

## CHAPTER 5

# TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS

### PART A: REGULATORY TRAVEL INSTRUCTIONS AND GENERAL INFORMATION ON TRAVEL ORDERS

- 5000 GENERAL
- 5001 DEFINITION OF ORDERS
- 5002 NECESSITY FOR ORDERS
- 5003 AUTHORIZED FORM OF ORDERS FOR TRAVEL AND REIMBURSEMENT
- 5004 CIRCUITOUS TRAVEL
- 5005 REFERENCES IN ORDERS
- 5006 SIGNATURES
- 5007 COUNTERSIGNING OF ORDERS
- 5008 ORIGINAL ORDERS
- 5009 DATE OF DETACHMENT
- 5010 ENDORSEMENT ON ORDERS
- 5011 MODIFICATION OF ORDERS
- 5012 CANCELLATION OR REVOCATION OF ORDERS
- 5013 CANCELLATION, MODIFICATION OR REVOCATION OF ORDERS
- 5014 ABBREVIATIONS
- 5015 PASSPORTS AND IMMUNIZATION
- 5016 ADDRESS WHILE EN ROUTE TO NEW DUTY STATION
- 5017 INSTRUCTIONS FOR OFFICERS RETURNING TO THE CONTINENTAL UNITED STATES FROM OVERSEAS DUTY
- 5018 DISLOCATION ALLOWANCE
- 5019 INSTRUCTIONS FOR REQUESTING FINDINGS FOR SECOND PERMANENT CHANGE OF STATION IN THE SAME FISCAL YEAR
- 5020 ILLUSTRATION OF ORDER FORMS

### PART B: TRAVEL TIME AND MODES OF TRAVEL IN EXECUTION OF TRAVEL ORDERS

- 5050 TRAVEL TIME IN EXECUTION OF TRAVEL ORDERS
- 5051 TRAVEL BETWEEN PORTS
- 5052 TRAVEL TIME WHEN ORDERS ARE CANCELED, MODIFIED OR REVOKED
- 5053 TRAVEL TIME WHEN ORDERS ARE RECEIVED ON LEAVE
- 5054 TRAVEL ON TEMPORARY ADDITIONAL DUTY ORDERS
- 5055 DISCUSSION OF MODES OF TRANSPORTATION AND TERMS USED IN TEMPORARY ADDITIONAL DUTY ORDERS

### PART C: PROCEED TIME AND DELAY TO COUNT AS LEAVE IN THE EXECUTION OF TRAVEL ORDERS

- 5100 METHOD OF ACCOUNTING FOR PROCEED TIME AND DELAY EN ROUTE
- 5101 PROCEED TIME
- 5102 DELAY EN ROUTE ON PERMANENT CHANGE OF STATION ORDERS AND LEAVE IN CONJUNCTION WITH TEMPORARY ADDITIONAL DUTY

### PART D: TYPES OF ORDERS

- 5150 PERMANENT CHANGE OF STATION
- 5151 GROUP TRAVEL
- 5152 TEMPORARY ADDITIONAL DUTY ORDERS

5153 PERMISSIVE (EMERGENCY LEAVE FROM OVERSEAS TO THE  
CONTINENTAL UNITED STATES ONLY)  
5154 REPEATED TRAVEL ORDERS  
5155 MOVEMENT ORDERS  
5156 ORDERS TO ACTIVE DUTY  
5157 ORDERS FOR SHORE PATROL  
5158 ABSENTEE ORDERS  
5159 ORDERS TO PROCEED HOME AWAITING RESULTS PHYSICAL  
EVALUATION BOARD

**PART E: SPECIAL ORDERS**

5200 USE OF SPECIAL ORDERS

**PART F: TRAVEL OF TROOPS**

5250 NUMBER OF PERSONNEL TO BE DETAILED IN CHARGE OF  
INDIVIDUAL'S TRAVELING IN A GROUP  
5251 TRAVEL OF TROOPS BY VESSEL  
5252 PREPARATION FOR MOVEMENT OVERSEAS BY VESSEL  
5253 TRAVEL OF TROOPS BY COMMERCIAL RAIL, AIR, BUS AND  
STEAMSHIP CARRIERS  
5254 TRAVEL OF TROOPS BY GOVERNMENT AIR  
5255 TRAVEL OF TROOPS BY GOVERNMENT VEHICLE  
5256 BAGGAGE IDENTIFICATION MARKINGS INCIDENT TO MOVEMENT  
OF TROOPS OR INDIVIDUALS  
5257 DISPOSITION OF EFFECTS PREPARATORY TO MOVEMENT OF  
TROOPS OR INDIVIDUALS  
5258 RECEIPT OF PERSONAL EFFECTS OR BAGGAGE RETURNED TO  
THE UNITED STATES FROM A THEATER OF OPERATIONS

**PART G: CONDUCT OF MARINE CORPS PERSONNEL TRAVELING BY COM-  
MERCIAL CARRIER**

5300 RESPONSIBILITIES OF OFFICERS ISSUING ORDERS INVOLVING  
TRAVEL  
5301 SPECIFIC INSTRUCTIONS GOVERNING CONDUCT TO PERSONNEL  
TRAVELING BY PUBLIC CONVEYANCE

## CHAPTER 5

# TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS

## PART A: REGULATORY TRAVEL INSTRUCTIONS AND GENERAL INFORMATION ON TRAVEL ORDERS

### 5000 GENERAL

1. The Marine Corps Manual, paragraph 1320, contains the basic information pertaining to regulatory travel instructions and general information on travel orders.

### 5001 DEFINITION OF ORDERS

1. Travel orders are orders which direct individual or group movement between designated points. A competent travel order is a written instrument issued or approved by the Commandant of the Marine Corps or such person or persons to whom authority has been delegated or redelegated (see the Marine Corps Manual, par. 1320) to issue travel orders.

### 5002 NECESSITY FOR ORDERS

1. No reimbursement for travel is authorized unless orders by competent authority have been issued therefor.

a. Commanders issuing and endorsing orders will ensure that individuals are furnished sufficient copies of both orders and endorsements thereto to facilitate the accomplishment of the required administrative actions both at the old and new duty stations.

2. Reimbursement for travel is not authorized when the travel is performed in anticipation of or prior to receipt of orders. (See Joint Travel Regulations, par. M7000, item 8, in connection with dependents travel.)

### 5003 AUTHORIZED FORM OF ORDERS FOR TRAVEL AND REIMBURSEMENT

1. Written Orders. Written orders issued by competent authority are required for official travel or for reimbursement of expenses incident thereto.

For the purposes of reimbursement, orders written in the field which quote or reference higher authority which 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 date of verbal order and approved by competent authority, will meet the requirement for written orders. The confirmation will contain a statement that due to the urgency of the travel involved, it was not practicable to issue written orders prior to commencement of the travel.

3. Telephonic Orders. Orders written in the field which quote or reference orders received by telephone from competent authority must be subsequently confirmed by the authority who issued such orders by telephone. This will be done either by issue of further orders reducing the 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 Speed-letter Orders. When message, telegraphic or radio orders or speedletter orders are presented, each shall bear the endorsement "Original orders received," signed by the individual to whom they are addressed, unless such messages or speedletters are delivered to the individual through his commander, in which event each such order shall bear the endorsement "Certified original message or speedletter," signed by the commander or by such person as may be designated by the commander. Such orders will be treated as original orders.

5. Confirmation of Messages. In order to reduce the length of messages relating to the transfer or assignment of Marine Corps personnel, Headquarters, U.S. Marine Corps and commands authorized to issue orders will generally use abbreviated equivalents for certain phrases, sentences and groups of sentences employed therein. Such message orders in abbreviated form must be addressed only to military commands. The reference line in the orders will show the date time group, month and year of the messages. The order will transcribe into unabbreviated form the entire contents of the message before delivery to the individual or individuals concerned. Abbreviated equivalents for phrases, sentences and groups of sentences applying to message orders are listed in chapter 17. Abbreviations not contained therein, but which, through long usage and custom, are understood by all concerned, may be used.

6. Orders Not Originated by Competent Authority. Travel orders which are not originated by competent authority and issued under unusual conditions must be approved by the Commandant of the Marine Corps or such authority which is authorized to initiate such orders to allow reimbursement for travel expenses incurred in compliance therewith.

7. Authorization to Perform Travel. Commanders should 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 any command may write an "authorization," permitting the individual addressed to travel, but at no expense to the Government for travel and/or per diem. (See the Marine Corps Manual, par. 1320.) Such authorization should always contain the following statement:

"The above is authorized with the understanding that you will be entitled

to no reimbursement for travel and/or per diem in connection herewith. In case you do not desire to execute these orders at no expense to the Government for travel and/or per diem, you will regard this authorization as revoked and it will be returned for cancellation."

8. Service Charges by Commissioned Officers' Messes (OPEN), Guest Houses and Hostess Houses to Officers on Temporary and Temporary Additional Duty.

a. Officers on temporary and temporary additional duty will not be assigned quarters in a commissioned officers' mess (OPEN), hostess house, guest house, or similar facility where a service charge is made, unless other government quarters are not available or are inadequate for the purpose.

b. In the event such assignment is determined to be necessary, charges will not exceed the amount by which appropriate regulations provide for increase in per diem allowances under the circumstances.

c. Government quarters to be assigned without charges will normally be BOQ's (for permanent or transient personnel) but may be barracks or any other habitable facility.

d. Only when all existing government facilities have been considered impracticable for utilization will a commanding officer (or his representative) sign a certificate to that effect for payment of per diem allowances on that basis.

e. This policy does not prevent an officer from voluntarily occupying quarters and paying any charges levied (without reimbursement for charges) in lieu of government quarters assigned, provided his orders endorsed to reflect that government quarters were available without service charge.

## 5004 CIRCUITOUS TRAVEL

1. Marine Corps personnel serving overseas may travel via a circuitous

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5004

route on permanent change of station only when specifically authorized by the Commandant of the Marine Corps.

2. Transportation will be furnished on a space requirement basis in connection with circuitous travel only for the transpacific or transatlantic portion of that travel. The mode of transportation, air or surface, will be determined by the transportation officer at the overseas point of departure for continental United States.

a. Applications for circuitous travel will be submitted to the Commandant of the Marine Corps (Code DF) in sufficient time to permit approval and issuance of appropriate orders. Applications will be approved only when the applicant indicates that he has sufficient funds to defray cost of transportation between his last duty station and the point from which transoceanic transportation at government expense will be furnished and sufficient accrued leave to cover time in excess of proceed time and the constructive travel time by the normal route. Circuitous travel will not be authorized for personnel returning to the continental United States for separation or for unaccompanied dependents.

b. Commanders will indicate in orders issued or by endorsement there-to the type of carrier on which personnel normally would have been returned to the continental United States; the points between which transoceanic transportation at government expense will be furnished; constructive travel time by the normal transportation that would have been utilized; a statement indicating that member is in a leave status between date (specify) of relief from last duty station and his availability date (specify) for transoceanic transportation to continental United States.

c. Individual will be responsible for furnishing copies of orders to the commander of the area from which transportation will be furnished to the continental United States in sufficient time for him to be able to notify the applicant

of transportation arrangements prior to his departure from his last duty station.

d. Transportation in kind, a monetary allowance, or reimbursement is not authorized:

(1) For any portion of circuitous travel performed by commercial means when government transportation is available for travel by the normal route;

(2) For travel via foreign flag carriers; or

(3) 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 in part via the normal route.

e. In connection with circuitous travel, government transportation is considered to be available and timely to the degree directed in the orders for travel via the normal route.

f. Constructive travel time will be allowed for the transoceanic travel via the direct route to continental United States by the directed mode. Travel time within the continental United States will be authorized for mode utilized based on the distance from the continental United States port of entry prescribed for the normal route to new duty station or from actual port of entry to the new duty station, whichever is the lesser.

g. All travel and related expenses incurred while in a leave status will be paid by the member on a nonreimbursable basis. Space available travel on government transportation is authorized during the leave period.

h. Transoceanic transportation will be provided for circuitous travel in accordance with existing policies in the same manner and on the same basis as for personnel assigned to the area where the transoceanic transportation will originate.

i. Authorized land mileage or transportation in kind incident to circuitous travel will be based on the cost to travel from the continental United States port of entry prescribed for the normal route to the new duty station or from the actual port of entry to the new duty station, whichever is the lesser.

j. If contributed currency is used to pay cost of travel expenses, the use of government transportation facilities to travel by a circuitous route is not authorized. In such instances orders issued for circuitous travel will specify that commercial travel costs in excess of those by the direct route will be paid by the member on a non-reimbursable basis; that travel time in excess of that required for travel via the direct route will be charged as leave and that travel time will be allowed in accordance with subparagraph 2f, above.

3. The above information will be brought to the individual's attention prior to issuing orders authorizing travel via a circuitous route.

## 5005 REFERENCES IN ORDERS

1. To be competent for reimbursement purposes, orders issued outside Headquarters, U.S. Marine Corps must always reference the authority under which the orders are issued.

## 5006 SIGNATURES

1. Signatures on orders will be in accordance with U.S. Navy Regulations, article 1608.

2. The facsimile signature of a commander authorized to issue travel orders may be used for the purpose of signing orders, and orders so signed shall be considered competent if initialed by an officer who has been authorized in writing by the commander to use the facsimile signature.

3. Facsimile stamps must be properly safeguarded and used only for the specific purpose or purposes authorized.

The original of the letter authorizing the use of facsimile stamps will be filed in the headquarters of the issuing command. Copies will not be sent to Headquarters, U.S. Marine Corps.

## 5007 COUNTERSIGNING OF ORDERS

1. When travel is performed upon receipt of a movement order a countersigned copy of the original orders issued by, or by direction of competent authority may be used to constitute original orders of the individual concerned.

2. Where procedure of countersigning orders, as authorized above, is desired or required, the original orders issued by competent authority will contain a specific statement to the effect that copies of the original orders, which are countersigned and delivered by the officer to whom the original orders were issued, will constitute original orders to individuals of his command or in his charge.

3. Countersignatures will be in accordance with the instructions contained in U.S. Navy Regulations, article 1608.

## 5008 ORIGINAL ORDERS

1. Original orders will include all general requirements specified in this chapter relative to travel orders, and only one copy will be signed or facsimile initialed. Endorsements affecting pay, mileage, transportation and travel expenses, shall be placed on the face of the original order involving travel if practicable, otherwise on the back of the order. Such endorsements shall never be placed on other than the sheet which bears the signature or initialed facsimile stamp of the issuing officer.

2. Only one signed copy of orders involving travel will be designated "Original Orders," for each individual receiving such orders.

3. Original orders receipted for by the individual become his property. Upon

reporting and completion of all administrative action, they should be returned for his retention for such use as may be desired.

4. When orders are received from Headquarters, U.S. Marine Corps for personnel who have been previously transferred, including transfer or assignment to a transplacement battalion, the Commandant of the Marine Corps (Code DF) will be notified by message immediately stating the circumstances.

5. Commanders issuing travel orders will direct that travelers report to the disbursing officer within 3 working days after completion of travel to settle travel expenses.

a. Within 30 days after completion of travel, allotment accounting officers will investigate outstanding per diem obligations to deobligate invalid obligations.

#### 5009 DATE OF DETACHMENT

1. An application for the revocation or modification of orders will not justify any delay in their execution if the personnel concerned are able to travel. The terms mentioned below, when used in orders, shall be interpreted as indicated.

a. "Hereby detached"--If possible, the commander will detach the individual within 24 hours after the orders are received.

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, or as soon as transportation can be arranged.) On "When directed" orders which specify a date and authorize delay to count as leave and 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, or as soon as transportation can be arranged.)

d. "Detach on (date) and when directed on (date)"--On definite date shown in orders.

e. "Upon completion of duty under instruction and when directed"--Within 10 days after completion of duty under instruction.

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 travel time and leave in order to meet reporting date. The reporting date will always be indicated in the orders.

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.

j. "Report by 3 June 1960"--Report not later than 2400 on 3 June 1960. (Unless a specified time is indicated, may report prior to that date.)

k. "Report on 3 June 1963"--(Do not report before or later than 3 June 1963.) If reporting for temporary duty, individual may report before 3 June 1963 but the period between the date following the date of reporting and 3 June 1963, inclusive, is not considered to be "necessary temporary duty" within the meaning of the Joint Travel Regulations, paragraph 3030-1, and per diem is not payable for such period.

l. "Report by 10 June 1963 not before 6 June 1963"--Report not later

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5011

than 2400, 10 June 1963, nor earlier than 0001, 6 June 1963. If reporting for temporary duty, individual may report before 6 June 1963 but the period between the date following the date of reporting and 6 June 1963, inclusive, is not considered to be "necessary temporary duty," and per diem is not payable for such period.

(1) Exceptions to the restrictions contained in subparagraphs k and l 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 member.

► m. "Proceed without delay"--Report for duty within 48 hours, exclusive of travel time, following receipt of orders.

► n. "Proceed immediately"--Report for duty within 12 hours, exclusive of travel time, following receipt of orders.

2. 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 subparagraph 1, above. When transfer of accounts requires all or part of the discretionary period beyond 10 days, the commander will notify the Commandant of the Marine Corps (Code DF), by message, the estimated date of arrival of the officer at the new duty station, furnishing the new commander with an information copy.

### 5010 ENDORSEMENT ON ORDERS

1. Original orders will be endorsed by the individual to whom applicable as to the date, hour and place of receipt.

a. Commanders will obtain and retain on file a receipted copy of orders for a period of one year from date of receipt by individual.

2. The commander is responsible for delivering the original orders to the individual and will prescribe, by endorsement, the effective date and hour of detachment if such is not specifically prescribed. The individual's leave address will be indicated in the delivery endorsement. Pay Entry Base Date will be included on all corporal's.

3. If temporary additional duty travel directives do not specify the mode of travel to be utilized, the commander who delivers the orders will, in his endorsement, specify the mode of travel. He will be governed by the instructions contained in subparagraph 5055.5.

### 5011 MODIFICATION OF ORDERS

1. Modification to permanent change of station orders and temporary additional duty orders will become part of the original orders, and as such will be prepared as original orders. A copy will be designated as the original for each individual concerned and will be signed in accordance with the provisions of U.S. Navy Regulations, article 1608.

2. When a modification to a permanent change of station or temporary additional duty order is received by the individual concerned, an endorsement signed by the individual as to time, place, and receipt will be entered thereon.

3. Before writing a modification of orders, it is necessary to know the contents of the original orders. In referencing a message, the month and the year will be shown in parentheses after the date time group. Any outstanding orders (i.e., orders which have not been fully executed) should be fully accounted for. If an individual has a complete set of orders outstanding which are not executed, the orders should be canceled. If an individual who has complied with part of a set of orders is diverted at an intermediate station and is not to carry out the remainder of the orders, the orders should be modified or "the unexecuted portion" canceled.

4. A command will not modify temporary additional duty orders issued by another command unless prior approval is obtained from the commander who issued the original orders, or unless approved by the Commandant of the Marine Corps or the original issuing command is junior in the same echelon of command.

