

## MILPERSMAN 1300-400

### DISLOCATION ALLOWANCE (DLA) AND SECRETARY OF THE NAVY FINDS (SECNAVFIND)

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4518
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<b>References</b>	(a) NAVSO P-6034, <a href="#">Joint Federal Travel Regulations</a> , Chapter 5
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#### 1. Policy

a. A dislocation allowance (DLA) is payable to

(1) a member **with** family members, when family members perform an authorized move in connection with a permanent change of station (PCS);

(2) a member **without** family members, when not assigned adequate government quarters upon reporting at a new permanent duty station (PDS) and occupies private quarters; or

(3) incident to an evacuation.

b. A member is not entitled to more than one DLA payment during any fiscal year unless Secretary of the Navy finds (SECNAVFIND) exigencies of the service require more than one PCS move during the same fiscal year.

c. Requests for a SECNAVFIND must be submitted at an early date, as approximately 4 weeks are required for processing.

2. SECNAVFIND not Required. Secretary of the Navy (SECNAV) has determined the following events are exigencies required by the Navy and when a **second or subsequent** PCS results from them, payment of DLA can be made without a SECNAVFIND.

a. Change of homeport, including the initial homeport assignment, of a ship or afloat staff. The Chief of Naval Operations (CNO) message promulgating the homeport/PDS change is

the SECNAVFIND approval and is to be referenced as such in any Homeport Change Certificate.

b. Deactivation of a ship or activity.

c. Transfer of a member **from outside the United States to a hospital in the United States** for observation and treatment.

d. Transfer of a member **within the United States to a hospital in the United States** for observation and treatment, provided

(1) the commanding officer (CO) of the receiving hospital issues a statement the treatment will be of a prolonged duration, and

(2) the member's CO requests a permanent replacement for the hospitalized member as an operational necessity.

e. Transfer of a member to, from, or between duty under instruction (DUINS) at courses of instruction at military installations, or civilian educational institutions controlled and managed by one or more of the uniformed services.

f. When the PCS transfer order states "SECNAVFIND NOT REQUIRED," or emergency evacuation of family members as provided in reference (a).

3. **SECNAVFIND Submittal Procedures for Navy Personnel Command (NAVPERSCOM)**. Detailers and assignment officers with PCS order writing authority are required to determine the need for a SECNAVFIND for each assignment.

a. If required, they will submit a SECNAVFIND request (see Exhibit 1) to NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451H) and obtain approval before issuing PCS orders.

b. NAVPERSCOM (PERS-451H) will staff the SECNAVFIND and submit it to NAVPERSCOM, Assistant Commander Navy Personnel Command (ACNPC) for Career Management (PERS-4).

c. When NAVPERSCOM (PERS-4) response is received, NAVPERSCOM (PERS-451H) will inform the detailer/assignment officer so the appropriate SECNAVFIND statement can be included in the orders.

d. When a PCS order is issued that would entitle a member to a second or subsequent payment of DLA in the same fiscal year, one of the following statements will be included in the accounting section of the orders:

(1) "SECNAVFIND APPROVED" when the approval is obtained before the orders are issued.

(2) "SECNAVFIND PENDING" when orders must be issued before the SECNAV approval is received. When the approval is received, the member will be notified via message or letter of the SECNAVFIND approval.

(3) "SECNAVFIND NOT REQUIRED" when it is determined a SECNAVFIND is not required.

4. **SECNAVFIND Submittal Procedures for Individual Commands**

a. When PCS orders are received for a member and it is determined at the command level that a SECNAVFIND is required, but the PCS orders do not indicate a SECNAVFIND is approved, pending, or not required, the member's CO will request a SECNAVFIND from NAVPERSCOM (PERS-451H) utilizing Exhibit 1.

b. Under no circumstances will any PCS order entitling a member to a second or subsequent DLA payment in one fiscal year be executed without a SECNAVFIND determination stated in the orders, or until specifically approved in advance by NAVPERSCOM (PERS-451H).

5. **SECNAVFIND Master File.** NAVPERSCOM (PERS-451H) will maintain the master file of SECNAVFIND requests for statistical and record purposes. Each record in the master file will contain the following:

a. Copy of all requests for SECNAVFINDs.

b. Copy of all correspondence between NAVPERSCOM (PERS-451H), detailers, assignment officers, and external activities pertaining to each SECNAVFIND.

c. Comeback copy of all SECNAVFIND requests returned from NAVPERSCOM (PERS-4).

## EXHIBIT 1

### SECNAVFIND REQUEST

(Use proper letter format containing the following:)

From: Activity, Division Director, or Branch Head  
To: Commander, Navy Personnel Command (PERS-451H)

Subj: REQUEST FOR A SECNAVFIND

Ref: (a) MILPERSMAN 1300-400

1. Per reference (a), request a SECNAVFIND for the member named below. The following information is provided:

a. Name, rank/rate, last four numbers of SSN, designator, corps, and service.

b. Date of each detachment and activity's name and location from which detached in same fiscal year where entitlement to dislocation allowance was involved.

c. Present duty station.

d. New duty station.

e. Entitled to with/without family members' payment.

e. Date of detachment from present duty station.

f. Reason for transfer to new duty station.

g. Other pertinent information (state why transfer has to occur this fiscal year, special circumstances Secretary of the Navy would need to make a decision, etc.).