



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 1320.1D
N4

31 AUG 1995

FASOTRAGRUPAC INSTRUCTION 1320.1D

Subj: POLICY AND PROCEDURES FOR TEMPORARY ADDITIONAL DUTY

Ref: (a) COMNAVAIRPACINST 1320.1N
(b) OPNAVINST 5050.31C
(c) FASOTRAGRUPACINST 1050.5N
(d) NAVMILPERSCOMINST 4650.2A
(e) OPNAVINST 4630.25B (DOD 4515-13-R)
(f) JOINT FEDERAL TRAVEL REGULATIONS, VOL I
(g) JOINT TRAVEL REGULATIONS, VOL II
(h) NAVY TRAVEL REGULATIONS

1. Purpose. To establish policies and procedures for Fleet Aviation Specialized Operational Training Group, Pacific Fleet Detachments and Headquarters Departments in the administration of Temporary Additional Duty (TEMADD).

2. Cancellation. FASOTRAGRUPACINST 1320.C. Changes appearing in this instruction are extensive and require a complete review. Therefore, revisions, deletions, and additions have not been specifically identified.

3. Discussion. References (a) through (e) set forth policies and procedures to be used by Commander Naval Air Force, U.S. Pacific Fleet (CNAF) units in the administration of TEMADD. References (f) through (h) set forth the procedures for payment and liquidation of advance travel and per diem payments on TEMADD orders. The procedures and policies outlined herein are issued to supplement references (a) through (h) for the administration of FASOTRAGRUPAC TEMADD funds and to provide for:

- a. Strict control and accountability of funds.
- b. Optimal utilization of limited funds.
- c. The timely reporting of committed funds.
- d. The economical reduction of operating cost in the interest of economy.

4. Action. FASOTRAGRUPAC Detachments and headquarters Departments are directed to ensure strict compliance with the provisions of reference (a) through (h), other pertinent travel regulations and this instruction. Continuing attention at all

FASOGRUPACINST 1320.1D

31 AUG 1995

Command levels is required to ensure the best usage of available TEMADD funds and to correctly administer an increasingly complex and detailed administrative procedure.



M. T. SERHAN

Distribution:
FASOTRAGRUPACINST 5216.2V
Lists A and B

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GUIDELINES

The conservation of limited Temporary Additional Duty (TEMADD) funds is a continuing requirement for all order writing activities. The Commanding Officer must now approve all TAD requirements to ensure that all TEMADD travel is essential and cost effective. The following policy guidelines are established for requesting and issuing TEMADD orders:

1. Confine travel to the minimum number of personnel and trips to accomplish the mission. It is Headquarters' policy to authorize ONLY ONE TRAVELER. More than one traveler requires full justification, i.e. why the requested travel is needed and how cancellation of the requested travel will affect command/detachment ability to maintain operational status. Unfunded or emerging requirements, not already approved, will have to be forwarded to Code N4 at least 21 days in advance of the departure date for approval/disapproval by the Commanding Officer. Justifications should include what travel can be deleted or traded from existing approved budget.

2. Program TEMADD to permit the use of government transportation (both air and surface) to the maximum extent possible, including pre-arranged airlifts and organic Navy flights.

3. Ensure utilization of government quarters and messing, where available.

4. Limit orders to the actual number of days during which operations are planned requiring TEMADD (i.e. Monday through Friday and not including previous and subsequent weekends).

5. Ensure all travelers submit travel claims within five calendar days of the travel completion date.

6. Ensure TEMADD orders include only those items specifically authorized.

7. Advise traveler of requirement to notify detachment/department if confirmed quarters are not available upon arrival at TEMADD point.

8. Advise Headquarters, Code N4, if confirmed quarters were not available. Approval will be obtained prior to continuance of TEMADD, so that appropriate adjustments may be made to the amount of funds authorized.

9. Schedule government vehicles to transport traveler

whenever possible.

10. Obtain approval for attendance at meetings, conferences, seminars, symposia and short courses. Naval personnel will, in general, not participate in conferences, seminars, and work shops sponsored by commercial firms, consultants, or industrial associations which are conducted in other than attendee's local area or which charge registration fees of more than ten dollars per day attendance.

OFFICER IN CHARGE RESPONSIBILITIES

The responsibilities of the Officer in Charge shall include but are not limited to, ensuring the following:

1. Government messing facilities and adequate quarters will be used to the maximum extent possible. Utilize message format to request Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ) reservation with FASO Headquarters as information addressee before submitting TEMADD request. Initiate follow-up message request for later than seven days prior to departure, if billeting confirmation is not received.
2. Air transportation will be requested through Naval Air Logistics Office (NAVAIRLOGOFF) utilizing message format with this Headquarters as information addressee. Cost transportation will be utilized only after receipt of NAVAIRLOGOFF denial.
3. TEMADD Travel Request will be received at Headquarters 21 days prior to departure date of traveler.
4. Tri-monthly transmittals will be forwarded for the report periods of the 1st through the 10th, the 11th through the 20th, and the 21st through the end of the month. Negative reports are required.
5. Government vehicles to transport traveler will be scheduled whenever possible.
6. Headquarter, Code N4 will be notified if confirmed quarters are not available when traveler reaches TEMADD point.

ADMINISTRATIVE DUTIES

Detachments must determine what files and records are best suited to them. The following records will be examined during Detachment inspections:

1. Standard Document Number Log. This log, Exhibit I, must be kept in Standard Document Number (SDN) order. If properly used, it will provide a tickler system to ensure that travel claims are filed and completed by local disbursing offices.
2. No Cost Order Number Log. This log, Exhibit II, must be in No Cost Order number sequence.
3. TEMADD Travel Requests. Copies of submitted and approved/disapproved TEMADD Travel Order Requests will be maintained.
4. Cost Travel Orders. Copies of issued Travel Orders will be filed in Standard Document Number order.
5. No Cost Travel Orders. Copies of No Cost Travel Orders be filed in No Cost Order number sequence.
6. Modifications and Cancellations. Copies of all modifications and cancellations will be maintained. (Detachments will keep original of statements of individuals not wishing to file claims.)
7. Liquidated Travel Voucher Package. Copies of the liquidated travel orders (NAVPERS 1320/16 or DD Form 16100, front and back, Passenger Name Request Form, MTA price/flight information, Travel Voucher (DD 1351-2), Travel Voucher Summary and any other pertinent information in the liquidation of the travel claim will be maintained.
8. Annual and Quarterly Budget Submissions. Copies of submitted and approved Annual/Quarterly Budget Submissions will be maintained.
9. Training and Annual Training Budget Submissions. Copies of submitted Training and Annual Training Budget Submissions will be maintained.
10. Trimonthly Transmittals. Copies of Trimonthly Transmittals which have been submitted to Headquarters will be maintained.

11. Authorized Signatures. Each Detachment/Department will forward a signature sheet with a sample signature of the Officer in Charge/department head authorized to sign the TEMADD Travel Request Form to arrive not later than 01 October. This authorization form will be updated whenever there is a change in personnel. Requests for additional authorizing signatures will be reviewed for approval/disapproval upon request on a case by case basis.

ADMINISTRATIVE BUDGET DUTIES

1. TEMADD Fund Management. The importance of strict accounting of scarce funds cannot be over emphasized. Procedures employed to comply with reference (a) will ensure that each Detachment submit to Code N4 all Training, Annual Training, Quarterly and Annual Budgets. Unfunded or emerging requirements not approved on the Quarterly Budget will have to be forwarded to Code N4, 21 days in advance of estimated date of departure with full justification. The request will be submitted to the Commanding Officer for approval/disapproval and returned. It is imperative upon each Officer in Charge/department head to submit as detailed a TEMADD Budget as possible to reduce the unfunded/emerging requirements. The following additional requirements are promulgated:

Annual Budget Requirements. Annual Training and Budget Requirements will be submitted in PRIORITIZED (1, 2, 3) order no later than 20 January for the next two fiscal years to this Headquarters. Exhibits III and IV apply. **Negative reports are required.**

Quarterly Budget Requirements. Each detachment will submit in PRIORITIZED (1, 2, 3) order no later than 15 August, 15 November, 15 February and 15 May a Quarterly Requirements List. This list will contain all travel plans for the next quarter. All unprogrammed requests must contain justification and possible programmed trade-offs. Exhibit V applies. **Negative reports are required.**

Training Requirements. To enable Headquarters to fence dollars for needed training, Budget Requirement List will be forwarded to arrive not later than 01 March reflecting training quotas obtained in the 3rd and 4th quarters. When a quota is reserved BOQ and BEQ reservations will be booked and messing availability will be ascertained. This will minimize any problems that might occur when and if funds become available to get traveler to training point. Those schools required to perform duties of instruction, i. e., "IT School" will be funded by Naval Military Personnel Command (NMPC) during the PCS move. Exhibit VI applies. **Negative reports are required.**

Approved TEMADD Quarterly Requirements. Each detachment which requests TEMADD funds for a quarter will receive an Approved TEMADD Quarterly List to be forwarded on 15 September, 15 December, 15 March, and 15 June. Exhibit VII applies.

