DEPARTMENT OF THE NAVY
TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 1320.1
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TRAINING SQUADRON FOUR INSTRUCTION 1320.1

Subj: POLICY AND PROCEDURES FOR TEMPORARY ADDITIONAL DUTY TRAVEL ORDERS

Ref: (a) Joint Federal Travel Regulations
(b) MILPERSMAN 1050-170

1. Purpose. To establish policies and procedures for the administration of Temporary Additional Duty (TEMADD) travel orders for military personnel as per with references (a) and (b).

2. Definition. TEMADD orders assign command members to temporary duty, in addition to present duties, and order them to resume regular duties upon completion of TEMADD assignment.

3. Approval Authority. The Commanding Officer (CO), or "Acting" CO, is the only person authorized to approve TEMADD requests.

4. Issue Authority. The CO, Executive Officer, Administrative (Admin) Officer/Assistant Admin Officer, or Admin Supervisor may sign TEMADD orders.

5. Procedures for requesting and completing individual/group TEMADD orders. Department Heads will route all TEMADD order requests for approval prior to having orders typed. Cross Country Requests should be completed and approved at least two working days prior to the member's departure date. All other requests should be completed and approved three weeks prior to departure date. The approved request will be forwarded to the Admin Office so orders can be typed and processed. As per reference (a), the following items should be taken into consideration when completing the TEMADD order request:

a. Government Aircraft. When possible, government aircraft will be used for TEMADD travel. Consult VT-4 Operations Department and NAS Pensacola (NASP) Base Operations Department for flight availability before requesting another means of transportation.

b. Commercial Aircraft. Commercial carriers used will be the least costly service available, but in all cases it must be a U.S. carrier. The Admin office will arrange all commercial travel through the SATO Office at PERSUPPDET Pensacola. All commercial travel **SHALL** be booked through SATO to obtain reimbursement.

c. Privately owned conveyance/vehicle (POC/POV). For TEMADD performed outside the local Pensacola area, use of POC/POV may be authorized. For TEMADD performed outside the local area, reimbursement is not authorized for POC/POV if a less expensive means of transportation is available.

d. Commencement of travel. For TAD/TDY out of the local area one day of travel is authorized to any point in the Continental United States unless traveling by POC/POV. For personnel attending TEMADD schools that commence on Monday, travel will begin on Sunday. If a member is authorized travel via POC/POV, any additional days of travel necessary to reach the TEMADD point will be charged as leave.

e. Lodging/Berthing. Bachelor Officer Quarters (BOQ) **SHALL** be used whenever available. Other lodging facilities must be approved by the CO, Executive Officer, Operations Officer, or Administrative Officer prior to travel in the absence of government facilities. For cross-country training flights, flight crews are responsible for making reservations. If BOQ is not available, a non-availability statement **SHALL** be obtained prior to obtaining commercial lodging to ensure reimbursement. If non-availability statement is not submitted, the member will be reimbursed the prevailing BOQ rate for the area of travel. For other than cross-country flights, the Admin Office will arrange lodging through SATO.

f. Rental Cars. Rental cars must be approved by the CO, Executive Officer, Operations Officer, or Administrative

Officer. All rental cars **SHALL** be booked though SATO, (through Admin or 1-800-359-9999), to obtain reimbursement. Students are not authorized to purchase rental cars unless authorized by CO, Executive Officer.

g. Leave. Leave may be authorized in conjunction with TEMADD orders per reference (b) at no additional cost to the government.

7. Travel Claim Liquidation. Personnel are required to complete a Travel Voucher (DD Form 1351-2) and submit it, along with the **ORIGINAL** TEMADD orders and receipts, to the Admin Office within three working days of completion of TEMADD travel. The Admin Office with then forward claims to PSD or enter them via the Defense Travel System (DTS) website for processing. All claims not received by the Admin office in 30 days will be cancelled.

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