



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 1320.1 CH-1

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20 FEB 1996

NAS LEMOORE INSTRUCTION 1320.1 CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: TEMPORARY ADDITIONAL DUTY (TAD) MANAGEMENT POLICY AND PROCEDURES

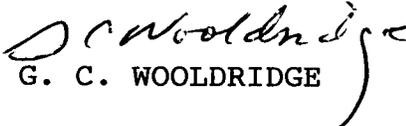
Encl: (1) Revised Enclosure (1), page 5 and reprinted page 6

1. Purpose. To issue changes to basic instruction.

2. Action

a. Replace pages 5 and 6 of enclosure (1) with enclosure (1) of this change transmittal.

b. Enclosure (1), page 2, paragraph 4a delete the sentence, "While declining the card is permissible, travel advances will be limited to meals and incidental expenses (M&IE) for frequent travelers in grades specified above who decline to participate in the charge card program, and also those travelers who lose charge card privileges due to delinquency."


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Distribution: (NASLEMINST 5215.2U)

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Commanding Officer, all TAD orders 60 days after the estimated return date if they have not been liquidated. After being administratively cancelled, liquidation of orders will not be possible. If extenuating circumstances exist which prohibit orders from being liquidated prior to the 60 day point, special arrangements may be made by contacting the TAD Coordinator.

7. No Cost TAD Orders. Personnel should not normally be directed to perform official travel without necessary reimbursement for expenses (i.e., when travel is expected to be less than 10 hours). In certain instances, however, when travel may be desirable from the Navy's viewpoint, it may not be necessary to warrant the expenditure of TAD funds.

8. Leave in Connection With TAD. Department heads are authorized to approve a delay in travel to count as leave, at no additional expense to the government, provided no excess leave is involved. Delay will be approved when it is clearly indicated that the TAD is essential, no additional cost to the government is involved, and the reasons for the delay are valid. When granting leave in conjunction with TAD orders, this will be indicated on the TAD Request.

9. TAD Orders for Hospitalization/Medical Appointments

a. The Station Hospital will provide the appropriate written request to the command for processing. The request and copy of the appointment letter will be forwarded to the TAD Coordinator for funding. (R

b. Refer to Chapter 19 of reference (d) for additional information concerning hospitalization of enlisted personnel and MILPERSMAN Article 1810520 for additional information concerning hospitalization of officer personnel.

10. TAD Involving Two Fiscal Years. When TAD commences in one fiscal year and ends in another, two separate complete sets of accounting data are required. In those cases where it is anticipated that an individual will return to the command during the same fiscal year as travel commenced, but due to unforeseen



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Ref: (a) COMNAVAIRPACINST 1320.1N
(b) Joint Federal Travel Regulations, Vol. 1
(c) NAVPERS 15559 and NAVPERS 15909
(d) NASLEMINST 4631.1A
(e) OPNAVINST 4650.11F
(f) OPNAVINST 4630.25B
(g) Joint Travel Regulations, Vol. 2
(h) OPNAVINST 5050.31C

Encl: (1) General Instructions Concerning TAD

1. Purpose. To establish procedures for administration of Temporary Additional Duty (TAD)/Training funding for NAS Lemoore departments and special assistants and to delineate procedures regarding TAD orders.

2. Discussion. Each fiscal year an estimate of planned TAD/Training travel will be made by all departments and special assistants. To prepare an accurate and realistic command travel budget known funding requirements and projects in the planning stages must be made known. Careful and detailed inputs are required to ensure priorities are established to fund most important TAD first. Each department's fiscal year budget is based on this input. Each travel item requested must be justified and will be evaluated on the basis of benefits that will be derived by this activity. Direct relationship to mission accomplishment will be the governing criteria in approving requested travel. Where available and convenient public transportation should be used in lieu of taxi or rental car.

3. References

a. Reference (a) sets forth policies and procedures for COMNAVAIRPAC units regarding temporary additional duty.

b. Reference (b) contains basic statutory regulations concerning travel and transportation allowances of members of all branches of the uniformed services.

c. Reference (c) contains general instructions pertaining to TAD orders for officer and enlisted personnel. Chapter 21 of

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NAVPERS 15909 contains general instructions pertaining to TAD orders in connection with hospitalization of enlisted personnel.

d. Reference (d) contains information and guidance for submitting requests for airlift transportation.

e. Reference (e) provides policy and guidance for official temporary duty (TDY) travel to military and civilian installations, and is applicable to all official TAD and TDY travel by Department of the Navy personnel.

f. Reference (f) provides air transportation eligibility criteria.

g. Reference (g) contains basic statutory regulations concerning travel and transportation allowances for the Department of Defense (DOD) civilian personnel.

h. Reference (h) establishes procedures for review of TAD travel requirements.

