

## MILPERSMAN 1320-030

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

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<b>References</b>	(a) OPNAVINST 4650.15 (b) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I
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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. Reference (a) refers.

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 reference (b), 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.