

MILPERSMAN 1320-306

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER DELIVERY AND INTERPRETATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
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References	(a) NAVSO P-6034, Joint Federal Travel Regulations (b) OPNAVINST 4650.15
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1. Delivery of Transfer Orders

a. PCS orders are delivered as follows:

(1) **Letter Orders.** Original letter orders and any modifications will be mailed to the Personnel Support Activity Detachment (PERSUPP DET) assigned to support the member's activity, and to those activities involved in the transfer. Activities not supported by a PERSUPP DET will receive original letter orders directly. Copies of orders will be reproduced locally and given to the member.

(2) **Message Orders.** Message orders will be sent via the activity's communications center. Message orders will be reproduced locally by the PERSUPP DET and one copy certified "ORIGINAL MESSAGE" with signature of the commanding officer (CO)/officer in charge (OIC) of the processing activity (or the designated representative). When message orders are relayed to a member by telegram, the member concerned, upon presentation to the disbursing officer, will endorse the telegram 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.

b. **Detaching Date.** Although orders will be addressed via activities providing personnel accounting 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. When a PERSUPP DET processes orders, the member being transferred will ensure the PERSUPP DET is informed of the detaching date approved by the reporting senior.

c. **Verbal or Telephoned Orders.** Under certain circumstances, assignment officers and detailers can authorize transfer and order cancellation or modification via telephone per reference (a). The assignment officer or detailer shall notify both the member and the transferring command's personnel accounting office of the verbal or telephoned orders. Follow-on written confirmation orders must be accomplished within 7 days of issuance of verbal or telephoned orders, and must include the date and place the member was located at the time of the verbal or telephone authorization. One of the following PTEXTs will be used in the confirmed orders and must appear either as the very first statement or the very last statement in the orders.

(1) **Confirmation.** For confirmation of telephoned instructions to the member stating the location of the member on the date telephoned instructions were issued:

P74021 (CONFIRMED TELEPHONE INSTRUCTIONS ON <u>(date)</u> TO <u>(city and state member is located)</u>).
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(2) **Approve/Maintain Records.** Division directors must approve and maintain records of all verbal or telephone orders.

(3) **Reimbursement.** Reimbursement for travel expenses incurred under verbal or telephone orders may **not** be made until written confirmed orders are received by the member.

d. **Lost Orders.** Correspondence concerning lost orders issued by Navy Personnel Command (NAVPERSCOM) should refer to the entire NAVPERSCOM "Order Number" as stated in the first line of the member's subject line. If orders are lost, the following actions apply:

(1) **Orders not received by the member's command, or lost prior to delivery to the member.**

(a) Orders issued by **message** require the member's present command to request its servicing communications facility to have the message order retransmitted.

(b) Orders issued by **letter** and not received are considered to be undelivered. The order must be canceled and reissued using the appropriate undelivered order cancellation and reissue format.

(2) **Orders lost after commencement of travel but prior to reporting to the ultimate duty station.** Since the member does not have an order to complete the transfer, the unexecuted portion of the order must be canceled and reissued.

(3) **Orders lost after member reports to the ultimate duty station and prior to settlement of the travel claim.** With the exception of a doubtful claim; when a member has lost the original, or the original and all copies of PCS orders; the claim will be processed by the disbursing officer servicing the member's permanent duty station (PDS) per reference (b).

2. Interpretation

a. **Detaching Phases In Orders.** Detaching instructions in the Detaching Activity section of the orders are to be interpreted as follows:

(1) **EDD (Estimated Date Of Detachment).** When given as a month and year (unless otherwise directed in orders), detachment must take place within the month indicated. Under no circumstances may a member's actual detachment date from their PDS be in a fiscal year other than that directed in the orders.

(2) **When Directed By Reporting Senior, Detach In (month, year) From (type of duty).** The CO must detach the member within the month indicated unless otherwise directed in the orders.

(3) **At Discretion Of Reporting Senior, Detachment May Be Delayed No More Than 2 Months after EDD Month.** The CO may detach the member any time between the first day of the EDD month and the last day of the second month immediately following the EDD month. Under no circumstances may the actual detachment cross over into the following fiscal year. Modifications to orders must be requested through the servicemember's detailer.

