



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
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ASO 4600.3A  
COMPT

16 FEB 2023

AIR STATION ORDER 4600.3A

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: TEMPORARY DUTY (TDY) AND LOCAL TRAVEL

Ref: (a) Joint Travel Regulations  
(b) MCO 4650.39A  
(c) MARADMIN 691/13

Encl: (1) Types of Local Travel and Mileage Reimbursement Examples

1. Situation. This Order pertains to all travel categories that expend Marine Corps Air Station Cherry Point (MCAS CHERPT) funding. This Order does not apply to permissive temporary additional duty (PTAD), non-funded orders, or travel funded by other commands.

2. Cancellation. ASO 4600.3.

3. Mission. To establish policies and procedures for military and civilian personnel conducting official travel, define the local travel vicinity, and to establish the boundaries wherein reimbursement for local transportation expenses may be authorized.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officer and Directors shall ensure travel is planned and executed judiciously to ensure maximum benefit and efficient use of available funds.

(2) Concept of Operations

(a) Approval of temporary duty (TDY), to include local and medical travel, is delegated to Squadron Commanding Officer or Staff Directors. Travel requirements not already approved and funded in the Command's budget require pre-approval and funding from the Station Executive Officer.

(b) The following locations have been designated by the Commanding Officer, MCAS CHERPT, as the boundaries for local vicinity/local travel. The local travel area includes Carteret, Craven, Jones, Onslow, and Pamlico counties. All vicinities of Marine Corps Base (MCB) Camp Lejeune, Camp Johnson, and MCAS New River are located within this designated area.

b. Coordinating Instructions

(1) All TDY and Local Travel

(a) Government Travel Charge Card (GTCC). Per MARADMIN 691/13, all Marine, Civilians and members of other U.S. Armed services assigned to Marine Corps Commands who are not currently GTCC card holders will apply for a GTCC immediately upon notification of the next travel requirement or sooner at

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the Commander's direction.

(b) Mode of Transportation. Approving Officials (AOs) are responsible for approving the transportation mode that is most advantageous to the government. Travelers are obligated to use the mode of transportation as prescribed by the AO. Any costs resulting from use of a transportation mode, other than approved by the AO, is at the traveler's expense.

(c) Travel Voucher Submission. Travelers are required to submit travel vouchers within five working days upon completion of TDY to ensure prompt payment/split disbursement to the traveler and the GTCC.

(2) Local Vicinity/Local Travel

(a) Travelers must coordinate government transportation with the Motor Transportation Department at least two days in advance of the local travel requirement. Documentation regarding the availability of government transportation must be submitted to the respective Squadron Commanding Officer or Staff Director, and must be uploaded in DTS.

(b) When government transportation is not available, a Personally Owned Conveyance (POC) may be authorized, but the AO will ensure that the traveler includes a Statement of Non-Availability. In accordance with reference (a), if the traveler departs/returns from/to their residence, reimbursement is limited to the mileage in excess of their normal commuting mileage. The enclosure contains Local Travel Reimbursement Examples.

(c) Personal preference/minor inconvenience is not a basis for Squadron Commanding Officer or Staff Directors to authorize/approve POC use instead of government furnished transportation. Travelers will obtain authorization from their Squadron Commanding Officer or Staff Director prior to using their POC for official requirements. If a POC is authorized/approved in lieu of available government transportation, the reduced rate mileage expense "POV Used When Gov't Vehicle Avail" will be selected in DTS. Travelers must electronically upload written approval to use POC (e-mail minimum) to the local voucher in DTS.

(d) Per diem is not authorized for travel performed within the local vicinity unless overnight lodging is required to accomplish the mission, as determined by the Squadron Commanding Officer or Staff Director.

(e) The GTCC is not to be used for travel within the local vicinity.

(3) Travel within MCAS CHERPT. Personnel conducting official business aboard MCAS CHERPT, the air range complex, or its outlying landing fields must inquire about the availability of government transportation. If government transportation is available, mileage will not be reimbursed.

(4) Local Travel Specific to Uniformed Service Members. Uniformed service members on official travel within the local vicinity for consecutive days are directed to utilize government barracks, transportation, and messing, if available. When unavailable, Statements of Non-Availability are required. If non-availability statements are not included, reimbursement may be effected.

(5) Medical Travel (Uniformed Service Members Only)

(a) In addition to Squadron Commanding Officer or Staff Director Approval of medical travel, an authorization letter is required from a military medical facility for medical related travel. Both documents must be uploaded in DTS under substantiating records. If there are subsequent appointments, the documentation from the military medical facility must support the subsequent appointment dates.

(b) Medical travel at the government's expense includes a member ordered to a medical facility for physical examination, to obtain a medical diagnosis and/or treatment, or ordered to attend additional visits as

part of the required initial physical examination.

(c) Military members who voluntarily travel to a medical facility to obtain a medical diagnosis or treatment are not on official business, therefore reimbursement for transportation is not authorized.

(d) A medical attendant/escort is authorized travel and transportation allowances when designated by a competent medical authority or Squadron Commanding Officer.

(6) Travel Funding and Planning. Travel will be per each Squadron and Directorate's financial plan within approved funding levels. With the Station Executive Officer's approval, each Squadron/Directorate may fund travel requirements by realigning funds internally. Without approval, any travel requirement not included in the Squadron or Directorate's financial plan must be submitted for additional funding as an unfunded deficiency.

c. Tasks

(1) Traveler

(a) For local vicinity travel, obtain all availability/non-availability statements (i.e. government transportation, messing, and barracks). Ensure all documentation is uploaded to either the authorization or local voucher in DTS. Ensure all documentation is uploaded to either the authorization or local voucher in DTS.

(b) Per references (a) and (b) travelers must submit travel vouchers within five working days upon completion of TDY.

(2) Squadron Commanding Officer and Staff Directors

(a) Identify, plan, and incorporate mission critical travel into annual budgets. Emergent or unscheduled travel will be added to the plan at time of discovery; unplanned travel should be brought to the Installation Command's attention to seek additional funding.

(b) Ensure documentation regarding availability/non-availability is reviewed for all local vicinity travel prior to acknowledgment/pre-approval

(c) Provide authorization to use POC, when gov't transportation is not available or when deemed necessary to accomplish the mission.

(3) Authorizing Official (AO)

(a) Review and approve or disapprove travel authorizations/vouchers based on trip data, estimated costs, the balance in the budgets, Squadron Commanding Officer/Staff Director input, and exceptions to DoD travel policy.

(b) Review and approve or disapprove expenses outside the initial approved trip.

(4) Comptroller

(a) Review the authorizations/vouchers being processed to ensure the following criteria are met before assigning the financial approval designation:

1. Funding is dedicated, available, and in place.
2. Proper accounting codes have been assigned.

3. Travel is per approved financial plan.

(b) Coordinate with the requesting organization in the event the authorization/voucher does not meet the above requirements.

5. Administration and Logistics

a. Recommendations for changes to this Order should be submitted to the MCAS Comptroller Directorate via the appropriate chain of command.

b. This Order is published electronically and can be accessed online via the MCAS CHERPT web page at <http://www.cherrypoint.marines.mil/Resources/StationAdjutant.aspx>.

6. Command and Signal

a. Command. This Order is applicable to MCAS CHERPT and its subordinate command.

b. Signal. This Order is effective the date signed.



B. C. BURKS