

MILPERSMAN 1320-010

TYPES OF ORDERS

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN	882-4148
			COM	(901) 874-4148
			FAX	882-2693

1. **Change of Duty Orders**. Change of duty orders detaches a member from one duty station and assigns the member to another station. The type of duty from which the member is detached or to which assigned may be either temporary or permanent duty.

a. **Permanent change of station (PCS)** orders involve detachment from one permanent duty station (PDS) and assignment to a new PDS. Periods of temporary duty may be included in orders that assign a new PDS upon completion of the temporary duty.

b. **Temporary duty (TEM DU)** orders involve detachment from one station and assignment to another station or stations for TEM DU pending further assignment to a new PDS or for return to the old permanent station. Members on TEM DU are not attached to any PDS.

2. **Additional Duty Orders (ADDU)**.

a. Additional duty orders assign a member to a duty that member is to perform in addition to and in conjunction with that permanent duty. No travel is authorized by ADDU orders unless specifically stated in the orders.

b. The following types of ADDU orders for officers must be issued only by Navy Personnel Command (NAVPERSCOM):

(1) Any ADDU orders that result in an increase in basic pay or allowances of the officer (e.g., hazardous duty, additional duty in a flying status involving operational or training flights (DIFOPS), or duty that entitles the officer to incentive pay).

(2) Any ADDU orders that would entitle the officer to reimbursement for travel expenses.

(3) Any ADDU orders of a permanent or semi-permanent nature (more than 6 months in duration) to a command other than the officer's parent command where they perform paramount duty.

(4) Any ADDU orders to an officer assigning them to command.

c. Any ADDU orders for officers other than those in the above four categories may be issued locally at the discretion of the local CO.

3. Temporary Additional Duty Orders (TEMADD)

a. Temporary additional duty orders assign a member to TEMDU in addition to present duties, and direct the member upon completion of this TEMADD to resume regular or temporary duty. When travel is involved, one journey away from the member's duty station to one or more places, and a return journey to the duty station are directed in the orders. TEMADD orders automatically expire when the member returns to the duty station from which the individual proceeded on TEMADD unless such return is incident to necessary change of train or plane en route to the next TEMADD station involved in the orders and no unnecessary delay is taken in making such change unless the member returns for personal reasons in a liberty or leave status. Personnel on TEMADD remain attached to the station from which they initially proceeded on TEMADD, as well as being subject to the command of each CO to whom they may report for TEMADD.

b. Competent orders for members attached to nuclear-powered, two-crew submarines undergoing training or rehabilitation (TRAHAB) away from the submarine or its home port will be worded "for temporary additional duty TRAHAB."

c. Verbal or written TEMADD orders which have the effect of making members on active duty a part of the work force of any Federal activity or agency outside the Department of Defense, may be issued only when those assignments have been approved by NAVPERSCOM. This policy is not to be construed to require NAVPERSCOM approval of the following types of TEMADD orders issued by competent authority for members who are

- (1) performing TEMADDINS.
- (2) participating in athletic events.

(3) serving as escorts for Congressmen, foreign military officers, and other dignitaries.

(4) attending authorized meetings, conferences, and seminars.

(5) performing TEMADD required to meet the Chief of Naval Operations assigned mission of the activity, e.g., liaison between naval research and development laboratories and other federal activities such as the Federal Aviation Administration.

(6) participation in house hunting in conjunction with PCS orders.

(7) issuance of orders for naval personnel to appear in Federal Court as witnesses on behalf of the Federal Government as guided by the provisions of the Judge Advocate General (JAG) Manual.

4. **Repeat Travel Orders.** Repeat travel orders authorize a member to perform, in addition to present duties, such travel from time to time as necessary for a purpose stated in the orders, the travel being from the duty station to (and from) points designated in the orders. Repeat travel orders are issued only by NAVPERSCOM to members in billets that require regular and frequent trips away from their duty stations in the performance of assigned duties.

5. **First Duty Orders.** First duty orders (first set) assign the following to a PDS:

- a. Inactive personnel.
- b. Persons being newly commissioned from civilian status.

6. **Temporary Active Duty Orders.** Temporary active duty orders (first set) assign inactive members to TEMDU for a limited or specified period of time, and direct, upon completion, release to inactive duty.

7. **Release From Active Duty Orders.** Release from active duty orders or separation orders are any orders that separate members from active duty in the naval service.

8. **Training Duty Orders.** Training duty orders assign Naval Reserve members to training duty.

MILPERSMAN 1320-020

MESSAGE ORDERS FOR INACTIVE DUTY RESERVE OFFICERS

Responsible Office	NAVPERSCOM (PERS-812)	Phone:	DSN	882-3208
			COM	(901) 874-3208
			FAX	882-2738

1. Purpose

a. The contents of message orders contained in this article (referred to as "Forms") will be used by recruiting offices, or other commands as appropriate, as guides in preparing written orders in proper order format to be delivered to each officer concerned. Each of these forms (ALPHA - ECHO) are divided into two parts:

(1) Part I: to be used by the Navy Personnel Command (NAVPERSCOM) to transmit the message orders to the action addressee for issuance of the orders;

(2) Part II: to be used by the action addressee (recruiting offices or other commands as appropriate) upon receipt of Part I to issue the orders in implementing Part I.

b. The combination of Parts I and II will be transmitted by the action addressee in Part I to each officer concerned with ample copies for:

(1) Disbursing officers.

(2) Movement of family members and household goods.

(3) Use by the officer in compliance with the orders.

2. Message Orders by Telegram. In cases where message orders are relayed to an officer by telegram, the following action will be taken:

a. The originating authority shall send the complete orders in the prescribed form.

b. The officer concerned, upon presentation to the disbursing officer, shall endorse on the telegram they received the words "Original orders received" and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

3. **Form ALPHA.** Form ALPHA is to be used for an officer who has accepted a commission with no waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM ALPHA MILPERSMAN 1320-020.
LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS PROREP
NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery (BUMED) reveals evidence of a defect of condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be

considered not physically qualified and the unexecuted portion of your orders will be canceled.

2. If found not physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from temporary active duty and forward a copy of these orders with all endorsements to the Navy Personnel Command (Staff Corps officers, forward an additional copy to the cognizant bureau, command, or office), to the Chief of Naval Air Reserve Training, if appropriate, and to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149. In this event, the examining medical officer shall advise NAVPERSCOM by message referencing these orders, stating defects in detail together with action taken and recommendations, if any, with information copies to BUMED and (insert the information addressees on these orders).

3. If found physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from active duty until such time as is necessary to (fill-in reporting instructions).

NOTE: Alternate paragraph 3 to be used when a future reporting date is not specified: If found physically qualified, (fill-in reporting instructions).

4. Accounting data: (fill-in)

5. Travel via private conveyance is permitted at your option for your personal convenience.

6. You are advised to make no personal plans for active duty until found physically qualified and not to move family members until you have reported for duty and have suitable quarters for them.

7. A certified copy of these orders, with all endorsements, shall be forwarded to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149.

8. If serving under orders authorizing your participation in a Naval Reserve Program in a pay or nonpay status, you are directed to request termination of your inactive duty training orders, via the appropriate chain of command, to be effective not later than the day preceding the date of reporting to active duty in compliance with these orders.

4. **Form BRAVO.** Form BRAVO is to be used for an officer who has accepted a commission with a waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM BRAVO MILPERSMAN 1320-020.
LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS WAIVED
LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:

To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). Since physical defects were waived by NAVPERSCOM (PERS-(fill-in)), further waiver will not be required if disabilities are essentially the same as to character and degree. If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, 7, 8, and 9 are the same as in Form ALPHA.

5. **Form CHARLIE.** Form CHARLIE is to be used for an officer who has not accepted a commission and has no waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM CHARLIE MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS
WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:

To:

Ref: NAVPERSCOM message (date/time group)

1. Upon acceptance of appointment as (fill-in) proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, and 7 are the same as in Form ALPHA.

6. **Form DELTA.** Form DELTA is to be used for an officer who has not accepted a commission but with a waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM DELTA MILPERSMAN 1320-020.
LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS WAIVED
LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:

To:

Ref: NAVPERSCOM message (date/time group)

1. Upon acceptance of appointment as (fill-in) proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). Since physical defects were waived by NAVPERSCOM (PERS-(fill-in)), further waiver will not be required if disabilities are essentially the same as to character and degree. If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, and 7 are the same as in Form ALPHA.

7. **Form ECHO.** Form ECHO is to be used for an officer being ordered to temporary active duty, then released to inactive duty. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM ECHO MILPERSMAN 1320-020.
LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS PROREP
CNO WASH DC ON 10 AUG TEMAC ABOUT 2 MONTHS. COMPL TEMAC DIRDET
AFTER PHYSEXAM. RETURN LYNN MASS ARRIVAL REGARD REL ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. You are ordered to temporary active naval service for this purpose and will be considered in a temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117, Manual of the Medical Department (MANMED 15-77).
2. If found not physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from temporary active duty and forward a copy of these orders with all endorsements to the Navy Personnel Command (Staff Corps officer, forward an additional copy to the cognizant bureau, command, or office), to the Commander, Naval Reserve Force if appropriate, and to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149. In this event, the examining medical officer shall advise NAVPERSCOM by message referencing these orders, stating defects in detail together with action taken and recommendations, if any, with information copies to Bureau of Medicine and Surgery and (insert the information addresses on these orders).
3. If found physically qualified, immediately return to the above address. Upon arrival at the above address, consider yourself released from active duty until such time as is necessary to (fill-in reporting and detaching instructions.)

NOTE: Alternate paragraph 3 to be used when a future reporting date is not specified: If found physically qualified, (fill-in reporting and detaching instructions.)

4. Accounting data: (fill-in)

5. If the period of duty specified by these orders is 90 days or more, travel via private conveyance is permitted at your option for your personal convenience.

6. A certified copy of these orders, with all endorsements, shall be forwarded to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149.

7. This assignment to active naval service is subject to your consent.

8. This duty is creditable under 10 U.S.C. 12732 for retirement point accounting when properly substantiated.

9. If service under orders authorizing your participation in a Naval Reserve Program, in a pay or nonpay status, your orders to inactive duty training are not terminated but are not effective during your period of temporary active duty. Your orders to inactive duty training are effective the day following completion of your temporary active duty.

MILPERSMAN 1320-030

DELEGATION OF AUTHORITY TO ISSUE ORDERS AND ADMINISTRATIVE CONTROL OF ORDERS AND TRAVEL

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN	882-4148
			COM	(901) 874-4148
			FAX	882-2693

Governing Directives	OPNAVINST 4650.15 Joint Federal Travel Regulations (JFTR), Volume I NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual
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1. Authority to Issue Orders

a. Competent orders for **officers** are issued and approved by Chief of Naval Personnel (CHNAVPERS), or commands authorized by CHNAVPERS.

b. Orders for **enlisted** personnel are issued or approved by Navy Personnel Command (NAVPERSCOM), or by commands authorized by NAVPERSCOM.

c. Orders signed by Assistant Chief of Distribution or by Acting CHNAVPERS shall have the full force and effect of orders issued by CHNAVPERS.

d. Orders issued by CHNAVPERS or NAVPERSCOM may be modified only by CHNAVPERS or NAVPERSCOM. In this regard, port calls issued by Navy Passenger Transportation Offices (NAVPTO) in connection with transoceanic or international travel are considered to be an authorized modification to orders. See OPNAVINST 4650.15.

2. Delegation of Authority to Field Commands. Only CHNAVPERS or NAVPERSCOM can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Commands that have been authorized by CHNAVPERS or NAVPERSCOM to issue orders may direct subordinate commands to issue orders to personnel by name or number, for specific assignments, or for travel. Orders issued to officers by field

commands must reference the authority to issue orders delegated by CHNAVPERS.

3. **Change of Duty Orders Involving Flying Status.** Unless so stated, the delegating authority to issue change of duty orders shall not authorize other commands to order officers to or from a duty involving flying status. Care should be taken to retain the phrase "duty in a flying status" in all orders that order members to/from duty involving flying.

4. **Administration of Travel**

a. Navy Personnel Command is charged with the administration of travel by Navy personnel and their family members. Travel regulations and entitlements are contained in volume I of JFTR, NAVPERS 15559B, and NAVPERS 15909G; and supplementary instructions published as instructions and notices. Orders shall be as complete as practical. When members are entitled to transportation of family members and shipment of household goods at Government expense, or when travel at personal expense subject to reimbursement is authorized, individual orders shall be issued to each member.

b. Each fiscal year funds are appropriated for the travel of those naval personnel and family members issued orders under the authority of CHNAVPERS or NAVPERSCOM. To conserve these funds and make them suffice for the entire fiscal year, it is the responsibility of every command delegated authority to issue orders to stay within any quarterly allotments granted to them and to limit travel to that considered essential and in the best interests of the Navy.

MILPERSMAN 1320-040

REQUIRED SIGNATURES ON PCS ORDERS WRITTEN IN THE FIELD

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4183
			COM	(901) 874-4183
			FAX	882-2693

1. Policy

a. Orders, extensions, or modifications thereof in letter form originated and written in the field shall be signed only by the commanding officer (CO) of the command authorized to issue orders, or by a subordinate to whom the CO has specifically delegated, in writing, such authority. When signed by a subordinate, the words, "by direction of the (command title)" shall appear after the title of the office of the subordinate. The delegation of signature authority by the CO does not relieve the accountable officer of liability for funds expended under that authority.

b. Letter orders to officers written in the field that quote or reference a letter directive, or message orders issued by Chief of Naval Personnel or by a field command authorized to initiate orders, are competent orders and may be signed "by direction" by a subordinate specifically designated by the CO or officer in charge.

MILPERSMAN 1320-050

FACSIMILE SIGNATURE FOR SIGNING ORDERS

Responsible Office	NAVPERSCOM (PERS-454C)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

1. Policy

a. The facsimile signature of the commanding officer (CO) of a command authorized to initiate orders may be used for the purpose of signing orders to naval personnel instead of the signatures prescribed. Orders so signed shall be considered competent if initialed by a subordinate to whom the CO has specifically delegated, in writing, such authority.

b. Use of the facsimile signature of Chief of Naval Personnel (CHNAVPERS) by personnel attached to Navy Personnel Command for signing orders, extensions, modifications, or endorsements to orders is limited to personnel who have been specifically authorized in writing by CHNAVPERS to initial their facsimile stamp for that purpose.

c. The facsimile signature of a flag officer, area coordinator, or CO of any command in the field who has been authorized by the CHNAVPERS to issue specific type orders or types of orders may be used as his official signature for signing orders. Such orders shall be considered competent if initialed by a subordinate to whom the CO has specifically delegated, in writing, such authority.

d. Facsimile stamps must be properly safeguarded and used only for the specific purpose or purposes authorized.

MILPERSMAN 1320-060

PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO), DELIVERY, INTERPRETATION, AND EXECUTION

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN	882-4148
			COM	(901) 874-4148
			FAX	882-2693

Governing Directives	Catalog of Navy Training Courses (CANTRAC), Volume 2 NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual OPNAVINST 4650.15
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1. **Policy.** Permanent change of station transfer orders, both letter and message, will be written using plain language with a minimum of codes, abbreviations, and acronyms so orders will be more easily understood and will not require translation prior to execution. Only standard abbreviations (e.g., EDA, EDD, NLT, NET, PRD, ACC, DNEC, CONV, BSC, etc.) and activity titles will be used as they appear on other automated documents. Abbreviated course titles may also be used along with the course identification numbers as listed in CANTRAC, volume II.

2. **Disposition of Orders**

a. Original letter orders and any modifications will be mailed to the Personnel Support Activity Detachment (PSD) assigned in support of the officer's activity. Activities not supported by Pay and Personnel Administrative Support System (PASS) office will receive original letter orders direct.

b. Message orders will be transmitted to the activities involved with the order via the Communications Centers serving them. Message orders shall be locally reproduced by the PASS office supporting the member. One copy will be certified "Original Message" over the signature of the commanding officer (CO) or officer-in-charge of the processing activity (or their designated representative). In cases where message orders are relayed to a member by telegram, the following action will be taken: the officer concerned, upon presentation to the disbursing officer, shall endorse the telegram received, with

the words "Original Orders Received" and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

c. Commands receiving orders shall promptly deliver such orders and each modification, if any, of orders to the member and shall indicate delivery by an official delivering endorsement on the orders or modifications.

d. Although the order will be addressed via activities providing personnel support, they are directed to the member being transferred. Authority to specify the detachment date within the month of detachment remains with the member's reporting senior.

e. Orders to officers shall direct their detachment from their primary duty only, unless they have been assigned accountable duty. Officers with additional duty at other activities will be considered detached from such duty upon their detachment from their primary duty. Reference to additional duty shall not be made in detaching orders. Upon detachment, information copies of the orders shall be furnished to the activity or activities to which an officer has been assigned additional duty.

f. Procedures for processing a member's orders are found in NAVPERS 15559B, chapter 2; or NAVPERS 15909G, chapter 23.

3. **Reporting for Duty**. In carrying out the order, officers shall report to the CO or commander of the activity named in the orders for permanent duty, permanent duty under instruction, temporary duty, or temporary duty under instruction, etc., unless otherwise specified in the orders. Deviation of the order must be approved by CHNAVPERS, and when required, a modification issued prior to the member's detachment form, or reporting to, the final activity stated in the order. Application procedures are found in NAVPERS 15559B, chapter 2.

4. **Proceed Time and Travel Time**

a. The date of detachment is a day of Leave, PT, or Travel Time (TT). Date of detachment is only a day of duty if the member detaches and reports on the same day with no allowable TT. The day of arrival is a day of duty. When a member is detached from one permanent duty station and is ordered to

another permanent duty station, the orders may allow 4 days proceed time, as outlined in MILPERSMAN 1320-090, in addition to travel time outlined in MILPERSMAN 1320-100. The word "proceed" is synonymous with "commence travel" and should not be construed as entitlement to proceed time.

b. Unless a specific reporting date is directed in the order, members ordered to report for duty at a place or to proceed to any point and report for duty shall do so within 4 days after date of detachment, exclusive of the proceed time, travel time, and authorized leave provided in the order or delineated elsewhere in this manual. See OPNAVINST 4650.15 concerning circuitous travel for constructive travel time when traveling via a circuitous route.

c. Where there is some degree of urgency for a member to report to a new station and there is no known requirement for the full 4 days proceed time, orders shall specify a time frame within which the member must report for duty, e.g., "Upon detachment, proceed and report NLT 12 hours after detachment, exclusive of travel time."

5. **Detaching Instructions**. Definition of specific detaching instructions appearing in the detaching activity section of the orders is found in NAVPERS 15559B and NAVPERS 15909G.

MILPERSMAN 1320-080

ORDERS AUTHORIZING TRAVEL WITH OR WITHOUT REIMBURSEMENT

Responsible Office	NAVPERSCOM (PERS-454C)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

1. General

a. Original written orders issued by competent authority are required for official travel and for reimbursement of expenses incident thereto, except as provided in Joint Federal Travel Regulations, volume 1 and Navy Travel Instructions for members in the special category of duty with, or under training for, the Military Airlift Command, Marine Corps Transport Squadrons, or Fleet Tactical Support Squadrons, while on duty away from their permanent stations. Message orders when properly endorsed, or orders written in the field which quote or reference a letter directive, TWX, NTX, or message orders issued either by Navy Personnel Command (NAVPERSCOM) (PERS-454), or by field commands who are authorized to initiate orders.

b. Orders given in the field which quote or reference verbal orders received from competent authority must be confirmed by the authority who gave such verbal orders within 7 days of issuance. Confirmation must be accomplished by reducing the verbal orders to writing or by approving orders given in the field referencing such verbal orders. Reimbursement for travel expenses under such orders may not be made until such confirmation is obtained.

c. Travel orders in any of the above categories which are not originated by competent authority must be approved by Chief of Naval Personnel or NAVPERSCOM to allow reimbursement for travel expenses incurred in compliance with orders.

d. If separate orders have not been issued by higher authority, commanding officers, when transferring enlisted members who are entitled by law to transportation of family members and household goods at government expense, shall prepare individual orders to them by name in order to lessen the

possibility of problems that might arise in regard to the payment of claims or procurement of transportation.

e. Commands should not direct members to perform travel on official Navy business without furnishing necessary transportation or without wording the orders to provide for reimbursement of transportation expenses. When travel may be desirable from the Navy's viewpoint but cannot be justified sufficiently as official Navy business to warrant the expenditure of limited travel funds, or when a member requests administrative absence for purposes specified elsewhere in this manual, any command which has authority to issue temporary additional duty orders may write an "authorization" permitting the member addressed to travel at no expense to the government. Such authorization must always contain the following clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered canceled."

f. Reimbursement for transportation and for expenses incident to travel performed in obedience to orders is allowable only from the place to which the orders are addressed. In the event an activity receives travel orders incorrectly addressed and the member concerned is no longer at that address, the orders should not be forwarded until the command issuing the orders has been advised and issues necessary instructions. Generally, the issuing command should reissue the orders to the correct address.

2. Travel Abroad

a. Members ordered abroad shall obtain passports as specified in Navy Passenger Transportation Manual (OPNAVINST 4650.15).

b. Arrange all official transportation and related supplemental services such as no-fee passports and visas through the Navy Passenger Transportation Office at the appropriate Personnel Support Activity Detachment.

3. **Temporary Duty (TEMDU)**. All orders to TEMDU which must be accomplished during a specific period, e.g., a course of instruction convening on a certain date, shall specify the required reporting and per diem entitlement commencement date. This date shall be determined and specified by the order issuing and/or delivering authority following:

a. **Orders to temporary duty under instructions (TEMDUINS)** shall direct the member to "report not later than (date)." This date normally should be 1 day prior to the scheduled commencement of the TEMDU to permit a reasonable period for administrative processing. Further the orders shall direct the member to "report not earlier than (date)." In most cases this date should be 1 day prior to the "not later than date." In addition, the orders shall state:

"Per diem entitlement commences (report not earlier than date) unless the early detachment or early commencement of temporary duty is determined to be in the best interests of the government."

The "report not earlier than" date is applicable to each intermediate duty station. Procedures for reporting endorsements for members who arrive at the TEMDU station prior to the "report not earlier than" date are prescribed in MILPERSMAN 1320-140 governing endorsement of orders upon reporting for duty.

b. **Detaching endorsements on all orders directing TEMDU en route to a permanent duty station** shall include the following statement:

"Entitlement to per diem for the TEMDU directed by these orders will be per MILPERSMAN 1320-080."

When a member must be detached earlier than the latest date determined necessary to permit reporting on the required date, considering allowable travel time and leave desired, the detaching command shall include the following statement in the orders or the detaching endorsement:

"Detachment this date considered in the best interests of the government because (fill-in)."

Acceptable reasons for early detachment are utilization of barracks space, ship movements, uncertain transportation schedules to be utilized by members traveling from duty stations outside the United States, or for any other specific good and sufficient cause.

c. **The above endorsements and "report not earlier than" dates** for enlisted members shall be entered on NAVCOMPT 536, Standard Transfer Order under Supplemental Instructions for Intermediate Reporting.

MILPERSMAN 1320-090

PROCEED TIME IN EXECUTION OF ORDERS

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

1. Proceed Time

a. Proceed time is a period of time not chargeable as leave, delay, or allowed travel time. It is granted for the purpose of facilitating necessary personal arrangements inherent in certain permanent change of station (PCS) orders.

b. The amount of proceed time permitted is dependent upon the urgency of the transfer but will not exceed 4 days.

c. The word "proceed" is synonymous with "commence travel status" and should not be construed as entitlement to proceed time.

2. Time According

a. Any delay authorized is chargeable as leave and is in addition to proceed and travel time. The day of detachment is a day of travel or leave as applicable.

b. When the member is detached from overseas duty, starts and finishes overseas travel, and arrives in the 48 contiguous United States or District of Columbia on the same day, that day is considered a day of travel for elapsed time accounting.

3. **PCS Order Terms and Definitions.** When authorized by subsequent paragraphs, the following terms used in PCS orders, as displayed in the table below, indicate the amount of proceed time authorized:

WHEN a PCS order reads...	THEN report within...
Report or proceed and report (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.
Report or proceed and report without delay (48 hours proceed time)	48 hours, exclusive of travel time, subsequent to detachment.
Report or proceed and report immediately (12 hours proceed time)	12 hours, exclusive of travel time, subsequent to detachment.
Ultimate assignment - FOR DUTY/DUINS (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.

4. **When Is Proceed Time Authorized**

a. Proceed time is authorized only when members are executing PCS orders to or from

(1) ships or mobile units having a sea/shore rotation code of two or four;

(2) an "all others" tour; and

(3) overseas accompanied tours, includes from overseas to overseas, but not in same geographical location.

b. Commanding officers of ships changing home port may authorize proceed time only in conjunction with the movement of

(1) household goods, or

(2) a member's private owned vehicle.

c. Proceed time shall not be construed as authority to miss reporting dates and times specified in the orders. A modification or cancellation of the unexecuted portion of the original orders received at any point between the old and the new PDS does not entitle the member to additional proceed time.

d. Entitlement to proceed time for members not specifically authorized in this article shall be determined by Chief of Naval Operations (N13).

5. **Types of Orders Not Authorized Proceed Time**. Regardless of other considerations, proceed time is not authorized in conjunction with the following types of orders, as displayed in List "A" and List "B" below.

6. **Order Type List "A"**. The following order types are not authorized proceed time:

a. Orders from inactive duty:

Home,
Place of enlistment,
Recruiting station or recruit training center,
Officer Candidate School,
NROTC, or
Naval Academy.

b. To:

Active duty at a permanent duty station.
Temporary duty under instruction of less than 20 weeks.
Temporary duty of 6 months or less and then to a permanent duty station.

c. Orders to:

An activity for separation processing,
Home from a separation activity, or
Proceed to the locale of the member's choice upon separation.

d. Orders to temporary additional duty.

e. Orders for group travel, i.e., orders issued to three or more members traveling in a group from the same point or origin to the same destination under one order, which has been designated a "group travel order" by the order issuing authority.

7. **Order Type List "B"**. The following additional order types are not authorized proceed time:

- a. Orders that have no-cost to the Government provision.
- b. Orders to enlisted members expressing haste, i.e., leave is not authorized by the order issuing authority.
- c. Orders between two ships having the same home port.
- d. Orders for leave, except where prevailing instructions grant leave as delay in reporting in connection with a transfer.
- e. Orders to and from units afloat and ashore located in same metropolitan areas or less than 25 miles apart.

8. **Metropolitan Area**

- a. A metropolitan area is defined as the corporate limits of the city or town in which the member is stationed.
- b. The home port of the unit afloat should be used in determining entitlement to proceed time regardless of ship location.
- c. The following examples are provided:

Example 1: Member on shore duty at Cecil Field, FL is directed PCS to a ship home ported at Mayport: Proceed time is not authorized since both Mayport and Cecil Field are within the corporate limits of Jacksonville, FL.

Example 2: Member on shore duty at Coronado, CA is directed PCS to a ship home ported at San Diego, CA: Proceed time is not authorized since Coronado and San Diego are less than 25 miles apart, even though in different corporate limits.