4. Enclosures. Enclosure (1) establishes policy guidelines for requesting and issuing TAD orders.

5. Action

a. TAD Projections

(1) Department heads and special assistants shall submit their travel/training requirements for the upcoming fiscal year to the Station TAD Coordinator not later than 1 August of the current fiscal year.

(2) All known and foreseeable TAD requirements shall be listed in order of priority on NAS Lemoore (11F) 7110/1. Requirements submitted for funding will be reviewed by a TAD Review Committee consisting of the Executive Officer, Administrative Officer, TAD Coordinator and the HRO Training Officer. Recommendations made by this committee will be forwarded to the Commanding Officer for final approval.

(3) Should unforeseen requirements occur, departments will advise the TAD Coordinator in writing, providing full justification. This will be forwarded to the Commanding Officer for approval/disapproval. Those requirements which do not have justifications or are informationally incomplete will not be considered for funding and will be returned to the requesting office for the required documentation.

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b. Point of Contact

(1) Department heads shall designate in writing a Travel Liaison Representative (TLR) and an alternate who will be the point of contact for the TAD Coordinator.

(2) Each TLR will be responsible for the preparation of TAD Requests (NAS Lemoore (11) 1320/8) which will be submitted to the Station TAD Coordinator.

(3) The TLR will ensure government transportation (both air and automobile) requests are submitted to the appropriate departments. "PSD - Transportation Request for Travel" form will also be completed by the TLR according to the traveler's request when commercial air/rental car/BQ or hotel reservations are involved.

(4) The traveler or department TLR will be responsible for making the applicable lodging reservations.

c. TAD Coordinator

(1) The TAD Coordinator shall estimate costs for all TAD projections and orders for which funding is requested. All orders will be prepared by the Station TAD Coordinator.

(2) The TAD Coordinator will be responsible for submitting all TAD orders to Personnel Support Activity Detachment (PSD) Lemoore for travel advances, airline tickets and liquidations. The TAD Coordinator will pick up all travel checks from PSD. Advance checks, airline tickets and liquidations will be distributed by the TAD Coordinator to the department TLR's.

(3) The TAD Coordinator will provide a report to each department which will list all TAD travel performed and/or funded and the cost of such travel.

6. Forms. NAS Lemoore (11) 1320/8, NAS Lemoore (11F) 7110/1 and PSD - Transportation - Request for Travel are available from the Station TAD Coordinator.


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GENERAL INSTRUCTIONS CONCERNING TAD**1. Command Responsibility**

a. The conservation of limited TAD funds is an ongoing responsibility for all department heads. The following policy guidelines are established in issuing TAD orders:

(1) TAD shall be limited to the minimum number of personnel and trips required to accomplish the mission. Trip reports prepared by the traveler shall be used to the maximum extent to inform other personnel who did not attend a particular conference or meeting.

(2) TAD shall be programmed to permit use of Navy organic transportation to the maximum extent feasible.

(3) Utilization of government quarters and messing shall be maximized.

(4) Orders shall be limited to the actual days during which operations required TAD are planned.

b. Each fiscal year an estimate of planned TAD travel will be made by each department. Austerity of funds requires careful and detailed inputs. Prioritized TAD requirements shall be submitted to the Station TAD Coordinator (Code 11F) annotating all known and foreseeable TAD requirements for the upcoming fiscal year. Advise the TAD Coordinator by the most expedient means whenever unforeseen requirements are identified, providing full justification for additional funding.

c. Department heads shall be responsible for administrating and using their department's allotted TAD funds. OVER OBLIGATION IS NOT AUTHORIZED.

2. Requests for TAD Authorization (General). Temporary Additional Duty authorization will be requested from the Station TAD Coordinator. Requests may be authorized only by the Commanding Officer, or in his/her absence the Executive Officer. The purpose and necessity of required TAD will be clear prior to granting of authorization. Administrative travel will be confined to the minimum number of personnel and trips required to accomplish the mission. The following policy guidelines are established for requesting and issuing funded TAD orders.

a. Standard Requests. Department TLR's will prepare NAS Lemoore TAD Request (NAS Lemoore (11) 1320/8 (Rev. 5-94)), completing all pertinent blocks. For civilian training, the back

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side of the form must be completed and forwarded to the Station TAD Coordinator via the Human Resources Office Training Officer. A minimum of 10 WORKING DAYS is required to complete the travel orders except in unusual circumstances. All departments shall plan accordingly for timely submission of orders. In addition to the 10 working day processing time, the PSD Travel Section requires 5 working days to process advance pay and/or commercial travel reservations.

b. Upon completion of travel and submission of the travel claim, the Station TAD Coordinator will distribute liquidation checks to the department TLR.

