

MILPERSMAN 1320-314

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
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References	(a) NAVSO P-6034, Joint Federal Travel Regulations (b) OPNAVINST 4650.15 (c) SECNAVINST 4651.8L (d) SECNAVINST 5720.44A (e) BUPERSINST 1050.11G (f) SECNAVINST 5510.30A (g) NAVSO P-1000-2, Navy Comptroller Manual, Volume 2, Accounting Classifications (h) DODI 4500.54-G (quarterly) (DOD Foreign Clearance Guide) (i) NAVMEDCOMINST 5360.1 (j) P.L. 86-635
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1. **Policy.** TEMADD orders assign a member to temporary duty (TEM DU), in addition to present duties, and direct the member, upon completion of this TEMADD, to "return to the present permanent duty station (PDS)" and resume regular duty, TEM DU, or TEMADD. **TEMADD is defined as travel (one journey) away from the PDS to one or more places and return as normally directed in the TEMADD orders.**

a. Except when specifically directed by Commander, Navy Personnel Command (COMNAVPERSCOM), TEMADD orders automatically expire when members return to the duty station from which they proceeded on TEMADD, or they return for personal reasons in a liberty or leave status.

b. If a return is necessary for transportation changes (i.e., train, plane) en route to the next TEMADD station and no unnecessary delay is taken, the orders remain in effect. TEMADD members remain attached to the station from which they initially proceeded on TEMADD, and are subject to the command of each commanding officer (CO) to whom they may report on TEMADD.

2. Issuance of TEMADD Orders

a. **Delegation of Authority.** All commanders, COs, and officers in charge (OIC), as well as their seniors in the chain of command, are authorized to issue TEMADD travel orders to members under their immediate military command, provided they are in receipt of appropriated funds to support the travel costs of such orders, or have been specifically authorized in each case to charge the cost of travel to an appropriation which is administered by the activity issuing the authorization. The COs of these commands may sign their own orders.

(1) This delegated authority is subject to such additional instructions and limitations as each command's administrative commander may prescribe.

(2) As an administrative support function for those commands not having order-writing authority, area coordinators are authorized to issue TEMADD orders to officers and midshipmen attached to commands physically located within their assigned areas.

(3) **Authority to authorize "revisit PDS" (return to duty station prior to completion of TEMADD) in TEMADD orders is not delegated below Navy Personnel Command (NAVPERSCOM), Officer/Enlisted PCS/TEMDUINS/TAD Fiscal Management Branch (PERS-454).**

b. **Complying with and Signing Orders.** It is imperative that great care be taken in processing and issuing TEMADD orders, and that orders are carried out exactly as written. If a member cannot carry out travel orders as written, either last minute verbal authority to deviate from the orders, or a written modification to the orders when time permits, must be obtained from competent authority before the travel begins.

c. **Verbal and Telephonic TEMADD Orders.** Verbal orders given in advance of travel, or orders written in the field which quote or reference orders received by telephone from competent authority, must be subsequently confirmed in writing within 7 working days by the order issuing authority. Reimbursement for travel expenses under such orders may not be made until such confirmation is obtained.

(1) The confirmation orders, which are issued subsequent to the commencement of travel, will state the urgency of travel and the reasons for not issuing written orders. For example, the last paragraph of confirming orders would read:

"Subject travel was necessary at this time and the length of time consumed in going through administrative channels prevented written orders from being issued prior to your departure."

(2) In addition, confirmation orders will state:

"Confirming telephoned (or verbal) instructions of (date) to (geographical location)."

3. Time Limitation for TEMADD Orders

a. TEMADD assignments at any one place will be limited to periods not in excess of 180 consecutive days per NAVSO P-6034-1, para. U2145. This limitation does not prevent bona fide extensions due to definite changes of plans or unforeseen expansions and delays encountered in the TEMADD performance.

b. All cases/requests of an emergency or unusual nature, or where exigencies of the service appear to require the assignment of members to TEMADD at one location for periods in excess of 180 consecutive days instead of issuing PCS orders, will be forwarded for approval to NAVPERSCOM (PERS-454C) with full justification and other pertinent information including the following:

(1) Purpose of TEMADD.

(2) Principal location where it will be performed and approximate dates.

(3) Overall number of members.

(4) Command(s) to which members are assigned including homeport/PDS.

(5) Whether there will be details at locations other than that of main body and if so, those locations will be identified.

(6) Justification (emergency/unusual nature).
Determination should be made before the order is issued.

4. **Repeat Travel Orders.** Repeat travel orders are issued only by NAVPERSCOM to direct a member to perform, in addition to regular duties, such travel from time to time as may be necessary from the duty station to (and from) point designated in the orders.

a. **Requests.** Requests for repeat travel orders will be forwarded to the cognizant bureau, office, or activity exercising command or primary support control for preparation of a member's TEMADD request for submission to NAVPERSCOM (PERS-454C).

(1) Supplementary travel directives, based on repeat travel orders, will be prepared for each round trip, per OPNAVINST 4650.15, by the authority designated in the orders to direct travel or by the appropriate administrative officer.

(2) Commands that have TEMADD order-writing authority will not request repeat travel orders for members attached to their commands.

(3) Members attached to a non-order-writing activity who are required by the nature of regularly assigned duties to travel frequently away from their PDS (e.g., couriers, special court-martial military judges, etc.) may be issued repeat travel orders upon request to NAVPERSCOM.

