

MILPERSMAN 1320-060

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

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN	882-4148
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References	(a) Catalog of Navy Training Courses (CANTRAC), Volume 2 (b) 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 reference (a).

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 reference (b) 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.