

MILPERSMAN 1320-314

TEMPORARY DUTY (TDY) TRAVEL ORDERS

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References	(a) NAVSO P-6034, Joint Travel Regulations (JTR) (b) NAVSO P-1000-2, Navy Comptroller Manual, Volume 2, Accounting Classifications (c) DoDI 1327.06 (d) SECDEF memo of 23 Sep 15 Updated DoD Conference Guidance (e) SECNAVINST 5720.44 (f) DODI 4500.54-E DOD Foreign Clearance Program (g) SECNAV M-5510.30 DON Personnel Security Program (h) NAVPERS 15665I U.S. Navy Regulations (i) OPNAVINST 4650.15B
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1. **Policy.** Temporary duty (TDY) is defined as duty at one or more locations, away from the permanent duty station (PDS), under an order, providing for further assignment or pending further assignment, to return to the old PDS or to proceed to a new PDS.

a. TDY allowances automatically expire when members return to the duty station from which they proceeded on TDY, or they return for personal reasons in a liberty or leave status. Reference (a) provides guidance on any possible lodging reimbursement when the member voluntarily returns to the PDS/residence for personal reasons.

b. If a return to the PDS is necessary for transportation changes (i.e., air travel routed via local transportation hub) en route to the next TDY station, and no unnecessary delay is taken, the orders remain in effect. TDY members remain attached to the station from which they initially proceeded on TDY, and are subject to the rules and regulations of the command at which they are assigned TDY.

2. Issuance of TDY Orders

a. Delegation of Authority. All commanders, commanding officers, and officers-in-charge, as well as their seniors in the chain of command, are authorized to issue TDY travel orders to members under their immediate military command. The authorizing/approving official must verify that the required funds have been appropriated to support the travel and transportation costs of such orders or that the cost of travel and transportation is chargeable to an appropriation which is administered by the activity issuing the authorization.

(1) This delegated authority is subject to such additional instructions and limitations as each command's administrative commander may prescribe per reference (a).

(2) As an administrative support function for those commands not having order-writing authority, area coordinators are authorized to issue TDY orders to members attached to commands physically located within their assigned areas.

b. In no case will a command deviate from reference (b) when using a line of accounting for TDY travel or using a permanent change of station line of accounting.

c. Complying with and Signing Orders. Great care must be taken in preparing and issuing TDY orders, and in carrying out the orders as written. A poorly worded travel order almost always leads to poorly/inaccurately provided services, misunderstanding about allowances, and unhappy travelers. If a member cannot carry out travel orders as written, either last minute verbal direction from appropriate authority to deviate from the orders, followed by a written modification to the orders, must be obtained from competent authority before the travel begins. If the order conflicts with reference (a), reference (a) prevails.

d. Verbal and Telephonic TDY Orders. Verbal orders given in advance of travel, or orders written in the field which quote or reference orders received by telephone from competent authority, must be subsequently confirmed in writing within 7 working days by the order issuing authority. Reimbursement for travel expenses under such orders may not be made until such confirmation is obtained.

(1) The confirmation orders, which are issued subsequent to the commencement of travel, will state the urgency of travel and the reasons for not issuing written orders (e.g., the last paragraph of confirming orders might read: "Subject travel was necessary at this time and the length of time required to formally go through normal administrative channels prevented written orders from being issued prior to your departure."

(2) In addition, confirmation orders must state "Confirming telephonic (or verbal) instructions of (date) to (geographical location)."

e. For units without access to the Defense Travel System, NAVPERS 1320/16 Temporary Additional Duty (TEMADD) Travel Orders will be used for TDY. NAVPERS 1320/16 may be accessed by using the following Web address: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>. Navy order-writing activities will refrain from using DD 1610 Request and Authorization for TDY Travel of Department of Defense (DoD) Personnel when issuing TDY orders, unless Navy personnel are temporarily assigned to a different branch of the Uniformed Services in a "For Duty" status. DD 1610 may be accessed by using the following Web address: <http://www.dtic.mil/whs/directives/forms/dd/ddforms1500-1999.htm>.

3. Time Limitation for TDY Orders (other than for training)

a. TDY orders temporarily assign a member, in addition to present duties, for periods not to exceed 180 consecutive days at one location. Upon completion of the TDY assignment, the member is directed to resume regular duty.

b. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate. Per reference (a), the appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is

- (1) the secretary concerned (Secretary of the Navy); or
- (2) Commander/deputy commander of a combatant command.

