



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
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ASO 4600.2
CO

14 MAR 2025

AIR STATION ORDER 4600.2

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: OFFICIAL LOCAL TRAVEL FOR MARINE CORPS AIR STATION NEW RIVER

Ref: (a) DoD Financial Management Regulation (FMR) 7000.14-R, Volume 9,
Travel Policy
(b) Joint Travel Regulations (JTR), Uniformed Service Members
and DoD Civilian Employees
(c) MCIEAST-MCB CAMLEJO 11240.1B
(d) MCO 4650.39A

Encl: (1) MCAS New River Local Travel Radius

1. Situation. Temporary Duty (TDY) travel is required to manage the routine and emergent issues facing Marine Corps Air Station (MCAS) New River. Reimbursement to travelers for costs associated with TDY in and around the local area may be required to ensure operation of the various installations continues in a positive and productive manner. Per reference (a), MCAS New River is required to set parameters and publish official guidance for executing official local area travel.

2. Mission. This Order issues guidance and provides authorization for travel and reimbursement of related expenses in connection with official business within the limits and local commuting area of MCAS New River.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide guidance for travel and reimbursement of related expenses during the execution of official business within the limits and local commuting area of the permanent duty station (PDS) of MCAS New River.

(2) Concept of Operations

(a) Local Commuting Area. The local commuting area is the geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment. The local commuting area has been determined by the Commanding Officer (CO), MCAS New River to include MCAS New River, Camp Lejeune, Jacksonville, Wilmington, Cherry Point, New Bern, Kinston, Kenansville, Morehead City, Beaufort, and all areas located within these parameters. See enclosure (1).

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(b) Travel within the PDS Local Area. The use of Privately Owned Vehicles (POV) for official business is authorized under instructions provided in reference (b). Reference (a) provides instructions on the payment of allowances authorized by reference (b). Per reference (b), travel by POV may not be directed, but may be permitted if a government vehicle is not available. The traveler is required to obtain a Non-Tactical Vehicle (NTV) certification of non-availability prior to POV approval. In accordance with reference (c), this can be accomplished by receiving a disapproved Transportation Support Request (TSR) from the local Motor Transport office. If a POV is permitted, the disapproved TSR is required to be uploaded in the Defense Travel System (DTS), as a substantiating record attachment to the Local Voucher. Reimbursements are made only to the traveler responsible for the POV's operating expenses regardless of the number of passengers or which passenger contributes funds to defray the POV's operating costs. When a POV is permitted, reimbursement for mileage is based upon the vehicle's odometer readings. The traveler is only authorized reimbursement for mileage greater than the normal commute from residence to PDS.

(c) Claim Submission via DTS. Local Vouchers must be submitted using DTS for reimbursement of expenses incurred no later than five days after the conclusion of travel in accordance with reference (d). However, if multiple trips are anticipated in one month, the traveler should submit a consolidated Local Voucher after completion of travel for the month. Travelers are not required to generate a Travel Authorization/Order for official local area travel.

b. Tasks

(1) Certifying Officers (COs), Approving Officials (AOs), and Reviewing Officials (ROs)

(a) COs, AOs, and ROs must be designated in writing via DD Form 577 (Appointment/Termination Record-Authorized Signature) by the Appointing Authority. The AO shall submit the original DD Form 577 and a copy of the initial/annual Certifying Officer Legislation (COL) certification to the Lead Defense Travel Administrator, Tier II DTS Helpdesk, located on the 3rd deck of the MCAS New River Station Headquarters, Building AS-211.

(b) COs, AOs, and ROs will be responsible for completing the "COL course" located under the title "Training for Accountable Officials and Certifying Officers (Initial COL)" within the DTS Travel Explorer Module.

(2) Travelers. Any request for reimbursement for using a POV for official travel within the MCAS New River Local Commuting Area and any missed meals associated with the travel, requires the traveler to create a Local Voucher in DTS as detailed in paragraph 3.a.(2)(c).

c. Coordinating Instructions

(1) Definitions. To understand the authorizations and allowances, the following definitions are provided.

(a) Transportation Allowance. The amount of reimbursement depends upon the type of transportation authorized or approved, the type of transportation available, and the type that the traveler uses. The Government will consider the needs of the traveler, the purpose of the travel, the cost, and other factors and then do one of the following: Provide Government transportation, purchase commercial transportation on

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behalf of the traveler, reimburse the traveler for personally purchased transportation, or reimburse the traveler for the use of a POV.

