



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70114-1500

ForO 1738.1  
REL  
JUN 24 2014

FORCE ORDER 1738.1

From: Commander  
To: Distribution List

Subj: CHAPLAIN RELIGIOUS ENRICHMENT DEVELOPMENT OPERATION (CREDO)

Ref: (a) SECNAVINST 1730.7D  
(b) Section 1789, title 10, United States Code  
(c) MCO 1754.6B  
(d) BUPERSINST 1610.10C  
(e) OPNAVINST 5380.1B  
(f) SECNAV M-5210.1  
(g) Joint Federal Travel Regulation  
(h) CMC (RAP) Policy Determination ltr 1000 RAP of  
19 Dec 13

1. Situation. References (a) through (f) authorize transportation costs as a support service under the CREDO program. While Marine Forces Command and Marine Forces Pacific Marines and Sailors live within the local commuting distance to their duty stations and can be provided government transportation support from that installation to a CREDO training site, Marines and Sailors within Marine Forces Reserve (MARFORRES) most often live outside the local commuting distance from their training sites and duty stations, therefore government provided transportation support for MARFORRES CREDO attendees is not feasible.

2. Mission. To publish policy, responsibilities, and procedures governing the transportation for individual Marines and Sailors within MARFORRES to CREDO training sites in support of the MARFORRES CREDO Program.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marines and Sailors residing outside 50 miles from the CREDO site are authorized Privately Owned Vehicles (POV) transportation reimbursement at a rate commensurate with the Temporary Duty (TDY) mileage rate contained in reference (g) for POV (if no government vehicle is available) on the date that the travel is executed. Marines and Sailors residing inside 50 miles from the CREDO training site are not authorized travel reimbursement due to the close proximity of the site. Reimbursement for mileage is limited to the

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

JUN 24 2014

distance traveled from the attendee's residence to the MARFORRES CREDO training site, not to exceed 720 miles round trip.

(2) Concept of Operations

(a) Reserve Marine and Sailor's mileage reimbursements will be processed by submitting an SF-1164, Claim for Reimbursement for Expenditures on Official Business form, encrypted only, to the MARFORRES CREDO organizational mail box via email at MFR\_RETREATS@USMC.MIL or fax to 504-697-9772. The MARFORRES CREDO will then forward the SF-1164 to the Marine Corps Community Services (MCCS) for induction into the Document Tracking Management System (DTMS). The servicing Finance Office will then review and process the SF-1164 for reimbursement in accordance with reference (g).

(b) Active Duty (AD) and Active Reserve (AR) Marines and Sailors' mileage reimbursement will be processed by submitting a local voucher in the Defense Travel System (DTS) via a Cross-Organizational Line of Accounting (LOA) supported by MCCS.

b. Coordinating Instructions

(1) This Order provides for the reimbursement of travel expenses only. In accordance with reference (h), participation in CREDO events is strictly a voluntary and personal activity and does not meet the criteria for a Reserve Marine or Sailor to be placed into a duty status or issued orders. While participating in CREDO, Reserve Marines are not subject to the Uniform Code of Military Justice (UCMJ), nor are they covered medically.

(2) A copy of the CREDO event attendance roster must be submitted as substantiating documentation with the local voucher to provide source documentation of attendance. Mileage is the only authorized reimbursable entitlement.

4. Administration and Logistics

a. Lodging and meals will be provided to CREDO attendees. The procurement of such lodging and meals will be at a rate not to exceed the TDY Lodging and Meal rates prescribed for the geographic location of the CREDO event.

(1) Lodging: Must be within government per diem rates for the location the training is being conducted and will be paid via the MARFORRES Marine Corps Community Service (MCCS) Unit Travel Card (UTC) directly to the venue. A Letter of Intent (LOI) should be utilized to secure lodging; contracts are not authorized to be signed by any member of the Unit. Individual billing to the Marines and family is not authorized.

(2) Meals: Breakfast, lunch, and dinner will be provided on days where an agenda provides a full meeting schedule. On partial

JUN 24 2014

meeting days, meals are only provided during the scheduled meeting periods. The meals will be paid via MARFORRES MCCS UTC directly to the venue.

b. Parking Fees: As warranted, hotel parking fees may be authorized and will be paid via MARFORRES MCCS UTC directly to the venue.

c. Supplies: As warranted, basic supplies (i.e. paper, pens, markers, folders, etc.) may be authorized in accordance with current Non-appropriated Funds (NAF) policy, and will be paid for with the MCCS Government Commercial Purchase Card (GCPC) under the CREDO LOA.

d. Services: As warranted Audio and Visual services are authorized in accordance with current NAF policy, and will be paid for with the MCCS GCPC under the CREDO LOA.

e. Recommendations concerning the contents of this Order may be forwarded to Commander, MARFORRES, (Attn: REL) at MFR\_RETREATS@USMC.MIL via the appropriate Chain of Command. Records created as a result of this Order, regardless of media and format, shall be managed per reference (f).

5. Command and Signal

a. Command. This Order is applicable to Marine Forces Reserve.

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



RICHARD P. MILLS

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically.