



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 1320.1A
B 07-1
12 DEC 2005

BATTALION ORDER 1320.1A

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR PERMISSIVE TEMPORARY
ADDITIONAL DUTY (PTAD)/UNFUNDED ORDERS

Ref: (a) MCO P1000.6G, Assignment, Classification, and Travel
Systems (ACTS) Manual
(b) MCO P1050.3H, Regulations for Leave, Liberty, and
Administrative Absence

Encl: (1) Instructions for Submitting PTAD Requests in MOL
(2) Instructions for Submitting PTAD Requests not in MOL

1. Purpose. To establish administrative procedures and publish guidance pertaining to PTAD.

2. Cancellation. BnO 1320.1

3. Mission. Company Commanders are authorized to grant PTAD based on the criteria listed below.

4. Execution

a. PTAD. PTAD orders are unfunded (no cost to the government) orders. Permissive orders authorize, rather than direct, individuals to proceed on TAD, and indicate the travel may be performed at the option of the individual. These orders are issued to permit travelers to be absent from duty and perform travel at their own expense, as necessary, for the purpose indicated in the orders and when the benefit to the service is not sufficient to warrant expenditure of government funds. Commanders may not direct personnel to perform official travel without furnishing transportation or providing reimbursement of transportation expenses. Permissive orders must contain the following statement:

12 DEC 2005

"These orders are issued with the understanding that no expense to the Government for travel and/or per diem is authorized in their execution. If you do not desire to execute these orders without expense to the Government for travel and/or per diem, this authorization is revoked."

b. PTAD orders issued for individual athletes or teams will be issued in letter format. Permissive orders must not be issued in connection with the performance of official business. They must be accepted voluntarily. Examples of occasions for which PTAD may be granted include:

- (1) Participation in athletic events.
- (2) Attendance at civilian meetings or meetings of nationally chartered organizations (Boy Scouts of America, Girl Scouts of America, etc.).
- (3) Taking of bar or other form of examinations.
- (4) Allowing a househunting trip to Marines issued PCS orders to any location where government quarters will not be available.
- (5) Allowing a househunting trip to Marines authorized to occupy non-government quarters at their new PDS upon completion of PCS travel.
- (6) Allowing a househunting trip to Marines scheduled for restricted tours who wish to move their dependents to a designated place.
- (7) Allowing Marines involuntarily separated from the Marine Corps under honorable or general conditions to use benefits to which they are entitled under the Transition Assistance Management Program.
- (8) Participation in other official or semi-official programs of the Marine Corps which will enhance the member's value to the Marine Corps or his or her understanding of the Marine Corps and the member's relationship to it.
- (9) Paternity PTAD for birth or adoption for up to 10 days.
- (10) Recruiting assistance.

c. Company Responsibilities. Company Commanders may authorize PTAD for personnel in their companies. Copies of PTAD orders will be maintained in the company files.

(1) Company Commanders will ensure that one copy of PTAD orders is delivered to the Installation Personnel Administration Center to update the Marine's information in the unit diary.

(2) Company Commanders will deliver one copy of PTAD orders to the Battalion S-1.

(3) PTAD requests should be submitted via the chain of command using the PTAD feature in MOL.

d. Unfunded Orders. Unfunded orders are orders executed at no cost to the government; e.g., Sergeant's Course, Advance Course and Staff Non-Commissioned Officer Academy located at Quantico, VA.

(1) Procedures. Company Commanders/Company First Sergeants must screen Marines attending any resident PME course. Company First Sergeants will then provide documentation and screening sheets to S-3. S-3 personnel will submit requests and documentation to S-1 personnel for preparation of orders.

(2) Deadline. Requests for orders to attend resident PME must be submitted within five working days of reporting.

5. Command and Signal. This Order is effective the date signed.


C. J. FOSNAUGH, III

DISTRIBUTION: A

Instructions for Submitting PTAD Requests in MOL

1. Log in to Marine On-Line (MOL), using your user name and password.
2. Click the "PTAD" tab, on the menu bar, at the top of the MOL Home Page.
3. Click the "New PTAD Request" link on the left side of the PTAD Home Page.
4. Fill in the required fields on the New PTAD Request Page. Ensure the correct type of PTAD requested is shown in the "Purpose of Trip" field. When complete, click the "submit" button at the bottom of the page.
5. The name of the next person in the chain of command should be entered in the "Forward Request To" block. Fill the "Courtesy Copy" and "Information Copy" fields as needed. When this has been completed, click the "OK" button at the bottom of the page.
6. The next page is a summary of the PTAD request. Confirm that all of the information entered is correct and click the "Confirm" button at the bottom of the page.
7. The PTAD Home Page will now show the pending request. From this page, the request may be viewed or edited. By clicking "View," the status of the PTAD request may be checked.
8. Orders for approved PTAD requests may be picked up from the company office.

Instructions for Submitting PTAD Requests not in MOL

1. For Marines attending Resident Enlisted Professional Military Education (PME), go to <http://www.mcu.usmc.mil/sncoa/Quantico/index.cfm> and print the command screening checklist.
2. Complete the command screening checklist and submit it to your Company 1stSgt to be approved and signed by the 1stSgt and the Company Commander.
3. The company will submit the screening checklist along with the Marine's BIR, BTR, RED, education page and a letter from the Commanding Officer of the company to the Officer in Charge of the course the Marine will be attending. The letter should be forwarded via S-3. Forward the package to the Battalion S-1 for routing. The Company CO's letter should include:
 - a. Paragraph 1.
 - (1) LAST NAME, FIRST, MI
 - (2) RANK
 - (3) SSN/MOS.
 - (4) DATE OF RANK.
 - (5) END OF CURRENT CONTRACT.
 - (6) GT SCORE
 - (7) GENDER (FOR BILLETING PURPOSES).
 - b. Paragraph 2. Reporting and graduation dates.
4. The Battalion S-1 will route the request to the Sergeant Major and the Commanding Officer. They will approve/disapprove it and sign the checklist.
5. The S-1 will submit the request to the Battalion S-3 for an endorsement and to check seat availability. Once the endorsement is completed, it will be returned to the S-1 for issuing of orders.
6. The Marine will pick up the orders one day prior to reporting. If he or she is to report on a Monday morning, the Marine can pick up the order on the preceding Friday.

ENCLOSURE (2)

BnO 1320.1A
12 DEC 2005

7. Marines who desire to go on PTAD for reasons other than to a career course should submit a request, to the Commanding Officer, Headquarters and Service Battalion, via the respective Company Commander. Include the Marine's social security number and MOS. Also include the following in the body: dates, inclusive dates, address, phone number where the Marine can be reached, and the reason for PTAD. Attach all supporting data to the letter. If leave is requested in conjunction with PTAD, it must be annotated on the request.

8. The company will endorse the PTAD request and route it to the Battalion S-1.

9. The Battalion S-1 will issue the orders. The Marine can pick up the orders from S-1 the morning he/she departs on PTAD or before close of business the preceding day.

ENCLOSURE (2)