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----- SPECIAL INSTRUCTIONS -----

FOR RESERVIST, NRA, ECRC AND ULTIMATE DUTY STATIONS:

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1. COMMAND DELIVERING ORDERS: IF MEMBER WILL BE PERFORMING TRANSOCEANIC/INTERNATIONAL TRAVEL AT ANY TIME DURING EXECUTION OF THESE ORDERS THE FOLLOWING APPLIES: - TRAVEL VIA GOVERNMENT AIR/GOVERNMENT-PROCURED AIR DIRECTED OUTSIDE CONUS; TRANSPORTATION MUST BE ARRANGED WITH THE NAVY PASSENGER TRANSPORTATION OFFICE PER NAVMILPERSCOMINST 4650.2 SERIES. MEMBER AUTHORIZED TWO (2) PIECES OF ACCOMPANIED BAGGAGE, EACH PIECE NOT TO EXCEED 62 LINEAR INCHES OR 50 POUNDS. AUTHORIZED REIMBURSEMENT FOR AIRLINE ACCOMPANIED BAGGAGE FEES CHARGED FOR ACCOMPANIED BAGGAGE. FOR UP TO DATE INFORMATION ON FEES AND WAVERS GO TO [HTTP://WWW.GSA/PORTAL/GSA/EP](http://www.GSA/PORTAL/GSA/EP) AND SEARCH FOR "BAGGAGE FEES". COUNSEL MEMBER AND DEPENDENTS CONCERNING OVERSEAS TRAVEL SECURITY MEASURES AS ADDRESSED IN U.S. ARMED FORCES FOREIGN CLEARANCE GUIDE, CLASSIFIED SUPPLEMENT.

2. MEMBERS ELIGIBILITY USING THE ADOS QUALIFICATION CHECKLIST PROVIDED IN ENCLOSURE (3) OF OPNAVINST 1001.20 SERIES, CORRECTING ALL DEFICIENCIES WITHIN ITS CAPABILITIES. IF THE MEMBER IS FOUND NOT ELIGIBLE, THE NAVY RESERVE ACTIVITY (NRA) WILL CONTACT NAVPERSCOM (PERS 462) FOR FURTHER INSTRUCTION REGARDING ANY CHANGE TO THE MEMBER'S ORDERS. IF FOR ANY REASON YOU ARE UNABLE TO EXECUTE THESE ORDERS, RETURN TO YOUR ADMINISTRATIVE PARENT COMMAND NOTING THE REASON FOR RETURN. WHILE PERFORMING DUTY UNDER THESE ORDERS, YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).

3. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY (JTR). FOR BACK TO BACK ORDERS UPON COMPLETION OF THE FINAL SET OF ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM DUTY (JTR).

4. YOU ARE NOT AUTHORIZED TO EXCEED THE TOTAL NUMBER OF DAYS ALLOWED ON THIS ORDER WITHOUT AUTHORIZATION FROM THE CHIEF OF NAVAL PERSONNEL (PERS 462) TO INCLUDE ANY AUTHORIZED ACCRUED LEAVE AND DETACH PDS IN TIME FOR COMPLETION OF SEPARATION PROCESS. AUTHORIZED LEAVE AND TRAVEL TIME NLT THE END DATE OF THESE ORDERS. SUPPORTED COMMANDS ARE REQUIRED TO RELEASE MEMBER PRIOR TO CONCLUSION OF ORDERS TO ALLOW ADEQUATE TIME FOR TRAVEL, PROCESSING, AND EXECUTION OF ACCUMULATED LEAVE IF LEAVE IS DESIRED. COMMANDS SHOULD NOT REQUEST AN EXTENSION SOLELY FOR THE PURPOSE OF COMPLETING NECESSARY OUT-PROCESSING OR LEAVE. DUE TO BUDGET CONSTRAINTS SUCH REQUESTS WILL NORMALLY BE DENIED.

5. REIMBURSEMENT FOR TRAVEL AND PER DIEM AT THE MEMBER'S PRIMARY RESIDENCE IS NOT AUTHORIZED (JTR).

6. FOR PASSPORT REQUIREMENTS SEE THE FOREIGN CLEARANCE GUIDE WEBSITE FOR FURTHER GUIDANCE AT [HTTPS://WWW.FCG.PENTAGON.MIL](https://www.fcg.pentagon.mil).