(4) The directive provided by NAVPERSCOM will be used for the member's entire tour and will be canceled at the time of the member's detachment.

(5) Requests will contain justification as to the necessity for this type of travel order, including the estimated cost and number of trips per quarter. The requests must include estimated quarterly costs for transportation, per diem, and miscellaneous.

b. **Occasional Travel.** Repeat travel orders will not be used for occasional travel (one trip per month) such as TEMADD undergoing courses of instruction; attendance at scientific, technical, or professional meetings; conferences of any type; or travel to or through the North Atlantic Treaty Organization (NATO) countries in connection with NATO matters.

5. **Blanket Travel Orders.** Blanket travel orders are issued only by NAVPERSCOM and are used in exceptional cases for the travel of military members, when the nature of the travel to be performed prevents issuance of repeat or individual TEMADD orders.

a. **Restrictions.** Restrictions are placed on issuance of such orders, due to the additional care and control that must be provided to avoid over-expenditure of funds.

(1) These orders, which are issued only to members who frequently and regularly travel on short notice away from their PDSs in performance of their regularly assigned duties, provide for travel **within prescribed geographic limits**, but without designation of specific destinations.

(2) Blanket travel orders are issued for all or part of a fiscal year, but may **not** be issued to cover travel beyond the close of the fiscal year.

b. **Supplemental Travel Directive.** Blanket travel orders, as distinguished from repeat travel orders, do **not** necessitate issuance of a supplementary travel directive.

c. **Request Procedures.** Requests for issuance of these orders will be addressed to NAVPERSCOM (PERS-454) and will be forwarded to arrive not later than 30 days prior to the effective date of the member's first trip. Requests will contain, **as a minimum**, the following information for each member concerned:

(1) Grade, name, SSN, designator, and complete location of ultimate duty station (station from which TEMADD is to be performed).

(2) Effective date of orders.

(3) Location, duration, and frequency of travel.

(4) Type of transportation to be used to and from and while at TEMADD point(s). Statement as to availability of the usual means of transportation or a statement of justification as to why the usual means of transportation will not suffice.

(5) Type of quarters and messing facilities to be used at TEMADD point(s). Members must use adequate government quarters and messing when available, or otherwise obtain a statement of non-availability. In the case of government quarters **only**, no statement of non-availability is required if the member has

previously obtained a non-availability control number from the bachelor quarters management office. In the event that utilization of government facilities would adversely affect performance of the assigned TEMADD, the requesting official must provide the order writer with justification as to why this situation exists.

(6) Standard Document Number (SDN).

(7) Customer Identification Code (CIC), if applicable.

(8) Complete line of accounting data to which travel is chargeable.

(9) Estimated quarterly cost of transportation, per diem and miscellaneous expenses.

(10) **A clear description of the travel involved including complete justification for the need to use blanket vice repeat or individual travel orders.**

(11) Military address where orders should be sent and addresses of commands to receive copies of orders.

(12) Address and code of the disbursing office of the command paying for these orders.

(13) Other information, as applicable (i.e., security clearance data if required in orders).

(14) A statement that member is not a delinquent travel cardholder.

(15) Projected number of trips anticipated.

(16) Name, rank, title of person responsible for control of blanket travel order.

(17) Point of contact. Include the grade, name, and DSN and commercial phone numbers of an individual who may be contacted if additional information is required.

6. **Group Travel Orders.** Order-writing commands should consider the feasibility of group travel orders in circumstances where **three or more members** of a command or unit are to travel together from a common point of origin to a common destination.

a. Detachments or units involved in routine or fleet deployment evolutions are considered appropriate cases wherein group travel orders may be used.

b. NAVSO P-6034-1, appendix A provides guidelines in prescribing group travel, and para. U4000 outlines the authorized allowances while traveling under group travel orders. Such orders are similar to TEMADD orders, except that members will be furnished transportation by government transportation or Government Transportation Requests (GTRs).

c. Subsistence and quarters en route are furnished as provided for in NAVSO P-6034-1, para. U4001.

7. Permissive Travel Authorizations

a. Commands authorized to issue TEMADD orders may write an "authorization" permitting members under their command to perform travel at no expense to the government if TEMADD is not in the public interest to a degree that will justify expenditure of government funds. MILPERSMAN 1320-080 refers.

b. Shortage of TEMADD or training funds is not a justifiable reason for granting permissive TEMADD. Permissive travel authorizations will not be issued in connection with official Navy business or training. Such travel will be covered by a **directive type order** providing for all of the appropriate travel expenses authorized by NAVSO P-6034-1.

(1) Permissive authorizations must always include the following clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be cancelled."

(2) Government transportation will be authorized only for the purposes specified in MILPERSMAN 1320-080.

(3) The authorization will state if delay to count as leave is authorized in conjunction with permissive authorizations.

(4) Permissive authorizations for member's travel in excess of 30 days will be requested from NAVPERSCOM (PERS-454).

(5) Permissive authorizations may be used for the purposes specified in MILPERSMAN 1050-270 for administrative absences.

(6) Permissive authorizations for the purpose of residence hunting trips in connection with PCS orders may be authorized for up to 5 working days prior to execution of the move.

(a) The TEMADD period may be extended up to a total of 10 calendar days when combined with weekends, holidays, and liberty.

(b) Permissive travel orders may not be combined with funded TEMADD travel.

