



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VA 22214-5000

BnO 7220

CO

FEB 10 2021

BATTALION ORDER 7220.1

From: Commanding Officer
To: Distribution List

Subj: HEADQUARTERS AND SERVICE BATTALION, HEADQUARTERS MARINE CORPS,
HENDERSON HALL COMMUTING ORDER

Ref: (a) MCO 1001R.1L W CH 1
(b) Joint Travel Regulations (JTR), Vol I
(c) Joint Travel Regulations, Vol II
(d) MARADMIN 204/15

Encl: (1) Map of Reasonable Commuting Distance

1. Situation. This order governs travel and reimbursement of related expenses in connection with official business within the limits and the local commuting area of Headquarters and Service Battalion, Headquarters Marine Corps Henderson Hall (H&S Bn).

2. Mission. To identify travel and transportation allowances for members assigned to and performing duty at H&S Bn. The enclosure depicts the geographic areas which encompass the outer-limits of the reasonable commuting distance from H&S Bn.

3. Execution

a. Local Commuting Areas

(1) Counties and Independent Cities in Virginia: Albemarle, Arlington, Caroline, Chesterfield, Culpeper, Fairfax, Fauquier, Greene, Hanover, Henrico, King George, Loudoun, Louisa, Madison, Orange, Prince William, Spotsylvania and Stafford Counties, and the cities of Alexandria, Fairfax, Fredericksburg, Manassas, and Manassas Park.

(2) Counties in Maryland: Anne Arundel, Calvert, Charles, Frederick, Howard, Montgomery, Prince George's and Saint Mary's.

(3) District of Columbia.

(4) All cities now and hereafter existing in Virginia or Maryland within the geographic area bounded by the outer boundaries of the combined areas of the aforementioned counties.

b. Privately Owned Conveyances (POC). When a POC is used between a member/employee's residence or PDS and one or more alternate duty/work sites within the local commuting area, the traveler may be paid mileage for

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distance which exceeds the commuting distance per paragraph U3500 of reference (b) and paragraph C2400 of reference (c). Examples are as follows:

(1) Member normally commutes from Springfield, VA to H&S Bn (20 miles round trip). Today the member must travel from Arlington to Quantico (66 miles round trip). The member may be authorized 46 miles of travel (alternate duty site distance minus normal commuting distance).

(2) Member's normal commute is 30 miles round trip to the Permanent Duty Station. Member traveled 10 miles round trip from primary residency to alternate site. In this case, the member is not entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

(3) Member's daily commute is from Woodbridge to Arlington (26 miles round trip). In one month the member accumulates 30 additional miles of on-base driving because of required duties. In this case, member may be authorized mileage for travel performed (30 miles in 1 month), since mileage was required as a part of daily duties and was in addition to normal commute.

c. Reserve Marines. For the purpose of this policy, any Reserve Component Marines performing any form of Inactive Duty periods or active duty to include any category of Active Duty performed pursuant to USC Code 10, Sections 12301a (Full Mobilization), 12304b (Secretary involuntary Call-up ISO Defense in Support of Civilian Authorities, and form of order issued pursuant to section 12301d (Active Duty Operational Support) with an HTC designated aboard H&S Bn and performing active duty aboard H&S Bn:

(1) With a primary residence outside of the reasonable commuting distance will be authorized travel and transportation allowance while performing duty (unless the member voluntarily commutes daily). Per Diem, while authorized, will be provided based upon the availability and assignment of government quarters and messing.

(2) Who voluntarily commute from a primary residence outside the reasonable commuting distance on a daily basis will not be authorized per diem while performing duty.

d. Enclosure (1) prescribes the reasonable commuting limits and provides drive time and distance to H&S Bn from designated cities along the outer limits. Areas within the limits in enclosure (1) are not eligible to receive travel and transportation allowances.

e. Prior Approval. Verbal authorization from the H&S Bn Commander, IMA Program Manager, or CONAD Director will be sufficient for local travel. The traveler must create and submit a local travel voucher in DTS upon the completion of travel.

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f. Approving Officials (AO)/Reviewing Officials (RO)

(1) The Battalion Commander will designate in writing, via DD Form 577, Appointment/Termination Record - authorized signature, the DTS AO. The AO is responsible for completing the "Certifying Officer Legislation (COL) Course." After completion of the training, the AO is responsible for submitting the original DD Form 577 and a copy of the COL Certificate to the DTS helpdesk at HMC AR-3.

(2) When it is determined to be advantageous to the government, AOs may authorize and approve reimbursement for travel expenses necessarily incurred by members conducting official business in the local area. Per Diem can be authorized within the local area when TAD is performed outside of the 50 mile corporate limits of the base. For per diem to be paid, an individual's orders must specifically state, "an overnight stay is required due to mission requirements."

g. Defense Travel System Local Voucher

(1) A Defense Travel System (DTS) local travel voucher will be created for reimbursement of official travel expenses in the local commuting area when overnight lodging is not required. The local travel voucher expenses include commercial transportation, mileage and other allowances for use of POCs, and conferences/tuition fees. When overnight lodging is required, a regular DTS authorization should be created, vice a DTS local travel voucher.

(2) Mileage allowances can only be paid to the owner/operator paying the costs of operating the private vehicle. Passengers in a vehicle are not authorized mileage reimbursement.

(3) Travers must provide a trip-by-trip accounting of all travel performed on official business. When like trips between the same points are made on a repeated basis, one entry on the claim will suffice, provided it reflects the distance between these points and the dates on which the trips occurred.

4. Action. Division/Department/Branch Heads will ensure travelers submit travel vouchers NLT 30 days from the conclusion of travel. This action is necessary to maintain an accurate account of the Commander's budget. Fund administrators will ensure all claims are settled by 30 September of the fiscal year in which travel expenses were incurred.



R. L. WISER

