300.1B

1. Forwarded.
2. Prov of the ref apply in preparation of PCSO delivery end.

J. M. COOK

Figure 4-7.--Sample AOWP Orders (CONUS to Overseas) with Intermediate and Detaching Units Endorsements

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1321/1
ORDS
15 Sep --

SECOND ENDORSEMENT on CMC AOWP of 26 Jun--

From: Commanding Officer, Company A, Headquarters Battalion, HQMC
To: Sergeant E. J. PAGE 000 00 0000/0311 USMC

Subj: PERMANENT CHANGE OF STATION

Ref: (b) MCMCC CAMP PENDLETON CA 312354Z Aug --

Encl: (1) General Travel Information (Note: Information for this sheet is obtained from enclosure (7) to MCO 4650.30_)
(2) Overseas Checklist (Note: Format contained in MCO P1300.8. (This checklist must be signed by the Marine concerned and placed in

SRB.)

1. Delivered. Effective time, day, month, and year, you will stand detached from your present station and duties. You will proceed and report as directed per instructions contained within the attached port call confirmation.
2. This port call constitutes a modification to your travel orders. Failure to comply with port call instructions, except for emergencies or situations beyond your control, is considered as refusal to execute travel orders and may subject you to disciplinary action. If your orders are canceled or modified while you are in a leave status, or other circumstances beyond your control prevent you from reporting for your scheduled flight, immediately call the LAX Liaison, Los Angeles International Airport, Los Angeles, CA, and advise the liaison of the necessity to cancel or modify your port call. The telephone numbers are: COML 310-363-1997/3590 or DSN 833-1997/3590. Ensure these orders are in your possession when making telephone calls to the LAX Liaison in order to answer questions pertaining to them.
3. You are authorized 4 days proceed time (enter if applicable), 30 days delay, to be charged as annual leave, and 9 days traveltime via privately owned vehicle in reporting to the designated Air Terminal cited in paragraph 1, above. Upon completion of the above authorized delay, your leave balance will be 14.0 days advance.
4. If you desire to terminate your leave prior to your port call reporting date, report to the LAX Liaison Unit for reporting instructions. Do not report to the designated Air Terminal more than 24 hours prior to the time/date specified in paragraph 1, above. No accommodations are available at the Los Angeles International Airport, and per diem is not authorized for the period involved. This restriction does not apply to any necessary delay beyond your scheduled departure time.
5. Should an emergency arise and you determine that more leave is required, you must contact the LAX Liaison in sufficient time for a decision to be made. Call the LAX Liaison using the numbers contained in paragraph 3, above, to request a leave extension. The Marine Liaison's hours of operation are from 0700-2300 (Pacific Time), 7 days a week. You may leave a message on the recorder at other times. Your request must include the reason for additional leave, the number of days required, a leave address and telephone number where you can be contacted, and the leave balance after the additional leave.

Figure 4-7.--Sample AOWP Orders (CONUS to Overseas) with Intermediate and Detaching Unit Endorsements--Continued.

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Subj: PERMANENT CHANGE OF STATION

Unusual cases will be referred by the LAX Liaison to the CMC (MMOA for officers and MMEA for enlisted), for resolution.

6. You are directed to wear the appropriate seasonal uniform on all AMC flights, unless wearing of civilian clothes is specifically authorized in writing by the CMC

(MM). Two pieces of accompanying baggage may be checked free of charge. Checked baggage may not exceed 62 linear inches (length plus width plus height), or 70 pounds per piece, or a combined weight of 140 pounds. Only these two pieces of checked baggage and a carry-on bag may be taken on board your flight overseas.

7. You have given your leave address as: 1433 Lakeside Drive, Warren, MI 48045, telephone: (313) 123-4567. You have given the person to be notified in case of emergency as: William A. Page (Father), 16 Rosemeade, Winchester, OK 75001, telephone: (742) 123-5677. Your dependent authorized travel expenses on these orders is: Sally K. Almar (W) 661201. Notify your new command upon any change of leave address.

8. You will submit your travel claim to the finance officer at your new duty station within 3 working days after completion of travel to settle travel expenses.

Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim

has not been submitted to the finance officer within 30 days after completion of travel under these orders. Enclosure (3) should be completed while en route.

9. TravChar appn: 17*1105.2753, BCN 44690, AAA 000027, CC SSN# enl tvl advance, 74129 enl tvl (TIK), 74123 enl tvl (MALT), 74125 enl tvl (per diem), 74179 depns age 11/under, 74190 depns age 12/over (MALT), 74186 depns age 11/under, 74195 age 12/over (per diem), 74160 depns (TIK), 74162 and 74164 trans HHG, 74167 DLA, 74131

enl TLE. Your Customer Identification Code (CIC) is 6/8/C/2/10/10987654, as required by MCO 4631.9G.

S. E. CECIL

Copy to:

CG, FMFPac (Code 59); CG, 3dMarDiv; Liaison Unit, LAX (plus local distribution as required)

THIRD ENDORSEMENT

1. I received these orders at __(place of receipt)__ at __(time)__ on __(date)__. I understand that I am authorized to delay until not later than __(time)__ on __(date)__ in reporting to __(command which ordered to report for flight)_____.

2. Such delay, less proceed time (where applicable) and traveltime is charged as annual leave. I have completed an overseas checklist, attached enclosure (2) of these orders. In my possession I have a MTA, my SRB and HR, per MCO P1070.12_.

(Grade and Signature of Traveler)

*Last digit of appropriate fiscal year.

Figure 4-7.--Sample AOWP Orders (CONUS to Overseas) with Intermediate

From: Commanding Officer
 To: Personnel Indicated on the Basic Document
 Via: (1) Commanding Officer, 1st Battalion, 3d Marines,
 (2) Commanding Officer, A Company, 1st Battalion, 3d Marines

Subj: PERMANENT CHANGE OF STATION ORDERS

1. On the date designated by your commanding officer, you will stand detached from your present station and duties; will proceed and report to your new permanent duty station as indicated in these orders.

2. You will report immediately to the Passenger Transportation Office, Bldg. #209, MCB, Hawaii to arrange for transportation. Your commanding officer shall construct your Customer Identification Code (CIC), if AMC travel is directed per MCO 4631.9_. GOVAIRSURDIR TRANSOCEANIC CLASS III CERTIF IED. You will wear ID tags at all times on GOVAIR. You shall wear the uniform of the day (appropriate civilian attire when authorized) on all AMC flights.

3. You are authorized two pieces of baggage checked free of charge. Checked baggage may not exceed 62 linear inches (length plus width plus height) nor exceed 70 lbs per piece. A Duffel Bag, Sea Bag, B-4 Bag, Flier's Kit Bag, or a Diver's Traveling Bag is accepted as one piece regardless of size or weight, and may be substituted for one of the two 62 linear inch items. However, total weight of the two cannot exceed 140 lbs. Shipment of unaccompanied BAGAIR is authorized per JFTR, par. U5320-B.

4. You are cautioned not to make TLA reservations until transportation arrangements have been confirmed. Before making any rental or lease agreements or purchasing a home at your new duty station, you shall report to the local housing referral office, which has the responsibility for providing housing referral services on the installation to which you are assigned. The full name, relationship and date of birth of the Marine's dependents must be included in the delivery endorsement on all PCS orders.

5. Commanders will comply with the following instructions to ensure applicable information is explained, and that the Marine understands the same:

a. Upon receipt of these orders, assist applicable Marines in completing and forwarding a DD Form 1746 with two completed copies of the Marine's orders to the housing office of the new assigned installation.

Figure 4-8.--Sample AOWP Orders (Overseas to CONUS) with Intermediate and Detaching Unit Endorsements--Continued.

4-108

Subj: PERMANENT CHANGE OF STATION ORDERS

b. Enlisted Marines shall not be transferred if they have less than 12 months obligated service remaining upon reporting to the new command. If they decline to extend their enlistment or reenlist to have sufficient obligated service, do not detach or transfer and notify the CMC (MMEA) by message with an information copy to

this Headquarters (BdePersO). Detaching memo endorsement to orders for all personnel returning to CONUS shall include the following information per MCO P1000.6_: (a) Flight Number, (b) Number of days proceed authorized, (c) Number of

days delay authorized, (d) Number of days travel authorized (based on mode of travel within CONUS), (e) New duty station (FMCC), (f) "Report by" date to duty station, (g) Address and telephone number while on leave, and (h) Marital status (for FMCC W99 assignments only). Personnel returning to CONUS under PCS orders which indicate a permanent duty station shall not report to an intermediate activity unless circumstances arise which necessitate such action. In this event,

contact should be made with the duty officer at the activity indicated by the aerial port of debarkation (APOD) listed in MCO P1000.6_. This action may avoid additional travel and/or delay. Personnel returning to CONUS under PCS orders without a predetermined duty station (FMCC W99) shall report to the intermediate activity indicated by their APOD as contained in MCO P1000.6_. All officers and SNCO's returning to CONUS for retirement, transfer to the FMCR, release from active

duty, discharge with readjustment or severance pay, or reversion, shall report to the Commanding Officer, Separations Company Headquarters Company, Headquarters and

Service Battalion, Marine Corps Base, Camp Pendleton, California or such other activity authorized in these orders as directed by the CMC.

c. In all cases, commanders are authorized to grant, 4 days proceed and 30 days delay in reporting to eligible Marines per MCO P1050.3_, paragraph 2009, provided the "Report by" date in these orders is met. Requests for extension of leave should be directed to the future command for Marines ordered to CONUS. If you are on leave in Hawaii, call the MCB Hawaii Transportation Office at 257-3242 or the Passenger Control Point (PCP), Camp Smith, HI at 477-6359/5292. Transient accommodations are limited. Do not report to the designated air terminal more than

24 hours prior to flight departure time. Per diem is not authorized beyond authorized periods except for necessary delay beyond your scheduled departure time.

d. For Marines being returned to CONUS for separation or on leave while awaiting appellate review, commanders are required to ensure that the provisions of FMFPacO 1910.1 is complied with. Commanders are to ensure that Marines who are being separated from active duty prior to completion of the 8 or 6 year obligation

are advised of the provisions of MCO P10120.28_, paragraph 1500.2. For those Marines desiring release from active duty in Hawaii per MCO P1900.16_ paragraph 1006.6, endorsement to orders must include their home of record and place of enlistment. Commanders are authorized to grant separation leave for those Marines

desiring discharge or release from active duty (see MCO P1900.16_ paragraph 1010).

Commanders are to ensure that Marines being returned to CONUS for release from active duty arrive at Camp Pendleton not earlier than 20 days and not later than 10

days prior to EAS. All male Marines (Officer/Enlisted) who are 18 to 26 years of age are required to register with the Selective Service upon separation from active

duty. Registration will be completed with the Selective Service System Separatees

Registration Status Form (SSS 1 (MC)) upon discharge or release from active duty.

Figure 4-8.--Sample AOWP Orders (Overseas to CONUS) with Intermediate and Detaching Unit Endorsements--Continued.

4-109

ACTS MANUAL

Subj: PERMANENT CHANGE OF STATION ORDERS

6. Before making any rental or lease agreements or purchasing a home you will report to the local military housing office at your new duty station, if one is located there. You are further directed to submit your travel claim to the finance officer within 5 working days after completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the finance (disbursing) officer within 30 days after completion of travel under these orders.

7. Travel to, from and between stations overseas (to incl TEMINS) is Char appn: 17*1105.2753, BCN 44690, AAA 000027, CC SSN# enl tvl advance, 74129 enl tvl (TIK), 74123 enl tvl (MALT), 74125 enl tvl (per diem), 74179 depns age 11/under, 74190 depns age 12/over (MALT), 74186 depns age 11/under, 74195 depns age 12/over (per diem), 74160 depns (TIK), 74162 and 74164 trans HHG, 74167 DLA, 74131 enl TLE.

O. K. STEELE

DISTRIBUTION: "SPL", AC/S, G-1, G-2, DO, StatPers, PostalO, Housing Office, PMO, FMCC Commanders

* Enter last digit of appropriate fiscal year.

16 Jan --

Second END on CMC AOWP 080 of 12Dec--

From: CO, 1st Battalion, 3d Marines
To: CO, A Co, 1stBn, 3d Mar

Subj: PCSO, case of

Ref: (a) RegtO P5000.1

1. Forwarded.
2. Ref (a) pertains to preparation of delivery end. Compliance mandatory.

J. A. DENT
By direction

Figure 4-8.--Sample AOWP Orders (Overseas to CONUS) with Intermediate
and Detaching Endorsement--Continued.

4-110

ACTS MANUAL

UNITED STATES MARINE CORPS
Company A
1st Battalion
3d Marine Regiment
Box 63008
Kaneohe Bay, MCAS, Hawaii 96863-3008

1320
S104
1 Mar--

THIRD ENDORSEMENT on CMC AOWP #080 of 12 Dec --

From: Commanding Officer
To: Sergeant Carolyn E. MARTIN 420 00 0043/0151 USMC

Subj: PERMANENT CHANGE OF STATION

Ref: (a) PCP, Camp Smith, HI ltr 4650 of 21 Feb --

1. Delivered. Effective time, day, month, and year, you will stand detached from present station and duties. You will proceed and report as directed per instructions contained with the attached port call confirmation.
2. You are authorized 04 days proceed, 30 days delay and 01 day travel to your new duty station. Upon completion of authorized delay and travel, your leave balance will be 04.5 days due.
3. Should an emergency arise and you determine that more leave is required, you must contact your new commanding officer at your new duty station. Your request must include the reason, number of days requested, leave address and telephone number, and your leave balance. You have given your leave address as: 15444 Waterwheel Terrace, Woodbridge, VA 22191, telephone number (703) 666-9898. You will keep the commanding officer of your new duty station informed of any change in leave address.
4. You have provided your next of kin's name, address, and telephone number as: A. C. JONES (F), 1567 Green Drive, Mobile, AL 36605, (205) 464-9878. Your dependent authorized travel in connection with these orders is Joseph Kiel (S), 860123.
5. Regulations prohibit narcotics, marijuana, explosives of any kind, knives, firearms, or ammunition aboard government transportation. Civilian clothes are authorized for wear on your return flight to the continental United States.

