

MILPERSMAN 1320-300

TYPES OF ORDERS

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Reference(s)	(a) NAVSO P-6034, Joint Travel Regulations Volume 1, Uniformed Service Members (b) BUPERS/BUMEDINST 1306.72H (c) SECNAVINST 1850.4E
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1. **Policy.** Orders for naval personnel are issued and approved by Commander, Navy Personnel Command (COMNAVPERSCOM), or commands authorized by COMNAVPERSCOM. Only COMNAVPERSCOM can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Orders are classified into standard accounting category codes (ACCs) according to the types of orders (Exhibit 1 refers). Other MILPERSMAN articles pertaining to types of orders and associated procedures follow:

Note: An order must not be revoked or modified retroactively to create/deny/change an allowance.

Topic	See MILPERSMAN
Preparation of Standard Transfer Order (STO)	1320-302
Preparation of Permanent Change of Station Transfer Order (PCSTO)	1320-304
Permanent Change of Station (PCS) Transfer Order Delivery and Interpretation	1320-306
Permanent Change of Station (PCS) Transfer Order Execution	1320-308
Permanent Change of Station (PCS) Transfer Order Endorsements	1320-310
Permanent Change of Station (PCS) Orders Modification or Cancellation	1320-311
Order Clarification and Claims	1320-312

Temporary Duty (TEM DU) Travel Orders	1320-314
General Court Martial Orders	1320-316
Preparation of Standard Transfer Order (STO) for Separation and Hospitalization	1320-318
Permanent Change of Station (PCS) Orders to Ships under Construction at Civilian Shipbuilding Companies or Yards	1320-320
Change of Homeport or Permanent Duty Station (PDS) of a Vessel, Ship-Based Squadron or Staff, or Mobile Unit	1320-322
Permanent Change of Station (PCS) Procedures for Forward Deployed Commands of the Military Sealift Command	1320-324
Personnel Support Function for NATO Southern Region	1320-326

2. **Travel Order** - A document issued and approved by the secretarial process directing travel to, from, and between designated points; and serving as the basis for reimbursement by the Government of official travel, transportation, and reimbursable expenses.

3. **Types of Orders**

a. Change of duty orders detach members from one duty station and assign them to another station. The type of duty from which members are detached or assigned may be either permanent or temporary. The different types of orders are as follows:

- (1) Permanent change of station (PCS) orders;
- (2) Permanent change of activity (PCA) orders;
- (3) TEMDU travel orders;
- (4) TEMDU programmed school input (PSI) orders;
- (5) Active duty for special work (ADSW) orders;
- (6) PCS status for training courses of 20 weeks or more;
- (7) TEMDU under instruction - less than 140 days (20 weeks);

(8) TEMDU during training delays;

(9) TEMDU under treatment (extended outpatient treatment (60 days or less)); and

(10) TEMDU under treatment (extended inpatient/outpatient treatment (greater than 180 days)).

4. **PCS Orders**. The assignment, detail, or transfer of a member or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS. A PDS is the post of duty/official station of a member, including a ship. The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty (other than TEMDU) is the PDS for dependents' transportation, and transportation of household goods (HHG), mobile homes, and/or privately owned vehicles, continental United States (CONUS) cost of living allowance (COLA), geography-based station allowances, and overseas housing allowances.

a. **PCS orders include the following:**

(1) Change in homeport of a vessel, afloat staff, or mobile unit.

(2) Change in PDS of shore based command.

(3) Change from home or place from which called or ordered to active duty to the first PDS.

(4) Change from last PDS to home.

(5) Assignment to course(s) of instruction at one PDS for 20 weeks or more (see reference (a), paragraph 2230-B(4) and 2240-B).

b. **Dislocation Allowance**. For the purpose of dislocation allowance, PCS orders include the following:

(1) Relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities.

(2) Change in homeport of a vessel, afloat staff, or mobile unit.

(3) Change in PDS of shore based command.

(4) Assignment to a course(s) of instruction at one PDS for 20 weeks or more (see reference (a), paragraph 2230-B(4) and 2240-B).

c. **Cost or Low Cost.** PCS orders may be either cost or low cost moves.

(1) A cost PCS move is considered a change of PDS for which the PCS costs exceed \$1000. This type of move **always** requires the follow-on assignment of full DoD or SECNAV prescribed tour length (as applicable).

