



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 1320.1F
00CMP
29 Oct 03

NAVDENCEN SOUTHWEST INSTRUCTION 1320.1F

Subj: TEMPORARY ADDITIONAL DUTY PROCEDURES

Ref: (a) Joint Federal Travel Regulations, Volume 1
(b) Joint Travel Regulations, Volume 2
(c) DoD 7000.14-R, Financial Management Regulations, Volume 9
(d) National Defense Authorization Act for FY 2003 (P.L. 107-314)
(e) OPNAVINST 4001.1D

Encl: (1) TAD Request/Authorization Form, NDCSW 1320/1 (Rev. 7-03)
(2) Report of Payments for Travel Expenses from Non-Federal Sources Form
(3) Travel Voucher, DD Form 1351-2

1. Purpose. To establish policy and procedures for managing and controlling Temporary Additional Duty (TAD) within Naval Dental Center Southwest (NDCSW).
2. Cancellation. NAVDENCENS DIEGOINST 1320.1E.
3. Scope. This instruction applies to all military and civil service personnel assigned to NDCSW.
4. Background. TAD may be requested or assigned by the command. It can be authorized for professional continuing education courses, conferences, mission travel, military training, and job skills training. Command-assigned TAD may be professional or administrative in nature, and is initiated/assigned by the Commanding Officer (CO) or a designated representative. References (a) through (d) outline the procedures for requesting and authorizing TAD, processing official TAD orders, and liquidating travel claims.
5. Submission Action
 - a. Request for Funded TAD
 - (1) Complete and submit enclosure (1) with the appropriate literature (i.e., messages, pamphlets, brochures, etc.) via the chain of command at least 14 working days prior to beginning TAD. Ensure all registration fees are highlighted on the request and in the literature.
 - (2) If the TAD is to be performed on a military installation, determine the availability of government quarters. Civilian lodging will not be reimbursed if space is available in government quarters.

b. Request for No-Cost TAD

(1) Complete and submit enclosure (1) in the same manner as outlined in paragraph 5.a. Ensure the appropriate box is marked for “Authorization Only” under the section for *Type of Funding Requested*.

(2) Gifts of travel must be processed in accordance with reference (e) and a request for no-cost TAD must be submitted in the same manner as outlined in paragraph 5.b.(1). When there is no conflict of interest, the member will complete enclosure (2) and forward via the Comptroller to the Executive Officer (XO) for approval. The Comptroller will prepare and attach a cover letter before forwarding enclosure (2) to the XO for approval and signature. Once the cover letter and enclosure (2) are signed by the XO, the Comptroller will forward these documents to the Commander, Navy Region Southwest for acceptance of gifts of travel and associated expenses, such as lodging, meals, and seminar or conference fees. Such a gift must be officially accepted by the Commander, Navy Region Southwest prior to any travel.

6. Approval Action

a. Department heads will:

- (1) Review the TAD request for appropriateness, accuracy, and completeness.
- (2) Make a recommendation in the appropriate box of enclosure (1).
- (3) Forward the request to the appropriate director(s).

b. Directors will:

- (1) Prioritize all TAD requests.
- (2) Make a recommendation in the appropriate box of enclosure (1).

c. Command Master Chief will make a recommendation in the appropriate box of enclosure (1) for enlisted personnel only.

d. Watch Bill Coordinator will make a recommendation in the appropriate box of enclosure (1) for military personnel only.

e. Education and Training Department Head will:

(1) Review TAD requests for training courses and enter the information into the generic command training database for internal tracking purposes.

- (2) Ensure all requests have supporting documents as required.

(3) Ensure personnel requesting educational training have a billet for the subject course, if necessary.

(4) Make a recommendation in the appropriate box of enclosure (1).

f. Comptroller will:

(1) Check the current travel plan and determine funds availability.

(2) Compute the estimated travel costs and assign the appropriate accounting data.

(3) Make a recommendation in the appropriate box of enclosure (1).

(4) Forward the request to the Executive Officer for approval.

g. Executive Officer will:

(1) Approve/disapprove all TAD requests.

(2) Forward approved requests to the Comptroller for TAD order processing.

(3) Return disapproved requests, with reason for disapproval, to the member and submit a copy to the Comptroller for documentation.

7. Administrative Procedures

a. Executive Officer (or a designated representative) will authenticate the official TAD orders.

b. Comptroller will:

(1) Prepare the official TAD orders. Designated representatives at the northern clinics will prepare the official TAD orders for their members. Faxed copies of all orders must be provided to the Comptroller for line of accounting or no-cost validation.