6. You are cautioned not to discuss information of a classified nature relating to military activities, strength, or deployments in this area.

J. E. LONGFILL
By direction

DISTRIBUTION: C

RECEIVING ENDORSEMENT

1. I received these orders at _____ on _____, from ACo, 1stBn, 3d Marines. I

Figure 4-8.--Sample AOWP Orders (Overseas to CONUS) with Intermediate and Detaching Unit Endorsements--Continued.

4-111

Subj: PERMANENT CHANGE OF STATION

understand that I am to report not later than 2400, 30 Apr --, to the CO, HqBn, HQMC, Arlington, VA. I have received my SRB and HR.

(Signature)

Figure 4-8.--Sample AOWP Orders (Overseas to CONUS) with Intermediate and Detaching Unit Endorsements--Continued.

4-112

PAAUZYUW DDDHHMM-UUUU--
ZNR UUUUU
P 220921Z JUL 98 ZYB
FM CMC WASHINGTON DC//MMEA-85//
TO
INFO
BT
UNCLAS //N01326//
MSGID/GENADMIN/CMC MMEA-85//
SUBJ/PCSO/TEMINS RCTR SCOL C/O__SSGT MARY E. DECKER 437 00 0077/0193
USMC//
REF/A/DOC/NAVO/870101//
REF/B/DOC/CMCMIFD/XXXXX98//
REF/C/DOC/CMCFDF/23DEC83//
REF/D/DOC/CMCMMEA/23DEC96//
REF/E/DOC/CMCMHS/02JUL96//
NARR/REF A IS JFTR. REF B IS ACTS MAN. REF C IS MCO P7301.104.
REF D IS MCO 1326.6C. REF E IS MCO 5100.19D//
RMKS/1. DATEDSG TR SNM DIR PROREP BY 2100 _____ CG MCRD WRR
SDIEGO CA MCC J9F FOR TEMINS RCTR SCOL CLNR _____ PRD ABT 7 WKS.
COMPTMINS FFT BY HQMC.

2. TRANS DEPNS AND SHIP/STG HHG NOT AUTH UNTIL ESTAB PERM DUSTA. U5310 OF REF A THEN APPLIES. TEMP CH OF STA ALW IAW U4705 OF REF A AND PARA 4104.4 OF REF B APPLIES. COST OF PER DIEM WHILE ATTENDING SCOL CHG TO APPN 1731106.2780 000 67856 0 000264 2D 00V3D0 99M3TDE_____. SDN IS M6785693TDE_____. ALL OTHER EXP CHG IAW REF C PAR 1007.1C(2). INCL IN ORDERS ISS: USE OF GOVT QTRS AND MESS AT TEMPSTA DIR IF AVAL, PER JFTR U4155. REQR TO INVOL OCCUPY SUBSTND QTRS AT MCRD SDIEGO DEPENDENT UPON QTRS AVAILABILITY. IF SO ASG, NO INCREASE IN PER DIEM WILL BE AUTH. RENTAL CAR NOT AUTH.
3. SCREEN SNM IAW REF D AND SUB RESULTS THIS HQ (CODE MMEA-85) NLT 45 DAS BEFORE EXECUTING THESE ORDS. ENSURE SR, PFR, HR, AND MIN 35 COPYO ISS ACMP INDIV. FURN THIS HQ (CODE MMEA-85) COPYO ISS. PROVIDE CG MCCDC (CODE TE/TE33FM) QUANTICO VA 22134 WITH COPY OF ORIG AND LQDTD TAD ORDS/VOUCHERS, IAW MCO P4650.37 PART C. ENSURE COMPL OF DRIVER IMPROVEMENT CRS AND APROP ENTRY MADE IN SRB PRIOR TO DETACH IAW REF E.
4. ADVISE SNM HE/SHE MUST SIGN PG 11, SRB ENTRY WAIVING UNEXCUSED PORTION OF RETN OF STA REENL OPT.
5. IF SNM FAILS TO COMPL RCTR SCOL AND RETURNS TO YOUR COMD, THE DCTB WILL REMAIN THE SAME WHICH WAS VALID PRIOR TO THE TR. FOR MCTFS ENTRY SEE TABLE 5-15, RULE 10, OF MCTFS PRIM.
6. ENSURE ALL NEGATIVE PG 11 AND PG 12 ENTRIES ARE SUBMITTED ALONG WITH CO SCREENING CHECKLIST LISTED IN REF D ON ALL VOLUNTEERS.
7. REF D REFERS. AUTH GRANTED TO WVR THAT PORTION OF REF D PERTAINING TO NUMB OF DEPNS.
8. ENSURE APPROP ENTRY IS MADE IN SNMS SRB (PAGE 11), INDC WVR APPR7V, CITE THIS MSG AS AUTH.//
BT
#

NNNN

Figure 4-9.--Sample PCS/TEMINS/Completion of Recruiters School Orders with Endorsements.

4-113

ACTS MANUAL

UNITED STATES MARINE CORPS
Marine Corps Recruit Depot
San Diego, California 92140

1326
11
date

FIRST ENDORSEMENT on CMC msg 220921Z Jul92

From: Commanding General
To: SSgt Mary E. DECKER 437 00 0077/0193 USMC
Via: Commanding Officer, Headquarters and Service Battalion
Subj: PERMANENT CHANGE OF STATION

1. Readdressed and forwarded for appropriate action.

J. B. HENRY
By direction

SECOND ENDORSEMENT

From: Commanding Officer, Headquarters and Service Battalion
To: SSgt Mary E. DECKER 437 00 0077/0193 USMC

1. Delivered. Effective 0800, 24 Aug --, you will stand detached from your present station and duties and will proceed and report by 2100 24 Aug --, to the Commanding General, Marine Corps Recruit Depot/Western Recruiting Region, San Diego, CA for temporary duty under instruction with Recruiter School class number XX-XX and further transfer by Headquarters Marine Corps.

J. C. WILLIAMS

RECEIVING ENDORSEMENT

1. I received these orders at Headquarters and Service Battalion, Marine Corps Recruit Depot, San Diego, CA at _____ on _____.

MARY E. DECKER

Figure 4-9.--Sample PCS/TEMINS/Completion of Recruiters School Orders with Endorsements--Continued.

4-114

ACTS MANUAL

UNITED STATES MARINE CORPS
Marine Corps Recruit Depot/Western Recruiting Region
San Diego, California 92140

1325/4
RS-94/XX
date

MEMORANDUM ENDORSEMENT

From: Commanding General, MCRD/WRR, San Diego, CA

To: SSgt Mary E. DECKER 437 00 0077/0193 USMC
 Via: Director, Recruiters School

Subj: PERMANENT CHANGE OF STATION ORDERS (RCTG SCOL GARDS XX-XX)

Ref: (a) CO, 9th MCD Assignment Roster
 (b) JFTR par U5120-B
 (c) JFTR par U4705

Encl: (1) Entitlement to Election of PCS Travel

1. You reported to his command at 1230, 98XXXX, for temporary duty under instruction in the Recruiters School Class Number XX-XX.

2. In accordance with the authority contained in reference (a), when directed by the Director, Recruiters School, you will proceed and report to the Commanding Officer, Marine Corps Recruiting Station, Chicago, Illinois (MCC) for further assignment to the Marine Corps Recruiting Substation, Crown Point, Indiana for duty as a Recruiter (BMOS 8411). In accordance with the authority contained in reference (b), and as documented by enclosure (1), you are hereby authorized to proceed to your new command via your old duty station for the following reasons only: (1) to arrange for movement of dependents, (2) to arrange for shipment of household goods, (3) to pick up personal possessions, and (4) to bring your privately owned conveyance to your new permanent duty station.

3. You are advised that you must obtain an endorsement on these orders showing the time and date your arrived at your old command to substantiate the necessity for returning to your old command.

4. Government quarters and messing facilities were utilized while at this command. Additional temporary weight allowance is authorized from San Diego, CA to your permanent duty station per reference (c).

5. You are directed to submit your travel claim to the Recruiting Station within three (3) working days after completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the finance (disbursing) officer within 30 days after completion of travel under these orders.

Figure 4-9.--Sample PCS/TEMINS/Completion or Recruiters School
 Order with Endorsements--Continued.

4-115

ACTS MANUAL

Subj: PERMANENT CHANGE OF STATION ORDERS (RCTG SCOL GARDS XX-XX)

6. TravChar Appn: 1741105.2752, BCN 43690, AAA 00027, CC SSN# (ENL TVL ADV),
 74129

(ENL TVL TIK), 74123 (ENL TVL MALT), 74125 (ENL TVL PERDIEM), 74179 (ENL DEPNS MALT), 74186 AND 74192 (DEPNS PERDIEM), 74160 DEPNS TIK, 74164 TRANS HHG, 74167 DLA, 74131 ENL TLE, 74173 AND 74177 (ENL COMM AIR).

J. R. KENNEY

Copy to:
CO, 9th MCD
DepFiles
CMC (MMOS-1)

Figure 4-9.--Sample PCS/TEMINS/Completion or Recruiters School
Order with Endorsements--Continued.

4-116

ACTS MANUAL

UNITED STATES MARINE CORPS
Recruiters School
Marine Corps Recruit Depot
San Diego, California 92140-5198

1326
11
date

MEMORANDUM ENDORSEMENT

From: Director, Recruiters School, MCRD, San Diego, CA
To: SSgt Mary E. DECKER 437 00 0077/0193 USMC

Subj: PERMANENT CHANGE OF STATION ORDERS

1. Delivered. Effective 1400 on 25 XXX XX, you will stand detached from this unit and your present duties and will comply with the orders issued by the Commanding General, MCRD/WRR, San Diego, CA.
2. You are authorized 4 days(s) proceed, 30 days delay, chargeable as annual leave and 00 day(s) travel via NA to your old duty, 06 day(s) travel via POV to your new duty station. You will proceed and report NLT 2400 on XX XXX XX. You have given your leave address as: 222 Jerome St., Chicago, IL 60606. Telephone number to include area code: (312) 555-1212. You have identified Henry W. DECKER, III, at SAME AS ABOVE to be notified in case of emergency. Your dependents authorized travel in conjunction with these orders are:
 - a. Henry W. DECKER, dependent husband
 - b. Stacey A. DECKER, dependent daughter - 901122
3. Request or extensions of leave or reporting dates should be directed to the commanding officer of the new duty station to which you are directed to report.

J. R. JONES

RECEIVING ENDORSEMENT

1. I received these orders as ____ on _____, from Recruiters School, MCRD, San Diego, CA. I understand that I am to report not later than 2400, _____ to the CO, MCRS Chicago, Illinois. I have received my SRB and HR.

(Signature of Marine)_____

Figure 4-9.--Sample PCS/TEMINS/Completion or Recruiters School
Order with Endorsements--Continued.

4-117

ACTS MANUAL

ENTITLEMENT TO AND ELECTION OF PCS TRAVEL

Ref: (a) JFTR, par. U5120
(b) UCMJ, Art. 132

1. A decision of the Comptroller General of the United States having significant impact on Marines executing permanent change of station orders with temporary duty en route, has been recently announced. This decision verifies the applicability of reference (a), in those instances when Marines are detached from their permanent duty station with temporary duty en route and the new permanent duty station is not designated until completion of the temporary duty.

2. Marines in situations described above are authorized travel at Government expense from the temporary duty station to the old permanent duty station for the purpose's indicated below:

- a. to arrange for the movement of dependents;
- b. to arrange for the shipment of household goods;
- c. to pick up personal possessions; and
- d. to bring a privately owned conveyance to the new duty station.

3. This authorization will be included in all orders issued by the Commanding General, Marine Corps Recruit Depot, San Diego, CA; however it is not a blanket authorization to return to your duty station for the purpose of a vacation. Personnel desiring to avail themselves of this entitlement, may return to their

old

duty station, at Government expense, only for the purpose's indicated above.

4. The penalties for fraud against the Government are severe, including up to 5 years hard labor and a dishonorable discharge. To preclude the possibility of fraud a defined in reference (b), members of Recruiters School will state in writing, their intention to avail themselves of this entitlement, and the purpose for the travel to their old duty station.

MEMORANDUM ENDORSEMENT

From: SSgt Mary E. DECKER 437 00 0077/0193/8411 USMC

1. Having been explained the above provisions; paragraph U5120 of the JFTR; and the penalties involved under Article 132 of the UCMJ, I hereby elect to return to my old command prior to reporting to my new duty station for the purpose(s) of:

2. I hereby elect to travel to my old duty station via: MCRD, San Diego, CA.

(Signature)

ENCLOSURE (1)

Figure 4-9.--Sample PCS/TEMINS/Completion of Recruiters School
Orders with endorsements--Continued.