Mid-Year Review. Each Detachment/Department shall forward to arrive not later than 01 April, any shortfall in TEMADD requirements with full justifications. Exhibit VII applies.

Negative reports are required.

ORDER PREPARATION

1. TRAVEL ORDERS INVOLVING NO COST TO GOVERNMENT (less than 10 hours).

a. Travel Request Form. TEMADD Travel Request Forms will be completed and signed by authorized requesting personnel. Once NO COST ORDERS are typed, the TEMADD Travel Request Form will be maintained with the file copy of the NO COST ORDER.

b. No Cost Order Number Log. This log must be kept in "No Cost Order" number sequence. "No Cost Order" Numbers will be constructed as indicated, i.e., "001/90" for the first set of No Cost Orders for FY90. Exhibit II applies.

c. No Cost Orders. A File Copy of each No Cost Order must be maintained at all times by the TEMADD representative. This copy will be replaced with the original copy (which reflects reporting/departing stamps at the TEMADD point) when traveler returns to the permanent duty station.

d. No Cost Order Preparation. The "No Cost Order" will have the usual information typed in Blocks 1-15. Block 17 should reflect the statement "NO COST TO THE GOVT WITH THE EXECUTION OF THESE ORDERS". The estimated cost, block 18, will have the word "Zero" typed in the blocks labeled "transportation, per diem, misc exp, and total". Type "N/A" in block 19. The statement "No Cost Orders - Item 4 Applies and "GOV AUTO DIR" will be typed in Block 20. Item states "This permissive travel order is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem or miscellaneous expense in connection with the execution therewith. In case you do not desire to personally bear these expenses, you may choose not to execute this permissive travel order and will consider it canceled". Block 21 will reflect the statement "No Per Diem Allowance is payable for Temporary Duty performed away from the member's Permanent Duty Station at a place to which he commutes daily from his permanent quarters". Exhibit IXa/b apply.

2. TRAVEL ORDERS INVOLVING COST TO THE GOVERNMENT

a. Travel Request Form. TEMADD Travel Request Forms (FASOTRAGRUPAC 1320/21 (Feb 90)) will be forwarded to arrive headquarters 21 days prior to commencement of travel. Each request will have the Date, Time, Group (DTG) of the BOQ/SEQ request message, DTG of NAVAIRLOGOFF request message and the

availability of messing for traveler. If a requested trip has not been authorized on the Approved TEMADD Quarterly List, a full justification is required with why requested travel is needed and how cancellation of requested travel will affect the ability to maintain operational status. Justifications should include what travel can be deleted or traded from existing approved budget. All request forms must be signed by Department head/Officer in Charge unless approved otherwise. Submit only an original. Exhibit X and XI apply. The approved request will be returned, containing pertinent information. Exhibit XII applies.

b. TEMADD Travel Orders will be processed at each Detachment upon receipt of the approved Travel Request Form. The TEMADD Travel Order (NAVPERS 1320/16) will be the only form used for issuing TEMADD orders to officer and enlisted personnel. The request and authorization for TDY Travel of DOD Personnel (DD Form 1610) will be the only form used for issuing temporary additional duty orders to civilian personnel. Two copies of each TEMADD travel order will be forwarded with the next trimonthly transmittal. Exhibit XIII applies.

3. GENERAL POLICY GUIDELINES ARE AS FOLLOWS:

a. Quarters - Military & Civilians. All personnel are directed to use government quarters. If quarters are available in the local area, they WILL be utilized. Orders shall include location of confirmed berthing and cost per night. If a Certificate of Non-Availability (CNA) number is issued, the traveler will either obtain a Non-Availability Endorsement at the TAD point or have a CNA Statement faxed to Code N4 or detachment prior to submission of travel claim to PSD for liquidation. Headquarters will assist in the confirmation of BQ facilities if so desired. When such facilities are temporarily filled, FASOTRAGRUPAC personnel will be required to verify the availability of government facilities DAILY during their TEMADD instead of continuing indefinite use of commercial facilities.

b. Messing - General. All CNAP general messes are considered to be available to officer and civilian personnel in a travel status drawing per diem. The non-utilization statement: "It has been determined that utilization would adversely affect the performance of the assigned mission", will only be authorized when clearly warranted. If travel is to an area where there are no government facilities, the non-utilization statement may be used. It is the policy that when quarters are not available, the use of messing is not required. It is NOT the policy that members stay in inadequate quarters. If quarters are available and messing is not, the member will be authorized the non-utilization of messing only.

(1). Messing - Military. Government messing is "directed" for enlisted personnel. Individual orders written for officers being sent TAD to CNAP activities having a government mess will be written with a statement in block 21 stating: "Government mess available at (state location)".

(2). Messing - Civilians. Individual orders written for civilian personnel being sent TAD to CNAP activities having a government mess will be written with a statement in block 16 stating: "Government mess available at (state location)". Provision of references (g) and (h) preclude the directed use of messing, therefore orders will be priced at the "not used" rate.

c. Use of Private Owned Conveyance (POC) - Military. Military members can be authorized the use of POC as long as excess travel time is not involved. Provisions of references (f) and (h) are specific in this area. If government transportation is directed and available and servicemember wants to travel via POC at no expense to the government, the following statement will be typed on the travel order: "Government transportation is directed and available. At your request, travel via privately owned conveyance is authorized at no expense to the government. Travel time in excess of that permitted by mode of travel directed is chargeable as leave. Safe driving time for the TEMADD trip is ___ days each way, ___ days to count as leave. Drive Carefully".

d. Use of POC - Civilian. In accordance with references (g) and (h), civilian members possess inherent rights to the use of POC. Management policies (e.g. excessive time away from duty station or meeting training requirements) determine the use of POC. Management must determine that POC is/is not advantageous to the government. If POC is not advantageous to the government, the mileage and per diem entitlement is limited to the constructive cost of common carrier.

e. Government Air Transportation. Air transportation from NAVAIRLOGOFF should be requested and denied prior to authorizing cost transportation. Personnel will also make use of military aircraft and opportune flights of passenger-type and will ascertain, by appropriate endorsement on their orders, that no such flights were available prior to utilizing any other mode of transportation.

f. Government Transportation Request (GTR)/Military Airlift Command (MAC) Transportation Authorization (MTA). Use of GTR/MTAs will be accounted for separately from those costs reimbursable to the traveler (i.e., Mileage of POC, Per Diem, and Miscellaneous expense). Travel orders authorizing the use of a GTR/MTA for transportation will have "GTR/MTA" typed in the

estimated transportation and will cite the following statement in the "Remarks" section: GTR/MTA Directed:EST COST: _____. Be sure that travel orders authorizing the use of a MTA will cite the Customer Identification Code (CIC). Unlike GTRs issued by commercial air transportation, MTAs issued for MAC flights must be canceled officially prior to travel. A no-show utilizing a seat even if it was not used. Once the MTA is officially cancelled, a duplicate copy of the MTA marked "Unused will be forwarded on the Trimonthly Transmittal.

g. Miscellaneous Expenses. Miscellaneous expenses cannot be estimated with accuracy. If tips are of more than three days duration, miscellaneous expenses should be authorized. Travel orders authorizing the use of commercial rental car will cite the CIC.

h. Leave In Connection With TEMADD Orders. In accordance with reference (c), all Headquarters personnel requesting leave in conjunction with TEMADD will submit TEMADD Travel Request Form prior to submission to Code N11. All PTDY request and leave papers will be submitted to N11 and the XO for final approval prior to submission to Code N4 as directed by reference (c).

i. Rental Vehicles. Schedule government vehicles to transport traveler whenever possible. Rental vehicles will only be authorized if it can be conclusively shown that a vehicle is essential to the performance of the TEMADD and that government ground transportation is not available. Rental vehicles will not be routinely authorized when the traveler is residing in government quarters and the TEMADD is at the installation where billeted.

j. Disposition of Unused Commercial Carrier Tickets. All travel claims and unused commercial airline tickets are to be turned into Code N4 or detachment Administrative Office within 5 calendar days of return to the PDS. Code N4 or detachment administrative personnel will take the original orders and the unused airline tickets to the Government Transportation Office. After the original orders are stamped with the following statement the travel claim (DD 1351-2), receipts and original orders will be forwarded to PSD for liquidation.

UNUSED _____ FOR PASSAGE FORM
TO _____
& RETURN OBTAINED ON _____ NO. _____
RECEIVED AT PSD NORTH ISLAND, SAN DIEGO, CA
ON _____ CANCELLED.