(2) A low cost PCS move is any change of PDS for which the **PCS** costs **do not** exceed \$1000.

d. **North Atlantic Treaty Organization (NATO) Supplemental Travel Orders.** Per agreements of NATO member nations, supplemental travel orders will be prepared by the Personnel Support Activity Detachment (PERSUPP DET) or detaching command and attached to each order requiring travel to, from, or within a NATO nation. Refer to the Foreign Clearance Guide for further guidance on NATO travel orders: <https://www.fcg.pentagon.mil/fcg.cfm>

(1) The agreements require the following:

(a) The NATO order to be written in both English and French.

(b) Couriers in possession of a NATO travel order, which shows the number of dispatches carried and certifies they contain official documents.

(2) When there is a requirement for frequent passage from one NATO country to another, the NATO travel order may be issued to individuals to cover a period not to exceed 1 year from the date of issue.

5. **Permanent Change of Activity (PCA) Orders.** PCAs are any no-cost (zero cost) assignment, detail, or transfer of a member from one UIC to another UIC within the same PDS (e.g., a reassignment from the Chief of Naval Personnel support to the Pentagon (Arlington)).

6. TEMDU Travel Orders

a. TEMDU orders temporarily assign a member, in addition to present duties, **for periods not in excess of 180 consecutive days**. Upon completion of the TEMDU assignment, the member is directed to resume regular duty.

b. NAVPERS 1320/16 Temporary Additional Duty Travel Orders will be used for TEMDU. Navy order-writing activities will refrain from using DD 1610 Request and Authorization for TEMDU Travel of DOD Personnel when issuing TEMDU orders. Use of other than NAVPERS 1320/16 is only authorized for Navy personnel assigned to a branch of the Uniformed Services, other than Navy, in a "FOR DUTY" status. When mission objectives/unusual circumstances require TEMDU at one location for more than 180 consecutive days, the appropriate authority must determine if TEMDU of greater than 180 days is appropriate. The appropriate authority for authorizing/approving TEMDU assignments in excess of 180 consecutive days at any one location is:

(1) The secretary concerned (Secretary of the Navy);

(2) The chief of an appropriate bureau/staff agency specifically designated for that purpose (Chief of Naval Personnel); or

(3) Commander/deputy commander of a combatant command.

7. PCS Status for Training Courses of 20 Weeks or More.

Personnel are ordered to training as a PCS. Training location is considered the member's permanent duty station. Sometimes unforeseen delays will extend a scheduled course beyond the detachment date indicated on the member's orders. The training command's CO is responsible for immediately notifying Navy Personnel Command (NAVPERSCOM) of the circumstances causing the delay.

8. TEMDU Under Instruction Less Than 140 Days (20 weeks).

Orders, including a school or installation scheduled en route for **less than 20 weeks**, constitute a temporary assignment. Personnel are ordered to these sites in a TEMDU status en route to a PDS. Sometimes unforeseen delays will extend a scheduled course beyond 20 weeks. The training command's CO is responsible for immediately notifying Navy Personnel Command (NAVPERSCOM) of the circumstances causing the delay of the member completing the TEMDU assignment. These delays include leave, hospitalization, unfavorable weather conditions in

courses involving flying, etc. The possibility that unforeseen delays might extend a scheduled temporary assignment beyond 20 weeks does not change the fact the orders, based upon the scheduled length of the course, constitute a temporary assignment.

a. Some TEMDU orders must be modified by NAVPERSCOM to extend the present period of TEMDU, or to change the member's status from TEMDU less than 20 weeks to greater than 20 weeks. This should not be used as a means to avoid ordering the member to TEMDU greater than 20 weeks when the originally anticipated TEMDU period is in excess of 20 weeks.

b. When it is determined the member will require additional course(s) or be unable to complete the currently scheduled course(s) of instruction, NAVPERSCOM may issue an order modification for the following:

(1) Extend the present period of TEMDU, if the remaining duration does not exceed a 20-week period (i.e., the period remaining from the date the orders are modified, plus the additional scheduled course(s) is less than 20 weeks); or

(2) Change the status to TEMDU greater than 20 weeks, if the remaining duration exceeds a 20-week period (i.e., the period remaining from the date when the orders are modified, plus the additional scheduled course(s) exceeds 20 weeks).