4-118

ACTS MANUAL

PAAUZYUW DDDHHMM-UUUU--
ZNR UUUUU
P 000000Z 000 94 ZYB
FM CMC WASHINGTON DC//MMEA-85//
TO CG MCRD ERR PARRIS ISLAND SC//DCAC/DI SCOL//
MCAS BEAUFORT SC//S-1/PERSO/CARPLNR//
INFO CG MCCDC QUANTICO VA//TE/C-463FM//
BT
UNCLAS //N01326//
MSGID/GENADMIN/CMC MMEA-85//
SUBJ/PCAO/TEMINS DI SCOL CLNR 0-98 C/O _____
/000 00 0000/0000 USMC//
REF/A/DOC/NAVO/01JAN87//
REF/B/DOC/CMC FMF/20AUG82//
REF/C/DOC/CMC MMEA/18NOV91//
NARR/REF A IS JFTR. REF B IS MCO P7301.104. REF C IS MCO 1326.6C.//
RMKS/1. ON 000000 REASSIGN SNM TO CG, MCRD, ERR, PARRIS ISLAND, SC
(MCC J9G) FOR TEMINS IN DI SCOL CLNR 0-98 FOR A PRD OF ABOUT 11 WKS.
UPON COMPL OF TEMINS SNM WILL BE FURTHER ASG TO CG, MCRD, ERR, PARRIS
ISLAND, SC (MCC 040). IF DISENR, SNM WILL BE RET TO PARENT CMD.
2. TVL PORTION CHG IAW REF B. IT IS KNOWN OR ASSUMED THAT NO
REQUIREMENT EXISTS TO RELOCATE FAM MEMBERS/DEPN. THEREFORE, SNM NOT AUTH MOVEMENT
OF HHG/DEPN TRAVEL ICW THESE REASGO.
3. INCLUDE IN ORDERS ISS: "USE OF GOVT QTRS AND MESS IS DIR IF AVAIL" IAW JFTR
REF A. RENTAL CAR NOT AUTH ICW THESEO.

4. SCREEN SNM IAW REF C AND SUB COPY OF CO SCREENING/INTERVIEW GUIDE TO THIS HQTRS (MMEA-85) 45 DAYS PRIOR TO REPORT DATE. ENSURE THAT ORIG CO SCREENING/INTERVIEW GUIDE IS PLACED ON THE LEFT SIDE OF SNM SRB PRIOR TO TRANSFER TO DI SCOL.
 5. ENSURE THAT SNM EXECUTE ORDERS WITH SRB, HR, DR, CO CHECKLIST, AND A MIN OF 35 COPIES OF ORDERS ISS. FWD COPY OF LIQ TVL TO CG, MCCDC (CODE TE/TE 33FM), QUANTICO VA 22134.
 6. ENSURE MEDICAL OFFICIALS CONDUCT PHYSICAL EXAMINATIONS IAW STRICT GUIDELINES OF REF C. REENL PHYSICALS NOT ACCEPTED FOR THIS DUTY.
 7. ENSURE THAT A COPY OF THIS MSG IS ATTACHED TO THE ORDERS ISSUED BY THE PARENT CMD.
 8. IF SNM IS NOT QUAL OR IF SNM REFUSES TO EXTEND/REENL TO HAVE OBLSERV DO NOT DET AND NOTIFY THIS HQTRS (MMEA-85).
 9. THESE ORDERS SUPERSEDE ANY PREV ISS ORDERS.
 10. APPROVED WAIVERS: NONE.
 11. POC IS GYSGT A. J. JACKSON, DI MONITOR, DSN 278-9263 OR COMM (703) 784-9263.//
- BT
#

Figure 4-10.--Sample PCAO/TEMINS Drill Instructor School Orders.

4-119

ACTS MANUAL

1320
MMEA
1 Jul--

From: Commandant of the Marine Corps
To: Gunnery Sergeant John J. MARINE 000 00 7604/6016 USMC (1st MAW MCC 145)
Via: Commanding General, 2d Marine Aircraft Wing, FMFLant, Marine Corps Air Station, Cherry Point, North Carolina 28533-6001

Subj: PERMANENT CHANGE OF STATION

Ref: (a) JFTR, Vol. I, Chap. 4, Part A

1. On 10 July 19--, you and the personnel indicated below will stand detached from your present station and duties. You will take charge of the personnel indicated below and proceed and report with the personnel in your charge to the Commanding General, Marine Corps Air Station, Miramar, Miramar, CA, for further transportation overseas to the station indicated opposite name of duty:

SSgt Eric BROWN 000 00 3619/6016 USMC (1st MAW MCC 145)
Sgt Allen MIKE 000 00 4076/6016 USMC (1st MAW MCC 145)
Sgt Milton MARTIN 000 00 8806/6016 USMC (1st MAW MCC 145)
Sgt Robert GREEN 000 00 9764/6016 USMC (1st MAW MCC 145)

2. These orders constitute group travel in accordance with the reference.

3. A copy of these orders countersigned by your commanding officer constitutes original orders for personnel under your charge. All copies of the receiving endorsement will be annotated with the individual's rank, name, complete social security number, MOS and component. (This procedure concerning the privacy of the individual's social security number is in accordance with DoD regulations.)
4. JFTR, paragraph U5222-D and MCO P1300.8 applies.
5. Travel via government aircraft is directed from Cherry Point, NC to Miramar, CA.
6. Upon arrival at Marine Corps Air Station, Miramar, Miramar, CA, the Commanding General thereat will make a determination as to the status of onward travel as pertains to group travel and indicate same by endorsement hereon.
7. Submit your orders to the finance officer within 3 working days after completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the disbursing officer within 30 days after completion of travel under these orders.

Figure 4-11.--Sample Letter-Type PCS Orders (GroupTravel).

4-120

ACTS MANUAL

Subj: PERMANENT CHANGE OF STATION

8. TravChar appn: 17*1105.2753, BCN 44690, AAA 000027, CC SSN# enl tvl adv, 74129 enl tvl (TIK), 74123 enl tvl (MALT), 74125 enl tvl (per diem), 74179 depns age 11/under (MALT), 74190 depns age 12/over (MALT), 74186 depns age 11/under (per diem), 76195 depns age 12/over (per diem), 74160 depns tvl (TIK), 74162 and 74164 trans HHG, 74167 DLA, 74131 enl TLE.

C. C. KRULAK

Copy to:
CG FMFPac-4; CG 3d MarDiv; CG MCB CamBut; CG 1st MAW; CG MCAS El Toro;
CMC (MMEA, MMPA-2(3))
GySgt Marine-50

* Insert last digit of current fiscal year.

Figure 4-11.--Sample Letter-Type PCS Orders (GroupTravel)--Continue

4-121

ACTS MANUAL

1321
MMEA
1 Jul --

From: Commandant of the Marine Corps
To: Sergeant John DOE 000 00 4740/0151 USMC
Via: Commanding General, Marine Corps Base, Camp Pendleton, California
92055-5001

Subj: TEMPORARY ADDITIONAL DUTY; GROUP TRAVEL ORDERS

1. On such date as the Commanding General may designate, you will take charge of the following named personnel, will proceed and report on 21 July 19-- to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina, for temporary

additional duty under instruction for a period of about 10 weeks in the Senior Clerk Course:

Sgt Robert BLACK 000 00 8990/0151 USMC
Cpl Bone WHITE 000 00 9998/0121 USMC
Cpl William ROE 000 00 5665/0151 USMC
Cpl Edward BROWN 000 00 4762/0151 USMC

2. These orders constitute group travel orders as defined in the JFTR, para U4000-A and B.

3. A copy of these orders countersigned by your commanding officer constitutes original orders for personnel under your charge. All copies of the receiving endorsement will be annotated with the individual's rank, name, complete social security number, MOS and component. (This procedure concerning the privacy of the individual's social security number is in accordance with DoD regulations.)

4. Upon completion of the above temporary additional duty, you will return with the personnel under your charge to present station and resume regular duties.

5. Submit your orders to the disbursing officer within 5 working days after completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the disbursing officer within 30 days after completion of travel under these orders.

6. TravChar appn: 17*1106.2780, 000, 00027/9, 000027, 2D, 000000,
CC**_____ (tvl) and CC**_____ (per diem).

C. C. KRULAK

Copy to:
CG MCB CamLej
CO MCSSS CamLej

CMC (MMEA)
 CG MCCDC QUANT (TE-33)
 Sgt Doe (50)

* Insert last digit of current fiscal year.

** Cost code will be assigned as appropriate in each instance.
 Figure 4-12.--Sample Letter-Type TAD Orders (Group Travel).

4-122

ACTS MANUAL

1320
 MMOA
 1 Feb --

From: Commandant of the Marine Corps
 To: CWO3 Roxanne R. CONRAD 111 11 1110/9925/2502/0000 USMC,
 Marine Corps Recruit Depot, Parris Island, South Carolina 29905
 Via: Commanding General, Marine Corps Recruit Depot, Parris Island, South
 Carolina 29905

Subj: TEMPORARY ADDITIONAL DUTY

1. On such date as the Commanding General may designate, you will proceed and report by 1 March 19-- to the Coach U.S. Olympic Shooting Team, U.S. Military Academy, West Point, NY, for temporary additional duty for a period of about 3 months in connection with participating in training and final tryouts for the United States Olympic Team, including Olympic Games in Seoul, Republic of Korea.
2. If you fail to qualify for the United States Olympic Team, you will return to your assigned station and resume your regular duties. If you are selected as a member of the team, you are authorized to proceed to such places as may be necessary to participate in any training and/or competition arranged by the United States Olympic Committee, including Olympic Games in Sydney, Australia, commencing 5 May 19--.
3. Upon completion of the above temporary additional duty and when directed by competent authority, you will return to your assigned duty station and resume your regular duties.
4. Immunization is required per NAVMEDCOMINST 6230.3 before departure from CONUS.
5. You should have identification card, pay, health, and immunization records and appropriate civilian clothing in your possession.
6. Civilian clothing will be worn upon departure from the U.S. and while overseas in the performance of this temporary additional duty.
7. The United States Olympic Committee is requested to ensure identification as a U.S. Marine when participating in any of the competitions.
8. Per Title 37, United States Code 419, a member of the Armed Forces who has no dependents is not entitled to basic allowances for subsistence and quarters

authorized by Title 37, United States Code for any period during which expenses for subsistence and quarters are being paid by the agency sponsoring participation in the games and competitions.

9. As a member of the U.S. Olympic Team you are required to obtain a Regular Fee passport to perform travel outside the United States.

10. You will submit your travel claim to the finance officer within 3 working days after completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the disbursing officer within 30 days after completion of travel under these orders.

Figure 4-13.--Sample TAD Orders to Participate in Olympic Games.

4-123

ACTS MANUAL

Subj: TEMPORARY ADDITIONAL DUTY

11. TravChar, before selection for United States Olympic Team, appn 17*1106.2790, 000, 00027/7, 000027, 2D, 000000, CC**_____ and expenditures after selection will be borne by the U.S. Olympic Committee.

C. C. KRULAK

Copy to:

Coach, U.S. Olympic Shooting Team, Military Academy, West Point, NY-3
CMC (MWR (2), PA, MMOA-1 (2), MMIA (2))
CWO 3 CONRAD-25

* Insert last digit of current fiscal year.

** Cost code will be assigned as appropriate in each instance.

Figure 4-13.--Sample TAD Orders to Participate in Olympic Games.--Continued

4-124

1321/2
MMOA-2
1 Jul --

From: Commandant of the Marine Corps
To: Major John J. ROE, 269 49 4040/7562 USMC (DIFDEN), Office of the Chief of Naval Operations (OP-511), Navy Department, Washington, DC
Via: (1) Director, Administration and Resource Management Branch (AR)
(2) Chief of Naval Operations (OP-09B21)

Subj: CONFIRMATION OF TEMPORARY ADDITIONAL DUTY ORDERS

1. The verbal instructions of the Chief of Naval Operations of 21 June 19-- , which directed you to proceed on that date to Norfolk, VA, for temporary additional duty in connection with training matters, upon completion of which return to your regular duty station and resume regular duties, are confirmed and approved.
Travel via privately owned vehicle was authorized.
2. You departed at 1130 on 21 June 19-- , and returned and resumed your regular duties at 2000, 29 June 19-- .
3. Upon receipt, submit these orders to the finance officer within 5 working days to settle travel expenses.
4. Due to the urgency of the travel involved, it was not practicable to issue written orders before commencement of travel.
5. TravChar appn: 17*1106.2790, 021 00027, 0, 000027, 2D 000000, CC**_____.

C. C. KRULAK

Copy to:
CNO (OP-051); OP-511 (1)
CMC MMOA (2); MMOA-2 (2); AAQ; HQBN-3; ARFA (2)
Maj Roe-10

* Insert last digit of current fiscal year.

** Cost code will be assigned as appropriate in each instance.

Figure 4-14.--Sample Confirmation of TAD Orders.