8. **Attendance at Conventions and Meetings.** When travel expense to the government is incurred by attendance of a member at meetings of a scientific, technical, or professional nature sponsored or convened by non-federal organizations, requests will be processed as outlined in SECNAVINST 4651.8L.

a. There is no authority under which OPNAV 5050/11 (6-83), Request and Approval for Attendance at Meetings may be used to limit entitlements under directive type orders for lesser amounts than those stipulated in NAVSO P-6034-1.

b. Accordingly, when the maximum amount approved on the basic OPNAV 5050/11 is less than the total expense actually incurred by the member, and such additional expense would otherwise be reimbursable under the provisions of NAVSO P-6034-1, a supplemental OPNAV 5050/11 that cross references the initially approved form request will be approved to cover the additional expense.

c. Subsequent to this approval, the order-writing activity will endorse the basic orders, to include the additional expenditure.

d. One of the following statements in the text of the orders or endorsement, as applicable, will be included:

(1) "Funds not to exceed (\$) for expenses of attendance at meeting were approved (date) on (form) by (authority), as designee of Secretary of the Navy (SECNAV) for this purpose by authority of current SECNAVINST 4651.8L."

(2) "Additional funds not to exceed (\$) for expenses of attendance at meeting were approved (date) on (form) by (authority), as designee of SECNAV for this purpose by authority of current SECNAVINST 4651.8L."

(3) "Registration fee of (\$) authorized in connection with this meeting." (If applicable).

9. **Travel in Connection with Public Events.** TEMADD orders in connection with participation in public events will be issued per SECNAVINST 5720.44A.

10. **Delay to Count as Leave in Connection with TEMADD.** Occasionally, Congress has criticized government agencies for authorizing leave in connection with TEMADD, where it could be construed that TEMADD was arranged to provide transportation for leave at government expense.

a. Under circumstances not subject to this type of criticism, NAVPERSCOM has in the past authorized delay to count as leave in connection with TEMADD.

b. Normally, travel by privately owned conveyance (POC) should not be authorized in TEMADD orders, which authorize leave.

c. Exceptions may be appropriate when POC will be less costly than other modes of transportation, including anticipated per diem while in transit, taxi fares, etc.

d. Subject to the foregoing, order-writing commands are authorized to grant leave equal to earned leave plus advance leave (not to exceed 30 days) in conjunction with TEMADD orders (regardless of duration of TEMADD), provided there is no additional expense to the government.

e. Cognizant commanders and COs should screen each request to ensure that TEMADD orders are not being requested as a means to defray transportation expenses to and from place of leave. The delay to count as leave will be incorporated in the orders.

f. When granting leave in conjunction with TEMADD orders, include a directive in the orders stating the following:

"If you avail yourself of this leave, indicate on original orders date and hour TEMADD commenced and was completed."

g. The paragraph below will also be included in orders, which grant leave outside the 48 contiguous states and the District of Columbia:

"If you avail yourself of this leave, obtain endorsement from each TEMADD point as to transportation which would have been available in reporting to next TEMADD point, or in returning to duty station via shortest usually traveled route, giving date and hour of departure and arrival. You are authorized to visit (specify countries) in a leave status."

h. The provisions of BUPERSINST 1050.11G will be adhered to concerning foreign leave travel of Navy members.

11. **Directive to Report.** For travel within the United States (less Alaska and Hawaii) it is not mandatory, except when the TEMADD is under instruction, that such orders contain a directive for the member to report; however, it is considered good practice to require reporting, where practicable, especially for extended periods of TEMADD.

a. If a senior commander is not available for reporting purposes, the member should report by message, in person, or by other means to the appropriate naval attaché, giving address and itinerary while in the area. In each of the above instances, the naval attaché in the area should receive a copy of the member's orders.

b. If a member is not ordered to report, no reporting endorsement is necessary except to claim other than the minimum per diem. Whether or not the member is directed to report, it is the member's responsibility to obtain the required certificates or endorsements as to the availability of government facilities.

12. **Early Reporting**

a. The cognizant commander or CO authorizing TEMADD and leave should determine the member's leave desires and ensure the orders are written to prevent early reporting at the TEMADD station.

b. Members will be directed to commence travel in order to report no earlier than the day preceding the class convening date, except for the following:

(1) Such earlier reporting is necessary due to variations in transportation schedules.

(2) The duty may be performed at any time, as differentiated from a fixed period, as is generally the case for TEMADD under instruction.

(3) When the appropriate commander determines that early reporting is in the best interest of the government or has been caused by conditions beyond the member's control, the following explanation will be included in the orders or attached as an endorsement.

"Detachment or reporting on (date) is considered in the best interest of the government because (reason)."
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13. **Security Clearance**. All commands issuing TEMADD orders will ensure that members for whom orders are written are not restricted by the provisions of SECNAVINST 5510.30A.

a. When access to classified information is required, the orders will contain a statement as to the member's security clearance and the basis for such clearance.

b. The command issuing orders or requesting orders from an administrative commander will certify the level of clearance granted and the basis for such clearance.

c. The TEMADD orders will contain the following statement:

"It is certified that you hold a (final or interim) (Top Secret, Secret, or Confidential) clearance (CRYPTO access), based on

(1) Special Background Investigation, Background Investigation, or National Agency Check completed (date) by (investigative agency).

(2) National Agency Check, completed (date) by (investigative agency) plus (number of years, as required) continuous honorable active duty.

(3) NAVINSERV/NAVPERSCOM Name Check completed (date), as reported by (source).