5. When orders are modified verbally, written confirmation of such modification will be issued by endorsement as soon as practicable (see subpar. 5003.2). 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 data not affecting reimbursement. Changes to reporting dates, date of detachment, number of days leave authorized, etc., must be made by endorsement to orders.

#### 5012 CANCELLATION OR REVOCATION OF ORDERS

1. Cancellation of permanent change of station orders and temporary additional duty 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 accordance with the instructions governing original orders.

2. When orders which were not received by the individual concerned are canceled, the canceling directive should state that the orders were undelivered.

3. Canceled orders need not be returned to the order writing activity unless specifically directed.

#### 5013 CANCELLATION, MODIFICATION OR REVOCATION OF ORDERS

1. For the purpose of determining entitlement to allowances for travel and transportation under permanent change of station orders which are modified, canceled, or revoked, the orders will be considered as effective when received by the member, for any travel performed thereunder by him or his dependents, or any transportation of household goods or house trailers commenced or completed thereunder, even though leave, delay, proceed time, or temporary duty en route are involved.

a. Reimbursement for travel performed will be in accordance with the Joint Travel Regulations.

b. Proceed time will be authorized, where applicable.

#### 5014 ABBREVIATIONS

1. Certain standard terms and phrases may be abbreviated in the preparation of orders in the special order form, speedletter and rapid communication form. Those abbreviations contained in chapter 17 will be utilized. Abbreviations not contained therein, but which, through long usage and custom, are understood by all concerned, may be used.

2. Orders containing abbreviated terms and phrases should not be used for Marine Corps personnel on duty with commands outside the military service.

#### 5015 PASSPORTS AND IMMUNIZATION

1. When required, personnel ordered abroad shall obtain the necessary passports and immunization, as specified in current regulations.

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5018

### 5016 ADDRESS WHILE EN ROUTE TO NEW DUTY STATION

1. In executing orders issued by Headquarters, U.S. Marine Corps, or other competent authority, where leave or delay in reporting is involved, or the duration of the travel status is extended, personnel concerned will comply with instructions contained in subparagraph 9151.7.

### 5017 INSTRUCTIONS FOR OFFICERS RETURNING TO THE CONTINENTAL UNITED STATES FROM OVERSEAS DUTY

1. Officers returning to the continental United States from overseas duty stations will upon arrival report in the following manner:

a. Officers arriving on the east coast will report by message to the Commandant of the Marine Corps (Code DF). Reports should contain number of days leave authorized and address on leave.

b. Officers arriving from overseas in the San Francisco Bay area will report in person to the Commanding Officer, Marine Barracks, Treasure Island, San Francisco, California, or his representative at place of entry into CONUS for endorsement of orders to establish the effective date of proceed, delay, travel and a reporting date at the new duty station. Copies of such endorsements will be furnished via air mail to the Commandant of the Marine Corps (Code DF) and the officer's new duty station.

c. All officers being returned from the Pacific Area for retirement, release to inactive duty, severance or reversion, will report to the Commanding Officer, Marine Barracks, Treasure Island, San Francisco located on Treasure Island, San Francisco, California.

d. Officers arriving on the west coast outside the San Francisco Bay Area will report to the nearest Marine Corps activity for endorsement of orders to establish the effective date of proceed, delay and travel, address on

leave and a reporting date at the new duty station. Copies of such endorsements will be furnished via airmail to the Commandant of the Marine Corps (Code DF), Officer in Charge, Marine Corps Passenger Office, 100 Harrison Street, San Francisco, California, and the officers new duty station.

### 5018 DISLOCATION ALLOWANCE

1. Whenever a member, who is entitled to dependents' transportation, is ordered to make more than one permanent change of station move during any fiscal year, a finding must be made by the Secretary of the Navy that the exigencies of the service require such change of station. The finding required relates to the permanent change of station orders transferring the individual, and where possible must be obtained prior to a move which will entitle him to a second or subsequent dislocation allowance. Authority for payment of such dislocation allowance results from the finding. For the purpose of determining whether a finding is required, the fiscal year current on the date of detachment will be used.

a. A finding is not required on second or subsequent permanent changes of station in the case of members ordered to, from or between courses of instruction conducted at an installation of the uniformed services of the United States, or conducted by, and controlled and managed by, one or more of the uniformed services of the United States at a civilian educational institution, or elsewhere.

b. A request for a "finding" must be initiated in those cases which will result in entitlement to a second or subsequent payment for dislocation allowance, whether or not payment has been made on the first or preceding entitlement.

c. Permanent changes of station to, from or between courses of instruction conducted at an installation of the uniformed services of the United States, or conducted by, and controlled and managed by, one or more of the uniformed services of the United States at a civilian educational institution, or

elsewhere, shall be excluded from computation when determining whether or not a finding is required on second or subsequent permanent changes of station.

2. When permanent changes of station of units, groups or categories of personnel are to be made, and individual findings would be impracticable, requests for a Secretary of the Navy finding may be initiated for the group rather than individuals. Examples of such cases are:

a. Change in location of organization, regardless of whether or not individual orders are issued, or

b. Disestablishment of organization, resulting in relocation of personnel for which orders to officers and enlisted are required.

3. Whenever an individual, who has executed a prior change of station within a fiscal year and for which he was entitled to dislocation allowance, is ordered from a station outside the United States to a hospital in the United States for further observation and treatment, a dislocation allowance is payable and a Secretary of the Navy finding must be requested. A transfer from one hospital to another within the United States does not constitute a permanent change of station and payment of a dislocation allowance is not authorized.

#### 5019 INSTRUCTIONS FOR REQUESTING FINDINGS FOR SECOND PERMANENT CHANGE OF STATION IN THE SAME FISCAL YEAR

1. The Commandant of the Marine Corps will request the finding from the Secretary of the Navy in all instances where individual orders are issued by the Marine Corps.

2. If orders are received and a prior finding is not indicated therein, field commands will submit information to the Commandant of the Marine Corps (Code DF) upon which a request may be based, to include the following:

a. Name, grade, service number, military occupational specialty.

b. Reference of the Commandant of the Marine Corps orders or other directive requiring the move.

c. Date of detachment from each previous permanent duty station in the same fiscal year where entitlement to dislocation allowance was involved (except those to, from or between courses of instruction as stated in subparagraph 5018.1c).

d. New duty assignment.

e. Necessity for proposed transfer and basic reason why the particular individual is selected for transfer (appropriate for commands filling quotas).

f. Other pertinent information, including basis for previous entitlements to dislocation allowance, whether change of station, move or disbandment of organization.

3. In cases of individuals who are hospitalized from an overseas station pursuant to subparagraph 5018.3 requests for a finding will be submitted to the Commandant of the Marine Corps (Code DF) by the Commander of the first organization in continental United States upon whose rolls the individual is joined.

4. When an organization is ordered to change its location permanently, and when such a move will result in an entitlement to a second or subsequent dislocation allowance, the following information will be submitted to the Commandant of the Marine Corps (Code DF) by the Commander at least 45 days in advance of the necessary detachment date:

#### a. Enlisted Personnel:

(1) Approximate total of enlisted personnel on board on effective detachment date requiring a change of station.

(2) Approximate number of those enlisted personnel entitled to movement

of dependents incident to the change of station.

(3) Full name, grade and service number of all enlisted personnel within (2) above for whom a Secretary of the Navy finding is required.

**b. Officer Personnel:**

(1) Full name, grade and service number of all officers requiring a change of station.

(2) Full name, grade and service number of all officers in (1), above, for whom a Secretary of the Navy finding is required.

5. Commanders will withhold execution of any order, regardless of the issuing authority, which will entitle an individual to a second or subsequent dislocation allowance in any one fiscal year unless a prior finding (SECNAVFIND) is indicated in the orders. When such circumstances occur, the Commander will immediately notify the Commandant of the Marine Corps (Code DF) of the particulars.

**5020 ILLUSTRATION OF ORDER FORMS**

1. Figures at the end of this chapter contain illustrations of the various forms of orders. Figures are indicated as follows:

- Figure 5-1. Letter.
- Figure 5-2. Message.
- Figure 5-3. Special order.
- Figure 5-4. Organization special order.
- Figure 5-5. Speedletter.
- Figure 5-6. Group travel.
- Figure 5-7. Orders to temporary additional duty.

Figure 5-8. Confirmation of temporary additional duty.

Figure 5-9. Authorization for temporary additional duty. (Permissive.)

Figure 5-10. Repeated travel orders.

Figure 5-11. Movement orders.

Figure 5-12. Orders to extended active duty.

Figure 5-13. Orders to temporary active duty.

Figure 5-14. Absentee orders.

Figure 5-15. Orders (enlisted). (Awaiting action of PhyEvalBd.)

Figure 5-16. Endorsement on Marine Corps Special Order.

Figure 5-17. Extract of Marine Corps Special Order.

2. Each figure is prepared to cover a specific situation, and should not be used as a rigid example. In letter type orders, additional paragraphs may be required to give adequate instructions to the traveler. In special order type orders, the format will be constant as it is consistently paragraphed and columnized. Content of both types of orders will always be prepared on 8 by 10½-inch paper. In this connection figure 5-4 is an organizational special order in a special order format for permanent change of station which may be used for large drafts such as replacement, rotation and recruits when conditions permit, adding such additional instructional paragraphs as may be required. In preparing such an order, the paper will always be used lengthwise as shown in the figure.

3. Appropriation data indicated in the illustrations is shown as an example only and will not be used in any orders issued. Current data is published each fiscal year in a Marine Corps Order in the 7301 series.

**PART B: TRAVEL TIME AND MODES OF TRAVEL IN EXECUTION  
OF TRAVEL ORDERS**

**5050 TRAVEL TIME IN  
EXECUTION OF TRAVEL  
ORDERS**

1. Travel time is in addition to the allowed proceed time and is counted in whole days.

a. Travel time at sea varies, depending on the mode by which ordered to proceed.

b. Travel Time for Travel by Commercial Carrier on Permanent Change of Station. Travel time for travel by means of any commercial carrier, on permanent change of station orders which do not direct the use of aircraft transportation, will be based on the rate of 720 miles per day with an additional day authorized for any fraction thereof. The travel time will be computed on the basis of travel over any usually traveled route by through service where available. For transoceanic travel by vessel, the actual time required will be used. Travel time for land or aircraft travel performed outside the contiguous United States will be computed in accordance with schedules covering the type of transportation used over a usually traveled route between the points of travel involved. Where orders specifically direct the use of aircraft transportation, one day's travel time will be allowed for travel within the forty-eight contiguous states and the District of Columbia. For aircraft travel specifically directed overseas, actual schedules over the most direct route will be used to determine authorized travel time.

c. Distances are determined from the Official Mileage Tables and Official Railway Guide.

d. Should a traveler state upon reporting that the travel directed in the orders required time in excess of that allowed above, sufficient additional travel time will be allowed when the statement made is confirmed by an examination of the travel schedule involved. Delay en route awaiting pullman space does not postpone the date on which an individual is due to report.

e. On permanent change of station within the United States, subject to the provisions of the Joint Travel Regulations, including the exceptions provided therein for group travel and travel directed by a particular mode, the traveler may elect to receive reimbursement for his travel at the rate of 6 cents per mile or he may request a Government transportation request to cover the necessary transportation by commercial carrier. However, if transportation request is provided, the mode and routing will be at the discretion of the transportation officer.

f. When travel is performed partly by one means and partly by another, travel time will be computed on a combination of the modes involved. (See subpar. 4, below.)

g. The travel time authorized herein may not be used as a basis for determining entitlement to travel per diem allowances, as such entitlement must be based on the rules set forth in the Joint Travel Regulations.

h. Travel time will not be allowed on the basis of a reassignment between activities located at the same station or metropolitan area or between ships located in the same port.

2. Travel by Privately-Owned Vehicle on Permanent Change of Station Orders. Officer or enlisted personnel performing travel under permanent change of station orders, within or outside the United States, with or without temporary duty en route, may, unless the travel orders direct otherwise, perform the travel involved by privately-owned vehicle for which they are entitled to one whole day travel time for each 300 miles of travel involved over the shortest usually traveled route or fraction thereof of 150 miles or more; e.g., for distances of 750 miles, 3 days travel time allowed; for distance of 749 miles, 2 days' travel time is allowed. If the distance is less than 450 miles, one day travel time will be allowed on permanent change of station. The distance between duty points shall be computed on the basis of highway mileage

as shown in the official mileage tables. As used in this chapter, the term "privately-owned vehicle" does not include aircraft.

a. Except in cases of group travel or where travel by a faster mode is necessary because of exigencies of the service, personnel may not be prohibited from traveling by privately-owned vehicle on permanent change of station orders.

3. Travel Time on Temporary Additional Duty Orders. When orders specifically direct travel by Government or commercial aircraft, travel time shall be computed as follows:

a. Travel time shall be counted in whole days, period of 24 hours, based on time of departure as shown by endorsement on orders, fractional parts of 24 hours being counted as whole days.

b. Travel by direct through routes, with use of 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. Based on prevailing schedules of both Government and commercial aircraft, which generally require less than 24 hours between all points in the United States, only one day travel time by air will be allowed, unless it is shown by endorsement of the traveler on the orders that time in excess of 24 hours, exclusive of any personal preference or convenience, was actually required, with the reasons for the longer time being specifically stated.

4. Travel Via Mixed Modes on Permanent Change of Station Orders. When travel is performed by both privately-owned vehicle and by commercial carrier incident to permanent change of station orders under which travel by privately-owned vehicle is allowed, travel time will be computed as follows:

a. The official highway distance from the starting point of travel by privately-owned vehicle direct to the

point at which the mode of transportation was changed will be determined, regardless of the stage of the travel where this mode of transportation was used. Intermediate stopovers will not be considered. If there is more than one leg of travel performed by privately-owned vehicle, the official highway distance for each leg will be determined separately and added together to obtain the total distance traveled by privately-owned vehicle.

b. If the total official highway distance traveled by privately-owned vehicle equals or exceeds the official highway distance between the points of duty, travel time will be allowed for the official highway distance between the points of duty in accordance with paragraph 2, above. No other travel time will be allowed.

c. If the total official highway distance traveled by privately-owned vehicle is less than the official highway distance between the points of duty, the official highway distance for the travel performed by privately-owned vehicle will be deducted from the official highway distance between the points of duty. The total travel time allowed will be the sum of that allowed under subparagraph 2, above, for the total official highway distance traveled by privately-owned vehicle, plus that computed under paragraph 1, above, for the remainder of the official highway distance for travel by commercial carrier.

d. If the official highway distance for travel performed by privately-owned vehicle is 150 miles or more in excess of 300 miles or multiples thereof, an extra day's travel time will be allowed. If the excess is less than 150 miles, the excess will be disregarded. Regardless of the number of modes of transportation utilized, only one day's travel time will be allowed if the official highway distance between points of duty is less than 450 miles.

e. In no case will more travel time be allowed than would be authorized if all travel between the points of duty had been performed by privately-owned

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 505c

vehicle. When temporary duty is directed en route, each leg of the ordered travel will be computed separately.

f. The following are examples of computations of travel time involving mixed modes of travel:

### EXAMPLE NO. 1

Member is transferred from Washington, D.C., to Chicago, Illinois; travels from Washington to St. Louis, Missouri, by POV; travels from St. Louis to Chicago by train.

<u>Points of Travel</u>	<u>Highway Distance</u>
Washington-Chicago	672 miles
Washington-St. Louis	801 miles

MAXIMUM TRAVEL TIME AUTHORIZED: 2 days.

# CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 505

<u>MODE OF TRAVEL</u>	<u>COMMON-CARRIER TRAVEL</u>	<u>TRAVEL TIME</u>	<u>HIGHWAY DISTANCE</u>	<u>POV TRAVEL TIME</u>
POV			672	2 days
Train	None	None		
TOTALS	None	None	672	2 days

As the distance traveled by POV exceeds the official highway distance of the ordered travel, the member is entitled to POV travel time for the official highway distance between the old and new duty stations. No common-carrier travel time is authorized.

## EXAMPLE NO. 2

Member is transferred from Washington, D.C., to San Francisco, California; travels from Washington to San Antonio, Texas, by commercial aircraft; travels from San Antonio to San Francisco by POV.

<u>Points of Travel</u>	<u>Highway Distances</u>
Washington-San Francisco	2839 miles
San Antonio-San Francisco	1766 miles

MAXIMUM TRAVEL TIME AUTHORIZED: 9 days

<u>MODE OF TRAVEL</u>	<u>COMMON-CARRIER TRAVEL</u>	<u>TRAVEL TIME</u>	<u>HIGHWAY DISTANCE</u>	<u>POV TRAVEL TIME</u>
POV			1766	6 days
Aircraft	1073	2 days		
TOTALS	1073	2 days	1766	6 days

GRAND TOTALS: 2839 miles and 8 days of authorized travel time.

Since the distance traveled by POV is less than the official highway distance of the ordered travel, the member is entitled to common-carrier travel time for the difference between the official highway distance of the ordered travel, 2839 miles, and the distance for which entitled to POV travel time, 1766 miles, or to common-carrier travel time for 1073 miles.

## EXAMPLE NO. 3

Member is transferred from San Francisco, California, to Boston, Massachusetts; travels from San Francisco to Salt Lake City, Utah, by POV; travels from Salt Lake City to Detroit, Michigan, by commercial aircraft, travels from Detroit to Boston by POV,

<u>Points of Travel</u>	<u>Highway Distance</u>
San Francisco-Boston	3140 miles
San Francisco-Salt Lake City	751 miles
Detroit-Boston	795 miles

MAXIMUM TRAVEL TIME AUTHORIZED: 10 days

<u>MODE OF TRAVEL</u>	<u>COMMON-CARRIER TRAVEL</u>	<u>TRAVEL TIME</u>	<u>HIGHWAY DISTANCE</u>	<u>POV TRAVEL TIME</u>
POV Aircraft	1594	3 days	1546	5 days
TOTALS	1594	3 days	1546	5 days

GRAND TOTALS 3140 miles and 8 days of authorized travel time.

POV travel time is computed by adding the official highway distances of the two legs of POV travel. Since the total distance traveled by POV is less than the official highway distance between the old and new duty stations, common-carrier travel time is computed in the same manner as in example No. 2.

#### EXAMPLE NO. 4

Member is transferred from Boston, Massachusetts, to Great Lakes, Illinois; travels from Boston to Indianapolis, Indiana, by POV; travels from Indianapolis to Great Lakes by train.

<u>Points of Travel</u>	<u>Highway Distance</u>
Boston-Great Lakes	1003 miles
Boston-Indianapolis	922 miles

MAXIMUM TRAVEL TIME AUTHORIZED: 3 days

<u>MODE OF TRAVEL</u>	<u>COMMON-CARRIER TRAVEL</u>	<u>TRAVEL TIME</u>	<u>HIGHWAY DISTANCE</u>	<u>POV TRAVEL TIME</u>
POV Train	81	None	922	3 days
TOTALS	81	None	922	3 days

POV travel time is computed first. This entitles the member to 3 days of travel time. Since the maximum travel time authorized between Boston and Great Lakes is 3 days, no additional travel time is allowed for common-carrier travel.