4-125

ACTS MANUAL

{li P_6g0003.TIF:Figure 4-15}

Figure 4-15.--Sample Authorization for TAD (Permissive)

4-126

ACTS MANUAL

{li P_6g0004.TIF:Figure 4-16}

Figure 4-16.--Sample Temporary Additional Duty Orders Directing Overseas Travel

4-127

ACTS MANUAL

{li P_6g0005.TIF:Figure 4-17}

Figure 4-17.--Sample Temporary Additional Duty Under Instruction Orders with Reporting/Detaching Endorsement

4-128

ACTS MANUAL

{li P_6g0006.TIF:Figure 4-17}

Figure 4-17.-- Sample Temporary Additional Duty Under Instruction Orders with Reporting/Detaching Endorsement--Continued

4-129

ACTS MANUAL

INFORMATION REQUIRED FOR REQUESTING DEPENDENT ENTRY APPROVAL/AREA CLEARANCE

Item	Information Required	Remarks
A.	Sponsor's grade	If E-4, provide date of rank.
B.	Name/SSN	Complete last name, first name, middle initial.
C.	Date of marriage, names of family members and dates of birth of children. For dependent parents enter date of NAVMC 10922 approval of dependency.	For example: DOM Aug75, Wife, Joan; Dau, Jane, DOB 30 Sep 77; Son, James, DOB 1 Jan79; Mother, Karen, 16 Sep 36. Exclude sponsor.
D.	Nationality of sponsor and	Enter current citizenship of sponsor dependents. and dependents
E.	Origin duty station	Enter geographical location of present duty station. In the case of ships, enter homeport.
F.	Address of dependents	Enter telephone number and current mailing address, including ZIP code and country where dependents are now located.
G.	Date departed CONUS	If serving on overseas duty, enter date member departed CONUS for

present duty. If second consecutive overseas tour, indicate whether voluntary or involuntary. (If not applicable indicate N/A.)

Figure 4-18.--Sample Information Required for Requesting Dependent Entry Approval/Area Clearance

4-130

ACTS MANUAL

- | | |
|--|--|
| <p>H. Months separated from dependents</p> <p>*** Applies only to personnel assigned to a command or unit that is physically separated from home port for operational purposes. Deployment does not include TAD or shipyard time away from homeport.</p> | <ol style="list-style-type: none"> 1. Serving in a FMF unit and deployed*** for 6 month or more consecutive months during the previous 12 months, or for 3 or more consecutive months during the previous 6 months, enter the number of months separated from family by deployment during the past year. If not deployed per the above criteria, enter N/A. 2. Servicing an unaccompanied overseas tour where dependents are authorized. Enter number of months separated from family if dependents were denied entry medical facilities. If entry approval not denied for this reason, enter N/A. 3. Serving an accompanied overseas tour, enter number of months separated from family because of delay granting of dependents entry approval due to nonavailability of quarters, or for medical reasons. If dependent entry approval not delay, enter N/A. 4. Serving on unaccompanied overseas tour where dependents are not authorized, enter the number of months separated from family. If not applicable, enter N/A. |
| <p>I. Transfer directive authority</p> | <p>(e.g., MCSO, CMC message, AOWP)</p> |
| <p>j. Detachment date</p> | <p>Enter date Marine will detach current PDS.</p> |
| <p>K. Ultimate duty station</p> | <p>In case of ships, include the homeport.</p> |
| <p>L. Estimated date of arrival at new duty station.</p> | <p>Best estimate as to when the Marine will arrive.</p> |

- M. Housing preference
- Indicate preference for civilian or government housing. Indicate acceptability of civilian housing until government housing becomes available and limit of rental payment authorized. State whether the Marine desires a sponsor per MCO 1320.11 and whether the sponsor is or is not authorized to act as agent for civilian rental housing.

Figure 4-18.--Sample Information Required for Requesting Dependent Entry Approval/Area Clearance--Continued.

4-131

ACTS MANUAL

Item	Information Required	Remarks
N.	Passports	Advise if appropriate no-fee passports in possession and provide passport numbers.
O.	Statement of Eligibility (1) Number of month tour: ____ (2) Projected rotation date: ____ (3) Expiration of Active Service: ____	Must be eligible for overseas travel per MCO P1300.8.
P.	Certification of Suitability	Marine's and dependents' suitability for overseas duty must be established. example, if dependents are suitable for overseas duty, enter: "Per MCO 1300.8, (Grade/Name) and dependents are suitable for residency overseas."
Q.	Remarks	Enter appropriate information such as: "spouse is an accredited teacher." List know medical ailments or physical disabilities or dependents and any dependent who displays a physical, emotional or intellectual handicap requiring medically related services or special education in DoD Department Schools outside the United States. Pregnancy should be listed.

NOTE: See paragraph 4121 to determine the command from which the dependent entry approval/area clearance should be requested.

Figure 4-18.--Sample Information Required for Requesting Dependent

Entry Approval/Area Clearance--Continued.

4-132

ACTS MANUAL

1321/2
MMCA-2
1 Jul--

From: Commandant of the Marine Corps
 To: Chief Warrant Officer-4 Leigh WESTFALL 411 84 7231/5907/3010 USMC
 Marine Corps Liaison Office, Western Electric Facilities, Bell
 Telephone Laboratories, Burlington, NC 28542

Subj: REPEATED TRAVEL ORDERS

Ref: (a) JFTR, par. U2140
 (b) MCO P4650.37C, par. 80322

1. Effective upon receipt and when directed by the Marine Corps Liaison Officer, Western Electric Facilities, Bell Telephone Laboratories, you are authorized to perform such travel between the following named places or between any of the same as may be necessary in connection with your official duties.

Western Electric Plant, Burlington, NC
 Bell Telephone Laboratory, Whippany, NJ
 Marine Corps Guided Missile Test Unit, Naval Ordnance Test
 Station, China, CA
 Marine Corps Logistics Base, Albany, GA

2. These orders constitute repeated travel orders per the provisions of reference (a).
3. You are authorized funds in the amount of \$300.00 for the remainder of the current fiscal year. No travel will be performed unless funds are available.
4. You will report the amount of expenditures at the end of each quarter to the Commandant of the Marine Corps (AR-3).
5. You are permitted to perform such travel in and around your temporary additional duty station via train, bus, streetcar, taxicab, ferry, and/or private vehicle as may be required in the performance of the directed duty. Such travel is considered advantageous to the Government and reimbursement, therefore, is authorized per reference.(b).
6. Travel via privately owned vehicle is permitted, at your option, for your own convenience subject to reimbursement when the distance to be traveled is 525 miles or less. For all other travel, government aircraft is directed transportation request is directed.
7. These orders are automatically revoked 30 August --, or upon detachment from your present duties, whichever comes first.
8. TravChar appn: 17*1106.2790, 021, 00027, 0, 00027, 2D, 000000,

CC** _____.

C. C. KRULAK.

Copy to:

CMC (MMOA (2), MMOA-1; MMIA (3); AR-3)

CWO-3 Roe-30

*Insert last digit of current fiscal year.

** Cost code will be assigned as appropriate in each instance.

Figure 4-19.--Sample Repeated Travel Orders.

4-133

ACTS MANUAL

AR-3

29 AUG 98

GRADING OF FROM: NATO UNCLASSIFIED

MATO TRAVEL ORDER

ORDRE DE MISSION OTAN

Country of Origin) United States
Pays de provenance)Serial Number:
Nume'ro de se'rie:
M0002792160CA0801. The bearer (as shown hereon)
Le porteur (porte' ci-dessus)Personal/Identity Card No. (if any) Rank)
No mle/de la carte d'indentite Grade) GS-12Name) Keyser, Nancy M.
Nom) 336-64-21612. Will travel from) HQMC, Washington D.C.
Fera mouvement de)
to) Stuttgart, Germany; Naples, Italy; and London,
England UKand return
et retourDate of Departure) 31 AUG 98
Date du de'part)Period of Validity) For a period of approximately 8 days
Duree de validite) Pour a peu pres jours.3. Authority is not granted to possess and carry arms.
Authisation de port d'armes (accordee'e) (non accordee'e)4. I hereby certify that this individual is a member of a Force as defined in
the NATO Status of Forces Agreement, and that this is an authorized move under
the terms of this agreement.

Je soussigne' certifie que le personnel vise' appartient a `une arme'e telle que de'finie dans l'Accord OTAN sur le statut des forces arme' es et que ce de'placement est officiel selon les termes de cet Accord.

C. C. KRULAK
General, U. S. Marine Corps
Commandant of the Marine Corps

Figure 4-20.--Sample NATO Travel Orders

4-134

ACTS MANUAL

UNITED STATES MARINE CORPS
Headquarters and Headquarters Squadron
Marine Corps Air Station
Yuma, Arizona 85369-5010

8 Sep --

1900
3MA

From: Commanding Office
To: Staff Sergeant Charles R. RUNNION 562 00 0028/0193 USMC
Headquarters and headquarters Squadron, MCAS, Yuma
Subj: LEAVE AWAITING SEPARATION
Ref: (a) MCO P1050.3J
(b) JFTR, par. U5125
(c) 10 U.S.C., Sect. 652 (NOTAL)

1. Per the provisions of reference (a), effective 1430, 10 Oct --, you will proceed on 28 days annual leave while awaiting release from active duty on 7 Nov --. You may proceed to your home of record or to any other place you may elect. You were ordered to active duty from Yuma, Arizona. Your home of record is Hot Springs, Arkansas 71901.

2. You have elected mileage, via POV, to Hot Springs, Arkansas, your home of record. You have given your permanent mailing address as 708 Greenhill Road, Benton, Arkansas 72105. Per the provisions of reference (b), travel pay upon separation is authorized.

3. Your unused leave, computed to include 7 Nov --, is 28.5 days. Upon completion of authorized leave, your leave balance will be 0.5 days due upon release.

4. On 7 Nov --, you will notify this command of your actual location. Such notification will be by telegram, or other expeditious means. In addition, you will return your active duty identification card, DD Form 2MC,

and the identification cards of your dependents, DD Form 1173.

5. Per reference (c), you are required while a member of the Marine Corps Reserve to keep the Commanding General, Marine Corps Reserve Support Command, 15303 Andrews Road, Kansas City, MO 65147-1207 (toll free 1-800-255-5082), informed of any change of address, marital status, number of dependents, civilian employment, or physical standards.

6. Travel appn: 17*1105, 2654, BCN 45690, AAA 000027, CC 74129 enl tvl (TIK), 74123 enl tvl (MALT), 74125 enl tvl (per diem), 74179 depns age 11/under (MALT), 74190 depns age 12/over (MALT), 74160 depns tvl (TIK), 74186 depns age aa/under (per diem), 76195 depns age 12/over (per diem), 74164 trans HHG, 74131 enl TLE.

J. D. RITCHIE
By direction

Copy to:
DO;UD; Files; SRB

Figure 4-21.--Sample Orders for Leave Awaiting Separation

4-135

ACTS MANUAL

Subj: LEAVE AWAITING SEPARATION

MEMORANDUM ENDORSEMENT

Date

1. I received these orders at _____ on _____. I understand the effective time and date of these orders are _____(time/date) _____. I have been counseled regarding the contents of MCO 1001.39_.

(Signature)

Figure 4-21.-- Sample Orders for Leave Awaiting Separation--Continued

4-136

ACTS MANUAL

UNITED STATES MARINE CORPS
Marine Corps Air Station
FPO Seattle 98772-5001

4650
MCAS-S1
10 Sep --

From: Commanding Officer

To: Jennifer A. SCHAFER, Dependent Daughter of Gunnery Sergeant Jeffery N. SCHAFER, 111 11 1111/1371 USMC

Subj: CERTIFICATION OF ELIGIBILITY FOR TRAVEL VIA U.S. GOVERNMENT - PROCURED TRANSPORTATION

Ref: (a) JFTR, Vol. 1, par. U5243-C
(b) MCO P4550.37C, par. 40241

1. You are a student dependent of Gunnery Sergeant Jeffery N. SCHAFER and are eligible for travel between Okinawa, Japan and the University of Hawaii, Honolulu, Hawaii. As set forth in references (a) and (b), you are authorized travel via military aircraft. These orders constitute the first portion of your authorized annual round trip.

2. You must have, in your possession, a MTA for travel via military aircraft. Expenses incurred beyond the cost of military transportation are not reimbursable.

3. Your sponsors duty station is Marine Aircraft Group 36, 1st Marine Aircraft Wing PUTENMA, Okinawa, Japan. You are advised that all normal documents and identification, including passport and immunization card, are required in order for you to perform international travel.

4. You are authorized 225 pounds of unaccompanied baggage for the end -of-year travel only.

5. The authorization contained herein is valid for: Initial travel and end-of-year travel only. These orders are canceled if your student enrollment at the University of Hawaii is terminated.

6. Appropriation Data: AA17*1106.2720 000 00027 0 000027 2D 00A002
BBBEBED1A002 for FY9_, and AA17*1106.2720 000 00027 0 000027 2D 00A002
BBBEBED1A002 For FY9_. (Appropriation Data is obtained from the host/senior command's TAD funds.)

E. A. NELSON
By direction

Copy to:
MAG-36 (2)
File
SRB of Sponsor
MCAS Fiscal Officer
Indiv concerned (35)

Figure 4-22.-- Sample Orders for Military Travel of Dependent in a Student Status.