3. Modifications. Modifications may only be granted by the TAD Coordinator with approval of the Commanding Officer as necessary. Modification of orders should be requested as soon as the necessity is known, and prior to commencement of travel. Phone modifications may be made only under urgent circumstances and will be followed up in writing. In certain circumstances, travel orders may have to be amended retroactively. This may be necessary in situations where the travel orders were erroneously prepared. In such cases, it must be clearly shown that the error in preparation of orders was the result of omission of some provision previously determined, otherwise authorized and definitely intended. In such cases, a statement by the department head furnishing information as to the facts and circumstances relating to the issuance of the orders involved is required. Original orders will be submitted to the TAD Coordinator for completion of modification.

4. Department of the Navy Travel Charge Card Program

a. Scope. Travel charge program pertains to travelers who go TAD at least twice a year, in grades E-7 or GS-9 and above. These personnel are considered "frequent travelers." Personnel who are outside the criteria but are card holders are also considered "frequent travelers." "Non-frequent travelers" are all other travelers outside the scope as specified above. Card holders are expected to use the card to charge major travel, e.g., hotel and rental car expenses. While declining the card is permissible, travel advances will be limited to meals and incidental expenses (M&IE) for frequent travelers in grades specified above who decline to participate in the charge card program, and also those travelers who lose charge card privileges due to delinquency. The travel charge card may also be made available to other personnel below the grades specified who are required to travel at least twice a year. When known miscellaneous expenses will be incurred which cannot be charged

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on the card (i.e., registration fee) 100 percent of these estimated costs may be advanced in addition to the M&IE. In situations where the traveler is prevented from using the travel card, the travel advance will be 80 percent of the estimated travel cost. However, a statement stating such must be annotated on the TAD order. TAD orders will indicate "frequent traveler" or "nonfrequent traveler" immediately following an individual's name. In the absence of an indicator, it will be assumed that the individual is a frequent traveler.

b. Charges. All charges will be billed directly to the card holder, who is responsible for payment in full directly to the contracted company within 25 days of the billing statement. Extended or partial payments are not authorized. Charges in excess of authorized and allowable travel entitlements are the financial responsibility of the card holder. Charges for personal expenses outside the scope of performance of travel for the government are not allowed. The card shall not be stored or kept by an administrative officer, secretary or supervisor. The card holder will be responsible for exercising the same care and responsibility for the security of the card as he/she would with a personal charge card. Travel vouchers are to be prepared and submitted in the usual manner. Card holders will be reimbursed for authorized and allowable travel and transportation expenses per current regulations. When a card holder is discharged, retires, or transfers the Station TAD Coordinator shall obtain the charge card from the card holder; cut the card in half and return it to the contracted company.

5. Travel and Per Diem Advances. Travel advances for card holders and frequent travelers are not authorized. These travelers are expected to charge major travel expenses (i.e., lodging, rental vehicle, etc.) to the charge card. All travel charge card holders are issued a PIN number by the contracted company for the purpose of withdrawing cash advances against the charge card to be used for meals and incidentals. The cash withdrawal fee charged by the contracted company can be claimed on the Travel Voucher for reimbursement.

a. For nonfrequent travelers or when indicated in the travel order that the traveler is prevented from using the travel charge card, travel advances will be limited to 80 percent of the estimated M&IE and miscellaneous expenses.

b. On a case by case basis, advances for amounts of less than \$50 may be paid when the following statement is annotated on the TAD order: "due to financial hardship member unable to execute orders without advance." This statement must be approved and signed by the commanding officer or acting commanding officer. "By direction" is not authorized.

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c. The TAD Coordinator is responsible for ensuring travel advances are not authorized on subsequent travel until prior travel has been submitted for liquidation or collection voucher has been paid.

6. Cancellation/Liquidation of Travel Orders

a. Cancellation. In the event cancellation of a travel order becomes necessary, the Station TAD Coordinator will be notified as soon as possible. The original orders are to be used for this purpose by marking "cancelled" in red ink across the front and returned to the Station TAD Coordinator (Code 11F). If advance payment was issued, original orders and advance repayment must be forwarded to the TAD Coordinator. The cancellation of a school quota does not automatically cancel the travel order and vice versa. Whenever a school quota will not be utilized, the quota controller must be notified by the traveler's department.

b. Liquidation. Department heads are responsible for ensuring travelers liquidate their TAD orders within **FIVE** calendar days of completion of travel. AT NO TIME ARE THE TRAVELERS TO TAKE THE TRAVEL VOUCHERS DIRECTLY TO PSD FOR LIQUIDATION.