5. Travel time authorized in orders is not necessarily the travel time to which the member is entitled. Subject to any limitation prescribed in this chapter or by other authority, entitlement depends on modes actually utilized. It is always necessary for commanders to which members report to actually compute the travel time to

which a member is entitled. When an individual is authorized a mode of travel but uses a faster means and reports at his new duty station at the end of the period computed on the basis of the travel time authorized in his orders, the difference between travel time used and travel time authorized is to be charged as leave. If he reports

to the new duty station after the end of the period computed on the basis of the slower means of travel authorized in his orders, the difference between the time actually used and that authorized is unauthorized absence.

#### 5051 TRAVEL BETWEEN PORTS

1. If orders direct a Marine to proceed from one port to another via government transportation and the Marine is later authorized to proceed, at no expense to the Government, by some other means of transportation, by some other route of his own selection, or by both, any saving in travel time effected by the selected transportation is not charged against the Marine as leave. Indicate in orders issued, proposed itinerary of government transportation that would have been utilized in each case. The Marine can use this time as he sees fit, but must report at his new duty station by or on the date as specified in his orders, or if no such date is specified, on or before the date that would have resulted had his travel time been that scheduled for the government transportation which was provided. Though unforeseen delays may occur to place the government transportation behind schedule, the Marine traveling by other transportation is not permitted to increase his travel time by including the delays.

2. Marines electing to travel by commercial vessel for their own convenience will be allowed constructive travel time for the mode contemplated by the orders. Time consumed in excess of such travel time, less proceed time if authorized, will be charged as leave.

#### 5052 TRAVEL TIME WHEN ORDERS ARE CANCELED, MODIFIED OR REVOKED

1. If orders are canceled, modified or revoked, travel time will be computed in accordance with paragraph 5050.

#### 5053 TRAVEL TIME WHEN ORDERS ARE RECEIVED ON LEAVE

1. A Marine who, while on leave from his permanent duty station, receives

orders transferring him to a new permanent duty station, is entitled to travel time based on the distance from the place of receipt of the change of station orders to his new duty station, not to exceed that from his old duty station to his new duty station. However, if he chooses to return to his old duty station in a leave status prior to complying with the change of station orders and subsequently performs the travel directed by the orders, the above restriction does not apply and he is entitled to travel time based on the distance between his old and new duty station.

2. A Marine who, while on leave from his permanent duty station, receives orders directing the performance of temporary additional duty, is entitled to travel time from the place of receipt of the orders to the temporary additional duty station and thence to his permanent duty station if directed to return thereto, or to his leave address if the orders authorized him to return and resume a leave status on expiration of the temporary additional duty, provided he actually returns to his leave address.

#### 5054 TRAVEL ON TEMPORARY ADDITIONAL DUTY ORDERS

1. The content of orders received at this Headquarters appended to settlement vouchers for temporary additional duty travel and per diem, in general, is satisfactory. There are, however, instances where action must be taken because inadequate or improper orders have been issued. Some contain erroneous travel instructions and some show that the traveler did not comply with orders regarding mode of travel or was erroneously advised as to the procedures for obtaining transportation.

2. The commander who delivers the orders will specify the method of travel in his endorsement in accordance with subparagraph 5055.5 if none is contained in the orders. As indicated in NAVMC 1175, Military Traffic Management Regulations, paragraph 304002, determination of the mode of commercial transport to be used under the

policy contained in those regulations, will result in the selection of that mode which provides satisfactory service at the least cost to the Government. When the commander determines that a certain mode of transportation should be used, he may so designate that mode in the orders. He can ensure additional savings to the Government by directing, as distinguished from authorizing, the procurement of such transportation by government transportation request. This procedure will be followed in each and every case in which it is practicable in order to effect the greatest saving to the Government in temporary additional duty travel costs.

a. All orders directing commercial transportation by Government transportation requests must be presented to the transportation section issuing the transportation requests and arranging the reservations for travel as soon as practicable after date of issue.

b. The issuance of Government transportation requests is not mandatory when the cost of transportation is \$15 (plus tax) or less (including sleeping accommodations and parlor car seats). (See the Joint Travel Regulations, pars. M4150-1, item 4, and 4203-2.) To minimize administrative costs involved in issuing and accounting for transportation requests when the cost of transportation is \$15 or less, commanders will encourage travelers to elect to travel at their own expense with reimbursement.

#### 5055 DISCUSSION OF MODES OF TRANSPORTATION AND TERMS USED IN TEMPORARY ADDITIONAL DUTY ORDERS

1. Use of Government Aircraft. As an economy measure, instructions in orders will be written to require the use of Government aircraft transportation when available, consistent with expediting the transaction of official business and to reduce the period of absence of personnel from their permanent duty station.

a. Whenever there is a possibility that Government aircraft will be available, and that mode is considered appropriate, travel via Government aircraft will be directed where available, class priority certified. (See Marine Corps Order 7000.3 series.) When these instructions appear in orders, a certificate that Government aircraft for the onward portion, and again for the return portion, if not available, must be made on the order by competent authority before travel is performed by other means or travel claim for monetary allowance in lieu of transportation is submitted. (See the Joint Travel Regulations, paragraph 4203-3c.) Commanders authorized to issue orders are also authorized to assign Class II, III, and IV priority and an excess baggage allowance within prescribed limits for travel via military aircraft. Assignment of Class II priority should be limited to travel of an urgent nature. A priority no higher than Class III shall be assigned in connection with authorizations for travel at no expense to the Government.

b. When travel orders specify travel by "Government aircraft transportation directed," there is no alternative but that the travel must be performed by that mode unless authorized in accordance with subparagraph 7, below. A "directed" mode should not normally be used unless the order issuing authority is certain beforehand that the member can comply with the order as written. If the orders "direct" travel by Government aircraft, the orders shall also indicate, if such mode is not available, that:

(1) The orders are canceled, or

(2) The member shall return the order to the order issuing authority for modification or for further instructions.

c. When it is determined that Government aircraft should be used for a portion of the trip, orders should specify such portion as: "travel by Government aircraft is directed for all

transcontinental travel." When this term is used it is required that only the transcontinental portion of the travel be by Government aircraft and there is no alternate mode that can be used for this portion. 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. However, 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.

2. Use of Commercial Transportation. When transportation by a particular mode of commercial carrier is deemed necessary by the military commander issuing the orders because of requirements which can be met only by the mode designated, the travel order should indicate a "directed" or "directed where available" mode and that such transportation is to be procured by Government transportation request. In the first instance, only that 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. (See Military Traffic Management Regulations.) Joint Travel Regulations, paragraph 4203, applies in connection with prohibited reimbursement if other means are used.

3. Travel Time on Temporary Additional Duty Orders. Travel time incident to temporary additional duty orders or repeated travel orders shall be computed from the time of actual departure from the place from which ordered to temporary additional duty and return and will not exceed that based on actual schedules of available air and surface common-carrier facilities which most nearly coincide with the requirements of the order and which would be most economical and appropriate. However, when travel orders specifically state that travel via privately-owned vehicle is authorized and that mode is con-

sidered to be more advantageous to the Government, then the actual time necessary to perform the directed travel will be allowed. When computing travel time for travel via aircraft, the actual or estimated time required to travel to and from the air terminal(s), not to exceed 2 hours for each trip to and from the terminal, should be included.

a. Travel Time For Travel by Government Transportation. Where travel is performed by Government transportation, the actual travel time required by the mode used will be authorized.

b. Leave and Travel Time in Conjunction With Temporary Additional Duty. Leave will not be charged for any day on which a portion of official travel is performed. The rules contained in paragraphs 9053 and 9054 which state that the day of departure on leave is a day of duty and the day of return is also a day of duty, if return is prior to working hours, are applicable. No leave may be charged for any day in which a per diem allowance is payable as outlined in Joint Travel Regulations, paragraph M4201, item 3.

(1) On Departure From the Permanent Duty Station. Where period of time between date of departure and date of reporting exceeds authorized travel time, the period immediately preceding the time and date of reporting, equal to the total of the official travel time, will be charged as travel time in whole days and the remaining period commencing from date of departure to time and date of commencement of official travel time will be charged as leave.

(2) On Departure From the Temporary Additional Duty Station. Where period of time between date of departure and date of reporting back to the permanent station or to a subsequent temporary additional duty station exceeds authorized travel time, the period im-

mediately following the time and date of detachment, equal to the total of the official authorized travel time, will be charged as travel time, and the re-

maining period, commencing from the date that official travel time terminated, to the time and date of reporting, will be charged as leave.

(3) The following example is set forth to aid in computation of travel and leave when authorized in conjunction with temporary additional duty:

Member ordered from Norfolk, Va., to Camp Lejeune, N.C., for period of 10 weeks at which time he will return to Norfolk, Va. Member ordered to report not later than 2400 on 13 January 1965. He departed Norfolk at 0800 on 10 January 1965. The periods for leave and travel time will be accounted for as follows:

10 January 1965--date departed (day of duty)  
 11 - 12 January 1965--leave  
 13 January 1965--travel (Constructive schedule shows that the member could have departed Norfolk at 1445 on 13 January and complied with the order. Per diem is payable from 1445 on 13 January.)

Duty at Camp Lejeune, N.C., is terminated at 2000 on 25 March 1965. Member reports at 0700 on 28 March 1965. The period for leave and travel time will be accounted for as follows:

25 - 26 March 1965--days of travel (Constructive schedule shows that the member could have arrived back at Norfolk at 1100 26 March 1965. Per diem terminated 1100 26 March 1965.)  
 27 March 1965--day of leave  
 28 March 1965--day of duty (Member reported prior to working hours.)

4. Use of a Combination of Modes. To effect the greatest saving to the Government in temporary additional duty travel costs, a combination of instructions for mode can be used. Mode of travel for temporary additional duty within the continental United States should be in accordance with subparagraph 5, below. The term for orders for temporary additional duty overseas should be: "Government aircraft is directed when available, otherwise commercial (specify mode) by Government-procured transportation is directed." This term requires use of Government aircraft for any portion of the overseas trip for which it is available. If it is not available, a mode of commercial transportation will be provided by Government transportation request. The choice is not up to the traveler and neither can the traveler obtain transportation at his own expense and claim reimbursement therefor, unless submitted under the

exceptions stated in the Joint Travel Regulations, paragraph 4203.

5. Action Required When No Mode of Transportation Is Indicated. When orders issued by the Commandant of the Marine Corps contain no mention of 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 which most nearly coincide with the requirements of the order and which would be most economical and appropriate.

► a. If time permits and no mode is directed, the commander in the chain of command may authorize the member to travel via privately-owned vehicle, in which 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 authorized to perform the travel via privately-owned conveyance for your own convenience, subject to reimbursement and all travel time in excess of that authorized for travel by (\*Insert Mode) will be charged as leave."

6. Use of Privately-Owned Vehicle as More Advantageous to the Government. The use of this term in orders will be rare as it provides for a premium payment to the member for use of his automobile for his travel on Government business. It cannot be used when the member is permitted to use his own private vehicle in lieu of another mode. This procedure is covered in the Joint Travel Regulations, paragraph 4203, which indicates that there must be a distinct advantage to the Government by the member using his own vehicle. It must be acceptable to the member also to travel by this mode as it cannot be directed that he use his property in the interest of the Government.

7. Entitlements Affected by Travel Terms in Orders. For temporary additional duty travel, transportation is either furnished in kind or by means of a monetary allowance in lieu of transportation. When Government transportation is used, or a Government transportation request is furnished on which commercial transportation is procured, the transportation is furnished in kind. When the orders permit the individual to travel at his own expense and claim reimbursement therefor, he receives a money allowance at the rate of 5 cents per mile

\*The modes must coincide.

for the travel. The latter applies for travel performed by privately-owned vehicle, or for travel by commercial means obtained by him. Careful wording of the orders and compliance therewith will protect the traveler. When orders direct the utilization of a specific mode of transportation, but the traveler is authorized to perform travel via another mode, including privately-owned conveyance, for his own convenience, the following will be included in the orders in addition to the mode or modes directed:

"You are authorized to perform the travel directed herein via some other mode of transportation, including privately-owned conveyance, for your own convenience, with the understanding that you will not be entitled to reimbursement for cost of transportation, nor to the monetary allowance in lieu of transportation, as prescribed in the Joint Travel Regulations, paragraph 4203, unless the authority responsible for furnishing transportation requests certifies that transportation requests were not available or the mode of transportation directed was not available at the time and place required in time to comply with the orders. Travel time in excess of that authorized by directed mode chargeable as annual leave."

a. When travel is authorized in accordance with the above, the estimated time of departure and estimated time of arrival between all points of ordered travel by the directed mode will be included in the orders whether or not the directed mode is utilized. This is required to compute the constructive travel time for authorized per diem allowances.

**PART C: PROCEED TIME AND DELAY TO COUNT AS LEAVE IN THE  
EXECUTION OF TRAVEL ORDERS**

**5100 METHOD OF ACCOUNTING  
FOR PROCEED TIME AND  
DELAY EN ROUTE**

1. Every Marine directed to perform official travel under orders is authorized sufficient time to perform the travel involved. In addition, he is, subject to the provisions of paragraph 5101, entitled to proceed time and may be authorized delay en route. Any authorized delay en route, other than proceed and travel time, will be charged as leave. If the orders from the Commandant of the Marine Corps or other competent authority directing the travel specify the number of days of delay en route, the order-issuing activity may not authorize delay en route in excess of the number of days so specified, nor will such activity authorize any delay en route which will result in excess leave.

2. Proceed time, leave, and travel time are charged in that sequence. However, only that portion of the period between stations which is not authorized as proceed and/or travel time is chargeable as leave. If a Marine reports for duty at the new duty station before the stipulated reporting date, he is not charged with leave equal to the full amount authorized in the orders but with only so much of it as is actually used after proceed and travel time have been deducted. (See subpars. 3a(2) and 3c, below.) The effective dates of orders for these purposes are as prescribed in Joint Travel Regulations, paragraph 3003, and Navy Travel Instructions, paragraph 3100. When only proceed and travel time are involved; i.e., leave is not authorized or the member utilizes a period of time less than the properly allowable total of proceed and travel time, proceed time is reduced to the time remaining (if any) after the allowable travel time has been deducted.

3. The following examples are set forth to aid in determining reporting dates,

inclusive leave dates, and amount of leave used:

a. Orders authorized 4 days proceed, 10 days leave, 3 days travel, and date of detachment or transfer is 1 August:

(1) If Marine utilized maximum time allotted the period would be accounted for in the following manner:

1 August--Date detached (day of duty)  
2 to 5 August, inclusive--Proceed time  
6 to 15 August, inclusive--Period of leave (10 days)  
16 to 18 August, inclusive--Travel time  
18 August--Person must report for duty not later than 2400 on this date

(2) If Marine reported 15 August the periods would be accounted for in the following manner:

1 August--Date detached (day of duty)  
2 to 5 August, inclusive--Proceed time  
6 to 12 August, inclusive--Period of leave (7 days)  
13 to 15 August, inclusive--Travel time  
15 August--Date reported

b. Orders authorized no proceed time, 10 days leave, no travel time and date of detachment is 1 August:

(1) If Marine utilized maximum time allotted the period would be accounted for as follows:

1 August--Date detached (day of duty)  
2 to 11 August--Leave period (10 days)  
12 August (report before the beginning of working hours or before 0900 on board ship)

(2) If Marine reports prior to maximum reporting date, the hour of reporting determines whether the reporting date is either a day of duty or a day of leave. If the person reported before working hours at a shore station or before 0900 aboard ship, it would be a day of duty and if he reported after that time it would be a day of leave.

c. Orders authorized 4 days proceed, 10 days leave and 12 days travel time, but the Marine reports on 15 August, the period would be accounted for as follows:

- 1 August--Date detached (day of duty)
- 2 to 3 August--Proceed time
- 4-15 August--Travel time (if Marine reported on 13 August the period 2-13 August would be travel time and no proceed time would be credited)

d. Orders direct 10 days temporary duty en route to new duty station and authorize 2 days travel to temporary duty station. Orders further authorize 4 days proceed time, 10 days leave and 4 days travel time upon completion of temporary duty. The date of detachment is 1 August.

- 1 August--Date detached (day of duty)
- 2-3 August--Travel time
- 4-13 August--Temporary duty
- 14-17 August--Proceed time
- 18-27 August--Leave period (10 days)
- 28-31 August--Travel time
- 31 August--Person must report for duty not later than 2400 on this date.

4. In many instances change of station directives involving personnel appear in Marine Corps Special Orders and Commandant of the Marine Corps messages in which specific authorization for delay is not spelled out. Such orders usually prescribe date of detachment on such date as local commander may designate or during a given month and specify a reporting date considerably later. In cases of this nature any period between detachment and reporting date, less proceed and travel, may be counted as annual leave. Orders written as indicated above are to provide as much local flexibility as possible; e.g., orders direct detachment on such date as local commander may designate during the month of May. Traveler is directed to proceed and report to the Commandant of the Marine Corps, Headquarters, U.S. Marine Corps by 24 June and was detached on 15 May from overseas station. The following is the procedure for determining leave dates and amount of leave used.

<u>STATUS</u>	<u>PERIOD</u>	<u>NUMBER OF DAYS</u>
Detached	15 May	Day of duty
En route CONUS	16-23 May	8
Proceed	24-27 May	4
Delay (leave)	28 May - 12 June	16
Travel time		
(Pvt conv)	13-24 June	12

24 June--Person must report for duty not later than 2400 on this date.

## 5101 PROCEED TIME

1. Under permanent change of station orders which do not express haste and which prescribe no limiting reporting date, officers with or without dependents, enlisted personnel in grades of sergeant through sergeant major/master gunnery sergeant with or without dependents, and enlisted personnel in grades of private through corporal with dependents on the date of detachment are, subject to the provisions of the succeeding subparagraphs, entitled to 4 days proceed time. Where orders state "proceed without delay," such officer and enlisted personnel are allowed proceed time of 48 hours; where orders state "proceed immediately," such officer and enlisted personnel are allowed proceed time of 12 hours.

2. Proceed time is not authorized in the execution of temporary additional duty orders.

3. When a Marine is transferred from one permanent duty station to another and assigned temporary duty en route, proceed time may be taken any time between the time of detachment from original duty station and the time of reporting at the new permanent station. It may however, be taken only once regardless of whether the individual avails himself at that time of all or part of the proceed time. If the member elects proceed time after completion of temporary duty, his orders must so indicate and he will not be permitted proceed time on departure from his old duty station.

4. When a Marine is away from his permanent duty station on leave or temporary additional duty and receives orders transferring him to a new permanent duty station upon the completion

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5102

of leave or temporary additional duty, he is allowed proceed time between the leave address or temporary additional duty station and the next permanent or temporary duty station.