AUTHORIZED SIGNATURE

MISCELLANEOUS INFORMATION

1. Accounting Data. Appropriate accounting data will be provided to all Detachments at the beginning of each fiscal year.
2. Split Fiscal Year Accounting Data. When orders extend from one fiscal into the next, the accounting data of both fiscal years to be charged must be cited. Only one SDN will be cited on orders. Only the fiscal year indicator on accounting data lines will change. When utilizing split year accounting, four copies of the travel orders are required and two copies of the liquidated travel voucher package.
3. Unprogrammed Travel. Trips that are determined to be mission essential requirements, but were unknown at the time of yearly and/or quarterly requirements are considered unprogrammed travel requirements. The unprogrammed travel trips will be executed in the same manner as programmed trips. The exception is that unprogrammed travel requests must contain a trade-off of equal monetary value. Unfunded trips will be handled on a case-by-case basis with approval from Code N4, N01, and N00.
4. Modification of Orders. Provisions of references (f) through (h) forbid the retroactive modification of orders to increase or decrease entitlement. In order to comply with these provisions, request for modification must be received prior to the execution of orders. Detachments are required to justify the reasons for modifications as well as be specific as to what is to be modified. Modifications can be prepared on letterhead with appropriate entries or monetary modifications directly on the orders. Copies of modifications will be forwarded with the next trimonthly transmittal. Amounts of less than \$100.00 need not be modified. (Notify Headquarters, do not modify orders).
5. Retroactive Issuance of Orders. Provisions of references (f) through (h) forbid the issuance of orders after commencement of travel without full written justification verified by the Commanding Officer or Officer in Charge. Justification must be complete; provide a statement as to the urgency of the requirement and the circumstances surrounding the travel. Only after compliance with these requirements can the orders be issued. Local disbursing officers may challenge the validity of such orders and forward to the General Accounting Officer (GAO) for determination of payment. Therefore, every effort must be made to ensure that orders are in the possession of members prior to commencing travel. Emergency orders will be authorized via telephone with paperwork to follow.

6. Cancellation of Orders. Notify this Headquarters immediately of cancellation of orders. Forward two copies of orders with next trimonthly transmittal.

7. Non-File Statement. When an individual is eligible for reimbursement or payment of travel or Per Diem expenses, and DID NOT TRAVEL BY GTR OR DRAW A TRAVEL ADVANCE, and does not desire to submit a travel claim, a statement signed by the individual and a copy forwarded to Headquarters will suffice to his filing a claim with the disbursing office. The original will be maintained at the Detachment. Exhibit XIV applies.

EMERGENCY LEAVE ORDERS

Emergency leave requests should receive the personal attention of each Officer in Charge. Extreme care must be exercised to ensure that an emergency exists within the member's household or immediate family which will be resolved or alleviated by the member's presence. Red Cross verification prior to issuance of TEMADD orders may be required. Each Detachment will set up adequate procedures to ensure that orders/authorizations can be made readily available during on or off duty hours. Due to the difference between "Emergency Leave" and "Funded Emergency Leave" the following information is disseminated:

1. "Per Diem and Miscellaneous costs cannot be paid for Emergency Leave."

2. Definitions:

a. "Immediate family" is defined as the father, mother, person standing in loco parentis, spouse, children, brother, sister or only living relative. "In loco parentis" is defined by Department of Defense Directive as a person who stood in place of a parent to the servicemember 24 hours a day for a period of at least 5 years before the servicemember became 21 years old or entered military service.

b. Travel to the Republic of the Philippines requires a Country Clearance Request to the CHIEF JUSMAG MANILA RP (JPNV-C). Country Clearance Requests for TDY must include information as specified in the Current DOD Foreign Clearance Guide for the Philippines. The Government Transportation Officer at each base can provide additional information.

3. Each emergency leave is considered a separate case.

a. In the case of the member stationed in CONUS whose domicile is outside CONUS or the member stationed outside CONUS whose domicile is inside CONUS, the policy is to:

1 Determine where member is domiciled.

(2) Determine whether the emergency exists within the immediate family of the sponsor or the immediate family of sponsor's spouse.

(3) Provide accounting data for that person to travel on MAC aircraft in a space required status.

(4) Consider the nature of the emergency. Contact Navy Passenger Transportation Office to determine if MAC transportation is reasonably available, and if not, authorize commercial transportation for the traveler. This determination is made by the Commanding Officer/Officer In Charge, not the member.

(5) Provide authorization for space available transportation, Category ONE, aboard MAC aircraft for the remaining members of the family.

(6) Examples:

(a) Sponsor is domiciled in General Trias, RP, place of first enlistment. His mother has died. Funded Emergency Leave orders would be furnished to the member with accounting data to travel in a space required status on MAC aircraft. His wife and children would be given an authorization letter to travel in a space available, Category One, status aboard MAC aircraft. Exhibits XV, XVI, and XVII apply.

(b) Sponsor is domiciled in General Trias, RP, place of first enlistment. The mother of his wife has died. An authorization letter would be provided with accounting data for the wife to travel on MAC aircraft in a space required status. The member and his children would travel in a space available, Category One, status. Exhibits XVIII, XIX and XX apply.

b. In the case of the member stationed in CONUS whose domicile is inside CONUS or who is married to a spouse with immediate family in an overseas location, the policy is to provide authorization to the sponsor and his dependents to travel in a space available, Category One, status aboard MAC aircraft. DO NOT PROVIDE ACCOUNTING DATA.

c. In the case of the member stationed outside CONUS with individually-sponsored dependents vice command-sponsored dependents, the policy is to provide authorization to the dependents to travel in a space available status, Category One, to CONUS, Alaska or Hawaii. Paragraph 6310.2b of reference (d) prohibits the use of MAC space available or space required transportation to return them to an overseas area where the sponsor is stationed.

4. Detachments will be provided emergency leave tango numbers and accounting data at the beginning of each fiscal year.

a. Funded Emergency Leave Orders. Determine whether member or spouse should have funded emergency leave orders/authorization letter.

b. Message. Using activity should notify Headquarters by message immediately when each emergency leave tango number is assigned. Exhibit XXI applies.

c. Trimonthly Transmittal. A copy of the emergency leave order/authorization letter and the passenger name request form or MTA price/flight information furnished by the local Personnel Support Detachment should be forwarded with the next Trimonthly Transmittal as soon as orders are prepared.

d. Replacement Tango Number. A replacement tango number will be issued when notification message is received.

5. Navy Passenger Transportation Offices (NAVPTOs)/Passenger Control Points (PCPs), as listed reference (d) will be contacted by the member's command to determine the availability of government space required transportation and advised of time constraints involved in the emergency. NAVPTOs will contact MAC via telephone to determine the availability of MAC airlift (CAT B, Y, A or M), and if available, arrange transportation. Travel via space available transportation will be in accordance with reference (e).

6. Personnel and dependents on emergency leave in CONUS (or other location) returning to the overseas duty station should be instructed to contact the appropriate NAVPTO (TRANSPAC destinations: NAVPTO San Francisco, CA AV 969-5264, COMM 415-765-5264, all other destination, NAVPTO Washington, DC AV 224-1749, COMM 202-694-1749) as early as possible to arrange return transportation or to obtain assistance, as applicable. Return of personnel from emergency leave is less time-sensitive than the travel to attend to the emergency. As a result, the return portion of the trip will be arranged via space required government transportation (MAC CAT B, A, Y or M), if possible, even through commercial air may have been authorized initially.

7. All emergency leave TEMMAD orders must contain the following statements:

"You will be entitled to no reimbursement for expenses in connection with this authorization. The procurement of commercial transportation inside or outside the Continental United States is not authorized at government expense unless specifically authorized elsewhere in these orders. No per diem or other incidental expenses may be paid from appropriated funds."

"Upon return, ensure claim is filed within five calendar days."

SDN, tango number, and CIC are all required items for space required transportation.

8. If emergency leave travel is so time-sensitive as to preclude contact with or action by the NAVPTO, a statement will be included on the orders along with the reason a NAVPTO/PCP could not be contacted.

9. Copies of liquidated original orders, front and back, travel voucher, itinerary and any other appropriate information will be forwarded on the next Trimonthly Transmittal.

FUND CODES

Only the following codes will be utilized:

<u>Type of Travel</u>	<u>Fund Code</u>
TEMADD Training	
Emergency Leave	
Personnel to Hospital (Inpatient)	
Personnel to Hospital (Outpatient)	8F
Mission Essential/Administrative (Attendance is essential to support mission objectives)	
Site Visit (Perform Operational or Managerial Activities, i.e., Liaison, Coordination, Assist Visits, or Inspections)	
Information Meeting	

CALENDAR OF PROGRAMMED PROCEDURES

Ten Day Intervals. Each Detachment forwards Trimonthly Transmittal forms for the report periods of the 1st-10th, the 11th-20th, and the 21st through the end of the month. Negative reports are required.

September. Headquarters issues to each Detachment/Department approved TEMADD Quarterly List for the first quarter. Headquarters issues to each Detachment current fiscal year accounting data. Headquarters issues to each Detachment the Tango numbers for emergency leave travel.

01 October to End of FY. Each Detachment/Department forwards travel request forms to Headquarters, Code N4, stating required items, at least 21 calendar days prior to commencement of travel.

01 October to End of FY. Each Detachment receives returned copies of travel request forms forwarded earlier containing SDN, authorized items and applicable accounting data.

15 October. Each Detachment/Department will be provided with one copy of the Detachment/Department Summary for the fourth quarter for information and verification.

15 November. Each Detachment/Department forwards Quarterly Requirement List for the second quarter stating any unprogrammed travel, justification, and trade-offs. Negative reports are required.

15 December. Approved TEMADD Quarterly List for the second quarter is forwarded from Headquarters to each Detachment/Department.

15 January. Each Detachment/Department will be provided with one copy of the Detachment/Department Summary for the first quarter for information and verification.