(2) Forward the official funded TAD orders with a copy of enclosure (3) to the member. Designated representatives at the northern clinics will forward these documents to their members.

(3) Forward the official no-cost TAD orders to the member. Designated representatives at the northern clinics will forward no-cost orders to their members.

(4) Direct the member to the Commercial Travel Office (CTO) to arrange commercial travel for funded orders. Exceptions will be made by the Executive Officer or Comptroller on an individual basis.

8. Check-in/out Procedures

a. Enlisted personnel (E-6 and below) must check in and out with their respective department or duty section.

b. Military personnel (E-7 and above) and civilian personnel will be responsible for documenting their own check-in/out times.

c. Upon completing educational TAD, forward any certificates, letters of completion, etc. to the Education and Training Department.

9. Liquidation Procedures for Funded TAD

a. Member will:

(1) Complete and submit enclosure (3) to the Comptroller within five (5) working days of TAD completion. Per reference (d), the Split Pay Option is mandatory for military personnel and strongly encouraged for civilian personnel with Government Travel Charge Card usage.

(2) Attach the travel voucher to the original orders and include all receipts for lodging, fees, and any miscellaneous expenditures in excess of \$75.00 per incident.

(3) Receive payments through Electronic Fund Transfer (EFT).

b. Comptroller will:

(1) Review and verify the original TAD orders, completed travel voucher, and attached receipts. Designated representatives at the northern clinics will fax these documents to the Comptroller.

(2) Serve as the approving official and endorse the travel voucher. Designated representatives at the northern clinics will act as the approving official for their members once the travel voucher has been verified and approved by the Comptroller.

(3) Forward the orders, voucher and receipts to the Travel Section of the Personnel Support Detachment (PSD) for liquidation. Designated representatives at the northern clinics will forward these documents to their respective PSD.

(4) Maintain a copy of the forwarded documents.

10. Modification of Orders for Additional Reimbursement

a. Member will:

(1) Complete and submit enclosure (3) in the same manner as outlined in paragraph 9.a.(1).

(2) Include a memorandum to the Executive Officer, via the Comptroller, requesting additional reimbursement. The memorandum must include a justification for the unauthorized expenses.

(3) Attach the original travel orders and all receipts for lodging, fees, and any miscellaneous expenditures in excess of \$75.00 per incident.

b. Comptroller will:

(1) Review the memorandum, original TAD orders, completed travel voucher, and attached receipts. Designated representatives at the northern clinics will fax these documents to the Comptroller.

(2) Validate the travel claim.

(3) Determine funds availability.

(4) Forward the memorandum, orders, voucher, and attached receipts with a recommendation to the Executive Officer for approval or disapproval.

(5) Forward all approved requests with the modified orders to the Travel Section of PSD for reimbursement and notify the member of approval. Designated representatives at the northern clinics will forward these documents to their respective PSD upon notification from the Comptroller.

(6) Forward all disapproved requests with the original orders to the Travel Section of PSD for reimbursement and notify the member of disapproval. Designated representatives at the northern clinics will forward these documents to their respective PSD upon notification from the Comptroller.

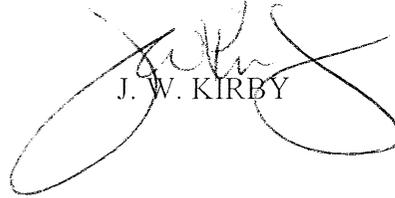
(7) Maintain a copy of the forwarded documents.

c. Executive Officer (or a designated representative) will:

(1) Approve/disapprove the additional reimbursement.

NDCSWINST 1320.1F
29 Oct 03

(2) Return the memorandum, orders, voucher, and attached receipts to the Comptroller.



