



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO
4652
CL
11 May 10

MEMORANDUM FOR THE ASSISTANT COMMANDANT OF THE MARINE CORPS

Subj: AUTHORIZATION OF OVERNIGHT LODGING FOR THE 23RD EXECUTIVE SAFETY BOARD

Ref: (a) Joint Federal Travel Regulation
(b) Executive Safety Board Itinerary

1. Comment is requested on the overnight lodging in the subject request. **I can recommend approval of this request.** My comments follow.

2. Authorization is requested for overnight lodging for all attendees and select support staff for the 23rd Executive Safety Board that will be held during 24-25 May 2010 in Lansdowne, Virginia, including those from the National Capital Region (NCR). Paragraph U4102(E) of reference (a) provides that a member is not entitled to per diem for Temporary Additional Duty performed within the local area (outside the limits of the Permanent Duty Station (PDS)) as defined in paragraph U3500-B, unless overnight lodging is required. This determination must be made by the travel approving authority.

3. Lansdowne, Virginia, is outside the PDS limits of the National Capital Area; however, it is within the local area. Therefore, the travel approving authority must make the determination that overnight lodging is required in order to authorize per diem. Reference (b) details the official functions at the National Conference Center during 24 and 25 May 2010 which require full participation and availability of all attendees, including those from the National Capital Region. In addition to the attached agenda, meetings and events often extend beyond the time allotted in the schedule. All attendees of the Executive Safety Board will be completing their HQMC and other command responsibilities after the conclusion of the official agenda. Overnight lodging from 24-25 May 2010 will greater facilitate the participation of all attendees.

4. The select members of the staff will be directly supporting the conference both before and after the official schedule by coordinating the communications, transportation, scheduled events, and all other facets of the event. Their availability

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is necessary to properly facilitate this meeting.

5. Overnight lodging in Lansdowne, Virginia, from 24-25 May 2010, under these circumstances, is permissible under current DoD regulations; therefore, I recommend approval. If you approve, please sign where indicated below.

Very Respectfully,

Robert D. Hogue

ROBERT D. HOGUE
Counsel for the Commandant

Local Area Travel (SPD):

ACMC approves



ACMC disapproves

Local Area Travel (NCR Attendees):

ACMC approves



ACMC disapproves
