

MILPERSMAN 1320-200

TEMPORARY DUTY TRAVEL ENTITLEMENT POLICY

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References	(a) Joint Federal Travel Regulations (JFTR)
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1. **Temporary Duty (TEM DU)**. TEMDU is duty at one or more locations, other than the permanent duty station (PDS), under orders which do not provide, at least initially, for return to the starting point.
2. **Temporary Additional Duty (TEMADD)**. TEMADD, which is a type of temporary duty, involves one journey away from the Service member's PDS in the performance of prescribed duties at one or more places with return to the starting point directed upon completion.

3. **Determining Temporary Duty Status.** Use the following table to determine the temporary duty status of a Service member:

WHEN a member is initially ordered to attend a course or courses of instruction at one school or installation of...	AND...	THEN the member...	AND...	AND see...
less than 20 weeks,	is uninterrupted by TEMDU/TEMADD elsewhere,	is considered to be on temporary duty under instruction/temporary additional duty under instruction (TEMDUINS/TEMADDINS) for entitlement purposes.		
20 weeks or more,	is uninterrupted by TEMDU elsewhere,	is in a duty under instruction (DUINS) status,	the location of the school(s) is the member's PDS.	
less than 20 weeks,	whose orders are amended with additional course(s) at the same school or location,	transitions from TEMDUINS/TEMADDINS to permanent DUINS,	the time remaining on the initial period of TEMDUINS/TEMADDINS, plus the additional weeks in the order modification, generate no entitlement to per diem,	reference (a), Chapter 2, Part B.

4. Determining Status and Duration of TEMDU/TEMADD Assignments.

Use the rules in the table below in determining TEMDU/TEMADD assignment status, duration, and approval authority:

WHEN...	THEN...	AND see...
TEMDU/TEMADD assignments are at one location/temporary duty station,	they will normally be limited to periods not in excess of 180 days.	
TEMDU/TEMADD periods are made up entirely of a course or courses of instruction,	they are described in the table above, labeled "Determining Temporary Duty Status."	
TEMDU/TEMADD periods, containing a course or courses of instruction of less than 20 weeks at one location, are combined with other TEMDU/TEMADD not involving courses of instruction at that same location,	they are covered by this table.	
a period of TEMDU/TEMADD is at one location not involving a course or courses of instruction,	is also covered by this table.	
issuing TEMADD orders of about 180 days,	the commands must determine if the contemplated period of TEMADD is 181 days or more.	
the period of TEMADD is reasonably foreseen to be 181 days or more,	permission must be obtained from Deputy Chief of Naval Operations (DCNO) Manpower, Personnel, Training and Education (MPTE) (N1)	Reference (a), Chapter 2, Part B.
periods of TEMADD, initially foreseen as lasting 180 or fewer days on one location, require extension to a total period of more than 9 months,	the periods must be checked by Office of the Chief of Naval Operations (OPNAV), Military Pay and Compensation Branch (N130C).	

the contemplated TEMADD period exceeds 180 days,	the consecutive sets of orders for just under 6 months will not be issued without permission from Navy Personnel Command (NAVPERSCOM) (PERS-454C).	
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5. Using Government Mess and Quarters during TEMDU/TEMADD.

Use the rules in the table below to determine Service member's requirements associated with the availability and use of Government mess and quarters while in TEMDU/TEMADD status:

WHEN...	THEN...	AND...	AND see...
a member is ordered on TEMDU/TEMADD,	per diem is payable to the member based on the Lodgings-Plus system,		Reference (a), Chapter 4
the Lodgings-Plus system is used,	the payment of the actual expense for lodging, up to a locality based ceiling, plus a fixed amount for meals and incidental expenses is allowed.		
the orders do not include one of the circumstances listed in reference (a)	Government quarters and Government dining facility/mess will be used by members to the maximum extent possible,	a non-availability endorsement or control number must be obtained to be paid for non-usage of Government quarters,	Reference (a).
a member, who has previously received a non-availability of Government quarters control number incident to a particular period of TEMDU/TEMADD,	the member cannot be required to re-check later for Government quarters availability at the TEMDU/TEMADD site.		

WHEN...	THEN...	AND...	AND SEE...
<p>the member does not have</p> <ul style="list-style-type: none"> • a non-availability control number, • a bachelor officer quarters/ bachelor enlisted quarters (BOQ/BEQ) non-availability endorsement, or • authority/ approval to mess separately under one of the circumstances listed in reference (a), para. U4400, 	<p>reimbursement for commercial lodging is not authorized.</p>		
<p>Navy facilities are not available, and adequate BOQ/BEQ facilities of Department of Defense components are available,</p>	<p>the member should use those facilities if they are co-located on the U.S. Installation to which assigned for temporary duty.</p>		
<p>Government quarters are available, a Government dining facility/mess, (e.g., galley) is available and its use is directed in the orders,</p>	<p>per diem is paid at the Government Meal Rate (GMR), unless the member's certification that official duty precluded use of Government meals is accepted by the Order Issuing Authority,</p>	<p>then the Proportional Meal Rate (PMR) or the Locality Meal Rate (LMR) is paid as determined to be appropriate by the Order Issuing Authority.</p>	<p>Reference (a), Chapter 4.</p>

WHEN...	THEN...	AND...	AND SEE...
Government quarters are available, Government mess is directed on orders and not available for all three meals, but is available for one or two meals,	the PMR or LMR is paid as determined to be appropriate by the Order Issuing Authority.		
Government quarters are available, but a Government mess is not available or its use is not directed in orders,	the LMR is paid.		
Government quarters are not available,	the LMR is paid.		
GMR is directed on the orders,	if the member is traveling, the GMR is not in effect on any day the member is traveling. The locality meals and incidental expenses (M&IE) Rate is paid,	75% of the LMR is paid on the first and last day of travel.	
a Service member is ordered to attend a formal course of instruction,	the orders must authorize the "schoolhouse commander" to determine the appropriate meal rate,	if the meal rate is available to the Order Issuing Authority, the appropriate meal rate should be noted in the orders.	