J. W. KIRBY

Distribution

TAD REQUEST/AUTHORIZATION

NDCSW 1320/1 (Rev. 7-03)
S/N 0105-LL-800-0002

NAME (LAST, FIRST, MI)	RATE/RANK	PRD	SOCIAL SECURITY NO.
BRANCH/DEPARTMENT	DATE	EAOS	WORK PHONE NO.
TITLE OF COURSE, CONFERENCE (ATTACH BROCHURES, REQUIRED SUPPORTING DOCUMENTATION)	PURPOSE CODE	FY QTR 1 2 3 4	DATES (EXCLUDE TRAVEL TIME)
LOCATIONS (Specify Hotel/Base/City)	PURPOSE		DATES (INCLUDE TRAVEL)
ARE GOVERNMENT QUARTERS AVAILABLE? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> (If NO, Indicate Lodging Location _____)	SPONSORING ORGANIZATION MEMBERSHIP STATUS <input type="checkbox"/> MEMBER <input type="checkbox"/> NON-MEMBER <input type="checkbox"/> N/A		
TYPE OF FUNDING REQUESTED <input type="checkbox"/> FULL <input type="checkbox"/> FEES ONLY (LOCAL TAD) <input type="checkbox"/> OTHER COMMAND (Provide Documentation) <input type="checkbox"/> RENTAL CAR <input type="checkbox"/> AUTHORIZATION ONLY			
MODE OF TRAVEL: <input type="checkbox"/> AIR <input type="checkbox"/> POV <input type="checkbox"/> OTHER (Specify _____)			
LEAVE DATA: <input type="checkbox"/> NO LEAVE <input type="checkbox"/> BEFORE MEETING FROM TO <input type="checkbox"/> AFTER MEETING FROM TO			
LEAVE ADDRESS (IF APPLICABLE)	DOES MEMBER HAVE AN ACTIVE GOVERNMENT TRAVEL CHARGE CARD? <input type="checkbox"/> YES (Last Time Used _____) <input type="checkbox"/> NO (If NO, Date Applied _____)		
SIGNATURE			
RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	WATCH BILL COORDINATOR		DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	DEPARTMENT HEAD		DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	BRANCH DIRECTOR		DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	EDUCATION & TRAINING		DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	COMMAND MASTER CHIEF (ENLISTED ONLY)		DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	DIRECTOR OF CLINICAL SERVICES		DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	DIRECTOR FOR ADMINISTRATION		DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	COMPTROLLER		DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	EXECUTIVE OFFICER		DATE
COMMENTS			
COMPTROLLER CLERK USE ONLY			
JON:	SAG/SFC:	TRANSPORTATION:	\$
		PER DIEM:	\$
		FEES:	\$
TANGO #:		MISCELLANEOUS/OTHER:	\$
		TOTAL ESTIMATE:	\$
		TRAVEL PLAN ESTIMATE:	\$
IS TAD ON TRAVEL PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO		NUMBER OF TADS THIS FY:	

Date:

MEMORANDUM FOR THE ETHICS COUNSELOR

SUBJECT: Report of Payments for Travel Expenses from Non-Federal Source Pursuant to 31 U.S.C.
1353

Name of DoD Employee:

DoD Employee's Government Position:

Grade or Rank:

Office Address:

Telephone:

Name of accompanying spouse (if applicable):

Event:

Sponsor of Event:

Nature of meeting/function:

Nature of employee's participation:

Location of event:

Date of event:

Employee's travel dates:

Spouse's travel dates:

Non-Federal Source of Payment:

Nature of Payment (Check or in-kind payment):

Total Value of Benefits Received: \$_____

Lodging:	\$_____
Transportation:	\$_____
Meals:	\$_____
Miscellaneous (taxi, conference fee), etc.:	\$_____

Attachment: Travel Approving Authority Determination

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397

PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

REQUIRED ATTACHMENTS

1. Original and/or legible copies of all travel orders and amendments, as applicable.
2. Original and 1 copy of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of commercial ticket or receipt.
5. Original Hotel/Motel receipts and any item of expense claimed in excess of \$75.00.
6. Other attachments as directed.

DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see *JFTR, Vol. 1 App A and JTR, Vol. 2, App. D for definition of deductible meals*). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

Acronyms:

TVL = Travel	TAD = Temporary Additional Duty
DT = Date	DOB = Date of Birth
TDY = Temporary Duty	DOM = Date of Marriage

ITEM 11. ITINERARY - SYMBOLS

11d. Means/Mode of travel (use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation (Own expense)	- C	Bus	- B
Privately Owned Conveyance (POC)	- P	Plane	- P
		Rail	- R
		Vessel	- V

11e. Reason for Stop

Awaiting Transportation	- AT	Voluntary Return	-VR
Leave En Route	- LV	Hospital Admittance	-HA
Mission Complete	- MC	Hospital Discharge	-HD
Authorized Delay	- AD		
Temporary Duty	- TD		

11f. Number of Meals

Breakfast – B Lunch – L Dinner – D

12. Previous TVL Advances – Refers to advances paid by PSDs and Navy Disbursing Officers including shipboard.

13. Split Pay Option (SPO) – Specified amount to be paid directly to Bank of America.

25. REMARKS