(b) Permanent Duty Station. Member's official station where assigned for duty as a permanent work assignment location. Includes a building or other place (base or military post) where an employee regularly reports for duty.

(c) TDY Travel. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

(d) Business/Official TDY Travel. Conducting business at a location other than the PDS.

(e) Local Area. The local area is defined as the area within the PDS limits and the metropolitan area around the PDS served by the local public transit systems; the local commuting area as determined by the Installation CG/Commander; and the separate cities, towns, or installations among which the public commutes on a daily basis. An arbitrary distance radius must not be defined for the local commuting area.

(2) Travel by POV. Travel by POV within the local commuting area may not be directed, but may be permitted if a Government vehicle is not available. When a POV is used between a traveler/traveler's residence or PDS, and one or more alternate duty/work sites within the local/commuting area, the traveler shall be paid mileage for the distance that exceeds the normal commuting distance.

(a) Government Vehicle Not Available. In accordance with reference (b), the TDY Travel Rate will apply when a Government vehicle is not available. The traveler is required to obtain a NTV certificate of non-availability prior to POV approval as detailed in paragraph 3.a.(2)(b). Mileage for using a POV for local/TDY travel is reimbursed as a rate-per-mile in lieu of reimbursement of actual POV operating expenses.

Example 1: Traveler normally commutes to work from Richlands to MCAS New River (30 miles round trip). The following week this traveler must conduct official business in Morehead City (114 miles round trip). After checking with the local Motor Transport Office, the traveler obtains a disapproved TSR based on NTV non-availability. After completing travel, a local voucher is submitted by the traveler, with the TSR disapproval uploaded as a substantiating document. The traveler will be reimbursed for mileage for 84 miles (alternate duty site distance MINUS normal commuting distance) at the TDY Travel Rate.

(b) Government Vehicle Available. If a traveler uses a POV instead of an authorized, available, but not directed Government vehicle, the Other Mileage Rate, which is a lesser amount than the TDY Travel Rate, must be used for reimbursement.

1. Example 1: Traveler normally commutes to work from Richlands to MCAS New River (30 miles round trip). Although a government vehicle is available, the traveler drives their POV and travels from Richlands to Marine Corps Air Station Cherry Point (130 miles round trip) on official business. The traveler will be authorized reimbursement for 100 miles of travel (alternate duty site distance minus normal commuting distance) at the Other Mileage Rate.

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2. Example 2: Traveler normally commutes to work from Swansboro to MCAS New River (48 miles round trip). Traveler elected to drive their POV to conduct official business at an alternate site that required a 20 mile round trip. In this case, the traveler is not entitled to mileage for the travel performed since the distance traveled is less than the normal commuting distance to the PDS.

3. Example 3: Traveler normally commutes to work from Richlands to MCAS New River (30 miles round trip). Traveler commutes to MCAS New River (15 miles one way) and conducts a normal day's work. At the end of the day, traveler returns to home in Richlands (15 miles one way) but has an official business function later in the evening in Morehead City (114 miles round trip). Instead of returning to base to check out a government vehicle, the traveler elects to drive their POV and will be reimbursed for the full mileage amount (114 miles) at the Other Mileage Rate.

(3) Mileage rates are calculated using the Defense Travel Management Office website: <http://www.defensetravel.dod.mil> and are updated on an annual basis in January.

4. Administration and Logistics

a. Fund Managers will ensure that all claims are submitted by 30 September of the fiscal year in which travel expenses were incurred.

b. Waiver of NTV Certificate for Recurring Local Travel. Exceptions to this policy requiring a NTV certificate of non-availability prior to POV approval for regular recurring local travel will be considered on a case-by-case basis and approved by the Station Executive Officer (XO). A policy waiver letter should be sent to the respective command's XO via the Comptroller, S-8 that should describe the circumstances requiring a waiver, e.g., frequency of required vehicle use per week/month, not being permanently assigned a dedicated government vehicle, location and frequency of permanently assigned work location to off-site places of work, and/or not feasible to make daily trips to the motor pool to check out a vehicle. Waivers will be granted for a 12-month period and must be resubmitted annually.

c. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Station Directives can be found at : https://usmc.sharepointmil.us/sites/MCIEAST_NRAS_ADJ/Orders%20Policies%20Bulletins%20Templates/Forms/Department%20View.aspx.

5. Command and Signal

a. Command. This Order is applicable to all military and civilian personnel assigned and attached to MCAS New River, to include subordinate and tenant commands.

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



G. W. BURNETT

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MCAS New River Local Travel Radius