20 January. All TEMADD Budget Requirements for the next two fiscal years must be submitted in prioritized order to this Headquarters. Annual Planning Figures (APFs) will be assigned to each Officer in Charge. It is the responsibility of the Officer in Charge to ensure submission of Budget Requirements within assigned APF's. Officers In Charge who are unable to meet control figures must submit written justification which will include the number of unfunded per diem days, the full impact on the mission and the impact on the mission if requirements remain unfunded after mid-quarter review.

15 February. Each Detachment/Department forwards Quarterly Requirement List for the third quarter stating any unprogrammed travel, justification, and trade-offs. Negative reports are required.

01 March. Each Detachment/Department forwards a Budget Requirement List for Training Requirements with appropriate justifications. Negative reports are required.

15 March. Approved TEMADD Quarterly List for the third quarter is forwarded from Headquarters to each Detachment/Department.

15 April. Each Detachment/Department will be provided with one copy of the Detachment/Department Summary for the second quarter for information and verification.

15 May. Each Detachment/Department forwards a Quarterly Requirement List for the fourth quarter stating any unprogrammed travel, justification, and trade-offs. Negative reports are required.

15 June. Approved TEMADD Quarterly List for the fourth quarter is forwarded from Headquarters to each Detachment/Department.

15 July. Each Detachment/Department will be provided with one copy of the Detachment/Department Summary for the third quarter for information and verification.

15 August. Each Detachment/Department forwards a Quarterly Requirement List for the first quarter of the next Fiscal Year stating any unprogrammed travel, justification and trade-offs. Negative reports are required.

CONSTRUCTION OF STANDARD DOCUMENT NUMBER (SDN)

Each Detachment will be issued a SDN for individual travelers upon approval of the TEMADD Request. The SDN is constructed as follows:

- | | |
|------------------------|---|
| 1st Character | - Always cite "R" to identify a Pacific Fleet unit |
| 2nd - 5th Characters | - Benefiting Unit Identification Code |
| 6th - 7th Characters | - Current fiscal year |
| 8th - 9th Characters | - Always cite "TO" for (travel order) |
| 10th Character | - Always cite "B". Designates OPTAR Control designator (FASOTRAGRUPAC Headquarters) |
| 11th - 15th Characters | - Serial number assigned to the TEMADD |

CONSTRUCTION OF COST CODE

Detachments will receive a cost code from this Headquarters for each approved TEMADD request. The cost code is constructed as follows:

- | | |
|---------------------|---|
| Character | - Last digit of the calendar year in which the travel is completed. |
| 4th Characters | - Julian date the travel is expected to be completed. |
| 5th Character | - Will always be "R". Designates Pacific Fleet Activity. |
| 10th Character | - Benefiting UIC |
| 11th - 12 Character | - Fund Code |

CONSTRUCTION OF CUSTOMER IDENTIFICATION CODE (CIC)

All Temporary Additional Duty (TEMADD) travel orders for military and civilian personnel which authorize Military Airlift Command (MAC) or General Services Administration (GSA)/Military Traffic Management Command (MTMC) transportation will cite the 15 character CIC.

- 1st Character - Enter "3" to indicate Navy as the customer.
- 7th Characters - Enter the six-digit tango number
- 8th - 13th Characters - Enter the UIC of command issuing the Tango number, preceded by "R".
- 15th Characters - Enter the fund code.

EMERGENCY LEAVE ORDERS MUST CONTAIN A CUSTOMER IDENTIFICATION CODE

THE FOLLOWING TRIPS HAVE BEEN PROGRAMMED:

PRI	REASON OF TRAVEL & LOCATION OF TRAVEL	NUMBER OF			UTILIZING QTRS/MESS	NR OF DAYS	MODE OF TRAVEL	RENTAL CAR?	PER DIEM	MISC	POV	GTR/MTA	TOTAL
		O	E	C									

THE FOLLOWING TRIPS WHICH WERE NOT PREVIOUSLY PROGRAMMED HAVE BEEN APPROVED:

PRI	REASON OF TRAVEL & LOCATION OF TRAVEL	NUMBER OF			UTILIZING QTRS/MESS	NR OF DAYS	MODE OF TRAVEL	RENTAL CAR?	PER DIEM	MISC	POV	GTR/MTA	TOTAL
		O	E	C									

EXHIBIT VII

THE FOLLOWING TRIPS ARE NOW CANCELLED:

PRI	REASON OF TRAVEL & LOCATION OF TRAVEL	NUMBER OF			UTILIZING QTRS/MESS	NR OF DAYS	MODE OF TRAVEL	RENTAL CAR?	PER DIEM	MISC	POV	GTR/MTA	TOTAL
		O	E	C									

REMARKS:

0 2 MAR 1990

1. FROM: COMMANDING OFFICER, FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP, PACIFIC FLEET, NAS NORTH ISLAND, SAN DIEGO, CA. 92135-5122		2. STANDARD DOCUMENT NO. N/A
3. TO: MAC JOHN BROWN		4. TANGO NO. 025/89
		5. SSN/DESIGNATOR 444-44-4444
		6. DATE {PREPARED} 2 SEP 89

7. REF: (A) FASOTRAGRUPACINST 1320.1/NAVCOMPTINST 4650.8	8. <input checked="" type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL
9. PROCEED ON OR ABOUT 06 SEP 89	10. AUTHORIZED PROCEED ON OR ABOUT
11. APPROXIMATE NUMBER OF DAYS TWELVE {12}	12. ESTIMATED DATE OF RETURN 17 SEP 89

13. ITINERARY (Activity/activities and Place/places indicated below)
 NAVAL AMPHIBIOUS BASE
 CORONADO, CA.

14. TEMADD TEMADDCON TEMADDINS

15. REASON FOR TRAVEL:
CPO LMET CLASS

16. AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICATION

APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	SUB-ALLOT NUMBER (4)	AUTHORIZED ACCTG ACTY (5)	TYPE (6)	PROPERTY ACCTG ACTY (7)	COST CODE (8)
(7 SYM)	(4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(12 SYM)
NO COST TO THE GOVT WITH THE EXECUTION OF THESE ORDERS							

18. ESTIMATED COST	19. CUSTOMER IDENTIFICATION CODE
TRANSPORTATION \$ ZERO PER DIEM \$ ZERO MISC. EXP. \$ ZERO TOTAL \$ ZERO	N/A

20. ITEM: (Use applicable item numbers as shown on reverse side of this form)
 NO COST ORDER-ITEM 4 APPLIES
 GOV AUTO DIR

"Report to a Disbursing Officer within 15 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS: NO PER DIEM ALLOWANCE IS PAYABLE FOR TEMPORARY DUTY PERFORMED AWAY FROM THE MEMBER'S PERMANENT DUTY STATION AT A PLACE TO WHICH HE COMMUTES DAILY FROM HIS PERMANENT QUARTERS.	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED _____ BY _____ (PLUS _____ YEARS SERVICE)
---	--

23. AUTHENTICATING SIGNATURE
 L. L. SMITH, LT, USN, BY DIRECTION

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

25. COPY TO: (Include Operating Budget / fund manager in all cases)

ORDER SUPPLEMENTARY ITEMS
(TEMPORARY ADDITIONAL DUTY ORDERS)
(TO BE CONSIDERED AN INTEGRAL PART OF BASIC ORDERS)