c. When a member is going to remain beyond the assigned period of TEMDU, the training activity must contact the applicable detailer to modify the orders. The training command's CO must notify NAVPERSCOM of the circumstances which will cause the member to remain beyond the assigned period. NAVPERSCOM will (by a modification to the orders) either approve the period the member may remain beyond the authorized period, or change the status of the member from TEMDU less than 20 weeks to greater than 20 weeks when the remaining duration exceeds 20 weeks.

d. When a member has remained beyond 20 weeks without a NAVPERSCOM modification, the training command's CO must notify NAVPERSCOM of the circumstances which caused the member to remain beyond 20 weeks. NAVPERSCOM will then issue a modification to reconstruct the member's orders to reflect TEMDU status, effective on the date the member passed the 20-week period. Once the member has completed 20 weeks at one location

without a modification to orders, that location becomes the member's PDS.

e. Entitlement to appropriate temporary allowances is based upon the intent of the orders as originally written; however, temporary allowances are no longer payable after receipt of an order modification to TEMDU greater than 20 weeks, as this constitutes a PCS.

f. Conservation of TEMDU funds is a primary factor in rotation plans and policies. To the maximum extent possible, training will be co-located with either the old or new PDS.

g. A combination of different TEMDU assignments (ACC codes) within the same PDS cannot violate the 180 TEMDU time limit restriction referenced in paragraph 6 and reference (a).

9. **TEMDU Programmed School Input (PSI) Orders**. Members who will begin entry-level training within 90 days of enlistment will be assigned TEMDU (ACC 150) prior to the training. Members who will not commence entry-level training within 90 days of enlistment will be assigned by Navy Personnel Command as follows:

a. Any member whose TEMDU assignment prior to entry-level training would not result in entitlement to per diem, may continue to be assigned TEMDU (ACC 150).

b. Any member whose TEMDU assignment prior to entry-level training would result in entitlement to per diem, will be assigned PCS (ACC 108) for that assignment.

10. **Active Duty Special Work (ADSW) Orders**. ADSW orders assign Inactive Reserve or USN/USNR-RET members from home to ADSW for a limited or specified period of time, and direct (upon completion) release to inactive duty at which time member returns home. ADSW orders may be written as TEMDU or PCS per reference (a) 10428.

11. **TEMDU During Training Delays in Conjunction with PCS Orders (enlisted only)**. Enlisted members who will have breaks of greater than 10 days and less than 90 days between courses of instruction during BUPERS directed PCS transfers, may be assigned TEMDU due to delay (ACC 353) as follows:

a. Assignment will be to the ultimate PDS (whenever possible) for breaks between courses of instruction.

b. The follow-on training site will be in the same geographic location as the ultimate PDS (whenever possible).

c. **If the member's ultimate PDS is OCONUS, the TEMDU assignment will be at a CONUS location (PDS-like command), unless the required NEC training is also available at the OCONUS PDS location.**

d. Assignment will be at a deployable and operational UIC (type 2 or 4 command). Prescribed sea tour will not start and member will not deploy while assigned in ACC 353.

e. ACC 353 will not be used in conjunction with TEMDU greater than 20 weeks.

12. **TEMDU Under Treatment (Extended Outpatient Treatment (60 days or less))**.

a. Member is assigned to the Navy medical treatment facility (MTF) medical holding company (ACC 371).

b. Member is receiving extended outpatient treatment (e.g., burn clinic, traumatic brain injury clinic, etc.) 60 days or less. Member must be accounted to ACC 371 per reference (b), paragraph 7c(1). In most cases, an extended outpatient treatment member would be geographically separated from the Navy MTF. However, the Navy MTF must place member in its UIC for accounting and control. The exception is if NAVPERSCOM, Deployability Assessment Office (PERS-454) directs TEMDU to a different UIC (e.g., a Navy Operational Support Center near the Department of Veterans Affairs (VA) Polytrauma Center).

Note: Per reference (c), ACC 371 cannot be extended over 60 days. If medical treatment is required past 60 days, refer to NAVPERSCOM, Deployability Assessment Office (PERS-454).