9. **Permanent Duty Station**

a. Permanent duty station (PDS), as used in this article, is defined as the assignment

(1) to duty by PCS orders at the same activity for a period of more than 6 months, or

(2) assignment to a school or combination of schools at the same location for a period of 20 weeks or more,

the limits of which are the corporate limits of the city or town in which the member is stationed, or homeport in the case of members assigned to an afloat unit.

b. If the member is not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivisions thereof having definite boundaries within which the designated post of duty is located.

10. **One-Period Proceed Time Limitation for En Route TDY.** Only one period of proceed time may be authorized in the execution of orders directing a member to proceed to one or more temporary duty stations en route to a PDS. Once initiated, proceed time shall be used consecutively whether or not the member avails themselves of all or part of the total authorized proceed time. Use the rules in the table below to determine how proceed time is to be authorized during en route TDY:

WHEN the member elects to use proceed time	THEN	AND
prior to reporting to a temporary duty station,	the orders shall so indicate,	proceed time shall not be authorized upon detachment from the temporary duty station.
upon detachment from the temporary duty station,	the following statement shall be entered on the member's orders: "MBR ELECTED PROCEED TIME UPON COMPL TEMDU."	

11. **Reversing Denial/Grant Decisions**. Use the rules in the table below to reverse entitlement denial or authorization decisions:

WHEN	THEN	AND
a member has been denied proper entitlement to proceed time by the transferring command,	the receiving command can reflect proper entitlement on NAVCOMPT 3068, Reporting (Arrival) Endorsement to Orders - (Officer-Enlisted) (OCR).	
it is determined by the receiving command that the proceed time should not have been authorized,	leave must be charged,	the member should be assisted in submitting a petition to the Board for Correction of Naval Records (BCNR) with appropriate evidence to support petition.

MILPERSMAN 1320-100

TRAVEL TIME IN EXECUTION OF PERMANENT CHANGE OF STATION ORDERS AND TEMPORARY ADDITIONAL DUTY ORDERS

Responsible Office	NAVPERSCOM (PERS-454C)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume I, Chapter 5, Part B Joint Federal Travel Regulations (JFTR), Volume I, paragraph U7200 Joint Federal Travel Regulations (JFTR), Volume I, Chapter 4, Part D NAVPERS 15559B, Officer Transfer Manual, Chapter 2
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1. Calculating Travel Time for PCS

a. Authorized travel time incident to a permanent change of station (PCS) will be calculated under the procedures set forth in Joint Federal Travel Regulations (JFTR), volume 1, chapter 5, part B, for the mode or modes of transportation actually used and authorized in the PCS orders.

b. In no case will the authorized travel time exceed that required to perform travel by the mode of transportation directed in the PCS orders. The travel time authorized here is in addition to the proceed time which is otherwise authorized. No travel time will accrue on PCS orders which are permissive in nature and include a no-cost to the government provision.

2. Calculating Travel Time for Members Performing Funded Leave Travel

a. Calculation of travel time for members who are authorized to perform funded leave travel in connection with consecutive overseas assignments as prescribed in JFTR, paragraph U7200, will be the time required for direct travel between the authorized points.

b. In calculating travel time, the member's home or other authorized destination will be treated as if it were a temporary duty (TDY) station en route on a PCS. The day of arrival at, and the day of departure from, the authorized leave travel destination are both considered a day of travel. All additional time at the leave travel destination is charged as leave. Travel time in excess of that required for travel via the direct route is charged as leave.

c. Leave travel under this part is to be performed by common carrier to the maximum extent possible or as authorized by Chief of Naval Personnel.

3. Travel Time for TAD Orders

a. Travel time incident to Temporary Additional Duty (TAD) Orders will be the time required to perform travel by the mode of transportation authorized in the member's travel orders. Travel status commences and terminates as set forth in JFTR, volume I, chapter 4, part D. Except as otherwise indicated, a member is considered to be in a travel status for the entire period necessary to complete the official business directed in the TAD orders.

(1) Members directed to perform TAD away from their permanent duty station (PDS) are expected to return to their PDS immediately upon completion of the necessary official business or to their local place of residence if the return time is after the close of normal working hours.

(2) Members who would ordinarily be in a liberty status may, however, elect to remain at the TAD site in a liberty status upon completion of TDY.

(3) Similarly, members may elect to travel to the TAD site prior to commencement of the period of TDY in order to be in a liberty status at the TDY site before commencing the TAD.

b. No additional cost to the government can be incurred while in a liberty status either before or after a period of TDY. Commands preparing TAD orders should include appropriate language to permit liberty or leave prior to the commencement or upon the completion of assigned TDYs. Travel entitlements other than transportation should terminate at the start of authorized liberty. Members who are serving in an unaccompanied-by-family-member status at their PDS and who are authorized to spend

normal liberty periods at their primary residence with family members, or other authorized points, may start or stop TAD from those points provided no additional cost to the government is involved and the member would ordinarily be in a liberty status upon completion of the TAD.

c. Any other delay in returning to the PDS for personal convenience is chargeable as leave. Members who complete official business at a TAD station after 1600 hours, may delay detachment until the following day, if return travel member's PDS will exceed 2 hours by the mode of travel authorized.

(1) Normally, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations. If the time required to perform travel to, from, or between TAD stations by privately owned conveyance (POC) will exceed 1 day, and travel by POC is considered more advantageous to the government, authorization or approval must be granted by commands authorized to issue TAD orders per NAVPERS 15559B, chapter 2.

(2) This determination should be made on a case-by-case basis and based on criteria set forth in NAVPERS 15559B, chapter 2. Authorization should not be granted unless the order-issuing authority is convinced such mode of travel is clearly more helpful to the government than travel by government conveyance or public carrier.

(3) When authorization is granted for travel by POC, travel time will be calculated under procedures set forth in JFTR, volume I, chapters 4 and 5. In the absence of such authorization or approval, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations.

(4) Except as provided for in MILPERSMAN 1320-080, permissive TAD authorizations involving official government business are improper. If official government business is involved, the travel must be funded and travel time is authorized.

MILPERSMAN 1320-110

TRAVEL TIME IN CONJUNCTION WITH CALL TO OR RELEASE FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4179
			COM	(901) 874-4179
			FAX	882-2693
	CNO (N13)		DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	DOD 7000.14-R, Financial Management Regulation (DODFMR), Volume 7A, Chapter 2 Joint Federal Travel Regulations (JFTR), Volume I, Chapter 4, Part C
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1. What This Article Addresses

a. This article addresses computation of travel time for travel days and travel allowance purposes only.

b. For computation of travel time for pay purposes refer to DOD 7000.14-R, chapter 2, para. 0205.

2. Determining Travel Time When Ordered To Active Duty. Use the rules in table below to determine the travel time when a member is ordered to active duty:

WHEN...	THEN...	AND...
a member is ordered to active duty for a period of less than 90 days,	travel by privately owned conveyance (POC) may not be specifically authorized in the orders to active duty,	travel time computation will be per JFTR, volume I, chapter 4, part D.
a member is ordered to active duty for a period of 90 days or more,	travel by POC may be specifically authorized in the orders to active duty.	
in such cases, the member actually uses a POC,	allowed travel time shall be based on 1 day for each 350 miles of the official distance of the ordered travel,	1 additional day is allowed for any distance in excess of multiples of 350 miles provided the excess is 51 miles or more.
the total official distance is 400 miles or less,	1 day's travel time will be allowed.	
computing travel time, if the orders do not contain an hour for reporting,	the required reporting date will be charged as a day of travel.	
a date and hour for reporting are included in the orders,	consideration will be given to the amount of travel that can be performed on the day of reporting.	
a member has been ordered to active duty for a period of 90 days or more,	travel by POC may also be specifically authorized in the orders releasing the member from active duty.	
in such cases, the member actually uses a POC,	allowed travel time shall be based on 1 day for each 350 miles,	an additional day allowed for any distance in excess of multiples of 350 miles provided the excess is 51 miles or more.

3. **POC Travel Not Authorized.** Use the rules below when travel by POC is not specifically authorized:

WHEN travel by POC is not specifically authorized in the orders from...	THEN travel time will be computed in the following manner.
home to first duty station,	Using the latest schedules for the mode of transportation actually used, compute travel time based on an actual schedule, which would permit arrival at the duty station on the reporting date. If travel is performed by POC without it having been authorized, compute travel time in the same manner using the latest schedules for public surface transportation.
last duty station to home of record,	Using the latest schedules for public surface transportation, compute travel time based on an actual schedule which most nearly coincides with the departure date and time. This is without regard to the actual performance or mode of travel.

NOTE: The above is not applicable upon release from active duty incident to retirement or transfer to the Fleet Reserve.

MILPERSMAN 1320-120

TRAVEL ORDERS FOR PATIENTS AND ATTENDANTS

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622

Governing Directives	BUMEDINST 6320.1E NAVMED P-117, Manual of the Medical Department
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1. **Policy.** Orders for transfer of officers and enlisted patients between naval hospitals, or between a naval hospital and an Armed Forces medical facility of another service, are generally issued by the commanding officer of the naval hospital from which travel begins, after the transferring naval hospital has received prior approval under procedures set forth in BUMEDINST 6320.1E and NAVMED P-117.

2. **Temporary Additional Duty (TEMADD) Orders.** TEMADD orders for officer and enlisted attendants should be issued by the commanding officer of the naval hospital from which travel begins.

3. **Processing of Patients.** To expedite processing of officer and enlisted patients the service, health, and pay records should accompany the member upon transfer as specified in MILPERSMAN 1070-120.

MILPERSMAN 1320-130

INTERSERVICE ORDERS

Responsible Office	NAVPERSCOM (PERS-44)	Phone:	DSN	882-4067
			COM	(901) 874-4067
			FAX	882-2676

1. **Policy**. Details covering agreements between the military services for travel of personnel of one service detailed to duty with another service are published from time to time in Navy Directives System. Normally upon initial detail, the service (Army, Navy, or Air Force) from which the detail is made will issue the travel orders for the initial travel to the installation of the other service. Upon relief of such detailed personnel from duty with a particular service, the service making the initial detail will issue orders for the return of the members. While such detailed personnel are on duty with another service, they, as a rule, travel under orders issued by that service. Reimbursement for travel will be made by the service issuing the orders and charged to its appropriation.

MILPERSMAN 1320-140

PERMANENT CHANGE OF STATION TRANSFER ORDERS (PCSTO) REPORTING POLICY

Responsible Office	NAVPERSCOM (PERS-455F)	Phone:	DSN	882-4173
			COM	(901) 874-4173
			FAX	882-2693

Governing Directives	NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909J, Enlisted Transfer Manual DFAS DJMS Procedures Training Guide (DFAS PTG) Joint Federal Travel Regulations (JFTR), Volume I OPNAVINST 1000.23B BUPERSINST 1610.10
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1. Policy

a. Officers reporting for duty in obedience to orders shall comply with Navy regulations regarding presentation and endorsement of orders. Definition of terms and other procedures for processing orders of officers are found in NAVPERS 15559B, chapter 2. Detaching and reporting endorsement procedures are found in DFAS PTG.

b. Enlisted personnel reporting for duty in obedience to orders are controlled ordinarily by travel and time schedules prepared in advance by the transferring activity depending on the method of transportation specified in the orders. When travel is involved under orders and a definite travel schedule has not been provided, in addition to proceed time, travel time is allowed under applicable directives. Definition of terms and other procedures for processing orders of enlisted personnel are found in NAVPERS 15909G. Detaching and reporting endorsement procedures are found in DFAS PTG.

2. Review of Orders Upon Arrival

a. Each command to which a member reports for temporary duty (TEM DU) shall review the orders upon reporting, including endorsements on orders, to determine whether the member arrived

prior to the time required to commence the TEMDU directed by the orders.

b. If the member arrived prior to the "report not earlier than" date specified in the orders because all or part of the leave granted in the orders was not used, the member shall be given the option of either remaining in a leave status until the required reporting date or, of terminating leave status and reporting on the date of arrival with the understanding that per diem will not commence until the date required to commence the TEMDU directed by the orders. If the member elects to report on the day of arrival with the understanding that per diem will commence at a later date, the orders shall be endorsed essentially as follows:

"Reported this date. You are not required to commence the TEMDU directed by your orders until (date); therefore, per MILPERSMAN 1320-140 and Joint Federal Travel Regulation (JFTR), para. M3050-2-1, your per diem entitlement commences on that date."

c. If early commencement is determined at the TEMDU station to be in the best interest of the Government, the orders shall be so endorsed and the per diem entitlement commencement date specified, citing this article as authority. (MILPERSMAN 1320-080, concerning orders authorizing travel with or without reimbursement, specifies acceptable reasons for early detachment and appropriate endorsements on permanent change of duty station (PCS) orders involving TEMDU en route to a new permanent duty station.)

d. The member's CO, or specified senior naval command, will perform all administrative functions necessary to support reporting personnel (see "Administrative Commander Responsibilities" below).

3. Contents of Orders

a. In time of peace, to facilitate adjustment of travel reimbursements, all orders to personnel or endorsements thereon shall clearly indicate the time, date, and place of detachment, embarkation, entry, or reporting as may be appropriate except where, within the knowledge of the command preparing orders or endorsements, such information would disclose a classified location.

b. Member's orders will identify the Pay and Personnel Administrative Support System (PASS) office responsible for their "personnel accounting support." The PASS office will perform all functions specified in OPNAVINST 1000.23B.

4. **Administrative Commander Responsibilities.** The activity to which a member is directed to "report if present, otherwise by message, for administrative purposes" is responsible for performing all functions necessary to support reporting personnel. Normally, the activity to which a member reports for duty will also be their administrative command; however, when a member's orders direct them to report to a detachment or component of a naval command for duty, the orders will direct the member to report to the parent command for administrative purposes. When a member is assigned to a permanent duty station where there is no naval administrative command (e.g., joint or unified commands, civilian universities or laboratories, other government agencies, foreign governments, etc.) the orders will direct the member to report to the nearest senior naval command for administrative purposes. The administrative commander's responsibilities include (but are not limited to) one or more of the following:

a. Keeping service and pay records, processing PCS orders and leave accounting. (For administrative commands supported by PASS for either personnel or pay or both, the above functions, as appropriate, will be performed by the supporting Personnel Support Detachment (PERSUPPDET) per OPNAVINST 1000.23B.)

b. Preparing and keeping necessary reports and forms, complete and current, pertaining to the member. (For administrative commands supported by PASS, the servicing PERSUPPDET will prepare and keep certain reports and forms per OPNAVINST 1000.23B.)

c. Personnel Accounting (unless otherwise specified in the orders).

d. Submitting NAVPERS 1610/2, Fitness Report and Counseling Record and NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6) per BUPERSINST 1610.10.

e. Performance and military discipline functions, as applicable.

f. Providing funding for TEMADD travel (e.g., emergency leave, hospitalization, etc.) and preparing TEMADD travel orders.

g. Providing a means of official communication in matter of a uni-services nature.

MILPERSMAN 1320-150

VOLUNTARY RECALL OR CALL TO EXTENDED ACTIVE DUTY FOR RESERVE OFFICERS

Responsible Office	NAVPERSCOM (PERS-80C)	Phone:	DSN	882-3208
			COM	(901) 874-3208
			FAX	882-2738

Governing Directives	5 U.S.C. 301 10 U.S.C. 543 and 549 SECNAVINST 1427.2A SECNAVINST 1420.1A BUPERSINST 1540.41 DOD Directive 1304.19
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1. Procedure for Applying

a. Reserve officers on inactive duty who desire voluntary extended active duty should submit a NAVPERS 1331/5 directly to the Navy Personnel Command (NAVPERSCOM) (PERS-80C). A duplicate copy of the application should be forwarded for information to the command having custody of the service record. Authority to request this information on this form is derived from 5 U.S.C. 301.

b. Recall applications from officers who are requesting a change of designator must include the following statement: "recall contingent upon approval of change of designator." Applications for recall as a TAR (XXX7) officer shall specifically request an appropriate TAR designator and submit a copy of NAVPERS 1331/5 to the NAVPERSCOM (PERS-4417).

c. Officers desiring to request augmentation may do so per MILPERSMAN 1131-020.

d. Officers without prior active naval service may apply for call to active duty under this article.

e. The purpose is to provide a means for an individual to request voluntary recall to extended active duty, and the information is used to evaluate the individual's request. The form is subsequently filed in the individual's official personnel record for any other routine management action required. Provision of the information requested is voluntary; however, failure to provide all information on the form may result in an inability to process the application.

2. Officer Requirements for Recall

a. Requirements for officers requesting recall are as follows:

(1) Unrestricted line officers, restricted line officers, Supply Corps (3105), Nurse Corps (2905), Medical Service Corps (2305), Civil Engineer Corps (5105), Chaplain Corps (4105), and JAG Corps (2505) officers in the grades of lieutenant commander and junior with a date of rank such that they will be able to complete at least 2 years active duty prior to being considered for promotion to the next higher pay grade. To meet this requirement, applicants may request date of rank adjustment per SECNAVINST 1427.2A. Aviators will normally not be approved for voluntary recall unless they are in a flight status in a unit of the Naval Air Reserve or they apply for extended active duty within 1 year of the date of their release from active duty. Officers qualified in nuclear propulsion must be screened for recall into the Nuclear Power Program prior to consideration for recall in another designator or specialty, according to BUPERSINST 1540.41.

Note: Chaplain Corps officers (4105) must have ecclesiastical endorsement from an endorsing agent approved by DOD Directive 1304.19 authorizing recall to extended active duty.

(2) Medical Corps (2105) and Dental Corps (2205) officers in the grades of commander and junior.

(3) Officers applying for the Training and Administration of Reserves (TAR) Program should not be above the grade of lieutenant commander.

(4) Any officer applying for recall should not have been severed or released as a result of non-selection to promotion to

any grade by a board convened under 10 U.S.C., Chapter 543 or 549.

b. Waiver of these recall requirements may be granted under special circumstances as the needs of the service dictate.

3. **Retired Officers.** Retired officers (XXX3, XXX9) will not normally be considered for recall.

4. **Physical Requirements.** Each applicant selected for recall to extended active duty must meet physical standards appropriate to grade as established by the Chief, Bureau of Medicine and Surgery, at the time ordered to active duty.

5. **Application Processing Procedures**

a. The normal processing time for applications is approximately 6 weeks.

b. Selection is by recommendation of a staff of officers within the Officer Development Organization of the Bureau of Naval Personnel. In addition to service needs, basic criterion for selection is whether, in the opinion of the staff, the candidate is fit by reason of age, education, previous naval and civilian experience, past performance, assignability, etc., to compete successfully on a career basis with their contemporaries, both Regular and Reserve. Officers will receive official notification of the decision reached on their recall request.

6. **Service Obligation for Recalled Officers**

a. Officers recalled to active duty must agree to remain on active duty for a minimum of 2 years unless otherwise specified in recall orders. The minimum agreement may be for a period of more than 2 years, maximum of 5 years, depending on requirements and/or duty station assignment.

b. Officers recalled into the TAR program will be required to remain on active duty for a period not less than 3 years.

7. Administrative Procedures for Orders to Active Duty

a. Orders to active duty for officers assigned to units of the Naval Air Reserve will be forwarded via the appropriate Naval Air Station or Naval Air Reserve Training Unit. The CO of the NAS/NAR will effect delivery of the orders and direct the place of physical examination.

b. Orders to active duty for officers other than officers in a unit of the Naval Air Reserve will be forwarded via the Naval Reserve Readiness Region Commander, Naval Reserve Readiness Center CO, or Naval Reserve Center CO for the area in which the officer resides. Two copies of the orders will be furnished to the Naval Reserve Personnel Center (NAVRESPERSCEN). NAVRESPERSCEN will forward the service and health record without delay to the appropriate Naval Reserve Readiness Region Commander, Naval Reserve Readiness Center CO, or Naval Reserve Center CO with one copy of the orders. In cases where the officer's records are not held by NAVRESPERSCEN, a copy of the orders with a notation to this effect will be forwarded by NAVRESPERSCEN to the appropriate Naval Reserve Readiness Region Commander, Naval Reserve Readiness Region Commander, Naval Reserve Readiness Center CO, or Naval Reserve Center CO which will effect delivery of the orders and direct the place of physical examination. Service and health records shall be forwarded to the activity designated to conduct the physical examination.

MILPERSMAN 1320-170

MEDICAL EXAMINATION OF FIREFIGHTING INSTRUCTOR PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4415)	Phone:	DSN	882-4094
			COM	(901) 874-4094
			FAX	882-2682/80

Governing Directive	NAVMED P-117, Manual of the Medical Department
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1. **Policy**. Officers and enlisted members assigned to duty as firefighting instructors shall be medically examined under physical qualification standards and physical examination requirements set forth in Chapter 15 of NAVMED P-117. Such examination shall be conducted prior to the commencement of duties that expose the member to toxic fumes or inhalation of smoke or to the possibility of such exposure, and at least annually thereafter. The time interval for local rotation of firefighting instructors between duties involving exposure and nonexposure to smoke within a school or training center is to be determined by the commanding officer or the officer in charge and upon the recommendation of medical officer or senior medical department representative.

MILPERSMAN 1320-180

TEMPORARY DUTY ASSIGNMENT OF WOMEN TO SHIPS AND SQUADRONS

Responsible Office	BUPERS (PERS-00W)	Phone:	DSN	225-9230
			COM	(703) 695-9230
			FAX	224-6856

1. **Definition.** For purposes of this article, "temporary duty" includes both "temporary duty" and "temporary additional duty" as defined in MILPERSMAN 1320-010 and involving written orders.
2. **Purpose.** Temporary duty assignment of women to units is authorized and strongly encouraged for normal assignment of embarking detachments and in support of required training. Embarkation of women on both gender integrated and non gender integrated ships for normal performance of duty should be accommodated to maximum extent possible.
3. **Policy**
 - a. Assignment of women is in accordance with the provisions of SECNAVINST 1300.12B.
 - b. Women may be assigned temporary duty, without restriction, to all units except those closed to the permanent assignment of women due to direct ground combat or special operations forces missions exclusion.
 - c. Women may be assigned temporary duty to units, closed to the permanent assignment of women due to direct ground combat or special operations forces missions, that are not expected to conduct a combat mission during the period of temporary duty. If women are so assigned and the unit is subsequently required to be involved in a direct ground combat or special forces mission, the women may not participate in the mission and every reasonable effort will be made to remove the women prior to execution of the mission.
 - d. Women may embark in any unit for official purposes not requiring temporary duty orders, such as for the performance of inspections, support functions, or visits.

MILPERSMAN 1320-200

TEMPORARY DUTY TRAVEL ENTITLEMENT POLICY

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume I Paragraph U2145-B, U2145-C, U2150 Joint Federal Travel Regulations (JFTR), Volume I, Chapter 4 Joint Federal Travel Regulations (JFTR), Volume I, Appendix A, B, and D
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1. **Temporary Duty (TEM DU)**. TEM DU is duty at one or more locations, other than the permanent duty station (PDS), under orders which do not provide, at least initially, for return to the starting point.
2. **Temporary Additional Duty (TEM ADD)**. TEM ADD, which is a type of temporary duty, involves one journey away from the servicemember's PDS in the performance of prescribed duties at one or more places with return to the starting point directed upon completion.

3. **Determining Temporary Duty Status.** Use the following table to determine the temporary duty status of a servicemember:

WHEN a member is initially ordered to attend a course or courses of instruction at one school or installation of...	AND...	THEN the member...	AND...	AND see...
less than 20 weeks,	is uninterrupted by TEMDU/TEMADD elsewhere,	is considered to be on temporary duty under instruction/temporary additional duty under instruction (TEMDUINS/TEMADDINS) for entitlement purposes.		
20 weeks or more,	is uninterrupted by TEMDU elsewhere,	is in a duty under instruction (DUINS) status,	the location of the school(s) is the member's PDS.	
less than 20 weeks,	whose orders are amended with additional course(s) at the same school or location,	transitions from TEMDUINS/TEMADDINS to permanent DUINS,	the time remaining on the initial period of TEMDUINS/TEMADDINS, plus the additional weeks in the order modification, generate no entitlement to per diem,	JFTR, para. U2145-C.

4. Determining Status and Duration of TEMDU/TEMADD Assignments.

Use the rules in the table below in determining TEMDU/TEMADD assignment status, duration, and approval authority:

WHEN...	THEN...	AND see...
TEMDU/TEMADD assignments are at one location/temporary duty station,	they will normally be limited to periods not in excess of 6 months.	
TEMDU/TEMADD periods are made up entirely of a course or courses of instruction,	they are described in the table above, labeled "Determining Temporary Duty Status."	
TEMDU/TEMADD periods, containing a course or courses of instruction of less than 20 weeks at one location, are combined with other TEMDU/TEMADD not involving courses of instruction at that same location,	they are covered by this table.	
a period of TEMDU/TEMADD is at one location not involving a course or courses of instruction,	is also covered by this table.	
issuing TEMADD orders of about 6 months,	the commands must determine if the contemplated period of TEMADD is 6 months or more.	
the period of TEMADD is reasonably foreseen to be 6 months or more,	permission must be obtained from Navy Personnel Command (NAVPERSCOM) (PERS-454C),	JFTR, para. U2145-B.
periods of TEMADD, initially foreseen as lasting less than 6 months, require extension to a total period of more than 9 months,	the periods must be checked by NAVPERSCOM (PERS-454C).	
the contemplated TEMADD period is over 6 months,	the consecutive sets of orders for just under 6 months will not be issued without permission from NAVPERSCOM (PERS-454C).	

5. Using Government Mess and Quarters during TEMDU/TEMADD.

Use the rules in the table below to determine servicemember's requirements associated with the availability and use of government mess and quarters while in TEMDU/TEMADD status:

WHEN...	THEN...	AND...	AND see...
a member is ordered on TEMDU/TEMADD,	per diem is payable to the member based on the Lodgings plus system,		JFTR, volume 1, chapter 4.
the Lodgings plus system is used,	the payment of the actual expense for lodging, up to a locality based ceiling, plus a fixed amount for meals and incidental expenses is allowed.		
the orders do not include one of the circumstances listed in JFTR, para. U4400,	government quarters and mess will be used by members to the maximum extent possible,	a non-availability endorsement or control number must be obtained to be paid for nonusage of government quarters,	JFTR, volume X, chapter 4, para. U4125.
a member, who has previously received a non-availability of government quarters control number incident to a particular period of TEMDU/TEMADD,	the member need not check in again for an endorsement at the TEMDU/TEMADD site.		

