

To facilitate proper reporting of pay/travel entitlements of reservists while on active duty, paragraphs 1 through 6 must be completed in their entirety. If Marine was sent TAD to another site while on this duty ATTACH COPY of liquidated claim. Travel claims should list Marine's home address and phone number.

MEMORANDUM ENDORSEMENT

From: Commanding Officer (reporting unit)

To: Rank/Name/SSN/MOS USMCR

Subj: **TERMINATION OF ACTIVE DUTY SPECIAL WORK (ADSW) ORDERS / ANNUAL TRAINING (AT) ORDERS / RESERVE COUNTERPART TRAINING (RCT)**

1. You reported to _____ on _____ at _____.
(command) (date) (time)
2. You departed _____ on _____ at _____.
(command) (date) (time)
3. **Government quarters:**
 - At no cost. Avail but not utilized.
 - BOQ/BEQ \$_____ per night. Not required, lives locally.
 - Use of commercial lodging is authorized.
 - Married to acdu spouse and lives in govt housing.
 - Government quarters not available; non-avail stamp obtained.
 - Active duty spouse -- entitled to BAH O/R Yes No
 - Conference Fee Amount \$_____ (Indicate on travel claim meal deducted if fee included any meals.)
4. **Government Meals:**
 - Meal card issued. Messing available (at cost/no cost).
 - Messing not available. Available but not utilized, lives locally.
 - Messing available, but not utilized as it adversely affects mission performance; excessive distance or no transportation between place of duty or lodging; duty and mess operating hours aren't compatible.
 - Auth not more than three round trips daily btwn duty site or lodging and dining facilities (JFTR:U3510).
5. **Special Duty:** (provide time/date)
 - Not field duty. Duty in the field.
 - Field duty from _____ to _____.
 - Sea duty from _____ to _____ on board USS _____.
 - Hazard duty from _____ to _____. Location: _____.
6. **Other Pay Entitlements:**
 - Family Separation Allowance (FSA) Authorized from _____ (30+days acdu only)
 - ACIP pay (pilots) Yes No Aircrew Pay (enlisted) Yes No
 - Foreign Duty Pay Yes No LSL (30+ days acdu)
 - Tax exclusion (hazard duty area) from _____ to _____. Location _____.

By direction