5. Personnel who are transferred from an overseas station or from a ship and directed to report to a command within the continental United States for further assignment, are entitled to proceed time within the continental United States provided they have not availed themselves of proceed time before reporting to such command. The orders of personnel in this category will be endorsed as follows:

"1. Reported on (date) for further assignment by (name of command).

"2. You will proceed on (date) to (name of activity) and report to (title of commander) for duty.

"3. While at this Headquarters (or station, as applicable) you were in a status of awaiting further assignment in connection with a permanent change of station. You have not previously taken proceed time under your change of station orders and are therefore authorized 4 days proceed time in addition to any authorized delay and travel time en route."

6. A Marine transferred from one duty station to another, with or without temporary duty en route, who receives a modification or cancellation of his orders while en route, is not entitled to additional proceed time.

7. Personnel are not entitled to proceed time on the basis of a reassignment (permanent change of station

orders not being involved) between activities located at the same or adjacent stations or between ships located in the same port unless the ships have different home yards or home ports.

8. Proceed time is not authorized for travel performed:

a. From home or other place to first duty station on acceptance of commission. (This restriction does not apply to any individual who was on active service immediately before the date of acceptance of commission.)

b. On assignment to or release from active duty or active duty for training.

c. From recruiting station to first duty station following enlistment or reenlistment when the recruiting station was not the duty station of the Marine on the date immediately before the date of enlistment or reenlistment.

d. From a recruit depot, following completion of recruit training, to first permanent duty station.

### 5102 DELAY EN ROUTE ON PERMANENT CHANGE OF STATION ORDERS AND LEAVE IN CONJUNCTION WITH TEMPORARY ADDITIONAL DUTY

1. Instructions contained in the Marine Corps Manual, paragraph 1320, and subparagraph 9151.8 of this manual apply in connection with delay en route on permanent change of station, temporary additional duty and temporary additional duty under instruction.

## PART D: TYPES OF ORDERS

### 5150 PERMANENT CHANGE OF STATION

1. Permanent change of station orders may be prepared in several formats: letter type, message, special order type or speedletter. (See figs. 5-1 through 5-5.)

2. Permanent change of station orders should contain essentially the following information:

a. Address. The commander having authority to issue the order will be identified in the "From" line by his military title. The member or members 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 and in the case of naval aviators and naval aviation pilots who are currently assigned duty in a flying status, the abbreviation (DIFOT), after the name may be shown to designate that duty, or the phrase, "duty in a flying status involving operational or training flights" may be inserted in the body of the orders. Commanders through whom the orders are forwarded for delivery will be indicated by title and in sequence after the word "Via."

b. Subject. The words "Permanent change of station" will appear on this line.

c. Reference. In each order, a reference will be used to identify the authority under which the commander issues the orders. Headquarters, U.S. Marine Corps authority will always be shown in orders issued by field commands. There will not necessarily be an authority shown in orders issued by the Commandant of the Marine Corps, for authority is vested in him to issue orders. Additional references may be used if necessary.

d. Enclosures. These may be indicated as required. A copy of Nav-Compt Form 2021 or superseding form will be attached to all permanent change of station orders which direct temporary duty en route, for the convenience of the individual in recording his itinerary.

e. Paragraphing. The first paragraph will contain wording to indicate that the member is detached from his present station and duties and is "directed" to proceed, giving dates, to a named place or command, including the title of the person to whom he is 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 of the individual when the duty to be performed involves access to classified information and material. When orders issued by the Commandant of the Marine Corps 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. Whenever permanent change of station orders have been initiated to fulfill a quota issued by Headquarters, U.S. Marine Corps, a paragraph must be included which states the "Quota Serial Number" which generated the orders. Where any order contains the names of individuals fulfilling more than one quota, then the quota serial number may be shown with the name information in the "To" line. The last paragraph will always contain the appropriation accounting data to which expenses generated by the orders will be charged. In connection with accounting data, attention is invited to the fact that the appropriation "Military Personnel, Marine Corps" is chargeable for permanent change of station 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.

(1) The Monitored Command Code of the receiving command (ultimate duty station) will be included in all personnel assignment orders. (MCO P1080.20, Personnel Accounting Codes Manual, contains current MCC.)

Example: Report to the Commanding General, 1st Marine Division (Reinf), Fleet Marine Force, Camp Pendleton, California (MCC 121) for duty.

f. Signature. Signatures on orders will be in accordance with U.S. Navy Regulations, article 1608.

g. In permanent change of station orders, the mode of transportation is not generally directed for travel within the continental United States. The mode for travel overseas is specified. Government aircraft and/or Government surface vessel is directed for transoceanic travel unless otherwise specified. Class II priority certified for travel via Government aircraft. If required, the detaching command will establish the amount of excess baggage in accordance with MCO P4600.7, Marine Corps Transportation Manual, for travel via Government aircraft. (See MCO P4600.7 in connection with customer identification codes to be included in permanent change of station orders.)

h. Delay en route to count as leave for officers will be granted by the Commandant of the Marine Corps only. When orders issued by the Commandant of the Marine Corps contain terms similar to "with 30 days delay to count as leave authorized," it is not intended that this be construed as directing that orders authorize 30 days leave when detached. This term is included in the orders so that commands may grant such leave as may be appropriate up to the maximum number of days as indicated. Commanders should consider the need for the officer'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 maximum amount of leave authorized.

i. Upon receipt of orders for Marine Corps personnel being transferred to duty stations outside the continental United States, other than restricted areas and Hawaii, who are entitled to dependents transportation, commanders will, if basic orders do not already indicate:

(1) Obtain area clearance from the appropriate area commander, if the Marine desires dependents to accompany him.

(2) If area clearance received, issue enlisted personnel certificate of obligated service for submission with application for transportation of dependents. This certificate will be in reference to the instructions contained in Marine Corps Order 1300.8 series.

(3) Include in the delivery endorsement:

(a) The reference authorizing entry of dependents.

(b) A statement that concurrent travel of dependents is authorized.

◆ (c) A statement to the effect that four certified copies of orders and completed DD Form 884, Application for Transportation of Dependents, clearly indicating dependents location and mailing address must be submitted in accordance with Marine Corps Order 4650.30 series.

(d) A directive to effect necessary immunization requirements for members and dependents prior to arriving at port of embarkation and to ensure that individuals have completed DD Form 737 in their possession.

(e) A directive to obtain passports, if required, in accordance with Marine Corps Order 5512.4 series.

(f) When required and in lieu of the requirements of subparagraph a through e, above, a statement to the effect that entry of dependents and concurrent travel has been disapproved and that the Marine has been so informed. The reference disapproving entry will be shown.

j. One copy of each permanent change of station order will be furnished to the data processing installation which services the originating activity. In addition, one copy of any modification, cancellation or endorsement issued must likewise be furnished to the data processing installation.

3. In order to alleviate personal hardship, commanders are directed to caution Marines not to have their dependents accompany them to 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 but commanding officers will comply with subparagraphs 2i(2) and 2i(3)(c), above.

#### 5151 GROUP TRAVEL

1. The movement of individual members from one station to another, particularly when the movement involves transfer to or from an overseas destination, involves considerable expense to the Marine Corps. It is of great importance that all practicable measures be taken to effect economy in the expenditures generated by such movements (see fig. 5-6).

a. A field of economy which can be exploited at many installations is the simultaneous movement of groups of individuals to a common destination by a common means of transportation. (See Joint Travel Regulations, par. 4100.) 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 personnel who are members of a draft, departing from or returning to the United States will designate the portions of the order which constitute group travel orders.

c. Commanders at all levels are directed to make constant effort to utilize group travel wherever and whenever practicable.

#### 5152 TEMPORARY ADDITIONAL DUTY ORDERS

1. Temporary additional duty orders involve one journey away from the individual'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 temporary additional duty remain assigned or attached to the station from which they initially proceeded on temporary additional duty, as well as being subject to the command of their temporary additional duty commanding officer.

2. Temporary additional duty (TEM-ADD) orders may also be prepared in the same format as permanent change of station orders.

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5152

a. It is the normal practice of the Commandant of the Marine Corps to issue change of station orders when it is expected that an individual will perform duty at one place for a period in excess of 20 weeks. Approval must be obtained from the Commandant of the Marine Corps in accordance with Joint Travel Regulations, paragraph 3003-2d, prior to issuing temporary additional duty orders, including modifications thereto for periods of more than 6 months.

b. Constant efforts will be made to utilize group travel whenever and wherever practicable.

c. Temporary additional duty orders which do not require the performance of official travel and for which expenditures are not reimbursable from appropriated funds are:

(1) TEMADD orders issued where travel and duty are performed on business of exchanges, special services, officers messes, enlisted clubs, etc. These will always be prepared in letter form, indicate the source of nonappropriated funds from which reimbursement will be made.

d. TEMADD orders which are permissive type (authorization) orders.

(See Joint Travel Regulations, pars. 6453 and 6454.) These orders authorize, as differentiated from direct, the traveler to proceed on temporary additional duty and indicate that the travel may be performed at the option of the individual. This type of order is issued to permit the individual, when the benefit to the service is not sufficient to warrant expenditure of Government funds, to be officially absent from duty and to travel at his own expense as necessary for purpose indicated. Examples of such purposes are:

(1) Attendance at civilian meetings.

(2) Participation in nonservice sponsored athletics or other contests.

(3) Taking of bar or other forms of examinations. Such orders must always include a paragraph which gives the member the alternative of deciding whether or not he wishes to undertake the expense, and if not, to provide for cancellation of the orders. This type of order will never be issued where the performance of official Government business is required and directed and thereby reimbursable from appropriated travel funds.

**e.** TEMADD orders involving attendance at meetings of technical, scientific, professional and other similar organizations will be issued in accordance with SecNavInst 4651.8 series.

3. 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 negating maximum economies 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 issued by him. To this end, each command issuing orders must:

a. Determine that the travel and/or temporary additional duty is not only desirable, but necessary.

**b.** Direct travel within the continental United States by Government transportation when it is available and when it has been determined that this mode of transportation is satisfactorily capable of meeting military requirements. Direct travel outside the United States, to, from, between and within areas by Government transportation, Military Airlift Command/Military Sea Transportation Service, when available.

c. Prescribe a definite itinerary whenever practicable, avoiding using such terms as "authority to visit additional places" and "authority to revisit."

d. Limit the duration of temporary additional duty in each case to the minimum time required for the accomplishment of the mission. If individuals are required to overstay the period of temporary additional duty indicated in their orders, a written modification of orders or confirmation of verbal instructions must be issued.

4. TEMADD orders are of two types, those which direct the performance of official Government business and those which are permissive orders. (See Joint Travel Regulations, par. 6453.)

a. Directed: (See figures 5-7 and 5-8.)

(1) Date. Travel orders must be dated on or prior to the date on which the travel begins. Orders which are issued subsequent to the commencement of travel shall:

(a) Confirm or approve the verbal or telephonic instructions which directed the performance of the travel. When such is the case, the last paragraph of the confirmation orders should read: "Due to the urgency of the travel involved, it was not practicable to issue written orders prior to commencement of the travel." While orders

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5152

may be confirmed after the travel has been performed, it is not possible to modify orders so as to retroactively authorize and/or change, reduce or increase monetary entitlement.

(2) Headings shall include the following:

From: (Title of officer authorized to issue orders)  
To: (Grade, name, service number, MOS and component)  
Via: (Title of the commander through whom forwarded, if necessary)  
Subj: Temporary additional duty; orders to  
Ref: (a) (Identify the reference which authorized the commander to issue the orders)  
Encl: (1) (These may be indicated as required)  
(A copy of NavCompt Form 2021 or superseding form will be attached to all temporary additional duty orders for the convenience of the individual in recording his itinerary)

(3) 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 naval aviators and naval aviation pilots who are currently assigned duty in a flying status, temporary additional duty in a flying status involving operational or training flights should be shown in the order. This may be done by adding the abbreviation (DIFOT) after the name. The order is directive in nature, therefore, the traveler must carry out the order as written or if unable to do so he 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 temporary additional duty or termination date must be indicated in the orders.) Upon completion you will return to your present station and resume your regular duties." ".....to Washington, D. C., reporting to the Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, for temporary additional duty in connection with..... ." Care must be exercised 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." The following statement should be used only when the nature of the TEMADD 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" and "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 mandatory, except when duty is under instruction, that temporary additional duty orders contain a directive for an officer to report. If an officer is not ordered to report, no reporting endorsement is necessary, and the officer's own certificate of itinerary, dates, and modes of travel are acceptable for reimbursement purposes. The foregoing is an administrative procedure and does not obviate the absolute requirement of reporting in person to the Commander in accordance with article 1231, U.S. Navy Regulations. Nor does it obviate the requirement for certificates as indicated in paragraph 4451, Joint Travel Regulations, when government quarters or mess are not available.

(d) If the utilization of any available government quarters is deemed to be impracticable and such utilization would adversely affect the performance of the assigned duties, the following may be included in the

order (see Joint Travel Regulations, paragraph 4451); "While performing this duty, utilization of Government quarters is not required as it is considered such utilization would adversely affect the performance of the duty." Enlisted personnel are to be directed to report in every case where practicable. 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.

(e) The order must contain a statement indicating the reason for the travel. Example: "...in connection with inspection of ordnance material." "...to attend a symposium on aviation safety." "...to attend a conference concerning supply matters." Personnel should not be ordered to temporary additional duty under instruction if they are not to attend a regularly established course. Rifle marksmanship requalification is considered field duty and should be indicated as such in orders. (See SECNAVINST 7220.24 series.) When personnel are so ordered, they should report for temporary additional duty in connection with matters pertaining to the subject. Example: where it is impracticable to state the definite purpose, such as a classified mission, orders should read "...for temporary additional duty in connection with Marine Corps matters." Care must be taken 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 Commandant of the Marine Corps prior to commencement of the travel. See SECNAVINST 4651.8 series 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 return to their permanent duty station and resume their regular duties upon the completion of the temporary additional duty. If a member is ordered to further temporary additional duty from a temporary additional duty station, he should be directed, upon the completion of the further temporary additional duty, to return to his previous temporary additional duty station and resume his previous temporary additional duty, or to his permanent duty station and resume his regular duties, whichever is appropriate.

(g) Authorization of per diem

1. No mention, except as indicated in subparagraphs 2 and 3, below, should be made in the order to indicate entitlement to reimbursement for per diem for the travel or temporary duty performed. Instructions of this type serve no useful purpose, inasmuch as the member's entitlement to reimbursement for travel is prescribed in the Joint Travel Regulations and settlement will be made on this basis. When orders involve field duty as defined in Joint Travel Regulations, paragraphs 4201.6 and 4250.3, orders shall so indicate in accordance with SECNAVINST 7220.24 series. In addition to the duties outlined in Joint Travel Regulations, paragraph 4201.6, the following duties are considered to be field duty and orders should state this fact:

a. Personnel of Inspector-Instructor staffs of Reserve units while on annual field training with such units.

b. Personnel who are ordered to an activity as augmenting or support troops for the operation (annual field training, maneuver, exercise, etc.), such as guards, cooks, messmen, instructors, technicians, and rifle range coaches.

c. Personnel of a unit engaged in the establishment or closing-out phases of the operation, as

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5152

distinguished from personnel engaged in the actual advance planning or critique phases.

d. Personnel of a unit engaged in cargo loading and unloading, transporting ammunition, and laying communication wire incident to the operation.

e. With the exception of the advance planning and critique phases, personnel are considered on field duty during the entire period of the operation, training, maneuver, exercise, etc., which includes the period from the date such operation, etc., was activated to include the date it was deactivated and not merely the dates of the exercise period.

2. When a member is directed to perform temporary additional duty at the place from which he commutes daily (place of abode) to his assigned duty station, he is not traveling "away from his designated post of duty," and he is not entitled to a per diem allowance and transportation. This information will be included in the orders. In this instance, no appropriation data need be shown in the orders.

3. If reduced per diem or no per diem has been directed by the Commandant of the Marine Corps, specific reference to the directive must be included and information as to the amounts authorized must be entered for use by the disbursing officer. As indicated in footnote y to paragraph 4205-5, Joint Travel Regulations, reduced per diem or no per diem must be specifically directed.

(h) Inoculations and immunization. When it is necessary that the traveler have inoculations and immunization prior to departure from the United States, the temporary additional duty orders should direct that they be obtained and that the individual should be directed to have completed Form DD 737 or superseding form in his possession.

(i) It must be indicated in the orders, that an order permitting a member to travel, as distinguished from directing a member to travel, does not entitle him to expenses of travel. (See par. 6453, Joint Travel Regulations.)

(j) Orders will contain a paragraph indicating the degree of security clearance of the individual when the duty to be performed involves access to classified information and material.

(k) 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 disbursing officer making settlement on the orders with the information as to the appropriation to be indicated on the settlement voucher.

(4) Temporary additional duty orders issued in connection with the performance of travel on temporary additional duty for Marine Corps Exchanges or for Special Services will always be issued in letter type orders. They may contain essentially the same information in each paragraph as discussed in above subparagraphs. The last paragraph, however, will not contain appropriation accounting data for appropriated travel funds. (Certain orders such as those prepared in connection with olympic games may be chargeable to appropriated funds if specifically directed by the Commandant of the Marine Corps.) A statement must be included to indicate which fund will furnish reimbursement for the expense incurred. A statement as in the following example will suffice: "Reimbursement for the expenses incurred in the execution of these orders will be borne by the ....fund."

b. Permissive: (See figure 5-9.)

(1) Temporary additional duty orders which are issued to authorize or permit a member to travel, as

distinguished from directing the travel (see paragraph 1320, Marine Corps Manual), have no specific requirements as to the performance of duty and provide for no reimbursement. It will be noted that the member is "authorized" to proceed and that a provision is included which gives the member the choice to refuse the orders if he decides that he does not want to go or to bear the expense. In orders which "direct" as distinguished from "authorize," the member has no choice but to comply. The specific differences of this type order with that discussed in subparagraph 2d, above, are:

(a) The individual is authorized to proceed,

(b) The individual is not necessarily required to report,

(c) The individual does not have any special instructions,

(d) There is no appropriation or fund indicated from which reimbursement in any form will be made.

#### 5153 PERMISSIVE (EMERGENCY LEAVE FROM OVERSEAS TO THE CONTINENTAL UNITED STATES ONLY)

1. Instructions for emergency leave from overseas to the continental United States are contained in subparagraph 9151.3.

#### 5154 REPEATED TRAVEL ORDERS (See figure 5-10.)

1. Repeated travel orders are orders which authorize a Marine to perform travel from time to time as necessary for the purpose stated in his orders.

2. Repeated travel orders are issued by the Commandant of the Marine Corps, or by commands authorized to issue temporary additional duty orders, to personnel who regularly and frequently make trips away from their permanent duty station in performance of assigned duties. Repeated travel orders allow any necessary number of

separate round trip journeys from the permanent duty station. Each separate journey may necessitate stopover for duty at one or more places before returning to the permanent duty station. Travel must not be solely between place of duty and place of lodging.