ACTS MANUAL

UNITED STATES MARINE CORPS
 2D Marine Division, Fleet marine Force
 Camp Lejeune, North Carolina 28542-5500

1320
 PC&CO/TAD
 29 Dec --

From: Commanding General, 2d Marine Division, FMF, Camp Lejeune
 To: Lieutenant Colonel Robert L. CARTER 000 00 2121/0302 USMC
 Via: Commanding Officer, 2d Marines, 2d Marine Division, FMF

Subj: MOVEMENT/TEMPORARY ADDITIONAL DUTY ORDERS (MAIN BODY)

Ref: (a) JFTR
 (b) MCO P4650.37_
 (c) MCO P1300.8_
 (d) MCO P1000.6_
 (e) NAVMEDCOMINST 6230.3_
 (f) DivO P1300.13_

Encl: (1) Roster of Personnel Assigned to the Main Body of 2d Bn, 2d Mar
 (Note: Enclosure information shown as example only; not included
 in text of this figure.)

1. On or about 3 Jan --, per references (a) through (f) and applicable flight schedule issued by separate instructions, you and the personnel at the enclosure will embark aboard designated government aircraft at the Marine Corps Air Station,

Cherry Point, NC for transportation to Okinawa, JA and reporting to the Commanding

General, 3d Marine Division for temporary additional duty in connection with the unit deployment program. This temporary additional duty is for a period of about 6

months, plus or minus 30 days, and will included performance of duty in such places

as Camp Fuji, Thailand, Diego Garcia, and other locations as directed by the Commanding General, 3d Marine Division.

2. These orders constitute temporary additional duty for yourself and the personnel of your Command. Copies of these orders countersigned by you or the personnel officer of 2d Battalion, 2d Marines will constitute original temporary additional duty orders for all personnel of the 2d Battalion, 2d Marines main body.

3. Advance per diem is authorized in the execution of these orders. Partial payments are authorized based on separately issued administrative instructions. Entitlement to per diem will be suspended for those periods defined in references (a) and (b).

4. You will ensure that all members under your command have in their possession a complete serviceable issue of uniforms in the quantities specified the annual MCBul 10120 series pertaining to authorized individual clothing allowance. Per

reference

(d), personal baggage is limited to 140 pounds per Marine. One seabag, one clothes (hang-up) bag not to exceed 62 linear inches (length plus width plus height), and one hand-carried bag not to exceed 9 X 14 X 24 inches are authorized.

Officers and staff noncommissioned officers are permitted one foot locker and/or folding Marine Corps suit case in lieu of the seabag.

Figure 4-23.--Sample Movement/TAD Orders (Unit Deployment Program).

4-138

ACTS MANUAL

Subj: MOVEMENT/TEMPORARY ADDITIONAL DUTY ORDERS (MAIN BODY)

5. Immunizations and inoculations are required per reference (e). All personnel will have their Immunization Certificate (PHS Form 731) and identification tags on their person while in a travel status.

6. These orders constitute Group Travel Orders as defined in paragraphs U4000 and U4002 of reference (a). Members of your organization who are unable to deploy on the scheduled embarkation date will be processed per paragraph U4003 of reference (a) and the instructions provided in reference (f).

7. Use of government quarters, including those designated as inadequate, and the use of government messing facilities are directed as military necessity to maintain unit integrity per part C, chapter 4 of reference (a). Rental car is not authorized.

8. Upon completion of the above temporary additional duty and when directed by competent authority, you and the personnel under your command will return to your present duty station and resume your regular duties.

9. Transportation of dependents, shipment of household goods and shipment of unaccompanied baggage is not authorized. Personal effects are authorized to be stored at Government expense. Direct liaison with the Personnel Section at Marine Corps Base, Camp Lejeune, NC is authorized per references (a) and (b).

10. Expenditures under these orders are chargeable to appropriation data:
17*1106.2720 000 00027/3 00027 2D (1K for Tvl Adv) 000000 M00EBXD1OVT1
Estimated cost per officer is \$1,548.00. Total estimated cost for all officers is

\$7,956.00. Estimated cost per enlisted member is \$441.00. Total estimated cost for all enlisted personnel is \$44,535.00. Total estimated cost for miscellaneous charges and per diem is \$52,026.00. Estimated cost for travel is \$120,000.00.

The total estimated cost for these orders is \$224,517.00.

D. J. MARINE

Copy to:

CMC (MM) (2)
 CG FMFPac (3)
 CG FMFLant (2)
 CG III MEF (1)
 CG 3d MarDiv (2)
 LAX Liaison Unit (1)
 CO 2d Mar (2)

FIRST ENDORSEMENT

1. These orders constitute original temporary additional duty orders of 2d Battalion, 2d Marines, 2d Marine Division, FMF.

*Last digit of applicable fiscal year.

Figure 4-23.--Sample Movement/TAD Orders (Unit Deployment Program)--Continued.

4-139

UNITED STATES MARINE CORPS
 Second Marine Aircraft Wing, FMF, Atlantic
 Marine Corps Air Station
 Cherry Point, North Carolina 28533-6001

PERSO1
 3 Feb --

From: Commanding General, 2d Marine Aircraft Wing, FMFLant
 To: Lieutenant Colonel Linda E. EDWARDS 555 66 3287/0180 USMC
 Via: Commanding Officer, Marine Aircraft Group 14

Subj: MOVEMENT ORDERS

Ref: (a) CMC WASHINGTON DC 282012Z Dec-- (S) (NOTAL)
 (b) CMC WASHINGTON DC 291159Z Dec--

1. Per references (a) and (b), and applicable flight schedules issued under separate instructions, and upon such dates designated by the Commanding Officer, Marine Aircraft Group 14, you and your command will embark aboard designated government aircraft at MCAS Cherry Point, North Carolina, for transportation to MCAS, Iwakuni, Japan, or such locations as may be designated, for duty with the 1st Marine Aircraft Wing, FMF.

VMA(AW)-332

Officer
 32

Enlisted
 238

2. These orders constitute permanent change of station orders for you and your command. Copies of these orders countersigned by you will constitute original permanent change of station orders for all personnel entitled to transportation of dependents and shipment of household goods.

3. These orders constitute group travel orders as defined in Joint Federal Travel Regulations (JFTR), paragraph U4000-A and -B.

4. You are authorized to indicate, by endorsement of these orders, additional instructions establishing advance and rear parties, aircraft ferry crews, detachments, temporary duty, or other matters required for the execution of your assigned mission, utilizing the appropriation data below.

5. MCO P1000.6_ paragraphs 4401 and 4406; MCO P1300.8_ (applicable tour length); MCO 4650.30_; and JFTR, paragraphs U4000-A and -B and U5222-D apply.

6. TravChar appn:

a. Officer: 17*1105.2755, BCN 46690, AAA 000027, CC SSN# off tvl adv, 74128 off tvl (TIK), 74122 off tvl (MALT), 74124 off tvl (per diem), 74178 depns age 11/under (MALT), 74189 depns age 12/over (MALT), 74185 depns age 11/under (per diem), 74195 depns age 12/over (per diem), 74150 depns (TIK), 74152/74154 trans HHG, 74157 DLA, 74130 TLE.

b. Enlisted: 17*1105.2755, BCN 46690, AAA 000027, CC SSN# enl tvl adv, 74129 enl tvl (TIK), 74123 enl tvl (MALT), 74125 enl tvl (per diem), 74179 depns age 11/under (MALT), 74190 depns age 12/over (MALT), 74186 depns age 11/under (per diem), 76195 depns age 12/over (per diem), 74160 depns (TIK), 74162/74164 trans HHG, 74167 DLA, 74131 TLE.

* Enter last digit of applicable fiscal year.

J. W. SENTER III

DISTRIBUTION: A

Figure 4-24.--Sample Movement Orders With Endorsement

4-140

ACTS MANUAL

Subj: MOVEMENT ORDERS

FIRST ENDORSEMENT

10 Feb --

From: Commanding Officer, Marine Aircraft Group 14
 To: Major Hiram B. FINSTER 000 00 5728/7511 USMC
 First Lieutenant Otto A. SCHMIDT 000 00 9905/7583 USMCR

Subj: MOVEMENT ORDERS

1. These orders constitute original orders for the above personnel.

2. The above named officers are designated as ferry aircrew for serial 2-6 per CG SECOND MAW 021655Z JAN--.

L. E. EDWARDS

DISTRIBUTION: Original & 20, each person concerned

 SECOND ENDORSEMENT

1. I, _____
 (Rank) (First, middle initial, last name) (Complete SSN)

 (MOS(s)) (Component) received these orders at _____.
 (PLACE) (TIME) (DATE)

 (SIGNATURE)

(When more than one individual is listed only the last four digits of the social security number preceded by zeros in lieu of the other digits will be listed. All

copies of the receiving endorsement will be annotated with the individual's rank, name, social security number and component. This procedure concerning privacy of the individual's social security number is in accordance with DOD regulations.)

Figure 4-24.--Sample Movement Orders With Endorsement--Continued.

4-141

UNCLAS//NO1571//MBCP90//

Date/Time Group Precedence	Received	
310634AZ AUG 98	09/01/98 06:15:11 PM	Routine

From: CG MCRSC KANSAS CITY MO//OPS//

To: CMC WASHINGTON DC//RA//

Forwarded:

Info: CG MCRSC KANSAS CITY MO//OPS//

Subject: IMA/ADT CASE OF MAJ JOHN R. RYAN JR

UNCLAS//NO1571//MBCP90//

PASS TO MAJ RYAN JR, EJ 105581090 USMC

MSGID/GENADMIN//

SUBJ/ IMA/ADT CASE OF MAJ EUGENE J KELLY JR

/ 0000000000 0180/0000/0000 USMC

/ 3 CAROLINE ST

/ CAMBRIDGE MA 02140

/ TON MBCP90//

REF/A/DOC/MCO P1001R.1 (MCRAMM)//

REF/B/DOC/NAVMC 11350 DTD 980603//

REF/C/DOC/MANMED, USN CHAP 15//

REF/D/DOC/JFTR, CHAP 4//

REF/E/DOC/MCO P5800.8 (LEGAL ADMIN MANUAL)//

REF/F/DOC/SECNAVINST 1770.3//
 REF/G/DOC/MCO P1080.40, MCTFSPRIM//
 REF/H/DOC/MCO P7220.31, CHAP 8, SEC 4 (JFPM)//
 RMKS/

1. THIS MESSAGE CONSTITUTES ORIGINAL ORDERS. YOU ARE DIRECTED TO ENDORSE THESE ORDERS "ORIGINAL ORDERS RECEIVED", NOTING THE DATE AND PLACE OF RECEIPT. YOU ARE ADVISED THAT THE DISBURSING OFFICER MAY REFUSE TO ISSUE PAYMENTS IN THE ABSENCE OF THIS ENDORSEMENT.
2. IN ACCORDANCE WITH THE AUTHORIZATION CONTAINED IN REFERENCES (A) AND (B), AND SUBJECT TO THE PROVISIONS OF REFERENCES (C) THROUGH (H), YOU ARE ASSIGNED TO IMA/ADT ON SUCH A DATE THAT WILL ENABLE YOU TO REPORT TO SJA TO CMC, 2 NAVY ANNEX, WASHINGTON DC 20380-1775 NO LATER THAN 0730 ON 19 SEP 1998 FOR DUTY WITH JAD. PERIOD OF DUTY: 18 SEP 1998 TO 30 SEP 1998 (013 DAYS). YOU ARE A MEMBER OF RUC 88838.
3. A SECURITY CLEARANCE WAS NOT REQUESTED AND THEREFORE HAS NOT BEEN ACTIVATED FOR THIS PERIOD OF DUTY.
4. PAY STATUS: WITH PAY AND ALLOWANCES: PEBD: 880604
5. FISCAL INFORMATION IS AS FOLLOWS:
 P&A: AA 1781108.2731 011 126310 000027 2I MBCP90 102000071500
 EST COST: \$2026.00
 PER DIEM: AB 1781108.2731 021 125090 067443 2D MBCP90 102000074501
 EST COST: \$2158.00
 TRAVEL: AC 1781108.2731 021 125090 067443 2D MBCP90 102000074500
 EST COST: \$197.00
 TRAVEL ADVANCE CHARGEABLE TO TTC 1K AND COST CODE: 102 105581090.
 SDN FOR THIS PERIOD OF DUTY IS M6852298TOOCP90.

Figure 4-25.--Sample Active Duty Training Orders (Reserve Establishment).

