



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY, GA 31704-0302

MCLBAO 6000.1A
CO0001

MAR 17 2017

MARINE CORPS LOGISTICS BASE ALBANY ORDER 6000.1A

From: Commanding Officer
To: Distribution List

Subj: MEDICAL TEMPORARY ADDITIONAL DUTY FOR ACTIVE DUTY MARINES

1. Situation. It is the responsibility of this command to ensure Marines stationed aboard this installation receive proper medical care. This medical care is primarily provided by the Naval Branch Health Clinic (NBHC) located aboard the Base, but when special care is needed that cannot be provided by the clinic, a Marine can be referred to a civilian medical provider located within the local civilian community or outside of the local area. Local area is defined by less than 100 miles from the NBHC; outside of local area is defined by exceeding 100 miles from the NBHC. Once a Marine is referred to a civilian medical provider, and the travel involved to attend such appointment(s) is outside of the local area, the Marine rates such entitlements as privately owned vehicle (POV) mileage, per diem, and lodging. A Marine authorized medical care in the local area will not be authorized travel entitlements.

2. Cancellation. MCLBAO 6000.1.

3. Mission. The purpose of this Order is to establish specific guidelines for Marines authorized to perform travel, to and from medical appointments, outside of the local area.

4. Execution

a. Concept of Operations. Once a Marine has been recommended for medical TAD and has acquired the required medical temporary additional duty (TAD) authorization memorandum, the Marine, prior to their TAD departure, will submit their TAD request using the Defense Travel System (DTS) for appropriate routing and command approval/disapproval. All medical TAD requests submitted in DTS are required to have the medical TAD authorization memorandum attached to the original request for orders. If a Marine needs assistance with DTS, assistance can be provided by the Base Adjutant's office. Each Marine, prior to submitting a medical TAD request, is required to read this Order in its entirety. Once the medical TAD request has been submitted, reviewed by an approval authority, and approved, the Marine will execute the requested medical TAD. Once the medical TAD period has been completed, the Marine will submit a completed travel voucher using DTS. The travel voucher should be completed within three days after completion of travel and include all applicable receipts. The

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completed travel voucher will then be routed accordingly for review, approval, and subsequent payment.

b. Tasks

(1) Base Adjutant. The Base Adjutant is responsible for monitoring, tracking, and the subsequent settlement of all submitted medical TAD claims in DTS.

(2) Director, Logistics Support Division. When available, ensure that Marines traveling to medical TAD appointments are afforded an opportunity to use fleet vehicles.

(3) OIC, Naval Branch Health Clinic. Ensure requests for medical TAD Orders are provided to the Base Adjutant's office, either by the Marine concerned or by designated medical personnel. Each request for orders should include the date, time, location of the medical appointment, and whether or not a Non-Medical Attendee (NMA) is required. Every effort should be made to ensure that all requests for medical TAD Orders be submitted in DTS at a minimum of three working days prior to the scheduled medical appointment.

c. Coordinating Instructions

(1) Travel

(a) Sergeants and Below. The primary means of transportation, when available, will be government owned vehicles. POVs will only be authorized if government transportation is not available, if extenuating circumstances exist, or when more advantageous to the government and acceptable to the member. All extenuating circumstances must be approved by the Base Adjutant or the Base Executive Officer prior to the execution of such travel using a POV. The use of a POV for transportation to a medical appointment without such prior approval may result in non-payment of mileage expenses incurred. In and around mileage will not be reimbursed. The only mileage reimbursement for the use of a POV will be that mileage amount, to and from the TAD site, pre-determined by DTS. The use of commercial air transportation can be utilized, if the location of the medical appointment is beyond normal driving limits, or a medical authority determines the need for such mode of travel best benefits the Marine concerned. The originating and ending site for all medical TAD travel should be MCLB Albany, unless otherwise pre-approved by the Base Adjutant or the Base Executive Officer. Ensure your travel card is turned on for use during the Medical TAD through the Base's DTS Program Manager.

(b) SNCO's and Officers. The utilization of government transportation, when available, is strongly encouraged; however, the use of a POV is authorized when a government vehicle is not available or practical. The use of a POV for transportation to a medical appointment without prior approval may result in non-payment of

mileage expenses incurred. In and around mileage will not be reimbursed. The only mileage reimbursement for the use of a POV will be that mileage amount, to and from the TAD site, pre-determined by DTS. The use of commercial air transportation can be utilized, if the location of the medical appointment is beyond normal driving limits (local limits defined above in paragraph 1), or a medical authority determines the need for such mode of travel best benefits the Marine concerned. The originating and ending site for all medical TAD travel should be MCLB Albany, unless otherwise pre-approved by the Base Adjutant or the Base Executive Officer. Ensure your travel card is turned on for use during the Medical TAD through the Base's DTS Program Manager.

(2) Non-Medical Attendants

(a) In some instances a military medical doctor will determine whether the Marine requires a NMA. The determination of the need of a NMA should be provided to the Base Adjutant, via email or in writing, by the attending physician via the Marine concerned.

(b) A NMA can be a uniformed member, the uniformed member's spouse, or the uniformed member for his/her spouse. If a NMA is required, the most economically feasible travel arrangements for both the Marine and the NMA will be determined. The purpose of an NMA is to provide transportation and overall medical oversight for the Marine/dependent concerned during an officially scheduled medical appointment outside of the local area.

1. If the NMA is a uniformed member of the command, all travel expenses (mileage, per diem, lodging) will be reimbursed by the command.

2. If the NMA is the spouse of a uniformed member of the command, all travel expenses will be paid by the Navy via submission of a travel claim to the Personnel Support Detachment (PSD) located aboard Naval Air Station, Jacksonville, Florida. The Adjutant will provide assistance in settling these travel claims.

5. Administration and Logistics

a. Administration. Once authorized by the NBHC, it is the responsibility of each individual Marine to submit their medical TAD claim in DTS. All medical TAD orders submitted in DTS must have the authorization memorandum, provided by medical, attached to the claim before it will be processed by Base Adjutant personnel. Assistance in submitting a medical TAD claim in DTS, for the first time, can be provided by Base Adjutant personnel. Submission and timely settlement of each medical TAD claim is the responsibility of the Marine submitting the claim. All medical TAD claims should be completed no later than three days after completion of travel.

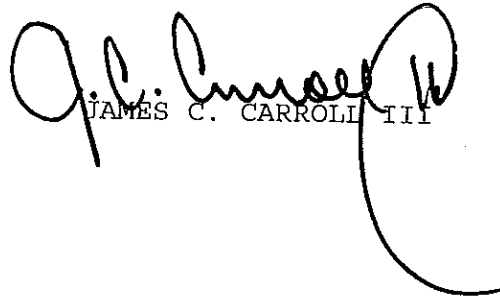
b. Logistics

(1) Lodging. 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.

(2) Vehicle Support. See paragraph 4b(3).

6. Command and Signal

- a. Command. This Order is applicable to all Marines.
- b. Signal. This Order is effective the date signed.


JAMES C. CARROLL III

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