UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VA 22134

IN REPLY REFER TO:
7200
C 464
06 JUN 2013

MEMORANDUM FOR DISTRIBUTION

From: Commanding General
To: Distribution List

Subj: TRAVEL SUPPORT FOR STUDENTS ATTENDING FORMAL SCHOOLS TRAINING

Ref: (a) Joint Federal Travel Regulations, Volume 1 (JFTR)
(b) MCO 1153.2B - Management of Marine Corps Formal Schools and Training Detachments
(c) Marine Corps Travel Instructions Manual (MCTIM)

Encl: (1) Reporting/Detaching Endorsement - Basic Example
(2) Reporting/Detaching Endorsement - Detailed Example

1. Situation. Many students attending TECOM formal schools are in Temporary Duty (TDY) status. Each travel situation is different and the circumstances and complexity of each situation varies significantly. The level of student travel support provided at each schoolhouse varies. The frustration caused by a lack of student travel support can cause confusion and anxiety for the student, the parent command, and schoolhouse personnel and greatly impacts the training mission.

2. Mission. To establish guidance, supporting travel for students attending formal courses of instruction.

3. Execution

a. Commander's Intent. Make changes at the institutional and transactional level that better support student travel thereby; (1) improving the training experience, (2) ensuring compliance with travel regulations, and (3) reducing travel costs.

b. Concept of Operations. Part of the TECOM mission is to execute training and education policies, plans, and programs to ensure Marines are prepared to meet the challenges of present and future operational environments. Supporting the students' travel requirements at both the institutional and transactional levels will enhance the student experience and ensure TECOM resources are maximized resulting in increased training opportunities for Marines.

(1) Institutional. In order take advantage of available resources and keep travel costs at a minimum, each schoolhouse must

take steps to improve the overall travel support provided. All schoolhouse commanders will do the following:

(a) Publish travel information for students. Information that will support the student's travel arrangements will be published. There are several means by which to publish this information including posting to the school's website, letter of instruction sent to the student, and Automatic Message Handling System (AMHS) message. The publication must include the following information: (1) servicing airport for the installation/TDY location; (2) available transportation options from airport to school; (3) location and point of contact information for government lodging facilities; and (4) availability, location and hours of government messing facility.

(b) Maximize use of government quarters. Ensure government quarters are used to the maximum extent possible. Government quarters are not limited to "barracks" directly assigned to the school. All government quarters on the installation must be utilized. Government quarters include but are not limited to barracks, transient quarters, BOQ/BEQ, and contracted/privatized lodging facilities. Note: See Appendix A of reference (a) for a complete definition/list of government quarters. Availability and use of government quarters is directly tied to availability of government meals.

(c) Maximize use of government messing. Per Diem is designed to offset lodging and meals and incidental expense (M&IE) costs incurred while performing travel away from the permanent duty station (PDS). Over 80% of all travel costs result from per diem expenses. The proper lodging expense is easily determined and is limited to the expense actually incurred or the maximum TDY locality lodging ceiling, whichever is less. However, determination of the proper meal rate depends on a number of factors. Note: See reference (a), paragraph U4149. The cost for meals varies significantly depending on the meal rate that is prescribed.

1. In accordance with reference (a), paragraph U4155, the Schoolhouse Commander is authorized to determine the appropriate meal rate. For the purpose of this memorandum, "Schoolhouse Commanders" include Commanding Officers, Detachment Officers in Charge (OIC), and School Directors. This does not include course directors, course heads, course chiefs, course OIC's, training officers, personnel officers, or others.

a. Commercial/Locality Meal Rate (CMR). Prescribed when no government meals are available. Rates vary based on locality. ($41-$66 per day for FY13)

b. Proportional Meal Rate (PMR). Prescribed when

1 or 2 government meals are available. Rates vary based on locality. ($27-$39 per day for FY13)

c. Government Meal Rate (GMR). Prescribed when all 3 government meals are available. The standard rate for all locations is $11.55 per day for FY13.

2. With regards to determining the appropriate meal rate, Schoolhouse Commanders will do the following:

a. Prescribe the GMR for all uniformed members attending formal schools for which adequate government quarters are available on the installation and a government dining facility/mess is available for all three meals.

b. Ensure the government messing facility is used to the maximum extent possible.

c. Ensure all training schedules include adequate time for all students to utilize the government dining facility/mess, including movement to/from the facility.

(d) Document status of government quarters and meals. Ensure all programs of instruction (POI) are updated, per the routine POI submission schedule contained in reference (b) to document the availability of government quarters and meals. This information is included in item 20, Reporting Instructions, of the POI. If the mission of the course dictates government meals are "not available" for all or a portion of the duration, the schoolhouse commander must provide adequate justification for non-availability. Justification is limited to the following:

1. No messing facility available on the installation.

2. Night operations conducted during the course for which the messing facility cannot support. "Box lunches" should be utilized if made available by the messing facility.

3. Operations conducted outside the installation.

(e) Identify school travel support Point of Contact (POC). Each schoolhouse must identify a POC for travel support. This POC must be able to communicate with the traveler, the student's parent command and TECOM's Formal Schools Travel Support Section (FSTS) and be able to answer questions related to the student's travel. This POC must be added to the student check-in and check-out procedures.