4. **Group Travel Orders**. Order-writing commands must consider the feasibility of group travel orders in instances when three or more members of a command or unit will travel together from a common point of origin to a common destination.

a. Detachments or units involved in routine or fleet deployment evolutions are considered appropriate cases in which group travel orders may be used.

b. Reference (a) prescribes group travel ("Personnel Traveling Together") when, due to mission requirements, members are to remain together while traveling away from the PDS. Such orders are similar to TDY orders, except that members will be furnished transportation by Government transportation or other transportation using SF 1169 U.S. Government Transportation Request.

c. Subsistence and quarters en route are furnished as provided for in reference (a).

5. **Permissive Travel Authorizations**

a. Commands authorized to issue TDY orders may write an "authorization" permitting assigned members under their command to perform travel at no expense to the Government when the reason it is in compliance with reference (c) and MILPERSMAN 1050-270.

b. Shortage of funding for TDY or training is not a justifiable reason for authorizing permissive TDY. Per reference (c), an administrative absence may include permissive travel to attend or participate in activities of an official nature to the benefit of the mission of the DoD. Travel to perform TDY or training is performed under a directive type order providing for travel and transportation allowances in reference (a).

(1) Permissive authorizations must include the following clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be cancelled."

(2) Government transportation will be authorized only per MILPERSMAN 1320-080.

(3) The authorization will state if "delay to count" as leave is authorized in conjunction with permissive authorizations.

(4) Permissive authorizations may be used for the purposes specified in MILPERSMAN 1050-270 for administrative absences.

(5) Permissive authorizations for the purpose of residence hunting in connection with permanent change of station orders may be authorized per MILPERSMAN 1320-210 and governing NAVADMINS.

6. **Attendance at Conventions and Meetings.** A member requesting to attend a meeting of a scientific, technical, or professional nature that is sponsored or convened by a non-federal organization will be processed, per reference (a), when travel expense to the Government is to be incurred.

a. There is no authority under which OPNAV 5050/11 Request and Approval for Attendance at Meetings may be used to limit entitlements under directive type orders for lesser amounts than those stipulated in reference (a). OPNAV 5050/11 may be accessed by using the following Web address:
https://navalforms.documentservices.dla.mil/formsDir/_OPNAV_5050_11_1489.pdf.

b. Accordingly, when the maximum amount approved on the basic OPNAV 5050/11 is less than the total expense actually incurred by the member, and such additional expense would otherwise be reimbursable under the provisions of reference (a), a supplemental OPNAV 5050/11 that references the initially approved form request will be approved to cover the additional expense.

c. Subsequent to this approval, the order-writing activity will endorse the basic orders, to include the additional expenditure.

d. One of the following statements in the text of the orders or endorsement (as applicable) must be included:

"Funds not to exceed (\$___) for expenses of attendance at meetings were approved (date) on (form) _____ by (authority), as designee of the Secretary of the Navy for this purpose by authority of SECDEF memo of 23 Sep 2015."

"Additional funds not to exceed (\$___) for expenses of attendance at meeting were approved (date) on (form) _____ by (authority), as designee of the Secretary of the Navy for this purpose by authority of SECDEF memo of 23 Sep 2015."

"Registration fee of (\$___) was authorized in connection with this meeting." (if applicable)

7. **Travel in Connection with Public Events.** TDY orders in connection with participation in public events will be issued per reference (e).

8. **Delay to Count as Leave in Connection with TDY.** The authorizing official must ensure that TDY orders are not being requested as a means to defray transportation expenses to, from, or via a leave location. Delay counted as leave must be incorporated in the orders.

a. Normally, travel by privately owned conveyance (POC) should not be authorized in the TDY order that authorized the leave. However, per reference (a), POC (automobile or motorcycle only) use on TDY is to the Government's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from the Defense Table of Official Distances which may be accessed by using the following Web address: <https://dtod.sddc.army.mil/Default.aspx>. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less round-trip (400 miles one-way) at its discretion.

b. Other exceptions may be appropriate when POC will be less costly than other modes of transportation, including anticipated per diem while in transit, taxi fares, etc.

c. Subject to the foregoing, order-writing commands are authorized to grant leave equal to the number of days earned leave, plus advance leave (not to exceed 30 days) in conjunction with TDY orders (regardless of duration of TDY), provided there is no additional expense to the Government.

