TEMPORARY ADDITIONAL DUTY
AUTHORIZATION (TAD)
(OFFICER/ENLISTED AND CIVILIANS)
FOUO- Privacy sensitive when filled in.

1. ACTION NO.	2. SSIC/FILE NO.
	4600
3. DATE	

<div align="center">TEMPORARY ADDITIONAL DUTY REQUEST</div>

4. FROM (Rank, Name, EDIPI/MOS Branch)	5. ORGANIZATION AND EXT (POC)
6. VIA (as required)	7. SUBJECT
8. TO Commanding Officer, Marine Corps Air Station Beaufort	9. REFERENCE (if applicable)
10. ENCLOSURE (if any)	11. TAD FUNDED BY

12. START DATE OF TRAVEL	13. END DATE OF TRAVEL

14. NUMBER OF DAYS	15. ESTIMATED COST

16. LOCATION OF TRAVEL/PURPOSE	17. RENTAL CAR INCLUDED IN COST YES NO

18. SIGNATURE OF SUPERVISOR DATE	20. MCAS SGTMAJ(as required)
19. SIGNATURE OF OFFICER IN CHARGE DATE	DATE

<div align="center">COMPTROLLER(IF FUNDED BY LOCAL COMMAND)</div>

21. FUNDS AVAILABLE	22. NOTES	SIGNATURE
		DATE

<div align="center">COMMANDING OFFICER (MCAS BEAUFORT ONLY)</div>

23. SIGNATURE (Commanding Officer or By Dir)

Instructions For Completing MCASBFT/ADJ/7

1. Block 1. Use a correspondence/activity code to assist in identifying the office of origin.

2. Block 2. Will not change.

3. Block 3. Insert the date the Commanding officer signed (Adjutant Section only).

4. Block 4. Insert the rank, full name, EDIPI, military occupational specialty (MOS), and branch of individual (up to three).

5. Block 5. Insert identification of the office of origin and extension of point of contact (POC).

6. Block 6. Abbreviate and number the appropriate chain of command required for processing.

7. Block 7. Identify the subject.

8. Block 8. Will not change.

9. Block 9. Insert pertinent directive or authority. Insert "None" or "NA" as appropriate.

10. Block 10. Insert description of material attached. Insert "None" or "NA" as appropriate.

11. Block 11. Insert who this temporary additional duty is being funding by. (Example: TECOM: Lodging/per diem/mileage; HQHQRON: Rental Car).

12. Block 12. Insert start date of travel.

13. Block 13. Insert end date of travel.

14. Block 14. Insert how many total days of travel.

15. Block 15. Insert total estimated cost. (Example: TECOM: $1,100; HQHQRON: $300).

16. Block 16. Insert location to where individual will be traveling to and purpose of travel.

17. Block 17. Traveler will selected if they were authorized a rental car in the travel cost.

18. Block 18. Insert date and direct supervisor's signature.

19. Block 19. Insert date and officer in charge's signature (Example: H&HS XO).

20. Block 20. MCAS Beaufort Sergeant Major's signature and date (only).

21. Block 21 and 22. Will only be filled by Comptroller's office. Fill block 21 only if funding is coming from MCAS Beaufort; if not, the Adjutant will check N/A. Fill block 21, if there are any notes to pass, for example, "Funding is not available at this time"; date and then sign.

22. Block 23. Only the MCAS Commanding Officer or personnel with 'by direction' authority may select to approve or disapprove and sign.