(2) Transactional. In order to enhance the learning experience, the schoolhouse must take steps to improve the overall

support provide for each student. Improved travel support will (1) ensure compliance with travel regulations; (2) safeguard valuable resources; and (3) protect students from undue financial hardship. All Schoolhouse Commanders will do the following:

(a) Upon check-in

1. Validate that each student has arrived with properly approved TDY orders.

2. Review each student's TDY orders to ensure proper per diem entitlements are authorized based on the conditions of the course and/or the availability of government quarters and/or meals. If necessary, contact the parent command to initiate an amendment to orders.

3. Explain to each student their authorized entitlements and responsibilities as government travelers.

(b) During training

1. Review student's orders in the event of changes to conditions of the course and/or the availability of government quarters and/or meals. If necessary, contact the parent command to initiate an amendment to orders.

2. Monitor student's ability to pay for travel expenses. Contact parent command if the student is experiencing problems with their Government Travel Charge Card (GTCC), receiving payment of authorized travel advances, or receiving scheduled partial payments.

3. Assist travelers that are on PCS/TEMINS travel orders (non-DTS) with filing 30-day partial travel claims.

4. Notify the student's parent command when an extension to TDY orders is required.

(c) Upon check-out. In accordance with reference (c), ensure all Marines are provided a reporting/detaching endorsement. The endorsement is used by the traveler's approving official to determine the proper entitlements to be paid on the final travel voucher. Enclosures (1) and (2) are examples of reporting/detaching endorsements. All endorsements will include the following:

1. Date reported.

2. Date detached.

3. Course name(s) and class number(s) student attended.

4. Justification for any extension to original course dates.

5. Statement of government quarters availability/non-availability. The Schoolhouse Commander must **verify** that a proper statement of non-availability (SNA) or certified non-availability number (CNA) was issued by the appropriate installation lodging facility prior to issuing an endorsement that "Government quarters were not available". The Schoolhouse Commander **DOES NOT** have the authority to **determine** government quarters availability; this must be done by the appropriate installation lodging facility.

6. Statement of government meals availability/non-availability. If government meals were "not available", the Schoolhouse Commander must provide details and adequate justification for non-availability. If meals were provided at no cost to the member, it must be indicated here. Examples of when meals are "provided" include issuance of a meal card, MRE's issued, field mess provided, or the member is authorized to utilize government mess at no cost. Justification is limited to the following:

a. No messing facility is available on the installation.

b. Night Operations. Include dates of night operations and specific meal missed (e.g. dinner).

c. Operations conducted outside the installation. Include dates of these operations and specific meal missed (e.g. lunch and dinner).

7. Whether or not field conditions applied at any time during the TDY period.

8. Student travel support point of contact.

4. Administration and Logistics. All applicable templates, guidance, and links can be found on the TECOM G-8 Division Sharepoint Site:

https://eis.usmc.mil/sites/tecomcompt/default.aspx

5. Command and Signal

a. Command. This guidance is effective the date signed and is applicable to all formal courses of instruction conducted at or administratively supported by, Training Command, Education

Command, MCRD Parris Island, MCRD San Diego, MAGTF-TC, and all Headquarters Divisions of Training and Education Command.

b. Signal. Point of contact is Mr. Jim Ference at (703) 432-0375; DSN 378-0375, email: jim.ference@usmc.mil.

T. M. MURRAY

DISTRIBUTION: A,B,C

Reporting/Detaching Endorsement - Basic Example

1320
GCE
28 Sep 12

From: Commanding Officer, School of Infantry (West)
To: Lance Corporal I. M. STUDENT xxx xx xxx/0351 USMC

Subj: REPORTING/DETACHING ENDORSEMENT

1. You reported for TAD/TEMINS to this command at 0700 on 3 August 2012.

2. You completed your TAD/TEMINS at this command at 1000, 28 September 2012.

3. While at this command you attend the Advanced Machine Gun Course Class 2012004.

4. Government quarters and messing were available and utilized TAD/TEMINS to this command.

5. There were no field conditions during this period.

6. Point of contact at this command is _____ at Comm (xxx) xxx-xxx; DSN xxx-xxxx, email: _____.

I. R. COMMANDER

Enclosure (1)

Reporting/Detaching Endorsement - Detailed Example

1320
GCE
28 Sep 12

From: Commanding Officer
To: Lance Corporal I. M. STUDENT xxx xx xxx/0351 USMC

Subj: REPORTING/DETACHING ENDORSEMENT

1. You reported for TAD/TEMINS to this command at 0700 on 3 August 2012.

2. You completed your TAD/TEMINS at this command at 1000, 28 September 2012.

3. While at this command you attend the Advanced Machine Gun Course Class 2012004. The original class graduation date of 26 September 2012 was extended by 2 days due to inclement weather.

4. Government quarters were available.

5. Government meals were available as outlined below;

(a) From 3-18 August 2012 and 15-28 September all three meals were available.

(b) From 19 August-09 September 2012 the dinner meal was not available due to night operations. All other meals were available.

6. You were under field conditions from 10-14 September 2012.

7. Point of contact at this command is _____ at Comm (xxx) xxx-xxx; DSN xxx-xxxx, email: _____.

I. R. COMMANDER

Enclosure (2)