WHEN...	THEN...	AND...	AND SEE...
<p>the member does not have</p> <ul style="list-style-type: none"> • a non-availability control number, • a bachelor officer quarters/ bachelor enlisted quarters (BOQ/BEQ) non-availability endorsement, or • the orders contain one of the circumstances listed in JFTR, para. U4400, 	<p>reimbursement for commercial lodging is not authorized.</p>		
<p>Navy facilities are not available, and adequate BOQ/BEQ facilities of Department of Defense components are available,</p>	<p>the member should use those facilities.</p>		
<p>government quarters are available, a government mess, e.g., a galley, is available and use is directed in orders,</p>	<p>per diem is paid at the Government Meal Rate (GMR), unless the member's certification that official duty precluded use of government meals is accepted by the Order Issuing Authority,</p>	<p>then Proportional Meal Rate (PMR) or the Locality Meal Rate (LMR) is paid as determined to be appropriate by the Order Issuing Authority.</p>	<p>JFTR, volume 1, para. U4125.</p>

WHEN...	THEN...	AND...	AND SEE...
government quarters are available, government mess is directed on orders and not available for all three meals, but is available for one or two meals,	the PMR or LMR is paid as determined to be appropriate by the Order Issuing Authority.		
government quarters are available, but a government mess is not available or its use is not directed in orders,	the LMR is paid.		
government quarters are not available,	the LMR is paid.		
GMR is directed on the orders,	if the member is traveling, the GMR is not in effect on any day the member is traveling. Only the Locality Rate is authorized,	75% of the LMR is paid on the first and last day of travel.	
a service member is to attend a formal course of instruction,	the orders must authorize the "school house commander" to determine the appropriate meal rate,	if the meal rate is available to the Order Issuing Authority, the appropriate meal rate should be noted in the orders.	

MILPERSMAN 1320-210

PERMISSIVE TAD AUTHORIZATION FOR RESIDENCE HUNTING

Responsible Office	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directive	DOD Directive 1327.5 of 24 Sep 85
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1. **Purpose**. The intent of permissive temporary additional duty (TAD) authorization is to permit servicemembers time away from their present permanent duty station (PDS) geographical area to establish housing

a. within the area of the new PDS.

b. at a designated place, when movement of dependents to a designated place is authorized under JFTR, para. U5222-D.

2. **General Policy**. Commanding officers (COs) are authorized to issue permissive TAD authorizations for the purpose of residence hunting. Upon receipt of permanent change of station (PCS) orders:

a. TAD may be authorized for up to 5 normal work days prior to execution of a PCS move.

b. This TAD period may be extended to a total of 10 calendar days, when combined with weekends, holidays, and liberty.

3. **Eligibility.** Servicemembers eligible for permissive TAD under this article are those

a. authorized to occupy non-government quarters at their new PDS.

b. assigned to

(1) unusually arduous sea duty (SECNAVINST 4650.19C and OPNAVINST 4600.16E); or

(2) to unaccompanied tours overseas, who wish to relocate their families to a designated place within the continental United States (CONUS), or an approved designated place outside CONUS under JFTR, para. U5222-D;

(3) a vessel;

(4) a ship-based staff;

(5) an afloat-based mobile unit which has a change of home port; or

(6) a shore-based mobile unit which has a change of PDS location.

4. **Specific Policy**

a. Normally, one permissive residence hunting TAD is authorized per PCS move, but the CO of the CONUS activities and afloat units, staffs, and mobile units when in CONUS, may authorize an additional residence hunting authorization in CONUS.

b. When two residence hunting periods are authorized, a total of 10 calendar days, consisting of 5 normal workdays combined with weekends, holidays, and liberty, shall not be exceeded for both permissive TAD periods.

c. Permissive TAD may not be combined with PCS-funded TAD or TDY travel, except as given in the following "Exception" paragraph.

5. **Policy Exception: Combining Funded and Permissive TADs.** If authorized by the CO, a servicemember, permanently stationed outside CONUS and in receipt of PCS orders, may combine funded

TAD orders and permissive residence hunting TAD. When this occurs:

- a. The transoceanic/international portion of the journey must be performed under the funded TAD orders.
- b. Permissive travel may be taken before and/or after arrival at the funded TAD site.
- c. Funded TAD orders shall not be issued solely to fund transoceanic/international portion of the journey of residence hunting trip.
- d. Overseas servicemember must return to old PDS upon completion of funded TAD orders/permissive residence hunting TAD to execute PCS orders.
- e. While executing permissive TAD from the funded TAD site, any additional costs incurred, other than transportation for return from the funded TAD site to the old PDS, are the responsibility of the member.

6. **Overseas Travel Policy**

- a. OPNAVINST 4630.25C allows an overseas servicemember and one dependent family member to travel with the servicemember utilizing Space A, Category 2B, when permissive TAD is granted for the sole purpose of residence hunting incident to a pending PCS.
- b. In no case may the dependent travel at government expense with the overseas servicemember, who is traveling under combined funded official TAD orders and permissive residence hunting TAD.
- c. Funded TAD orders, written to provide a permissive residence hunting TAD trip for an overseas servicemember, must always
 - (1) specify the exact dates of funded TAD and permissive TAD periods authorized, and
 - (2) also contain the clause specified in the "Funded TAD Order Clause" paragraph below.

7. **Funded TAD Order Clause**

"This permissive TAD authorization combined with funded TAD orders is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses incurred in execution of the permissive TAD period authorized while away from the funded TAD site. You are entitled to travel and transportation allowances according to Joint Federal Travel Regulations, Volume 1, para. U3200 between the old PDS and funded TAD site and return to old PDS.

If you do not desire to bear the expenses personally incurred during the permissive TAD portion authorized, you may choose not to execute the permissive TAD portion of these orders."

8. **Permissive TAD and Leave**. Permissive TAD may be combined with leave.

9. **Change in New PDS**. If the new PDS is changed after the member's permissive residence hunting TAD, an additional permissive TAD period may be authorized at the discretion of the transferring or receiving command.

10. **Travel and Transportation Cost Policy**. All travel and transportation costs associated with the residence hunting TAD must be borne by the servicemember.

a. TAD authorizations must indicate the member is not entitled to reimbursement. See MILPERSMAN 1320-080.

b. Servicemembers are authorized use of Space "A" travel on MAC or Navy aircraft.

c. Time spent awaiting Government transportation, following the authorized TAD period, is chargeable as leave.

d. If government transportation is unavailable, servicemembers must travel at their own expense and must return to the command by the expiration of the authorized TAD/leave period.

11. **Permissive TAD Policy at New PDS.** Permissive TAD authorizations for residence hunting shall not be permitted as part of funded official orders, except as described in the "Policy Exception" paragraph above, for a servicemember permanently assigned outside CONUS.

a. Permissive TAD for residence hunting is not authorized during the servicemember's execution of PCS orders.

b. If the servicemember does not perform the residence hunting TAD prior to detaching from the old PDS, the TAD permissive residence hunting TAD period may be authorized by the CO of the new PDS up to 90 days after the servicemember reports for duty.

c. The CO at the new PDS may authorize special liberty for the purpose of locating quarters, per MILPERSMAN 1050-290, in lieu of a residence hunting TAD authorization.

12. **Reporting to New PDS Housing Officer.** Servicemembers must report to the local housing officer, serving the new PDS, prior to signing any non-government housing agreement(s).

13. Members Not Eligible for Permissive TAD.

a. Residence hunting trips are **not** authorized for members who are:

(1)	New accessions to active duty.
(2)	Being released from active duty.
(3)	Retiring. (NOTE: Retiring members may be authorized Permissive Temporary Duty (PTDY) for house/job hunting. See NAVADMINS 109/92, 123/93 and 078/95 for further information.)
(4)	Receiving PCS orders to continue medical treatment.
(5)	Transferred overseas-to-overseas, when dependents must vacate government quarters, but remain at or in the vicinity of the former overseas PDS.
(6)	Required to occupy government quarters at their new PDS.
(7)	Transferred within the local area as defined by the following criteria: (a) Both the old and the new PDSs are located within the corporate limits of the same city or town, and/or (b) the servicemember will continue to commute between the current residence and the new PDS, and/or (c) the CO determines the home and the new PDS are located within reasonable commuting distance of each other and the duty involved does not require the member to relocate.
(8)	Have already established housing in the new PDS geographical area.
(9)	Relocating dependents, presently located within the old PDS geographical area, to another location within the old PDS geographical area.

b. **Definition of "Geographical Area:"** For the purpose of this article, **geographical area** is defined as the area where a member could commute daily from a residence to a PDS.

MILPERSMAN 1320-300

TYPES OF ORDERS

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	NAVSO P-6034-1, Joint Federal Travel Regulations BUPERSINST 1320.6F
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1. **Policy.** Orders for naval personnel are issued and approved by Commander, Navy Personnel Command (COMNAVPERSCOM), or commands authorized by COMNAVPERSCOM. Only COMNAVPERSCOM can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Orders are classified into standard accounting category codes (ACCs) according to the type of orders (Exhibit 1 refers). Other MILPERSMAN articles pertaining to orders and their procedures are as follows:

Topic	See MILPERSMAN
Preparation of Standard Transfer Order (STO)	1320-302
Preparation of Permanent Change of Station Transfer Order (PCSTO)	1320-304
Permanent Change of Station (PCS) Transfer Order Delivery and Interpretation	1320-306
Permanent Change of Station (PCS) Transfer Order Execution	1320-308
Permanent Change of Station (PCS) Transfer Order Endorsements	1320-310
Permanent Change of Station (PCS) Transfer Order Modification or Cancellation	1320-311
Order Clarification and Claims	1320-312
Temporary Additional Duty (TEMADD) Travel Orders	1320-314
General Court Martial Orders	1320-316
Preparation of Standard Transfer Order (STO) for Separation and Hospitalization	1320-318
Permanent Change of Station (PCS) Transfer Order to Ships under Construction at Civilian Shipbuilding Companies or Yards	1320-320

Topic	See MILPERSMAN
Change of Homeport or Permanent Duty Station (PDS) of a Vessel, Ship-Based Squadron or Staff, or Mobile Unit	1320-322
Permanent Change of Station (PCS) Procedures for Forward Deployed Commands of the Military Sealift Command (MSC)	1320-324
Personnel Support Function for NATO Southern Region	1320-326

2. Types of Orders

a. NAVCOMPT 536 (Rev. 12-79)/NAVPERS 1326/11 (Rev. 1279), **Standard Transfer Order** (STO) will be used for local command-initiated transfers.

b. Change of duty orders are orders, which detach members from one duty station and assign them to another station. The type of duty from which members are detached or assigned may be either permanent or temporary. The different types of orders are as follows:

- (1) Permanent Change of Station (PCS) Orders.
- (2) Permanent Change of Activity (PCA) Orders.
- (3) Temporary Duty (TEM DU) Orders.
- (4) Additional Duty (ADDU) Orders.
- (5) Temporary Additional Duty (TEMADD) Travel Orders.
- (6) Temporary Duty Programmed School Input (PSI) Orders.
- (7) Active Duty Special Work (ADSW) Orders.
- (8) Duty under Instruction (DUINS).
- (9) Temporary Duty under Instruction (TEM DUINS).

3. **Permanent Change of Station (PCS) Orders.** (NAVSO P-6034-1, volume 1, appendix A, refers.) PCS orders assign, detail, or transfer a member or unit to a different PDS under competent orders that do not specify the duty as temporary, nor provide for further assignment to a new PDS, or direct return to the old PDS. A PDS is the post of duty or official station, including a ship, to which a member is assigned or attached for duty other than

TEMDU or TEMADD. The limits of such post of duty or official station will be the ship, or the corporate limits of the city or town in which the member is stationed.

a. **PCS orders include the following:**

(1) Change in homeport of a vessel, afloat staff, or mobile unit.

(2) Change from home or place from which called (or ordered) to active duty to the first PDS.

(3) Change from last PDS to home.

(4) Assignment to course(s) of instruction at one PDS for 20 weeks or more (see NAVSO P-6034-1, para. U2145-C).

b. **PCS Orders/Dislocation Allowance.** For the purpose of dislocation allowance, PCS orders include the following:

(1) Relocation of a household due to military necessity or government convenience within the corporate limits of the same city or town in connection with a transfer between activities.

(2) Change in homeport of a vessel, afloat staff, or mobile unit.

(3) Assignment to a course(s) of instruction at one PDS for 20 weeks or more (see NAVSO P-6034-1, para. U2145-C).

c. **PCS Orders/Cost or Low Cost.** PCS orders may be either cost or low cost moves.

(1) A cost PCS move is considered a change of PDS for which the PCS costs exceed \$500. This type of move **always** requires the follow-on assignment of full DOD- or SECNAV-prescribed tour length, as applicable. Specified retainability **is not** waivable.

(2) A low cost PCS move is any change of PDS for which the **PCS** costs **do not** exceed \$500.

d. **North Atlantic Treaty Organization (NATO) Supplemental Travel Orders**

(1) Per agreements of NATO member nations, supplemental travel orders will be prepared by the PSD or detaching command and attached to each order requiring travel to, from, or within a

NATO nation. ATEXT 66011 has been applied to each activity unit identification code (UIC) located in a NATO country (except Portugal), which directs the detaching command to prepare NATO travel orders per BUPERSINST 1320.6F. NATO countries are as follows:

Belgium	France	Italy	Norway
United Kingdom	Canada	Greece	Luxembourg
Portugal *	United States	Denmark	Iceland
Netherlands	Turkey	Spain	Federal Republic of Germany

*Since Portugal does not accept facsimile signature on supplemental travel orders, pen-and-ink signature is required for both the order (PCS or TEMADD) and the supplemental travel order when traveling in Portugal (ATEXT A66048).

(2) The agreements require the following:

(a) The NATO order to be written in both English and French.

(b) Members possess and carry arms only when authorized by their orders.

(c) Couriers be in possession of a NATO travel order, which shows the number of dispatches carried and certifies they contain official documents.

(3) When there is a requirement for frequent passage from one NATO country to another, the NATO travel order may be issued to individuals to cover a period not to exceed 1 year from the date of issue.

4. **Permanent Change of Activity (PCA) Orders.** PCAs are any no-cost (zero cost) assignment, detail, or transfer of a member from one UIC to another UIC within the same PDS (e.g., an in-place consecutive overseas tour (IPCOT) or a reassignment from the Navy Annex (Arlington) to the Pentagon (Arlington)). There is no entitlement associated with PCA orders, except for consecutive overseas tour (COT) leave travel in the case of IPCOT.

5. **Temporary Duty (TEMDU) Orders.** Orders may include detachment from one station and assignment to another station or stations for TEMDU pending further assignment (ACC: 320, 355) to a new PDS or for return to the PDS. Members on TEMDU are not attached to any PDS. NAVSO P-6034-1, para. U2145 limits TEMDU assignments to periods not in excess of 180 consecutive days. Orders issued

in violation of this restriction will jeopardize a member's entitlement to temporary or permanent duty allowances and are considered of doubtful competency for the purpose of per diem payment. TEMDU issued for consecutive periods of TEMDU at the same place, whether or not broken by short periods at the official PDS, must be approved as follows when it is anticipated the entire period of duty involved is in excess of 180 consecutive days:

a. When a command desires to issue orders for a temporary assignment in excess of 180 consecutive days, it should request authority per NAVSO P-6034-1, para. U2145. Secretary of the Navy (SECNAV) has delegated the authority to approve such requests to Navy Personnel Command (NAVPERSCOM). Requests will be submitted to NAVPERSCOM, Officer/Enlisted PCS/TEMUINS/TAD Fiscal Management Branch (PERS-454C) for processing prior to approval. Upon approval, orders will specifically include such approval either within the basic order itself or by endorsement thereto.

b. Approval prescribed in the preceding paragraph is not required if, during a temporary assignment of 180 consecutive days or less, it is determined that additional time is required to complete the assignment, and the time from the date of the determination to the new date of completion will not exceed 6 months. An extension of a temporary assignment may be authorized by a detailer issuing a modification to orders, or by an authorized commanding officer (CO) with an endorsement on the member's orders, or by an attachment thereto. The endorsement must show the following:

(1) The date the temporary assignment is extended.

(2) The reason for such extension.

(3) The new estimated date of completion of temporary assignment. This cannot exceed 6 months from the date the temporary assignment is extended.

(4) In cases of slippages in a ship's construction schedule, the date of the prospective CO's orders granting the authority.

6. Additional Duty (ADDU) Orders

a. ADDU orders assign a member to perform additional duty in conjunction with permanent duty. No travel is authorized by ADDU orders unless specified in the orders.

b. Members are not, in any case, detached from their permanent duty station. The following types of ADDU orders for personnel must be issued by NAVPERSCOM: (ADDU orders for members other than those listed may be issued at the discretion of the local CO.)

(1) Those, which result in an increase in basic pay/allowances for members (e.g., hazardous duty, duty in a flying status involving flying, or duty, which entitles members to incentive pay).

(2) Those that would entitle members to reimbursement of travel expenses.

(3) Those of a permanent or semi-permanent nature (more than 180 days in duration) to a command other than members' parent command where they perform principal duties.

(4) Those assigning members to command of a shore activity.

(5) Exceptions to this policy must be approved by NAVPERSCOM prior to the issuance of ADDU orders.

7. Temporary Additional Duty (TEMADD) Travel Orders

a. TEMADD orders temporarily assign a member in addition to present duties for periods not in excess of 180 consecutive days. The same time limitations apply to TAD assignments as with TEMDU assignments as outlined previously in this article. Upon completion of the TEMADD assignment, the member is directed to resume regular or TEMDU.

b. NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty Travel Orders will be used for TEMADD. The STO may be used in the event use of NAVPERS 1320/16 would not be applicable. Navy order-writing activities will refrain from using DD 1610 (Rev. 3-01), Request and Authorization for TDY Travel of DOD Personnel when issuing TEMADD orders. Use of other than NAVPERS 1320/16 or STO is authorized only for Navy personnel assigned to a branch of the Uniformed Services, other than Navy, in a "FOR DUTY" status.

8. Temporary Duty Programmed School Input (PSI) Orders. Members who will begin entry-level training within 90 days of commissioning or enlistment will be assigned TEMDU (ACC: 150) prior to the training. Members who will not commence entry-level training within 90 days of commissioning or enlistment will be assigned as follows:

a. Any member whose TEMDU assignment prior to entry-level training would not result in entitlement to per diem (e.g., commissioning source, afloat, etc.) may continue to be assigned TEMDU (ACC: 150).

b. Any member whose TEMDU assignment prior to entry-level training would result in entitlement to per diem will be assigned PCS (ACC: 108) for that assignment. Officers assigned PCS to the Washington, DC headquarters activity area will be assigned PCS to NAVPERSCOM (ACC: 108), then TAD to local commands (i.e., Chief of Naval Operations (CNO)).

9. **Active Duty Special Work (ADSW) Orders**. ADSW orders assign Inactive Reserve or USN/USNR-RET members from home to ADSW for a limited or specified period of time, and direct, upon completion, release to inactive duty at which time members returns home.

10. **Duty under Instruction (DUINS)**. Personnel are ordered to DUINS as PCS. Orders to DUINS apply when the intended cumulative duration of duty is **20 weeks or more** at one location (uninterrupted by TEMDU away from the school or installation). DUINS orders will not be converted to TEMDUINS.

11. **Temporary Duty under Instruction (TEMDUINS)**. Orders, including a school or installation scheduled en route for **less than 20 weeks**, constitute a temporary assignment. Personnel are ordered to these sites in a TEMDUINS status en route to a PDS. Sometimes unforeseen delays will extend a scheduled course beyond 20 weeks. The CO is responsible for immediately notifying NAVPERSCOM of the circumstances causing the delay of the member completing the TEMDUINS. These delays include leave, hospitalization, unfavorable weather conditions in courses involving flying, etc. The possibility that unforeseen delays might extend a scheduled temporary assignment beyond 20 weeks does not change the fact the orders, based upon the scheduled length of the course, constitute a temporary assignment.

a. Some TEMDUINS orders must be modified by NAVPERSCOM to extend the present period of TEMDUINS or to change the member's status from TEMDUINS to DUINS. This should not be used as a means to avoid ordering the member to DUINS when the originally anticipated TEMDUINS period is in excess of 20 weeks.

b. When it is determined the member will require additional course(s) or be unable to complete the currently scheduled course(s) of instruction, NAVPERSCOM may issue a modification to

(1) extend the present period of TEMDUINS if the remaining duration does not exceed a 20-week period (i.e., the period remaining from the date the orders are modified plus the additional scheduled course(s) is less than 20 weeks), or

(2) change the status to DUINS if the remaining duration exceeds a 20-week period (i.e., the period remaining from the date when the orders are modified plus the additional scheduled course(s) exceeds 20 weeks).

c. When a member has remained beyond the assigned period of TEMDUINS without NAVPERSCOM authorization, the CO must notify NAVPERSCOM of the circumstances, which caused the member to remain beyond the assigned period. NAVPERSCOM will (by a modification to the orders) either approve the period the member has remained beyond the authorized period or change the status of the member from TEMDUINS to DUINS when the remaining duration exceeds 20 weeks.

d. When a member has remained beyond 20 weeks without a NAVPERSCOM modification, the CO must notify NAVPERSCOM of the circumstances, which caused the member to remain beyond 20 weeks. NAVPERSCOM will then issue a modification to reconstruct the member's orders to reflect DUINS status effective on the date the member passed the 20-week period. Once the member has completed 20 weeks at one location without a modification to orders, that location becomes the member's PDS.

e. Entitlement to appropriate temporary allowances is based upon the intent of the orders as originally written; however, temporary allowances are no longer payable after receipt of an order modification to DUINS, as this constitutes a PCS.

f. Conservation of TEMDUINS funds is a primary factor in rotation plans and policies. To the maximum extent possible, training will be collocated with either the old or new PDS.

12. **Duration of Temporary Assignments except for Courses of Instruction.** NAVSO P-6034-1, volume 1, para. U2145 implementing various Comptroller General decisions, limits TEMDU or TEMADD assignments to periods not in excess of 6 months except in certain circumstances.

a. Orders issued in violation of this restriction will jeopardize members' entitlement to TEMDU allowances; therefore, order issuing authorities will ensure that TEMDU or TEMADD orders are not issued when the contemplated duration is in excess of 180 consecutive days, except as provided for in NAVSO P-6034-1.

Orders issued in violation of this restriction are not considered competent for the purpose of per diem payment.

b. The issuance of TEMDU or TEMADD orders for consecutive periods of TEMDU at the same place, whether or not broken by short periods at the official permanent duty station, is prohibited when it is contemplated the duty involved will require the same member's (or different member's) service in excess of 6 months. PCS orders are required in these circumstances, unless the Deputy Chief of Naval Personnel (Deputy CHNAVPERS) expressly authorized the issuance of TEMADD orders.

c. When an order issuing authority desires to effect a temporary assignment in excess of 180 consecutive days, under conditions where it would be impracticable or uneconomical to effect a PCS, authority will be requested for the issuance of such orders per NAVSO P-6034-1, para. U2145-B.

(1) Requests will be submitted to NAVPERSCOM (PERS-454C) for approval by CHNAVPERS.

(2) When approval is granted, orders, which are issued, will specifically reference such approval.

d. There are many instances when a temporary assignment will be contemplated to be of less than 6 months duration, but bonafide extensions will cause the actual duration to extend beyond 6 months.

(1) Such extensions are limited to cases in which there has been a definite change or unforeseen expansion in the duty, or unforeseen delays were encountered, requiring an extension of the TEMDU period.

(2) Approval from NAVPERSCOM is not required in these instances; however, when an anticipated requirement of an additional 6 months remains, action will be taken to fulfill the requirement through PCS action or approval of an extension.

e. An endorsement indicating extension is required on orders when periods of TEMDU or TEMADD are extended beyond that contemplated in the basic orders.

EXHIBIT 1

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

(Effective Jan 89 per CNO ltr 5230 Ser 161G/444-88 of 16 May 88.)

