



## Official Travel / TDY / TAD

### General

Marines, Sailors and Federal Service employees of MARFORPAC are constantly traveling throughout the Pacific and the United States. Every member of MARFORPAC must be familiar with the Joint Travel Regulations (JTR) and the Command's travel policies/procedures in order to realize efficiencies in time and spending. The focus of this newsletter is to educate the reader on travel policies, eliminate as many travel violations as possible, and ensure MARFORPAC travelers are consistently sound stewards of Government funds and resources.

### Travel Policy References

On 1 October 2014, the Joint Federal Travel Regulations and the JTR merged. The resulting JTR standardized allowances for both uniformed members and federal government employees. The most recent JTR can be found at <http://www.defensetravel.dod.mil/site/travelreg.cfm>. MARFORPAC's Official Travel Policy and Temporary Additional Duty Policy letters can be found on the SharePoint at <https://portal.mfp.usmc.mil/G1/FAAdj/MARFORPAC%20POLICY%20LETTERS/Forms/AllItems.aspx>.

### Travel Do's

The following circumstances include, but are not limited to, opportunities for travelers and the Command to be good stewards of Government funds and to exercise prudence in travel. Travelers and the Command must consider the following for use when appropriate without disrupting the mission.

- Use of the least expensive City Pair airfare available.
- Use of the least expensive transportation mode to and from the transportation terminal.
- Use of Government quarters, if they are available to you.
- Use of the least expensive authorized/approved special conveyance/rental vehicle (both in terms of using the compact size and the least expensive vendor).

### Travel Don'ts

- Choosing not to use the contract carrier because of personal preference, frequent flyer benefits, etc.
- Choosing to travel by an indirect route, causing excess travel time for personal convenience.
- Using contract City Pair airfares under GSA contract intended for official government business for personal travel.
- Charging personal travel expenses to your Government Travel Charge Card is misuse. A DoD traveler who misuses their GTCC is subject to administrative and/or disciplinary action.

### Travel Scandals

**Poor judgment in travel has been proven to span the ranks...**

FLTCM Ramirez: <http://www.navytimes.com/story/military/2015/07/27/report-fltcm-ramirez-gamed-navy-fly-style/30402317/>

General Ward: <http://archive.armytimes.com/article/20121113/NEWS/211130305/4-star-who-headed-AFRICOM-demoted>

**Do not ruin your reputation and career by trying to game the system!**

### Travel Fraud?

Travelers are liable under 18 U.S.C., sections 287 and 1001, and the False Claims Act 31 U.S.C., sections 3729-3731, if they knowingly submit false, fictitious, or fraudulent claims. When a suspected fraudulent claim is presented for payment, certifying officers or disbursing officers shall follow the policies and procedures outlined in Volume 5, Chapter 25, section 2504.

Reference: DoD 7000.14-R FMR Ch 5 para 050203

### Bottom Line

**It is the responsibility of every MFP Marine and civilian employee to follow travel regulations and Command procedures. When in doubt, be safe — discuss with your AO and/or refer to the JTR!**

### MFP Inspector General Contacts

**Hotline: (808) 477-1833**

**Email: [MARFORPAC\\_MFP\\_inspector@usmc.mil](mailto:MARFORPAC_MFP_inspector@usmc.mil)**

Command IG:	LtCol Art Behnke	808-477-8882
Deputy CIG:	Mr. Clayton Smith	808-477-8512
Inspections Chief:	MGySgt Summer Fields	808-477-1832
Investigator:	Mr. Mark Beale	808-477-1833
CIG Clerk:	Sgt Manny Garcia	808-477-5808

[www.marforpac.marines.mil/CommandSections/CommandInspectorGeneral.aspx](http://www.marforpac.marines.mil/CommandSections/CommandInspectorGeneral.aspx)