



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

May 16, 2022

**MEMORANDUM FOR DEPUTY CHIEF OF NAVAL OPERATIONS (N1)
DEPUTY COMMANDANT OF THE MARINE CORPS
(MANPOWER AND RESERVE AFFAIRS)**

**SUBJECT: AUTHORIZED LIMITS ON LONG-TERM TEMPORARY DUTY
CONTINGENCY OPERATION ORDERS AND PER DIEM**

References: (a) ASN(M&RA) memo of 02 Jul 2018
(b) The Joint Travel Regulations
(c) SECNAV memo of 01 Aug 2018
(d) SECNAVINST 1800.2A
(e) Title 10, United States Code

1. The below policy is effective immediately and rescinds reference (a).
2. In accordance with paragraph 030302 of reference (b) and the authority stipulated in reference (c), Reserve Component personnel are authorized to execute Long-Term (181 or more consecutive days) Temporary Duty (LTTDY) contingency operation orders up to 730 days at one location. Reference (d) and all additional Service guidance remain applicable.
3. Per paragraph 030301 of reference (b), Reserve Component personnel mobilized in support of contingency operation orders who commute daily between the primary residence and place of duty are not authorized travel and transportation allowances and are authorized to exceed the time limits outlined in paragraph 010206-b of reference (b).
4. A General Officer (GO), Flag Officer (FO), or Senior Executive Service (SES) official may grant an extension of LTTDY contingency operation orders beyond 730 days, not to exceed 90 additional days. Reference (d) and all additional Service guidance remain applicable. This authority will only be used when necessary due to mission requirements and unforeseen circumstances and shall not be delegated.
5. To ensure compliance with reference (b), Services are required to submit a report via the appropriate Service Headquarters within 75 days of the beginning of each fiscal year certifying that the respective Executive Agent for the Individual Augmentee program completed an audit of all LTTDY contingency operation orders that exceeded 365 days for the previous fiscal year. The report will include:
 - a. Certification that all contingency operation orders were, or were not, in compliance with reference (b) and this memorandum. Any instance of non-compliance shall describe the extenuating circumstances and the mitigations in place to avoid reoccurrence.
 - b. A detailed list of Service members on LTTDY contingency operation orders who exceeded 365 consecutive days at one location. Include the following information:

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(1) Order number, Pay Grade, Designator/Rating/Military Occupational Specialty, Active or Reserve Component, Unclassified Location, and Total Length;

(2) Authorization level for extension beyond 365 days;

(3) Whether the Service member incurred involuntary separation pay, per section 1174 of reference (e);

(4) Whether the Service member required accounting as active duty end strength per section 115 of reference (e);

(5) Whether the orders exceeded the time limitations stipulated in sections 12301, 12302, or 12304 of reference (e); and

(6) Whether the Service member entered sanctuary, per reference (d) or sections 1176 or 12646 of reference (e).

c. A description of extenuating circumstances, if the extension of LTTDY contingency operation orders beyond 365 days prompted action per paragraphs 5.b.(3) through 5.b.(6) above.



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(Military Manpower and Personnel)