Code	Order Production Module (OPM) phrases for Enlisted Assignment Information System (EAIS) and Officer Assignment Information System (OAIS) Orders	Assigned By
100	DUTY (more than 6 months) . Member assigned or attached for duty other than TEMDU, TEMDUINS, or TEMADD at an ultimate activity whose post or official station may include a ship (for the purpose of personal travel and transportation of personal effects located aboard the ship) and the homeport of a vessel or of a ship-based staff/unit (for transportation of family members and household goods). (NAVSO P-6034-1, appendix A.)	PERS-4
101	FAILED TO REPORT FOR DUTY . NAVPERSCOM, Progression, Performance, and Security Department (PERS-8) is notified by PSD/admin unit that member has failed to report. NAVPERSCOM (PERS-8) then updates OMF via a "BY" TAC transaction.	PERS-84
103	TEMPORARY ACTIVE DUTY . Member issued round trip orders from home to active duty assignment on a temporary basis and return. Length of active duty period determined in orders. Member is not counted on active strength.	PERS-812
104	HUMANITARIAN DUTY (more than 6 months) . Member assigned per MILPERSMAN 1300-500.	PERS-4
105	LIMITED DUTY (more than 6 months) . Member's assignment restricted by medical board for medical reasons. Activities to which assigned considered as a PDS.	PERS-4
106	DUTY IN CONNECTION WITH CONVERSION, FITTING OUT, OR REACTIVATION (CFO) (more than 6 months) . Member assigned for permanent duty at the Supply Ship (SUPSHIP) Detachment located at the site where a Navy vessel is under construction, conversion, or reactivation. A second PCS order must be issued before the vessel is commissioned to detach the member from duty (ACC: 106) at the construction site and direct the member to report for duty on board the ship when placed in commission (ACC: 100).	PERS-4

EXHIBIT 1 (Continued)
STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

Code	OPM phrases for EAIS and OAS Orders	Assigned By
107	MOBILIZATION DUTY. Use when directed by COMNAVPERSCOM or Chief of Naval Reserve (CHNAVRES).	PERS-4
108	DUTY GUARANTEED PROGRAMMED SCHOOL INPUT (PSI) PROGRAM (more than 6 months). Enlisted member recruited for assignment to a guaranteed programmed school; officer new accession; ensign stashes for 90 days or more; designator transferee, because there are no quotas open in the next class (i.e., Aviation, Submarine, Special Warfare, Supply Schools, etc.) at the time of appointment or change in designator. They are issued an accession order to report to a ship, squadron, etc., for permanent duty. A second PCS order is issued when the school has an opening for the member.	PERS-4
109	DECLARED DESERTER. Master file updated by NAVPERSCOM (PERS-8).	PERS-84
150	TEMPORARY DUTY GUARANTEED PSI PROGRAM (6 months or less). Same definition as for (ACC: 108) except the member will be issued one set of orders with TEMDU guaranteed PSI at an intermediate activity while en route to the programmed school.	PERS-4
320	TEMPORARY DUTY FOR FURTHER ASSIGNMENT (6 months or less). Members must be detached from last PDS but their next PDS have not yet been identified. Member is assigned to an activity for TEMDU pending further assignment to new PDS. Member may, or may not, be entitled to transportation of household goods (HHG) or family members until the follow-on order is issued with the new PDS assigned. (NAVSO P-6034-1, paras. U4750/U4760.)	PERS-4
330	TEMPORARY DUTY FOR FURTHER TRANSFER (6 months or less). Member is en route to a unit, for permanent duty, that is away from its homeport and cannot report for duty until transportation is available to the unit or its return to its assigned homeport.	PERS-4
340	TEMPORARY DUTY FOR RECRUIT TRAINING (less than 20 weeks). Enlisted only.	PERS-4

EXHIBIT 1 (Continued)
STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

Code	OPM phrases for EAIS and OAIS Orders	Assigned By
341	TEMPORARY DUTY UNDER INSTRUCTION (less than 20 weeks) . Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is less than 140 days (20 weeks). The school or installation is considered to be TEMDU for entitlement purposes. (NAVSO P-6034-1, para. U2146.)	PERS-4
342	DUTY UNDER INSTRUCTION (20 weeks or more) . Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is more than 140 days (20 weeks). The school or installation is the member's PDS regardless of the terms of the orders involved. (NAVSO P-6034-1, para. U2146-B.)	PERS-4
350	TEMPORARY DUTY (not otherwise defined, 6 months or less) . Member assigned at one or more locations, other than the PDS at which other temporary duty under instruction is performed (180-day time limit). (NAVSO P-3034-1, para. U2145-A.)	PERS-4
351	FAILED TO REPORT FOR TEMPORARY DUTY . PSD/admin unit notifies NAVPERSCOM (PERS-8) by message, NAVPERSCOM (PERS-8) updates master file via a "BY" TAC transaction.	PERS-84
352	TEMPORARY DUTY IN CONNECTION WITH CFO (6 months or less) . Member assigned for less than 6 months to the SUPSHIP Detachment at the building site of a Navy vessel prior to its commissioning date. Member also directed to report for duty (ACC: 100) on board when placed in commission.	PERS-4
354	TEMPORARY DUTY FOR HUMANITARIAN ASSIGNMENT (6 months or less) . Member assigned under MILPERSMAN 1300-500 while en route to next PDS.	PERS-4
355	TEMPORARY DUTY AWAITING MEDICAL BOARD/PHYSICAL EVALUATION BOARD (PEB) . Member awaiting formal medical board or PEB proceedings.	PERS-4
356	TEMPORARY DUTY PENDING EVALUATION (6 months or less) . Member awaiting evaluation by local authorities for special duties; i.e., submarine, aircrew, diving, etc.; prior to reporting for special duty.	PERS-4

EXHIBIT 1 (Continued)
STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

Code	OPM phrases for EAIS and OAIS Orders	Assigned By
358	TEMPORARY DUTY SENIOR MINORITY ASSISTANCE RECRUITING (SEMINAR) PROGRAM (6 months or less). Member assigned to hometown minority recruiting while en route on PCS orders.	PERS-4
370	TEMPORARY DUTY UNDER TREATMENT. Member assigned as an in-patient at a Navy medical facility.	PERS-4
372	TEMPORARY DUTY UNDER TREATMENT. Member assigned as an in-patient at a non-military Medical Facility	PERS-4
373	TEMPORARY DUTY UNDER TREATMENT. Member assigned as an in-patient at an other-than-Navy Uniformed Service medical facility.	PERS-4
380	TEMPORARY DUTY FOR SEPARATION PROCESSING. Member assigned at designated separation activity pending separation processing under orders for resignation, discharge, separation, release from active duty, or retirement. Member is entitled to no more than 7 days per diem at the designated separation activity. MILPERSMAN 1910-812 refers.	PERS-4
381	TEMPORARY DUTY PENDING SEPARATION PROCESSING. Member remains in pay status, but is ordered home awaiting final disposition of PEB. At such time member will be issued appropriate orders.	PERS-4
382	TEMPORARY DUTY PENDING SEPARATION PROCESSING (Enlisted Only). Member's separation, discharge, release from active duty, retirement, is pending a review board approval of Administrative Discharge	PERS-4
390	TEMPORARY DUTY DISCIPLINARY. Member is a holdee, but not confined.	PSD/ Admin Unit
391	TEMPORARY DUTY DISCIPLINARY. Member is confined on a military facility.	PERS-4
392	TEMPORARY DUTY DISCIPLINARY. Member is held or confined by civilian or foreign authorities.	PERS-4
393	TEMPORARY DUTY DISCIPLINARY. Member is on appellate leave per MILPERSMAN 3420-280.	PSD/ Admin Unit
400	System generated. When loss from on board activity processed	N/A

MILPERSMAN 1320-302

PREPARATION OF STANDARD TRANSFER ORDER (STO)

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	OPNAVINST 4650.15 1080 #1, UM-2, Diary Message Reporting System Users' Manual (DMRSMAN). OPNAVINST 3111.14V United States Navy Regulations, 1990 SECNAVINST 4650.19C OPNAVNOTE 5400, Standard Naval Distribution List (SNDL) Catalog of Naval Shore Activities BUPERSINST 7040.6 NAVSO P-6034-1, Joint Federal Travel Regulations
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1. **Policy.** Standard Transfer Order (STO) shall be addressed to the senior member in charge followed by "and (number) personnel as per attached list."

a. When orders are issued to three or more members traveling together, from the same point of origin to the same destination, on either permanent change of station (PCS), temporary duty (TEM DU), or temporary additional duty (TEMADD), the order writing commands shall consider the feasibility of group travel orders. When group travel is utilized, the orders involved must be specifically designated as a "group travel order" and transportation, lodging, and subsistence will be furnished en route.

b. When members are traveling in draft or group movement, the attached list of names shall contain information required by blocks 6, 7, 8, 9, and 10 of the STO. Order writing activities will utilize group travel to the fullest extent possible. Group travel orders will **not** be issued to a member when

(1) exigencies of the service actually prevent the member from traveling with a group.

(2) it is necessary that the member accompany dependents traveling at the same time incident to a PCS.

(3) the member is granted delay en route to count as leave.

(4) the member is authorized to perform travel via privately owned conveyance on PCS. This provision will be employed when necessary to enable members to utilize their privately owned conveyances en route to the new duty station.

(5) the commander directing the travel determines that individual travel is in the best interests of the member and the government.

c. Whenever practicable, government conveyance shall be used when effecting transfers. When this is impracticable, transfers may be made by commercial conveyance at government expense. If practicable, within the time specified in the orders or as prescribed in MILPERSMAN 1326-010, transfers directed by Navy Personnel Command (NAVPERSCOM) shall be made by government expense, unless specific instructions to the contrary are directed.

d. Dissemination of information regarding anticipated movements of government vessels and intelligent use of this information by commanding officers (COs) will result in appreciable economy in the expenditure of funds for transportation. When COs receive orders to transfer a draft to a vessel, they will, if practicable, communicate with the CO of that vessel and arrange for transfer to the point involving lowest transportation costs, taking into consideration needs of the vessel and the time when the transfers can be made.

e. For further details covering passenger transportation see OPNAVINST 4650.15.

f. COs who are transferring members to mobile units must ensure the port to which the members are proceeding is clearly indicated.

(1) Copies of the permanent change of station transfer order (PCSTO) sent to the new command will include estimated reporting dates.

(2) To eliminate unnecessary travel between ports by members reporting to mobile units, COs of mobile units must review the PCSTO of all enlisted members who are reporting to their command.

(3) Every effort must be made to ensure the member is proceeding to the correct port. If member is not, the CO must advise the transferring command or distributor that made the ultimate assignment, by message, of the full particulars, including the member's name, social security number (SSN), rate, transfer authority, leave address, intermediate station, estimated date of arrival, and the expected location of the command at the time. The distributor or transferring command will then take the necessary action and issue a modification if deemed appropriate.

2. Detailed Instructions for Preparation of the STO. Strict adherence to the action required per OPNAVINST 4650.15 is directed when applicable. Detailed instructions for the entry of data on the STO are given below.

BLOCK	TITLE	REQUIRED ENTRY
1	Name and Location of Transferring Ship or Station	(a) Enter the complete name and designation of the transferring ship or station at time of preparation of orders. If not inconsistent with security regulations, command should include the geographical location. (b) In cases where an order writing activity, such as a naval station, has received members for further assignment or for further transfer, the complete name of the last permanent duty station (PDS) of the member shall be included in this block, enclosed in parentheses immediately following the name of the order writing activity. (Not applicable on recall to active duty and initial permanent duty assignment for Reserve and Regular Navy members.) Example: Naval Station, San Francisco, CA: (Last Perm. Duty Sta: U.S. Naval Air Station, Agana, Guam.)
2	Number	Enter the individual activity's transfer serial number. (STOs will be numbered consecutively by calendar year. Example: 1-77, 2-77, etc.)
3	Date	Enter the date the orders are prepared. Example: "(PREPARED) 1 June 2003."
4	Authority	Enter the authority for the transfer, including the full title of the originator, file and serial number, date (date/time group/month in the case of a message), and the "TC" number as appropriate, e.g., BUPERS "TC" B1820/G2.
5	Travel Class Code	Enter the customer identification code (CIC).

BLOCK	TITLE	REQUIRED ENTRY
6	Name in Full	<p>(a) Enter each member's last name (in capital letters), first name, middle name, and if applicable, Junior (Jr.), Senior (Sr.), Second (II), etc. If a member has no middle name, indicate by using NMN. If member does not have a first or middle name and uses initials, indicate by enclosing each initial in quotation marks, i.e., "J" "C."</p> <p>(b) In block 6 on line 2 enter the phrase "AND NO OTHERS." If group travel is involved, enter "See attached list" on this line.</p> <p>(c) Immediately following the last line of typing (use blocks 7 through 10), for members in paygrade E-4 with more than 2 years service, enter "E-4 with more than 2 years service."</p>
7	Social Security Number (SSN)	Enter each member's SSN opposite their name with hyphens after the third and fifth digits. Example: 123-45-6789.
8	Paygrade, Rate, and NEC	Enter the appropriate paygrade, rating abbreviation, and Navy Enlisted Classification (NEC) code number assigned each member. Example: E5-RM2(2361).
9	Class	Enter the abbreviation of the branch and class of service for each member (USN, USNR, USN-RET, etc.).
10	SR, HR, PR, and PE	<p>(a) Opposite each member's name, enter "1" to indicate the presence, or "0" to indicate the absence, of the service record, health record, pay record, and personal effects.</p> <p>(b) If any of the above records or any personal effects are missing, a statement shall be attached to the STO indicating the reason for absence, the location of the missing items, and when they will be forwarded, if known. Also, attach copies of any correspondence relative to any missing items.</p>

BLOCK	TITLE	REQUIRED ENTRY
11	Intermediate Station	<p>(a) Enter in sequence the complete titles and unit identification codes (UICs) of all intermediate stations to which members will report in carrying out their orders.</p> <p>(b) Include the "report not earlier than but not later than" entry furnished on the transfer. On TEMADD orders, the TEMADD station shall be shown here.</p> <p>(c) Only such transportation at government expense that is necessary to fulfill the requirements of the mission shall be included in the orders. This has special reference to PCS orders involving delay en route to count as leave.</p> <p>(d) Orders must not be written to provide for reporting to an intermediate station for onward transportation when the intermediate station will serve no useful purpose incident to transfer to ultimate duty station. Positive action by transferring activities in obtaining travel data, prior to commencement of travel, will do much to eliminate the ordering of members to an intermediate station when the sole purpose is to obtain a travel request.</p> <p>(e) Upon receipt of an Enlisted Personnel Action Document (EPAD) that contains an accounting category code (ACC) in blocks 3, 8, or 13, include the respective ACC in each Intermediate Station block of the STO as appropriate, e.g., block 3 ACC to Intermediate Station 1, block 8 ACC to Intermediate Station 2, etc.</p> <p>(f) Upon receipt of any form of transfer directive other than EPAD (message, speedletter, etc.) issued by NAVPERSCOM, Enlisted Placement Management Center (EPMAC), or Naval Reserve Personnel Center (NAVRESPERSCEM) (N30), transcribe the ACC,</p>

BLOCK	TITLE	REQUIRED ENTRY
11 (Cont)		<p>if present, from the transfer directive to the appropriate "Intermediate Station" block(s) of the STO.</p> <p>(g) If ACCs are not displayed in the transfer directive issued by NAVPERSCOM, EPMAC, or NAVRESPERSCEN, utilize appropriate ACC as indicated in 1080 #1, UM-02 (DMRSMAN).</p> <p>(h) ACC 320, 350, 370, 371, 380, and 391 are to be utilized when transferring members as directed by a non-distribution authority (other than NAVPERSCOM, EPMAC, or NAVRESPERSCEN).</p> <p>(i) ACCs are required to be displayed in each block of the STO containing an intermediate duty station.</p> <p>(j) Members being transferred under TEMADD orders or Active Duty for Training (ACDUTRA) orders will not have an ACC included in the orders. They are the only exception to the rule.</p>
12	Nature of Duty	<p>(a) Enter in this block the reason member is reporting to the intermediate station.</p> <p>(b) Abbreviations will not be used. Example: Temporary Duty Under Instruction for Further Transfer.</p>
13	Ultimate Destination	<p>(a) Enter the complete title and UIC of the ultimate activity to which member is ordered to report, and, if not inconsistent with security regulations, the geographical location.</p> <p>(b) Indicate port to which members are proceeding for reporting if ordered to a mobile unit, or overseas.</p> <p>(c) Mobile unit receiving commands to which members are ordered to report should</p>

BLOCK	TITLE	REQUIRED ENTRY
13 (Cont)		<p>determine if the members are proceeding to the correct port, from advance copy of STO received. If they are not, the receiving command must advise the assignment control authority (ACA) that made the ultimate assignment, by message, of the full particulars including the member's name, SSN, rate, transfer authority, leave address, intermediate station, estimated date of arrival, and the expected location of the command at that time. The distributor will then take necessary action and issue a modification if deemed appropriate.</p> <p>(d) On transfer to Fleet Reserve, retirement, discharge with severance pay, or involuntary release to inactive duty with readjustment pay (less than 8 years of continuous active duty), and on orders for separation, enter "Home of Record," "Place accepted for Current Enlistment," or "Place from which ordered to Active Duty," as appropriate, and enter the city and state.</p> <p>(e) When a member attends a course(s) of instruction at an installation with a cumulative duration of 20 weeks without interruption by TEMDU/temporary duty under instruction (TEMDUINS) elsewhere, the geographic location of the installation becomes the member's permanent duty station.</p> <p>(f) On separation orders to transfer to Fleet Reserve, retirement, discharge with severance pay, or involuntary release to inactive duty with readjustment pay (immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days) and placement on Permanent or Temporary Disability Retired List, enter "Home of Selection."</p> <p>(g) On TAD orders, the activity shown will be the permanent duty station.</p>

BLOCK	TITLE	REQUIRED ENTRY
13 (Cont)		<p>(h) A member may be directed to report to a vessel at a place, which may not be the homeport of the vessel. If shipment is made to the place to which directed to report, at member's request, in this instance it is considered to be shipment to a point of selection and no further shipment would be authorized at government expense under the same orders. Prior to arranging for shipment of household goods (HHG) in such cases, members transferring should be advised of the homeport of their vessel to avoid temporary or intermediate shipment which would prevent a later shipment to the homeport, or shipment to point of selection. Consult OPNAVINST 3111.14V for determination of homeport.</p> <p>(i) Upon receipt of an EPAD that contains an ACC in block 18, include the ACC in the "Ultimate Destination" block of the STO.</p> <p>(j) Upon receipt of any other form of transfer directive other than EPAD (message, speedletter, etc.) issued by NAVPERSCOM, EPMAC, or NAVRESPERSCEN, transcribe the ACC (if present) from the transfer directive to the "Ultimate Destination" block of the STO.</p> <p>(k) If ACCs are not displayed in the transfer directive issued by NAVPERSCOM, EPMAC, or NAVRESPERSCEN, utilize appropriate ACCs as indicated in 1080 #1, UM-2 (DMRSMAN).</p> <p>(l) ACCs 320, 350, 370, 371, 380, and 391 are to be utilized when transferring members as directed by a non-distribution authority (other than NAVPERSCOM, EPMAC, or NAVRESPERSCEN). ACCs are required to be displayed in the "Ultimate Destination" block of the STO. Members being transferred under TEMADD orders or ACDUTRA orders will not have an ACC included in the orders. They are the exception to the rule.</p>

BLOCK	TITLE	REQUIRED ENTRY
14	Nature of Duty	<p>(a) Enter in this block the reason for which the STO has been originated; i.e., "for duty," "for TEMADD in connection with _____," "for separation," etc.</p> <p>(b) In case of orders to TEMDUINS, the course and number of weeks of such course to be attended shall also be included. Abbreviations will not be used.</p> <p>(c) Since some entitlements (movement of HHG, dependent's travel, etc.) have been incorrectly based on the classification of the new duty station (e.g., FOR DUTY SEA, FOR DUTY SHORE, FOR DUTY OVERSEAS SHORE), such indication of type duty for rotation credit shall not be indicted on the STO.</p>
15	Number of Days Delay Authorized	<p>Enter the total number of days delay authorized to count as leave. If no delay authorized, enter "None." Delay to count as leave shall never be authorized in "group travel" orders.</p>
16	Number of Days Travel/ Proceed Time Authorized	<p>Enter the number of days travel time (MILPERSMAN 1320-100)/proceed time (MILPERSMAN 1320-090) authorized. Example: 03TT, 04PT. If neither travel nor proceed time is authorized, enter "None."</p>
17	Report not later than	<p>(a) Enter the hour and the date members are due to report to the ultimate destination (MILPERSMAN 1050-150).</p> <p>(b) When members are being transferred to mobile units (ships, aircraft squadrons), interview them to determine if they plan to report prior to the "not later than date." If so, indicate this estimated date on the copy of the STO to the new command.</p> <p>(c) Each intermediate station shall enter under "Supplemental Instructions" the hour and date the members are due to report to</p>

BLOCK	TITLE	REQUIRED ENTRY
17 (Cont)		<p>the next intermediate destination or to the ultimate destination, as applicable. If the "Supplemental Instructions" section is full, this information may be entered on the reverse side of the STO.</p> <p>(d) When a "prior" reporting date is specified in the transfer authority, such information shall be entered opposite the reporting activity concerned. NOTE: Do not, under any circumstances, enter in this block the phrase "As transportation directs."</p> <p>(e) When members in the same metropolitan area of a naval medical facility are transferred thereto for hospitalization, the transferring command shall ensure that, insofar as practicable, the patient reports to such medical facility prior to 1630 hours. Depending upon the circumstances in each case, including the availability of transportation, the earliest practicable hour shall be shown in the "Report not later than" block.</p>
18	Address while on Leave	<p>(a) If applicable, enter the complete address where the member may be contacted while on leave, including the Zip Code and telephone number if available.</p> <p>(b) Do not, under any circumstances, enter "En Route."</p>
19	Supplemental Instructions	<p>(a) Enter any supplemental instructions issued to the member. Each instruction shall be signed, in ink, by the CO issuing the instruction or by the signatory authorized to sign per MILPERSMAN or United States Navy Regulations. The rank and title shall be entered, following the signature. In the case of members reporting early for TEMDU assignments, see MILPERSMAN 1320-080.</p>

BLOCK	TITLE	REQUIRED ENTRY
19 (Cont)		<p>(b) Members E-4 and below must submit a special request for advance pay to be approved at local command level. When an enlisted member's request for an advance of pay on PCS is approved, enter "AUTH (NO.) MONTHS ADVANCE PAY." This endorsement will be signed by the CO or an officer designated to sign "By direction" of the CO.</p> <p>(c) Enter the homeport of the afloat new duty station. On PCS orders to sea duty, the homeport of the vessel is considered the duty station for the purpose of shipping HHG. On PCS orders to a ship, shipment of HHG is authorized to the homeport of the vessel or to a place of selection (see SECNAVINST 4650.19C) within the United States.</p> <p>(d) Enter correct mailing address of new duty station; the address shown in OPNAVNOTE 5400 (SNDL), part I; or the Catalog of Naval Shore Activities.</p>
20	PCS Accounting Data	<p>(a) When orders are issued authorizing the expenditure of government funds, accounting data must appear in each set of orders.</p> <p>(b) For PCS (including TEMDU in connection with a PCS), utilize the accounting data furnished on the transfer directive. In cases where accounting data is not furnished, refer to BUPERSINST 7040.6, and enter in this block applicable accounting data as shown therein for each member shown in the travel order, except for enlistee (USN/USNR) transferred to recruit training.</p>

BLOCK	TITLE	REQUIRED ENTRY
20 (Cont)		<p>(c) For TEMADD, enter the applicable accounting data in this block. In addition, the TANGO number assigned by the allottee will be shown immediately following the accounting data.</p> <p>(d) On a permissive travel authorization, enter "NO EXPENSE TO THE GOVERNMENT IS AUTHORIZED IN CONNECTION WITH THESE TRAVEL AUTHORIZATIONS. IN CASE YOU DO NOT DESIRE TO BEAR THE EXPENSE YOU WILL REGARD THIS AUTHORIZATION AS REVOKED."</p> <p>(e) See NAVSO P-6034-1, volume 1, chapter 7, part G and MILPERSMAN 1050-130 concerning emergency leave.</p> <p>(f) To avoid crowding, the above entry may be typed in block 19, "Supplemental Instructions."</p>
21	TEMDUINS Per Diem Accounting Data	Utilize the TEMDUINS accounting data furnished on the transfer directive.
22	Fiscal Data for Trans- portation Request	Enter fiscal data from "PCS Accounting Data" (block 20) as indicated.
23	Transporta- tion is Authorized per the Following	<p>(a) Enter an "X" in the appropriate box. When applicable, enter an "X" in both blocks "INDIVIDUAL" and "PRIVATELY OWNED CONVEYANCE."</p> <p>(b) Enter an "X" in the block marked "COMMERCIAL" when any of the various modes of commercial carriers are to be utilized, or, in the case of individual travel, when the member has an option under NAVSO P-6034-1, volume 1 of obtaining transportation requests or performing travel at own expense subject to reimbursement.</p>

BLOCK	TITLE	REQUIRED ENTRY
23 (Cont)		<p>(c) Enter an "X" in the block marked "GROUP" if the order being prepared involves MILPERSMAN 1050-130 concerning emergency leave.</p> <p>(d) Enter an "X" in the block marked "GROUP" if the order being prepared involves the transfer of three or more members departing from the same station on the same date and proceeding to the same destination, and it is determined by the order writing command that members should travel in a group travel status.</p>
24	Travel as Indicated below is Directed where Available	<p>(a) Travel is directed when indicated in the order issued by the order issuing activity, i.e., NAVPERSCOM/EPMAC or by the various Navy Passenger Transportation Offices for transoceanic travel.</p> <p>(b) Enter an "X" in the block marked "GOV'T AIRCRAFT" when this method of travel is directed.</p> <p>(c) Enter an "X" in the block marked "COMMERCIAL" when this mode of travel is directed.</p>
25	PRIORITY	Enter the description and number of any priority authorized when directed to travel by government aircraft.
26	FROM AND TO	Indicate the geographical locations between which travel is directed by either government or commercial aircraft.
27	Transfer Code No.	Enter the hour and date member is authorized to depart from transferring command. Example: 0001, 2 APR 2003.
28	Authenti- cating Signature, Rank, Title	(a) The signature, in permanent black or blue-black ink or ball point pen, shall be that of the CO of the transferring activity; or, when the CO specifically delegates such authority to a subordinate officer, master chief, senior chief, chief petty officer, petty officer first class, or civilian; may be "by direction" of the CO.

BLOCK	TITLE	REQUIRED ENTRY
28 (Cont)		(b) Enter rank and title of signatory signing. The authenticating signature will be affixed only to the original order.
29	Signature of Traveler or Senior in Charge	The signature of the traveler or senior in charge shall be affixed, in permanent black or blue-black ink or ball point pen, after the orders have been read and it is stated that they are understood.
30	Date Orders Delivered	Enter date orders delivered to member or date member notified of orders. Example: "DELIVERED/NOTIFIED on 15 April 2003."

MILPERSMAN 1320-304

PREPARATION OF PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO)

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	BUPERSINST 7040.6 BUPERSINST 7040.7
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1. Detailed Composition of the Enlisted Permanent Change of Station Transfer Order (PCSTO). See Exhibit 1 for a sample PCSTO order. The composition is as follows:

a. **Header Section**

(1) For **message orders** the header consists of the complete list of Plain Language Addresses (PLADS) for the action and information addresses of the order, and the standard message classification line.

FROM: COMNAVPERSCOM MILLINGTON TN
TO: PERSUPP DET CRYSTAL CITY WASHINGTON DC
INFO: PERSUPP DET BETHESDA MD

UNCLAS //NO1306//

(2) For **letter orders** the header consists of the issuing command's letterhead, the appropriate Standard Subject Identification Code (SSIC), issuing detailer's organization code, issuing date, and a complete mailing address for the activity receiving the order.

DEPARTMENT OF THE NAVY
Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-0402

1306
PERS-402B
17 May 2003

To: Officer In Charge,
Personnel Support Detachment,
Crystal City Cm 3, Room 100,
Washington, DC 20371-5000

PERSONNEL ACCOUNTING SUPPORT: PSD NAVSTA NORFOLK VA UIC 42574
UPON COMPLETION OF TEMDUINS AND WHEN DIRECTED, DETACH EDD OCT 03

f. **Ultimate Activity Section.** Consists of the date to report for duty; the command's name, location, and UIC; the type duty reporting for; assigned rate and NEC's; the ACC; and the member's new projected rotation date (PRD).

REPORT NOT LATER THAN 24 SEP 03 EDA: 24 SEP 03
TO NAVCAMS WESTPAC GUAM UIC: 70243
PERMANENT DUTY STATION FINEGAYAN GUAM
FOR DUTY ACC: 100
TYPE DUTY SEA/SHORE CODE SSC 3
ASSIGNED RATE AD1 PNEC 6401 DNEC: 8327 PRD: 0989
PERSONNEL ACCOUNTING SUPPORT: PERSUPP DET NAVCAMS WESTPAC UIC: 43463

g. **Accounting Data Section**

(1) Customer Identification Code (CIC).

(2) MPN or RPN line of accounting data against which expenditures for household goods shipments, mileage, and TEMDU per diem is to be charged.

(3) O&MN line(s) of accounting data against which TEMDUINS per diem is to be charged. Separate O&MN lines will be printed for each fiscal year TEMDUINS is chargeable.

(4) Orders issued as a letter of intent will contain accounting data.

CIC: ALMH7153
PCS ACCOUNTING DATA:
NMH7 1771453.2253 G 000022 AL MH71 1/S/3 MH7000000000

h. **Special Instructions.** Contains information of a directive or advisory nature that does not pertain to any of the other sections described above.

i. **Master Record Data.** Displays various items of information about the member as found on the Enlisted/Officer Master Record.

```
PEBD: 17 DEC 75  DESIG:  PNEC  6401  --SCHOOL--      --CAREER HISTORY--  
ABDB: 03 SEP 76  SEX:    M  SNEC  8327  DATE  CRS  MO  S/S  LOC  TYPE  
EAOS: 23 JAN 04                TNEC                AUG 82 472S 00  3  OKI 10870  
EXT SCH:          DEP-P: 3  QANEC                AUG 82 032H 00  6  WLB 11089  
EXT OTH:          DEP-S: 0  QINEC                MAY 82 4010 00  
EXT INV:          LIMDU:   EDUC: 12  NOV 78 472N  CADD  
SEC:  K DATE: 10 APR 78  BIRTH: 15 JUN 57  
TEST ID:  A7 GCT/WK: 54 ARI/AR: 57  MECH: 49  CLER: 45
```

j. **"Copy to" Information.** Contains the names/desk codes of NAVPERSCOM, EPMAC, and NRPC that have been designated by the order writer to receive a copy of the order. These "copy to" entries will be in addition to those automatically included on the order's distribution. The "copy to" section will print on letters only, not on message orders.