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ACTS MANUAL

6. THE PLACE FROM WHICH YOU ARE ORDERED TO SUBJECT DUTY IS INDICATED AFTER YOUR NAME. UPON COMPLETION OF SUBJECT DUTY, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY.
7. YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE WHILE PERFORMING DUTY UNDER THESE ORDERS.
8. IF FOR ANY REASON YOU ARE UNABLE TO CARRY OUT THESE ORDERS, YOU ARE DIRECTED TO RETURN THEM TO THIS COMMAND (OPD), WITH A NOTIFICATION TO THAT EFFECT. IF YOU DO NOT MEET THE WEIGHT/PERSONAL APPEARANCE STANDARDS OF MCO 6100.10_, IT IS YOUR RESPONSIBILITY TO DECLINE THESE ORDERS.
9. WITHIN THREE WORKING DAYS AFTER COMPLETION OF THIS DUTY, FORWARD A COPY OF ORDERS, REPORTING AND DETACHING ENDORSEMENTS, COMPLETED ORIGINAL AND TWO COPIES OF DD FORM 1351-2 (TRAVEL VOUCHER) AND LEGIBLE COPIES OF ALL RECEIPTS TO THE COMMANDING GENERAL, MARINE CORPS RESERVE SUPPORT COMMAND, 15303 ANDREWS ROAD, KANSAS CITY, MO 64147-1207. NOTE: MARK THE ENVELOPE ATTN: OPD DIVISION.
10. IF NOT WITHIN REASONABLE COMMUTING DISTANCE, USE OF GOVERNMENT QUARTERS AND MESS FACILITIES ARE DIRECTED IF AVAILABLE. IF YOU ARE ENTITLED TO DOPMA BAS, THE USE OF A MEAL CARD (DD FORM 714) IS NOT AUTHORIZED AND ALL MEALS CONSUMED IN A GOVERNMENT MESS MUST BE ON A CASH BASIS. IF YOU ARE AN ENLISTED MARINE AND THE PERIOD OF DUTY IS DESIGNATED AS "ANNUAL TRAINING" (AT); FIELD DUTY; SEA DUTY OR CONDITIONS EXIST THAT MAY REQUIRE YOU TO UTILIZE AN ESSENTIAL UNIT MESS, YOU ARE AUTHORIZED TO TAKE MEALS IN A GOVERNMENT MESS FACILITY USING A MEAL CARD (DD FORM 714). IN ACCORDANCE WITH JTR M4451.2 AND

M4451.3, YOU ARE ADVISED TO OBTAIN A STATEMENT FROM THE APPROPRIATE MILITARY REPRESENTATIVE REGARDING THE AVAILABILITY OF ADEQUATE GOVERNMENT QUARTERS AND MESS FACILITIES AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED.

11. WHILE PERFORMING SUBJECT DUTY YOU ARE AUTOMATICALLY COVERED BY SGLI IN THE AMOUNT OF \$200,000 IN ACCORDANCE WITH MCO P1080.38 PARAGRAPH 8066 UNLESS YOU HAVE MADE AN ALTERNATE ELECTION PRIOR TO THE ISSUANCE OF THESE ORDERS. INSURANCE PREMIUMS WILL BE DEDUCTED AUTOMATICALLY DURING THE FINAL SETTLEMENT OF YOUR ORDERS.

12. TRAVEL VIA PRIVATELY OWNED CONVEYANCE (POC) IS AUTHORIZED, USE OF POC IS NOT CONSIDERED TO BE ADVANTAGEOUS TO THE GOVERNMENT AND YOU ARE RESPONSIBLE FOR ALL OPERATING EXPENSES. SUCH USE ENTITLES YOU TO MILEAGE IN LIEU OF TRANSPORTATION (MALT) FOR THE OFFICIAL DISTANCE OF THE ORDERED TRAVEL AT THE RATE OF \$0.31 PER MILE NOT TO EXCEED THE COST OF A GOVERNMENT TRANSPORTATION REQUEST (GTR) PLUS PER DIEM. TRAVELING BETWEEN TWO POINTS IN CONUS IS USUALLY ONE DAY. THIS IS PARAMOUNT FOR THE PURPOSE OF DETERMINING NAVAL BENEFITS, IN THE EVENT OF YOUR INJURY OR DEATH WHILE TRAVELING TO OR FROM THE DUTY SITE. THE TRAVEL AMOUNT CITED WITHIN THESE ORDERS REFLECTS THE MAXIMUM GTR COST.

13. RENTAL CAR NOT AUTHORIZED.

14. INJURY OR ILLNESS THAT WOULD PROHIBIT, HAMPER OR PRECLUDE THE EXECUTION OF THESE ORDERS MUST BE REPORTED TO THE MEDICAL DEPARTMENT REPRESENTATIVE FOR DETERMINATION OF PHYSICAL QUALIFICATION PRIOR TO EXECUTION.

Figure 4-25.--Sample Active Duty Training Orders (Reserve Establishment).--Continued

4-143

ACTS MANUAL

15. DRAFTER OF THESE ORDERS WAS: SGT TCH.

RECEIVING ENDORSEMENT

I, EUGENE J KELLY JR 105581090

RECEIVED AND VOLUNTARILY ACCEPTED THESE ORDERS AT

(PLACE)

..... AT ON.....
(TIME) (DATE)

.....
SIGNATURE

TCH, SGT, EXTENSION: 0000

RCDAUGHERTY, GS07, USMC, EXTENSION: 3123//

BT

#0671

NNNN

Figure 4-25.--Sample Active Duty Training Orders (Reserve Establishment).--Continued

4-144

UNCLAS//N01571//MA9991//

Date/Time Group

Received

Precedence

030607Z FEB 98

02/04/98 11:03:05 AM

Routine

From: CG MCRSC KANSAS CITY MO//OPS//

To: CMC WASHINGTON DC//RA//

Forwarded:

Info: CG MCRSC KANSAS CITY MO//OPS//

Subject: ADSW CASE OF CAPT JAMES R. GRAVANCE

UNCLAS//N01571//MA9991//

PASS TO CAPT GRAVANCE, JR 097629460 USMC

MSGID/GENADMIN//

SUBJ/ ADSW CASE OF CAPT JAMES R. GRAVANCE

/ 0000000000 0302/4430/0000 USMC

/ 103 JUNO DR

/ EMERALD ISLE NC 28594

/ TON MA9991//

REF/A/DOC/MCO P1001R.1 (MCRAMM)//

REF/B/DOC/MTR DTD 980129//

REF/C/DOC/MANMED, USN CHAP 15//

REF/D/DOC/JFTR, CHAP 4//

REF/E/DOC/MCO P5800.8 (LEGAL ADMIN MANUAL)//

REF/F/DOC/SECNAVINST 1770.3//

REF/G/DOC/MCO P1080.40, MCTFSPRIM//

REF/H/DOC/MCO P7220.31, CHAP 8, SEC 4 (JFPM)//

RMKS/

1. THIS MESSAGE CONSTITUTES ORIGINAL ORDERS. YOU ARE DIRECTED TO ENDORSE THESE ORDERS "ORIGINAL ORDERS RECEIVED", NOTING THE DATE AND PLACE OF RECEIPT. YOU ARE ADVISED THAT THE DISBURSING OFFICER MAY REFUSE TO ISSUE PAYMENTS IN THE ABSENCE OF THIS ENDORSEMENT.
2. IN ACCORDANCE WITH THE AUTHORIZATION CONTAINED IN REFERENCES (A) AND (B), AND SUBJECT TO THE PROVISIONS OF REFERENCES (C) THROUGH (H), YOU ARE ASSIGNED TO ADSW ON SUCH A DATE THAT WILL ENABLE YOU TO REPORT TO HQMC, RM 3324, WASHINGTON, DC 20380 NO LATER THAN 0730 ON 22 JAN 1998 FOR DUTY WITH HQMC. PERIOD OF DUTY: 21 JAN 1998 TO 27 MAR 1998 (066 DAYS). YOU ARE A MEMBER OF RUC 88838.
3. A SECURITY CLEARANCE WAS NOT REQUESTED AND THEREFORE HAS NOT BEEN ACTIVATED FOR THIS PERIOD OF DUTY.
4. FISCAL INFORMATION IS AS FOLLOWS:
P&A: AA 1781108.2732 011 286320 000027 2I D93607 118000071500
EST COST: \$9478.00
PER DIEM: AB 1781108.2732 021 286320 067443 2D D93607 118000074501
EST COST: \$10660.00
TRAVEL: AC 1781108.2732 021 286320 067443 1K D93607 118000074500
EST COST: \$306.00
TRAVEL ADVANCE CHARGEABLE TO TTC 1K AND COST CODE: 118 097629460.
5. THE PLACE FROM WHICH YOU ARE ORDERED TO SUBJECT DUTY IS INDICATED AFTER YOUR NAME. UPON COMPLETION OF SUBJECT DUTY, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY.

Figure 4-26.--Sample Active Duty for Special Work Orders (Reserve Establishment).

4-145

6. YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE WHILE PERFORMING DUTY UNDER THESE ORDERS.
7. IF FOR ANY REASON YOU ARE UNABLE TO CARRY OUT THESE ORDERS, YOU ARE DIRECTED TO RETURN THEM TO THIS COMMAND (OPD), WITH A NOTIFICATION TO THAT EFFECT. IF YOU DO NOT MEET THE WEIGHT/PERSONAL APPEARANCE STANDARDS OF MCO 6100.10_, IT IS YOUR RESPONSIBILITY TO DECLINE THESE ORDERS.
8. WITHIN THREE WORKING DAYS AFTER COMPLETION OF THIS DUTY, FORWARD A COPY OF ORDERS, REPORTING AND DETACHING ENDORSEMENTS, COMPLETED ORIGINAL AND TWO COPIES OF DD FORM 1351-2 (TRAVEL VOUCHER) AND LEGIBLE COPIES OF ALL RECEIPTS TO THE COMMANDING GENERAL, MARINE CORPS RESERVE SUPPORT COMMAND, 15303 ANDREWS ROAD, KANSAS CITY, MO 64147-1207. NOTE: MARK THE ENVELOPE ATTN: OPD DIVISION.
9. UNLESS WITHIN REASONABLE COMMUTING DISTANCE, USE OF GOVERNMENT QUARTERS AND MESS FACILITIES IS DIRECTED IF AVAILABLE. YOU ARE ENTITLED TO DOPMA BAS; THEREFORE, THE USE OF A MEAL CARD (DD FORM 714) IS NOT AUTHORIZED AND ALL MEALS CONSUMED IN A GOVERNMENT MESS MUST BE ON A CASH BASIS. IF YOU ARE AN ENLISTED MARINE AND THE PERIOD OF DUTY IS DESIGNATED AS "ANNUAL TRAINING" (AT); FIELD DUTY; SEA DUTY OR CONDITIONS EXIST THAT MAY REQUIRE YOU TO UTILIZE AN ESSENTIAL UNIT MESS, YOU ARE AUTHORIZED TO TAKE MEALS IN A GOVERNMENT MESS FACILITY USING A MEAL CARD (DD FORM 714). IN ACCORDANCE WITH JTR M4451.2 AND M4451.3, YOU ARE ADVISED TO OBTAIN A STATEMENT FROM THE APPROPRIATE MILITARY REPRESENTATIVE REGARDING THE AVAILABILITY OF ADEQUATE GOVERNMENT QUARTERS AND MESS FACILITIES AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED.
10. WHILE PERFORMING SUBJECT DUTY YOU ARE AUTOMATICALLY COVERED BY SGLI IN THE AMOUNT OF \$200,000 IN ACCORDANCE WITH MCO P1080.38 PARAGRAPH 8066 UNLESS YOU HAVE MADE AN ALTERNATE ELECTION PRIOR TO THE ISSUANCE OF THESE ORDERS. INSURANCE PREMIUMS WILL BE DEDUCTED AUTOMATICALLY DURING THE FINAL SETTLEMENT OF YOUR ORDERS.
11. AUTHORIZED TO TRAVEL VIA COMMERCIAL TRANSPORTATION OR PRIVATELY OWNED CONVEYANCE AT YOUR OWN EXPENSE, SUBJECT TO REIMBURSEMENT AT A RATE OF \$0.31 PER MILE, NOT TO EXCEED THE COST OF A GOVERNMENT TR. IN THIS REGARD, YOU ARE ADVISED THAT THESE ORDERS ARE VALID ONLY DURING THE PERIODS OF ACTUAL TRAVEL TIME, NOT TO INCLUDE PERIODS IN EXCESS OF CONSTRUCTIVE COMMERCIAL AIR TRAVEL TIME. CONSTRUCTIVE COMMERCIAL AIR TRAVEL TIME AUTHORIZED TO POINTS WITHIN THE CONTINENTAL UNITED STATES IS USUALLY ONE DAY; THIS IS PARAMOUNT FOR THE PURPOSE OF DETERMINING NAVAL BENEFITS IN THE EVENT OF YOUR INJURY OR DEATH WHILE TRAVELING TO OR FROM THE DUTY SITE. THE TRAFFIC MANAGEMENT OFFICER AT YOUR NEAREST MARINE CORPS FACILITY WILL ASSIST YOU IN PROCURRING THE NECESSARY T/R FOR TRAVEL INVOLVED IN THE EVENT SUCH T/R IS ISSUED BUT NOT USED, IT MUST BE RETURNED TO THE ISSUING ACTIVITY IN PERSON OR BY CERTIFIED MAIL. COMMON CARRIER OR GTR COST IS REFLECTED IN THE ESTIMATE TRAVEL APPROPRIATION.
12. RENTAL CAR NOT AUTHORIZED.
13. INJURY OR ILLNESS THAT WOULD PROHIBIT, HAMPER OR PRECLUDE THE EXECUTION OF THESE ORDERS MUST BE REPORTED TO THE MEDICAL DEPARTMENT REPRESENTATIVE FOR DETERMINATION OF PHYSICAL QUALIFICATION PRIOR TO EXECUTION.

Figure 4-26.--Sample Active Duty for Special Work Orders (Reserve Establishment).--Continued

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ACTS MANUAL

14. I VOLUNTARILY ACCEPT THESE ORDERS TO ACTIVE DUTY FOR SPECIAL WORK. IN DOING SO, I UNDERSTAND THAT I MAY BECOME ELIGIBLE FOR SANCTUARY ZONE PROTECTION UNDER TITLE 10, UNITED STATES CODE, SECTION 12686(A). AS A CONDITION TO ACCEPTANCE OF THESE ORDERS, HOWEVER, PURSUANT TO SECTION 12686(B), I HEREBY WAIVE THE APPLICABILITY OF SECTION 12686(A) TO THE PERIOD OF ACTIVE DUTY COVERED BY THESE ORDERS. I UNDERSTAND THAT THE EFFECT OF THIS WAIVER IS TO REMOVE ANY SANCTUARY ZONE PROTECTION THAT MIGHT HAVE OTHERWISE APPLIED AS A RESULT OF THE EXECUTION OF THESE ORDERS.

