



# REPORTING/DETACHING, QUARTERS, AND MESS ENDORSEMENT (7220)

NAVMC 11118 (6-95) (EF)

SN:0109-LF-065-3900

NAME (Last, First, MI)	GRADE	SSN	DATE
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## PART I - QUARTERS

<input type="checkbox"/>	A. GOVERNMENT QUARTERS WERE NOT AVAILABLE FOR THE FOLLOWING DATES (S) OR PERIODS (S) _____
<input type="checkbox"/>	B. UTILIZATION OF GOVERNMENT QUARTERS AT THIS STATION BY THE ABOVE NAMED MEMBER: <input type="checkbox"/> WILL BE <input type="checkbox"/> IS <input type="checkbox"/> WAS IMPRACTICABLE FOR THE FOLLOWING DATES (S) OR PERIODS (S) _____
<input type="checkbox"/>	C. GOVERNMENT QUARTERS <input type="checkbox"/> WERE NOT <input type="checkbox"/> WILL NOT BE AVAILABLE TO BOTH THE ABOVE -NAMED MEMBER AND, WHEN APPLICABLE, DEPENDENT (S) AUTHORIZED TO TRAVEL WITH THE MEMBER FOR THE FOLLOWING DATE (S)PERIOD (S) _____

## PART II - MESS

<input type="checkbox"/>	A. GOVERNMENT MESS WAS NOT AVAILABLE TO THE ABOVE-NAME MEMBER FOR THE NUMBER OF MEALS SHOWN OPPOSITE EACH OF THE DATES (S) OR PERIODS (S) SHOWN BELOW. _____
<input type="checkbox"/>	B. UTILIZATION OF GOVERNMENT MESS AVAILABLE AT THIS STATION BNY THE ABOVE - NAMED MEMBER <input type="checkbox"/> WILL BE <input type="checkbox"/> IS <input type="checkbox"/> WAS IMPRACTICABLE FOR THE NUMBER OF MEALS SHOWN OPPOSITE THE DATES (S) OR PERIOD (S) SHOWN BELOW. _____
<input type="checkbox"/>	C. OPEN MESS <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT AVAILABLE TO THE ABOVE - NAMED MEMBER FOR AT LEAST TWO MEALS ON THE DATE (S) THAT GOVERNMENT QUARTERS WERE AVAILABE AS SHOWN BELOW. _____
<input type="checkbox"/>	D. OPEN MESS <input type="checkbox"/> WAS NOT <input type="checkbox"/> WILL NOT BE AVAILABLE TO BOTH THE ABOVE - NAMED MEMBER AND, WHEN APPLICABLE, DEPENDENT (S) AUTHORIZED TO TRAVEL WITH THE MEMBER FOR THE NUMBER OF MEALS SHOWN OPPOSITE THE DATE (S) OR PERIOD (S) SHOWN BELOW. _____

DATE	NO. MEALS	DATE	NO. MEALS	DATE	NO. MEALS

REMARKS (Continue on separate sheet if necessary)

ISSUING ORGANIZATION AND STATION

TYPED NAME, GRADE AND TITLE OF AUTHORIZED APPROVING/CERTIFYING OFFICER

SIGNATURE

## INSTRUCTIONS

1. WHERE ISSUED. To be issued where the temporary duty is performed. Also at ports of embarkation or at personnel processing centers operated in conjunction therewith.

2. TO WHOM ISSUED. To any member performing TAD/TDY of 24 hours or more under conditions set forth in item 3 following. To any member traveling on PCS to, from, or between stations outside the United States, if accompanied by dependents who are authorized to travel with the Marine.

### 3. WHEN ISSUED

A. Whenever the nature of the traveler's orders require reporting and detaching endorsement (s).

B. Whenever quarters or messing facilities, as defined in item 7, below, are not available to a member performing TAD/TDY at a recognized military installation or at a facility operated by government contractor or whenever a member cannot properly perform duties if available facilities are utilized; when government quarters for joint occupancy by the member and dependents or government mess for joint utilization is not available or will not be available for a specific period.

4. RESPONSIBILITY FOR ISSUANCE. The senior member who is in a position of command or who has administrative responsibility at the place of TAD/TDY will assure that arrangements are made for issuance of this endorsement. The commander of the element to which a family is assigned for processing or control will assure that arrangements are made for the issuance of this endorsement.

5. WHO MAY SIGN IT. The commander or designated representative may sign this endorsement. Authentication may also be by means of a properly authorized and controlled facsimile signature stamp.

6. PURPOSE, MANNER OF ISSUANCE, AND DISPOSITION. This endorsement will substantiate the traveler's entitlement at a rate of per diem based upon the availability and utilization of the facilities as indicated in Parts II and III. This endorsement will also be used (for officers only) for nonavailability of officers' open mess when government quarters are available. All dates must be shown as actual, inclusive calendar dates. It will be given to the traveler in original and duplicate. Only the original should be signed. The traveler will attach them to the claim for travel allowances. The triplicate will be retained by the issuing office.

### 7. DEFINITIONS

A. GOVERNMENT MESS. Any of the following, provided it is made available to or utilized by the member concerned, even though officers are assessed a charge thereof: (1) any general or service organizational mess, including messing facilities of a state-owned National Guard camp; (2) any Army or Air Force officers' or student officers' field mess; (3) a Navy or Coast Guard officers' closed mess, a Marine Corps officers' field ration dining facility, or an officers' ward room mess or warrant officers' and chief petty officers' mess afloat; (4) box lunches, in-flight meals, or rations furnished by the government on military aircraft (in-flight snack meals purchased as the member's option prior to boarding a military aircraft, for consumption aboard such aircraft, are not considered to be meals furnished by a government mess).

B. GOVERNMENT QUARTERS. Government quarters include: (1) any sleeping accommodations owned or leased by the U. S. Government, provided they are made available to, or utilized by, the members concerned; (2) lodgings or other quarters obtained by U. S. Government contract; (3) quarters in a state-owned National Guard camp; (4) sleeping facilities in a National Guard armory when such facilities are actually used or their use is directed by competent authority for annual or year-round annual training even though not used; (5) temporary lodging facilities as defined in JTR, Volume I, Appendix J.