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PERS-404DG4  
PERS-40BB
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EXHIBIT 1

SAMPLE PERMANENT CHANGE OF STATION TRANSFER ORDER

DEPARTMENT OF DEFENSE
NAVAL PERSONNEL COMMAND
MILLINGTON, TN 38054

ORIGINAL
NAVPERSCOM-404DG

12 MAY 2002

TO: COMMANDER
MILITARY SEALIFT COMMAND PAC
NAVAL SUPPLY CENTER
OAKLAND, CA 94625-5010

SUBJ: COMNAVPERSCOM ORDER: 2128 000-00-0000/AD1 (NAVPERSCOM-404DG)
CHANGE DUTY ORDER FOR
SAILOR JON Q, USN

***** DETACHING ACTIVITY INFORMATION *****

WHEN DIRECTED DETACH IN MAY 02 EDD: MAY 02
FROM T-ARC 6 A J MYER MILDEPT UIC: 42031
HOMEPORT: OAKLAND, CA
FROM DUTY: ACC: 100

PERSONNEL ACCOUNTING SUPPORT: COMSC PAC UIC: 62383

PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION. COMMANDS DETACHING PERSONNEL FROM PERMANENT ASSIGNMENTS ARE RESPONSIBLE FOR ENSURING THAT PERSONNEL EXECUTING PERMANENT CHANGE OF STATION ORDERS COMPLETE NAVPERS 7041/1 (REV. 12-92), FINANCIAL MANAGEMENT-PCS TRAVEL FORMS AUTHORIZATION REQUIRED BY BUPERSINST 7040.6 AND 7040.7. THE PASS/PERSONNEL SERVICING OFFICE WILL SUBMIT THE COMPLETED TRAVEL INFORMATION FORM TO: DIRECTOR, PERMANENT CHANGE OF STATION VARIANCE COMPONENT, 1240 EAST 9TH STREET SUITE 967, CLEVELAND, OH 44199-2088. PASS/PERSONNEL SERVICING OFFICES WILL PROVIDE NECESSARY FORMS AND COUNSELING DURING CHECK-OUT PROCEDURES FOR DETACHING PERSONNEL AND WILL ENSURE ACCURATE AND TIMELY SUBMISSION OF TRAVEL INFORMATION.

EXECUTION OF THESE ORDERS REQUIRES SATISFACTORY COMPLETION OF ALL OVERSEAS SCREENING REQUIREMENTS PER MILPERSMAN 1300-300 THROUGH 1300-316 WITHIN 30 DAYS OF RECEIPT OF THIS DIRECTIVE. FORWARD CERTIFICATION OF SUITABILITY/ UNSUITABILITY BY MESSAGE TO COMNAVPERSCOM (PERS-40/451). (INFO EPMAC IN THE CASE OF NON-RATED, NON-DESIGNATED PERSONNEL.) USE STANDARD SUBJECT IDENTIFICATION CODE.

MILPERSMAN 1320-306

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER DELIVERY AND INTERPRETATION

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	NAVSO P-6034-1, Joint Federal Travel Regulations OPNAVINST 4650.15
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1. Delivery of Transfer Orders

a. PCS orders are delivered as follows:

(1) **Letter Orders.** Original letter orders and any modifications will be mailed to the Personnel Support Detachment (PERSUPPDET) assigned to support the member's activity, and to those activities involved in the transfer. Activities not supported by a PERSUPPDET will receive original letter orders directly. Copies of orders will be reproduced locally and given to the member.

(2) **Message Orders.** Message orders will be sent via the activity's communications center. Message orders will be reproduced locally by the PERSUPPDET and one copy certified "ORIGINAL MESSAGE" with signature of the commanding officer (CO)/officer in charge (OIC) of the processing activity (or the designated representative). When message orders are relayed to a member by telegram, the member concerned, upon presentation to the disbursing officer, will endorse the telegram with the words "ORIGINAL ORDERS RECEIVED" and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

b. **Detaching Date.** Although orders will be addressed via activities providing personnel accounting support, they are directed to the member being transferred. Authority to specify the detachment date within the month of detachment remains with the member's reporting senior. When a PERSUPPDET processes orders, the member being transferred will ensure the PERSUPPDET is informed of the detaching date approved by the reporting senior.

c. **Verbal or Telephoned Orders.** Under certain circumstances, assignment officers and detailers can authorize transfer and order cancellation or modification via telephone. The assignment officer or detailer shall notify both the member and the transferring command's personnel accounting office of the verbal or telephoned orders. Follow-on written confirmation orders must be accomplished within 7 days of issuance of verbal or telephoned orders, and must include the date and place the member was located at the time of the verbal or telephone authorization. One of the following PTEXTs will be used in the confirmed orders and must appear either as the very first statement or the very last statement in the orders.

(1) **Confirmation.** For confirmation of telephoned instructions to the member stating the location of the member on the date telephoned instructions were issued:

P74021 (CONFIRMED TELEPHONE INSTRUCTIONS ON <u>(date)</u> TO <u>(city and state member is located)</u>).
--

(2) **Approve/Maintain Records.** Division directors must approve and maintain records of all verbal or telephone orders.

(3) **Reimbursement.** Reimbursement for travel expenses incurred under verbal or telephone orders may **not** be made until written confirmed orders are received by the member.

d. **Lost Orders.** Correspondence concerning lost orders issued by Navy Personnel Command (NAVPERSCOM) should refer to the entire NAVPERSCOM "Order Number" as stated in the first line of the member's subject line. If orders are lost, the following actions apply:

(1) **Orders not received by the member's command, or lost prior to delivery to the member.**

(a) Orders issued by **message** require the member's present command to request its servicing communications facility to have the message order retransmitted.

(b) Orders issued by **letter** and not received are considered to be undelivered. The order must be canceled and reissued using the appropriate undelivered order cancellation and reissue format.

(2) **Orders lost after commencement of travel but prior to reporting to the ultimate duty station.** Since the member does not have an order to complete the transfer, the unexecuted portion of the order must be canceled and reissued.

(3) **Orders lost after member reports to the ultimate duty station and prior to settlement of the travel claim.** With the exception of a doubtful claim; when a member has lost the original, or the original and all copies of PCS orders; the claim will be processed by the disbursing officer servicing the member's permanent duty station (PDS) per OPNAVINST 4650.15.

2. Interpretation

a. **Detaching Instructions.** Detaching instructions in the Detaching Activity section of the orders are to be interpreted as follows:

(1) **EDD (Estimated Date Of Detachment).** When given as a month and year (unless otherwise directed in orders), detachment must take place within the month indicated. When given as a day, month, and year (unless otherwise directed in the orders), detachment must take place no later than 10 days after the date indicated. Under no circumstances may a member's actual detachment date from their PDS be in a fiscal year other than that directed in the orders.

(2) **When Directed By Reporting Senior, Detach In (month, year) From (type of duty).** The CO must detach the member within the month indicated unless otherwise directed in the orders.

(3) **At Discretion Of Reporting Senior, Detachment May Be Delayed No More Than 1 Month Past The EDD Month.** The CO may detach the member any time between the first day of the EDD month and the last day of the month immediately following the EDD month. Under no circumstances may the actual detachment cross over into the following fiscal year.

(4) **At Discretion Of Reporting Senior, Detachment May Be Delayed No More Than 2 Months After EDD Month.** The CO may detach the member any time between the first day of the EDD month and the last day of the second month immediately following the EDD month. Under no circumstances may the actual detachment cross over into the following fiscal year.

(5) **Hereby Detached.** The CO will detach the member within 24 hours after the orders are received.

(6) **Reporting Senior Directed To Detach Member On Or About (date)**. The CO has a discretionary period of 10 days on either side of the given date in which to detach the member. Under no circumstances may the actual detachment cross over into the following fiscal year.

(7) **Reporting Senior Directed To Detach Member Within 10 Days After Reporting Of Relief**. Orders should ordinarily be endorsed to detach the member within 10 days after their relief reports. The command may designate a member already on board as a relief, when appropriate.

(8) **When Relieved And When Directed By Reporting Senior, Detach**. Orders should normally be endorsed to detach the officer within 10 days after their relief reports and when directed by the CO. The leeway permitted by the word "normally" is interpreted to apply only to those cases in which the underway operations of an afloat unit prevent adherence to the 10-day period. Exceptions may be written "WHEN DIRECTED IN (month, year) DETACH," instead of "WHEN RELIEVED," if watchkeeping requirements or other circumstances so dictate. The officer being relieved will be detached not later than (NLT) the second month following that in which the relieving officer reports (e.g., relieving officer reports in March, and the officer being relieved detaches no later than (NLT) May).

(9) **Upon Completion Of (type of temporary duty (TEMDU) at an intermediate station) And When Directed, Detach**. Orders shall be endorsed by the CO at the activity concerned upon completion of TEMDU or temporary duty under instruction (TEMDUINS).

(10) **Reporting Senior Directed To Detach Member In Time To Proceed And Report On (date) At Following Station**. The latest date of detachment will be 4 days (when entitled to proceed time) plus travel time in advance of the specified reporting date.

(11) **Reporting Senior Directed To Detach Member On Or After (date)**. Orders will be endorsed to detach the member on or after the date indicated but in sufficient time to ensure reporting by the NLT date at the next duty station as shown in the orders. When a NLT date is not indicated, orders will be endorsed to detach the member within 10 days after the date indicated. Under no circumstances may the actual detachment date cross over into the following fiscal year.

(12) **Upon Discharge From Treatment**. Orders will be endorsed by the CO of the medical facility concerned when, in their opinion, the patient is physically qualified for discharge

from treatment to duty, sick leave, convalescent leave, separation processing, physical evaluation board, home, another medical facility, or to such other assignment as may be specified in the orders.

(13) **Proceed On Or About (date)**. Travel should commence within a period of 10 days on either side of the given date in the orders. **This phrase is used only in temporary additional duty (TEMADD) orders.**

(14) **Proceed In Time To Report NLT (date)**. Travel is to commence and be completed at such times to ensure the member reports on the specified reporting date. **This phrase is used only in TEMADD orders.**

b. **Reporting Phrases In Orders.** Specific reporting instructions appearing in the Intermediate or Ultimate Activity sections of orders are to be interpreted as follows:

(1) **EDA (Estimated Date of Arrival)**. When given as a month and year, unless otherwise directed in orders, arrival must take place within the month indicated. When given as a day, month, and year, unless otherwise directed in orders, arrival must take place no later than 10 days after the date indicated.

(2) **Report Not Earlier Than (NET) (date)**. Arrival must take place no earlier than the date indicated.

(3) **Report NLT (date)**. Arrival may take place earlier, but no later than, the date specified. Enlisted personnel assigned in a "TEM DU/TEM DUINS/DUINS" status (ACC 34X) at a Recruit Training Command or Service School Command may have their orders pen-and-ink modified for no more than 30 days past the original Report NLT (date). This exception is in recognition of training setbacks and any other training delays that may cause member to report past their original Report NLT (date). Leave, proceed, and travel time will not exceed the amount authorized on original orders. Any modification past 30 days may only be authorized by the appropriate assignment control authority (ACA).

(4) **Report NLT (date) and NET (date)**. Arrival may take place earlier than the date specified to prevent leave being used; however, payment of per diem will not begin until the specified NET date.

(5) **Report In (date)**. The member may report in the month specified, but no later than the last day of the month.

(6) **Report On (date)**. The member must report on the date specified.

(7) **Report On Or About (date)**. Member must report between 10 days before date specified, and 10 days after date specified.

(8) **Report On Or Before (date)**. Member may report any time, but NLT the date specified.

MILPERSMAN 1320-308

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER EXECUTION

Responsible Office	NAVPERSCOM	Phone:	DSN	882-4198
	(PERS-454)		COM	(901) 874-4198
			FAX	882-2693

References	BUPERSINST 7040.6 NAVSO P-6034, Joint Federal Travel Regulations, Volume 1 BUPERSINST 7040.7
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1. General Information on Transfers

a. **PCS Moves.** The following are considered PCS moves:

- (1) PCS transfers, including assignment to temporary duty (TEMDU).
- (2) Call to active duty.
- (3) Change in homeport of a vessel or mobile unit.
- (4) Reserve personnel ordered to active duty.
- (5) Fleet Reservist (including temporary disability retirement) recalled to active duty.
- (6) Separations from the service under honorable conditions (retirement, discharge, resignation).

b. **Customer Identification Code (CIC).** All PCS transfer directives must contain a CIC in order to be executed. Detailed instructions for the use of the CIC are contained in BUPERSINST 7040.6.

c. **Status of Members under Orders.** Members traveling under orders are considered to be attached to the command to which next ordered to report.

d. **Unusual Delay in Effecting Transfer.** If for any reason there is an unusual delay in transfer to final destination, or

when transfer orders are cancelled or modified, notify all interested commands.

e. **Certified Original Orders.** All activities to which the servicemember is ordered, the servicemember's current command, their supporting Personnel Support Activity/Detachment (PERSUPPACT/PERSUPPDET), and all additional activities designated are to receive a copy directly from the order issuing authority. The PERSUPPACT/PERSUPPDET supporting the detaching activity will receive the original letter/message order, or be an action addressee on the letter/message order. The PERSUPPACT/PERSUPPDET will make the necessary number of copies and stamp one copy "Certified Original Orders."

f. **Copies of Orders.** Activities shall provide sufficient copies of the orders to the member being transferred to meet requirements for **shipping activities** (regarding household goods and privately owned motor vehicles (if applicable)) **and transportation activities** (regarding personal travel, family member(s) travel, dislocation allowance, and trailer allowance). Normally, the following copies are required:

(1) Four copies including one certified copy of the orders are required by the shipping activity for each transportation.

(2) Three copies for issuance of transportation requests.

(3) Two copies for each transportation activity transporting family member(s).

(4) Two copies for reimbursement of dislocation allowance.

(5) Two copies for reimbursement of family separation allowance.

g. **Last Duty Station is shown on Orders.** To eliminate delays and personal hardship to the member regarding shipment of household goods, when members are received at an activity such as a receiving station for further assignment or for further transfer, the activity endorsing the transfer order will ensure the name of the last permanent duty station to which the member was attached is indicated on the orders.

h. **Correction to Orders.** In general, the terms of orders cannot be changed after travel has commenced; however, sometimes an error may occur in the preparation of orders, which will

require correction after the fact. Such correction is proper only when the orders do not reflect the intention of the order issuing authority at the time the orders were originally prepared. When orders are corrected after the travel has commenced or been completed, the correction endorsement must include a complete explanation of the facts relative to the occurrence of the error. Since all claims with any retrospective aspects must be settled by the General Accounting Office (GAO), this information is essential to the proper settlement of the claim involved.

2. **Briefing of Members Prior to Transfer.** Transferring commands will brief members prior to transfer on the following:

a. **Records/Accounts/Personal Effects.** Records and accounts are handed to the member for safe delivery to member's new commanding officer (CO). The member's personal effects are in the member's possession, if indicated in command endorsement to permanent change of station transfer order (PCSTO). It is the member's responsibility to report to the new station with records, accounts, and personal effects.

b. **Contacting/Reporting.** Members under orders, including authorized delay, are considered to be attached to the ultimate destination, or the next designated intermediate station as the case may be. If unable to contact these activities, in cases of emergency, member should contact the nearest known naval activity. In the case of members ordered to a ship and the ship to which ordered is not in port, they should report to the nearest naval activity.

c. **Personnel Support Detachment (PSD).** Members ordered to a command, which is part of PERSUPPACT, shall be informed as to their ultimate duty station and which PERSUPPDET they should check into for administrative/accounting purposes.

d. **TRICARE-Family Member Dental Plan**

(1) Members must be advised that TRICARE-Family Member Dental Plan (FMDFP) treatment is **not** available to family members accompanying sponsor assigned to other than the fifty United States (U.S.), U.S. Virgin Islands, Puerto Rico, Guam, or Canada (Covered Areas). Though not required, members are encouraged to remain enrolled. Routine and essential-only specialty dental care for family members is provided on a space-required basis at overseas military dental treatment facilities to maintain existing dental health. In the event the sponsor remains enrolled in the dental plan, the family members are eligible for dental care whenever they travel to a Covered Area.

(2) Members who are **not** enrolled in the TRICARE-FMDP, returning from an accompanied assignment (other than the 50 U.S., U.S. Virgin Islands, Puerto Rico, Guam, or Canada (Covered Areas)) must be advised of the availability of the TRICARE-FMDP. The sponsor must elect enrollment, if desired, since participation is **not** automatic, and have at least 12 months of active duty remaining at time of transfer to a Covered Area.

e. **Illness/Accident.** In the case of illness or accident, the member should notify the nearest known naval activity immediately and request instructions.

f. **Leave.** If leave is granted, the member is responsible for receiving any communications forwarded to the leave address in block 4e of the memorandum endorsement. If leave is canceled, member must return immediately.

g. **Secrecy.** The contents of orders and whereabouts of ships and personnel must **not** be divulged to unauthorized persons.

h. **Local Endorsement.** A copy of local endorsement to PCSTO is being mailed direct to the ultimate destination.

i. **Misconduct.** Members must cooperate with Shore Patrol and Armed Services Police at all times. Misconduct will be cause for disciplinary action.

j. **Family Member(s) Location during TEMDU/Temporary Duty under Instructions (TEMUINS).** Current regulations do **not** authorize transportation of family member(s) to intermediate locations at government expense; and where TEMDU/TEMUINS has been directed, members occupying government family quarters at their old duty station are authorized to retain such quarters for up to 20 weeks until reporting to their ultimate duty station.

k. **Clothing for Flights.** Members traveling aboard government owned or operated aircraft (including Military Airlift Command (MAC) CAT B and CAT M) shall wear the appropriate uniform unless civilian clothes are authorized in the member's orders. Normally, civilian clothing will **not** be prescribed unless indicated by the foreign clearance guide. When civilian clothing is worn, it will be in good taste and not in conflict with accepted attire in the overseas country.

1. **Early Reporting**

(1) Members arriving prior to the "Report Not Earlier Than" date specified in the orders when TEMDU is directed shall be given the option of either remaining in a leave status until the required reporting date, or terminating leave status and reporting on the date of arrival with the understanding that per diem will **not** commence until the date required to commence the TEMDU directed by the orders.

(2) It is Department of Defense (DOD) policy that members should **not** be paid per diem incident to early reporting for TEMDU or TEMADD except as specified in MILPERSMAN 1320-140.

m. **Terrorist Briefing.** The recent series of terrorist hijackings provide clear evidence that DOD members are being singled out as targets for attack. Members traveling to or through a high threat area/airport will be briefed on required and recommended precautionary measures.

n. **Transfer to Deployed Activities.** Members transferring to deployed activities may encounter transportation delays in reaching their duty station and they must be prepared to meet lodging and meal expenses they will incur during such delays.

o. **Support of Family Member(s) while Deployed.** Members under orders to a deployed unit are responsible for the support and welfare of their family member(s) while deployed. They should, as a minimum, do the following:

(1) Register an allotment or ensure alternate means of adequate support for family member(s) during absence.

(2) Ensure family member(s) identification cards will remain valid until the sponsor's return; or leave the completed applications for renewal with the family member(s) prior to departure.

(3) Consider execution of special powers of attorney for any specific items that require resolution by family member(s) during absence.

3. **Delay in Reporting (DELREP).** Navy Personnel Command (NAVPERSCOM) is authorized to grant 30 days leave in all PCS orders.

a. In the event unusual circumstances require a departure from this policy, maximum DELREP will be granted.

b. Exceptions to the 30 days DELREP allowance must be approved by the appropriate assignment division director/branch head.

c. Orders returning members to the continental U.S. (CONUS) or the District of Columbia for separation will contain authorization for delay en route.

d. PCS orders will allow 30 days DELREP except in the following cases:

- (1) Initial orders to active duty.
- (2) Hospitalization.
- (3) Second PCS move within 12-month period.
- (4) Homeport changes.
- (5) Unusual circumstances such as death or illness, detachment for cause, emergency, or key operational dates.
- (6) Upon completion or noncompletion of flight training.
- (7) Detachment from certain activities in Japan.

4. **Transportation in Connection with PCS Orders**. NAVPERSCOM, Distribution Department (PERS-4) does not direct a specific means or mode of transportation in connection with PCS orders. This authority has been delegated to Navy Passenger Transportation Offices (NAVPTOs) which will determine the availability or nonavailability of government air and make complete transportation arrangements using commercial carriers as necessary to meet mission requirements.

a. **Travel Overseas**. Normal mode of PCS travel overseas is by air except when travel by air is medically contraindicated. **PCS orders will direct the use of government air outside continental U.S. (OCONUS)**. Requests for order modifications to "authorize" vice "direct" the use of government air OCONUS are normally authorized only in connection with authorized leave over the transoceanic/international portion of the journey and must be completely justified in detail to NAVPERSCOM (PERS-4). If circuitous travel is involved, the complete en route travel itinerary must be included in the justification.

b. **Travel in Continental U.S. (CONUS)**. Members may elect the mode of travel in CONUS. If they elect to travel by air

within CONUS, without air travel being authorized or directed in the orders, their travel time will be computed on the basis of commercial carrier travel time. If air travel is directed (not authorized) in the orders, the travel time between any two points in the U.S. is reduced to 1 day. Air travel is sometimes directed in the U.S. simply to limit travel time (e.g., for round trips between east and west coast, or vice versa, to perform TEMDU in connection with PCS orders) and home-of-record travel in conjunction with consecutive overseas assignments.

c. **Order Formats for Transoceanic Travel.** Whether or not it is expected that a particular ship or unit will be deployed at the time a set of orders is executed, order formats for transoceanic travel (i.e., F502, F351, etc.) will be used by detailers. This policy minimizes later order modifications occasioned by changes in deployment schedules. It is more cost effective to write orders on the assumption of the need for overseas transportation and have the overseas transportation information go unused than it is to issue a modification after initial orders are sent.

d. **Excess Baggage Authorization**

(1) Guidance for approving excess baggage cost reimbursement, MAP item 12-03 "Excess Baggage Transportation Cost Approval," was incorporated in NAVSO P-6034 on 1 August 2003. NAVSO P-6034 now states servicemembers will be reimbursed for excess baggage transportation costs when "approved after PCS travel by the order-issuing/authorizing official." NAVSO P-6034 also states excess baggage transportation cost reimbursement "**will not** be authorized in advance of executing a PCS move." Detailers will not authorize cost reimbursement for excess baggage prior to a servicemember executing a PCS move. Detailers will only authorize transportation cost reimbursement for excess baggage up to and not to exceed the following:

(a) One (1) piece for pilots, aircrew, divers, and personnel who must carry special issue gear with them.

(b) Two (2) pieces for attaches.

(2) Reimbursement of transportation costs for dependent's excess baggage is not authorized and family pets may **not** be transported as excess baggage. Express shipment should be used to the maximum extent possible. The **basic allowance only** will be allowed for members under orders for retirement or release from active duty (RAD), **unless coming from an isolated area**. The following paragraph is to be included in PCS orders, which

necessitate the authorization of baggage aboard Air Mobility Command (AMC), contract flights, and commercial flights:

"For air travel, family members are authorized two (2) pieces of checked baggage, each piece not to exceed 62 linear inches nor 50 pounds. Military members are authorized one (1) seabag not to exceed 70 pounds, and one (1) piece of checked baggage not to exceed 62 linear inches nor 50 pounds. NAVPERSCOM (PERS-454) will monitor original, modified, and cancelled orders for adherence to these policies. Exceptions for special circumstances must be approved by NAVPERSCOM (PERS-454).

5. Clothing Allowance, Civilian (CAC). Members assigned to designated overseas activities (unit identification codes (UICs)) are paid a CAC when civilian clothing is required to be worn in the performance of their duty. Procedures for including the CAC authorization in orders are as follows:

a. Chief of Naval Operations (CNO) (N130) approves requests for UICs requiring CAC authorizations. Upon approval, NAVPERSCOM, Management Information Systems Branch (PERS-455D) will be provided with the list of UICs, or Billet Sequence Codes (BSCs) and UICs, with the authorized allowance of either "Summer and Winter" or "Summer or Winter" clothing indicated for each UIC, or BSC/UIC.

b. NAVPERSCOM (PERS-455D) will take appropriate action to modify the appropriate ATEXT against the approved UICs in Officer Assignment Information System (OAIS) files; to notify assignment officers and detailers of the additions to, or deletions from, an activity of a clothing allowance authorization; and to select the appropriate ATEXT using the following table:

CLOTHING ALLOWANCE, CIVILIAN	SUMMER AND WINTER	SUMMER OR WINTER
<u>FOR OAIS ORDERS:</u>		
Authorized for Activity UICs:		
Both Officer and Enlisted	A64005	A64006
Officer ONLY	A64015	A64007
Authorized for BSCs:		
Both Officer and Enlisted	P64005	P64006

c. When CAC is authorized for specific BSCs at an activity, detailers will include the appropriate Personnel Text Screen (PTEXT) listed above.

d. Where specific BSCs within an activity are authorized CAC, NAVPERSCOM (PERS-455D) will notify the appropriate detailer. NAVPERSCOM (PERS-455D) will also make a note of this requirement on the PTEXT for the activity in OAIS.

e. A complete list of designated activities for member CAC and any future additions and deletions from this list may be verified in NAVPERSCOM (PERS-455D) (Order Support Section).

6. **Execution of Orders**

a. When reserving and obligating PCS travel funds, BUPERSINSTs 7040.6 and 7040.7 require each member to submit NAVPERS 7041/1 (Rev. 12-92), Financial Management-PCS Travel Forms Authorization.

b. PERSUPPDET personnel who servicemembers will provide the members with forms and counseling during check-in and check-out. PERSUPPDET personnel will also ensure the form is accurate and submitted immediately to the below address:

Permanent Change of Station
Variance Component (PCSV)C
1240 East Ninth Street
Cleveland, OH 44199-2088

MILPERSMAN 1320-310

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER ENDORSEMENTS

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR)
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1. **Policy.** Permanent Change of Orders (PCS) will be endorsed with the time, date, and place of reporting. Where temporary duty (TEMDU) and permanent duty stations are in proximity to each other, the place of reporting on orders will include the geographic location (city or county and state), subject to the restriction regarding a classified location.

a. In peacetime, all orders to personnel or endorsements thereon will clearly indicate the place of detachment, embarkation, entry, or reporting except where such information would disclose a classified location.

b. All ships or air activities furnishing transportation are directed to endorse the member's orders, including date of departure or arrival. Particular care is directed in making endorsements to show actual date of departure from or arrival in one of the 48 contiguous United States or District of Columbia.

c. Members receiving "PROCEED WITHOUT DELAY" or "PROCEED IMMEDIATELY" orders will endorse their orders the date and hour of their receipt for execution. When members report following written orders, they will present such orders to the officer to whom they report.

2. **Multiple Stop TEMDU/Temporary Additional Duty (TEMADD)**

Endorsements. Members ordered to one or more TEMDU points en route to a new permanent duty station (PDS) as directed in PCS orders, and members ordered to one or more points in compliance with TEMADD orders (whether or not the TEMADD orders require them to report), will have their orders endorsed to state the number of days of leave (beginning and ending dates) used while at each TEMDU or TEMADD point.

a. If no leave was taken, the endorsement will reflect this fact.

b. Each command to which a member reports for TEMDU en route to the ultimate duty station will review the orders, including any detaching endorsement, to determine whether the member arrived prior to the time required to commence the TEMDU directed by the orders.