13. **TEMDU Under Treatment (Extended Inpatient/ Outpatient Treatment (greater than 180 Days))**. Member is receiving extended inpatient/outpatient treatment (burn clinic, traumatic brain injury clinic, and other traumatic injuries) at a VA hospital, non-military MTF, or military MTF (ACC 374).

a. Used for wounded warrior only.

b. Members are non-distributable and are not considered limited duty (LIMDU). Although their initial PCS (if required)

may utilize an ACC 105 order, they must be shifted to an ACC 374 once the initial gain has been processed.

c. Member cannot be released from medical cognizance until the medical case worker of a Navy MTF determines that the physician has completed a medical evaluation board report (MEBR) for LIMDU or Integrated Disability Evaluation System (IDES)/physical evaluation board (PEB) purposes.

d. HHG and dependents may move to location of member's care.

e. The order must be written for a minimum of 6 months.

Note: For information concerning entry into the Wounded Warrior Program, contact Commander Navy Installations Command (CNIC), Safe Harbor Program Manager.

EXHIBIT 1

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

(Effective Jan 89 per CNO ltr 5230 Ser 161G/444-88 of 16 May 88)

CODE	ORDER PRODUCTION MODULE (OPM) PHRASES FOR ENLISTED ASSIGNMENT INFORMATION SYSTEM (EAIS) AND OFFICER ASSIGNMENT INFORMATION SYSTEM (OAIS) ORDERS	ASSIGNED BY
100	Duty (more than 6 months). Member assigned or attached for duty other than TEMDU, at an ultimate activity whose post or official station may include a ship (for the purpose of personal travel and transportation of personal effects located aboard the ship), and the homeport of a vessel or of a ship-based staff/unit (for transportation of family members and HHG). (Reference (a), appendix A.)	PERS-4
101	Failed to Report for Duty. NAVPERSCOM, Career Progression Department (PERS-8) is notified by PERSUPP DET or admin unit that member has failed to report.	PERS-832
103	Temporary Active Duty. Member issued round trip orders from home to active duty assignment on a temporary basis and return. Length of active duty period determined in orders. Member is not counted on active strength.	PERS-46
104	Humanitarian Duty (more than 6 months). Member assigned per MILPERSMAN 1300-500.	PERS-4
105	LIMDU/Medically Restricted (more than 6 months). Member's assignment restricted by medical board for medical reasons or at the direction of NAVPERSCOM (PERS-454). Activity to which assigned is considered a PDS.	PERS-4
106	Duty In Connection With Conversion and Fitting Out (CFO), Or Reactivation (more than 6 months). Member assigned for permanent duty at the supervisor of shipbuilding (SUPSHIP) detachment located at the site where a Navy vessel is under construction, conversion, or reactivation. A second PCS order must be issued before the vessel is commissioned to detach the member from duty (ACC 106) at the construction site and direct the member to report for duty on board the ship when placed in commission (ACC 100).	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
107	Mobilization Duty. Use when directed by COMNAVPERSCOM or Commander, Navy Reserve Forces Command (COMNAVRESFOR)	PERS-4
108	Duty Guaranteed Programmed School Input (PSI) Program (more than 6 months). Enlisted member recruited for assignment to a guaranteed programmed school because there are no quotas open in the next class. (A modification to the PCS order is issued by NAVPERSCOM when the school has an opening for the member).	PERS-4
109	Declared Deserter. NAVPERSCOM, Career Progression Department (PERS-8) is notified by PERSUPP DET or admin unit that member has been declared a deserter.	PERS-832
150	TEM DU Guaranteed PSI Program (6 months or less). Same definition as for (ACC 108), except the member will be issued one set of orders with TEMDU guaranteed PSI at an intermediate activity while en route to the programmed school.	PERS-4
320	TEM DU For Further Assignment (6 months or less). Members must be detached from last activity/assignment, but his or her next PDS have not yet been identified. Member is assigned to an activity for TEMDU pending further assignment to new PDS. Member may, or may not, be entitled to transportation of HHG or family members when the follow-on order is issued with the new PDS assigned. (Reference (a), paragraph 4545)	PERS-4
330	TEM DU For Further Transfer (6 months or less). Member is en route to a unit, for permanent duty, that is away from homeport and cannot report for duty until transportation is available to the unit or its return to its assigned homeport.	PERS-4
