

MILPERSMAN 1320-090

PROCEED TIME IN EXECUTION OF ORDERS

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1. Proceed Time

a. Proceed time is a period of time not chargeable as leave, delay, or allowed travel time. It is granted for the purpose of facilitating necessary personal arrangements inherent in certain permanent change of station (PCS) orders.

b. The amount of proceed time permitted is dependent upon the urgency of the transfer, but will not exceed 4 days.

c. The word "proceed" is synonymous with "commence travel status" and should not be construed as entitlement to proceed time.

2. Time According

a. Any delay authorized is chargeable as leave and is in addition to proceed and travel time. The day of detachment is a day of travel or leave as applicable.

b. When the member is detached from overseas duty, starts and finishes overseas travel, and arrives in the 48 contiguous United States or District of Columbia on the same day, that day is considered a day of travel for elapsed time accounting.

3. PCS Order Terms and Definitions. When authorized by subsequent paragraphs, the following terms used in PCS orders, as displayed in the table below, indicate the amount of proceed time authorized:

WHEN a PCS order reads...	THEN report within...
Report or proceed and report (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.
Report or proceed and report without delay (48 hours proceed time)	48 hours, exclusive of travel time, subsequent to detachment.
Report or proceed and report immediately (12 hours proceed time)	12 hours, exclusive of travel time, subsequent to detachment.
Ultimate assignment - FOR DUTY/ DUINS (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.

4. **When Is Proceed Time Authorized**

a. Proceed time is authorized only when members are executing PCS orders to or from

(1) ships or mobile units having a sea/shore rotation Code 2 or 4;

(2) an "all others" tour; and

(3) overseas accompanied tours, includes from overseas to overseas, but not in same geographical location.

b. Commanding officers (COs) of ships changing home port may authorize proceed time only in conjunction with the movement of

(1) household goods (HHG), or

(2) a member's privately owned vehicle (POV).

c. Proceed time shall not be construed as authority to miss reporting dates and times specified in the orders. A modification or cancellation of the unexecuted portion of the original orders received at any point between the old and the new permanent duty station (PDS) does not entitle the member to additional proceed time.

d. Entitlement to proceed time for members not specifically authorized in this article shall be determined by:

**Office of Chief of Naval Operations
Manpower, Personnel, Training, and
Education Policy Division (N13)**

5. **Types of Orders not Authorized Proceed Time**. Regardless of other considerations, proceed time is not authorized in conjunction with the following types of orders, as displayed in Lists "A" and "B" below.

6. **Order Type List "A"**. The following order types are not authorized proceed time:

a. Orders from inactive duty:

Home,
place of enlistment,
recruiting station or recruit training center,
Officer Candidate School,
Naval Reserve Officer Training Corps (NROTC), or
Naval Academy.

b. To:

Active duty at a PDS.
Temporary duty under instruction (TEMDUINS) of less than 20 weeks.
TDY of 6 months or less and then to a PDS.

c. Orders to:

An activity for separation processing,
home from a separation activity, or
proceed to the locale of the member's choice upon separation.

d. Orders to temporary additional duty (TEMADD).

e. Orders for group travel, i.e., orders issued to three or more members traveling in a group from the same point or origin to the same destination under one order, which has been designated a "group travel order" by the order issuing authority.

7. **Order Type List "B"**. The following additional order types are not authorized proceed time:

a. Orders that have no-cost to the Government provision.

b. Orders to enlisted members expressing haste, i.e., leave is not authorized by the order issuing authority.

c. Orders between two ships having the same home port.

d. Orders for leave, except where prevailing instructions grant leave as delay in reporting in connection with a transfer.

e. Orders to and from units afloat and ashore located in same metropolitan areas or less than 25 miles apart.

8. Metropolitan Area

a. A metropolitan area is defined as the corporate limits of the city or town in which the member is stationed.

b. The home port of the unit afloat should be used in determining entitlement to proceed time regardless of ship location.

c. The following examples are provided:

Example 1. Member on shore duty at Cecil Field, FL is directed PCS to a ship home ported at Mayport, FL: Proceed time is not authorized since both Mayport and Cecil Field are within the corporate limits of Jacksonville, FL.

Example 2. Member on shore duty at Coronado, CA is directed PCS to a ship home ported at San Diego, CA: Proceed time is not authorized since Coronado and San Diego are less than 25 miles apart, even though in different corporate limits.

9. Permanent Duty Station (PDS)

a. PDS, as used in this article, is defined as the assignment

(1) to duty by PCS orders at the same activity for a period of more than 6 months, or

(2) assignment to a school or combination of schools at the same location for a period of 20 weeks or more,

the limits of which are the corporate limits of the city or town in which the member is stationed, or homeport in the case of members assigned to an afloat unit.

b. If the member is not stationed in an incorporated city or town, the official station is the reservation, station, or established area; or, in the case of large reservations, the established subdivisions thereof having definite boundaries within which the designated post of duty is located.

10. **One-Period Proceed Time Limitation for En Route TDY.** Only one period of proceed time may be authorized in the execution of orders directing a member to proceed to one or more TDY stations en route to a PDS. Once initiated, proceed time shall be used consecutively whether or not members avail themselves of all or part of the total authorized proceed time. Use the rules in the table below to determine how proceed time is to be authorized during en route TDY:

WHEN the member elects to use proceed time	THEN	AND
prior to reporting to a TDY station,	the orders shall so indicate,	proceed time shall not be authorized upon detachment from the TDY station.
upon detachment from the TDY station,	the following statement shall be entered on the member's orders: "MBR ELECTED PROCEED TIME UPON COMPL TEMDU."	

11. **Reversing Denial/Grant Decisions.** Use the rules in the table below to reverse entitlement denial or authorization decisions:

WHEN	THEN	AND
a member has been denied proper entitlement to proceed time by the transferring command,	the receiving command can reflect proper entitlement via entries into Navy Standard Integrated Personnel System (NSIPS).	
it is determined by the receiving command that the proceed time should not have been authorized,	leave must be charged,	the member should be assisted in submitting a petition to the Board for Corrections of Naval Records (BCNR) with appropriate evidence to support petition to restore the leave charged.