(4) Record Check, conducted per SECNAVINST 5510.30A by (command conducting check)."

d. In addition, a message will be sent to the receiving command verifying the above information.

14. **Transportation Cost Considerations.** All TEMADD travel should be accomplished in a manner, which is advantageous to the government.

a. Transportation will satisfy the mission requirement at the lowest cost.

b. Consideration must be given to the actual cost of transportation, per diem allowances, and lost productivity time.

c. Surface ground transportation will be considered when short travel distances are involved and groups are being moved.

d. Commands issuing TEMADD orders will direct their personnel to contact the Navy Passenger Transportation Office (NAVPTO) at the supporting Personnel Support Detachment (PERSUPP DET) as soon as travel dates and destinations can be determined, even if orders are not yet completed, so that the most responsive and economical transportation can be arranged.

e. Order approving authorities will **not** direct a more costly means of transportation nor direct the use of Category Z air transportation when **overseas travel** is involved.

f. When members of a command or unit are to travel together from a common point of origin to a common destination, **group travel orders** should be considered.

15. **Mode of Transportation**

a. **Travel inside Continental U.S. (CONUS) (Less Alaska and Hawaii).** A specific mode of transportation need not be included in the orders unless it is in the best interest of the government to do so.

(1) In order to take full advantage of discounted fares offered by scheduled commercial airlines for GTR-procured transportation, orders should direct the use of a GTR.

(2) Since scheduled government air transportation is not available within CONUS, its use will not normally be directed in the orders; however, transportation authorities are authorized to make appropriate use of operational support airlift.

(3) Commercial transportation will not be scheduled as a back-up for government transportation.

b. **Travel outside Continental U.S. (OCONUS) (Including Alaska And Hawaii).** Order-writing commands will direct the use of government air for all international/transoceanic travel.

(1) When travel via government air has been directed in the orders and the NAVPTO determines that such transportation is not available, a certification to that effect will be made on the orders before a GTR or airline ticket is issued.

(2) The certification will be made by the transportation officer (TO)/transportation agent (TA) at the location of the PDS or the TO/TA servicing the various TEMADD/TEM DU points.

c. **Travel by Privately Owned Conveyance (POC) inside and outside the U.S.**

(1) **Must be Advantageous to the Government.** TEMADD travel by POC should be authorized/approved if it is advantageous to the government when compared to travel by government conveyance or commercial carrier. If solely for the member's convenience, POC shall not be directed. As a minimum, the following cost information should be compared:

(a) **For POC:**

1. Cost for travel mileage using distances contained in the Defense Table of Official Distances which can be found at the following web site:

<http://dtod-mtmc.belvoir.army.mil>

2. Estimated cost for per diem while traveling to and from TEMADD site.

3. Cost for lost time while traveling to and from TEMADD site utilizing daily Composite Standard Military Rates contained in NAVSO P-1000-2, volume 2.

4. Estimated cost for travel in and around the TEMADD site, if appropriate, utilizing NAVSO P-6034-1, volume 1, chapter 3, part F.

5. Any other expenses peculiar to POC travel.

(b) **For Government or Commercial Air:**

1. Cost for round trip ticket (incorporating group rates or reduced fares, if available).

2. Estimated cost for per diem (normally 1 day each way).

3. Cost for lost time (normally 1 day each way).

4. Estimated cost for rental vehicle, if appropriate, bearing in mind available government or public transportation when known (e.g., Department of Defense (DOD) buses in Washington, DC).

5. Any other expenses peculiar to air transportation.

(2) **When POC Travel is Authorized.** Authorization or approval of TEMADD travel by POC as more advantageous to the government may be granted by order issuing commands when the one-way travel time to, from, or between TEMADD sites will not exceed 1 calendar day. Per diem allowances are payable for the actual time necessary to perform the directed travel. When authorizations or approvals for POC travel are granted, orders will contain the following paragraph:

"You are hereby authorized to travel via privately owned conveyance with reimbursement at the rate prescribed in NAVSO P-6034-1, para. U3305 for the official distance traveled, such mode of travel being considered as more advantageous to the government."

(3) **When no Travel Mode Specified.** When orders do not specify a mode of transportation, travel via POC is authorized as outlined in NAVSO P-6034-1, paras. U3305 and U4330.

d. **Taxicabs and Rental Cars.** General policy concerning rental cars is contained in OPNAVINST 4650.15. NAVSO P-6034-1, volume 1, paras. U3415, U3410, and chapter 3, part F stipulate when a taxicab or a rental car may be authorized or approved for official business and when that mode of transportation is determined to be advantageous to the government.

(1) Car rental or taxicab use should be authorized only in situations when a hardship will be incurred by the traveler without authorization for transportation and the need is fully documented and justified.

(2) The local PERSUPP DET should evaluate the relative advantage of rental car use by a group and document the validity of a request for rental car authorization.

(3) The following types of circumstances may justify use of rental cars/taxicabs:

(a) Government/commercial transportation is not available or not suitable at the TEMDU location.

(b) Messing facilities are not available or not suitable at the TEMDU location.

(c) The member should be occupying the nearest available motel/hotel to the TEMDU location.

(d) The cost of a taxicab should be compared with cost of a rental car. Any other pertinent circumstances that would make the use of rental car or taxicab more advantageous to the government and not just a convenience to the member. Determine whether the member could take a taxi to place of business in the morning and return by taxi in the evening to place of lodging, and authorize the least expensive mode.

