



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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7000

S-8

1-2 JAN 2018

MARINE CORPS BASE HAWAII POLICY LETTER 1-18

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: GOVERNMENT OFFICIAL TRAVEL FOR TEMPORARY ADDITIONAL DUTY
(TAD)

Ref: (a) MCIPAC POLICY LETTER 4-15

Encl: (1) TAD request template

1. Situation. Per reference (a), as stewards of public funds, we must efficiently and economically manage government official travel. This Policy Letter publishes instructions for requesting and issuance of TAD orders for MCBH military personnel, government civil service employee, and non-appropriated funded travel for Marine Corps Community Services civilian personnel.

2. Mission. To provide policies and procedures relevant to requesting and issuance of TAD orders.

3. Execution

a. Commander's Intent. All government official travel is subject to the availability of funds. Each Director must submit TAD travel requests in writing to the Commanding Officer, MCBH for approval using the Department of the Navy Tasks, Records, and Consolidated Knowledge Enterprise Repository (DONTRACKER) system. This must be done when the use of MCBH funds are required and prior to an Authorizing Official's approval of TAD.

b. Concept of Operations. TAD travel requests must be submitted via DONTRACKER no later than 10 business days prior to the scheduled travel departure date to allow for timely adjudication. Both the request and the approval of the request must be uploaded into the Defense Travel System (DTS) authorization substantiating records section. The DTS travel authorization routed for review and or approval will be returned by routing officials when MCBH funds are required and no TAD request and approval letter are attached. The following are the exceptions to this requirement:

(1) Funeral Honors Program Travel.

(2) Emergency Leave Travel.

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(3) Dependent Student Travel.

4. Administration and Logistics. The Chief of Staff, MCBH will approve/disapprove each TAD travel request submitted for all travel requiring the expenditure of MCBH funds.

5. Command and Signal

a. Command. This Policy is applicable to MCBH subordinate command's military personnel, government civil service employee, and non-appropriated funded travel for Marine Corps Community Services civilian personnel.

b. Signal. This Policy is effective the date signed.



R. LIANEZ

DISTRIBUTION: A



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IN REPLY REFER TO:

1320

Office Code

DD Mmm YY

From: Director, Section, Marine Corps Base Hawaii
To: Commanding Officer, Marine Corps Base Hawaii

Subj: REQUEST FOR GOVERNMENT OFFICIAL TRAVEL FOR TEMPORARY
ADDITIONAL DUTY IN THE CASE OF **FULL RANK AND FULL NAME**
EDIPI/MOS USMC

Ref: (a) MCBH Policy Letter #-18
(b) MCIPAC Policy Letter 4-15

Encl: (1) **(if applicable)**

1. Description of temporary additional duty (TAD) event (including location, dates of travel, and the name(s) of those traveling).
2. Detailed justification for request, specifically addressing relevant planning principles discussed in the references (benefit to the command; availability of alternate means to accomplish the mission; minimum number of travelers to accomplish the mission; government quarters and messing; etc.). Address whether training can be accomplished locally, via video teleconference or online. If a higher level regulation states that the training is mandatory for a particular military occupational specialty, state that as well.
3. Total anticipated travel costs and specifically indicate whether a rental car is needed or not.
4. Impact to mission if TAD is not approved.
5. Point of contact's rank, name, and phone number with area code.

I. M. DIRECTOR

Enclosure (1)