d. TDY orders combined with leave must include the following statement:

"If you avail yourself of this leave, indicate on original orders the date and hour TDY commenced and was completed."

e. The paragraph below must also be included in orders which authorize leave outside the 48 contiguous United States and the District of Columbia:

"If you avail yourself of this leave, obtain endorsement from each TDY point as to the transportation which would have been available in reporting to next TDY point, or in returning to the duty station via shortest usually traveled route, giving date and hour of departure and arrival. You are authorized to visit (specify countries) in a leave status."

f. Reference (f) and MILPERSMAN 1050-250 govern foreign leave travel involving Navy members. Use the following Web address to access foreign clearance leave of Navy members: <https://www.fcg.pentagon.mil/>.

9. **Directive to Report**. For travel within the contiguous United States, except when the TDY is under instruction, it is not mandatory that orders contain the reporting statement in paragraph 8d above. However; where practicable, the reporting statement should be included, especially for extended periods of TDY (i.e., directed continuous travel of 3 or more weeks).

a. If a senior commander is not available for reporting purposes, the member should report by message, in person, or by other means to the appropriate naval attaché, giving address and itinerary while in the area. In each of the above instances,

the naval attaché in the area should be provided a copy of the member's orders.

b. If a member is not ordered to report, no reporting endorsement is required. Availability/non-availability of Government quarters must be documented by the member per reference (a).

10. **Early Reporting**

a. The cognizant commander authorizing TDY and leave should determine the member's leave desires and ensure the orders are written to prevent early reporting at the TDY station. Early reporting may be authorized under the following exceptions:

(1) Early reporting is necessary due to variations in transportation schedules.

(2) The duty may be performed at any time, as differentiated from a fixed period, as is generally the case for TDY under instruction.

(3) When the appropriate commander determines that early reporting is in the best interest of the Government or has been caused by conditions beyond the member's control, the following explanation will be included in the orders or attached as an endorsement:

"Detachment or reporting on (date) is considered in the best interest of the Government because (reason)."

b. Members ordered TDY for training will be directed to commence travel in order to report no earlier than the day preceding the class convening date.

11. **Security Clearance and Transportation of Classified Materials/Documents**. All commands issuing TDY orders will ensure that members for whom orders are written are not restricted by the provisions in reference (g).

12. **Excess Baggage**. See reference (a) regarding baggage allowances in connection with TDY.

13. **Uniform for TDY Travel.** Military uniforms and civilian attire are covered in reference (h), Chapter 7. The following Web address should be consulted prior to commencing travel outside the continental United States: <https://www.fcg.pentagon.mil/fcg.cfm>.

14. **Certification of Itineraries for Travel of Naval Aircraft Ferrying Squadron Personnel.** To facilitate payment for travel of personnel ferrying aircraft, the commanding officer at the PDS will verify the claim submitted by the traveler at the final activity of the itinerary of an assignment.

a. This pertains to cases in which the parent command daily tracks the pilot and crew members, issuing verbal orders with flexible itineraries and without specific destinations. The itinerary will include the following:

(1) Time of departure;

(2) Time of arrival and departure from each activity visited, including dates of acceptance and delivery of aircraft and reasons for any delays;

(3) Availability of Government quarters and messing facilities at each activity visited; and

(4) Time of return to PDS.

b. Per reference (i), the following certification will be placed on the reverse of each DD 1351-2 Travel Voucher or Sub-voucher:

"I certify that the permanent duty station of the claimant was as stated during the period covered by this claim, that the TDY, for which per diem is claimed, was in the performance of duty or training at (name of squadron or unit), and that the duty or training at the points stated in the schedule for the period claimed was directed. The amount and schedule have been examined and are certified correct."

"Commanding officer or designated representative"

DD 1351-2 may be accessed by using the following Web address:
<http://www.dtic.mil/whs/directives/forms/dd/ddforms1000-1499.htm>

c. The certified itinerary will be considered sufficient for payment of claims.

15. **Aviation Personnel Forced Down Under Emergencies**

a. Aviation personnel, who are forced down in an emergency and required to incur personal expenses while performing official duties are authorized TDY allowances per reference (a), Chapters 3 and 4.

b. Aviation commands are authorized to issue written orders confirming verbal instructions for reimbursement purposes.

16. **Policy Review**. This article has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee staff per reference (a), paragraph 1020-A, as PDTATAC Case RR15002.