(4) **Hereby Detached.** The CO will detach the member within 24 hours after the orders are received.

(5) **Reporting Senior Directed To Detach Member On Or About (date).** The CO has a discretionary period of 10 days on either side of the given date in which to detach the member. Under no circumstances may the actual detachment cross over into the following fiscal year.

(6) **Reporting Senior Directed To Detach Member Within 10 Days After Reporting Of Relief.** Orders should ordinarily be endorsed to detach the member within 10 days after their relief

reports. The command may designate a member already on board as a relief, when appropriate.

(7) **When Relieved And When Directed By Reporting Senior, Detach.** Orders should normally be endorsed to detach the officer within 10 days after their relief reports and when directed by the CO. The leeway permitted by the word "normally" is interpreted to apply only to those cases in which the underway operations of an afloat unit prevent adherence to the 10-day period. Exceptions may be written "WHEN DIRECTED IN (month, year) DETACH," instead of "WHEN RELIEVED," if watchkeeping requirements or other circumstances so dictate. The officer being relieved will be detached not later than (NLT) the second month following that in which the relieving officer reports (e.g., relieving officer reports in March, and the officer being relieved detaches no later than (NLT) May).

(8) **Upon Completion Of (type of temporary duty (TEMDU) at an intermediate station) And When Directed, Detach.** Orders shall be endorsed by the CO at the activity concerned upon completion of TEMDU or temporary duty under instruction (TEMDUINS).

(9) **Reporting Senior Directed To Detach Member In Time To Proceed And Report On (date) At Following Station.** The latest date of detachment will be 4 days (when entitled to proceed time) plus travel time in advance of the specified reporting date.

(10) **Reporting Senior Directed To Detach Member On Or After (date).** Orders will be endorsed to detach the member on or after the date indicated but in sufficient time to ensure reporting by the NLT date at the next duty station as shown in the orders. When a NLT date is not indicated, orders will be endorsed to detach the member within 10 days after the date indicated. Under no circumstances may the actual detachment date cross over into the following fiscal year.

(11) **Upon Discharge From Treatment.** Orders will be endorsed by the CO of the medical facility concerned when, in their opinion, the patient is physically qualified for discharge from treatment to duty, sick leave, convalescent leave, separation processing, physical evaluation board, home, another medical facility, or to such other assignment as may be specified in the orders.

b. **Reporting Phrases In Orders.** Specific reporting instructions appearing in the Intermediate or Ultimate Activity sections of orders are to be interpreted as follows:

(1) **EDA (Estimated Date of Arrival)**. When given as a month and year, unless otherwise directed in orders, arrival must take place within the month indicated. When given as a day, month, and year, unless otherwise directed in orders, arrival must take place the date indicated.

(2) **Report Not Earlier Than (NET) (date)**. Arrival must take place no earlier than the date indicated.

(3) **Report NLT (date)**. Arrival may take place earlier, but no later than, the date specified. Enlisted personnel assigned in a "TEM DU/TEM DUINS/Duty Under Instruction (DUINS)" status (ACC 34X) at a Recruit Training Command or Service School Command may have their orders pen-and-ink modified for no more than 30 days past the original Report NLT (date). This exception is in recognition of training setbacks and any other training delays that may cause member to report past their original Report NLT (date). Leave, proceed, and travel time will not exceed the amount authorized on original orders. Any modification past 30 days may only be authorized by the appropriate assignment control authority (ACA).

(4) **Report NLT (date) and NET (date)**. Arrival may take place earlier than the date specified to prevent leave being used; however, payment of per diem will not begin until the specified NET date.

(5) **Report In (date)**. The member may report in the month specified, but no later than the last day of the month.

(6) **Report On (date)**. The member must report on the date specified.

(7) **Report On Or About (date)**. Member must report between 10 days before date specified, and 10 days after date specified.

(8) **Report On Or Before (date)**. Member may report any time, but NLT the date specified.