(e) Generally, the use of rental cars or taxicabs is not authorized in and around Washington, DC because public transportation is considered adequate.

(f) For vehicle classes other than economy car, see OPNAVINST 4650.15.

(4) To enable disbursing personnel to make payments per NAVSO P-6034-1, the orders should state where (CONUS geographic location) the rental car or taxicab is authorized to be used, and cite one of the following paragraphs:

(a) **For a rental car:**

"Under circumstances not permitting travel by the usual means (in/around, to/from), TEMADD area, as applicable, authorized lowest cost Military Traffic Management Command (MTMC) contract rental car (CCAR, ICAR, FCAR (one passenger)) available for official use only per OPNAVINST 4650.15."

(b) **For a Taxicab:**

"You are authorized the use of taxicabs for official business in and around (city), per NAVSO P-6034-1, paras. U3410 and U3510."

16. **Transportation of Classified Material or Documents (Enclosed Accommodations)**. A compartment, drawing room, bedroom, or other suitable accommodations may be furnished for transportation of secret documents by an official messenger when NAVPERSCOM authorizes such accommodations for security purposes or valuable naval property is transported as hand baggage. Requests for such accommodations should be submitted to NAVPERSCOM, Entitlements Branch (PERS-332).

17. **Baggage**. If, in the opinion of the order approving authority, the mission warrants the authorization of excess baggage, an excess baggage allowance may be authorized.

a. The amount authorized should be that which is absolutely necessary in connection with performance of official duties.

b. The free baggage allowance aboard AMC airlift and commercial international air service is normally **two checked pieces and one carry-on piece**; however, depending on the commercial air carrier, the number of carry-on pieces may vary. It is best to check with the specific carrier involved regarding free baggage provisions.

c. There are dimensional restrictions. Generally, foreign flag carriers within overseas areas are on the weight system and the free allowance can vary, but in most cases is **44 pounds or 20 kilograms**.

d. If the traveler will be connecting between U.S. and foreign flag carriers, excess baggage may have to be granted for the foreign flag segment to ensure the same free baggage allowance from origin to destination.

18. **TEMADD Order Transportation - Subsequent Approvals**. Order issuing authorities are authorized to subsequently approve the items below upon completion of travel under TEMADD orders. Subsequent approval will contain a statement of facts and circumstances as to the reason for granting approval of these items, and carry the same signature as the TEMADD orders.

a. Special conveyance other than fly-it-yourself rental aircraft.

b. POC as advantageous to the government.

c. Taxicab between place of lodging and place of business.

d. Excess baggage, up to the limit of one piece or 50 pounds.

19. **Uniform for TEMADD Travel**. The appropriate uniform will be worn by members under TEMADD orders when traveling on government owned or controlled aircraft, except when civilian attire is required by DODI 4500.54-G (DOD Foreign Clearance Guide) due to military specialty or local extenuating circumstances for political or personal safety reasons. This guide is available on the following web site: www.fcg.pentagon.mil

a. Civilian clothing may be worn when traveling by other modes of transportation, unless a uniform is required by the order issuing authority or is a prerequisite for entering a foreign country without official passport. In the latter case, security and diplomatic requirements take precedence.

b. Civilian clothing will be in good taste and not conflict with accepted attire in the overseas country.

20. **Travel Status.** Travel status is necessary to effect entitlement to per diem.

a. No per diem is payable for any day prior to the day during which travel status commences or for any day subsequent to the day during which a travel status terminates.

b. Per NAVSO P-6034-1, para. U4102 no per diem allowance is authorized for TEMADD performed away from members' permanent station at a place to which they commute daily from quarters to duty at their PDS.

c. When members perform TEMADD at the place of their family domicile, which is other than the place from which they commute to work each day at the PDS, per diem is authorized and lodging is **not** authorized when they stay with friends or relatives at the TEMADD site even if they make a payment to the friends or relatives.

d. When the TEMADD point is within the limits of members' PDS, transportation entitlements come under the purview of NAVSO P-6034-1, volume 1, chapter 3, part F.

21. **Actual Expense Allowances**

a. Actual expense reimbursement in excess of the rates in NAVSO P-6034-1, appendix B and D (CONUS and OCONUS), is intended for unusual duty assignment where it is anticipated that members will incur necessary expenses in amounts which will not be covered by the normal per diem allowances.

b. Requests for actual expense allowance for Navy military members only should be submitted per NAVSO P-6034-1, para. U4215, in the format specified, to the first flag officer in the chain of command for appropriate action. Actual expense allowance is authorized only when the necessary expenses normally exceed the maximum per diem rate by \$5.00 or more per day.

22. **Per Diem and the use of Government Quarters and Mess.**

NAVSO P-6034-1 provides that all TEMADD and related travel is on a per diem or actual expense reimbursement basis, unless otherwise specifically authorized by the secretary of the service concerned.

a. **Reduction of Per Diem Rates**

(1) Authority to reduce prescribed per diem rates is not granted except under unusual circumstances when the circumstances of the travel or duty to be performed so warrant and are peculiar to DON.

(2) SECNAV has delegated to Chief of Naval Operations (Manpower and Personnel (N1)) the authority to authorize rates of per diem in lesser amounts than those prescribed by NAVSO P-6034-1.

b. **Use of Government Quarters and Messes**

(1) It is policy of the uniformed services that available adequate government quarters (including Navy lodges) and messes be used by members in a TEMADD status, to the maximum extent practicable.

(2) Reservations are to be made in the following order of precedence: Navy bachelor quarters, Navy lodge, then commercial lodging.

(3) A member on official travel will use adequate available government quarters or receive no reimbursement for a lodging expense.

c. **When Government Quarters are not Available.** Government quarters are not available under the following circumstances:

(1) The TDY, TEMADD, or delay is to other than a U.S. installation.

(2) The authorizing official has determined the use of government quarters would adversely affect mission performance (this does not apply to members attending service schools at an installation). Officers in grades O-7 through O-10 make this determination for their own travel.

(3) The travel is in connection with a PCS and per diem is payable under NAVSO P-6034-1, para. U5105.

(4) The travel is in connection with a PCS to, from, or between stations OCONUS. The member is accompanied by family member(s) authorized to travel concurrently, and the family unit cannot be lodged together in government quarters.

(5) The travel is in connection with a PCS to a ship or an afloat staff homeported OCONUS. The member, accompanied by family member(s) authorized to travel concurrently, is put on TDY at the homeport awaiting arrival of the vessel or onward transportation, and government quarters are not available for the family unit.

(6) All periods of travel en route.

(7) Any TDY or TEMADD or delay of less than 24 hours.

(8) The member is TEMDU or TEMADD at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

NOTE: The travel order or voucher must document when one of the above circumstances applies. In all other situations, the availability of government quarters will be checked and documented. The command responsible for the quarters will offer only adequate quarters through the reservation system. If quarters are not available, the travel order or voucher must document the non-availability (by confirmation number, if provided by the service in its registration process; otherwise, the member will note the date the attempt to acquire reservations was made and the phone number and point of contact at the billeting office contacted). The authorizing official then will authorize or approve commercial lodging. Documentation of non-availability on the order or voucher is required to support reimbursement of a commercial lodging expense.

d. **Government Mess.** Government mess will be used to maximum extent practicable. It is not practicable to direct the use of government mess in the following circumstances:

(1) Government lodging on the installation is not available.

(2) On travel days to and from the PDS; or when the authorizing official determines it is impracticable to use the mess due to

(a) the use of the mess adversely affecting mission performance,

(b) excessive distance between the mess and place of duty and/or the mess and place of lodging,

(c) non-availability of transportation between the mess and place of duty and/or the mess and place of lodging, or

(d) incompatibility of duty hours and mess operating hours. Travel orders shall note if mess use is directed. If mess use is directed but mess non-availability is known before the trip, the order should note that non-availability. If mess use is directed, but during the trip it is not available, the member will be reimbursed the full Meals and Incidental Expenses (M&IE) rate for meals not available (if the authorizing official approves the member's certification of non-availability).

23. **Certification of Itineraries for Travel of Naval Aircraft Ferrying Squadron Personnel.** To facilitate payment for travel of personnel ferrying aircraft the CO at the PDS will verify the claim submitted by the traveler at the final activity of the itinerary of an assignment.

a. This pertains to cases where the parent command daily tracks the pilot and crew members, issuing verbal orders with flexible itineraries and without specific destinations. The itinerary will include the following:

(1) Time of departure.

(2) Time of arrival and departure from each activity visited, including dates of acceptance and delivery of aircraft and reasons for any delays.

(3) Availability of government quarters and messing facilities at each activity visited.

(4) Time of return to PDS.

b. Per OPNAVINST 4650.15, the following certification will be placed on the reverse of each DD 1351-2 (Rev. 7-02), Travel Voucher or Subvoucher:

"I certify that the permanent duty station of the claimant was as stated during the period covered by this claim, that the TEMDU for which per diem is claimed was in the performance of duty or training in (name of squadron or unit), and that the duty or training at the points stated in the schedule for the period claimed was directed. The amount and schedule have been examined and are certified correct."

"Commanding officer or designated representative"

c. The certified itinerary will be considered sufficient for payment of claims.

24. **Aviation Personnel Forced Down under Emergencies**

a. Aviation personnel, who are forced down in an emergency and required to incur personal expenses while performing official duties, are entitled to reimbursement of expenses allowed in NAVSO P-6034-1, chapters 3 and 4.

b. Aviation commands are authorized to issue written orders confirming verbal instructions for reimbursement purposes. This is not applicable to proficiency flights.

25. **Officer and Midshipman Escorts for Deceased or Ill Navy Personnel.** Travel expenses for a member who serves as an escort for the remains of a deceased member of the Navy are chargeable to funds under the cognizance of Chief, Bureau of Medicine and Surgery (BUMED).

a. Additional information and instructions regarding escorts for deceased members are contained in NAVMEDCOMINST 5360.1.

b. Authority for attendants for member patients is contained in NAVSO P-6034-1, chapter 7.

26. **Training/Rehabilitation Ashore (TRAHAB) Orders.** "TRAHAB" is defined as training and/or rehabilitation ashore within the meaning and intent of P.L. 86-635. Use of the abbreviation, which is restricted exclusively to temporary assignments of members regularly assigned to nuclear powered crew submarines,

undergoing training and/or rehabilitation away from the submarine or its homeport, will be written "for TEMADD TRAHAB."

27. **Travel Order Form**

a. **Form to Use**

(1) Order-writing activities will utilize NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty (TEMADD) Travel Orders for routine TEMADD travel orders prepared for naval members and midshipmen.