7. WHEN DIRECTED MEMBER IS TO REPORT TO THE NMPS AND REMAIN AT THAT *inal penalties.*

LOCATION UNTIL OFFICIALLY RELEASED BY THE NMPS OFFICER-IN-CHARGE. FAILURE TO COMPLY WITH NMPS POLICIES AND PROCEDURES COULD RESULT IN UNAUTHORIZED ABSENCES, PAY INTERRUPTIONS OR CANCELLATION OF ORDERS.

8. FOR PCS ORDERS GREATER THAN 180 DAYS, MOVEMENT OF DEPENDENTS AND SHIPMENT OF HHG IS AUTHORIZED TO CONUS LOCATIONS ONLY. MOVEMENT OF DEPENDENTS TO OCONUS LOCATIONS IS NOT AUTHORIZED AS PER THE PDS REQUIREMENTS FOR AN ACCOMPANIED TOUR IAW MILPERSMAN 1300-308 AND JTR CHAPTER 5. HHG SHIPMENTS CAN BE SCHEDULED UPON ORDER ISSUANCE, HOWEVER, EXECUTION OF HHG SHIPMENTS SHALL NOT OCCUR PRIOR TO 10 DAYS BEFORE ORDERS START DATE. MEMBER'S OCONUS UNACCOMPANIED WEIGHT LIMITS ARE IAW JTR AS DETERMINED BY THE PPO EFFECTING THE SHIPMENT BASED ON THE TERMS OF THE ORDERS. ANY QUESTIONS CONCERNING THE ALLOWANCES SHOULD BE ADDRESSED TO THE HHG ENTITLEMENT HELP LINE AT 1-800-444-7789 OR HHGHELP@NAVY.MIL.

9. WHILE PERFORMING SUBJECT DUTY YOU ARE AUTOMATICALLY COVERED BY SGLI IN THE AMOUNT OF \$500,000 UNLESS YOU HAVE MADE AN ALTERNATE ELECTION PRIOR TO THE ISSUANCE OF THESE ORDERS.

10. MEMBER'S NRA IS REQUIRED TO COORDINATE VIRTUAL CHECK-OUT, TO INCLUDE NSIPS LOSS TO ADOS/ADSW, BEFORE MEMBER ARRIVAL TO GAINING COMMAND. NRA WILL ENDORSE MEMBER'S ORDERS, VERIFY PAY PACKET FOR COMPLETENESS AND ACCURACY, AND INITIATE ECRM TRANSACTION REQUESTING MEMBER'S STRENGTH GAIN TO ACTIVE DUTY. GAINING COMMAND IS RESPONSIBLE FOR MEMBER ACTIVITY GAIN ONCE STRENGTH GAIN IS POSTED.

11. MEMBER IS DIRECTED TO OBTAIN ALL REQUIRED ENDORSEMENTS, INCLUDING DETACHMENT AND REPORTING DATES/TIMES. RETAIN ALL TRAVEL RECORDS AND RECEIPTS.

12. BY EXECUTING THESE ORDERS YOU ARE CERTIFYING THAT YOU ARE FAMILIAR WITH OPNAVINST 1001.20 (SERIES) AND ARE IN COMPLIANCE WITH ITS PROVISIONS. IF IT IS SUBSEQUENTLY DETERMINED THAT YOU ARE NOT IN COMPLIANCE AND THAT YOUR NON-COMPLIANCE MATERIALLY AFFECTS YOUR SUITABILITY FOR THE ORDERS, THE ORDERS MAY BE TERMINATED AT THE DISCRETION OF THE CHIEF OF NAVAL PERSONNEL (PERS 462).

13. UNLESS SPECIFIED, THESE ORDERS ARE NOT IN SUPPORT OF A CONTINGENCY OPERATION AND DO NOT TRIGGER TRANSITIONAL HEALTH CARE BENEFITS UNDER 10 USC 1145.

