

MILPERSMAN 1320-304

PREPARATION OF PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO)

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
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References	(a) BUPERSINST 7040.6 (b) BUPERSINST 7040.7
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1. Detailed Composition of the Enlisted Permanent Change of Station Transfer Order (PCSTO). See Exhibit 1 for a sample PCSTO order. The composition is as follows:

a. **Header Section**

(1) For **message orders** the header consists of the complete list of Plain Language Addresses (PLADS) for the action and information addresses of the order, and the standard message classification line.

FROM: COMNAVPERSCOM MILLINGTON TN
TO: PERSUPP DET CRYSTAL CITY WASHINGTON DC
INFO: PERSUPP DET BETHESDA MD

UNCLAS //NO1306//

(2) For **letter orders** the header consists of the issuing command's letterhead, the appropriate Standard Subject Identification Code (SSIC), issuing detailee's organization code, issuing date, and a complete mailing address for the activity receiving the order.

DEPARTMENT OF THE NAVY
Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-0402

1306
PERS-402B
17 Mar 2007

To: Officer In Charge,
Personnel Support Detachment,
Crystal City Cm 3, Room 100,
Washington, DC 20371-5000

e. **Order Class Format.** Is as follows:

TO ATTEND NAWA SUPVR CLASS: 8504
CONV: 18 AUG 07 GRAD: 24 OCT 07 ENEC: 0926
CDP: 5746

PERSONNEL ACCOUNTING SUPPORT: PSD NAVSTA NORFOLK VA UIC 42574

UPON COMPLETION OF TEMDUINS AND WHEN DIRECTED, DETACH EDD OCT 07

f. **Ultimate Activity Section.** Consists of the date to report for duty; the command's name, location, and UIC; the type duty reporting for; assigned rate and NEC's; the ACC; and the member's new projected rotation date (PRD).

REPORT NOT LATER THAN 24 SEP 07 EDA: 24 SEP 07
TO NAVCAMS WESTPAC GUAM UIC: 70243
PERMANENT DUTY STATION FINEGAYAN GUAM
FOR DUTY ACC: 100
TYPE DUTY SEA/ShORE CODE SSC 3
ASSIGNED RATE AD1 PNEC 6401 DNEC: 8327 PRD: 1007
PERSONNEL ACCOUNTING SUPPORT: PERSUPP DET NAVCAMS WESTPAC UIC: 43463

g. **Accounting Data Section:** See references (a) and (b) for further information regarding accounting data:

(1) Customer Identification Code (CIC).

(2) Military Personnel, Navy (MPN) or Reserve Personnel, Navy (RPN) line of accounting data against which expenditures for household goods shipments, mileage, and TEMDU per diem is to be charged.

(3) Operation and Maintenance, Navy (O&MN) line(s) of accounting data against which TEMDUINS per diem is to be charged. Separate O&MN lines will be printed for each fiscal year TEMDUINS is chargeable.

(4) Orders issued as a letter of intent will contain accounting data.

CIC: ALMH7153
PCS ACCOUNTING DATA:
NMH7 1771453.2253 G 000022 AL MH71 1/S/3 MH7000000000

h. **Special Instructions.** Contains information of a directive or advisory nature that does not pertain to any of the other sections described above.

i. **Master Record Data.** Displays various items of information about the member as found on the Enlisted/Officer Master Record.

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PEBD: 17 DEC 75  DESIG:  PNEC  6401  --SCHOOL--      --CAREER HISTORY--  
ABDB: 03 SEP 76  SEX:    M  SNEC  8327  DATE   CRS   MO   S/S   LOC  TYPE  
EAOS: 23 JAN 04                TNEC                AUG 82 472S 00   3   OKI  10870  
EXT SCH:                DEP-P: 3  QANEC                AUG 82 032H 00   6   WLB  11089  
EXT OTH:                DEP-S: 0  QINEC                MAY 82 4010 00  
EXT INV:                LIMDU:   EDUC: 12  NOV 78 472N  CADD  
SEC:  K DATE: 10 APR 78  BIRTH: 15 JUN 57  
TEST ID:  A7 GCT/WK: 54  ARI/AR: 57  MECH: 49  CLER: 45
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j. **"Copy to" Information.** Contains the names/desk codes of NAVPERSCOM that have been designated by the order writer to receive a copy of the order. These "copy to" entries will be in addition to those automatically included on the order's distribution. The "copy to" section will print on letters only, not on message orders.

