



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
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08 MAY 2025

COMMANDING OFFICER'S POLICY LETTER 05-25

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

Subj: BUSINESS RULES FOR STATION-FUNDED TEMPORARY ADDITIONAL DUTY AND
GOVERNMENT TRAVEL CHARGE CARD USE FOR MARINE CORPS AIR STATION NEW
RIVER

Ref: (a) MARADMIN 691/13
(b) Joint Travel Regulations
(c) MCO 4600.40B
(d) DON CHRM
(e) 10 U.S.C. § Chapter 47
(f) JAGINST 5800.7G Ch 2
(g) MCO 4650.39A
(h) MCIEAST CG's Policy Letter 009-21

1. Purpose. To publish guidance concerning the use of command funds in the execution of Temporary Additional Duty (TAD) and use of the Government Travel Charge Card (GTCC) to ensure its judicious use in accordance with the references.

2. Cancellation. Commanding Officer's Policy Letter 05-21.

3. Information. The references state that travelers and Approving Officials (AOs) must use prudence in travel and maintain a regard for incurring expenses to be paid by the government as would a person traveling at their own expense. Further, excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility. Due to fiscal constraints, only required training shall be approved. Per reference (h), conference hosting/attendance must be approved by the Commanding Officer or Executive Officer on a SECNAV 5050/2.

4. Action

a. Roles and Responsibilities

(1) Department Heads and AOs will ensure that travel is executed as cost-consciously as possible and not necessarily with regard to personal convenience. Cost comparisons shall be calculated using the Constructive Travel Worksheet (CTW) available in the Defense Travel System (DTS) program in order to determine the lower rate for commercial air travel departing from Albert J. Ellis (OAJ) and Raleigh Durham International airports. Cost comparisons should include privately owned vehicle (POV) mileage for travel to and from the airport and parking fees. The lower rate shall be selected as the mode of travel unless exceptional circumstances exist. OAJ is the servicing airport for the Camp Lejeune and New River area. Wilmington and New Bern airports may be used if the flight, mileage, and parking cost is comparable to OAJ. In addition, cost comparisons of a POV versus a

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commercial rental vehicle shall be calculated in order to determine the lower rate.

(2) A cost comparison shall be provided when the traveler elects to travel by POV or rental vehicle vice commercial air and the distance to the TAD site is greater than 400 miles. Locations such as Quantico, Norfolk, Charlotte, and Beaufort are less than 400 miles per the Defense Table of Distance and do not require a CTW. An honest estimate of fuel for a compact rental car shall be provided. The completed CTW shall be uploaded and attached electronically within the DTS program.

b. Government Travel Charge Card (GTCC)

(1) Per reference (a), effective 1 February 2014, all Marines, Civilian Marines, and members of other United States Armed Services assigned to a Marine Corps command that are not GTCC holders will apply for a GTCC immediately upon notification of an upcoming travel requirement or sooner at the commander's direction. In cases of short notice of travel within the continental United States, the GTCC application and delivery can be expedited, and a card can be delivered within six business days of application submission to the card contractor.

(2) If a GTCC account becomes 60 days delinquent, the Agency Program Coordinator (APC) will notify the cardholder's supervisor within five working days of the delinquency. Upon receipt of the 60-day delinquency notice, supervisors will investigate the matter and take appropriate action to resolve the delinquency. The contracted bank will issue a due process notification if an account is not paid in full within 90 days from the billing date. The cardholder will have 30 days to resolve the delinquent account, or it will be turned over to the Defense Finance and Accounting Service for salary offset.

(3) The Station Commander will take appropriate action to resolve delinquency cases. Potential disciplinary action, as set forth in references (b) and (c) for military service members, and reference (d) for civilian employees, may be considered.

c. Policy

(1) Use of government quarters and messing is directed for military members when the TAD location is aboard a military installation. A civilian employee ordered to a U.S. installation must use adequate and available Government quarters at designated ILP sites. When ordered to an ILP installation where adequate Government quarters are not available, a civilian employee must use other lodging available under the ILP. When ordered to a U.S. installation that is not part of the ILP site, a civilian employee is encouraged, but not required, to use available Government quarters. Government quarters include bachelor enlisted quarters, bachelor officer quarters, and temporary lodging facilities. Orders may be denied based on excessive expense. Department of Defense service members are required to obtain a statement and/or confirmation number of non-availability in order to seek commercial lodging off the installation. Non-availability statements shall be uploaded and attached electronically within the DTS program. Messing at a rate greater than the government meal rate (GMR), must be directed by competent authority and included in the military member's orders or a statement of non-availability for messing issued. The AO can authorize a meal rate greater than the GMR, as needed, based on the

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TAD schedule. Such authorization should be included in the travel orders to the greatest extent possible but does not apply to the Marine Corps Training and Education Command funded school seats. AOs must exercise prudence in the approval of TAD requests and should seek the most cost-effective methods to accomplish the mission.

(2) All orders must be approved prior to the departure date. An AO is culpable if he or she knowingly approves documents that are not in accordance with established travel regulations.

(3) The Commercial Travel Office must be used for commercial reservations to include commercial air, commercial vehicles (rental cars), and commercial lodging that does not involve blocked rooms (Government Quarters/Temporary Lodging Facilities are not included). A traveler who misses or cancels travel arrangements may rebook with the original carrier if the carrier is able to provide a reservation in the same fare class as the original ticketed reservation or on a City Pair Program fare that meets the requirements of the mission. A traveler must also notify the AO of such situations as soon as practicable. If travel changes unexpectedly, the transportation type can be approved after travel has begun if the reasons are acceptable to the AO. Travelers are never authorized to purchase their own commercial airline tickets without specific written approval from the Distribution Management Office.

(4) All orders shall be written with the most accurate estimate of expenses for that trip. Excessive claims could result in non-reimbursement of the voucher (i.e., in and around mileage submitted in the voucher not originally requested in the orders).

(5) Rental vehicles are for official government use only. Travelers may be held responsible for damages that occur outside official use. Reimbursement for the excessive use of fuel or if the vehicle is obtained outside the immediate TAD location may be withheld. Use of the rental vehicle outside of the immediate TAD location where meals are reasonably available may also constitute misuse. Receipts showing that the balance has been paid in full are required for rental vehicle and lodging expenses. Travelers are cautioned that express checkout receipts may not show that the charges have been paid, only the intent to post a charge.

(6) Per reference (b), use of the GTCC is solely for authorized expenses for that cardholder on official funded orders. Cardholders are not authorized to incur charges for other travelers or cardholders.

(7) Per reference (a), automatic teller machine withdrawals will only be authorized when the GTCC physically cannot be used for authorized purchases and the withdrawal must be limited to cover only those expenses.

5. The point of contact is the DTS Administrator, at (910) 449-5449. The point of contact for GTCC support can be reached at (910) 449-5448.


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