1. Obtain appropriate immunization accordance BUMEDINST 6230.1 series.
2. Attached NATO travel orders for travel in NATO countries (BUPERSINST 1320.6 series).
- *3. Command delivering orders comply MILPERSMAN 6650250.
4. This permissive travel order is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem or miscellaneous expense in connection with execution therewith. In case you do not desire to personally bear these expenses, you may choose not to execute this permissive travel order and will consider it cancelled.
5. Upon receipt of orders communicate with the local Navy Passenger Transportation Office (NAVPTO) for air transportation if available to _____.
6. Authorized (A) omit, revisit, or vary places mentioned in itinerary, (B) omit places mentioned, (C) revisit places mentioned, (D) vary itinerary as necessary.
7. Upon completion return present duty station and resume regular duties.
8. NOT USED
9. Upon completion (A) return to place indicated and resume temporary duty, (B) return to place indicated and resume leave status, (C) return to place indicated and resume TEMADD.
10. Upon completion resume regular duties.
11. Obtain certification of nonavailability of Government quarters and Government mess accordance JTR, par. M4451.
12. NOT USED
13. Reimbursement accordance JTR, Chap. 4. Parts A, E, F, H, I, and K as applicable.
14. Report by message, in person, or other means to NAVATT or such command specified, giving your address and itinerary while in their area. Indicate on original orders date and method of reporting.
15. Make application for no-fee passport in accordance. BUPERSINST 4650.14 series. DD Form 1056 is required.
16. Travel via Government aircraft authorized inside CONUS where available.
17. Travel via Government or Government procured transportation directed outside CONUS where available, otherwise commercial air as arranged by servicing PERSUPPET or NAVPTO as appropriate. Contact the appropriate office to arrange transportation. Endorsement on orders by Personnel Support Activity (PSA) transportation officer or designated agent arranging travel certifying "NO GOVAIR AVAIL" is required if travel by commercial air is authorized and provided.
18. Travel via Government or Government procured transportation is authorized outside CONUS. Transoceanic travel may be accomplished at personal expense with reimbursement limited in accordance with JTR, para M4251. Excess travel time will be charged as leave. American Flag Carriers must be used in accordance JTR, par M2150. Use of military leave fares prohibited when travel will be paid for by any element of the Department of Defense (DOD). If Government or Government procured transportation is desired, contact servicing PERSUPPET or NAVPTO.
19. (Number of pieces indicated) pieces of excess baggage authorized for air travel (A) inside CONUS, (B) outside CONUS, (C) inside and outside CONUS. For air travel Free Baggage is two pieces of checked baggage, each piece not to exceed 62 linear inches nor 70 lbs. each and one carry-on bag not to exceed 45 linear inches.
20. Authorized travel via Canadian military aircraft.
21. Transportation has been arranged via special, Government aircraft.
22. "Authorized travel via POC as advantageous to the Government with reimbursement in accordance with JTR, VOL. 1, par M4203 for the official distance traveled."
23. Travel via Government vehicle (A) authorized, (B) directed where available.
24. Registration fee \$ _____ authorized connection with this meeting.
25. Funds not to exceed \$ _____ for expenses of attendance at meeting were approved (date indicated) on Form NAVSO 12000/2 by (authority indicated) as designee of SECNAV for this purpose by authority of SECNAVINST 4651.8 series.
26. Authorized wear civilian clothes in proper performance this temporary additional duty.
27. Hereby designated official courier. Comply OPNAVINST 5510.1E, par. 8-200 and 8-201.
28. Subject travel was necessary at this time and length of time consumed in administrative channels prevented written orders from being issued prior to your departure.
29. Provided no excess leave involved, authorized to delay (no. of days or until date specified)
 - (A) in reporting TEMADD station
 - (B) in returning to regular duty station
 - (C) any portion of which may be taken prior to or after reporting at TEMADD station(s) delay to count as leave. Keep duty station advised of address. If you avail yourself of this leave, indicate on original orders date and hour TEMADD commenced and was completed.
30. If you avail yourself of this leave obtain endorsement from each TEMADD point as to transportation which would have been available in reporting to next TEMADD point, or in returning to duty station via shortest usually traveled route, giving dates and hours of departure and arrival. You are authorized to visit countries specified in a leave status. Comply encl. (2) of BUPERSINST 1050.11 series.
31. You are directed to report to the appropriate housing referral office prior to negotiating any agreement for off-base housing.
32. Accordance JTR, par. M4201-15/M4250-16 (as applicable), no per diem authorized in execution of these orders.
33. Disbursing officer making payment on these orders forward a copy of orders with copy of paid voucher to (command specified).

*For compliance of CO or command specified.

REQUEST ACCOUNTING DATA FOR THE FOLLOWING TRIP

FROM:		TO: RESOURCES MGT OFFICER FASOTRAGRUPAC, SAN DIEGO, CA		CODE: 40
NAME:	RANK/RATE:	SSN:	DESIGNATOR (OFFICER ONLY):	
HOME ADDRESS (NO COST ORDERS):				
LOCATION OF TEMADD:	REASON:	DEPARTURE DATE:	RETURN DATE:	
DESIRED MODE OF TRAVEL:		RENT-A-CAR DESIRED		
DTG OF BEQ/BOQ REQUEST	DTG OF NALO REQUEST	IS MESSING AVAILABLE? YES NO	VERIFIED BY:	
TEMADD BUDGET STATUS: (CIRCLE ONE) FREQUENT TRAVELER NON-FREQUENT TRAVELER				
APPROVED (Any changes, i.e., change in number of days, mode of travel, etc., require justification.)				
TRADED (LIST TRIP TRADED)				
UNFUNDED (DO NOT SUBMIT W/O JUSTIFICATION ATTACHED)				

REMARKS:

OIC/DEPARTMENT HEAD SIGNATURE

FROM: RESOURCES MGT OFFICER FASOTRAGRUPAC	CODE: 40	TO:			
GTR/MIA COST:	TRANSPORTATION COST:	PER DIEM COST:	MISCELLANEOUS COST:	TOTAL COST:	FUND CODE:

QTRS DIR/NOT REQUIRED/MESSING REQUIRED/NOT REQUIRED
 GOV AUTO/AIR DIR/POV AUTH _____ GOV TR AUTH, EST TR COST \$ _____
 AUTH ADVANCE \$ _____
 AUTH CAR RENTAL GSA OR MTMC NEGOTIATED RATE _____
 TO BE UTILIZED APPROXIMATELY _____
 PURPOSE CATEGORY: _____
 ACCOUNTING APPROPRIATION: _____

STANDARD DOCUMENT NR	TANGO NR	COST CODE	CUSTOMER IDENTIFICATION CODE (CIC)
----------------------	----------	-----------	------------------------------------

REMARKS:

SIGNATURE

TRANSPORTATION ARRANGEMENTS

IS BEQ/BOQ CONFIRMED? YES NO	CONFIRMATION NR	IF NO BEQ/BOQ AVAILABLE, WHEN WAS HDQTRS ADVISED?	WAS MOD ISSUED?	RENTAL CAR
CARRIER	FLIGHT NUMBER	DEPARTURE DATE	DEPARTURE TIME	

REMARKS:

REQUEST ACCOUNTING DATA FOR THE FOLLOWING TRIP

FROM: OFFICER IN CHARGE FASOTRAGRUPAC DET MOFFETT FIELD		TO: RESOURCES MGT OFFICER FASOTRAGRUPAC, SAN DIEGO, CA		CODE: 40
NAME: HOOVER, G. M.	RANK/RATE: AZ2	SSN: 666 66 6666	DESIGNATOR (OFFICER ONLY):	
HOME ADDRESS (NO COST ORDERS): FASOTRAGRUPAC DET MOFFETT FIELD				
LOCATION OF TEMADD: NAB CORONADO, CA	REASON: LMET	DEPARTURE DATE: 07 JUL 89	RETURN DATE: 12 JUL 89	
DESIRED MODE OF TRAVEL: GOV AIR DIR		RENT-A-CAR DESIRED NO		
DTG OF BEQ/BOQ REQUEST 122000Z JUN 89	DTG OF NALO REQUEST 122010Z JUN 89	IS MESSING AVAILABLE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	VERIFIED BY: 6/12/89	
TEMADD BUDGET STATUS: (CIRCLE ONE)		FREQUENT TRAVELER <input type="checkbox"/> NON-FREQUENT TRAVELER <input checked="" type="checkbox"/>		

APPROVED (Any changes, i.e., change in number of days, mode of travel, etc., require justification.)
 TRADED (LIST TRIP TRADED)
 UNFUNDED (DO NOT SUBMIT W/O JUSTIFICATION ATTACHED)

REMARKS:

L. L. Smith
 OFFICER IN CHARGE SIGNATURE
 L. L. SMITH, LT, USN

FROM: RESOURCES MGT OFFICER FASOTRAGRUPAC	CODE: 40	TO:			
GTR/MTA COST:	TRANSPORTATION COST:	PER DIEM COST:	MISCELLANEOUS COST:	TOTAL COST:	FUND CODE:

QTRS DIR/NOT REQUIRED/MESSING REQUIRED/NOT REQUIRED
 GOV AUTO/AIR DIR/POV AUTH _____ GOV TR AUTH, EST TR COST \$ _____
 AUTH ADVANCE \$ _____
 AUTH CAR RENTAL GSA OR MTMC NEGOTIATED RATE _____
 TO BE UTILIZED APPROXIMATELY _____
 PURPOSE CATEGORY: _____
 ACCOUNTING APPROPRIATION: _____

STANDARD DOCUMENT NR	TANGO NR	COST CODE	CUSTOMER IDENTIFICATION CODE (CIC)
----------------------	----------	-----------	------------------------------------

REMARKS:

SIGNATURE

TRANSPORTATION ARRANGEMENTS

IS BEQ/BOQ CONFIRMED? YES NO	CONFIRMATION NR	IF NO BEQ/BOQ AVAILABLE, WHEN WAS HDQTRS ADVISED?	WAS MOD ISSUED?	RENTAL CAR
CARRIER	FLIGHT NUMBER	DEPARTURE DATE	DEPARTURE TIME	

REMARKS:

FROM:

FASOTRAGRUPAC DET/DEPT _____

TO

FASOTRAGRUPAC (CODE 40)

THE FOLLOWING ITEMS ARE ENCLOSED FOR THE REPORTING PERIOD FROM _____ TO _____

<input type="checkbox"/> TWO COPIES EACH OF TEMPORARY ADDITIONAL DUTY (TEMADD) ORDERS	<input type="checkbox"/> TWO COPIES EACH OF TEMADD MODIFICATIONS
<input type="checkbox"/> TWO COPIES EACH OF TEMADD CANCELLATIONS	<input type="checkbox"/> ONE COPY EACH OF LIQUIDATED ORIGINAL ORDERS, FRONT AND BACK, GTR/MIA FORM, TRAVEL VOUCHER, AND TRAVEL VOUCHER SUMMARY
<input type="checkbox"/> NEGATIVE REPORT	<input type="checkbox"/>

