



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD STE 20302
ALBANY, GA 31704-0302

IN REPLY REFER TO :
6000
MD3002

MAR 12 2010

From: Military Personnel Director
To: Distribution List

Subj: MEDICAL TEMPORARY ADDITIONAL DUTIES (MTAD)

Ref: (a) BO 6000.1

Encl: (1) Request for Government-Owned Vehicle/Transportation
(2) Medical Temporary Additional Duties Distribution List

1. Fiscal Restraints

a. When Marines submit orders for reimbursement after they have executed the MTAD appointment, their expected reimbursement creates a fiscal restraint on the budget. Because the monies for MTAD travel are allocated for authorized and scheduled MTAD appointments, unexpected reimbursement requests cause a backlog in the system and create a deficit in the budget, which prevents the necessary funding for future MTAD appointments.

b. If funding is not available, the orders cannot be forwarded for approval, which places on the traveling Marine the responsibility of the expenses incurred.

(1) Orders are approved based on the availability of funding.

(2) Marines must understand that they are not to contact the Comptroller regarding the status of pending MTAD orders.

c. Marines going MTAD without proper authority/approval.

d. Marines are not submitting orders prior to medical appointment date.

2. Defense Travel System (DTS)

a. Marines are not taking DTS 101. This is required for every Marine that travels. Below is the link for DTS 101 training.

http://www.defensetravel.dod.mil/Training/DTS/Training_Main.cfm

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b. If orders are not entered in DTS prior to travel and approved, the expense of the travel will be the responsibility of the Marine traveling.

c. Marines must settle vouchers within three business days of completed travel.

3. In compliance with Base Order 6000.1(Rev Jan 09)

a. Staff Non-Commissioned Officers and Officers are highly encouraged to utilize a Government Own Vehicle (GOV). Sergeants and below are to use a GOV when traveling to MTAD appointments. Only when a civilian (i.e., spouse) nonmedical attendant is necessary, may Marines use their own POV.

b. All Commands are highly encouraged to familiarize themselves with the Base Order (BO 6000.1).

4. GME

a. The GOV may be picked up the day prior if there is an early morning appointment. If the appointment is scheduled later in the afternoon, the GOV will be checked out in the morning and will be returned to GME the same day.

(1) If a GOV is not available, GME will provide a statement of non-availability.

b. Prior to checking out a GOV, Marines must complete and return to GME the vehicle request form, which may be found on the following website (see enclosure 1):

https://intranet.mcfeast.usmc.mil/C10/C8/GME/Document%20Library/Vehicle_Request_Fillable.doc

5. The MTAD process

a. When a Marine receives a referral from TriCare for an appointment, that Marine needs to provide a copy of the referral to the Medical Clinical Services section within the Medical Clinic.

b. A Clinical Services representative will assist in finding the medical facility within the network provider to ensure the Marine stays within the 50-mile radius. If no medical facility can be found within the 50-mile radius, the next step is to look for an out-of-network provider within the 50-mile radius. Only after these two avenues have been

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exhausted will the appointment be made outside the 50-mile radius.

(1) If there are multiple Marines going to the same location with appointments similar in time, it is highly encouraged that they attempt to share a GOV.

c. All ranks, when directed to remain overnight in the immediate area of the medical provider, must utilize government lodging. If government lodging exists but is unavailable, a statement of government lodging non-availability must be obtained and submitted with the travel claim for settlement. If no government lodging exists in the vicinity of the medical provider, then no non-availability statement will be required.

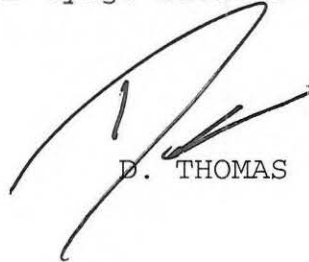
d. Within the Medical Clinic, the Administrative Section prepares the memorandum, which is a justification for the MTAD appointment to be made.

(1) Memorandums for PKI / Lasik Eye Surgeries are not reimbursable.

e. Marine submits appointment in DTS (ensure memorandum is uploaded)

6. It is the responsibility of the units' leadership to coordinate, be informed of the process, account for Marines, and assist in lowering the cost of Marines' MTAD trips.

7. Point of contact regarding this matter is GySgt Robbie Peterson at 229-639-6995 or GySgt Tavares Thomas at 229-639-6995.



D. THOMAS

Distribution: A

UNITED STATES MARINE CORPS
YOUR ORGANIZATION INFORMATION
MARINE CORPS LOGISTICS BASE
ALBANY, GA 31704

11240/1
1 January 2007

From: OIC/SNCOIC/CIVILIAN EMPLOYEE
To: Director, Logistics Support Division (Code L1001)
Subj: REQUEST FOR GOVERNMENT-OWNED VEHICLE/TRANSPORTATION
Ref: (a) BO P11240.16B, Paragraph 2009

1. In accordance with the reference, the following is provided:
 - a. Type of vehicle requested:
 - b. Date and time vehicle is to be picked up: 1/1/2001 8:00 AM
 - c. Number of personnel to be transported:
 - d. Location vehicle will report to prior to departing MCLB, GME, Albany, GA.: _____
 - e. Destination of vehicle: TYPE IN COUNTY, CITY, STATE AND ZIP CODE
 - f. Estimated date and time vehicle will return: 1/1/2001 8:00 AM
 - g. Requestor's full name:
Rank:
Organization:
Phone Number:
 - h. Purpose for request:
 - i. Additional comments, if any:
 - j. Name of person driving vehicle:
2. Please email this Transportation Request to the GME Dispatcher at daryl.rogers@usmc.mil.
3. If you have questions, please contact Clay Jens or Daryl Rogers at 639-5665/5639.

Your Name
Signature Submitted Electronically

ENCLOSURE **11**

MEDICAL TEMPORARY ADDITIONAL DUTIES DISTRIBUTION LIST:

1stLt Sarah Ray (Adjutant) 639-5105
GySgt Tavares Thomas (Military Personnel) 639-6995
GySgt Robbie Peterson (Military Personnel) 639-6994
Mrs. Ada Berry (Comptroller) 639-8880
Petty Officer Ellis (Medical Administrative Assistant) 639-7886
Mrs. Sandy Rickert (DTS) 639-7013
Mrs. Isha Odom (Comptroller) 639-5450
Mrs. Christine Morrison (Medical Clinical Services) 639-7886
MGySgt Elliot Marbury (Syscom Senior Enlisted) 639-7396
Captain Jeremy Clevenger (Logcom Company Executive Officer) 639-8387
Captain Charles Johnston (Base Company Commander) 639-6931
Mr. Elliot (GME Branch Head) 639-5665