340	TEM DU For Recruit Training (less than 20 weeks). Enlisted only.	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCS)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
341	<p>TEMDU Under Instruction (less than 20 weeks). Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is less than 140 days (20 weeks). The school or installation is considered to be TEMDU for entitlement purposes. (Reference (a), paragraph 2240)</p>	PERS-4
342	<p>PCS Status for Training Courses of 20 Weeks or More. Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is more than 140 days (20 weeks). The school or installation is the member's PDS, regardless of the terms of the orders involved. (Reference (a), paragraph 2240-B)</p>	PERS-4
350	<p>TEMDU (not otherwise defined, 6 months or less). Member assigned at one or more locations, other than the PDS at which other TEMDU under instruction is performed (180-day time limitation). (Reference (a), paragraph 2230-B)</p>	PERS-4
351	<p>Failed To Report For TEMDU. PERSUPP DET or admin unit notifies NAVPERSCOM (PERS-8) by message.</p>	PERS-832
352	<p>TEMDU In Connection With CFO (6 months or less). Member assigned for less than 6 months to the SUPSHIP detachment at the building site of a Navy vessel prior to its commissioning date. Member also directed to report for duty (ACC 100) on board when placed in commission.</p>	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
353	TEM DU During Training Delays in Conjunction with PCS Orders for Enlisted Only (90 days or less). Member assigned TEMDU at future PDS or like command between en route courses of instruction by PCS order. Consecutive or cumulative time will not exceed 90 days per set of PCS orders. Member is not counted as onboard strength. TEMDU for entitlement purposes.	PERS-4
354	TEM DU for Humanitarian Assignment (6 months or less). Member assigned under MILPERSMAN 1300-500 while en route to next PDS.	PERS-4
355	TEM DU Awaiting Medical Board. Member awaiting formal medical board processing.	PERS-4
356	TEM DU Pending Evaluation (6 months or less). Member awaiting evaluation by local authorities for special duties (i.e., submarine, aircrew, diving, etc.) prior to reporting for special duty.	PERS-4
358	TEM DU Senior Minority Assistance Recruiting (Seminar) Program (6 months or less). Member assigned to hometown minority recruiting while en route on PCS orders.	PERS-4
370	TEM DU Under Treatment. Member assigned as an in-patient at a Navy medical facility.	PERS-4
371	TEM DU Under Treatment (Extended Outpatient Treatment) (60 days or less). Member should be located at the MTF, mustering daily while waiting for a MEBR to be completed for LIMDU or IDES/PEB purposes.	PERS-4
372	TEM DU Under Treatment. Member assigned as an in-patient at a non-military medical facility.	PERS-4
373	TEM DU Under Treatment. Member assigned as an in-patient at a uniformed service medical facility, other than Navy.	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
374	TEM DU UNDER TREATMENT (EXTENDED INPATIENT/OUTPATIENT TREATMENT) WOUNDED WARRIOR ONLY. (greater than 180 days) Member assigned for prolonged treatment at a VA hospital, non-military MTF, or military MTF.	PERS-4
380	TEM DU For Separation Processing. Member assigned at designated separation activity pending separation processing under orders for resignation, discharge, separation, release from active duty, or retirement. Member is entitled to no more than 7 days per diem at the designated separation activity. MILPERSMAN 1910-812 refers.	PERS-8
381	TEM DU Pending Separation Processing. Member remains in pay status, but is ordered home awaiting final disposition of IDES/PEB. At such time member will be issued appropriate orders.	PERS-8
382	TEM DU Pending Separation Processing (Enlisted Only). Member's separation, discharge, release from active duty, retirement, is pending a review board approval of administrative discharge.	PERS-8
390	TEM DU Disciplinary. Member is a holdee-assigned to a transient patient, Prisoner and Holdee (TPP&H) Program UIC (e.g., TPU), but not confined.	PERSUPP DET/ Admin Unit
391	TEM DU Disciplinary. Member is confined on a military facility.	PERS-4
392	TEM DU Disciplinary. Member is held or confined by civilian or foreign authorities.	PERS-4
393	TEM DU Disciplinary. Member is on appellate leave per MILPERSMAN 1050-310.	Navy/ Marine Corp Appellate Leave Authority (NAMALA)
400	System Generated. When loss from on board activity processed.	N/A