3. **Reporting Prior to the "Report Not Earlier Than" Date**

a. If the member arrived prior to the "REPORT NOT EARLIER THAN" date specified because all or part of the leave granted was not utilized, the member will be given the option of

(a) remaining in a leave status until the required "REPORT NOT LATER THAN" date, or

(b) terminating leave status and reporting with the understanding that per diem will not commence until the "REPORT NOT LATER THAN" date.

b. If the member elects to report prior to the "REPORT NOT LATER THAN" date, orders will be endorsed as follows:

"REPORTED THIS DATE. YOU ARE NOT REQUIRED TO COMMENCE THE TEMDU DIRECTED BY YOUR ORDERS UNTIL (DATE); THEREFORE, YOUR PER DIEM ENTITLEMENT COMMENCES ON THAT DATE."

c. If early commencement of TEMDU is determined at the TEMDU station to be in the best interests of the government, orders will be endorsed and the per diem entitlement commencement date specified.

4. **Government Quarters and Messing.** Commanding officers (CO) at shore activities will endorse member's TEMDU regarding the availability of government quarters and government mess when per diem is payable.

a. No endorsement is required if the member has previously received a non-availability control number from the Bachelor Officers Quarters (BOQ); however, an endorsement as to the availability of a government mess is still required.

b. Government messing is considered available only if a government mess, as defined in NAVSO P-6034, is available or there are not adequate meal facilities.

5. Individual Activity Requirements. Navy commands to which members are directed to report for administrative purposes will carry out those functions as stated in orders.

a. Activities identified as responsible for performing personnel accounting support will carry out those functions as appropriate.

b. All orders written for personnel not using AUTODIN (e.g., message orders) in which the transfer directive contains a Personnel Support Detachment (PERSUPPDET) will contain the following statement:

"Report for personnel accounting to (the address of the PERSUPPACT which corresponds to the member's duty station) and report for duty to (for administrative purposes to command to which assigned for duty)."

c. Upon arrival of a member at the final destination, the CO will forward to Navy Personnel Command (NAVPERSCOM),

(1) NAVPERSCOM, Systems Operations Branch (PERS-313C) only the first duty, recall, training, release from active duty (RAD), and all separation (retirement, resignation, discharge) orders.

(2) NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) in the case of officers accepting initial orders to duty and without a letter of transmittal; one complete and intact copy of orders involving PCS, TEMDU, transfer to or from treatment in medical department activities, RAD, retirement, resignation, discharge, or any other order of Secretary of the Navy (SECNAV) which changes an officer's status and initial orders to duty (other than training duty).

(a) This copy of orders will include all modifications, corrections, and endorsements including the final reporting endorsement.

(b) The complete travel itinerary and mode of travel utilized will be included on initial orders to active duty.

(c) One additional complete copy of these types of orders will be forwarded for Staff Corps officers by their COs to their cognizant bureau, command, or office.

MILPERSMAN 1320-311

PERMANENT CHANGE OF STATION (PCS) ORDERS MODIFICATION OR CANCELLATION

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	OPNAVINST 4650.15
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1. **Policy**. Deviation from PCS orders must be authorized by Navy Personnel Command (NAVPERSCOM) (applicable detailer) before the action is taken by submitting a request for review. If approved, the request will be authorized by a written order modification or cancellation. Detaching commands responsible for a member's non-compliance with orders (written or verbal) will officially notify NAVPERSCOM (applicable detailer) of the circumstances involved and request an order modification.

2. **Requests**

a. All requests for modification of orders involving a change of duty which entails a delay in reporting to the new duty station, or extension of an authorized delay, will be forwarded, when practicable, for endorsement through the commanding officer (CO) of the ship or station to which the member is ordered.

(1) When this procedure would involve unusual delay, the request will be forwarded to NAVPERSCOM (applicable detailer) with a copy to the new CO for information (including the current CO's endorsement).

(2) These requests should include more information than is afforded by the routine forwarding endorsement of the CO of the activity from which the officer is being detached.

b. When a copy of the request is received, the CO of the activity to which the member is being ordered will forward it with an endorsement to NAVPERSCOM (applicable detailer). NAVPERSCOM cannot always wait for receipt of the endorsement before taking action on the original request, but normally will try to withhold action pending receipt.

c. Requests for modification of orders, which involve earlier detachment from the old duty station, but do not involve later reporting to the new duty station, need to be sent through the new CO.

d. NAVPERSCOM considers it desirable for members to take leave during the time of a change of duty, where needs of the service permit. COs should be so guided in making forwarding recommendations.

e. In the event circumstances preclude a member from obtaining prior approval, a formal written request via the member's CO is required. It should state the dates, locations, and specific circumstances involved in the deviation from orders and include the reason(s), which prevented the member from obtaining prior approval. If the request involves the expenditure of funds, a statement as to the additional cost incurred is required and copies of paid receipts should be included.

(1) If approval is determined to be in the best interest of the government, the detailee/placement officer will submit the request to NAVPERSCOM, Officer/Enlisted PCS/TEM DUINS/TAD Fiscal Management Branch (PERS-454C) recommending approval and requesting that an approval of action letter be issued to the member via the CO. NAVPERSCOM (PERS-454C) will generate the letter, which may contain accounting data provided by the detailee/placement officer.

(2) A request **not** in the best interest of the government or of doubtful validity will be returned to the member recommending it be processed as a doubtful claim per OPNAVINST 4650.15. If a petition for relief is appropriate, the member should forward a letter to the Board for Correction of Naval Records (BCNR).

3. **Processing Order Modifications or Cancellations.** Before an order modification or cancellation can be processed, the status of the member will first be determined.

a. If members have not been detached from their current permanent duty station (PDS), or have already commenced travel from the place entered on active duty under basic orders or subsequent modifications, the orders may be either

(1) **modified**, using the appropriate order format for the type of order the modification directs. An opening statement may be added to the order modification.

(2) **canceled.** All cancellations must refer to the basic orders and every modification thereto in the opening statement (e.g., "Orders and all modifications thereto are cancelled. Continue present duty."). New appointments and reporting to active duty do not require the "Continue present duty" statement.

b. If the member has been detached from permanent duty or has commenced travel under basic orders or subsequent modifications, the orders can only be modified.

MILPERSMAN 1320-312

ORDER CLARIFICATION AND CLAIMS

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR) OPNAVINST 4650.15
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1. Policy

a. Questions regarding permanent change of station (PCS)/temporary additional duty (TEMADD) orders should be directed to Navy Personnel Command (NAVPERSCOM),

(1) NAVPERSCOM, Officer/Enlisted PCS/TEMUINS/TAD Fiscal Management Branch (PERS-454) **for clarifying/interpreting orders as related to member entitlements and TAD**, or

(2) NAVPERSCOM, Entitlements Branch (PERS-332) **for transportation entitlements/assistance**.

b. NAVPERSCOM (PERS-454) processes controversial travel and per diem claims resulting from executed member orders (PCS and TEMADD), which, by their nature, are questionable as to legality of payment.

2. Procedures

a. Normally, claims are submitted by a disbursing officer to Defense Finance and Accounting Service (DFAS), General Accounting Office (GAO) (Comptroller of the United States) for settlement. When required, DFAS GAO forwards them to NAVPERSCOM (PERS-454) for staffing controversial travel and per diem claims.

b. NAVPERSCOM (PERS-454) must ascertain the correctness of the orders as written; obtain clarification as to intent, purpose, reason for travel, delay, etc.; and forward claims to NAVPERSCOM, Assistant Commander Navy Personnel Command for Distribution (PERS-4) by letter or endorsement with the recommendations, comments, or other appropriate actions for which the claims and orders are referred.

(1) Claims are logged in by NAVPERSCOM (PERS-454) as received, identified as to type of action required, and given to claims examiners. Information required to adjudicate the claim is solicited from various individuals, offices, commands, or activities. Then the claim with accompanying documents and NAVPERSCOM (PERS-454) comments or recommendation is forwarded to NAVPERSCOM (PERS-4), or returned to the appropriate DFAS GAO official for determination of entitlement or settlement, as applicable.

(2) Since a claim may be submitted any time within a 6-year period, examiners must be conversant with the laws and regulations promulgated in NAVSO P-6034, volume I; OPNAVINST 4650.15; Comptroller General Decisions; etc.; and process claims chronologically.

(3) Processing of a claim may take from 1 day to several months before settlement is reached.

MILPERSMAN 1320-314

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations OPNAVINST 4650.15 SECNAVINST 4651.8L SECNAVINST 5720.44A BUPERSINST 1050.11G SECNAVINST 5510.30A NAVSO P-1000-2, Navy Comptroller Manual, Volume 2, Accounting Classifications DODI 4500.54-G (quarterly) (DOD Foreign Clearance Guide) NAVMEDCOMINST 5360.1 P.L. 86-635
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1. **Policy.** TEMADD orders assign a member to temporary duty (TEMDDU), in addition to present duties, and direct the member, upon completion of this TEMADD, to "return to the present permanent duty station (PDS)" and resume regular duty, TEMDDU, or TEMADD. **TEMADD is defined as travel (one journey) away from the PDS to one or more places and return as normally directed in the TEMADD orders.**

a. Except when specifically directed by Commander, Navy Personnel Command (COMNAVPERSCOM), TEMADD orders automatically expire when members return to the duty station from which they proceeded on TEMADD, or they return for personal reasons in a liberty or leave status.

b. If a return is necessary for transportation changes (i.e., train, plane) en route to the next TEMADD station and no unnecessary delay is taken, the orders remain in effect. TEMADD members remain attached to the station from which they initially proceeded on TEMADD, and are subject to the command of each commanding officer (CO) to whom they may report on TEMADD.

2. Issuance of TEMADD Orders

a. **Delegation of Authority.** All commanders, COs, and officers in charge (OIC), as well as their seniors in the chain of command, are authorized to issue TEMADD travel orders to members under their immediate military command, provided they are in receipt of appropriated funds to support the travel costs of such orders, or have been specifically authorized in each case to charge the cost of travel to an appropriation which is administered by the activity issuing the authorization. The COs of these commands may sign their own orders.

(1) This delegated authority is subject to such additional instructions and limitations as each command's administrative commander may prescribe.

(2) As an administrative support function for those commands not having order-writing authority, area coordinators are authorized to issue TEMADD orders to officers and midshipmen attached to commands physically located within their assigned areas.

(3) **Authority to authorize "revisit PDS" (return to duty station prior to completion of TEMADD) in TEMADD orders is not delegated below Navy Personnel Command (NAVPERSCOM), Officer/Enlisted PCS/TEMUINS/TAD Fiscal Management Branch (PERS-454).**

b. **Complying with and Signing Orders.** It is imperative that great care be taken in processing and issuing TEMADD orders, and that orders are carried out exactly as written. If a member cannot carry out travel orders as written, either last minute verbal authority to deviate from the orders, or a written modification to the orders when time permits, must be obtained from competent authority before the travel begins.

c. **Verbal and Telephonic TEMADD Orders.** Verbal orders given in advance of travel, or orders written in the field which quote or reference orders received by telephone from competent authority, must be subsequently confirmed in writing within 7 working days by the order issuing authority. Reimbursement for travel expenses under such orders may not be made until such confirmation is obtained.

(1) The confirmation orders, which are issued subsequent to the commencement of travel, will state the urgency of travel and the reasons for not issuing written orders. For example, the last paragraph of confirming orders would read:

"Subject travel was necessary at this time and the length of time consumed in going through administrative channels prevented written orders from being issued prior to your departure."

(2) In addition, confirmation orders will state:

"Confirming telephoned (or verbal) instructions of (date) to (geographical location)."

3. Time Limitation for TEMADD Orders

a. TEMADD assignments at any one place will be limited to periods not in excess of 180 consecutive days per NAVSO P-6034-1, para. U2145. This limitation does not prevent bona fide extensions due to definite changes of plans or unforeseen expansions and delays encountered in the TEMADD performance.

b. All cases/requests of an emergency or unusual nature, or where exigencies of the service appear to require the assignment of members to TEMADD at one location for periods in excess of 180 consecutive days instead of issuing PCS orders, will be forwarded for approval to NAVPERSCOM (PERS-454C) with full justification and other pertinent information including the following:

(1) Purpose of TEMADD.

(2) Principal location where it will be performed and approximate dates.

(3) Overall number of members.

(4) Command(s) to which members are assigned including homeport/PDS.

(5) Whether there will be details at locations other than that of main body and if so, those locations will be identified.

(6) Justification (emergency/unusual nature).
Determination should be made before the order is issued.

4. **Repeat Travel Orders**. Repeat travel orders are issued only by NAVPERSCOM to direct a member to perform, in addition to regular duties, such travel from time to time as may be necessary from the duty station to (and from) point designated in the orders.

a. **Requests**. Requests for repeat travel orders will be forwarded to the cognizant bureau, office, or activity exercising command or primary support control for preparation of a member's TEMADD request for submission to NAVPERSCOM (PERS-454C).

(1) Supplementary travel directives, based on repeat travel orders, will be prepared for each round trip, per OPNAVINST 4650.15, by the authority designated in the orders to direct travel or by the appropriate administrative officer.

(2) Commands that have TEMADD order-writing authority will not request repeat travel orders for members attached to their commands.

(3) Members attached to a non-order-writing activity who are required by the nature of regularly assigned duties to travel frequently away from their PDS (e.g., couriers, special court-martial military judges, etc.) may be issued repeat travel orders upon request to NAVPERSCOM.

(4) The directive provided by NAVPERSCOM will be used for the member's entire tour and will be canceled at the time of the member's detachment.

(5) Requests will contain justification as to the necessity for this type of travel order, including the estimated cost and number of trips per quarter. The requests must include estimated quarterly costs for transportation, per diem, and miscellaneous.

b. **Occasional Travel**. Repeat travel orders will not be used for occasional travel (one trip per month) such as TEMADD undergoing courses of instruction; attendance at scientific, technical, or professional meetings; conferences of any type; or travel to or through the North Atlantic Treaty Organization (NATO) countries in connection with NATO matters.

5. **Blanket Travel Orders**. Blanket travel orders are issued only by NAVPERSCOM and are used in exceptional cases for the travel of military members, when the nature of the travel to be performed prevents issuance of repeat or individual TEMADD orders.

a. **Restrictions**. Restrictions are placed on issuance of such orders, due to the additional care and control that must be provided to avoid over-expenditure of funds.

(1) These orders, which are issued only to members who frequently and regularly travel on short notice away from their PDSs in performance of their regularly assigned duties, provide for travel **within prescribed geographic limits**, but without designation of specific destinations.

(2) Blanket travel orders are issued for all or part of a fiscal year, but may **not** be issued to cover travel beyond the close of the fiscal year.

b. **Supplemental Travel Directive**. Blanket travel orders, as distinguished from repeat travel orders, do **not** necessitate issuance of a supplementary travel directive.

c. **Request Procedures**. Requests for issuance of these orders will be addressed to NAVPERSCOM (PERS-454) and will be forwarded to arrive not later than 30 days prior to the effective date of the member's first trip. Requests will contain, **as a minimum**, the following information for each member concerned:

(1) Grade, name, SSN, designator, and complete location of ultimate duty station (station from which TEMADD is to be performed).

(2) Effective date of orders.

(3) Location, duration, and frequency of travel.

(4) Type of transportation to be used to and from and while at TEMADD point(s). Statement as to availability of the usual means of transportation or a statement of justification as to why the usual means of transportation will not suffice.

(5) Type of quarters and messing facilities to be used at TEMADD point(s). Members must use adequate government quarters and messing when available, or otherwise obtain a statement of non-availability. In the case of government quarters **only**, no statement of non-availability is required if the member has

previously obtained a non-availability control number from the bachelor quarters management office. In the event that utilization of government facilities would adversely affect performance of the assigned TEMADD, the requesting official must provide the order writer with justification as to why this situation exists.

(6) Standard Document Number (SDN).

(7) Customer Identification Code (CIC), if applicable.

(8) Complete line of accounting data to which travel is chargeable.

(9) Estimated quarterly cost of transportation, per diem and miscellaneous expenses.

(10) **A clear description of the travel involved including complete justification for the need to use blanket vice repeat or individual travel orders.**

(11) Military address where orders should be sent and addresses of commands to receive copies of orders.

(12) Address and code of the disbursing office of the command paying for these orders.

(13) Other information, as applicable (i.e., security clearance data if required in orders).

(14) A statement that member is not a delinquent travel cardholder.

(15) Projected number of trips anticipated.

(16) Name, rank, title of person responsible for control of blanket travel order.

(17) Point of contact. Include the grade, name, and DSN and commercial phone numbers of an individual who may be contacted if additional information is required.

6. **Group Travel Orders**. Order-writing commands should consider the feasibility of group travel orders in circumstances where **three or more members** of a command or unit are to travel together from a common point of origin to a common destination.

a. Detachments or units involved in routine or fleet deployment evolutions are considered appropriate cases wherein group travel orders may be used.

b. NAVSO P-6034-1, appendix A provides guidelines in prescribing group travel, and para. U4000 outlines the authorized allowances while traveling under group travel orders. Such orders are similar to TEMADD orders, except that members will be furnished transportation by government transportation or Government Transportation Requests (GTRs).

c. Subsistence and quarters en route are furnished as provided for in NAVSO P-6034-1, para. U4001.

7. Permissive Travel Authorizations

a. Commands authorized to issue TEMADD orders may write an "authorization" permitting members under their command to perform travel at no expense to the government if TEMADD is not in the public interest to a degree that will justify expenditure of government funds. MILPERSMAN 1320-080 refers.

b. Shortage of TEMADD or training funds is not a justifiable reason for granting permissive TEMADD. Permissive travel authorizations will not be issued in connection with official Navy business or training. Such travel will be covered by a **directive type order** providing for all of the appropriate travel expenses authorized by NAVSO P-6034-1.

(1) Permissive authorizations must always include the following clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be cancelled."

(2) Government transportation will be authorized only for the purposes specified in MILPERSMAN 1320-080.

(3) The authorization will state if delay to count as leave is authorized in conjunction with permissive authorizations.

(4) Permissive authorizations for member's travel in excess of 30 days will be requested from NAVPERSCOM (PERS-454).

(5) Permissive authorizations may be used for the purposes specified in MILPERSMAN 1050-270 for administrative absences.

(6) Permissive authorizations for the purpose of residence hunting trips in connection with PCS orders may be authorized for up to 5 working days prior to execution of the move.

(a) The TEMADD period may be extended up to a total of 10 calendar days when combined with weekends, holidays, and liberty.

(b) Permissive travel orders may not be combined with funded TEMADD travel.

8. **Attendance at Conventions and Meetings.** When travel expense to the government is incurred by attendance of a member at meetings of a scientific, technical, or professional nature sponsored or convened by non-federal organizations, requests will be processed as outlined in SECNAVINST 4651.8L.

a. There is no authority under which OPNAV 5050/11 (6-83), Request and Approval for Attendance at Meetings may be used to limit entitlements under directive type orders for lesser amounts than those stipulated in NAVSO P-6034-1.

b. Accordingly, when the maximum amount approved on the basic OPNAV 5050/11 is less than the total expense actually incurred by the member, and such additional expense would otherwise be reimbursable under the provisions of NAVSO P-6034-1, a supplemental OPNAV 5050/11 that cross references the initially approved form request will be approved to cover the additional expense.

c. Subsequent to this approval, the order-writing activity will endorse the basic orders, to include the additional expenditure.

d. One of the following statements in the text of the orders or endorsement, as applicable, will be included:

(1) "Funds not to exceed (\$) for expenses of attendance at meeting were approved (date) on (form) by (authority), as designee of Secretary of the Navy (SECNAV) for this purpose by authority of current SECNAVINST 4651.8L."

(2) "Additional funds not to exceed (\$) for expenses of attendance at meeting were approved (date) on (form) by (authority), as designee of SECNAV for this purpose by authority of current SECNAVINST 4651.8L."

(3) "Registration fee of (\$) authorized in connection with this meeting." (If applicable).

9. **Travel in Connection with Public Events.** TEMADD orders in connection with participation in public events will be issued per SECNAVINST 5720.44A.

10. **Delay to Count as Leave in Connection with TEMADD.** Occasionally, Congress has criticized government agencies for authorizing leave in connection with TEMADD, where it could be construed that TEMADD was arranged to provide transportation for leave at government expense.

a. Under circumstances not subject to this type of criticism, NAVPERSCOM has in the past authorized delay to count as leave in connection with TEMADD.

b. Normally, travel by privately owned conveyance (POC) should not be authorized in TEMADD orders, which authorize leave.

c. Exceptions may be appropriate when POC will be less costly than other modes of transportation, including anticipated per diem while in transit, taxi fares, etc.

d. Subject to the foregoing, order-writing commands are authorized to grant leave equal to earned leave plus advance leave (not to exceed 30 days) in conjunction with TEMADD orders (regardless of duration of TEMADD), provided there is no additional expense to the government.

e. Cognizant commanders and COs should screen each request to ensure that TEMADD orders are not being requested as a means to defray transportation expenses to and from place of leave. The delay to count as leave will be incorporated in the orders.

f. When granting leave in conjunction with TEMADD orders, include a directive in the orders stating the following:

"If you avail yourself of this leave, indicate on original orders date and hour TEMADD commenced and was completed."

g. The paragraph below will also be included in orders, which grant leave outside the 48 contiguous states and the District of Columbia:

"If you avail yourself of this leave, obtain endorsement from each TEMADD point as to transportation which would have been available in reporting to next TEMADD point, or in returning to duty station via shortest usually traveled route, giving date and hour of departure and arrival. You are authorized to visit (specify countries) in a leave status."

h. The provisions of BUPERSINST 1050.11G will be adhered to concerning foreign leave travel of Navy members.

11. **Directive to Report.** For travel within the United States (less Alaska and Hawaii) it is not mandatory, except when the TEMADD is under instruction, that such orders contain a directive for the member to report; however, it is considered good practice to require reporting, where practicable, especially for extended periods of TEMADD.

a. If a senior commander is not available for reporting purposes, the member should report by message, in person, or by other means to the appropriate naval attaché, giving address and itinerary while in the area. In each of the above instances, the naval attaché in the area should receive a copy of the member's orders.

b. If a member is not ordered to report, no reporting endorsement is necessary except to claim other than the minimum per diem. Whether or not the member is directed to report, it is the member's responsibility to obtain the required certificates or endorsements as to the availability of government facilities.

12. **Early Reporting**

a. The cognizant commander or CO authorizing TEMADD and leave should determine the member's leave desires and ensure the orders are written to prevent early reporting at the TEMADD station.

b. Members will be directed to commence travel in order to report no earlier than the day preceding the class convening date, except for the following:

(1) Such earlier reporting is necessary due to variations in transportation schedules.

(2) The duty may be performed at any time, as differentiated from a fixed period, as is generally the case for TEMADD under instruction.

(3) When the appropriate commander determines that early reporting is in the best interest of the government or has been caused by conditions beyond the member's control, the following explanation will be included in the orders or attached as an endorsement.

"Detachment or reporting on (date) is considered in the best interest of the government because (reason)."

13. **Security Clearance**. All commands issuing TEMADD orders will ensure that members for whom orders are written are not restricted by the provisions of SECNAVINST 5510.30A.

a. When access to classified information is required, the orders will contain a statement as to the member's security clearance and the basis for such clearance.

b. The command issuing orders or requesting orders from an administrative commander will certify the level of clearance granted and the basis for such clearance.

c. The TEMADD orders will contain the following statement:

"It is certified that you hold a (final or interim) (Top Secret, Secret, or Confidential) clearance (CRYPTO access), based on

(1) Special Background Investigation, Background Investigation, or National Agency Check completed (date) by (investigative agency).

(2) National Agency Check, completed (date) by (investigative agency) plus (number of years, as required) continuous honorable active duty.

(3) NAVINSERV/NAVPERSCOM Name Check completed (date), as reported by (source).

(4) Record Check, conducted per SECNAVINST 5510.30A by (command conducting check)."

d. In addition, a message will be sent to the receiving command verifying the above information.

14. **Transportation Cost Considerations.** All TEMADD travel should be accomplished in a manner, which is advantageous to the government.

a. Transportation will satisfy the mission requirement at the lowest cost.

b. Consideration must be given to the actual cost of transportation, per diem allowances, and lost productivity time.

c. Surface ground transportation will be considered when short travel distances are involved and groups are being moved.

d. Commands issuing TEMADD orders will direct their personnel to contact the Navy Passenger Transportation Office (NAVPTO) at the supporting Personnel Support Detachment (PERSUPP DET) as soon as travel dates and destinations can be determined, even if orders are not yet completed, so that the most responsive and economical transportation can be arranged.

e. Order approving authorities will **not** direct a more costly means of transportation nor direct the use of Category Z air transportation when **overseas travel** is involved.

f. When members of a command or unit are to travel together from a common point of origin to a common destination, **group travel orders** should be considered.

15. **Mode of Transportation**

a. **Travel inside Continental U.S. (CONUS) (Less Alaska and Hawaii)**. A specific mode of transportation need not be included in the orders unless it is in the best interest of the government to do so.

(1) In order to take full advantage of discounted fares offered by scheduled commercial airlines for GTR-procured transportation, orders should direct the use of a GTR.

(2) Since scheduled government air transportation is not available within CONUS, its use will not normally be directed in the orders; however, transportation authorities are authorized to make appropriate use of operational support airlift.

(3) Commercial transportation will not be scheduled as a back-up for government transportation.

b. **Travel outside Continental U.S. (CONUS) (Including Alaska And Hawaii)**. Order-writing commands will direct the use of government air for all international/transoceanic travel.

(1) When travel via government air has been directed in the orders and the NAVPTO determines that such transportation is not available, a certification to that effect will be made on the orders before a GTR or airline ticket is issued.

(2) The certification will be made by the transportation officer (TO)/transportation agent (TA) at the location of the PDS or the TO/TA servicing the various TEMADD/TEM DU points.

c. **Travel by Privately Owned Conveyance (POC) inside and outside the U.S.**

(1) **Must be Advantageous to the Government.** TEMADD travel by POC should be authorized/approved if it is advantageous to the government when compared to travel by government conveyance or commercial carrier. If solely for the member's convenience, POC shall not be directed. As a minimum, the following cost information should be compared:

(a) **For POC:**

1. Cost for travel mileage using distances contained in the Defense Table of Official Distances which can be found at the following web site:

<http://dtod-mtmc.belvoir.army.mil>

2. Estimated cost for per diem while traveling to and from TEMADD site.

3. Cost for lost time while traveling to and from TEMADD site utilizing daily Composite Standard Military Rates contained in NAVSO P-1000-2, volume 2.

4. Estimated cost for travel in and around the TEMADD site, if appropriate, utilizing NAVSO P-6034-1, volume 1, chapter 3, part F.

5. Any other expenses peculiar to POC travel.

(b) **For Government or Commercial Air:**

1. Cost for round trip ticket (incorporating group rates or reduced fares, if available).

2. Estimated cost for per diem (normally 1 day each way).

3. Cost for lost time (normally 1 day each way).

4. Estimated cost for rental vehicle, if appropriate, bearing in mind available government or public transportation when known (e.g., Department of Defense (DOD) buses in Washington, DC).