1. THE FOLLOWING SDN'S (IN ORDER) WERE USED IN EXECUTION OF TEMADD ORDERS:

2. THE FOLLOWING SDN'S (IN ORDER) WERE USED IN EXECUTION OF MODIFIED TEMADD ORDERS:

3. THE FOLLOWING SDN'S (IN ORDER) WERE USED IN EXECUTION OF CANCELLED TEMADD ORDERS:

4. THE FOLLOWING SDN'S (IN ORDER) WERE USED IN LIQUIDATING TEMADD ORDERS:

5. THE FOLLOWING SDN'S (IN ORDER) WERE USED IN STATEMENTS OF INDIVIDUALS NOT WISHING TO FILE TRAVEL VOUCHERS:

STATEMENT OF INDIVIDUAL NOT WISHING TO A FILE A TRAVEL CLAIM

When an individual is eligible for reimbursement or payment of travel or Per Diem expenses, and DID NOT TRAVEL BY GTR OR DRAW A TRAVEL ADVANCE, and does not desire to submit a travel claim, the following statement signed by the individual shall be entered on the lower right front of the Original copy of the TEMADD orders and a copy shall be forwarded (of the front and back of the original orders) on the next Trimonthly Transmittal

" (DATE) . I HEREBY CERTIFY THAT I DO NOT DESIRE TO SUBMIT A CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSES OR PER DIEM TO THE DISBURSING OFFICER. I FURTHER CERTIFY THAT IN PERFORMING THE TEMPORARY ADDITIONAL DUTY, I DID NOT TRAVEL BY GOVERNMENT TRANSPORTATION REQUEST (GTR) NOR WAS I PAID A TRAVEL ADVANCE OF MILEAGE, PER DIEM OR OTHER MISCELLANEOUS EXPENSE."

(SIGNATURE OF TRAVELER)

WITNESSED:

(SIGNATURE OF PERSONNEL OFFICER)

0 2 MAR 1990

1. FROM: OFFICER IN CHARGE, FASOTRAGRUPAC DET BARBERS POINT, HAWAII 96862-1500		2. STANDARD DOCUMENT NO. R0346A89T0B0016
3. TO: PNC JOHN L. DOE, USN AND NO OTHERS		4. TANGO NO. 980016
		5. SSN/DESIGNATOR 777-77-7777
		6. DATE {PREPARED} 10 OCT 88

7. REF: (A) FASOTRAGRUPACINST 1320.1C		8. <input checked="" type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL
9. PROCEED ON OR ABOUT 11 OCT 88	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATE NUMBER OF TRIPS THIRTY {30}
		12. ESTIMATED DATE OF RETURN 10 NOV 88

13. ITINERARY (Activity/activities and Place/places indicated below) EMERGENCY LEAVE ADDRESS GENERAL TRIAS, CAVITE RP		14. <input checked="" type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS
		15. REASON FOR TRAVEL: EMERGENCY LEAVE {ENTITLEMENT}
		16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICATION

APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	SUB-ALLOT NUMBER (4)	AUTHORIZED ACCTG ACTY (5)	TYPE (6)	PROPERTY ACCTG ACTY (7)	COST CODE (8)
(7 SYM)	(4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(12 SYM)
AA : 1791804.702E	000	57025	0	060957	2D	980016	9283R0346A8F

18. ESTIMATED COST				19. CUSTOMER IDENTIFICATION CODE			
TRANSPORTATION \$ GTR/MTA	PER DIEM \$ 0.00	MISC. EXP. \$ 0.00	TOTAL \$ 0.00	3980016R0346A8F			

20. ITEM: (Use applicable item numbers as shown on reverse side of this form) 7, 33: FASOTRAGRUPAC DET BP, CODE 10 IF GOVAIR NOT AVAIL, COMLAIR CAT "Z" AUTH. DIR UTIL AIR GTR. EST ROUND TRIP GTR FARE: \$1046. MEMBER DOMICILED IN GENERAL TRIAS, CAVITE, RP; PLACE OF FIRST ENLISTMENT.

"Report to a Disbursing Officer within 15 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS: YOU WILL BE ENTITLED TO NO REIMBURSEMENT FOR EXPENSES IN CONNECTION WITH THIS AUTHORIZATION. NO PER DIEM OR OTHER INCIDENTAL EXPENSES MAY BE PAID FROM APPROPRIATED FUNDS. ENSURE CLAIM IS FILED WITHIN FIVE CALENDAR DAYS OF RETURN. EACH PASSENGER IS ALLOWED 66 POUNDS OF BAGGAGE ABOARD A MAC FLIGHT.	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED BY _____ (PLUS _____ YEARS SERVICE)
--	--

23. AUTHENTICATING SIGNATURE
L. L. SMITH, LT, USN, BY DIRECTION

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

25. COPY TO: (Include Operating Budget / fund manager in all cases)

0 2 MAR 1990

LETTERHEAD

1326
10/JAG
10 OCT 88

From: Officer in Charge, Fleet Aviation Specialized Operational
Training Group, Pacific Fleet, Detachment, Barbers Point
To: Mrs. Joyce Doe, 1293 Any Street, Honolulu, Hawaii 96862

Subj: MAC SPACE AVAILABLE TRAVEL IN CONNECTION WITH FAMILY
EMERGENCY FOR DEPENDENTS OF PNC JOHN L. DOE, USN,
777-77-7777

Ref: {a} OPNAVINST 4630.25B {DOD 4515.13-R}

Encl: {1} Copy of American Red Cross notification of family
emergency

1. Due to the death of your mother in General Trias, Cavite, Republic of the Philippines, as confirmed by enclosure {1}, you and your children {Bob, age 4 years; and Jean, age 2 years} are authorized MAC space available travel, Category ONE, from Honolulu International Airport, Honolulu, Hawaii to Clark, AB, RP and return, per the provisions of paragraph 4-5a{5} of reference {a}.
2. You and your children should report to the MAC ticket counter and present your passport, visa, and this letter in order to place your names on the waiting list for travel to the Phillipines. A Military Air Traffic Coordinating Unit {MATCU} is located in the terminal to provide travel assistance if required. Each person is allowed 66 pounds of baggage on a MAC flight. You must also have sufficient funds to defray any miscellaneous expenses, including the cost of food and lodging, while awaiting transportation.
3. This authorization for MAC space available travel expires on 9 December 88 {60 days from date of letter}.

L. L. SMITH
By direction

EXHIBIT XVI

ADMIN

FASOTRAGRUPAC DET BARBERS PT HI//10//

FASOTRAGRUPAC SAN DIEGO CA//40//

UNCLAS //NO1326//

SUBJ: EMERGENCY LEAVE FY89

MSGID/GENADMIN/FASO DET BARBERS PT//

REF/A/DOC/FASOINST 1320.1C//

AMPN/REF A IS GUIDANCE ON TEMADD//

RMKS/1. IAW REF A THE FOLLOWING IS PROVIDED:

RANK/RATE & NAME: PNC JOHN L. DOE SSN: 777-77-7777

STANDARD DOCUMENT NR: R0346A89T0B0016

TANGO NR: 980016 DESTINATION: GENERAL TRIAS, CAVITE, RP

MTA/GTR ROUND TRIP COST: \$1046.00

ESTIMATED DATE OF DEPARTURE: 11 OCT 88

ESTIMATED DATE OF RETURN: 10 NOV 88

2. COPIES OF ORDERS/AUTHORIZATION LETTER WILL BE FWD ON

TRIMONTHLY TRANSMITTAL FOR RPT PERIOD 10/11/88 to 10/20/88.

3. ANY ADDITIONAL REMARKS: MRS. JOYCE DOE AND TWO CHILDREN,
BOB AND JEAN, TRAVELING SPACE AVAILABLE, HONOLULU TO CLARK, AB,
RP AND RETURN.//

L. L. SMITH, LT, USN

UNCLASSIFIED

EXHIBIT XVII

TEMADD TRAVEL ORDER
 HAYPERS 1320 / 16 (REV. 4-82)
 S/N 0106-LF-013-2081

1. FROM: OFFICER IN CHARGE, FASOTRAGRUPAC DET MOFFETT FIELD NAS, MOFFETT FIELD, CA. 94035-5004		2. STANDARD DOCUMENT NO. NONE
3. TO: SKC JOHN L. BROWN, USN AND JENNIFER BROWN, AGE 6 YEARS, DEPENDENT DAUGHTER AND CYNTHIA BROWN, AGE 8 YEARS, DEPENDENT DAUGHTER AND NO OTHERS		4. TANGO NO. NONE
		5. SSN/DESIGNATOR 555-55-5555
		6. DATE {PREPARED} 14 JAN 89

7. REF: (A) FASOTRAGRUPACINST 1320.1C		8. <input type="checkbox"/> INDIVIDUAL TRAVEL <input checked="" type="checkbox"/> GROUP TRAVEL
9. PROCEED ON OR ABOUT 15 JAN 89	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATE NUMBER OF THIRTY {30}
		12. ESTIMATED DATE OF RETURN 14 FEB 89

13. ITINERARY (Activity/activities and Place/places indicated below) EMERGENCY LEAVE ADDRESS GENERAL TRIAS, CAVITE, RP		14. <input checked="" type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS
		15. REASON FOR TRAVEL: EMERGENCY LEAVE {ENTITLEMENT}
		16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICATION								
APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	BU CONT NUMBER (4)	SUB-ALLOT NUMBER (5)	AUTHORIZED ACCTG ACTY (6)	TYPE (7)	PROPERTY ACCTG ACTY (8)	COST CODE (9)
(7 SYM)	(4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)
NO ACCOUNTING ASSIGNED THIS AUTHORIZATION								

18. ESTIMATED COST				19. CUSTOMER IDENTIFICATION CODE				
TRANSPORTATION \$ NONE	PER DIEM \$ NONE	MISC. EXP. \$ NONE	TOTAL \$ NONE	NONE				

20. ITEM: (Use applicable item numbers as shown on reverse side of this form) AUTH TO TVL SPACE AVAILABLE, CATEGORY ONE FROM OAKLAND INTL AIRPORT TO CLARK, AB, RP AND RETURN. MEMBER DOMICILED IN GENERAL TRIAS, CAVITE, RP; PLACE OF FIRST ENLISTMENT.