(1) The department TLR will forward the completed and signed Travel Voucher, the original orders and the original and three copies of each required receipt to the Station TAD Coordinator. Required receipts include those for lodging, car rental, gasoline purchases for rented car, registration fee, parking, taxi, etc.

(2) The Station TAD Coordinator shall ensure the claim form has been properly completed and reviewed for possible fraud, waste and abuse expense items prior to submission to PSD.

(3) The Commanding Officer will request either the disbursing officer who maintains the Navy military traveler's pay records, or the civilian payroll activity (in the case of civilian travelers) to recoup any travel advance through salary deduction when a travel claim has not been filed within 15 calendar days following completion of travel or a settlement claim has been filed and the traveler has been notified by the disbursing officer of excess travel advance over the amount earned, and the traveler has not liquidated the excess within 15 calendar days following notification by the disbursing officer.

c. Administrative Cancellation of Past Due Orders. In all cases where no advance travel claim is involved, the TAD Coordinator will administratively cancel upon request by the

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Commanding Officer, all TAD orders 60 days after the estimated return date if they have not been liquidated. After being administratively cancelled, liquidation of orders will not be possible. If extenuating circumstances exist which prohibit orders from being liquidated prior to the 60 day point, special arrangements may be made by contacting the TAD Coordinator.

7. No Cost TAD Orders. Personnel should not normally be directed to perform official travel without necessary reimbursement for expenses (i.e., when travel is expected to be less than 10 hours). In certain instances, however, when travel may be desirable from the Navy's viewpoint, it may not be necessary to warrant the expenditure of TAD funds.

8. Leave in Connection With TAD. Department heads are authorized to approve a delay in travel to count as leave, at no additional expense to the government, provided no excess leave is involved. Delay will be approved when it is clearly indicated that the TAD is essential, no additional cost to the government is involved, and the reasons for the delay are valid. When granting leave in conjunction with TAD orders, this will be indicated on the TAD Request.

9. TAD Orders in Conjunction with Hospitalization

a. Except in unusual circumstances, TAD orders to Navy Regional Medical Center, Oakland for consultations, etc. will be "no cost" when government transportation is provided. If cost orders are necessary, the hospital will provide the appropriate written request to the command for processing. The request and copy of the appointment letter will be forwarded to the TAD Coordinator for funding. There may be instances when two or more members on funded orders will be going to the same hospital for appointments on the same day. When a member authorized paid transportation is willing to provide transportation to the other members with appointments, the other members will only be authorized per diem, even if they choose to drive their own vehicles.

b. Refer to Chapter 19 of reference (d) for additional information concerning hospitalization of enlisted personnel and MILPERSMAN Article 1810520 for additional information concerning hospitalization of officer personnel.

10. TAD Involving Two Fiscal Years. When TAD commences in one fiscal year and ends in another, two separate complete sets of accounting data are required. In those cases where it is anticipated that an individual will return to the command during the same fiscal year as travel commenced, but due to unforeseen

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circumstances the period of TAD extends into another fiscal year by one or more days, the department concerned will notify the TAD Coordinator and request an appropriate modification to the orders as soon as the need for it becomes apparent. If the member travels via commercial means or on a transportation request (TR), the cost of travel is charged entirely to the fiscal year in which travel commences, even though the return trip occurs during the subsequent fiscal year. If the member travels via privately owned vehicle (POV), the transportation costs are split with the travel expenditures obligated for the fiscal year in which the travel is actually performed. (See paragraph 405 of reference (a)).

11. Transportation. Each request for TAD authorization will indicate a requested mode of transportation; however, government transportation (air and auto) will be utilized to the maximum extent possible. The following procedures apply to all NAS departments.

a. Reference (d) provides detailed instructions for requesting Naval Air Logistics Office (NALO) government air support.

b. In cases where government air transportation is not available appropriate nonavailability endorsement or mode of travel modification must be indicated on the member's travel orders prior to utilizing any other mode of transportation.

(1) When TR's are utilized, all commercial travel arrangements are to be conducted through PSD.