5. Any other expenses peculiar to air transportation.

(2) **When POC Travel is Authorized.** Authorization or approval of TEMADD travel by POC as more advantageous to the government may be granted by order issuing commands when the one-way travel time to, from, or between TEMADD sites will not exceed 1 calendar day. Per diem allowances are payable for the actual time necessary to perform the directed travel. When authorizations or approvals for POC travel are granted, orders will contain the following paragraph:

"You are hereby authorized to travel via privately owned conveyance with reimbursement at the rate prescribed in NAVSO P-6034-1, para. U3305 for the official distance traveled, such mode of travel being considered as more advantageous to the government."

(3) **When no Travel Mode Specified.** When orders do not specify a mode of transportation, travel via POC is authorized as outlined in NAVSO P-6034-1, paras. U3305 and U4330.

d. **Taxicabs and Rental Cars.** General policy concerning rental cars is contained in OPNAVINST 4650.15. NAVSO P-6034-1, volume 1, paras. U3415, U3410, and chapter 3, part F stipulate when a taxicab or a rental car may be authorized or approved for official business and when that mode of transportation is determined to be advantageous to the government.

(1) Car rental or taxicab use should be authorized only in situations when a hardship will be incurred by the traveler without authorization for transportation and the need is fully documented and justified.

(2) The local PERSUPP DET should evaluate the relative advantage of rental car use by a group and document the validity of a request for rental car authorization.

(3) The following types of circumstances may justify use of rental cars/taxicabs:

(a) Government/commercial transportation is not available or not suitable at the TEMDU location.

(b) Messing facilities are not available or not suitable at the TEMDU location.

(c) The member should be occupying the nearest available motel/hotel to the TEMDU location.

(d) The cost of a taxicab should be compared with cost of a rental car. Any other pertinent circumstances that would make the use of rental car or taxicab more advantageous to the government and not just a convenience to the member. Determine whether the member could take a taxi to place of business in the morning and return by taxi in the evening to place of lodging, and authorize the least expensive mode.

(e) Generally, the use of rental cars or taxicabs is not authorized in and around Washington, DC because public transportation is considered adequate.

(f) For vehicle classes other than economy car, see OPNAVINST 4650.15.

(4) To enable disbursing personnel to make payments per NAVSO P-6034-1, the orders should state where (CONUS geographic location) the rental car or taxicab is authorized to be used, and cite one of the following paragraphs:

(a) **For a rental car:**

"Under circumstances not permitting travel by the usual means (in/around, to/from), TEMADD area, as applicable, authorized lowest cost Military Traffic Management Command (MTMC) contract rental car (CCAR, ICAR, FCAR (one passenger)) available for official use only per OPNAVINST 4650.15."

(b) **For a Taxicab:**

"You are authorized the use of taxicabs for official business in and around (city), per NAVSO P-6034-1, paras. U3410 and U3510."

16. **Transportation of Classified Material or Documents (Enclosed Accommodations)**. A compartment, drawing room, bedroom, or other suitable accommodations may be furnished for transportation of secret documents by an official messenger when NAVPERSCOM authorizes such accommodations for security purposes or valuable naval property is transported as hand baggage. Requests for such accommodations should be submitted to NAVPERSCOM, Entitlements Branch (PERS-332).

17. **Baggage**. If, in the opinion of the order approving authority, the mission warrants the authorization of excess baggage, an excess baggage allowance may be authorized.

a. The amount authorized should be that which is absolutely necessary in connection with performance of official duties.

b. The free baggage allowance aboard AMC airlift and commercial international air service is normally **two checked pieces and one carry-on piece**; however, depending on the commercial air carrier, the number of carry-on pieces may vary. It is best to check with the specific carrier involved regarding free baggage provisions.

c. There are dimensional restrictions. Generally, foreign flag carriers within overseas areas are on the weight system and the free allowance can vary, but in most cases is **44 pounds or 20 kilograms**.

d. If the traveler will be connecting between U.S. and foreign flag carriers, excess baggage may have to be granted for the foreign flag segment to ensure the same free baggage allowance from origin to destination.

18. **TEMADD Order Transportation - Subsequent Approvals**. Order issuing authorities are authorized to subsequently approve the items below upon completion of travel under TEMADD orders. Subsequent approval will contain a statement of facts and circumstances as to the reason for granting approval of these items, and carry the same signature as the TEMADD orders.

a. Special conveyance other than fly-it-yourself rental aircraft.

b. POC as advantageous to the government.

c. Taxicab between place of lodging and place of business.

d. Excess baggage, up to the limit of one piece or 50 pounds.

19. **Uniform for TEMADD Travel**. The appropriate uniform will be worn by members under TEMADD orders when traveling on government owned or controlled aircraft, except when civilian attire is required by DODI 4500.54-G (DOD Foreign Clearance Guide) due to military specialty or local extenuating circumstances for political or personal safety reasons. This guide is available on the following web site: www.fcg.pentagon.mil

a. Civilian clothing may be worn when traveling by other modes of transportation, unless a uniform is required by the order issuing authority or is a prerequisite for entering a foreign country without official passport. In the latter case, security and diplomatic requirements take precedence.

b. Civilian clothing will be in good taste and not conflict with accepted attire in the overseas country.

20. **Travel Status**. Travel status is necessary to effect entitlement to per diem.

a. No per diem is payable for any day prior to the day during which travel status commences or for any day subsequent to the day during which a travel status terminates.

b. Per NAVSO P-6034-1, para. U4102 no per diem allowance is authorized for TEMADD performed away from members' permanent station at a place to which they commute daily from quarters to duty at their PDS.

c. When members perform TEMADD at the place of their family domicile, which is other than the place from which they commute to work each day at the PDS, per diem is authorized and lodging is **not** authorized when they stay with friends or relatives at the TEMADD site even if they make a payment to the friends or relatives.

d. When the TEMADD point is within the limits of members' PDS, transportation entitlements come under the purview of NAVSO P-6034-1, volume 1, chapter 3, part F.

21. **Actual Expense Allowances**

a. Actual expense reimbursement in excess of the rates in NAVSO P-6034-1, appendix B and D (CONUS and OCONUS), is intended for unusual duty assignment where it is anticipated that members will incur necessary expenses in amounts which will not be covered by the normal per diem allowances.

b. Requests for actual expense allowance for Navy military members only should be submitted per NAVSO P-6034-1, para. U4215, in the format specified, to the first flag officer in the chain of command for appropriate action. Actual expense allowance is authorized only when the necessary expenses normally exceed the maximum per diem rate by \$5.00 or more per day.

22. **Per Diem and the use of Government Quarters and Mess.**

NAVSO P-6034-1 provides that all TEMADD and related travel is on a per diem or actual expense reimbursement basis, unless otherwise specifically authorized by the secretary of the service concerned.

a. **Reduction of Per Diem Rates**

(1) Authority to reduce prescribed per diem rates is not granted except under unusual circumstances when the circumstances of the travel or duty to be performed so warrant and are peculiar to DON.

(2) SECNAV has delegated to Chief of Naval Operations (Manpower and Personnel (N1)) the authority to authorize rates of per diem in lesser amounts than those prescribed by NAVSO P-6034-1.

b. **Use of Government Quarters and Messes**

(1) It is policy of the uniformed services that available adequate government quarters (including Navy lodges) and messes be used by members in a TEMADD status, to the maximum extent practicable.

(2) Reservations are to be made in the following order of precedence: Navy bachelor quarters, Navy lodge, then commercial lodging.

(3) A member on official travel will use adequate available government quarters or receive no reimbursement for a lodging expense.

c. **When Government Quarters are not Available.** Government quarters are not available under the following circumstances:

(1) The TDY, TEMADD, or delay is to other than a U.S. installation.

(2) The authorizing official has determined the use of government quarters would adversely affect mission performance (this does not apply to members attending service schools at an installation). Officers in grades O-7 through O-10 make this determination for their own travel.

(3) The travel is in connection with a PCS and per diem is payable under NAVSO P-6034-1, para. U5105.

(4) The travel is in connection with a PCS to, from, or between stations OCONUS. The member is accompanied by family member(s) authorized to travel concurrently, and the family unit cannot be lodged together in government quarters.

(5) The travel is in connection with a PCS to a ship or an afloat staff homeported OCONUS. The member, accompanied by family member(s) authorized to travel concurrently, is put on TDY at the homeport awaiting arrival of the vessel or onward transportation, and government quarters are not available for the family unit.

(6) All periods of travel en route.

(7) Any TDY or TEMADD or delay of less than 24 hours.

(8) The member is TEMDU or TEMADD at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

NOTE: The travel order or voucher must document when one of the above circumstances applies. In all other situations, the availability of government quarters will be checked and documented. The command responsible for the quarters will offer only adequate quarters through the reservation system. If quarters are not available, the travel order or voucher must document the non-availability (by confirmation number, if provided by the service in its registration process; otherwise, the member will note the date the attempt to acquire reservations was made and the phone number and point of contact at the billeting office contacted). The authorizing official then will authorize or approve commercial lodging. Documentation of non-availability on the order or voucher is required to support reimbursement of a commercial lodging expense.

d. **Government Mess.** Government mess will be used to maximum extent practicable. It is not practicable to direct the use of government mess in the following circumstances:

(1) Government lodging on the installation is not available.

(2) On travel days to and from the PDS; or when the authorizing official determines it is impracticable to use the mess due to

(a) the use of the mess adversely affecting mission performance,

(b) excessive distance between the mess and place of duty and/or the mess and place of lodging,

(c) non-availability of transportation between the mess and place of duty and/or the mess and place of lodging, or

(d) incompatibility of duty hours and mess operating hours. Travel orders shall note if mess use is directed. If mess use is directed but mess non-availability is known before the trip, the order should note that non-availability. If mess use is directed, but during the trip it is not available, the member will be reimbursed the full Meals and Incidental Expenses (M&IE) rate for meals not available (if the authorizing official approves the member's certification of non-availability).

23. **Certification of Itineraries for Travel of Naval Aircraft Ferrying Squadron Personnel**. To facilitate payment for travel of personnel ferrying aircraft the CO at the PDS will verify the claim submitted by the traveler at the final activity of the itinerary of an assignment.

a. This pertains to cases where the parent command daily tracks the pilot and crew members, issuing verbal orders with flexible itineraries and without specific destinations. The itinerary will include the following:

(1) Time of departure.

(2) Time of arrival and departure from each activity visited, including dates of acceptance and delivery of aircraft and reasons for any delays.

(3) Availability of government quarters and messing facilities at each activity visited.

(4) Time of return to PDS.

b. Per OPNAVINST 4650.15, the following certification will be placed on the reverse of each DD 1351-2 (Rev. 7-02), Travel Voucher or Subvoucher:

"I certify that the permanent duty station of the claimant was as stated during the period covered by this claim, that the TEMDU for which per diem is claimed was in the performance of duty or training in (name of squadron or unit), and that the duty or training at the points stated in the schedule for the period claimed was directed. The amount and schedule have been examined and are certified correct."

"Commanding officer or designated representative"

c. The certified itinerary will be considered sufficient for payment of claims.

24. **Aviation Personnel Forced Down under Emergencies**

a. Aviation personnel, who are forced down in an emergency and required to incur personal expenses while performing official duties, are entitled to reimbursement of expenses allowed in NAVSO P-6034-1, chapters 3 and 4.

b. Aviation commands are authorized to issue written orders confirming verbal instructions for reimbursement purposes. This is not applicable to proficiency flights.

25. **Officer and Midshipman Escorts for Deceased or Ill Navy Personnel.** Travel expenses for a member who serves as an escort for the remains of a deceased member of the Navy are chargeable to funds under the cognizance of Chief, Bureau of Medicine and Surgery (BUMED).

a. Additional information and instructions regarding escorts for deceased members are contained in NAVMEDCOMINST 5360.1.

b. Authority for attendants for member patients is contained in NAVSO P-6034-1, chapter 7.

26. **Training/Rehabilitation Ashore (TRAHAB) Orders.** "TRAHAB" is defined as training and/or rehabilitation ashore within the meaning and intent of P.L. 86-635. Use of the abbreviation, which is restricted exclusively to temporary assignments of members regularly assigned to nuclear powered crew submarines,

undergoing training and/or rehabilitation away from the submarine or its homeport, will be written "for TEMADD TRAHAB."

27. **Travel Order Form**

a. **Form to Use**

(1) Order-writing activities will utilize NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty (TEMADD) Travel Orders for routine TEMADD travel orders prepared for naval members and midshipmen.

(2) Navy order-writing activities will **refrain** from using DD 1610 (Rev. 1-01), Request and Authorization for TDY of DOD Personnel when issuing **directive type** TEMADD orders as listed below to naval members and midshipmen.

- (a) Multiple address group travel orders.
- (b) Permissive (no-cost) travel authorizations.
- (c) Travel orders for aircraft ferry service personnel.
- (d) Travel authorization for emergency leave.
- (e) Travel orders issued by NAVPERSCOM.
- (f) Travel orders for U.S. Naval Academy midshipmen in connection with summer training programs.

b. **Funding**

(1) To the maximum extent possible, military TEMADD travel costs will be borne by those activities whose business or functions are directly concerned.

(2) As a general rule, funds chargeable for TEMADD travel expenses are paid by the appropriate sponsor. Since this article does not designate chargeable appropriations and there may be situations not covered, requests for determination of the appropriation chargeable in specific cases should be forwarded to Comptroller of the Navy (ASN(FM&C)) via the chain of command.

(a) If a member is ordered TEMADD from a TEMDU or TEMADD station, the member will be directed, upon completion, to return and resume TEMDU or TEMADD, as applicable. Normally, the activity benefiting from the TEMADD travel will assume all costs involved when such orders are issued.

(b) Payment of duplicate per diem will be avoided by cross-referencing the orders. The date and serial, standard document, or tango number of the basic orders will be referenced in the new order. The basic orders will be endorsed to show the date and standard document and tango numbers of the new TEMADD order.

c. Accounting Data

(1) In all cases involving expenditure of appropriated funds for TEMADD travel, the fiscal data will be included in the same sequence as set forth in NAVPERS 1320/16.

(2) The 15-character standard document number will be cited in TEMADD orders, as directed by NAVSO P-1000-2, volume 2.

(3) The complete accounting classification code, consisting of nine coding elements and the standard document number, is shown below. Accounting data chargeable for cost of travel will be included in the TEMADD orders, as follows, regardless of preprinted information on the form:

(a) Appropriation.

(b) Subhead.

(c) Object class.

(d) Bureau control number.

(e) Sub-allotment.

(f) Authorization accounting activity (unit identification code (UIC) of activity accounting for the bureau control number of sub-allotment chargeable).

(g) Transaction type (see NAVSO P-1000-2, volume 2, chapter 8).

(h) Property accounting activity.

(i) Cost code (for local use, job order, cost account code, etc.). For fleet TEMADD orders, the cost code will consist of the estimated date of return (in Julian date format), followed by the service designator code and UIC of the operating force unit receiving the benefit of the travel, and the fund code).

(4) When an element is not required, such as the object class, the element will be shown as zeros as necessary for the standard length of the element. When one of the following elements consists of less than the standard number of characters, the element will be preceded with zeroes to make up the standard number.

ELEMENT	STANDARD NO. OF CHARACTERS
(3) OBJECT CLASS	3
(4) BUREAU CONTROL NUMBER	5
(5) SUB-ALLOTMENT	1
(6) AUTHORIZATION ACCOUNTING ACTIVITY	6
(7) TRANSACTION TYPE	2
(8) PROPERTY ACCOUNTING ACTIVITY	6
(9) COST CODE	12
(1) (2) (3) (4) (5) (6) (7) (8) (9)	
173804.2270	000 12345 0 000189 2D 600012 00000D1E1E40

d. **Estimated Cost.** Per OPNAVINST 4650.15, orders must indicate separately the estimated cost for transportation, per diem and miscellaneous expenses. For example:

EST COST TRANS \$ 00.00, PER DIEM \$ 00.00, MISC \$ 00.00

e. **Customer Identification Code (CIC).** NAVSO P-1000-2, volume 2, chapter 8 promulgates policy for including a 15-character CIC in all TEMADD orders involving travel on Military Airlift Command (MAC) aircraft for travel to and from OCONUS, or authorizing use of rental vehicles.

(1) The code identified by the prefix "CIC" will be inserted in the appropriate block on NAVPERS 1320/16 and as near as possible to the accounting data in all other TEMADD orders.

(2) Operating force units will use the service designator code "R" for Pacific fleet units, "V" for Atlantic Fleet units, and all others will use "N" as the eighth character of the CIC.

28. **Standard Travel Advance Policy for Frequent and Non-Frequent Travelers.** DOD, through General Service Administration (GSA), has a contractual arrangement with a major credit card company

for use of their charge card while on official government TEMADD travel.

a. **Charge Card for ATM Cash Advances**

(1) The use of the government charge card for travel advances is applicable to members E-7 and above, GS-9 and above, and wage grade equivalents who are considered **frequent travelers**. **Frequent travelers are those who are expected to travel at least two times a year over a 12-month period.** Members below these grade levels who are expected to travel at least two times a year may apply with their CO's or director's approval.

(2) Charge cards other than the authorized government credit card are **not** applicable to travel advance procedures.

(3) A 2.75 percent transaction fee will be charged on all ATM cash advances, which is reimbursable to the traveler. Travelers will be reimbursed for the service charge for cash withdrawal from ATMs at a limit of 2.75 percent of the amount authorized, rounded up to accommodate ATM practices of issuing amounts only in certain denominations. The ATM service fee will be disallowed in cases where withdrawals are in excess of the authorized amount of the advance. A surcharge of \$1.00 or less by some banks is also reimbursable.

(4) Receipts are not required to support charges, which do not exceed \$25.00; however, members are encouraged to retain all ATM receipts until travel claims have been settled.

(5) If travel orders are canceled before departing for TEMADD, but after drawing an ATM advance, the 2.75 percent fee is reimbursable.

(6) A reimbursement claim, supported by the original orders, will be submitted on SF 1164 (Rev. 11-77), Reimbursement of Expenditures on Official Business.

b. **Cash or Check Advances.** Disbursing officers will issue cash or check advances for members authorized by order-issuing activities as **non-frequent travelers**. (Travel advances for **frequent travelers** will be obtained from ATMs.)

(1) Members who are eligible, but elect not to apply for the charge card, or have a suspended or revoked card, will be considered **frequent travelers** and will be limited to advance levels authorized for cardholders.

(2) Exceptions may be made if the travel order for a specific trip states the card cannot be used to charge specific items/ATMs are not available to the traveler. Additional exceptions may be made on a case-by-case basis for **frequent** traveling members with personal financial difficulties, when the CO verifies the situation and an authorization to receive an advance as a **non-frequent traveler** is granted. Exceptions will be reviewed annually.

c. Travel Advance Limits

(1) Travel advances for **frequent travelers** are limited to 100 percent of the M&IE of the per diem allowance plus miscellaneous expenses for taxis, tolls, parking, etc., whether or not they accept the charge card or have lost their charge card privileges due to delinquency. These travelers are expected to charge major travel expenses to the charge card.

(2) Travel advances for **non-frequent travelers** are 80 percent of the estimated travel cost. These allowances are also for travelers who are prevented from using the travel charge card. It is incumbent upon the order issuing activity to clearly indicate, in the orders, whether the advance is to be obtained from an ATM or a disbursing officer/PERSUPP DET. Wording similar to the following should be included in the TEMADD orders:

Frequent Travelers: "You are authorized an advance of 100 percent for miscellaneous, M&IE from the ATM."

Non-frequent travelers: "You are authorized an advance of 80 percent for the estimated per diem and miscellaneous expenses from the disbursing officer/PERSUPP DET."

d. When to Obtain Travel Advances. Travel advances should not be obtained more than 5 days before travel.

e. Personal Financial Responsibility. While the Navy does not have an obligation to collect private debts, military and civilian personnel are expected to meet their financial obligations and should be reminded periodically by the traveler's CO of this personal financial responsibility.

29. **Standard Travel Advance Order-Writing Procedures for Frequent and Non-Frequent Travelers.** The following procedures will be followed when preparing orders.

a. **Travel Frequency.** TEMADD orders will indicate "frequent traveler" or "non-frequent traveler" immediately following a member's name. In the absence of an indicator, it will be assumed the member is a frequent traveler.

b. **Advance Exceptions.** Advances to frequent travelers will be as indicated above, except when the TEMADD orders contain a certification statement that

(1) travelers, for a reason(s) beyond their control, should be considered a non-frequent traveler; or

(2) stating that, although applied for, the member's travel card has not been received; or

(3) citing travel circumstances expected that will prevent the use of travel card to charge lodging/car rental expense.

c. **Advance Full Payment.** When a member is TEMADD that will exceed 30 days at a location **without** disbursing facilities, the orders will contain certification to that effect. This will authorize the disbursing officer to pay an advance for the duration of the TEMADD. Ordinarily, payment of advances beyond 30 days is not authorized.

d. **Advance Partial Payment.** When a member is TEMADD that will exceed 30 days at a location **with** disbursing facilities, partial payments may be paid by the disbursing activity servicing the TEMADD point. The traveler will submit a completed claim for payment at the end of each 30-day period. The disbursing officer will pay the claim in full for earned entitlement without deduction of a travel advance, if any. The sum of the partial payments and the outstanding travel advance will not exceed the traveler's entitlement under the travel orders. Settlement of the advance will be made on a final travel claim submitted to the disbursing activity at the traveler's PDS.

e. **Charge Cards are for Official Use Only.** Government charge cards are authorized to be used for official TEMDU travel expenses only. The use of such card for personal matters is not authorized and can result in a member's loss of charge card privileges.

f. **Questionable Travel Frequency.** In the event TEMADD travel orders are prepared with non-frequent traveler determination, when in fact the member actually has been traveling more than two times a year and orders contain a

statement in the remarks portion that the government charge card has been applied for but not yet received, when in fact the disbursing officer suspects that the application was never submitted for the card, the disbursing officer will compute and disburse the travel advance per established policy.

(1) Concurrently, the disbursing officer will send a memo/letter to the order-writing activity stating reasons for doubting the information stated on the travel order and request that, in future cases, a statement of facts justifying the non-frequent traveler designator or credit card application statements provided be submitted with the request for a travel advance.

(2) Non-compliance with the disbursing officer's request for justification will result in the disbursing officer returning future orders, with reference to prior memo/letter request for justification, to the member's CO.

30. **Modification of Orders.** A command will not modify orders issued by another command unless prior approval is obtained from the command which issued the original orders, or unless the original issuing command is junior in the same echelon of command.

a. When orders are modified, care will be taken to have the desired modification continue the appropriate provisions of the basic orders.

b. After the desired modification is made, a statement similar to the following will be appended:

"All other provisions of basic orders remain in effect."

c. It is emphasized that orders cannot be modified retroactively to establish/disestablish entitlements or to change monetary allowances.

d. The basic orders will be endorsed to show the date of the modification and the activity or command that issued the order modification.

e. Orders issued by NAVPERSCOM may be modified only by NAVPERSCOM.

MILPERSMAN 1320-316

GENERAL COURT-MARTIAL ORDERS

Responsible Office	NAVPERSCOM	Phone:	DSN	882-4198
	(PERS-454)		COM	(901) 874-4198
	(PERS-841)		FAX	882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR)
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1. Background

a. Historically, a member ordered to appear as the accused in a general court-martial (GCM) is involved for an extended period of time.

b. Temporary duty (TEMDU) orders would permit exorbitant per diem entitlements. Conversely, a member dismissed as a result of a court-martial sentence may be required to reimburse the government since the member was not ultimately assigned to a permanent duty station (PDS).

c. Circumstances may dictate varying per diem entitlements; therefore, a uniform criterion was established for ordering a member who is the accused in a GCM.

2. Procedures

a. The detailee will liaison with Navy Personnel Command (NAVPERSCOM), Corrections Branch (PERS-841) prior to issuance of any such order. The following procedures are to be used in conjunction with court-martial orders:

(1) When ashore and stationed **beyond 25 miles** of the city where the GCM is to be convened, permanent change of station (PCS) orders will be issued.

(2) When ashore and stationed **within 25 miles** of the city where the GCM is to be convened, the appropriate local command authorized to issue temporary additional duty (TEMADD) orders will issue such orders when the period of time **does not exceed 6 months**. If a period **longer than 6 months** is envisioned, NAVPERSCOM will issue PCS orders as described in the paragraph above.

b. After the court-martial, provided no dismissal is involved, an attempt will be made to reassign the member for a normal tour of duty within same area in order to reduce travel expenses.

c. In unusual cases, such as when a member is ordered from a ship deployed in WESTPAC, determination of type of orders should be based on entitlements that are least expensive to the government (e.g., travel of family member(s) or per diem entitlements).

d. When ordered ashore from aboard ship, PCS orders will be issued.

e. To determine entitlements for dependent travel, transportation, and shipment of household goods (HHG) incident to a member's court-martial sentence or Other Than Honorable discharge, refer to NAVSO P-6034-1.

MILPERSMAN 1320-318

PREPARATION OF STANDARD TRANSFER ORDER (STO) FOR SEPARATION AND HOSPITALIZATION

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR)
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1. **Policy.** Appropriate commanding officers (COs) are the authority for issuing orders for separation when no orders are issued by Navy Personnel Command (NAVPERSCOM). Orders for separation shall not normally be issued more than 6 months prior to the effective date of separation except as noted below. As a result, NAVSO P-6034-1, para. U5330-G is not applicable with respect to the issuance of orders for separation. This does not apply for transfer to the Fleet Reserve or retirement.

2. **Preparation of STO for Members being Separated.** Activities transferring personnel for separation shall prepare the STO per instructions contained in MILPERSMAN 1320-302, but modified as follows:

a. **BLOCK 11, Intermediate Station**

(1) Enter the name, designation, and geographical location of the separation activity to which the member is being transferred for separation.

(2) Order-writing activities outside continental United States (OCONUS) will enter, when applicable, the known intermediate station **OCONUS**. In addition, enter the following statement:

"Transfer to the appropriate activity nearest to the port of debarkation in the United States per MILPERSMAN 1910-812."

(3) Do **not** enter a naval activity in continental United States (CONUS) for separation when preparing the STO; this activity will be determined at the port of debarkation.

(4) In the case of Filipino nationals transferred to the Philippines for separation, the provisions of MILPERSMAN 1910-812 apply.

b. **BLOCK 13, Ultimate Destination**

(1) Except in the case of transfer to the Fleet Reserve, retirement, placement on Temporary Disability Retired List, discharged with severance pay, or involuntary release to inactive duty with readjustment pay orders, enter the words "**Home of Record,**" "**Place accepted for current enlistment,**" or "**Place ordered to active duty from**" in the case of a reservist who is not enlisted for immediate Active Duty in the place to which orders to Active Duty are addressed.

(2) In the case of members transferred to the Fleet Reserve, retirement, placement on Temporary Disability Retired List, discharged with severance pay, or involuntary release to inactive duty with readjustment pay orders, enter the words "**Home of Selection.**"

c. **BLOCK 14, Nature of Duty.** Enter the words "**For separation.**"

d. **BLOCK 19, Supplemental Instructions**

(1) Except in the case of transfer to the Fleet Reserve, retirement, placement on Temporary Disability Retired List, discharged with severance pay, or involuntary release to inactive duty with readjustment pay orders, type the following entry:

"Your home of record upon entry on active duty was (enter home of record at time of entry into current period of active service as indicated in service record). You were accepted for enlistment at (or ordered to active duty from) (city and state)."

