



UNITED STATES MARINE CORPS  
NATIONAL CAPITAL REGION COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

1300

CG

**MAY 29 2013**

MARINE CORPS NATIONAL CAPITAL REGION COMMAND POLICY LETTER 2-13

From: Commanding General, Marine Corps National Capital Region  
Command (MCNCRC)

To: Distribution List

Subj: ESTABLISHMENT OF THE REASONABLE COMMUTING DISTANCE FOR  
RESERVE PERSONNEL PERFORMING DUTY IN THE NATIONAL CAPITAL  
REGION

Ref: (a) Joint Federal Travel Regulation (JFTR)  
(b) MCO 1001R.1K (MCRAMM)

Encl: (1) Reasonable Commuting Distance Boundaries

1. Situation. The purpose of this policy as required by paragraph U3500B of reference (a) is to publish guidelines in determining what is considered to be a "reasonable" commuting in traveling to the Home Training Center (HTC) during periods of active duty. As defined in this policy, Reserve Component Training Centers located at the Pentagon, Washington, D.C. are considered to be the HTC.

2. Mission. In accordance with the references, a reasonable commute is defined as a local commuting area that consists of approximately 50-mile radius of the HTC or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in approximately one and a half hour period. The boundaries of these limits are calculated per Defense Table of Official Distances (DTOD) and can be found in enclosure (1).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This policy governs travel, and reimbursement of related expenses, in conjunction with official business within the limits and local commuting area.

(2) Concept of Operations. Areas within the boundaries identified in the enclosure are those areas which are suggested, based upon DTOD distances, to be within a reasonable commute to

Subj: ESTABLISHMENT OF THE REASONABLE COMMUTING DISTANCE FOR  
RESERVE PERSONNEL PERFORMING DUTY AT THE PENTAGON,  
WASHINGTON, D.C.

facilitate the identification of travel and transportation allowances for Reserve Component Marines when performing active duty at the HTC. Locations physically closer than these boundaries may be considered on a case by case basis as not commutable if, due to National Capital Region traffic congestion, it would take an average traveler more than one and a half hour to drive. For the purpose of this policy, periods of active duty include:

(a) Any category of Active Duty for Operational Support (ADOS)

(b) Annual Training (AT)

(c) Reserve Counterpart Training (RCT)

(d) Presidential Reserve Callup (PRC)

(e) Partial Mobilization (PartMob)

(f) Full Mobilization (FullMob)

4. Administration and Logistics. Reserve Marines performing active duty at the HTC residing outside of the reasonable commuting distance as established by this policy will be authorized travel and transportation allowances while performing such duty. Reserve Marines performing active duty at the HTC residing within the prescribed reasonable commuting distance as established by this policy, unless determined to be not commutable as described in paragraph 3 of this policy, are not authorized travel and transportation allowances while performing such duty.

5. Command and Signal

a. Command. This policy is applicable to all reserve personnel assigned to duty in the National Capital Region.

b. Signal. This policy is effective the date signed and will remain in effect until superseded or cancelled.

  
J. A. KESSLER

DISTRIBUTION: C

## Reasonable Commuting Distance Boundaries

### Northern

City	State	Zip Code	Milage
Adamstown	Maryland	21710	50.1
Frederick	Maryland	21702	50.6
Eldersburg	Maryland	21784	49.8
Foxridge	Maryland	21133	49.3
Mt Washington	Maryland	21209	49.0
Essex	Maryland	21221	50.8

### Eastern

City	State	Zip Code	Milage
Grasonville	Maryland	21638	51.7
St Leonard	Maryland	20685	50.3

\*Includes all Eastern Shore cities of Maryland (e.g. Annapolis, Chesapeake Beach, North Beach, etc. up to St Leonard, MD)

### Southern

City	State	Zip Code	Milage
Leonardtown	Maryland	20650	54.9
Falmouth	Virginia	22405	51.7
Midland	Virginia	22728	52.7

### Western

City	State	Zip Code	Milage
Warrenton	Virginia	20188	47.2
Marshall	Virginia	20116	49.5
Upperville	Virginia	20184	50.8
Purcellville	Virginia	20160	49.9