3. Repeated travel orders do not expire upon the individual's return to his permanent duty station, but continue in effect until expiration of time limit or by automatic cancellation upon detachment from permanent duty station to which such orders pertain.

#### 5155 MOVEMENT ORDERS (See figure 5-11.)

1. Movement orders are those orders which direct a change of location, involving travel, of an organization.

2. Movement orders must meet the applicable requirements prescribed for travel and will contain such other instructions as necessary to accomplish the desired change of location.

3. When the movement of an organization will result in authorizing or requiring transportation of dependents and/or household effects, original change of station orders and/or a certificate in lieu of orders will be furnished to all officers and noncommissioned officers concerned. Orders which constitute change of station orders may be accomplished by directing or authorizing the officer in charge or the commander to countersign copies of the unclassified movement orders in accordance with article 1608, U. S. Navy Regulations. When groups are deployed as a unit under conditions where per diem is authorized, individuals will be entitled to per diem at a reduced rate as indicated in the Joint Travel Regulations.

#### 5156 ORDERS TO ACTIVE DUTY

1. Orders to active duty involve travel by Retired and Reserve personnel from the place at which they are residing at the time of assignment to active duty to the specified duty station. These

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5157

orders should stipulate whether or not the duty is expected to be for 6 months 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. (See figure 5-12.)

b. Orders to temporary active duty. (See figure 5-13.)

c. Orders to active duty in the Reserve Program. (See figure 5-12.)

d. Orders to active duty for training. (See par. 4, figure 5-3.)

2. Orders to extended active duty are orders to active duty for a definite or indefinite period of time, but for not less than 90 days. These orders should stipulate whether or not the duty is expected to be for 6 months or more.

3. Orders to temporary active duty are orders to active duty for a limited and specified period, and which direct, upon completion, release to inactive duty. They may only be issued at the request of the individual concerned. These orders should stipulate whether duty is for training or other than training and whether duty is contemplated for 1 year or more if for training and for 6 months or more if for other than training.

4. Orders to active duty in the Reserve Program are orders which place an individual, at his own request, on active duty in connection with the planning and administration of the Reserve Program. Release from active duty in the Reserve Program may be effected in accordance with such policies as established by the Commandant of the Marine Corps. These orders should stipulate whether or not the duty is expected to be for 6 months or more.

5. Orders to active duty for training are orders to active duty, for a limited period, for the purpose of training. These orders should stipulate whether

or not the duty is expected to be for 1 year or more.

6. Orders to active duty and relief therefrom will be issued by the Commandant of the Marine Corps or as directed.

### 5157 ORDERS FOR SHORE PATROL

1. Upon assignment of a member to shore patrol duty, orders must be issued in writing.

2. General shore patrol orders will contain the following:

a. Names of members on shore patrol.

b. Hours, dates and place of duty.

c. Officer to whom to report for duty.

d. What subsistence and/or quarters allowances, if any, are allowed, and the disbursing officer who will pay these allowances.

e. Uniform to be worn.

f. Appropriate 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 subparagraph 2, above, 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 member who is required to procure quarters while away from his permanent duty station or naval vessel will also contain the following:

a. Within continental United States:

"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 permanent duty station is located and your daily return to your permanent duty station is considered to be impracticable." The last sentence of this quotation is not required in the case of a member assigned to shore patrol duties in a nontravel status away from a naval vessel.

b. Outside continental United States: "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 will 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 permanent duty station is located and your daily return to your permanent duty station is considered to be impracticable." The last sentence of this quotation is not required in the case of a

member assigned to shore patrol duties in a nontravel status away from a naval vessel.

#### 5158 ABSENTEE ORDERS

1. Figure 5-14 setting forth some of the more usual circumstances, will be used as a guide in the issuance of orders to absentees and deserters. Care must be exercised to ensure that the individual executes a receipt for his original orders. A duplicate original of the orders will be retained in the files of the issuing organization. As indicated in paragraph 143, Manual for Courts-Martial, United States, 1951, the duplicate original must contain all relevant signatures. The orders must also be specific as to the exact date and hour the individual is to report.

#### 5159 ORDERS TO PROCEED HOME AWAITING RESULTS PHYSICAL EVALUATION BOARD

1. Instructions for ordering personnel to proceed home to await results of a physical evaluation board are contained in paragraph 13452.

2. Orders for officers will be requested from the Commandant of the Marine Corps.

3. Figure 5-15 is a sample of orders to be issued to enlisted personnel.

## PART E: SPECIAL ORDERS

### 5200 USE OF SPECIAL ORDERS

1. The Use of Special Orders. As a medium of the implementation of transfer and travel directives and for administrative changes, special orders provide a means of effecting an economy in personnel and time in order preparation when compared with the medium of separate letters. This is accomplished by listing the changes authorized or directed and indicating the instructions to subordinate commands or personnel concerned in abbreviated form. Exceptions occur when the complexity of the instructions are as not to lend themselves to the abbreviations or the physical limits of the special order, or when there is a need for rapid communication. The exceptions will continue to be promulgated in the regular correspondence forms, i.e., by message, letter or speedletter.

a. Special orders will be promulgated as needed by Headquarters, U.S. Marine Corps, major commands, posts, stations, Marine detachments ashore, Organized Marine Corps Reserve Units, separate administrative organizations, brigades, regiments, battalions or comparable units. Issuing agencies will number their special orders consecutively in separate series for each calendar year and will retire them 1 year after promulgation.

▶ b. Special orders published by the Commandant of the Marine Corps are directives to commanders of units listed in column 2 therein to effect the action shown for personnel of that command, and are not to be considered as meeting the requisites of a competent travel order as defined in the Joint Travel Regulations, paragraph 3001.

c. All commanders of units named in column 2 of the Marine Corps Special Order are authorized to republish, in organizational special orders, the directives contained therein for personnel attached to organizations under their command.

(1) One signed copy, stamped "Original Orders" and one additional copy of each Marine Corps Special

Order will be forwarded to commanders of units listed in column 2 for action. The action required and the manner of effecting such action is indicated in the following portion of this order.

(2) For permanent change of station, one copy will also be forwarded to the commanders of units listed in column 4 for information. If a Marine Corps Special Order directs a member to report to one activity for temporary duty or temporary duty under instruction and upon completion, to further report to another activity for duty, an information copy will be furnished both commands.

### 2. Instructions Relating to the Content of Special Orders

a. References. Special orders issued by subordinate commands will reference the Marine Corps Special Order or other directive as well as the special order or the directive which may have been issued by a higher echelon of command, as authority for effecting each action.

b. Distribution. Subordinate commands will be furnished the original and such number of copies of the major command's special order as may be required to effect the action for members attached to those commands. Copies of organizational special orders will not be forwarded to the Commandant of the Marine Corps, except when the approval of the Commandant of the Marine Corps as provided for in paragraph 1052, Navy Travel Instructions, is required. In the case of reduction of personnel, copies are required by the Commandant of the Marine Corps (Code DHB). One copy should be furnished for each person concerned. If copies of special orders, not required by current regulations to be forwarded to the Commandant of the Marine Corps, are determined to be of interest to the Commandant of the Marine Corps, they may be forwarded, marked for the cognizant staff section, or accompanied by a letter indicating the nature of their importance.

c. Abbreviations. Certain standard terms and phrases may be abbreviated in the preparation of orders in the special order form, speedletter and rapid communication form. Those abbreviations contained in chapter 17, will be utilized. Abbreviations not contained therein, but which, through long usage and custom, are understood by all concerned, may be used.

(1) Orders containing abbreviated terms and phrases should not be used for Marine Corps personnel on duty outside the military service.

d. Publishing by type. Orders may be published by type of changes to be effected on any one date, 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 the personnel are being directed to report.

(2) If a special order with a large number of changes of station is being promulgated, each member whose name appears thereon may be given the first sheet bearing the heading, the appropriation data and the paragraph number, the last sheet with the signature, and if his name is on neither of these, an intervening sheet bearing the special order number, paragraph number and the Marine's name with all the remarks pertaining to him. These sheets will compose the order and will meet the requirements for competent travel orders as stated in paragraph 3001, Joint Travel Regulations.

e. Paragraphing. The normal sequence of paragraphing will be as indicated in figure 5-3. When a paragraph is not used, those which are required will be numbered consecutively.

f. 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."

g. Action required on directives received subsequent to Marine's departure. If a member affected by an administrative change, a modification or a cancellation thereof, which does not mean change of station, temporary duty or temporary additional duty, has been transferred prior to the receipt of a special order directing the administrative change, the commander of the organization from which the member was transferred will forward a signed copy or an applicable portion of the special order directing the change to the member's new duty station for action. For changes of station, temporary duty or temporary additional duty, notify the issuing activity immediately by message.

h. Modifications. Special order modifications must be prepared in the original for delivery as were the original orders and they become a part of the original order.

i. Cancellations. When a cancellation of change of station or temporary additional duty orders is received subsequent to the movement of the member concerned, the Commandant of the Marine Corps (Code DF), will be notified of the circumstances by message.

j. Signatures. Special orders will be signed in accordance with article 1608, U. S. Navy Regulations.

k. Endorsements on special orders directing travel or the performance of temporary additional duty. The commander of the activity issuing the order will prescribe, by endorsement, on special orders directing travel, the effective and the reporting date, if such is not already specifically prescribed, adding any supplementary instructions he may deem necessary. This is also applicable to all other types of order directing travel.

(1) Special orders designated "Original Orders" which direct travel will be endorsed by the member to whom applicable, as to the date, hour, and place of receipt, with a statement for enlisted personnel to the effect that he

understands to whom and where he is to report and the exact date and time he is required to report. See the first endorsement contained in figure 5-16. This is also applicable to all other types of orders directing travel.

(2) Overseas commands are exempt from complying with subparagraph (1), above, where reporting in continental United States is required. The Marine Corps activity within the continental United States to which the member first reports from an overseas command will ensure that the receiving endorsement is accomplished.

4. The term "do" may be used when it is desired to signify a repetition of all or part of an entry. It will be used only when it is desired to signify a repetition of all or a part of an entry immediately preceding the one in which they are used.

### 3. Clerical Instructions for the Preparation of Special Orders

a. The following are instructions for preparing special orders effecting change of station, temporary additional duty, release from active duty and active duty for training of reservists. Instructions must be included in the paragraph heading or after each item where applicable in these types of orders for appropriation accounting data to which expenses are chargeable. Permanent change of station orders, including those requiring temporary duty en route, will be published in the first paragraph and will direct changes of station for both officer and enlisted personnel. (See par. 1 of fig. 5-3.)

b. Column 1, entitled "Name" will contain the names of personnel listed alphabetically by grade, last name and initials, service number, designation USMCR in the case of reservists and all military occupational specialty numbers assigned the particular Marine. The grade of warrant for chief warrant officers and pay entry base dates for the grade of corporal will be entered by the organization in orders prepared by them or included in the

endorsement, if orders are prepared by an echelon above that having the Marine's records. When the transfer of Marines is directed by number, grade, MOS and specific prerequisites, such will appear in this column also. Whenever orders have been initiated to fulfill a quota issued by Headquarters, U.S. Marine Corps, the quota serial number must be included in this column. (The quota serial number will be published in column 2 of the Marine Corps Special Order.) Furnish name, grade and service number of personnel ordered, and the quota serial number, no later than 10 days prior to detachment to the Commandant of the Marine Corps (Code DF).

c. Column 2, entitled "Transferred From" will identify the organization from which the member is being transferred. With the exception of members returning to the continental United States as members of a rotation draft from organizations in the Far East, subordinate echelons issuing special orders, or endorsing extracts of orders (see fig. 5-17) prepared by senior commands, will include therein the title of the diary reporting unit on whose rolls the Marine is being carried. Organizational designations so entered will include their geographic location. The Marine Corps Special Order will not use geographic locations in this column for the following commands:

FMFLant  
FMFPac  
Marine Divisions  
AirFMFPac  
Marine Aircraft Wings  
ForTrps FMFPac  
ForTrps FMFLant  
1stMarBrig FMF  
All Marine Corps Districts

(1) Conditional remarks; e.g., "Prov ext enl," "Prov reenl pd 6 yrs," etc., and instructions to the command pertaining to any certain member should be entered in this column.

d. Column 3, entitled "DofD" (meaning Date of Detachment) will contain the date on which orders are effective. When a member is to be re-

lieved by another, the term "RELBY" will be substituted for a specific date.

e. Column 4, entitled "Report To" will identify the organization to which the Marine is being transferred and to whom he will report for duty. In each case, the commander of the unit, the organization and the location of the organization will be indicated. Since Navy numbers and Army Post Office 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 duties to be performed by the Marine; e.g., "DIFOT," "DUSODA," "DIFOTSODA," duty in a specialist category, or relief for a designated person, will be entered in this column. When an individual is to be transferred to a command for DUSODA or DIFOTSODA the commander of the organization to which the individual is to be transferred will inform the detaching command of the individual's duty assignment 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 military occupational specialty upon completion of a course of instruction. In organizational special orders, this column will also contain authority for the issuance of the order for the member concerned, identifying the Marine Corps Special Order or the senior echelon order by number.

◆ (1) The Monitored Command Code will be shown in accordance with instructions contained in paragraph 5150.2e(1).

f. Column 5, entitled "By," will indicate the date 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 he 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.

(1) 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 command writing the orders, 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 travel time 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 permanent change of station order, which are contained in paragraph 1 of the order. Column 4, headed "Remarks" will contain the place or activity from which the Marine was ordered to active duty and the home of record. In addition, any information pertinent to the Marine may be entered in this column; e.g., the activity to which assigned upon release from active duty. (See par. 2 of fig. 5-3.)

h. Temporary additional duty will be published in paragraph 3. There are four columns in this paragraph. They are entitled "Name," "Permanent Duty Station," "Report To," "By," respectively. Generally, the orders to temporary additional duty of personnel will be treated as prescribed for permanent change of station. In addition to the general requirements for the "Report To" column discussed in subparagraph e, above, column 3 of temporary additional duty orders will include the purpose of the temporary additional duty and the approximate duration thereof; this is required to enter an obligation of funds. Supplementary instructions, such as mode of transportation to be utilized, instructions to the activity to which the Marine reports; e.g., requirement for endorsement certifying period member performs hazardous duty, etc., will be entered in this column also. (See par. 3 of fig. 5-3.)

i. Orders for active duty for training of reservists will be published in

paragraph 4. The six columns comprising this paragraph are entitled "Name," "Organization," "Report To," "Period," "PEBD" and "Remarks," respectively. Entries in column 1 will be the same as entries discussed in subparagraph h, above. Entries in column 3 will be made in the same manner as required by subparagraph e, above, and will contain an indication of the time and date the member is to report. Column 4 will specify the period or the duration of the active duty for training. Column 5 requires the entry of the pay entry base date. Column 6 will state the purpose of the active duty for training, type; i.e., aviation or ground, and any supplementary information pertinent to the member; e.g., "DIFOT auth" and security clearance requirement. (See par. 4 of fig. 5-3.) Active duty for training orders will no longer be promulgated by the Marine Corps Special Order, but the instructions are indicated herein for compliance by organizations concerned.

4. Clerical Instructions for the Preparation of the Administrative Change Portion of Special Orders

a. Designation, assignment, reassignment, or request for nominations. Paragraphs requiring these actions will be prepared in the form illustrated in paragraphs 5, 6, 7, and 8 of figure 5-3.

(1) A reassignment may be directed from one activity to another located at the same station. Such reassignment may be directed only when there is no expense to the Government involved in connection with the change of status of the member concerned.

b. Reduction. The reduction of enlisted members will be published in the form illustrated in paragraph 9 of figure

5-3. The "Date of Rank" column will indicate the date of rank to which reduced. The "Remarks" column will show the reason for reduction. A copy of the reduction order for each person concerned will be furnished the Commandant of the Marine Corps (Code DHB).

c. Change of MOS. Changes of MOS for members will be in the form illustrated in paragraph 10 of figure 5-3.

d. Interclass transfers within the Marine Corps Reserve. Interclass transfers of members within the Marine Corps Reserve will be published in the form illustrated in paragraphs 11 and 12 of figure 5-3. Paragraph 11 is an example for transfer of officers from Class III (Volunteer USMCR) to Class II (Organized USMCR). Paragraph 12 is an example for transfer of officers from Class II to Class III, or from one Organized Reserve unit to another. The above administrative change is no longer being promulgated by the Marine Corps Special Order, but is indicated herein for compliance by organizations concerned.

(1) In the case of naval aviators transferred to Class II, the abbreviation "DIFOT" will be shown in the "Remarks" column.

(2) Pay Entry Base Date (PEBD) will be shown under the "Remarks" column upon transfer of Reserve officers from Class III to Class II.

e. Modifications and cancellations. These actions will be prepared in the form shown in paragraphs 13 and 14 of figure 5-3. An original must be prepared, signed and delivered to each individual concerned.

## PART F: TRAVEL OF TROOPS

### 5250 NUMBER OF PERSONNEL TO BE DETAILED IN CHARGE OF INDIVIDUAL'S TRAVELING IN A GROUP

1. When enlisted personnel are to perform travel in a group consisting of less than ten persons, the senior shall be detailed to take charge. For the travel involved by larger groups, a sufficient number of noncommissioned officers shall be detailed to take charge. When the size of the group consists of over a hundred persons, a sufficient number of unrestricted officers will be detailed to take charge.

2. The following deviation from the above is authorized for movement of graduate recruits from Marine Corps Recruit Depots when mode of transportation utilized is chartered air or bus:

Group Size	Supervisory Personnel	Travel Status Supervisory Personnel
Under 50	Senior Marine in Group or Designated Graduate Recruit	Permanent Change of Station (PCS)
50 - 100	1 Staff NCO or NCO	PCS or Temporary Additional Duty (TEMADD)
Over 100*	1 Officer and 1 NCO	PCS or TEMADD

\*Applicable only in unusual circumstances. Seldom will the Marine Corps utilize an aircraft capable of carrying over one hundred personnel.

### 5251 TRAVEL OF TROOPS BY VESSEL

1. Marine Corps personnel and other individuals attached to a Marine Corps organization, which performs travel aboard a vessel, shall be subject to the applicable instructions contained in the following:

a. U. S. Navy Travel Instructions.

b. Navy Department Instructions for Vessels of the Military Sea Transportation Service.

c. Such current instructions as may be issued by the Commandant of the Marine Corps.

2. General instructions as to the use and procurement of vessel transportation may be found in chapter 2, U. S. Navy Travel Instructions.

3. Ordinarily all subsistence is furnished and no travel expenses are involved in travel of enlisted personnel on a government vessel.

### 5252 PREPARATION FOR MOVEMENT OVERSEAS BY VESSEL

1. In addition to the instructions contained herein for travel of troops, the preparation for movement overseas by vessel requires the accomplishment of certain prescribed processes. These additional requirements for travel of troops by vessel are prescribed herein as the responsibilities of the individual in charge of an organization which has been activated for the purpose of vessel travel, or the commander of an organization destined for movement overseas. These responsibilities are:

a. When necessary, he will be responsible for the proper organization, equipping, supplying, security and training of the unit prior to embarkation for movement overseas.

b. Preparation of personnel

(1) Ensure that all personnel have been examined for physical fitness for duty at the overseas destination to which they are going.

