



DEPARTMENT OF THE NAVY  
NAVAL SUPPORT ACTIVITY MONTEREY  
271 STONE ROAD  
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NSAMINST 4500.1A  
NOV 21 2014

NAVAL SUPPORT ACTIVITY MONTEREY INSTRUCTION 4500.1A

Subj: LOCAL AREA DEFINITION

Ref: (a) DOD Financial Management Regs, Vol 9, Chap 4  
(b) Joint Travel Regulations

1. Purpose: The purpose of this instruction is to define the local area around the Naval Support Activity Monterey and other local DOD activities in the same area and to set out guidelines for travel within that area.

a. Paragraph 0407 of reference (a) and paragraph 2800 of reference (b) require that "the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or component."

2. Cancellation: NSAMINST 4500.1 is cancelled and superseded by this instruction.

3. Definitions:

a. The local commuting area around Monterey, California, is defined as the counties of Santa Clara, Santa Cruz, San Benito, and that portion of Monterey County extending down to the southern extremity of the city limits of King City, California.

b. The term "local commuting area" is not to be confused with Permanent Duty Station (PDS), which is defined in Appendix A of JTR as the "designated post of duty or official station, the limits of which are the corporate limits of the city or town in which the employee is stationed."

c. Paragraph 0407 of reference (a) states that "When travelers perform TDY in the local area and require lodging, travel orders are necessary to support the claim." Paragraph 2200E1 of reference (b) states that a travel order "is necessary except when same day in and around local travel with no lodging requirement is involved." These two statements imply that multi-day travel in the local area with extensive commuting involved would justify the requirement for lodging and therefore the use of a travel authorization with normal lodging and meal entitlements.

A handwritten signature in black ink, appearing to read "T. C. Faller", is located at the bottom center of the page.

T. C. FALLER