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PERS-404DG4  
PERS-40BB
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EXHIBIT 1

SAMPLE PERMANENT CHANGE OF STATION TRANSFER ORDER

DEPARTMENT OF DEFENSE
NAVY PERSONNEL COMMAND
MILLINGTON, TN 38054

ORIGINAL
NAVPERSCOM-404DG

12 MAY 2007

TO: COMMANDER
MILITARY SEALIFT COMMAND PAC
NAVAL SUPPLY CENTER
OAKLAND, CA 94625-5010

SUBJ: COMNAVPERSCOM ORDER: 2128 XXX-XX-0000/AD1 (NAVPERSCOM-404DG)
CHANGE DUTY ORDER FOR
SAILOR JON Q, USN

***** DETACHING ACTIVITY INFORMATION *****

WHEN DIRECTED DETACH IN MAY 07	EDD: MAY 07
FROM T-ARC 6 A J MYER MILDEPT	UIC: 42031
HOMEPORT: OAKLAND, CA	
FROM DUTY:	ACC: 100
PERSONNEL ACCOUNTING SUPPORT: COMSC PAC	UIC: 62383

PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION. COMMANDS DETACHING PERSONNEL FROM PERMANENT ASSIGNMENTS ARE RESPONSIBLE FOR ENSURING THAT PERSONNEL EXECUTING PERMANENT CHANGE OF STATION ORDERS COMPLETE NAVPERS 7041/1 (REV. 12-92), FINANCIAL MANAGEMENT-PCS TRAVEL FORMS AUTHORIZATION REQUIRED BY BUPERSINST 7040.6 AND 7040.7. THE PASS/PERSONNEL SERVICING OFFICE WILL SUBMIT THE COMPLETED TRAVEL INFORMATION FORM TO: DIRECTOR, PERMANENT CHANGE OF STATION VARIANCE COMPONENT, 1240 EAST 9TH STREET SUITE 967, CLEVELAND, OH 44199-2088. PASS/PERSONNEL SERVICING OFFICES WILL PROVIDE NECESSARY FORMS AND COUNSELING DURING CHECK-OUT PROCEDURES FOR DETACHING PERSONNEL AND WILL ENSURE ACCURATE AND TIMELY SUBMISSION OF TRAVEL INFORMATION.

EXECUTION OF THESE ORDERS REQUIRES SATISFACTORY COMPLETION OF ALL OVERSEAS SCREENING REQUIREMENTS PER MILPERSMAN 1300-300 THROUGH 1300-316 WITHIN 30 DAYS OF RECEIPT OF THIS DIRECTIVE. FORWARD CERTIFICATION OF SUITABILITY/ UNSUITABILITY BY MESSAGE TO COMNAVPERSCOM (PERS-40/451). USE STANDARD SUBJECT IDENTIFICATION CODE.

EXHIBIT 1 (Continued)

SUBJ: COMNAVPERSCOM ORDER: 2128 000-00-000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR
SAILOR JON Q, USN

N01300 AND SUBJECT "OVERSEAS SCREEN CERTIFICATION IN THE CASE OF (NAME, RATE, AND SSN)" IN MESSAGE. DO NOT TRANSFER PRIOR TO SUBMISSION OF SCREENING CERTIFICATE TO COMNAVPERSCOM.

NOTE: PERSONNEL ORDERED TO COMMIDEASTFOR FLAG SHIP/BAHRAIN MAY HAVE HOMEPORT SHOWING ON ASSIGNMENT DOCUMENT AS NORFOLK VA (FNO); HOWEVER, THEY DO REQUIRE OVERSEAS SCREENING.

***** ULTIMATE ACTIVITY *****

REPORT NOT LATER THAN 24 SEP 07
TO NAVCAMS WESTPAC GUAM
PERMANENT DUTY STATION FINEGAYAN, GUAM
FOR DUTY
ASSIGNED RATE: AD1 DNEC1: 6401 DNEC2: 8327

EDA: 24 SEP 07
UIC: 70243
ACC: 100
PRD: 1007

PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET NAVCAMS WESTPAC UIC: 43463

THE PORT CALL WILL CANCEL THE REPORT NOT LATER THAN DATE INCLUDED HEREIN AND SHALL CONSTITUTE SPECIFIC DATE MEMBER IS TO REPORT FOR TRANSPORTATION.

***** ACCOUNTING DATA *****

CIC: ALMH71S3
PCS ACCOUNTING DATA:
NMH7 17714533.2253 G 000022 AL MH7/1/S/3 MGH7000000000

***** ENLISTED MASTER RECORD DATA *****

PEBD: 17 DEC 75	DESIG: PNEC 6401	-- SCHOOL --	-CAREER HISTORY
ABDB: 03 SEP 76	SEX: M	SNEC 8327	DATE COURSE
EAOS: 23 JAN 04		TNEC	AUG 82 472S
EXT-SCH:	DEP-P: 3	QANEC	AUG 83 032H
EXT-OTH:	DEP-P: 0	QANEC	AUG 82 032H
EXT-INV:	LIMDU:	EDUC: 12	MAY 82 4010
CADD:			NOV 78 472N
SEC: K DATE: 10 APR 78	BIRTH: 15 JUN 57		
TEST ID: A7	GCT/WK: 54	ARI/AR: 57	MECH: 49 CLER:

***** COPY TO INFORMATION *****

PERS-404DG4
PERS-40BB