"Report to a Disbursing Officer within 15 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS: YOU WILL BE ENTITLED TO NO REIMBURSEMENT FOR EXPENSES IN CONNECTION WITH THIS AUTHORIZATION. NO PER DIEM OR OTHER INCIDENTAL EXPENSES MAY BE PAID FROM APPROPRIATED FUNDS. YOU MUST HAVE SUFFICIENT FUNDS TO DEFRAY ANY MISCELLANEOUS EXPENSES, INCLUDING THE COST OF FOOD AND LODGING, WHILE AWAITING TRANSPORTATION. EACH PASSENGER IS ALLOWED 66 POUNDS OF BAGGAGE ON A MAC FLIGHT. ENSURE CLAIM IS FILED WITHIN FIVE CALENDAR DAYS OF RETURN.		22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED BY _____ (PLUS _____ YEARS SERVICE)
--	--	--

23. AUTHENTICATING SIGNATURE B. B. WEBB, LT, USN

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

TEMADD TRAVEL ORDER
 MAYPERS 1320 / 16 (REV. 4-82)
 S/N 0106-LF-013-2001

FROM: **COMMANDING OFFICER, FASOTRAGRUPAC, NAS NORTH ISLAND, SAN DIEGO, CA. 92135-5122**

TO: **PNC ALBERT B. SEA, USN {FREQUENT TRAVELER}**

2. STANDARD DOCUMENT NO. **R0919189T080112**

4. TANGO NO. **980112**

5. SSN/DESIGNATOR **222-22-2222**

6. DATE **{PREPARED} 22 JUL 89**

7. REF: (A) **FASOTRAGRUPACINST 1320.1C**

8. INDIVIDUAL TRAVEL GROUP TRAVEL

9. PROCEED ON OR ABOUT **01 AUG 89**

10. AUTHORIZED PROCEED ON OR ABOUT **01 AUG 89**

11. APPROXIMATE NUMBER OF **FIVE {05}**

12. ESTIMATED DATE OF RETURN **05 AUG 89**

13. ITINERARY (Activity/activities and Place/places indicated below)

FASOTRAGRUPAC DET WHIDBEY ISLAND, WA

14. TEMADD TEMADDCON TEMADDINS

COMMAND LIAISON AND INSPECTION {SITE VISIT}

16. AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICATION

APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	SUB-ALLOT NUMBER (4)	AUTHORIZED ACCTG ACTY (5)	TYPE (6)	PROPERTY ACCTG ACTY (7)	COST CODE (8)
AA: 1791804.702E	000	57025	0	060957	2D	980112	9217R091918P

18. ESTIMATED COST	19. CUSTOMER IDENTIFICATION CODE
TRANSPORTATION PER DIEM MISC. EXP. TOTAL \$ 6TR \$117.00 \$ 145.00 \$ 262.00	3980112R091918P

20. ITEM: (Use applicable item numbers as shown on reverse side of this form) **7, 11, 33 FASOTRAGRUPAC, CODE 40**
 GOV TR AUTH/EST TR COST: **\$364.00 {MISC EXP: RENTAL CAR \$145.00}**

"Report to a Disbursing Officer within 15 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS: **QTRS DIR/MESS REQD. AUTH ADV \$70. BEQ ACCEPTS DINERS CLUB CARD. CONFIRMATION NR 5790. BEQ RATE IS \$2.00 PER NIGHT. ENSURE CLAIM IS FILED WITHIN FIVE CALENDAR DAYS OF RTN. FAILURE TO DO SO MAY RESULT IN DEDUCTION OF ALL ADVANCES RECD ON THESE ORDERS AND DENIAL OF FUTURE ADVANCES FOR SUBSEQUENT TRAVEL. AUTH CAR RENTAL GSA OR MTMC NEGOTIATED RATE-ECAR TO BE UTILIZED APPROX 250 MILES DURING A 5 DAY PERIOD.**

22. SECURITY CLEARANCE: **IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED BY _____ (PLUS YEARS SERVICE)**

23. AUTHENTICATING SIGNATURE **L. L. SMITH, LT, BY DIRECTION**

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED.

25. COPY TO: (Include Operating Budget / fund manager in all cases)

ADMIN

FASOTRAGRUPAC DET MOFFETT FIELD CA//10//

FASOTRAGRUPAC SAN DIEGO CA//40//

UNCLAS //NO1326//

SUBJ: EMERGENCY LEAVE FY89

MSGID/GENADMIN/FASO DET MOFFETT FLD//

REF/A/DOC/FASOINST 1320.1C//

AMPN/REF A IS GUIDANCE ON TEMADD//

RMKS/1. IAW REF A THE FOLLOWING IS PROVIDED:

RANK/RATE & NAME: SKC JOHN L. BROWN SSN: 555-55-5555

STANDARD DOCUMENT NR: R0344A89T0B0020

TANGO NR: 9B0020 DESTINATION: GENERAL TRIAS, CAVITE, RP

MTA/GTR ROUND TRIP COST: \$1,000.00

ESTIMATED DATE OF DEPARTURE: 15 JAN 89

ESTIMATED DATE OF RETURN: 14 FEB 89

2. COPIES OF ORDERS/AUTHORIZATION LETTER WILL BE FWD ON
TRIMONTHLY TRANSMITTAL FOR RPT PERIOD 1/11/89 to 1/20/89.

3. ANY ADDITIONAL REMARKS: MRS. BRENDA BROWN TRAVELING SPACE
REQD, OAKLAND TO CLARK, AB, RP AND RETURN. SKC BROWN AND TWO
CHILDREN, JENNIFER AND CYNTHIA, TRAVELING SPACE AVAILABLE,
OAKLAND TO CLARK, AB, RP AND RETURN.//

B. B. WEBB, LT, USN

UNCLASSIFIED

EXHIBIT XX

ADMIN

FASOTRAGRUPAC DET _____ //__ //

FASOTRAGRUPAC SAN DIEGO CA//40//

UNCLAS //NO1326//

SUBJ: EMERGENCY LEAVE FY.

MSGID/GENADMIN/FASO DET //

REF/A/DOC/FASOINST 1320.1C//

AMPN/REF A IS GUIDANCE ON TEMADD//

RMKS/1. IAW REF A THE FOLLOWING IS PROVIDED:

