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(2) Confusion on the part of Marines and their commanders in areas of travel and transportation entitlements and reimbursements.

(3) Inequitable or questionable use of travel funds.

b. Many of these problems can be reduced or eliminated by the implementation of various provisions of references (a) through (f) which recognize the underlying statutory purposes for the payment of per diem. In this regard, the Comptroller General of the U.S. has consistently held that the purpose of per diem is to meet actual and necessary additional living expenses personally incurred by service members for hotels and other room rentals, meals purchased at restaurants, and incidental expenses which would not have occurred during the same period at their permanent duty station. Further, the U.S. Comptroller General has held that per diem is not a gratuity payable to Marines/civilians because they simply are in a travel status or performing an assignment which is temporary in nature. Therefore, the following guidance is established to ensure that travel funds are expended efficiently and equitably. This guidance is not intended to be nor will it be used to deny legitimate reimbursement and/or payment of per diem in situations where travelers incur out-of-pocket expenses as a result of the performance of official business away from their permanent duty stations.

4. Policy Guidance

a. Local Travel In and Around Permanent or Temporary Duty Stations

(1) As authorized by reference (a), the local commuting area is hereby established as consisting of the entire island of Okinawa for the purpose of reimbursement of local transportation related expenses. For Oahu, Hawaii, the local commuting area is hereby established as consisting of the entire island of Oahu for the purpose of reimbursement of local transportation related expenses. The term "local commuting area" shall not be construed to mean the same as a permanent duty station which is defined in reference (b). Per diem may continue to be authorized within the local commuting area when absolutely necessary to defray expenses, but may not be authorized within the limits of the permanent duty station.

(2) Marines who are permanently stationed at one installation but are performing temporary duties at another installation and are not required to remain overnight, will not be issued TAD orders since they are within the local

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commuting area. They will be directed to use local transportation, as appropriate, or be reimbursed for local mileage and actual expenses as provided for in paragraph 110103 of reference (c).

(3) Per diem entitlement is not based on the availability of a Government dining facility. Members traveling between duty stations on Okinawa or Oahu must be in one of the two following categories since these islands are defined under authority of JFTR paragraph U3500-B, item 2, as local commuting areas:

(a) Local travel - entitled to transportation and missed meals. No orders are necessary and member may be required to use meal card.

(b) TAD - entitled to transportation and per diem. Orders are necessary and all TAD rules apply.

NOTE: Based on the size of Okinawa and Oahu, it would appear that the only time TAD would be necessary would be when a member was required to remain overnight.

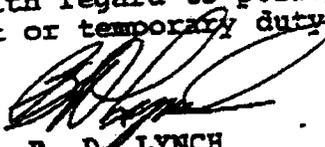
b. Reassignments. Whenever Marines are ordered to perform duty for a period in excess of 180 days at a different installation, they will be reassigned and when appropriate, they will be authorized a local move at government expense as provided by paragraph 6d of reference (f). (Do it yourself moves are encouraged.)

c. Field Duty. Field duty orders are appropriate and should be used to the extent possible. Field duty is defined in reference (b). As discussed in paragraph 40112 of reference (c), field duty, as it relates to the entitlement to per diem, is determined by the nature of the training and the circumstances under which the training is performed. Generally, field duty status exists whenever a Marine participates in field training and incurs no special cost for messing and billeting during the training. Circumstances will sometimes exist and a Marine could be in a field duty status while using permanent messing and billeting facilities, e.g., a unit preparing for maneuver or a field exercise. Tenant commands conducting field duty should ensure adequate coordination is effected with host commands to preclude meal charges at host dining facilities.

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5. Action. Commanders are to ensure that the policy guidance outlined above is followed when directing local travel on Okinawa, Japan or on Oahu, Hawaii.

6. Summary of Revision. Clarification has been obtained and is provided in this change, with regard to policy for local travel in and around permanent or temporary duty stations.


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