(2) Travelers will be advised that if they purchase their own tickets through a travel agent, they will only be reimbursed the amount of the government rate.

c. Travel via Privately Owned Conveyance (POC). POC must be specifically requested and authorized by the command. Cost POC is not normally authorized if the distance traveled is greater than 350 miles. Travel time, outlined in MILPERSMAN Article 1810320, must be strictly adhered to and any excess travel time must be charged as leave per current regulations. Departments shall not request POC as the mode of transportation when it is known that the provisions of the orders can be carried out more expeditiously via other, less expensive modes. For personnel who desire to travel POC at no cost, the TEMADD request shall be submitted stating such.

d. Use of Rental Vehicle. Authorization of a commercial rental vehicle may be granted in cases where the TAD is being

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performed at an activity where adequate transport is not available. The request for a rental car must be indicated on the TAD Request, providing justification and rationale for commercial rental vehicle use. Utilization of government air transportation will not be the sole rationale for requesting rental vehicles at the TAD site. Those individuals whose rental vehicles are not procured through PSD are not subject to reimbursement under the Western Region Travel Contract. The use of such vehicles is limited to official business only and the traveler will bear excess cost occasioned by unofficial use. Unless otherwise required, all rental vehicles will be economy/compact size models.

12. Utilization of Government Facilities

a. Departments will confirm BOQ/BEQ reservations before TEMADD orders will be funded. Confirmation of quarters and cost per night will be stated on the TAD request prior to submission for funding. Orders will not be funded unless berthing arrangements have been made prior to departure of the traveler.

b. With the increasing requirement for the conservation of TAD funds, use of nongovernment facilities will only be authorized if it has been certified that government quarters are not available and approval is received from the Commanding Officer. The TAD orders shall be endorsed at the TAD site stating quarters were not available, unless a nonavailability number has been provided prior to the preparation of orders.

c. If berthing has been confirmed and the traveler departs on TAD and finds quarters are not available upon arrival at the TAD site, the traveler must contact the TAD Coordinator before attempting to procure commercial quarters in excess of one night.

d. Utilization of government messing shall be directed for all enlisted members TAD to a government installation. Nonutilization of government messing will only be authorized if it has been certified that government messing is not available or would adversely impact mission of assigned TAD. When government messing is not available, the TAD order shall be endorsed at the TAD site. Government messing is not available in Continental U.S. (CONUS) for officers or civilians. CONUS TAD orders shall reflect the following statement: "Utilization of government messing would adversely affect mission of TAD". Military travelers who have meal passes will leave their meal passes with the OOD upon detaching from NAS Lemoore. The TAD Coordinator will forward a memorandum to PSD requesting commuted rations (COMRATS) be paid for the number of days the member performed TAD.

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13. Civilian TAD/TDY Orders

a. Department of Defense civilian employees under official travel orders will be accorded the privileges of the use of government quarters, food services, exchanges and recreational facilities owned, operated, or under the jurisdiction of the Department of Defense.

b. There may be individual situations when travel at no expense to the government may be permitted for Department of Defense employees. When an employee agrees to pay his/her own expenses, it is a matter of administrative determination as to whether the employee is to be carried in a duty or leave status. If it is determined that the employee will be in a duty status, the travel orders will include appropriate statements indicating attendance is in the interest of the government, but at no expense to the government and per diem or other reimbursement is not authorized. The travel order will indicate the travel is at the employee's request and no accounting citation is involved.

14. Complying with and Signing Orders. It is imperative that great care be taken in issuing TAD orders, and travelers carry out orders exactly as written. If a traveler cannot carry out travel orders as written, a modification to the orders must be obtained from the TAD Coordinator to deviate from the orders prior to commencement of travel. Reference (h) requires all proposed TAD travel be approved by an officer of flag rank or by the commanding officer of those activities not commanded by a flag officer. After approval, travel orders to officers/enlisted members may be signed "By direction of the commanding officer", when the commanding officer specifically delegates such authority to a subordinate officer, enlisted (E6-E9) or civilian employee who is at the appropriate organizational level (i.e. department head, special assistant, etc.)

15. Endorsements at TAD Points. The military traveler will ensure the original TAD order is endorsed at the TAD site indicating date of reporting and detachment, and include any appropriate information that may affect member's pay and travel entitlements. Reporting and detaching endorsements are not required for civilian travelers.

16. Orders Funded by other Commands. Requests for TAD orders utilizing funds from other commands will be submitted to the TAD Coordinator. A point of contact at the funding activity will be provided to the TAD Coordinator at the time the TAD request is submitted. Advance travel checks, airline tickets and liquidation checks will be distributed to the department TLR by the TAD Coordinator.