RANK/RATE & NAME: _____ SSN: _____

TANGO NR: _____ DESTINATION: _____

MTA/GTR ROUND TRIP COST: _____

ESTIMATED DATE OF DEPARTURE

ESTIMATED DATE OF RETURN: _____

2. COPIES OF ORDERS/AUTHORIZATION LETTER WILL BE FWD ON

TRIMONTHLY TRANSMITTAL FOR RPT PERIOD _____ TO _____

3. ANY ADDITIONAL REMARKS: _____ .//

UNCLASSIFIED

EXHIBIT XXI

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL							1. DATE OF REQUEST		
(Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.									
REQUEST FOR OFFICIAL TRAVEL									
2. NAME (Last, First, Middle Initial)				3. POSITION TITLE AND GRADE OR RATING					
BROWN, DAVID NMN SSN: 888-88-8888 {NON-FREQUENT TRAVELER}				BUDGET ANALYST GS-11					
4. OFFICIAL STATION				5. ORGANIZATIONAL ELEMENT			6. PHONE NO.		
FASOTRAGRUPAC, NAS NORTH ISLAND SAN DIEGO, CA. 92135				CODE 30			X 5555		
7. TYPE OF ORDERS			8. SECURITY CLEARANCE		9. PURPOSE OF TDY				
TEMADD					COMMAND INSPECTION {SITE VISIT}				
10a. APPROX NO. OF DAYS OF TDY (Including travel time)			10b. PROCEED O/A (Date)						
04			01 NOV 88						
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED									
FASOTRAGRUPAC, DET MOFFETT FIELD, CA									
12. MODE OF TRANSPORTATION									
COMMERCIAL			GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:		
				X			<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT		
<input type="checkbox"/> GOV TR AUTH EST TR COST BACKUP \$118. <input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.									
<input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)									
14. ESTIMATED COST							15. ADVANCE AUTHORIZED		
PER DIEM		TRAVEL		OTHER		TOTAL			
\$ 303.00		\$ 0.00		\$ 0.00		\$ 303.00		\$ 242.00	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)									
UTILIZATION OF GOVT QTRS DIR AND MESSING NOT REQD. IT HAS BEEN DETERMINED THAT SUCH UTILIZATION WOULD ADVERSELY AFFECT PERFORMANCE OF THE ASSIGNED MISSION. SUBMIT COMPLETED TRAVEL CLAIM TO CODE 40 WITHIN FIVE CALENDAR DAYS AFTER COMPLETION OF THIS TRAVEL. FAILURE TO DO SO MAY RESULT IN DEDUCTION OF ALL TRAVEL ADVANCE RECEIVED ON THESE ORDERS FROM YOUR PAY AND DENIAL OF FUTURE ADVANCES FOR SUBSEQUENT TRAVEL. B00 CONFIRMATION NR 9999. B00 RATE IS \$4.00 PER DAY.									
17. REQUESTING OFFICIAL (Title and signature)					18. APPROVING OFFICIAL (Title and signature)				
AUTHORIZATION									
19. ACCIG. CITATION	APPROPRIATION AND SUBHEAD		OBJECT CLASS	BUREAU CONTROL NUMBER	SUB-AUTH	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER (Tango) NO.	COST CODE
	AA:1791804.702E		000	57025	0	060957	2D	980050	8308R09191AP
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION						21. DATE ISSUED			
						{PREPARED} 14 OCT 88			
						22. TRAVEL ORDER NUMBER			
						R0919189T080050 EDR:04NOV88			

0 2 MAR 1990

TEMADD TRAVEL ORDER
 MAYPERS 1320 / 16 (REV. 4-82)
 S/N 0106-LF-013-2081

1. FROM: COMMANDING OFFICER, FASOTRAGRUPAC, NAS NORTH ISLAND, SAN DIEGO, CA. 92135-5122		2. STANDARD DOCUMENT NO. R0919189T080100
3. TO: LT JOHN L. DOE, USN {FREQUENT TRAVELER}		4. TANGO NO. 980100
		5. SSN/DESIGNATOR 111-11-1111/1310
		6. DATE {PREPARED} 10 JUN 89

7. REF: (A) FASOTRAGRUPACINST 1320.1C		8. <input checked="" type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL	
9. PROCEED ON OR ABOUT 19 JUN 89	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATE NUMBER OF DAYS SIX {06}	12. ESTIMATED DATE OF RETURN 24 JUN 89

13. ITINERARY (Activity/activities and Place/places indicated below) WASHINGTON, D. C.	14. <input checked="" type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS
	15. REASON FOR TRAVEL: ILS MTG {INFO MTG}
	16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICATION

APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	SUB-ALLOT NUMBER (4)	AUTHORIZED ACCTG ACTY (5)	TYPE (6)	PROPERTY ACCTG ACTY (7)	COST CODE (8)
AA: 1791804.702E	000	57025	0	060957	2D	980100	9175R0919188

18. ESTIMATED COST				19. CUSTOMER IDENTIFICATION CODE			
TRANSPORTATION	PER DIEM	MISC. EXP.	TOTAL	N/A			
\$ 6TR	\$622.00	\$25.00	\$647.00				

20. ITEM: (Use applicable item numbers as shown on reverse side of this form) 7, 11, 33 FASOTRAGRUPAC, CODE 40
 GOV TR AUTH/EST TR \$600.00 {MISC EXP: TAXI \$25.00}

"Report to a Disbursing Officer within 15 days after completion of travel to settle your travel expenses.

21. ADDITIONAL COMMENTS AND INSTRUCTIONS: RESERVATION CONFIRMED AT ANTHONY HOTEL, \$87 PER NIGHT. QTRS/MESS NOT REQD. IT HAS BEEN DETERMINED THAT SUCH UTILIZATION WOULD ADVERSELY AFFECT THE PERFORMANCE OF THE ASSIGNED MISSION. ADVANCE AUTH \$187.00. ENSURE CLAIM IS FILED WITHIN FIVE CALENDAR DAYS OF RTN. FAILURE TO DO SO MAY RESULT IN DEDUCTION OF ALL ADVANCES RECD ON THESE ORDERS AND DENIAL OF FUTURE ADVANCES FOR SUBSEQUENT TRAVEL.	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED BY _____ (PLUS _____ YEARS SERVICE)
--	---

23. AUTHENTICATING SIGNATURE L. L. SMITH, LT, USN, BY DIRECTION

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED

25. COPY TO: (Include Operating Budget / fund manager in all cases)

1. FROM: COMMANDING OFFICER, FASOTRAGRUPAC, NAS NORTH ISLAND, SAN DIEGO, CA. 92135-5122		2. STANDARD DOCUMENT NO R0919189T080275
3. TO: AW1 JOHN SILVER, USN		4. TANGO NO 980275
		5. SSN/DESIGNATOR 333-33-3333
		6. DATE {PREPARED} 01 SEP 89

7. REF: (A) FASOTRAGRUPAC 1320.1C		8 <input checked="" type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL
9. PROCEED ON OR ABOUT 05 SEP 89	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATE NUMBER OF DAYS FIVE {05}
		12. ESTIMATED DATE OF RETURN 09 SEP 89

13. ITINERARY (Activity/activities and Place/places indicated below) CBC PORT HUENEVE PORT HUENEME, CA	14. <input checked="" type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS
	15. REASON FOR TRAVEL: 3-M ADMIN SCHOOL COI: A-000-000 {TRNG ATTENDANCE}
	16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICATION								
APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	SUB-ALLOT NUMBER (4)	AUTHORIZED ACCTG ACTY (5)	TYPE (6)	PROPERTY ACCTG ACTY (7)	COST CODE (8)	
(17 SYM)	(4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)
AA: 1791804.702E	000	57025	0	060957	2D	980275	9252R0919188	

18. ESTIMATED COST				19. CUSTOMER IDENTIFICATION CODE
TRANSPORTATION \$ 96.00	PER DIEM \$ 75.00	MISC. EXP. \$ 0.00	TOTAL \$ 171.00	N/A

20. ITEM: (Use applicable item numbers as shown on reverse side of this form) 7, 11, 33 FASOTRAGRUPAC, CODE 40
 POV AUTH IAW JFTR U3310.A1

"Report to a Disbursing Officer within 15 days after completion of travel to settle your travel expenses.

21. ADDITIONAL COMMENTS AND INSTRUCTIONS: QTRS DIR/MESS REQD. AUTH ADV \$137. BEQ CONFIRMATION NR 9999. BEQ RATE IS \$2.00 PER NIGHT. ENSURE CLAIM IS FILED WITHIN FIVE CALENDAR DAYS OF RETURN. FAILURE TO DO SO MAY RESULT IN DEDUCTION OF ALL ADVANCES RECD ON THESE ORDERS AND DENIAL OF FUTURE ADVANCES FOR SUBSEQUENT TRAVEL.	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED _____ BY _____ (PLUS _____ YEARS SERVICE)
--	--

23. AUTHENTICATING SIGNATURE
 L. L. SMITH, LT, BY DIRECTION

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

25. COPY TO: (Include Operating Budget / fund manager in all cases)

0 2 MAR 1990

1326
10/BN
15 JAN 89

From: Officer in Charge, Fleet Aviation Specialized Operational
Training Group, Pacific Fleet, Detachment Moffett Field
Mrs. Brenda Brown, 999 London Street, San Jose, Ca. 94035

Subj: MAC SPACE REQUIRED TRAVEL IN CONNECTION WITH FAMILY
EMERGENCY FOR DEPENDENTS OF SKC JOHN L. BROWN, USN,
555-55-5555

{a} OPNAVINST 4630.25B {DOD 4515.13-R}

Encl: {1} Copy of American Red Cross notification of family
emergency

1. Due to the death of your mother in General Trias, Cavite, Republic of the Philippines, as confirmed by enclosure {1}, you are authorized MAC space required travel from Oakland International Airport, Oakland, CA to Clark, AB, RP and return, per the provisions of paragraph 3-3b{3} of reference {a}.

2. You should report to the MAC ticket counter and present your passport, visa, and this letter in order to check in for your flight. A Military Air Traffic Coordinating Unit {MATCU} is located in the terminal to provide travel assistance if required. Each passenger is allowed 66 pounds of baggage on a MAC flight. You must also have sufficient funds to defray any miscellaneous expenses, including the cost of food.

3. Transportation will be charged to the following accounting data:

STANDARD DOCUMENT NR: R0344A89T0B0020 TANGO NR: 9B0020
CUSTOMER IDENTIFICATION CODE: 39B0020R0344A8F
AA: 1791804.702E 000 57025 0 060957 2D 9B0020 9075R0344A8F

4. This authorization for MAC space required travel expires on 16 Mar 89 {60 days from date of letter}.

B. B. WEBB
By direction