

## MILPERSMAN 1320-020

### MESSAGE ORDERS FOR INACTIVE DUTY RESERVE OFFICERS

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

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#### 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 ALFA 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 ALFA.

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 ALFA.

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 ALFA.

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.