(2) Orders for separation shall not normally be issued more than 6 months prior to effective date of separation. The following exceptions apply:

(a) Orders may be issued without NAVPERSCOM approval up to 1 year prior to separation date for members being separated as a result of decommissioning, command deactivation, base closure, or homeport change provided the member signs NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry

acknowledging any further movement of household goods and family member(s) will be at the member's cost and not at government's expense. This includes members who subsequently elect retention and permanent change of station (PCS) transfer.

(b) Orders for personnel transferring to the Fleet Reserve or retiring may be prepared upon receipt of the Fleet Reserve authorization message from NAVPERSCOM, Assistant Commander Navy Personnel Command for Progression, Performance, and Security (PERS-8). This document is the equivalent of a transfer directive.

(c) In no case will members be transferred to separation activities under "NO COST" orders. Refer to MILPERSMAN 1910-812 for members who desire to be separated at a separation activity other than the separation activity nearest their duty station or port of debarkation.

3. **Separation Processing.** Activities transferring personnel for separation processing or performing separation processing shall comply with instructions contained in MILPERSMAN 1910-812.

4. **Orders for Hospitalization.** When transferring personnel for hospitalization, activities shall prepare individual STOs or NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty (TEMADD) Travel Order, as appropriate.

a. STOs shall be prepared per MILPERSMAN 1320-302.

b. Enter in STO block 19 or the Additional Comments and Instructions block of NAVPERS 1320/16 the appropriate statement from the following list:

(1) NO DISCIPLINARY ACTION AND NO ACTION ON AN ADMINISTRATIVE DISCHARGE PENDING.

(2) NO DISCIPLINARY ACTION PENDING BUT ACTION PENDING ON (administrative type) DISCHARGE. AUTH: _____.

(3) DISCIPLINARY ACTION PENDING BUT NO ACTION ON AN ADMINISTRATIVE DISCHARGE PENDING.

(4) DISCIPLINARY ACTION PENDING AND ACTION ON (administrative type) DISCHARGE PENDING. AUTH: _____.

MILPERSMAN 1320-320

PERMANENT CHANGE OF STATION (PCS) ORDERS TO SHIPS UNDER CONSTRUCTION AT CIVILIAN SHIPBUILDING COMPANIES OR YARDS

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR) SECNAVINST 4650.19C
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1. **Background.** A Pre-commissioning Unit (PRECOM UNIT) for each ship under construction at a civilian shipbuilding company or yard has been established with its assigned location the same as the civilian shipbuilding company or yard. These units allow processing of electronic PCS orders for members assigned to, and detached from, **DUTY** in connection with conversion, fitting out, or reactivation (**CFO**) or temporary duty (**TEMDU**) **CFO** at the ship's construction site. Reporting and detaching procedures for PCS orders to ships under construction are provided in the following paragraphs.

2. **DUTY CFO (6 Months or more).** Two sets of PCS orders will be issued by Navy Personnel Command (NAVPERSCOM) when it is determined by the detailee that the commissioning date of the vessel will be 6 months or more from the member's estimated date of arrival (EDA) at the ship's PRECOM UNIT based on the latest **Naval Sea Systems Command (NAVSEASYS) Quarterly Progress Report (NAVSEA 250-574)**. The following procedures apply:

a. A member's first PCS orders will be to the ship's PRECOM UNIT located at the construction or conversion site.

(1) Upon arrival, the member will report to the appropriate reporting senior for "**DUTY CFO AT (shipbuilding company/yard)**."

(2) No per diem entitlements exist. PCS entitlements are to the PRECOM UNIT's assigned permanent duty station (PDS).

(3) Previous duty station tour length must meet Time on Station (TOS) requirements or be waived prior to ordering the member to the PRECOM UNIT.

(4) Members assigned to DUTY CFO (accounting category code (ACC): 106) may be entitled to transportation costs from the ship's construction site to the ship's initial assigned homeport (if different than the construction site), or to the area where the family member(s) are residing per NAVSO P-6034-1, para. U7115-B.

b. Message assigning the initial homeport for the vessel/determination of a "firm" commissioning date of the vessel.

(1) These orders will detach the member from "DUTY CFO" (ACC: 106) with the PRECOM UNIT and direct the member to report to the vessel for "**DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION.**"

(2) No per diem entitlements exist. PCS entitlements are to the homeport as assigned by Chief of Naval Operations (CNO).

(3) These orders to sea duty meet the Department of Defense (DoD) TOS exemption and no waiver is required.

3. **TEM DU CFO (less than 6 Months)**. A member will be issued one PCS order by NAVPERSCOM when it is determined by the detailer that commissioning date of the vessel will be less than 6 months from the member's EDA at the ship's PRECOM UNIT based on the latest NAVSEA 250-574.

a. When orders are issued "**after**" the CNO message has been released assigning the ship's initial homeport, the member will be ordered to report to the PRECOM UNIT's unit identification code (UIC) (intermediate activity) for "**TEM DU CFO (ACC: 352) AT (shipbuilding company/yard)**."

(1) Upon detachment from TEM DU CFO, the member will be further ordered to report to the vessel (ultimate activity) for "**DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION.**"

(2) Per diem cost will incur if the initial homeport of the vessel is not the same as the construction site.

(3) If the initial homeport and construction site are the same, per diem stops as soon as permanent quarters are occupied or on the date the member's assignment is changed from TEM DU CFO,

or temporary additional duty (TEMADD), to DUTY CFO (ACC: 100) per NAVSO P-6034-1, para. U4105-A. Also see NAVSO P-6034-1, para. U4102-G.

(4) PCS entitlements are to the vessel's initial homeport as assigned by CNO, or a designated place if assigned to unusually arduous sea duty under NAVSO P-6034-1, para. 5222-D and SECNAVINST 4650.19C.

b. When orders are issued "**before**" the CNO message assigning the ship's initial homeport has been released, the member will be ordered to report to the PRECOM UNIT's UIC (intermediate activity) for "**TEMDU CFO (ACC: 352) AT (shipbuilding company/yard)**."

(1) Upon detachment from TEMDU CFO (ACC: 352), the member will be further ordered to report to the vessel (ultimate activity) for "**DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION.**"

(2) These orders will reflect "**NHPA**" (no homeport assigned) for the location of the homeport.

(3) Transportation of family member(s) and household goods will **not** be authorized until these orders are modified to reflect the vessel's initial homeport.

(4) **This modification cannot be issued until after the CNO message assigning the vessel's initial homeport has been released.**

(5) Per diem cost will incur if the initial homeport of the vessel is not the same as the construction site.

(6) If the initial homeport and the construction site are the same, per diem stops as soon as permanent quarters are occupied.

(7) PCS entitlements are to the vessel's initial homeport as assigned by CNO, or a designated place if assigned to unusually arduous sea duty under NAVSO P-6034-1, para. 5222-D and SECNAVINST 4650.19C.

c. Basic/initial orders in these cases may, or may not, include the following statement:

P62031 "DETACHING COMMAND: ADVISE MEMBER THAT "NHPA" FOR HOMEPORT OF (vessel's name and hull number) IS NOT OFFICIAL. ENSURE MEMBER IS ADVISED NOT TO MOVE FAMILY MEMBER(S) NOR SHIP HOUSEHOLD GOODS PRIOR TO ANNOUNCEMENT OF VESSEL'S OFFICIAL HOMEPORT. FURTHER ENSURE MEMBER UNDERSTANDS THAT MOVEMENT OF FAMILY MEMBER(S) AND SHIPMENT OF HOUSEHOLD GOODS TO INTERMEDIATE DUTY STATIONS ARE NOT AUTHORIZED. UPON CNO'S ANNOUNCEMENT OF OFFICIAL HOMEPORT, AN ORDER MODIFICATION WILL BE FORWARDED AUTHORIZING PCS ENTITLEMENTS TO NEW INITIAL HOMEPORT."

d. Immediately upon receipt of CNO's message assigning a homeport location for the vessel under construction, an order modification to previously issued basic/initial orders will be issued. It will include the following statement:

P62638 "ON (date of CNO msg) CNO ASSIGNED (city, state/country) AS THE HOMEPORT FOR (vessel's name and hull number) EFFECTIVE UPON COMMISSIONING. A COPY OF THIS MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS; ALSO TO THE NAVY PASSENGER TRANSPORTATION OFFICE ARRANGING FAMILY TRAVEL."

e. If a member occupies permanent quarters in anticipation of the construction site and the homeport being the same, per diem ceases when the homeport is assigned and it is the same as the construction site.

NOTE: Entitlement to family member(s) transportation is not to exceed the cost of that from the old PDS to the initial homeport unless the vessel will be designated unusually arduous sea duty (SECNAVINST 4650.19C refers) when commissioned. TEMDU CFO is not considered indeterminate TEMDU under the purview of NAVSO P-6034-1, chapter 4, part G.

4. Orders to a Vessel Remaining at the Construction Site for 6 months or more after Commissioning (for Post-Commissioning Work) and the CNO Assigns that Same Site as the Ship's Initial Homeport. Procedures for assigning members to TEMDU CFO (ACC: 352) or DUTY CFO (ACC: 106) are the same as previously specified in paragraphs 2 and 3 of this article.

a. In PCS orders detaching members from DUTY CFO (ACC: 106) and directing them to report for DUTY CFO (ACC: 100) and the initial homeport assignment location is the same as the PRECOM UNIT (construction site), no PCS entitlements should incur.

(1) In some situations they **may** incur, depending upon decisions made by the member (regarding transportation of family member(s)/household goods) under previous PCS orders to DUTY CFO (ACC: 106).

(2) These orders to sea duty meet DOD TOS exemption and no waiver is required.

b. In orders where the member is directed upon completion of TEMDU CFO (ACC: 352) to report for DUTY (ACC: 100) on board when placed in commission, PCS entitlements, if any, are from the old PDS to the initial homeport (same as the PRECOM UNIT UIC location/construction site).

NOTE: Per diem stops once the member occupies permanent quarters, or on the date the member's assignment is changed from TEMDU CFO (ACC: 352), or TEMADD, to DUTY CFO (ACC: 100).

c. Six months prior to completion of the post-commissioning work, CNO promulgates a homeport "**change**" from the first (initial) homeport (same as the construction site) to the ultimate homeport. When appropriate, members on board will receive a homeport change certificate, which entitles them to a PCS move from the initial homeport (construction site) to the new homeport.

5. Orders to Prospective Commanding Officers (PCOs) of New Construction or Conversion Vessels. PCOs of new construction or conversion ships will be under the cognizance of the appropriate type commander (TYCOM).

a. NAVPERSCOM will direct all PCOs to report (in person or by letter) to their TYCOM for DUTY CFO, TEMDU CFO, or TEMADD CFO, as appropriate.

b. Orders will also direct PCOs to report (in person or by letter) to the supply ship (SUPSHIP) for additional duty, or TEMADD, as appropriate.

c. The TYCOM will be the reporting senior for fitness report purposes.

d. PCOs of new construction surface ships will be ordered to 1 week of TEMDU (ACC: 350) with CNO, Assistant Chief of Naval Operations (Surface Warfare) (N86).

e. A PCO who is performing TEMDU CFO at the same location as the vessel's assigned official homeport location is **not** entitled to per diem.

6. Orders to Members for Duty in Conventionally Powered Surface New Construction/Conversion Ships.

a. Members in the **nucleus crew** will be ordered to the ship's PRECOM UNIT located at the construction site (civilian shipyard) and report to Commanding Officer (CO), PRECOM UNIT for DUTY CFO (ACC: 106), or TEMDU CFO (ACC: 352).

b. Members in the **balance crew**, with the exception of the Prospective Executive Officer (PXO), will be ordered to report to the designated Fleet Training Center (FTC) for TEMDU (ACC: 350) pre-commissioning training.

c. Upon completion of precommissioning training, members of the **balance crew** will be ordered to proceed to the construction site and report to CO, PRECOM UNIT for DUTY CFO (ACC: 106), or TEMDU CFO (ACC: 352).

7. Procedures in Connection with Ship Delivery Slippages. All personnel ordered to TEMDU in connection with precommissioning training at FTCs, or TEMDU CFO (ACC: 352) with the PRECOM UNIT at the construction site, are so ordered with the understanding that **"no period of TEMDU at any one location, from the best information available at the time orders are written, is anticipated to be in excess of 6 months."**

a. When it is officially determined by appropriate authority that a slippage in ship delivery of the vessel will occur, NAVPERSCOM will be notified through the NAVSEA 250-574.

b. To ensure that per diem payments to members assigned to TEMDU (ACC: 352) at FTCs, or TEMDU CFO (ACC: 352), are not

suddenly terminated, NAVPERSCOM or CO, PRECOM UNIT/PCO will be responsible for the procedures in paragraphs 8 and 9.

8. New Projected Commissioning Date will exceed 6 Months.

When slippage occurs after personnel have reported for TEMDU (ACC: 352) precommissioning training at FTCs, or TEMDU CFO (ACC: 352) with the PRECOM UNIT at the construction site, and the remaining time from the date the determination is made until the new projected commissioning date will exceed 6 months, NAVPERSCOM **will issue appropriate order modifications** changing the member's status at

a. FTCs from TEMDU (ACC: 352) pre-commissioning training to DUTY (ACC: 106) commissioning training.

b. PRECOM UNITs from TEMDU CFO from (ACC: 352) to DUTY (ACC: 106).

c. FTCs and PRECOM UNITs. Disband the pre-commissioning detail in the case of extreme slippage of ship's delivery date.

9. New Projected Commissioning Date is less than 6 Months. When slippage occurs after personnel have reported to FTCs for TEMDU (ACC: 352) pre-commissioning training, or PRECOM UNITs for TEMDU CFO (ACC: 352) and the remaining period of time until the vessel's commissioning, or placement in service (for USNS ships), date is **less than 6 months**, the following procedures apply for

a. **FTCs. NAVPERSCOM will issue appropriate order modifications.** These modifications will either

(1) change the member's status from TEMDU (ACC: 352) pre-commissioning training to DUTY (ACC: 106) pre-commissioning training, or

(2) extend present period of TEMDU (ACC: 352) pre-commissioning training for an additional period (not to exceed 6 months from date of NAVPERSCOM order modification).

b. **PRECOM UNITs**

(1) PCOs of vessels under construction are authorized, via NAVPERSCOM orders assigning them to TEMDU/DUTY CFO as CO, PRECOM UNIT, to modify NAVPERSCOM orders of military personnel under their command to extend their present period of TEMDU CFO (ACC: 352).

(2) The modification will be an endorsement to members' orders to extend their present period of TEMDU CFO for an additional period not to exceed 6 months from the date of endorsement. The endorsement must include

(a) date the TEMDU CFO is extended.

(b) reason for such extension.

(c) new estimated date of completion of TEMDU CFO (which cannot exceed 6 months or 180 days from the date the TEMDU CFO is extended).

(d) date of CO, PRECOM UNIT's NAVPERSCOM orders granting authority by NAVPERSCOM to modify a member's orders by endorsement.

(3) Copies of endorsement modifications will be forwarded to NAVPERSCOM (the PERS- code indicated in the subject line of the member's orders). The member's detailer will use these copies to manually update the member's master record/file accordingly.

10. **Per Diem Payments.** To account for and protect payments of per diem, orders which specify any kind of TEMDU (including CFO) followed by the words "**FOR APPROXIMATELY _____ DAYS**" must be modified to reflect any additional or expanded period of assignment.

a. This is not necessary for relatively insignificant extensions of 7 days or less when the period of TEMDU or temporary duty under instruction (TEMUINS) is more than 30 days, or 3 days or less when the period of TEMDU or TEMUINS is less than 30 days.

b. If any additional slippage of commissioning, or placement in service of USNS ships, date occurs, appropriate actions outlined above will again be required.

MILPERSMAN 1320-322

CHANGE OF HOMEPORT OR PERMANENT DUTY STATION (PDS) OF A VESSEL, SHIP-BASED SQUADRON OR STAFF, OR MOBILE UNIT

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR)
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1. **Policy**. Entitlement to family member(s) travel and shipment of household goods (HHG) to the old homeport/PDS of a vessel, ship-based squadron or staff, or mobile unit **ceases** on the day a member attached to or ordered to the unit is notified of Chief of Naval Operations (CNO) promulgation of a change of homeport or PDS.

a. It is important that members be promptly notified, since family member(s) travel and shipment of HHG made prior to receipt of **written** notification of CNO promulgation does **not** deny the member this entitlement, and reimbursement can be claimed to the old homeport or PDS, and again to the new homeport or PDS.

b. The entitlement homeport/PDS for vessels, ship-based squadrons or staffs, and mobile units is changed within the Total Force Manpower Management System (TFMMS) activity file upon receipt of the CNO promulgation message. Permanent change of station (PCS) orders written before or after the date of CNO's promulgation message require additional wording to ensure the member receives proper authorization for transportation of family member(s) and shipment of HHG.

2. **Orders Issued to Members before Date of CNO Promulgation Message**. PCS orders directing a member to report to a vessel, ship-based squadron or staff, or mobile unit will be modified by NAVPERSCOM to include the following statement in the Ultimate Activity Section, Part Two of PCS orders:

P66038 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER (S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) AS DIRECTED BY COMNAVPERSCOM ORDERS (DTG#/date) NOT AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-J. A COPY OF THIS ORDER MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS.

3. Orders Issued to Members after Date of CNO Promulgation Message

a. PCS orders directing a member to report to a vessel, ship-based squadron or staff, or mobile unit, if the new homeport/PDS has not been reflected in the activity file at the time orders are issued, will include the following statement in the Ultimate Activity Section, Part Two of PCS orders:

P56037 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER(S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) NOT AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-J.

b. PCS orders detaching a member from a vessel, ship-based squadron or staff, or mobile unit, if the new entitlement homeport/PDS is reflected in the activity file at the time orders are issued, will include the following statement in the Detaching Activity Section, Part Two of PCS orders:

P56036 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER(S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-J.

4. Members on Board at Time of CNO Promulgation Message. When members have less than 12 months remaining on their tours as of the effective date of change of homeport or PDS, their cases will be individually reviewed. Whenever possible, the PRD will be

extended in order to have a minimum of 12 months remaining on the tour as of the effective date of change. When it is not feasible to extend the PRD, the cognizant detailee will review each case (coordinating with the commanding officer (CO) as required) to determine if it is more appropriate to permit completion of the scheduled tour or to issue PCS orders.

5. **Homeport Change Certificate.** All members who are attached or assigned on the date CNO promulgates a change of homeport or PDS are entitled to move their family member(s) and ship HHG **except members**

a. **without family member(s) on the effective date of change of homeport or PDS.** The member is entitled to movement of HHG and a motor vehicle.

b. **who have received PCS orders** (including separation or Release from Active Duty (RAD) orders) or received written notification of intended issuance of such orders prior to movement of family member(s) or shipment of HHG.

c. **who have less than 90 days obligated service (OBLISERV)** remaining on the effective date of the change of homeport or PDS.

(1) Separation or RAD orders will be issued.

(2) If the member's services can be spared, the member will be transferred for separation

(3) If the member's services cannot be spared, the member will be required to accompany the ship to the new homeport, or the mobile unit to its new PDS.

6. **Transportation Authorization.** Upon receipt of the CNO promulgation message of change of homeport or PDS, the CO may issue a PCS travel authorization for the member to proceed to the old homeport and then to the new homeport via any temporary duty (TEM DU)/temporary additional duty (TEM ADD) stations.

a. If the ship or afloat staff is at the old homeport, the member may proceed from the old homeport to new homeport and return to the ship or afloat staff via any TEM DU/TEM ADD stations.

(1) Such authorization will be issued when it is deemed necessary for the member to travel to assist in the movement of family member(s), shipment of HHG, to pick up personal items, or to bring the member's privately owned conveyance (POC) to the new homeport.

(2) This entitlement will expire 1 year from the effective date of the homeport change.

(3) If a member is on leave from a deployed ship or afloat staff whose homeport is changed, refer to NAVSO P-6034-1, para. U5120-F1.

b. Travel to and from the authorized destination is treated as separate legs of the journey.

(1) Travel for the other leg of the journey should be directed by government procured transportation.

(2) Members should only be authorized transportation allowances for POC on one leg of the journey as described in NAVSO P-6034-1.

MILPERSMAN 1320-324

PERMANENT CHANGE OF STATION (PCS) PROCEDURES FOR FORWARD DEPLOYED COMMANDS OF THE MILITARY SEALIFT COMMAND

Responsible Office	NAVPERSCOM	Phone:	DSN	882-4185
	(PERS-451/454)		COM	(901) 874-4185
	Military		FAX	882-2693
	Sealift Command		COM	(202) 685-5218
	(MSC-N15)		DSN	325-5128

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR)
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1. **Purpose.** To establish continental United States (CONUS) homeport intermediate stops (I-stops) for personnel executing PCS orders to and from ships and units of the operating forces that operate in an overseas area for a contemplated period of 1 year or more. These homeport I-stops will ensure equity in basic allowance for housing (BAH) and other entitlements; and for those units without administrative support on board, proper administrative processing for receiving and transferring personnel executing PCS orders. They will also ensure proper medical screening prior to detachment.

2. **Forward Deployed Commands**

a. Personnel executing PCS orders both to and from the forward deployed operating forces (ships) of the Military Sealift Command (MSC) Military Departments (MILDEPT) will have I-stops at the homeport included in their orders. Personnel transferring to Maritime Prepositioning Ship Squadrons (MPSRON/APSRON) will have I-stops at the homeport included in their orders. I-stops for personnel transferring from those squadrons is not required.

(1) These units have a CONUS homeport, but operate overseas for extended periods. An I-stop at the homeport for personnel transferring to and from these units is usually required. An I-stop at the homeport for personnel transferring

from units that have administrative support on board will not normally be needed.

(2) Exhibit 1 lists the MSC units requiring homeport I-stops. MSC will update this list as changes occur.

b. If the member concerned, the member's detailee, the receiving or transferring MSC unit, and the cognizant MSC all agree the homeport I-stop is not needed, either one or both of the I-Stops may be eliminated.

c. The homeport I-stops will normally be at the respective MSC (LANTFLT or PACFLT) unless otherwise noted in Exhibit 1. The length of the I-stops will be for 2 working days each, unless extenuating circumstances require a longer period. In these cases, a request to extend the I-stop period must be forwarded from the command via the appropriate MSC to Navy Personnel Command (NAVPERSCOM). Use Accounting Category Code (ACC) 350 for each I-stop.

d. Per NAVSO P-6034-1, volume 1, para 5120-D, per diem is authorized while at the intermediate duty station if the member is unable to occupy the same permanent quarters occupied while the unit is in port (e.g., lived aboard ship, vacated private quarters before deployment, etc.).

EXHIBIT 1

**MSC MILDEPTS ONBOARD USNS SHIPS AND
 MPSRONS/APSRONS**

MSC PAC (62383)				MSC LANT (62381)			
UNIT	HULL	UIC	HOMEPORT	UNIT	HULL	UIC	HOMEPORT
DIEHL	T-AO 193	46282	San Diego CA	ARCTIC	T-AOE 8	4283A	Earl NJ
NARRAGANSETT	T-ATF 167	21014	San Diego CA	APACHE	T-ATF 172	41930	Norfolk VA
NAVAJO	T-ATF 169	43618	San Diego CA	BIG HORN	T-AO 198	46287	Norfolk VA
KISKA	T-AE 35	39538	San Diego CA	BUTTE	T-AE 27	42843	Norfolk VA
ERICSSON	T-AO 194	46283	San Diego CA	GRUMMAN	T-AO 195	46284	Norfolk VA
FLINT	T-AE 32	39536	San Diego CA	KANAWHA	T-AO 196	46285	Norfolk VA
GUADALUPE	T-AO 200	48887	San Diego CA	LARAMIE	T-AO 203	48890	Norfolk VA
KILAUEA	T-AE 26	42842	San Diego CA	LENTHALL	T-AO 189	45811	Norfolk VA
SIOUX	T-ATF 171	41936	San Diego CA	MOWHAWK	T-ATF 170	41935	Norfolk VA
TIPPECANOE	T-AO 199	48886	San Diego CA	MT BAKER	T-AE 34	39537	Earl NJ
RAPPAHANNOCK	T-AO-204	48891	San Diego CA	PATUXENT	T-AO 201	48888	Norfolk VA
PECOS	T-AO 197	46286	San Diego CA	SUPPLY	T-AOE 6	4153A	Earl NJ
SHASTA	T-AE 33	43055	San Diego CA	SIRIUS	T-AFS 8	43701	Norfolk VA
CATAWBA	T-ATF 168	43616	San Diego CA	SPICA	T-AFS 9	44291	Norfolk VA
YUKON	T-AO 202	48889	San Diego CA	SATURN	T-AFS 10	63674	Norfolk VA
CONCORD	T-AFS 5	48599	San Diego CA	APSRON 4		31574	Norfolk VA
NIAGRA FALLS	T-AFS 3	48597	San Diego CA	MPSRON 1		45701	Norfolk VA
SAN JOSE	T-AFS 7	48601	San Diego CA				
*RAINIER	T-AFS 7	4284A	Bremerton WA				
MPSRON 2		45702	San Diego CA				
MPSRON 3		46404	San Diego CA				
*I-stop will be PSD Bremerton (43137)							

MILPERSMAN 1320-326

PERSONNEL SUPPORT FUNCTIONS FOR NATO SOUTHERN REGION

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

1. **Purpose.** To establish the United States (U.S.) Navy Element, Allied Forces Southern Europe (unit identification code (UIC) 62709)) located in Naples, Italy.

a. U.S. Navy Element, Allied Forces Southern Europe will be an intermediate duty station for personnel reporting for duty to the following activities:

- (1) COMSTRIKFORSOUTH DET VERONA IT (UIC 31587)
- (2) HQ AF SOUTH NCISS LATINA IT (UIC 42072)
- (3) AF SOUTH LCO VERONA IT (UIC 46674)
- (4) HQ 5TH ALLIED TACAIRFOR VINCENZA IT (UIC 64119)
- (5) HQ NAVSOUTH NAPLES IT (UIC 66030)

b. All members shall be ordered via U.S. Navy Element, Allied Forces Southern Europe for 7 days temporary duty (ACC 350) en route to the above UICs.

c. U.S. Navy Element, Allied Forces Southern Europe is a detachment of the Personnel Support Activity (PERSUPPACT), Naples and provides all administrative support for personnel assigned to North Atlantic Treaty Organization's (NATO's) southern region.

d. The 7-day check-in period in Naples will provide sufficient time for the local Personnel Support Detachment (PERSUPPDET) to process travel claims, adjust pay records, and set up accounts in local financial institutions.

e. Each member's service record will be reviewed and updated with clearance; NAVPERS 1740/6 (4-96), Department of the Navy Family Care Plan Certificates; NAVPERS 1070/602 (Rev. 7/72), Dependency Application/Record of Emergency Data; and any other required entries.