

## MILPERSMAN 1320-140

### PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER REPORTING POLICY

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
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NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
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Reference(s)	(a) OPNAVINST 1000.23C (b) BUPERSINST 1610.10C
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#### 1. Policy

a. Officers reporting for duty in obedience to orders shall comply with Navy regulations regarding presentation and endorsement of orders. Definitions of terms and other procedures for processing officers' orders are contained in MILPERSMAN 1320-306 and 1320-308. Detaching and reporting endorsement procedures are found in MILPERSMAN 1320-310.

b. Enlisted personnel reporting for duty in obedience to orders are controlled ordinarily by travel and time schedules prepared in advance by the transferring activity, depending on the method of transportation specified in the orders. When travel is involved under orders and a definite travel schedule has not been provided, travel time in addition to proceed time is allowed under applicable directives. Definition of terms and other procedures for processing enlisted personnel orders are contained in MILPERSMAN 1320-306 and 1320-308. Detaching and reporting endorsement procedures are found in MILPERSMAN 1320-310.

#### 2. Review of Orders upon Arrival

a. Each command to which a member reports for temporary duty (TDY) shall review the orders upon reporting, including endorsements on orders, to determine whether the member arrived prior to the time required to commence the TDY directed by the orders.

b. If the member arrives prior to the "report not earlier than" date specified in the orders because all or part of the leave granted in the orders was not used, the member shall be given the option of either remaining in a leave status until the required reporting date, or of terminating leave status and reporting on the date of arrival with the understanding that per diem will not commence until the date required to commence the TDY directed by the orders. If the member elects to report on the day of arrival with the understanding that per diem will commence at a later date, the orders shall be endorsed essentially as follows:

"Reported this date. You are not required to commence the TDY directed by your orders until (date); therefore, per MILPERSMAN 1320-140 and JFTR Vol 1, your per diem entitlement commences on that date."

c. If early commencement is determined at the TDY station to be in the best interest of the Government, the orders shall be so endorsed and the per diem entitlement commencement date specified, citing this article as authority.

d. The member's CO or specified senior naval command will perform all administrative functions necessary to support reporting personnel (see "Administrative Commander Responsibilities" below).

### 3. Contents of Orders

a. To facilitate adjustment of travel reimbursements, all orders to personnel or endorsements thereon shall clearly indicate the time, date, and place of detachment, embarkation, entry, or reporting as may be appropriate; except where, with the knowledge of the command preparing orders or endorsements, such information will disclose a classified location.

b. Members' orders will identify the Pay and Personnel Administrative Support System (PASS) office responsible for "personnel accounting support." The PASS office will perform all functions specified in reference (a).

4. Administrative Commander Responsibilities. The activity to which a member is directed to "report if present, otherwise by message, for administrative purposes" is responsible for performing all functions necessary to support reporting personnel. Normally, the activity to which a member reports for

duty will also be his or her administrative command. However, when orders direct the member to report to a detachment or component of a naval command for duty, the orders will direct the member to report to the parent command for administrative purposes. When a member is assigned to a permanent duty station where there is no naval administrative command (e.g., joint or unified commands, civilian universities or laboratories, other Government agencies, and foreign Governments) the orders will direct the member to report to the nearest senior naval command for administrative purposes. The administrative commander's responsibilities include, but are not limited to, one or more of the following:

a. Keeping electronic service and pay records, processing permanent change of station (PCS) orders, and leave accounting. (For administrative commands supported by PASS for either personnel, pay, or both; the above functions (as appropriate) will be performed by the supporting personnel support detachment (PERSUPP DET) per reference (a)).

b. Preparing and keeping necessary reports and forms on the member complete and current. (For administrative commands supported by PASS, the servicing PERSUPP DET will prepare and keep certain reports and forms per reference (a)).

c. Personnel accounting (unless otherwise specified in the orders).

d. Submitting NAVPERS 1610/2, Fitness Report and Counseling Record and NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6) per reference (b).

e. Performance and military discipline functions (as applicable).

f. Providing funding for TDY travel (e.g., emergency leave, hospitalization) and preparing TDY travel orders.

g. Providing a means of official communication in matters of a uni-services nature.