(2) Ensure that all inoculations required by the Medical Department, U.S. Navy, are completed.

(3) Ensure that all Record of Emergency Data Forms DD 93-1, or superseding forms, are up to date.

(4) Ensure that the subjects of allotments, insurance and wills have been explained to all personnel.

(5) Ensure that all personnel are given sufficient "change of address" (NavPers 693) cards and proper instructions for filling them out.

(6) Ensure that all personnel are instructed in the existing regulations regarding movement of dependents and that, where applicable, sufficient copies

of orders and/or certificates, in lieu of orders are furnished personnel for the transportation of dependents and household effects.

c. Ensure that all personnel have not less than the minimum articles of clothing specified in pertinent allowance publications, and that deficiencies are filled and replacement of unserviceable clothing is made prior to departure.

d. When required, ensure that all equipment and supplies specified for the movement are assembled.

e. When it is desired or required, request authority from the appropriate commander to send advance details to staging areas, to ports of embarkation or to destination to arrange for billeting, messing and handling of supplies and equipment.

f. Render such reports, information and assistance as may be required by the controlling officers at the port of embarkation.

g. Be responsible for the preparation and proper disposition of required embarkation rosters and debarkation rosters.

h. Be responsible for reports of casualties during travel.

i. Submit such reports as may be required.

#### 5253 TRAVEL OF TROOPS BY COMMERCIAL RAIL, AIR, BUS AND STEAMSHIP CAR- RIERS

1. The general instructions for procurement of commercial rail, air, bus and steamship transportation are contained in the Military Traffic Management Regulations (NAVMC 1175), and the U. S. Navy Travel Instructions. Responsible officers will advise the local Marine Corps supply officer, who handles commercial transportation, as far in advance as practicable of the transportation arrangements required.

2. Adequate numbers of personnel will be detailed in charge of units or those groups organized for travel by commercial rail, air, bus or steamship transportation (see par. 5250).

3. The individual in charge of the organization performing travel will be responsible for the following:

a. Conduct and strict accountability of all personnel under his charge.

b. Assignment of medical personnel when travel is performed by troop carrier.

c. Proper handling and safeguarding of flammables and ammunition.

d. Inspection of carrier equipment in the presence of a responsible representative of the carrier, both before and after travel, for cleanliness, adequacy, state of repair, and for the purpose of ascertaining damage for which the Marine Corps may be held responsible.

e. Submission of reports as may be required by additional instructions.

4. Instructions for the use of Marine Corps meal ticket, procurement of additional meals and action in case of loss of meal tickets are contained in chapter 2, U. S. Navy Travel Instructions.

#### 5254 TRAVEL OF TROOPS BY GOVERNMENT AIR

1. Travel of troops by government air transportation will be in accordance with Department of the Navy Regulations covering aircraft of the Military Air Transport Service and aircraft of the Department of Defense other than scheduled aircraft.

2. Within the limits of their authority, commanders authorized to direct air travel of troops will prescribe the responsibilities and such other instructions pertinent to local conditions.

#### 5255 TRAVEL OF TROOPS BY GOVERNMENT VEHICLE

1. Within the prescribed limits of authority for the use of government vehicles, commanders who direct travel for an organized group or organization by government vehicles, also will prescribe the responsibilities of the individual in charge and such other information and instructions necessary to accomplish such travel.

## 5256 BAGGAGE IDENTIFICATION MARKINGS INCIDENT TO MOVEMENT OF TROOPS OR INDIVIDUALS

1. Commanders, in preparing enlisted personnel for travel incident to transfer either as a group or individually, shall require such personnel to maintain sufficient identification with each separate piece of personal baggage. Form NAVMC 10241-SD, United States Marine Corps Baggage Identification Check, will be used for this purpose. The owner's name, grade, service number, organization, present station destination, and home address is considered as sufficient identification. The name of the organization, present station, and destination will be omitted when required for military security.

2. The internal identification prescribed in paragraph 1, above, is in addition to required external identification marking and is a means of identifying the owner of personal baggage which may have had the external markings defaced or lost and which may be found in the possession of a commercial carrier after having been carried by hand, checked, or shipped.

3. Commanders, through their personal affairs officer and in coordination with their supply officer, shall maintain a close contact with local agents of commercial carriers in order that Government property contained in unclaimed or undeliverable personal baggage of Marine Corps personnel may be recovered from the carrier and, where possible, that such baggage may be delivered to the owner thereof.

4. Commanders of all Marine Corps activities will ensure that personnel under their jurisdiction are informed of the importance of promptly claiming and repossessing all personal baggage which they may have shipped or checked with a commercial carrier.

## 5257 DISPOSITION OF EFFECTS PREPARATORY TO MOVEMENT OF TROOPS OR INDIVIDUALS

1. In preparing enlisted personnel for travel incident to transfer either as a

group or individually, commanders are responsible for instructing such individuals in the disposition of personal baggage, effects, or household goods. Individuals will be advised that the Marine Corps assumes no obligation for storage and safekeeping of baggage and effects, except household goods in amounts authorized by Joint Travel Regulations, paragraph M8003, for enlisted personnel of pay grades E-4 with over 4 years service and E-5s through E-9s. Personnel will further be advised that baggage and effects in excess of the checkable free baggage allowance provided on tickets of the common carriers, in cases of individual or small group transfers, and baggage and effects in excess of established allowances, in cases of troop movements, must be disposed of by and at the expense of the individual.

2. Under certain emergency circumstances, Joint Travel Regulations, paragraph M8012, authorizes the shipment at Government expense up to 200 pounds of personal baggage of an individual not otherwise entitled to a weight allowance. Emergency circumstances warranting shipment of baggage at Government expense include separation from baggage by official order or limitations imposed on baggage weight by the carrier providing air transportation. In such cases, the difference between allowable weight and 200 pounds may be shipped at Government expense.

3. In any instance where an individual is separated from the rolls of an organization because of transfer, discharge, etc., and his personal baggage or effects do not accompany him, the commander of that organization shall initiate immediate steps to effect delivery of such baggage or effects to the owner. Shipment of such effects may be made at Government expense providing the owner of the effects is eligible therefor; otherwise the cost of shipment must be borne by the individual concerned. (See Joint Travel Regulations, chapter 8.) If the new duty station or place of residence is not known, such information shall be requested of the Commandant of the Marine Corps

(Code DN), along with any other information or instructions required locally to effect disposition. Personal baggage or effects regardless of the circumstances involved, will in no case be retained in storage beyond the length of time necessary to effect disposal unless it is definitely known that the individual concerned is to return to the organization.

**5258 RECEIPT OF PERSONAL EFFECTS OR BAGGAGE RETURNED TO THE UNITED STATES FROM A THEATER OF OPERATIONS**

1. Commanders of Marine Corps activities shall cause an inspection to be made of the personal effects and baggage of all personnel joining the command directly from a theater of operations. This inspection shall be made by an officer who shall recover from such baggage all items of restricted articles of captured enemy material such as explosives, automatic weapons, radios, radar equipment, flammables, etc. Unrestricted articles of captured enemy equipment, unless covered by proper clearance certificate, shall also be recovered. No inspection is required of personal effects and baggage of personnel having in their possession an inspection certificate accomplished prior to departure from a theater of operations or en route to the United States.

2. Unaccompanied personal effects and baggage received by a Marine Corps activity from a theater of operations and which are not readily deliverable to the owner, will be forwarded to the nearest Marine Corps Personal Effects and Baggage Center without delay. When such effects can be delivered to the owner, it is a further responsibility of the appropriate commander to ensure that restricted articles of captured enemy material of the type mentioned in paragraph 1, above, and unrestricted articles of captured enemy material not covered by proper clearance certificate, are removed from such effects prior to delivery of the effects to the rightful owner. Confiscated items of this nature, other than explosives or flammables, will be forwarded to the appropriate Personal Effects and Baggage Center for final disposition. Confiscated explosive or flammable items will be destroyed in accordance with local instructions.

3. Commanders of Marine Corps activities which are located in the vicinity of ports of entry or air terminals will maintain liaison with authorities of the latter activities to ensure prompt and safeguarded delivery of effects of Marine Corps personnel to the owners thereof or shipment to the appropriate Marine Corps Personal Effects and Baggage Center.

**PART G: CONDUCT OF MARINE CORPS PERSONNEL TRAVELING  
BY COMMERCIAL CARRIER**

**5300 RESPONSIBILITIES OF OFFICERS ISSUING ORDERS INVOLVING TRAVEL**

1. All officers who issue orders involving travel will take necessary action to ensure the proper conduct of Marine Corps personnel while traveling on public conveyance.

2. Prior to transfer or leave, personnel will be informed that those guilty of misconduct while in a travel status are subject to disciplinary action. Each superior in the chain of command will be responsible for ensuring that all persons under his command are fully indoctrinated regarding their responsibility to conduct themselves in a military and decorous manner which will reflect credit on themselves as well as the naval service.

3. Personnel performing travel will be informed that the military police, air police, shore patrol, and Armed Forces police are placed on public carriers to preserve order, prevent misbehavior, give advice and assistance to military personnel and that they have authority over all service personnel.

4. When travel of a group has been directed, a responsible individual will be placed in charge. The individual as designated will be responsible for the conduct of the members of the group.

5. In the case of a single traveler, instructions as to his proper conduct may be issued orally at the discretion of the commander who issues the orders.

6. No small arms ammunition will be issued to or carried by individuals traveling by public carrier except the minimum amount necessary for the security details as may be specifically prescribed. All small arms ammunition, whether for security purposes or carried in bulk with organizational supplies, will be strictly accounted for by the individual in charge.

**5301 SPECIFIC INSTRUCTIONS GOVERNING CONDUCT TO PERSONNEL TRAVELING BY PUBLIC CONVEYANCE**

1. Applicable instructions pertaining to the following regulations will be brought to the attention of each individual performing travel by public conveyance.

a. Full cooperation between the individual traveling and carrier personnel is of great importance and all persons will govern themselves accordingly.

b. For the settlement of any disagreement between the troops under his charge and carrier personnel, the individual in charge will be the only person authorized to present the matter to carrier personnel.

c. When the individual in charge has occasion to seek the correction of any deficiency by carrier personnel, he will deal only with the appropriate carrier representative.

d. No action will be taken that is intended to affect or may in any way affect the schedule or the operation of any public conveyance.

e. Stops to exercise troops may be arranged for special trains, if desired, provided such stops are included in the request for rail routing (see par. 306002a, Military Traffic Management Regulations (NAVMC 1175)). When exercise stops are desired, the request for routing should state approximate times in order that the railroads can include them in the original operating schedule of the special train. Stops to exercise troops will only be considered for special trains operating for troop movements. In no case will the officer or man in charge request the conductor to make an exercise stop unless such stop was requested in advance and included in the original operating schedule of the train.

f. Personnel will not detrain without specific authority from the individual in charge or such persons as he may have designated.

g. When trains are in motion, personnel:

(1) Are forbidden to remain on platforms, steps or tops of cars.

(2) Shall not pass between cars not equipped with fully closed platforms without authority from the individual in charge or such person as he may have designated.

(3) Will not be permitted to remain dangerously near any open doors.

h. Personnel are prohibited from:

(1) Damaging or destroying any carrier property.

(2) Removing any carrier property from the place assigned by carrier employees.

(3) Throwing anything from a public conveyance.

(4) Throwing or putting down lighted smoking articles, except in receptacles provided for that purpose.

(5) Smoking in berths when berths are made up for sleeping.

i. Lavatories, and drinking facilities will be used only for the purpose intended.

j. Rifles will not be hung on hooks near windows, but will be placed in baggage racks or such other places provided; weapons will not be discharged without specific order; and the use of firearms or other weapons, except to protect life and property, will not be authorized.

k. Personnel will neither regulate, nor attempt to regulate, the heating or air conditioning equipment.

l. Dependents are prohibited from riding on troop trains or busses and aircraft chartered for troop movements.

m. The individual in charge will designate responsible individuals of appropriate grade to command the troops in each separate car, bus or aircraft.



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON 253 D. C. 20380

IN REPLY REFER TO  
DFA1-e jm-35  
10 Jan 1964

From: Commandant of the Marine Corps  
To: 1stLt George R. DOE 072000/7302/2020 USMC (DIFOT)  
2d Marine Division, Fleet Marine Force, Camp Lejeune,  
North Carolina  
Via: (1) Quartermaster General of the Marine Corps  
(2) Commanding General, 2d Marine Division, Fleet  
Marine Force

Subj: Permanent change of station

1. On such date during February 1964 as the Commanding General may designate, you will stand detached from your present station and duties; will proceed to the port of embarkation designated by, thence as routed overseas during March 1964 by the Quartermaster General of the Marine Corps to Kenitra, Morocco. On arrival report to the Commanding Officer, Marine Barracks, Naval Activities (MCC 311) thereat for duty.
2. Besides your proceed and travel time, you are authorized to delay 30 days in arriving at the port of embarkation, such delay charged as leave. If you arrive at port of embarkation before the required reporting date for transportation, the period between time of arrival and required reporting date will be charged as leave.
3. The attention of the Commanding General, 2d Marine Division, Fleet Marine Force is invited to Marine Corps Personnel Manual, paragraph 5150.2i for compliance. Marine Corps Orders 1300.8F and P3000.1A apply. In order to assure transportation arrangements for dependents, submit completed Forms DD884 and three copies of orders to the Commandant of the Marine Corps (COS7) immediately upon receipt of area clearance.
4. Your attention is invited to Marine Corps Order 5512.4C concerning passports which will be required for your dependents at such time as their entry may be approved.
5. Immunization is required in accordance with BUMEDINST 6230.1D before detachment.
6. A total baggage allowance of 120 pounds is authorized for all travel via aircraft outside the continental United States.
7. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.

◆ Figure 5-1

DFA1-ejm-35  
10 Jan 1964

8. TravChar appn 1741105.2753, MPMC-64, OC 21, EAN 74120 off  
tv1, 74150 depns tv1; OC 22, EAN 74152 trans HHG; OC 12, EAN  
74157 DLA; BCN 44690, BCAN 27.

WALLACE M. GREENE, JR.

Copy to:  
CG FMFLant; CO MB NavActs Morocco; Comdr NavActs Morocco  
CMC (DFA-2; DFA1-2; DFF-2; DFE-2; AAZ-2)  
1stLt DOE - 30

SAMPLE LETTER TYPE PERMANENT CHANGE OF STATION ORDERS

◆ Figure 5-1.--Continued.

## HEADQUARTERS U. S. MARINE CORPS

NO CARBON PAPER REQUIRED  
WITH THIS FORM.

NAVMC HQ 317-ADM (REV. 9-63)

DRAFTED BY Mr. Roel SMITH	ORIGINATOR'S OFFICE CODE DF-mao-2	ROOM NO. 1106	EXTENSION NO. 42498	PRECEDENCE <input type="checkbox"/> IMMEDIATE <input type="checkbox"/> PRIORITY <input checked="" type="checkbox"/> ROUTINE
RELEASED BY E. A. DOWPED)	(Signature)		DATE 10 JAN 64	

(Date/Time Group) (OCT)

FROM: CMC

TO: CG MARCRUITDEP SDIEGO

INFO: CG FMFPAC  
COMFOURTEEN  
CINCPACFLTMARCORPAXOFF SFRAN  
COMSEVENTHFLT  
CINCPAC

UNCLAS

FOR MAJGEN J E ROE 06222/9903 USMC. ON 15FEB STAND DET PRESENT  
STA DIR PROREP OIC MARCORPAXOFF SFRAN FOR TEM AND FURTRANS TO  
OAHU HAWAII. ARREP NTL 1MAR CG FMFPAC (MCC 110) FORDU AS DEPUTY  
COMDR FMFPAC. AUTH DELREPANY UNTIL NLT 1MAR. IMMUNQUIRED ACD  
BUMEDINST 6230.1D BEFORE TR. MARCORPERSMAN PAR 5150.5, 5150.2G,  
MCO 1300.8E and P3000.1A APPLY. IN ORDER TO ASSURE TRANS ARNG  
FOR DEPNS SUB COMPL FORMS DD 884 AND THREE COPIES ORDERS TO OIC  
MARCORPAXOFF SFRAN IMMED UPON RECEIPT THESEO. TRAVCHAR APPN  
1741105.2753 MPMC-64 OC 21 EAN 74120 OFF TVL 74150 DEPNS TVL OC  
22 EAN 74152 TRANS HHG OC 12 EAN 74157 DLA BCN 44690 BCAN 27

COPY TO: CMC (A; AC; D; AD; DF-2; DFA-4; DFF-2; APB; DFB; DFB3;  
DFC)

SAMPLE MESSAGE TYPE ORDER

OUTGOING UNCLASSIFIED MESSAGE

 Figure 5-2



**DEPARTMENT OF THE NAVY**  
**HEADQUARTERS UNITED STATES MARINE CORPS**  
 Washington, D. C. 20380

DF/jfs/mao/gtw  
 10 January 1964

**MARINE CORPS SPECIAL ORDER**  
**NUMBER. . . . . 00-00**

1. The following permanent changes of station are directed. TravChar appn 1741105. Subhead, 2750 Grad Recruits; 2751 to & from DUINS excess 20 wks within CONUS; 2752 within CONUS; 2753 to from or within OS (Incl to or from DUINS); as apropr, MPMC-64 OC 21 EAN 74120 off tvl, 74121 enl tvl; 74150 (Off), 74160 (Enl Entl) depns tvl; OC 22 EAN 74152 (Off), 74162 (Enl Entl) trans HHG; OC 12 EAN 74157 (Off), 74167 (Enl Entl) DLA; BCN 41690 Grad Recruits; 42690 to & from DUINS excess 20 wks within CONUS; 43690 within CONUS; 44690 to, from or within OS (Incl to or from DUINS), BCAN 27. CO pers tr HawArea dir comply MarCorPersMan par 5150.4. MCO 3574.2B applies to all male pers tr OS. MCO 1300.8F & P3000.1A apply to all pers tr OS. MarCorPersMan par 5150.2i applies to pers entl depns trans & being tr to a NONREST area OS. MarCorPersMan par 5150.2g applies for transfers to, from or between overseas stations.