15. DRAFTER OF THESE ORDERS WAS: CPL TM BLAKE.

RECEIVING ENDORSEMENT

I, JAMES R GRAVANCE 000000000

RECEIVED AND VOLUNTARILY ACCEPTED THESE ORDERS AT
(PLACE)

..... AT ON.....
(TIME) (DATE)

.....
SIGNATURE

TM BLAKE, CPL, EXTENSION: 44444
T A GREEN, CAPT, USMC, EXTENSION: 5555//
BT
#0733
NNNN

Figure 4-26.--Sample Active Duty for Special Work Orders (Reserve Establishment).--Continued

4-147

UNITED STATES MARINE CORPS
Company L
3d Battalion, 23d Marines
4th Marine Division, FMF, USMCR
1680 Federal Drive
Montgomery, Alabama 36107-1125

1320
S-1
1 Nov -

From: Commanding Officer, Company L, 3d Battalion, 23d Marines
To: Lance Corporal William B. SIMMS 333 44 5555/0151 USMCR

Subj: INTERUNIT TRANSFER ORDERS

Ref: (a) MCO P1001R.1
 (b) Phoncon btwn GySgt Smith (Co L, 3dBn, 23dMar) and SSgt Smith (Co B, 4th Recon Bn) of 28 Oct --

1. Per the authority contained in reference (a) and as discussed in reference (b), effective 0800, 5 November 19--, you are hereby transferred to the Commanding Officer, Company B, 4th Reconnaissance Battalion, 4th Marine Division, 2120 8th Avenue North, Billings, Montana 59101-0398; RUC 14703; phone (406) 248-1100. You are directed to report to the commanding officer of your new unit by 0730 on 11 November 19--. (Note: The report date will normally be the next regularly scheduled drill date.)
2. Your attention is directed to the fact that you are required to participate in 100 percent of your scheduled drills. You performed your last satisfactory drills on 19 and 20 October 19--, with this command. Your next drill with your new command is 11 and 12 November 19--.
3. If, as a result of this transfer, you have not attended regularly scheduled annual training you are directed to schedule an alternate annual training with your new command.
4. If your MOS is not compatible with a T/O billet of your new command you will be required to retrain in an MOS rated by the gaining command.
5. You have given your new address as 676 Newport Circle, Billings, Montana 59101-0398. Phone (406) 976-1449. Should you have a change in address or are unable to comply with the provisions contained in paragraph 1 above, you are directed to immediately notify the commanding officer of the gaining command. Failure to report on the date designated without proper authority will classify you as an unsatisfactory participant and appropriate administrative action will be initiated against you.
6. Your service record book, medical and dental records will be mailed to your new command.

Figure 4-27.--Sample Letter-Type SMCR Interunit Transfer Orders.

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ACTS MANUAL

7. Any travel involved in the execution of these orders will be at no expense to the government.

S. R. MORTON

Copy to:
 COMMARFORRES (Code 7AA)
 CG 4thMarDiv
 CoB 4thReconBn, Billings, MT

 RECEIVING ENDORSEMENT

1. I received these orders at (Place of receipt) at (time) on (date). I understand that I am to report no later than (time) on (date) to the Commanding Officer, Company B, 4th Reconnaissance Battalion, Billings, Montana.

 (Grade and signature of Reservist)

Figure 4-27.--Sample Letter-Type SMCR Interunit Transfer Orders.--Continued

4-149

ACTS MANUAL

UNITED STATES MARINE CORPS
 Company L
 3d Battalion, 23d Marines
 4th Marine Division, FMF, USMCR
 1680 Federal Drive
 Montgomery, Alabama 36107-1125

1320
 S-1
 3 Nov --

From: Commanding Officer, Company L, 3d Battalion, 23d Marines
 To: Sergeant Joe ALLEN 123 45 6789/0151 USMCR

Subj: TRANSFER TO THE INDIVIDUAL READY RESERVE (IRR) ORDERS

Ref: (a) Yr request of 10 Sep --
 (b) MCO P1001R.1

1. As requested by reference (a) and per the authority contained in reference (b), effective 20 October 19--, you are hereby transferred to the IRR. Your service record book will be administratively closed out and mailed to the Commanding General, Marine Corps Reserve Support Command, 15303 Andrews Road, Kansas City, MO

64147-1207. Your Health Records (which includes both medical and dental records) will be forwarded to the Department of Veterans Affairs, Service Medical Records Center, P.O. Box 150950, St. Louis, MO 63115-8950.

2. You have given your permanent mailing address as 4444 Loving Avenue, Montgomery, AL 36117. Home phone (205) 451-1994. Your current contract expires 14 June 19--.

3. As a member of the IRR you are not required to attend drills but, you are required to keep the Commanding General, MCRSC informed of your current address, marital status, number of dependents, civilian occupation and physical standards.

Additionally, you must ensure all uniforms are properly maintained in a serviceable condition. You are still subject to active duty recall and mandatory annual screening. If you have any questions concerning your status you may write the Commanding General, Marine Corps Reserve Support Command, IRR Branch, 15303 Andrews Road, Kansas City, MO 64147-1207 or call toll free 1-800-255-5082.

4. No travel is authorized in the execution of these orders.

J. R. WESTFALL

Copy to:
 COMMARFORRES (7AA)
 CG 4thMarDiv
 CG MCRSC (PMD-1F)
 CO, 23dMar, San Rafael, CA
 CO, 3dBn, 23dMar, New Orleans, LA

Figure 4-28.-- Sample Letter-Type Transfer Orders from the SMCR to the IRR.

4-150

UNITED STATES MARINE CORPS
 III MARINE EXPEDITIONARY FORCE, FMF
 UNIT 35801
 FPO AF 96605-5601

1326/3
 ADJ
 13 Aug--

From: Commanding General, III Marine Expeditionary Force
 To: Sergeant James J. Gravance 222 33 4444/2531 USMC
 Via: Commanding Officer, 7th Communication Battalion

Subj: TEMPORARY ADDITIONAL DUTY ORDERS (TADO) IN CONNECTION WITH EMERGENCY LEAVE

Ref: (a) MCO P1050.3J
 (b) JFTR, Vol 1, Chap 7

1. In accordance with reference (a) and (b), effective 1500, 13 August 1998 you

are authorized to proceed and report to the Marine Liaison, AMC Terminal, Kadena AB, Okinawa, Japan for further transportation to the continental United States (CONUS), Alaska, Hawaii, Puerto Rico (a possession of the United States), or other

overseas destination. Upon arrival at your port of entry you will report to the Marine Liaison located at the debarkation terminal for an endorsement hereon effecting your assignment to emergency leave. Should the debarkation terminal at your port of entry not be staffed by a Marine Corps Liaison, you will call the Los

Angeles Marine Corps Liaison and advise them of the date of arrival at our port of entry and any other additional information that may be required by the Marine Corps

Liaison. Telephone numbers for Marine Corps Liaison are: Commercial: (310) 363-1997/3590. DSN 833-1997/3590. Upon completion of emergency leave, you will return

to the same AMC terminal for return transportation, unless otherwise directed by competent authority. You will ensure that your orders are endorsed to certify the

time and date reported upon completion of emergency leave for return transportation

to this Command. If a return portcall has not been received from the Marine Corps

Liaison, appropriate Marine Corps Liaison, or AMC Terminal Liaison within five (5)

days prior to expiration of emergency leave you were directed to contact the Marine Corps Liaison.

2. Travel via AMC aircraft, CLASS I PRIORITY CERTIFIED, is authorized. In the event that AMC aircraft is not available travel via commercial air by GTR is authorized. You are authorized 144 pounds of accompanied air baggage. When traveling you are required to wear the appropriate service uniform in the execution

of these orders. However, if traveling to another overseas destination, aboard government/AMC aircraft, you are authorized to wear the utility uniform in the execution of these orders. You are authorized to wear appropriate civilian attire

aboard commercial aircraft.

3. For enlisted personnel who have been issued a meal card, your commanding officer is directed to retrieve your meal card and start BAS in accordance with paragraph 5009 of MCTFSPRIM.

Figure 4-29.--Sample Letter-Type Temporary Additional Duty Orders (TADO) in Connection with Emergency Leave (Overseas to CONUS).

4-151

ACTS MANUAL

Subj: TEMPORARY ADDITIONAL DUTY ORDERS (TADO) IN CONNECTION WITH EMERGENCY LEAVE

4. You are authorized 20 days emergency leave in the execution of these orders. If the leave authorized exceeds the amount of leave you may earn during the remainder of your active obligated service, you will enter an excess leave status,

and as such, you will not be entitled to pay, allowances, or leave accrual for that period. Your leave balance upon completion of leave will be -10.5 days due. RTD:

990129. ECC: 990614.

5. You have given your leave address and telephone number as: 21 Brayton Road, Tiverton, Rhode Island, 02878 (401) 234-8787.

6. Name, relationship, address and telephone number of person(s) to be notified in case of an emergency: Emma Gravance (Mother) - Address: same as above.

7. Requests for an extension of emergency leave may be made by telegram or telephone call. All Marine Corps activities and the American Red Cross are available to assist you, if necessary. Personnel on leave in CONUS, Alaska, Hawaii, Puerto Rico a possession of the United States) must submit their requests to the Los Angeles, Marine Corps Liaison (Identified above). Personnel on leave in an overseas area should submit their requests directly to this Headquarters (MEF Adj). You are responsible for informing the facility/activity charged with obtaining your return transportation regarding any extension of leave granted.

8. Should conditions exist which warrant submission of a request for either humanitarian transfer or hardship discharge, you should seek assistance from the nearest Marine Corps activity in preparing your request. If it is not feasible to contact a Marine Corps activity or representative in this regard, such a request may be submitted directly by collect call to the Commandant of the Marine Corps (MM) - Officers: (COMMERCIAL - (703) 784-9300 or (DSN 278-9300) and Enlisted: (COMMERCIAL - (703) 784-9217) or (DSN 278-9217). In the event of serious illness/injury incurred while on leave which requires medical attention/hospitalization, report the facts to your Commanding Officer by telegram

and request further instructions. You are advised that costs incident to hospitalization/medical treatment received at other than U.S. Navy, U.S. Army, U.S.

Air Force, or Public Health facilities may be defrayed by the Marine Corps in emergency cases only. No charge against your leave or reduction in the period of leave will be made for a period of hospitalization. Unless otherwise ordered, you

will revert to a leave status upon release from the hospital and will immediately notify your Commanding Officer that you have been released and have reentered a leave status. Proof of hospitalization must be provided by you upon your return from leave.

9. Prior to your detachment you are directed to obtain required inoculations.

You are required to have your Identification Card, Immunization Record (PHS 731) and Identification Tags in your possession and available for inspection for all overseas flights.

10. You are cautioned not to disclose any information of a classified nature of which you may have knowledge in connection with military activities, strengths, or

deployments in this area. Any statement you wish to make to the public media must be cleared with the Commandant of the Marine Corps before releasing.

Figure 4-29.--Sample Letter-Type Temporary Additional Duty Orders (TADO) in Connection with Emergency Leave (Overseas to CONUS).--Continued

4-152

ACTS MANUAL

Subj: TEMPORARY ADDITIONAL DUTY ORDERS (TADO) IN CONNECTION WITH EMERGENCY LEAVE

11. Expenses are chargeable to the following appropriation data: AA 1741106.27AO 000 67438 0 067400 2D HH751 39BF0004. SDN: M2012894TEH751 CIC: M2012894 TO EH751.

Estimated cost: Travel \$1,316.00. Total \$1,316.00. No expense to the government other than for transportation in-kind will be furnished.

S. A. MELANCON

1326/3
ADJ
13 Aug--

FIRST ENDORSEMENT

1. I acknowledge receipt of these orders from the CG, III Marine Expeditionary Force at 1500 hours on 13 August 1998.
2. I certify that I have read and fully understand these orders.
3. I certify that I have in my possession my Identification Card, Immunization Record (PHS 731) and Identification Tags.

JAMES J. GRAVANCE

Figure 4-29.--Sample Letter-Type Temporary Additional Duty Orders (TADO) in Connection with Emergency Leave (Overseas to CONUS).--Continued

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ACTS MANUAL

APPENDIX A

GLOSSARY OF TERMS

Accompanied Overseas Duty Station (Unrestricted Duty Station). Overseas duty station where an accompanied-by-dependents tour is authorized. This means the Marine can be accompanied by command-sponsored family members.

Accumulated Deployed Time (ADT). Marine Corps Total Force System data element representing the Marine's total time in days deployed while joined chargeable to an FMF or authorized non-FMF unit. (See MCO P1300.8 and MCO P1080.40, MCTFSPRIM.)

Acquired Family Members. Family members acquired through marriage, adoption, or other action during the course of a Marine's current overseas tour of duty. This term does not include those individuals dependent upon the Marine or children born of a marriage that existed before commencement of the current overseas tour. (See MCO P1300.8)

Active Duty. Full-time service in an active military branch of the Armed Forces. The term does not apply to active Reserve duty for training or inactive Reserve duty. (See MCO P1300.8.)