14. THESE ORDERS CONSTITUTE ACTIVE DUTY FOR OPERATIONAL SUPPORT UNDER 10 USC 115 AND OTHER APPLICABLE LAWS AND REGULATIONS.

15. ORDERS MUST BE IN MEMBER'S POSSESSION AT ALL TIMES WHILE ENROUTE TO FINAL DESTINATION. MEMBER MUST PROVIDE A VOIDED PERSONAL CHECK OR DEPOSIT SLIP SHOWING BANK ADDRESS, BANK ROUTING NUMBER, AND ACCOUNT NUMBER TO ESTABLISH DIRECT DEPOSIT AND ALLOTMENT(S). MEMBER WILL BRING THE FOLLOWING DOCUMENTATION TO UPDATE DEERS DEPENDENT DATABASE AND OPEN MASTER MILITARY PAY FILE (MMPF): EMERGENCY DATA PAGE 2/SGLI, DD-214, BIRTH CERTIFICATE(S) OF DEPENDENTS AND/OR MARRIAGE LICENSE/DIVORCE DECREE.

16. BY EXECUTING THESE ORDERS YOU ARE ACKNOWLEDGING THAT YOU UNDERSTAND AND ACCEPT THE ENTITLEMENTS ASSOCIATED WITH THE ORDERS (WHETHER PCS, TDY ETC), BASED UPON ORDER TYPE, LENGTH AND LOCATION

OF DUTY. YOU SHOULD CONTACT YOUR SERVICING TRANSACTION SERVICE CENTER (TSC) BEFORE EXECUTING THESE ORDERS IF YOU HAVE ANY QUESTION AS TO ENTITLEMENTS. ONCE EXECUTED, ORDERS WILL NOT BE MODIFIED FOR THE SOLE PURPOSE OF GAINING OR LOSING AN ENTITLEMENT.

17. AUTHORIZED REIMBURSEMENT FOR TRANSPORTATION AT THE INTERMEDIATE DUTY STATION WHEN NO GOVERNMENT TRANSPORTATION IS AVAILABLE PER THE JTR ONLY UNDER THE FOLLOWING CONDITIONS: THE NMPS MAY AUTHORIZE THE USE OF SPECIAL CONVEYANCE (RENTAL VEHICLE) FOR ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) ORDERS WHILE A MEMBER IS ATTACHED TO THE NMPS IF IT IS DETERMINED PER THE JTR TO BE THE MOST EFFICIENT, COST EFFECTIVE MANNER OF TRANSPORTATION. IF MEMBER ELECTS TO RENT VEHICLE WITHOUT PRIOR WRITTEN AUTHORIZATION FROM NMPS, THEN MEMBER IS RESPONSIBLE FOR ASSOCIATED EXPENSES. TSC IS NOT TO LIQUIDATE RENTAL VEHICLE REIMBURSEMENT WITHOUT NMPS' WRITTEN AUTHORIZATION.

18. MEMBERS MUST COMPLETE SEPARATION MEDICAL ASSESSMENT PRIOR TO CONCLUDING ORDERS EXCEEDING 30 DAYS. DODI 6040.46 "THE SEPARATION HISTORY AND PHYSICAL EXAMINATION (SHPR) FOR THE DOD SEPARATION HEALTH ASSESSMENT (SHA) PROGRAM" PROVIDES GUIDANCE AS TO THE TYPE OF MEDICAL ASSESSMENT THAT IS REQUIRED DEPENDING ON TYPE OF ORDERS AND LENGTH OF ORDERS. IF MEMBERS ANTICIPATE FILING A VETERAN'S ADMINISTRATION CLAIM, THE SHA MUST BE COMPLETED NO LATER THAN 90 DAYS PRIOR TO DATE OF SEPARATION FROM ACTIVE DUTY AND/OR UPON IDENTIFICATION OF INJURY. IF THE VA CANNOT PERFORM THE SHA PRIOR TO THE PROJECTED SEPARATION DATE, IT CAN BE DONE AT A DOD MTF OR DOD CONTRACT SERVICE. MEMBERS CAN COMPLETE THE SHPE AT AN MTF OR A DOD CONTRACT SERVICE PRIOR TO SEPARATION FROM ACTIVE DUTY.