Name	Transferred From	DofD	Report To	By
Capt DOE A E 061111 7333	3dMarDiv (Rein) FMF	Dur Mar64	DIFOTSODA 2dMAW FMFLant (MCC 142) w/30 days delrep	
1stLt ROE A B 071111 USMCR 7333	do	do	CG 3dMAW AirFMFPac MCAS ElToro (MCC 143) w/30 days delrep	
Capt MOE S S 069999 USMCR 7304/7331	1stMAW AirFMFPac	do	DIFOTSODA 2dMAW FMFLant (MCC 142) w/30 days delrep	
1stLt DOE S B 072222 3402/0802	1stMarDiv (Rein) FMF (JTR par 7005 applies)	DATEDSG	CO MB NS SFran w/30 days delrep for TEM & furtrans 3dMarDiv (Rein) FMF (MCC 125) IMMUNQUIRED	15Apr64
MSgt GLISAN R G 661477 0369	1stMarDiv (Rein) FMF	do	CG MCB 29 Palms Calif (MCC 015)	do
1 Cpl MOS 1391 Min 9 mos AcDu remain upon rpt	ForTrps FMFLant (Ser #222233)	do	Comdt MCS Quant (MCC 012)	do
2 enl (LCpls/below) MOS 1391 Min 9 mos AcDu remain upon rpt	do except (Ser #222234)	do	do	do
SSgt GNINWORB J H 1078636 0141	ForTrps FMFLant	WD	do	

-1-

Figure 5-3

2. The following releases from active duty are directed in accordance with MCO 1900.1D. TravChar appn 1741105.2754, MPMC-64, OC 21, EAN 74120 off tv1, 74150 depns tv1; OC 22, EAN 74152 HHG, BCN 45690, BCAN 27.

Name	Organization	ED	Remarks	By
1stLt ROE J E 062022 USMCR 7302/7331	2dMAW FMFLant	On 1Apr64	ORDACDU fr Grosse Point Mich HOR same	
1stLt WOOD D C 062222 USMCR 0302	2dMarDiv FMF	Before 4Apr64 after 31Mar64	ORDACDU fr Baton Rouge La HOR same	

3. The following temporary additional duty under instruction is directed. TravChar appn 1741106.2710 O&MMC-64, OC 21, EAN 76767, BCN 24620, BCAN 27. Furn copy of orders iss to CMC (DFF).

Name	Permanent Duty Station	Report To	By
Capt SMITH A G 053000 0130	MCRDep SDiego	CO MB NB Npt NavScol NavJustice prd abt 7 wks C1 cvn 5Apr64 GOVAIRDIRVAIL II COMPRET	1400 2Apr64
GySgt JONES Q R 355555 0141	2dMarDiv FMF	CG MCB CamLej AdvSupAdminCrs C1 #15 C1 cvn 10Feb64 prd abt 18 wks (NTI none auth) COMPRET	8Feb64

4. The following reservist is assigned to active duty for training on such date as will enable him to proceed and report for active duty for training as directed below. Each reservist will be required to certify in his "Receiving Endorsement" that he considers himself to be free from any illness or injury which would cause him 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 the 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 in accordance with Article 1577 of Manual of the Medical Department. TravChar appn 1741108.2731, RPMC-64, OC 21, EAN 74530, BCN 41631, BCAN 27. Pay and allowances chargeable to appn 1741108.2731, RPMC-64, OC 11, EAN 71530, BCN 11631, BCAN 27. MCO P1571R.43 Chap 3, Part A appl.

Name	Organization	Report To	Period	PEBD	Remarks
Maj JONES S 08001 USMCR 0302	9th MarCorDist	CG LanForTraUPac Coronado SDiego not before 1630 5Apr64 nor later than 0800 6Apr64	6-17Apr64	21Dec50	(Gnd) to attend Basic PhibStf PlanningCrs

5. The following designation is directed.

Name	Organization	ED	Type	Remarks
2ndLt BLACK B C 09000 0130	MB NAS MtFId	3Apr64	AcctOff	MarCorPropAcct Ser #544

6. The following assignment is directed.

Name	Organization	ED	Type	Remarks
GySgt RED B C 1090001 0141	MCRDep PISC	4Apr64	DUINS	C1 #30 CruittScol C1 cvn 7Apr64 & FFT by HQMC

7. The following reassignments are directed.

Name	Organization	ED	Report To	Remarks
Sgt BROWN T 145555 0141	2dMAW FMFLant	WD	CG MCAS CherPt (MCC 022)	Fordu
Sgt DOE R S 1288888 3531	do	WD	do	do

8. Nominations will be submitted as directed below.

Submitting Organization	For Assignment To	No. Nom.	Qualifications Required	By
2dMAW FMFLant	I-I Stf 3dMTBn USMCR	2	Cpls MOS 3516 qual IAW MCO 1300.20 Pers not in receipt of orders by 10Mar64 not sel	

9. The following reduction is directed.

Name	Organization	To	Date of Rank	Remarks
SSgt ROE D O 372000 0141	MB NB NorVa	Sgt	10Jan64	Incompetency Auth

10. The following changes of MOS's are directed.

Name	Organization	From	To
1stLt DOE E D 061074 0301	2dMarDiv FMF	Pri MOS 0301 voided	Pri 3030 ElecSupO
MSgt SMITH C O 200999 0141/0369/8111	HQBn HQMC ArlVa	Add MOS 8111 voided	
SSgt BLACK T P W722000 0141	do		Asg add MOS 0171 Personnel Data Analyst

11. The following transfer in the Marine Corps Reserve is directed. Any travel involved will be performed at no expense to the Government. Subject to each reservist voluntarily accepting these orders, he is transferred to the Class of Reserve indicated. These orders are null and void until he indicates by endorsement hereon that they are voluntarily accepted by him. During the actual performance of regular drills and periods of equivalent instruction or duty pursuant to this order, 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 training performed which are the same or an interrupted continuation of the training contemplated by these orders. Each reservist will endorse on the original and one copy of his orders the following "(Date), (Place). I hereby voluntarily accept these orders. (Signature), (Rank), (Service No), USMCR". The reservist will be further requested to deliver the copy of the order, bearing the above endorsement signed by him, to his commanding officer, for attachment to his qualification record book.

Name and Address	Transferred From	ED	Transferred To	Remarks
Capt MOE A L 033000 7333 6201 West Ave Mt Vernon NY	C1 III AvnU 1st MarCorDist	10Feb64	4thCommBn ForTrps FMF USMCR Bklyn	PEBD 20Jul52 DIFOT

-4-

Figure 5-3.--Continued.

5-52  
Ch. 7

12. The following transfer in the Marine Corps Reserve is directed. Any travel involved will be performed at no expense to the Government.

Name and Address	Transferred From	ED	Transferred To	Remarks
Maj CORN R B 020000 3030 20213 Green Street Winthrop Mass	C1 II 1stBn 25thMar 4thMarDiv FMF USMCR Bsn	12Feb64	C1 III GSU 1st MarCorDist Garden City Long Island NY	

13. The modification of the following order is directed.

Name	Organization	Reference	Modification
Sgt ROE T M 1200000 0141	MCRDep FISC	Par 1 SONo 00-00	"Transferred From" colm to read: MCRDep FISC (JTR par 7005 applies) Ref dir rpt CO MB NS Sfran furtrans 3dMarDiv (Rein) FMF (MCC 125)

14. The cancellation of the following order is directed.

Name	Organization	Reference	Reference Directed
SSgt BLACK O C 1100000 3041	MB NB LosA LBeach	Par 1 SONo 00-00	Rpt CG MCSC Barstow Calif

WALLACE M. GREENE, JR.  
General, U. S. Marine Corps  
Commandant of the Marine Corps

-----  
Distribution: Standard

# CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5301

HEADQUARTERS  
FORCE TROOPS, FMF, ATLANTIC  
CAMP LEJEUNE, NORTH CAROLINA

10 Jan 1964

FORTRPS SPECIAL ORDER)  
NUMBER.....00-00)

Ref: (a) MCSO 00-00

1. In accordance with reference (a), effective at 0800 20 January 1964 the below named men are transferred to Marine Corps Schools, Quantico, Virginia (MCC 012) for duty:

Name		Lv Address	Nr days lv remaining
Cpl ROE L L		Box 12 RD1 Seth	10
1878787 (1Jan59)	1391	NC	
(Ser #222233)			
PFC JOHNS K D		1220 S 6th ST	5
1989876	1391	Katee NC	
(Ser #222234)			
PFC KING R U		1601 4th Ave	2
1998654	1391	New Bert NC	
(Ser #222234)			
PFC HERBERT P U		RD4 Herbert	0
1913154	1391	Wisconsin	

2. The above named men are authorized to delay until not later than 5 February 1964 in reporting to the Commandant, thereat, such delay, less proceed (if entitled) and travel time, to be chargeable as annual leave. Any request for extension of leave will be made by telegram direct to the Commandant, Marine Corps Schools, Quantico, Virginia stating the reason for the request and number of days leave remaining to their credit as indicated opposite their names.

3. TravChar appn 1741105.2752, MPMC-64, OC 21 EAN 74121 enl tvl, 74160 depns tvl (enl entl); OC 22, EAN 74162 trans HHG (enl entl); OC 12, EAN 74167 DLA (enl entl), BCN 43690, BCAN 27.

M. M. SEE  
By direction

SAMPLE ORGANIZATIONAL SPECIAL ORDER

Figure 5-4

5-53  
Ch. 7

NAVMKOS-4281

<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>ONE FOR URGENT LETTERS ONLY</b> </div>		SPEED		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>DO NOT CLEAR THROUGH COMMUNICATION OFFICE</b> </div>	
(One box must be checked) <input checked="" type="checkbox"/> REGULAR MAIL <input type="checkbox"/> SPECIAL DELIVERY <input type="checkbox"/> AIR MAIL <input type="checkbox"/> REGISTERED MAIL		CLASSIFICATION  UNCLASSIFIED		IN REPLY REFER TO  DFA2-ejm-36	
TO: Commanding General 2d Marine Aircraft Wing Fleet Marine Force, Atlantic Marine Corps Air Station Cherry Point, North Carolina				DATE 10 Jan 1964 <b>NAVAL SPEEDLETTER—</b> Permits dispatch or informal language. May be sent (1) with enclosures, (2) in a window envelope (size 8 1/4" x 3 3/4"), if contents are not classified as confidential or higher, (3) to both naval and nonnaval activities. Is packaged 500 sheets of white or of one color: yellow, pink, or green.	

(Fold)

UPON COMPL DIFOTINS AND WD ON OR ABT 1FEB64 TR FIRSTLT J WHITE JR  
 072000/7304 USMCR DIR PRO WITH THIRTY DAYS DELREP CO MARBKS NAVSTA  
 SFRAN FOR TEMDIFOT AND FURTRANS JAPAN. ARREP REP CG FMFPAC WESTPAC  
 \*\*  
 FOR FURTRANS TO FIRST MAW (MCC 146) FOR DIFOT. IMMUNQUIRED IAW  
 BUMEDINST 6230.1D BEFORE TR. JTR PAR 7005, MCO 1300.8F, P3000.1A  
 AND MARCORPERSMAN PAR 5150.2G APPL. TRAVCHAR APPN 1741105.2753 MPMC-64  
 OC 21 EAN 74120 OFF TVL 74150 DEPNS TVL OC 22 EAN 74152 TRANS HHG  
 OC 12 EAN 74157 DLA BCN 44690 BCAN 27.

WALLACE M. GREENE, JR.

— \*\*WHEN AN INDIVIDUAL IS TO BE TRANSFERRED TO A COMMAND FOR DUSODA OR  
 DIFOTSODA THE COMMANDER OF THE ORGANIZATION TO WHICH THE INDIVIDUAL IS  
 TO BE TRANSFERRED WILL INFORM THE DETACHING COMMAND OF THE INDIVIDUAL'S  
 DUTY ASSIGNMENT AS SOON AS POSSIBLE.

## SAMPLE NAVAL SPEEDLETTER TYPE ORDER

COPY TO: CG FIRST MAW; CG AIRFMFPAC; CG FMFPAC; CG FMFLANT; CO VMR-353; CO MARBKS NAVSTA SFRAN; REP CG FMFPAC WESTPAC CMC (DFA-2; DFA2-2; AAZ-2; DFF-2)		← SENDER'S MAILING ADDRESS Address reply as shown at left; or reply hereon and return in window envelope (size 8 1/4" x 3 3/4"), if not classified as confidential or higher.	
ADDRESS: [ COMMANDANT OF THE MARINE CORPS HEADQUARTERS U. S. MARINE CORPS WASHINGTON, D. C. 20380 ]		CLASSIFICATION	

Figure 5-5

11-10001

CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5301



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON 25, D. C. 20380

IN REPLY REFER TO  
DFC-e jm-37  
10 Jan 1964

From: Commandant of the Marine Corps  
To: MSgt John DOE 560000/5563 USMC  
Marine Corps Base, Camp Lejeune, North Carolina  
Via: Commanding General, Marine Corps Base

Subj: Temporary additional duty; group travel orders

1. When directed 15 March 1964 by the Commanding General, you will take charge of the following named enlisted men, will proceed and report by 20 March 1964 to the Commanding General, Marine Corps Recruit Depot, San Diego, California for temporary additional duty under instruction in the Ground Radar Repair Course:

Sgt Robert BLACK 1522222/5541 USMC  
Cpl Rone WHITE 1560000/0141 USMC  
PFC William ROE 1690000/0141 USMC  
PFC Edward BROWN 1642222/0141 USMC

2. Upon completion of the above temporary additional duty, on or about 9 April 1964, you will return with the men in your charge to your present station and resume your regular duties.

3. These orders constitute group travel orders as defined in Joint Travel Regulations, paragraph 4100.

4. Immediately upon receipt of these orders you will report to the Unit Transportation Officer for necessary transportation and meal tickets for necessary subsistence enroute.

5. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.

6. TravChar appn 1741106.2710, O&MMC-64, OC 21, EAN 76767, BCN 24620, BCAN 27.

C. C. SMITH  
By direction

Copy to:  
CG MCRDep SDiego  
CMC (DFB-2; DFB3-3; DS; DFF-2)  
MSgt DOE - 10

SAMPLE LETTER TYPE TEMPORARY ADDITIONAL DUTY; GROUP TRAVEL ORDERS

Figure 5-6

5-55  
Ch. 7

## MARCORPERSMAN



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON 25, D. C. 20380

IN REPLY REFER TO  
DFC-ejm-38  
10 Jan 1964

From: Commandant of the Marine Corps  
To: 1stLt John DOE 070000/0301 USMCR  
2d Marine Division, Fleet Marine Force,  
Camp Lejeune, North Carolina  
Via: Commanding General, 2d Marine Division, Fleet Marine  
Force

Subj: Temporary additional duty; orders to

1. On such date as the Commanding General may designate, you will proceed and report not later than 29 March 1964 to the Coach, U. S. Olympic Basketball Team, U. S. Military Academy, West Point, New York for temporary additional duty for a period of about three months in connection with participation in training and final tryouts for the United States Olympic Team, including Olympic Games in Rome, Italy.
2. If you fail to qualify for the United States Olympic Team, you will return to your assigned duty station and resume 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 competitions arranged by the United States Olympic Committee, including Olympic Games in Rome, Italy, commencing 26 April 1964.
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 regular duties.
4. Immunization is required in accordance with BUMEDINST 6230.1D before departure from the United States.
5. Your attention is invited to Marine Corps Order 5512.4C concerning passports.
6. You will have in your possession your pay and health records.
7. Civilian clothing will be worn upon departure from the continental United States and while overseas in the performance of this temporary additional duty.
8. The United States Olympic Committee is requested to ensure your identification as a U. S. Marine when you are participating in any of the competitions.

Figure 5-7

DFC-e jm-38  
10 Jan 1964

9. No member of the Armed Forces shall be entitled to travel or transportation allowances or to receive basic allowances for subsistence and quarters authorized by Title 37 United States Code for any period during which his expenses for travel or transportation, subsistence and quarters, are being paid by the agency sponsoring his participation in the games and competitions, in accordance with Public Law 11, 84th Congress.

10. For travel within the continental United States, government aircraft is directed where available, otherwise travel via commercial aircraft, rail and/or bus by Government transportation request is directed.

11. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.

12. TravChar appn 1741106.2710, O&MMC-64, OC 21 (TVL AND TRANS OF PERS) and/or OC 26 (SUPP AND MAT), EAN 99934, BCN 58602, BCAN 27.

WALLACE M. GREENE, JR.

Copy to:  
Mr. A. C. Lonborg, Chairman, U. S. Olympic Basketball Team,  
Univ of Kansas Lawrence Kans; Coach, U. S. Olympic Basketball  
Team, U. S. Military Academy, West Point NY  
CMC (DFA-2; DFA2-2; DFA1-2; DSN-2)  
1stLt DOE - 20

SAMPLE TEMPORARY ADDITIONAL DUTY ORDERS

Figure 5-7.--Continued.



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON 25 D. C. 20380

IN REPLY REFER TO  
DFA2-ejm-39  
11 Jan 1964

From: Commandant of the Marine Corps  
To: Major John J. ROE 024444/7331/5610 USMC (DIFOT)  
Office of the Chief of Naval Operations (OP-51),  
Navy Department, Washington, D. C.  
Via: Chief of Naval Operations (OP-09B21)

Subj: Temporary additional duty orders; confirmation of

1. The verbal instruction of the Chief of Naval Operations of 5 January 1964 which directed you to proceed on that date to Norfolk, Virginia for temporary additional duty in connection with training matters, upon completion of which return to your regular duty station and resume your regular duties, are confirmed and approved.
2. Travel via privately owned vehicle was authorized.
3. You departed 1130 on 5 January 1964 and returned and resumed regular duties at 2000 on 10 January 1964.
4. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.
5. TravChar appn 1741106.2710, O&MMC-64, OC 21, EAN 76767, BCN 24620, BCAN 27.
6. Due to the urgency of the travel involved, it was not practicable to issue written orders before commencement of travel.

WALLACE M. GREENE, JR.

Copy to:  
CNO (OP-51; OP-09M)  
CMC (DFA-2; DFA2-2; DFF-2; AAZ-2; ABH-2; HQBN-3)  
Maj ROE - 10

SAMPLE CONFIRMATION OF TEMPORARY ADDITIONAL DUTY ORDERS

Figure 5-8

CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5301



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON 253 D. C. 20380

IN REPLY REFER TO  
DFC-ejm-40  
10 Jan 1964

From: Commandant of the Marine Corps  
To: Major Harold H. BLACK 040000/0130 USMC  
Via: Director, Administrative Division (ABH)

Subj: Temporary additional duty; authorization for

1. On or about 6 April 1964, you are authorized to proceed to Naval Air Station, Key West, Florida and Naval Air Station, Pensacola, Florida for temporary additional duty for a period of about 10 days in connection with training matters.
2. Upon completion of the above temporary additional duty, you will return to your present station and resume your regular duties.
3. These orders are issued with the understanding that no expense to the government for travel and/or per diem is authorized in the execution of these orders. If you do not desire to execute these orders without expense to the government for travel and/or per diem, this authorization is revoked.

WALLACE M. GREENE, JR.

