

Feb 2010

MSFSC TRAVEL ADVISORY

Subj: TRAVEL IN EXCESS OF 14 HOURS

Ref: (a) CMPI 4650.3-2  
(b) JTR Volume II C1058 para C  
(c) JTR Volume II C2204 para a.5.a  
(d) OPNAVINST 4650.15 Chapter 2 para 5c

1. Purpose: To establish procedures and guidance for incidents of travel in excess of 14 hours.

2. There is no provision in the JTR for authorization of rest stop on the return leg of a TDY assignment. Rest stop only authorized if reporting to duty. Refer to JTR, Volume 2, par. C1060.

3. Procedures:

(a) Departing ships:

(1) Masters, in accordance with reference (b), are delegated authority to issue emergency leave travel orders to employees who are granted emergency leave on voyage in accordance with CMPI 630. Masters of ships may also be delegated authority to issue travel orders for travel from those overseas outports where an MSC representative is not located. Order issuing authorities per above may approve a rest stop providing the below per ref (c) is complied with:

- a. Origin or destination point is OCONUS
- b. Flight time, including stopovers, exceeds 14 hours by direct or usually traveled routes
- c. Rest stops cannot exceed 24 hours
- d. Travel is less than premium-class accommodations.

(2). The rest stop may be authorized at any intermediate point, including within CONUS, provided it is midway between points or as near to midway in the journey or as near to midway as requirements for use of U.S. flag air carriers and carrier scheduling permit.

(3) The point of rest stop is usually determined by the fare basis and normal connections. A rest stop is not authorized when indirect routing is selected for personal reasons that results in excess travel time.

(4) Per Diem is authorized for the rest stop area as well as taxi fares to and from airport and hotel.

(5) The remarks section of travel orders must indicate rest stop authorized.

(2) References (d) and (e) describe certain circumstances where the use of premium class other than first class. When this authority is exercised an employee shall not be eligible for a rest stop en route or a rest period upon arrival.

(3) Masters do have order issuing authority in accordance with ref (b), but the authorizing official for all upgrade flights for CIVMARs is the Admiral, Fleet Forces Command or his designated representative. All requests for upgraded flights in lieu of rest stop must be made in advance with full justification to Director, APMC or designated representative. Approval will be based on time considerations, cost and priority of the travel.

(b) Reporting to ships:

(1) The same provisions apply above except the applicable Marine Placement\_Division representatives may approve a rest stop for those CIVMARs traveling to ships in excess of 14 hours.

(2) Upgrade flights, as stated above must be approved by the Admiral, Fleet Forces Command or designated representative.

(3) Marine Placement Department, when assigning a CIVMAR to a ship that requires travel in excess of 14 hours, will build in a rest stop (not to exceed 24 hours) in the CIVMARs travel itinerary. Per Diem will be authorized for the rest stop area as well as taxi fares to and from the airport and hotel.

(4) When Marine Placement Department deems due to operation necessity a stop over is not possible or practical the CIVMAR normally will be given a day off upon reporting to the ship.

(5) In those extenuating cases where the Master cannot allow the CIVMAR the day off upon arrival then overtime will be paid for the shift the CIVMAR is required to work.

(6) Upgraded flights will only be made in emergent situations or as operational necessity dictates as per paragraph 3. (a). 3. above.

4. Questions may be forward to MSFSC Travel Staff.

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