(2) Navy order-writing activities will **refrain** from using DD 1610 (Rev. 1-01), Request and Authorization for TDY of DOD Personnel when issuing **directive type** TEMADD orders as listed below to naval members and midshipmen.

- (a) Multiple address group travel orders.
- (b) Permissive (no-cost) travel authorizations.
- (c) Travel orders for aircraft ferry service personnel.
- (d) Travel authorization for emergency leave.
- (e) Travel orders issued by NAVPERSCOM.
- (f) Travel orders for U.S. Naval Academy midshipmen in connection with summer training programs.

b. **Funding**

(1) To the maximum extent possible, military TEMADD travel costs will be borne by those activities whose business or functions are directly concerned.

(2) As a general rule, funds chargeable for TEMADD travel expenses are paid by the appropriate sponsor. Since this article does not designate chargeable appropriations and there may be situations not covered, requests for determination of the appropriation chargeable in specific cases should be forwarded to Comptroller of the Navy (ASN(FM&C)) via the chain of command.

(a) If a member is ordered TEMADD from a TEMDU or TEMADD station, the member will be directed, upon completion, to return and resume TEMDU or TEMADD, as applicable. Normally, the activity benefiting from the TEMADD travel will assume all costs involved when such orders are issued.

(b) Payment of duplicate per diem will be avoided by cross-referencing the orders. The date and serial, standard document, or tango number of the basic orders will be referenced in the new order. The basic orders will be endorsed to show the date and standard document and tango numbers of the new TEMADD order.

c. Accounting Data

(1) In all cases involving expenditure of appropriated funds for TEMADD travel, the fiscal data will be included in the same sequence as set forth in NAVPERS 1320/16.

(2) The 15-character standard document number will be cited in TEMADD orders, as directed by NAVSO P-1000-2, volume 2.

(3) The complete accounting classification code, consisting of nine coding elements and the standard document number, is shown below. Accounting data chargeable for cost of travel will be included in the TEMADD orders, as follows, regardless of preprinted information on the form:

(a) Appropriation.

(b) Subhead.

(c) Object class.

(d) Bureau control number.

(e) Sub-allotment.

(f) Authorization accounting activity (unit identification code (UIC) of activity accounting for the bureau control number of sub-allotment chargeable).

(g) Transaction type (see NAVSO P-1000-2, volume 2, chapter 8).

(h) Property accounting activity.

(i) Cost code (for local use, job order, cost account code, etc.). For fleet TEMADD orders, the cost code will consist of the estimated date of return (in Julian date format), followed by the service designator code and UIC of the operating force unit receiving the benefit of the travel, and the fund code).

(4) When an element is not required, such as the object class, the element will be shown as zeros as necessary for the standard length of the element. When one of the following elements consists of less than the standard number of characters, the element will be preceded with zeroes to make up the standard number.

ELEMENT									STANDARD NO. OF CHARACTERS
(3) OBJECT CLASS									3
(4) BUREAU CONTROL NUMBER									5
(5) SUB-ALLOTMENT									1
(6) AUTHORIZATION ACCOUNTING ACTIVITY									6
(7) TRANSACTION TYPE									2
(8) PROPERTY ACCOUNTING ACTIVITY									6
(9) COST CODE									12
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
173804.2270	000	12345	0	000189	2D	600012	00000D1E1E40		

d. **Estimated Cost.** Per OPNAVINST 4650.15, orders must indicate separately the estimated cost for transportation, per diem and miscellaneous expenses. For example:

EST COST TRANS \$ 00.00, PER DIEM \$ 00.00, MISC \$ 00.00

e. **Customer Identification Code (CIC).** NAVSO P-1000-2, volume 2, chapter 8 promulgates policy for including a 15-character CIC in all TEMADD orders involving travel on Military Airlift Command (MAC) aircraft for travel to and from OCONUS, or authorizing use of rental vehicles.

(1) The code identified by the prefix "CIC" will be inserted in the appropriate block on NAVPERS 1320/16 and as near as possible to the accounting data in all other TEMADD orders.

(2) Operating force units will use the service designator code "R" for Pacific fleet units, "V" for Atlantic Fleet units, and all others will use "N" as the eighth character of the CIC.

28. **Standard Travel Advance Policy for Frequent and Non-Frequent Travelers.** DOD, through General Service Administration (GSA), has a contractual arrangement with a major credit card company

for use of their charge card while on official government TEMADD travel.

a. **Charge Card for ATM Cash Advances**

(1) The use of the government charge card for travel advances is applicable to members E-7 and above, GS-9 and above, and wage grade equivalents who are considered **frequent travelers**. **Frequent travelers are those who are expected to travel at least two times a year over a 12-month period.** Members below these grade levels who are expected to travel at least two times a year may apply with their CO's or director's approval.

(2) Charge cards other than the authorized government credit card are **not** applicable to travel advance procedures.

(3) A 2.75 percent transaction fee will be charged on all ATM cash advances, which is reimbursable to the traveler. Travelers will be reimbursed for the service charge for cash withdrawal from ATMs at a limit of 2.75 percent of the amount authorized, rounded up to accommodate ATM practices of issuing amounts only in certain denominations. The ATM service fee will be disallowed in cases where withdrawals are in excess of the authorized amount of the advance. A surcharge of \$1.00 or less by some banks is also reimbursable.

(4) Receipts are not required to support charges, which do not exceed \$25.00; however, members are encouraged to retain all ATM receipts until travel claims have been settled.