Actual Strength. The actual strength of any command or organization includes all personnel excluding those solely assigned for personnel accounting responsibility.

Advance Geo-Location Code (AGLC). A three digit MCTFS code which identifies the projected geographical location (in CONUS or Hawaii) of a Marine's duty station following a dependents-restricted tour. The use of an AGLC is for HQMC planning purposes only and is not a guarantee or commitment by the CMC (MM). It should not be used as grounds for making commitments; i.e., the purchasing of a home, semi-movement of dependents, or household goods (HHG). (See MCO P1300.8.)

Advance Monitored Command Code (AMCC). A MCTFS code which identifies the projected command to which a Marine will be assigned following a dependents-restricted tour. (See MCO P1300.8.)

Aircrew Member. Personnel who are involved in frequent and regular performance of aerial flight and who are performing flight duties which relate to the actual operation of aircraft or directly contribute to the in-flight operation/maintenance of associated equipment in the aircraft.

Assignment. The action of specifying the unit, billets and/or duty in which a Marine will serve.

Attachment. The procedure whereby an individual Marine or unit is placed temporarily in an organization for administrative purposes without making the individual or unit an organic part thereof.

Authorized Strength. A recapitulation, by grade and MOS, of manpower authorized for each MCC. Authorized strength for FMF commands is represented by a numerical percentage of their T/O (sometimes referred to as manning level). Authorized strength for non-FMF commands is their current T/O or their T/O as revised by a Letter of Allowance.

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Authorized Strength Report (ASR). A computer-generated report indicating the grade and skill billet mix authorized for an MCC based on the best estimate of gross number of manpower assets available for distribution. The ASR is composed of the authorized strength (manning level) for FMF units and the latest HQMC approved T/O for non-FMF units. The ASR is constrained by DoD approved end-strength limitations. The ASR is updated monthly.

Aviation Service. Service performed under regulation of the CMC, by Regular and Reserve officers who hold, or are in training leading to, an aeronautical designation and who engage and remain in military aviation on a career basis.

Aviation Service Entry Date (ASED). This is the date an officer first reports on competent orders to the aviation unit having aircraft in which the officer will receive flight training leading directly to the award of an aeronautical designation. The ASED will be adjusted to exclude broken aviation service.

Career Marines.

Enlisted. For assignment purposes, Marines who have completed their initial enlistment.

Officers. Captains and above, all warrant officers and all limited duty officers.

Circuitous Travel. Travel via a route other than the one that would normally be prescribed by a transportation officer between the places involved.

Command-Sponsored Dependent. A Marine dependent entitled to travel to an overseas duty station at Government expense, and approved by the appropriate military commander to be present in the area in a command-sponsored status. In order to have command-sponsored dependents overseas, Marines must have the ability to complete the accompanied by dependents tour length prescribed in MCO P1300.8.

Commercial Transportation. Travel performed on a common carrier.

Common Carrier. Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority (includes bus, ship, railroad, and airplane).

Continental United States (CONUS). The contiguous 48 states and the District of Columbia.

Delay En Route. The period of time between stations not authorized as proceed and/or traveltime. It is chargeable as leave.

Dependents-Restricted Duty Station. An overseas location/unit/activity where dependents of Marines are not authorized as command-sponsored dependents. (See

MCO
P1300.8.)

Deployment-Designated FMF Unit. An FMF unit that participates in operational deployments including the Unit Deployment Program (UDP) to WESTPAC, Marine Expeditionary Unit (MEU) deployments, and squadrons deploying with carrier battle groups. (See MCO P1300.8.)

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Deployment Return Date (DRD). A MCTFS data element identifying a Marine's date of completed deployment of 5 months or more, or the expected date of return from the current or next deployment of 5 months or more. See MCO P1080.40, MCTFSPRIM.

Deployment Status Code (DSC). A MCTFS data element identifying a Marine's deployment status during a current FMF Tour. The DSC identifies Marines who are scheduled for, serving on, have completed, or who are not scheduled to participate in future deployments of at least 5 months duration. See MCO P1080.40, MCTFSPRIM.

Designated Hostile Fire Area. An area so designated by the Secretary of Defense and specified as such in Chapter 10, DODFMR.

DIFDEN. Duty in a Flying Status, Flight Activity Denied.

DIFOP. Duty in a Flying Status Involving Operational Flights.

DUSODA. Duty within the (command or activity) as (command or activity) may designate.

Elapsed Time. The time spent between date of transfer/detachment (which is a day of duty) and date of joining (which is a date of duty) incident to PCS. (Elapsed time is accounted for as proceed, delay, and traveltime, as applicable.)

Enlisted Aircrew Member. Enlisted personnel on competent orders to perform duty involving frequent and regular participation in aerial flight as an aircrew member.

First-Term Marines

a. For assignment purposes, enlisted personnel serving on active duty under their initial active duty obligation including extensions.

b. Unrestricted Regular or Reserve second and first lieutenants.

Geo-Location Code (GLC). A three-digit MCTFS code which identifies a geographic location of a Marine's present duty station. (See MCO P1080.20.)

Government Conveyance. Any means of transportation owned, leased, or chartered by the Government, including aircraft on loan to or owned by an aero club.

Government Transportation Request (GTR). A document (SF 1169) issued by the Government to procure commercial transportation facilities. When issued in conjunction with funded orders such as PCS or TAD, no expense to the individual will accrue. When issued in conjunction with stragglers orders as defined in MCO P5800.8, the member is required to reimburse the Government for the cost of the travel so procured.

Homebasing. The concept of returning Marines to their previous permanent duty station/location after completion of a family member(s) restricted overseas tour.

(See MCO P1300.8.)

Individually-Sponsored Dependent. A Marine's dependent(s) who is not entitled to travel at Government expense to an overseas location; applies to dependents residing in overseas location who enter a command's locale without endorsement of the appropriate authority; i.e., the dependents are not command-sponsored. (See MCO P1300.8.)

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Joint Household. A joint household exists when the driving distance traveled between military spouses' different duty stations does not exceed 50 miles. (See MCO P1300.8.)

Land Travel. All travel other than that included in the definition of transoceanic travel. Land travel may be performed by bus, rail, air, or privately owned vehicle.

Letter of Allowance. An annual CMC letter transmitted to non-FMF commands prescribing manpower ceilings to be incorporated into the command's T/O. The command adjusts their T/O, as appropriate, and forwards the new T/O to the CMC for approval.

Manning Level. A percentage figure applied by the CMC to T/O strengths of all FMF commands to establish the authorized strength of those units for a specified period of time.

Mixed Modes. Transportation involving use of privately owned vehicle and common carriers.

MOS Structure. A complete explanation of the MOS structure, categories, and definitions of classification terms applicable thereto is contained in the introduction of MCO P1200.7, MOS Manual.

Non-Aircrew Member. Officers and enlisted personnel assigned to duty involving frequent and regular participation in aerial flight, but who do not perform flight duties that relate to the actual operation of the aircraft or contribute directly to the in-flight operation or maintenance of associated equipment. Examples are operational support aircraft personnel, photo specialists, maintenance troubleshooters, and search and rescue hospital corpsmen.

Nonentitled Marines. Marines who are not eligible to have their dependents transported at Government expense as prescribed by the JFTR and MCO P1300.8.

Official Distance. The distance between points of travel as shown in the Official Table of Distances (TD) (NAVSOP 2471 and NAVSOP 2472), or as determined in those manuals when specific points are not listed in tables.

Operational Flying Assignments. Those duty assignments in which aeronautically designated personnel normally maintain their basic flying skills and participate in regular and frequent flights in the performance of their assigned duties.

Operational Flying Base Date (OPFLY BASE DATE). The day, month, and year that an individual (officer, NAVCAD or MARCAD) first reports to an aviation activity having aircraft in which the individual will receive flight training leading to an aeronautical designation. In the case of an individual beginning flight training as an officer, the OPFLY BASE DATE is the same as the ASED.

Operational Flying Time (OPFLY TIME). Time accumulated in years and months while serving in operational assignments, whether in an aeronautically designated status or while undergoing training leading to the award of an aeronautical designation.

Overseas Duty. Military duty performed at permanent duty station outside CONUS or in vessels homeported outside CONUS. Regarding Marines assigned to Hawaii and Alaska refer to MCO P1300.8.

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Permanent Change of Assignment (PCA). The action whereby member(s) and/or units are relocated for duty to another MCC within the same camp, corporate limits or metropolitan area. In the case of a PCA, proceed and delay is not routinely authorized and normally, no entitlement to travel or transportation accrue to the member. Travel and transportation entitlements may, however, be authorized by the

CMC (MM).

Permanent Change of Station (PCS). The transfer of a Marine or unit from one permanent station to another; includes the assignment from home or from the place from which ordered to active duty, to first station upon appointment, call to active duty, enlistment, or induction and from last duty station to home or to the place from which the Marine entered the service, placement upon the temporary disability retired list, release from active duty, or retirement. It also includes a duly authorized change in homeport of a vessel or mobile unit. A PCS may either be fully-funded (movement of HHG's is authorized), or low cost (anticipated travel and transportation costs are less than \$500.00 and movement of family members and HHG's is not anticipated).

Precise Personnel Assignment System (PRE-PAS). PRE-PAS is a manpower control and assignment system that incorporates sophisticated and responsive management tools for improved utilization of Marine Corps manpower assets to enhance combat readiness. It is designed to produce assignment flows and tracks for first-term Marines which will enable the Marine Corps to comply with DoD turbulence constraints while simultaneously achieving uniform combat readiness across the Fleet Marine Forces. PRE-PAS serves all echelons of command and affects the duty assignment of all Marines.

Prescribed Tour Length. Standard tour of duty (in months) for a specific geographic location. (See MCO P1300.8.)

Privately Owned Vehicle (POV). Any self-propelled, wheeled motor conveyance owned by the member, in the possession of, and for use by the member an/or dependents for the primary purpose of providing personal transportation. (Includes privately owned/rented automobile or airplane. Excludes trailers, airplanes, or any vehicle intended for commercial use.)

Proceed Time. A period of authorized absence not chargeable as leave or traveltime. It may be authorized as a delay in the execution of PCS orders to enable the member to attend to personal matters inherent to transfer. (See paragraph 4301 for entitlement.)

Program Element Number (PEN). Numbers assigned to facilitate monitoring and management of the various functional categories identified in the Marine Corps budget.

Restricted Area. A restricted area is any area into which the entry of dependents has been prohibited, temporarily or permanently, by order of competent authority.

Rotation Tour Date (RTD). The year, month and day that a Marine is scheduled to transfer from an overseas duty station. This is no longer applicable to Hawaii and Alaska as designated in MCO P1300.8.

Sequential Assignment. A sequential PCS transfer to either an Advanced Monitored Command Code (AMCC), an Advance Geo-Location Code (AGLC), or MCC. (See MCO P1300.8.)

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Sole Surviving Son/Daughter. The only remaining son/daughter in a family where the father/mother (or one or more sons or daughters) was killed in action or died in the line of duty while serving in the Armed Forces as a result of wounds, accident, or disease; or is in a captured or missing-in-action status; or is permanently 100 percent physically disabled (to include 100 percent mental disability) as determined by the Department of Veterans' Affairs (DVA) or one of the military services and is hospitalized on a continuing basis and not gainfully employed by virtue of such disability. Unless in conjunction with the foregoing requirements,

being an only child does not constitute sole surviving son/daughter status.

Staffing Goal. A computer-generated assignment target which provides an equitable distribution of grades and skills per inventory availabilities and current distribution policies. By their nature, staffing goals change continuously, reflecting changes in both the chargeable inventory and authorized strengths. The goal is prepared by an optimizing process in which the inventory grade and skill mix is compared to the authorized mix specified by each command's authorized strength. The process allocates goals in direct relation to each command's staffing precedence. The total of all staffing goals is equal to the total number of chargeable by grades and skills, on active duty at the time the goals are computed, without regard to the movability (time on station) of the asset. The staffing goal represents a numerical assignment target 6 months in the future, which the enlisted assignment monitor will strive to attain.

Table of Organization (T/O). A document which prescribes the mission, structure, and validated requirements of an activity in terms of the grade, MOS and billet description. It is the basic document which describes, in billet line detail, the composition of every Marine unit. Each T/O is described by a five digit alphanumeric code and an effective date.

Tour of Duty. The duration of military duty performed while assigned to the same geographical location. (See MCO P1300.8.)

Transfer. The action taken to affect a change of reporting unit for the Marine used in connection with PCS. It involves the physical movement of an individual or unit from one geographical location to another, for duty or personnel reporting responsibility.

Transoceanic Travel. All travel which, if performed by surface means of commercial transportation over a usually traveled route, would require the use of oceangoing vessels.

Traveltime. Traveltime is the number of days allowed for official travel. It is in addition to the allowed proceed time and is counted in whole days. (Paragraph 4200.2p contains specific categories of traveltime.)

Unaccompanied Tour. An overseas tour where the Marine is afforded an accompanied tour, yet elects not to have his or her family member(s) accompany them.

Vicinity of Duty Station. Family member(s) will be considered as residing in the vicinity of a Marine's overseas station for any period during which they actually reside in the country within which the Marine's permanent duty station is located.

(See MCO P1300.8.)

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