Copy to:  
CO NAS Key West Fla; CO NAS Pncla  
CMC (DFA-2; DFA1-2; ABK; HQBN-3)  
Maj BLACK - 10

SAMPLE AUTHORIZATION FOR TEMPORARY ADDITIONAL DUTY (PERMISSIVE)

Figure 5-9

## MARCORPERSMAN



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON 25, D. C. 20380

IN REPLY REFER TO  
DFAL-mao-1  
10 Jan 1964

From: Commandant of the Marine Corps  
To: CWO3 William E. ROE 039999/2710/3030 USMC  
Marine Corps Liaison Officer, Western Electric Facilities, Bell  
Telephone Laboratories, Burlington, North Carolina

Subj: Repeat travel orders

Ref: (a) JTR, par 3003-3a  
(b) NTI, par 4253

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, North Carolina  
Bell Telephone Laboratory, Whippany, New Jersey  
Federal Telephone Laboratory, Nutly, New Jersey  
Marine Corps Guided Missile Test Unit, Naval Ordnance Test Station,  
China Lake, California  
Marine Corps Supply Activity, Philadelphia, Pennsylvania

2. These orders constitute repeat travel orders in accordance with the provisions of reference (a).

3. You are authorized 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 therefor is authorized in accordance with reference (b).

4. These orders are automatically revoked upon completion of the last trip directed hereunder.

5. Travel via privately owned vehicle is authorized when the distance to be travelled is 37 1/2 miles or less. For all other travel, government aircraft is directed where available, otherwise commercial transportation by government transportation request is directed.

6. TravChar appn 1741106.2710, O&MMC-64, OC 21, EAN 76767, BCN 24620, BCAN 27.

WALLACE M. GREENE, JR.

Copy to: CMC (DFAL-2; DFF-2; DFA-2; AS)  
CWO ROE - 30

SAMPLE REPEAT TRAVEL ORDERS

Figure 5-10

# CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5301

Headquarters  
3d Marine Division (Rein)  
Fleet Marine Force  
c/o Fleet Post Office  
San Francisco, California

10 Jan 1964

From: Commanding General  
To: LtCol William P. ROE 04202/0130 USMC

Subj: Movement orders

Ref: (a) 3dMarDiv Operations Plan 7-49, dated 12Apr49 and  
modifications thereto

1. Commencing on or about 17 April 1964, and in accordance with reference (a) and the embarkation schedule issued by separate instructions, the following units under your command will embark on board the USS RENVILLE (APA-227) for surface transportation to San Francisco, California for debarkation and movement to Camp Pendleton, California, for duty:

	USMC		USN	
	Off.	Enl.	Off.	Enl.
Third Motor Transport Battalion	8	173	1	5
Third Engineer Battalion	6	58	1	6
Headquarters Battalion	<u>50</u>	<u>413</u>	<u>6</u>	<u>14</u>
	64	644	8	25

2. These orders constitute permanent change of station orders for yourself and the organizations listed in paragraph 1, above. Copies of these orders countersigned by you, the Commanding Officer, 3d Engineer Battalion, and the Commanding Officer, Headquarters Battalion, for personnel of those units, will constitute permanent change of station orders for all officers non-commissioned officers, and petty officers entitled to transportation for dependents.

3. TravChar appn 1741105.2753, MPMC-64, OC 21, EAN 74120 off tvl, 74121 enl tvl, 74150 (off), 74160 (enl entl) depns tvl; OC 22, EAN 74152 (off), 74162 (enl entl) trans HHG; OC 12, EAN 74157 (off), 74167 (enl entl) DLA; BCN 44690, BCAN 27.

S. S. DOE

SAMPLE MOVEMENT ORDERS WITH ENDORSEMENTS

Figure 5-11

FIRST ENDORSEMENT on HQ 3dMarDiv (Rein) FMF ltr of 10 Jan 1964

1. These orders constitute original orders of:

First Lieutenant A. B. MOE 030303/0302 USMC

H. I. BLACK  
LtCol., USMC  
Commanding

DISTRIBUTION: Original & (8), each person concerned  
-----

10 Jan 1964

SECOND ENDORSEMENT on HQ 3dMarDiv (Rein) FMF ltr of 10 Jan 1964

1. Received these orders at \_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Time)

\_\_\_\_\_  
(Date)

A. B. MOE  
1stLt., USMC

◆ Figure 5-11.--Continued.

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5301



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON 25, D. C. 20380

IN REPLY REFER TO  
DFA1-mao-24  
10 Jan 1964

From: Commandant of the Marine Corps  
To: Captain Edward B. ROE 065656/0802/0302 USMCR  
2222 19th Court, Houston, Texas  
Via: Director, 8th Marine Corps District, New Orleans, Louisiana  
Subj: Assignment to Active Duty and Active Duty Agreement  
Ref: (a) Section 679 and 680, Title 10 United States Code  
Encl: (1) Active Duty Agreement  
(2) Officer Data Sheet  
(3) Acceptance of orders to extended active duty  
(4) DD Form 98

1. On 25 March 1964 you are assigned to temporary active duty and will report on that date to the Officer in Charge, Marine Corps Recruiting Station, Marine Corps Reserve Training Center, 1902 Old Spanish Trail, Houston, Texas for a physical examination to determine your physical fitness for assignment to extended active duty for a period of active duty commencing on 26 March 1964 and terminating on 31 March 1967, both dates inclusive as set forth in enclosure (1).
2. On 26 March 1964, provided you have been physically qualified or if conditional waiver has been granted, you are assigned to extended active duty pursuant to reference (a) for the term set forth in paragraph 1 and enclosure (1) and you are directed to report with ten days delay (charged as leave), plus travel time for duty to the Commanding General, 2d Marine Division, Fleet Marine Force, Camp Lejeune, North Carolina (MCC 122).
3. If found not physically qualified and conditional waiver is not granted the medical officer conducting the examination is requested to inform the Commandant of the Marine Corps (Code DFA), by message and the unexecuted portion of these orders is revoked.
4. By copy hereof, the Officer in Charge, Marine Corps Recruiting Station, Houston, Texas is directed to witness the execution of enclosure (1) in duplicate, deliver the original to you and mail the duplicate to the Commandant of the Marine Corps (Code DFA).
5. The Commanding Officer of your initial duty station will cause your new expiration of active service date to be reported in the unit diary and recorded in your Qualification Record in accordance with the instructions in the Marine Corps Personnel Manual.

◆ Figure 5-12

6. If you cannot execute these orders you will inform the Commandant of the Marine Corps (Code DFA) by message and return these orders via your District Director for cancellation. In accepting these orders it is understood that you will not request release from active duty before serving a minimum of three years on this assignment. No assurance can be given that a further SWAG or EAD will be granted upon expiration of this SWAG. Attention invited to MCO 1001.24B.

7. Complete enclosures (2) and (3) and forward to the Commandant of the Marine Corps (Code DFA) immediately. Upon reporting at your initial duty station, you are directed to accomplish enclosure (4) without delay, even though this form may have been previously executed. Your Commanding Officer will endorse your orders as required by SECNAVINST 5521.6A, paragraph IV.B.

8. Records of this Headquarters indicate your PEBD is 15 October 1955 and that a satisfactory National Agency Check was completed in your case on 12 October 1956.

9. You are assigned the MOS's indicated opposite your name.

10. Your home of record is recorded as addressed above. If you receive these orders at a place other than that or if the address is not your home of record, you will inform the Commandant of the Marine Corps (Code DFA), by message. Your orders will not be changed to list a new address as your home of record after you start travel under these orders.

11. Travel via privately owned vehicle is authorized and travel time via this mode will be based on 300 miles per day. Proceed time is not authorized.

12. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.

13. TravChar appn 1741105.2750, MPMC-64, OC 21, EAN 74120 off tvl, 74150 depns tvl; OC 22, EAN 74152 trans HHG; BCN 41690, BCAN 27.

WALLACE M. GREENE, JR.

Copy to:

BuMed (Code 33); CG 2dMarDiv; CG FMFLant; OIC MCERS MCRTC Houston, Texas  
CMC (DFA-5; DGL; AFS; AF; DFF-2; DFA1)  
Capt ROE - 20

SAMPLE ASSIGNMENT TO ACTIVE DUTY AND ACTIVE DUTY AGREEMENT

Figure 5-12.--Continued.

## CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5301



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON ~~XX~~ D. C. 20380

IN REPLY REFER TO  
AFC-mao-14  
10 Jan 1964

From: Commandant of the Marine Corps  
To: Major Donald P. MOE 017000/4302 USMCR  
2222 S. Hill Avenue, Lutherville, Maryland

Subj: Temporary active duty; orders to

1. You are assigned to temporary active duty on 4 March 1964 and will report by 0800 on that date to the Officer in Charge, Naval Dispensary, Navy Annex, Arlington, Virginia for a physical examination to determine your fitness for assignment to temporary active duty and if qualified, report immediately to the Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, Washington, D. C., for temporary active duty with the Historical Section, G-3, for the period 4 March 1964 to 31 March 1964.
2. If found not physically qualified for assignment to this duty, you will return to the place to which these orders are addressed and upon arrival stand release from temporary active duty and the unexecuted portion of these orders is revoked and the medical officer conducting the physical examination is requested to notify the Commandant of the Marine Corps (Code AFC).
3. Upon completion and when directed, report to a medical officer for a physical examination to determine your physical fitness for release from duty and if found physically qualified, return to the place to which orders are addressed and upon termination of authorized travel time, stand released from temporary active duty.
4. Your Pay Entry Base Date is 21 March 1942. You are directed to forward to the Unit on whose rolls you are carried, within seven days after completion, one certified copy of orders and endorsements including the Disbursing Officers' final endorsement showing the period for which active duty pay and allowances were paid.
5. Submit your orders to the Disbursing Officer as soon as possible after completion of travel to settle travel expenses.
6. Travel is authorized at your own expense subject to reimbursement. If travel is performed by privately owned vehicle or common carrier, travel time for which active duty pay will be credited will be computed on the basis of actual schedules of public transportation (including air) which would most nearly coincide with the requirements of these orders.
7. TravChar appn 1741105.2750, MPMC-64, OC 21, EAN 74120, BCN 41690, BCAN 27 for assignment to temporary active duty and to appn 1741105.2754, MPMC-64, BCN 45690 with remainder of data as indicated above for release from temporary active duty.

WALLACE M. GREENE, JR.

Copy to: Dir 4th MarCorDist; OIC NavDisp Nav Annex ArlVa  
CMC (DFA-2; DFF-2; AFC-2; HQBN-3; ABH-2; ABK; DH; DP) Maj MOE - 10

SAMPLE ORDERS TO TEMPORARY ACTIVE DUTY

Figure 5-13

5-65  
Ch. 7

## MARCORPERSMAN

## HEADING

FILE NUMBER

DATE

From: (Title of officer issuing orders)  
 To: (Grade, name, service number, and service component of absentee or deserter)

Subj: Orders

Ref: (a) Paragraph 7051, Marine Corps Personnel Manual  
 (b) MarCorps message # \_\_\_\_\_ (use this as a reference only when specific instructions are received to issue orders)

1. Having surrendered to this (activity) (command) at (hour) on (date), you will proceed, as routed below, to (name and location of post, camp, or station) and upon arrival will report immediately to the Commander. (Designation of specific command to which the individual is to report).

ITINERARY OF TRAVEL (Show all stops, transfers and names of transportation facilities)

Depart: (Location) (Hour and date) (Name of transportation Co)  
 Arrive:  
 Depart:  
 Arrive:

or

"1. Having been delivered to this (activity) (command) at (hour) on (date) by (delivering authority), you will proceed as routed below, etc." (This form to be used where individual is taken into custody by civil authorities and subsequently delivered to activity or command which issues the orders).

or

"1. Having (been apprehended by) (surrendered to) (military authority first taking custody) at (hour) on (date) and subsequently delivered to this (activity) (command) at (hour) on (date), you will proceed, as routed below, etc." (This form to be used where individual is taken into custody by military authorities and subsequently delivered to different activity or command which issued the orders).

2. You are advised that deviation from this schedule constitutes disobedience of orders, a serious military offense. Should you not maintain the schedule because of sickness, wreck, or disaster, you will advise your commander by telegram and request instructions. If you are unable to communicate with your commander, you will report immediately to the nearest Marine Corps, Navy, Army or Air Force post or recruiting station and present these orders.

SAMPLE ABSENTEE AND DESERTER ORDERS WITH ENDORSEMENTS

Figure 5-14

CHAPTER 5--TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS 5301

3. By authenticated copy of these orders, your commander is requested to declare you a deserter in event you fail to report immediately upon completion of the travel directed herein.

4. TravChar appn 1711105.2716, MPMC-61, OC 018, EAN 71130, BCN 12690, BCAN 27.

(Signature of officer issuing orders)

FILE NUMBER  
DATE

FIRST ENDORSEMENT on \_\_\_\_\_

From: (Title and station of officer issuing transportation and subsistence)  
To: (Grade, name, service number and service component of absentee or deserter)

1. The following transportation and subsistence was issued on these orders:

(Signature)

(Place) (Date)

1. Received the original of these orders at (Hour) (Date)  
2. I hereby certify that these orders have been read and explained to me and that I understand same.

(Signature) (Sign all copies)

DISTRIBUTION: Signed original to absentee or deserter;  
Authenticated copy to GMC (Code DK);  
Authenticated copy to commander named in paragraph 1 of the orders;  
Duplicate original to file; (i.e. signed copy)  
ADD OTHER DISTRIBUTION AS NECESSARY

AUTHENTICATION: A true copy of original orders issued on (Date), to (Grade, name, service number, and service component), a duplicate original of which is on file in the office of (Designation of organization or office)

(Signature, Grade and Title of Officer)

Figure 5-14.--Continued.

## Heading

Date

From: Commanding Officer  
To: SSgt (E-5) James DOE 913131/6461 USMC

Subj: Orders

Ref: (a) Paragraph 13452, Marine Corps Personnel Manual.

Encl: (1) Form for reporting itinerary of travel  
(2) Form for reporting itinerary of travel

1. Upon discharge from treatment at the U. S. Naval Hospital, you will stand detached from your present station and duties; will proceed to your home or such other place as you may select and await orders pending action on the physical evaluation board proceedings in your case. Your home of record is shown as Boston, Massachusetts.\* You will continue to be carried on the rolls of this organization. You will at all times keep your commander informed of your correct address. (Any travel performed by you in excess of that from your last duty station to your home of record will be at your own expense.

\*When the individual elects to proceed to a place other than home of record, the second sentence of paragraph 1 will be modified to read: "Your home of record is shown as Boston, Massachusetts, and you have elected to proceed to Washington, D. C."

2. When placed on the retired list or when discharged, your leave record will be balanced as of the day prior to the date you are placed on the retired list, or to include the date of your discharge. Time spent awaiting orders will be debited in arriving at such leave balance. You will be entitled to a cash settlement of any balance of unused leave remaining to your credit after deduction for the period of time spent awaiting orders.

3. Your pay record will be retained by the Disbursing Officer (Mailing address of disbursing officer carrying pay record), during the period while you are at home awaiting final action on your case. In order that the disbursing officer may properly adjust your pay record and make reimbursement for travel performed, you will, upon arrival at destination, complete enclosure (1) and return it to the disbursing officer maintaining your pay record. During the period while awaiting final action on your case, all correspondence on matters relating to your pay and allowances will be addressed to the disbursing officer maintaining your pay record.

Figure 5-15

4. In the event you are notified by your commander that you have been found fit for duty or, if your commander notifies you to return to your station of duty for further hearing or tests, these orders will remain in effect for the return travel involved. Upon completion of return travel you will complete enclosure (2) submitting it together with the original and two (2) certified copies of these orders to the disbursing officer maintaining your pay record.

5. TravChar appn 1711105,2718, MPMC-61, OC 029, EAN 74121 enl tvl, 74160 depns tvl (enl entl); OC 031, EAN 74162 trans HHE (enl entl); OC 019 EAN 74167 DLA (enl entl); BCN 41690, BCAN 27

Figure 5-15.--Continued.

## MARCORPERSMAN

ENCLOSURE (1) TO ORDERS OF SSGT (E-5) James DOE 913131/6461

Dated \_\_\_\_\_

Departed \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
(duty station) (hour) (date)

196\_, by \_\_\_\_\_  
(mode of transportation; private auto, rail, commercial air, etc)

\_\_\_\_\_, arrived \_\_\_\_\_  
(home of record or other)

\_\_\_\_\_ at \_\_\_\_\_, 196\_  
place selected) (hour) (date)

\_\_\_\_\_  
(Signature of Member)

NOTE: A form similar to that above, marked enclosure (2), will be prepared for use by the Marine in the event he is notified to return to his duty station.

SAMPLE ORDERS TO PROCEED HOME AWAITING RESULTS OF PHYSICAL EVALUATION BOARD

Figure 5-15.--Continued.

## FIRST ENDORSEMENT

1. Received these orders at (Place of receipt) at (time) on (Date). I understand that I am authorized to delay not later than (time) on (Date) in reporting to (Command which ordered to report to). Such delay, less proceed (if authorized) and travel time, to be chargeable as annual leave.

A. B. SMITH  
GySgt USMC

SAMPLE ENDORSEMENT RECEIPT OF ORDERS

Figure 5-16



**DEPARTMENT OF THE NAVY**  
**HEADQUARTERS UNITED STATES MARINE CORPS**  
**WASHINGTON 25, D. C. 20380**

5301

**MARINE CORPS SPECIAL ORDER**  
**NUMBER..... CC-CC**

E-X-T-R-A-C-T

DF/jfs/gtw/mac  
 10 January 1964

1. The following permanent changes of station are directed. TravChar appn 1741105.2753 MPMC-64 OC 21 EAN 74120 off tvl, 74121 enl tvl; 74150 (Off), 74160 (Enl entl) depns tvl; OC 22 EAN 74152 (Off), 74162 (Enl entl) trans HHG OC 12 EAN 74157 (Off), 74167 (Enl entl) DLA; BCN 44690 BCAN 27. CO pers tr HawArea dir comply MarCorPersMan par 5150.4. MCO 3574.2B applies to all male pers tr OS. MCO 1300.8F & P3000.1A apply to all pers tr OS. MarCorPersMan par 5150.2i applies to pers entl depns trans & being tr to a NONREST area OS. MarCorPersMan par 5150.2g applies for transfers to, from or between overseas stations.

Name	Transferred From	DofD	Report To	By
LtCol MOE N H 016161                      0302/5710	2dMarDiv FMF (JTR par 7005 applies)	Dur Mar64	CO MB NS SFran w/30 days DELREP for TEM & furtrans 3dMarDiv (Rein) FMF (MCC 125) IMMUNQUIRED	
Maj DOE R B 019191                      0130	do	DATEDSG	CO MB NS SFran w/30 days DELREP for TEM & furtrans Japan ARREP Rep CG FMFPac WestPac furtrans 1stMAW AirFMFPac (MCC 142) IMMUNQUIRED	20Apr64
GySgt MOE N W 929292                      0141	do	do	CO MB NS SFran furtrans 3dMarDiv (Rein) FMF (MCC 125) fordu as a May64 repl	do

WALLACE M. GREENE, JR.  
 General, U. S. Marine Corps  
 Commandant of the Marine Corps

SAMPLE MARINE CORPS SPECIAL ORDER EXTRACT

Figure 5-17

MARCORPERSMAN