(5) If travel orders are canceled before departing for TEMADD, but after drawing an ATM advance, the 2.75 percent fee is reimbursable.

(6) A reimbursement claim, supported by the original orders, will be submitted on SF 1164 (Rev. 11-77), Reimbursement of Expenditures on Official Business.

b. **Cash or Check Advances.** Disbursing officers will issue cash or check advances for members authorized by order-issuing activities as **non-frequent travelers**. (Travel advances for **frequent travelers** will be obtained from ATMs.)

(1) Members who are eligible, but elect not to apply for the charge card, or have a suspended or revoked card, will be considered **frequent travelers** and will be limited to advance levels authorized for cardholders.

(2) Exceptions may be made if the travel order for a specific trip states the card cannot be used to charge specific items/ATMs are not available to the traveler. Additional exceptions may be made on a case-by-case basis for **frequent** traveling members with personal financial difficulties, when the CO verifies the situation and an authorization to receive an advance as a **non-frequent traveler** is granted. Exceptions will be reviewed annually.

c. Travel Advance Limits

(1) Travel advances for **frequent travelers** are limited to 100 percent of the M&IE of the per diem allowance plus miscellaneous expenses for taxis, tolls, parking, etc., whether or not they accept the charge card or have lost their charge card privileges due to delinquency. These travelers are expected to charge major travel expenses to the charge card.

(2) Travel advances for **non-frequent travelers** are 80 percent of the estimated travel cost. These allowances are also for travelers who are prevented from using the travel charge card. It is incumbent upon the order issuing activity to clearly indicate, in the orders, whether the advance is to be obtained from an ATM or a disbursing officer/PERSUPP DET. Wording similar to the following should be included in the TEMADD orders:

Frequent Travelers: "You are authorized an advance of 100 percent for miscellaneous, M&IE from the ATM."

Non-frequent travelers: "You are authorized an advance of 80 percent for the estimated per diem and miscellaneous expenses from the disbursing officer/PERSUPP DET."

d. When to Obtain Travel Advances. Travel advances should not be obtained more than 5 days before travel.

e. Personal Financial Responsibility. While the Navy does not have an obligation to collect private debts, military and civilian personnel are expected to meet their financial obligations and should be reminded periodically by the traveler's CO of this personal financial responsibility.

29. Standard Travel Advance Order-Writing Procedures for Frequent and Non-Frequent Travelers. The following procedures will be followed when preparing orders.

a. **Travel Frequency.** TEMADD orders will indicate "frequent traveler" or "non-frequent traveler" immediately following a member's name. In the absence of an indicator, it will be assumed the member is a frequent traveler.

b. **Advance Exceptions.** Advances to frequent travelers will be as indicated above, except when the TEMADD orders contain a certification statement that

(1) travelers, for a reason(s) beyond their control, should be considered a non-frequent traveler; or

(2) stating that, although applied for, the member's travel card has not been received; or

(3) citing travel circumstances expected that will prevent the use of travel card to charge lodging/car rental expense.

c. **Advance Full Payment.** When a member is TEMADD that will exceed 30 days at a location **without** disbursing facilities, the orders will contain certification to that effect. This will authorize the disbursing officer to pay an advance for the duration of the TEMADD. Ordinarily, payment of advances beyond 30 days is not authorized.

d. **Advance Partial Payment.** When a member is TEMADD that will exceed 30 days at a location **with** disbursing facilities, partial payments may be paid by the disbursing activity servicing the TEMADD point. The traveler will submit a completed claim for payment at the end of each 30-day period. The disbursing officer will pay the claim in full for earned entitlement without deduction of a travel advance, if any. The sum of the partial payments and the outstanding travel advance will not exceed the traveler's entitlement under the travel orders. Settlement of the advance will be made on a final travel claim submitted to the disbursing activity at the traveler's PDS.

e. **Charge Cards are for Official Use Only.** Government charge cards are authorized to be used for official TEMDU travel expenses only. The use of such card for personal matters is not authorized and can result in a member's loss of charge card privileges.

f. **Questionable Travel Frequency.** In the event TEMADD travel orders are prepared with non-frequent traveler determination, when in fact the member actually has been traveling more than two times a year and orders contain a

statement in the remarks portion that the government charge card has been applied for but not yet received, when in fact the disbursing officer suspects that the application was never submitted for the card, the disbursing officer will compute and disburse the travel advance per established policy.

(1) Concurrently, the disbursing officer will send a memo/letter to the order-writing activity stating reasons for doubting the information stated on the travel order and request that, in future cases, a statement of facts justifying the non-frequent traveler designator or credit card application statements provided be submitted with the request for a travel advance.

(2) Non-compliance with the disbursing officer's request for justification will result in the disbursing officer returning future orders, with reference to prior memo/letter request for justification, to the member's CO.

30. **Modification of Orders.** A command will not modify orders issued by another command unless prior approval is obtained from the command which issued the original orders, or unless the original issuing command is junior in the same echelon of command.

a. When orders are modified, care will be taken to have the desired modification continue the appropriate provisions of the basic orders.

b. After the desired modification is made, a statement similar to the following will be appended:

"All other provisions of basic orders remain in effect."
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c. It is emphasized that orders cannot be modified retroactively to establish/disestablish entitlements or to change monetary allowances.

d. The basic orders will be endorsed to show the date of the modification and the activity or command that issued the order modification.

e. Orders issued by NAVPERSCOM may be modified only by NAVPERSCOM.