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

MCO 7220.39D
RFF
12 JUL 2007

MARINE CORPS ORDER 7220.39D

From: Commandant of the Marine Corps
To: Distribution List

Subj: STANDARD/FLAT RATE PER DIEM ALLOWANCES

Ref: (a) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members"
(b) MCO P4650.37D
(c) DFAS-KC 7220.31-R, "Marine Corps Total force Automated Pay System Manual," October 2000
(d) MCO P3000.15B
(e) DoD 7000.14-R, "Military Pay Policy and Procedures - Active Duty and Reserve pay," December 2006

Reports Requirement: Unit Deployment Program Report (Report Control Symbol EXEMPT) par. 6c

1. Situation. To publish policy governing the determination and use of standard/flat rate per diem allowances, hereafter referred to as deployed per diem.

2. Cancellation. MCO 7220.39C.

3. Mission. Paragraph U4105 of reference (a) authorizes individual Service Secretaries to prescribe per diem rates for units deployed OCONUS away from the unit's Permanent Duty Station (PDS). The authority to determine rates and the mechanics of their use has been delegated to the Commandant of the Marine Corps by the Secretary of the Navy.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order applies to all travel in conjunction with the rotation of units to WESTPAC under the Unit Deployment Program (UDP), except for members performing concurrent TAD away from the deployed unit and advance/rear parties.

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(2) Concept of Operations. Payment of deployed per diem allowances reduces the Operating Forces administrative workload in support of the UDP while ensuring individual members are reimbursed the appropriate per diem allowances as prescribed by paragraph U4105 of reference (a).

5. Administration and Logistics

a. Commanders. Comply with references (b) through (e) pertaining to order writing, administration, and automated deployed per diem payment procedures. Within 30 days of the completion of deployment, provide the Commanding General, Marine Forces Pacific the data required by paragraph 5c of this Order (Report Control Symbol EXEMPT).

b. Disbursing Officers. Comply with reference (b) to determine per diem entitlements, and reference (c) for BOQ/BEQ payment procedures for deployed personnel.

c. Reporting Requirements. Commanding General, Marine Forces Pacific, provide HQMC, P&R (RFF) the following actual data on each unit deployment via message:

(1) Unit reported on/month of return from deployment.

(2) End strength. (OFF/ENL)

(3) Percentage of the entire deployment spent in garrison with government quarters and mess available. (OFF/ENL)

(4) Percentage of the entire deployment spent in garrison with government quarters and mess not available. (OFF/ENL)

(5) Percentage of the entire deployment spent in field duty. (OFF/ENL)

(6) Percentage of the entire deployment not eligible for per diem (at sea, in hospital, UA, individual travel, etc.). (OFF/ENL)

d. Computation of Rate

(1) Deployed per diem allowances will be computed in such a way that their use will result in the individual member's total per diem entitlement being approximately the same as if determined using the procedures in paragraph U4105 of reference (a). These rates will be based on the prevailing per diem rates and will reflect the anticipated amount of field duty. The deployed per diem rate will reflect the requirement that enlisted UDP personnel are subsisted-in-kind instead of being paid the subsistence portion of the per diem allowance.

(2) BOQ/BEQ charges will not be considered in developing deployed per diem allowances. Reimburse these charges as provided in Chapter 5 of reference (b).

(3) Surcharges for meals sold to officers will not be levied during actual periods of field duty, since periods of field duty were considered in establishing the deployed per diem rate. Meals sold to officer members during actual periods of field duty will be paid for, at the established rate, in cash or by pay checkage per instructions in reference (c).

(4) Reimbursement for occasional meals is not authorized. Unit messing is essential to training and readiness; accordingly, unit messing includes providing box lunches or combat rations when members of the unit are unable to subsist-in-kind at a dining facility.

e. Applicability

(1) Deployed per diem allowances will be paid in all WESTPAC locations where quarters and messing are available, to include periods of field duty. In some instances, UDP Marines are required to perform TAD travel away from their deployed unit. Under these circumstances, separate, individual orders must be issued covering the specific period of TAD. The use of HQMC appropriation in connection with concurrent TAD when locality per diem is paid is not authorized. Further, any TAD in the performance of base or station commitments will be charged against local operations and maintenance funds.

(2) Deployed per diem will not be paid when an individual is at sea, in the hospital, UA, confined, in the hands of foreign authorities, at an alcohol/drug rehabilitation center for treatment, on leave, in a group travel status, or entitled to locality rate per diem since reference (a) precludes any such per diem payment.

(3) Members on PCS orders to WESTPAC who are attached to a deployed unit are not entitled to deployed per diem allowances. Since unit messing is considered essential, enlisted members attached to units participating in the UDP will be provided subsistence-in-kind.

f. Validation/Recalculation. Deployed per diem allowances will be validated semiannually to ensure that they are based on current WESTPAC per diem rates, that they reflect the anticipated amount of field duty of deployed units, and that their use approximates the individual entitlement per paragraph U4105 of reference (a). In addition to the semiannual validation, deployed per diem rates will be recalculated whenever a variation of plus or minus 10 percent of the deployed rate occurs.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This order is effective the date signed.

C. E. Cook III

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By direction

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