



UNITED STATES MARINE CORPS
MARINE CORPS BASE
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

BO 7220.13B
COMPT
JUL 29 2009

BASE ORDER 7220.13B

From: Commanding Officer
To: Distribution List

Subj: DESIGNATION OF THE LOCAL COMMUTING AREA

Ref: (a) Joint Federal Travel Regulations, Volume I
(b) Joint Travel Regulations, Volume II
(c) B-196049, April 21, 1980, 59 Comptroller General
Decision 397

1. Situation. To designate the local commuting area for military and civilian personnel assigned to Marine Corps Base, Camp Pendleton (MCB CamPen). All personnel will be referred to as travelers within this order; however, reference (a) pertains to military members and reference (b) pertains to civilian personnel.

2. Cancellation. BO 7220.13A.

3. Mission. On occasion, it is necessary for travelers to commute to adjacent cities and installations on official business. Paragraph U3500 of reference (a) and paragraph C2400 of reference (b) permits the Commander directing and authorizing travel to specify a local commuting area for reimbursement purposes.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish the local commuting boundaries for reimbursement purposes.

(2) Concept of Operations. Per reference (c), establishment of the local commuting area must not be defined by establishing an arbitrary distance radius from the point of departure. This concept is not feasible when considering the size of MCB CamPen where points of departure can vary from the northern Cristianitos gate to the southern Main gate in excess of 15 miles.

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b. Coordinating Instructions

(1) For military and civilian travelers assigned to commands and tenant organizations aboard MCB CamPen, the following areas are to be considered to define the boundaries of the local commuting area:

(a) All of Orange County.

(b) All of San Diego County.

(c) The portion of Riverside County south of Interstate 10 and west of State Route 86.

(d) Any point encompassed within the designated place in paragraphs 4.b.(1)(a) through 4.b.(1)(c) above.

(2) Travelers commuting from their home or permanent station to a designated area within the local commuting area on official business and returning the same day may be authorized travel via privately owned conveyance as advantageous to the government and may be reimbursed under the provisions of paragraph U3505.C of reference (a) pertinent to military travelers or paragraph C2401.C of reference (b) pertinent to civilian travelers. This Order only applies where a traveler commutes within the designated local commuting area. It does not apply to a commute which spans two (2) calendar days in which case Temporary Additional Duty (TAD) orders would be required.

(3) Travelers may travel from their residence or permanent duty station to the area of official business. However, paragraph U3505.C.2b of reference (a) and paragraph C2401.C.2.b of reference (b) states that reimbursement will be based on mileage that exceeds the traveler's commuting distance. Claims for reimbursement for local area travel will be performed in the Defense Travel System (DTS) using the "Local Voucher" option and completing the required information therein.

(4) Any traveler performing TAD within the local commuting area within a twelve (12) hour period is not entitled to per diem, but may be reimbursed for transportation costs (mileage). For military personnel only, if required to procure meals at personal expense, the traveler may be reimbursed for such meals per paragraph U4510 of reference (a).

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5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the Base directives can be found at: <https://158.238.251.13/pendleton/ACSMANPOWER/Adjutant/default.aspx>

6. Command and Signal

a. Command. This Order may be applicable to all commands, organizations, units and activities located aboard MCB CampPen.

b. Signal. This Order is effective the date signed


O. A. JAMMAL
By direction

DISTRIBUTION: A-3
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