

## MILPERSMAN 1320-308

### PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER EXECUTION

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
---------------------------	--------------------------	--------	------------	----------------------------

<b>References</b>	(a) BUPERSINST 7040.6 (b) DOD 4500.54-G (DOD Foreign Clearance Guide) (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (d) BUPERSINST 7040.7
-------------------	--

#### 1. General Information on Transfers

a. **Permanent Change of Station (PCS) Moves.** The following are considered PCS moves:

- (1) PCS transfers, including assignment to temporary duty (TEMDU).
- (2) Call to active duty.
- (3) Change in homeport of a vessel or mobile unit.
- (4) Reserve personnel ordered to active duty.
- (5) Fleet Reservist (including temporary disability retirement) recalled to active duty.
- (6) Separations from the service under honorable conditions (retirement, discharge, resignation).

b. **Customer Identification Code (CIC).** All PCS transfer directives must contain a CIC in order to be executed. Detailed instructions for the use of the CIC are contained in reference (a).

c. **Status of Members under Orders.** Members traveling under orders are considered to be attached to the command to which next ordered to report.

d. **Unusual Delay in Effecting Transfer.** If for any reason there is an unusual delay in transfer to final destination, or when transfer orders are cancelled or modified, notify all interested commands.

e. **Certified Original Orders.** All activities to which the servicemember is ordered, the servicemember's current command, their supporting Personnel Support Activity (PERSUPPACT)/ Personnel Support Activity Detachment (PERSUPPACT DET), and all additional activities designated are to receive a copy directly from the order issuing authority. The PERSUPPACT/PERSUPPACT DET supporting the detaching activity will receive the original letter/message order, or be an action addressee on the letter/message order. The PERSUPPACT/PERSUPPACT DET will make the necessary number of copies and stamp one copy "Certified Original Orders."

f. **Copies of Orders.** Activities shall provide sufficient copies of the orders to the member being transferred to meet requirements for

- **shipping activities** (regarding household goods (HHG) and privately owned motor vehicles (if applicable)), **and**
- **transportation activities** (regarding personal travel, family member(s) travel, dislocation allowance, and trailer allowance).

g. **Last Duty Station is shown on Orders.** To eliminate delays and personal hardship to the member regarding shipment of HHG, when members are received at an activity such as a receiving station for further assignment or for further transfer, the activity endorsing the transfer order will ensure the name of the last permanent duty station to which the member was attached is indicated on the orders.

h. **Correction to Orders.** In general, the terms of orders cannot be changed after travel has commenced; however, sometimes an error may occur in the preparation of orders, which will require correction after the fact. Such correction is proper only when the orders do not reflect the intention of the order issuing authority at the time the orders were originally prepared. When orders are corrected after the travel has commenced or been completed, the correction endorsement must include a complete explanation of the facts relative to the occurrence of the error. Since all claims with any retrospective aspects must be settled by the General Accounting Office (GAO), this information is essential to the proper settlement of the claim involved.

2. **Briefing of Members Prior to Transfer.** Transferring commands will brief members prior to transfer on the following:

a. **Records/Accounts/Personal Effects.** Records and accounts are handed to the member for safe delivery to member's new commanding officer (CO). The member's personal effects are in the member's possession, if indicated in command endorsement to permanent change of station transfer order (PCSTO). It is the member's responsibility to report to the new station with records, accounts, and personal effects.

b. **Contacting/Reporting.** Members under orders, including authorized delay, are considered to be attached to the ultimate destination, or the next designated intermediate station as the case may be. If unable to contact these activities, in cases of emergency, member should contact the nearest known naval activity. In the case of members ordered to a ship and the ship to which ordered is not in port, they should report to the nearest naval activity.

c. **PERSUPPACT DET.** Members ordered to a command, which is part of PERSUPPACT, shall be informed as to their ultimate duty station and which PERSUPPACT DET they should check into for administrative/accounting purposes.

d. **TRICARE-Family Member Dental Plan**

(1) Members must be advised that TRICARE-Family Member Dental Plan (FMDFP) treatment is **not** available to family members accompanying sponsor assigned to

**other than**

- the 50 United States (U.S.),
- U.S. Virgin Islands,
- Puerto Rico,
- Guam, or
- Canada

(**covered areas**).

Though not required, members are encouraged to remain enrolled. Routine and essential-only specialty dental care for family members is provided on a space-required basis at overseas military dental treatment facilities to maintain existing dental health. In the event the sponsor remains enrolled in the dental plan, the family members are eligible for dental care whenever they travel to a covered area.

(2) Members who are **not** enrolled in the TRICARE-FMDP, returning from an accompanied assignment

**other than**

- the 50 U.S.,
  - U.S. Virgin Islands,
  - Puerto Rico,
  - Guam, or
  - Canada
- (covered areas)

must be advised of the availability of the TRICARE-FMDP. The sponsor must elect enrollment, if desired, since participation is **not** automatic, and have at least 12 months of active duty remaining at time of transfer to a covered area.

e. **Illness/Accident.** In the case of illness or accident, the member should notify the nearest known naval activity immediately and request instructions.

f. **Leave.** If leave is granted, the member is responsible for receiving any communications forwarded to the leave address in block 4e of the memorandum endorsement. If leave is canceled, member must return immediately.

g. **Secrecy.** The contents of orders and whereabouts of ships and personnel must **not** be divulged to unauthorized persons.

h. **Local Endorsement.** A copy of local endorsements to PCSTO must be mailed directly to the ultimate destination.

i. **Family Member(s) Location during TEMDU/Temporary Duty under Instructions (TEMUINS).** Current regulations do **not** authorize transportation of family member(s) to intermediate locations at government expense; and where TEMDU/TEMUINS has been directed, members occupying government family quarters at their old duty station are authorized to retain such quarters for up to 20 weeks until reporting to their ultimate duty station.

j. **Clothing for Flights.** Members traveling aboard government owned or operated aircraft (including Air Mobility Command (AMC) CAT B and CAT M) shall wear the appropriate uniform unless civilian clothes are authorized in the member's orders. Normally, civilian clothing will **not** be prescribed unless indicated by reference (b). When civilian clothing is worn,

it will be in good taste and not in conflict with accepted attire in the overseas country.

k. **Early Reporting**

(1) Members arriving prior to the "Report Not Earlier Than" date specified in the orders when TEMDU is directed shall be given the option of either remaining in a leave status until the required reporting date, or 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 TEMDU directed by the orders.

(2) It is Department of Defense (DOD) policy that members should **not** be paid per diem incident to early reporting for TEMDU or TEMADD except as specified in MILPERSMAN 1320-140.

l. **Terrorist Briefing.** DOD members traveling to or through a high threat area/airport will be briefed on required and recommended precautionary measures.

m. **Transfer to Deployed Activities.** Members transferring to deployed activities may encounter transportation delays in reaching their duty station and they must be prepared to meet lodging and meal expenses they will incur during such delays.

n. **Support of Family Member(s) while Deployed.** Members under orders to a deployed unit are responsible for the support and welfare of their family member(s) while deployed. They should, as a minimum, do the following:

(1) Register an allotment or ensure alternate means of adequate support for family member(s) during absence.

(2) Ensure family member(s) identification cards will remain valid until the sponsor's return; or leave the completed applications for renewal with the family member(s) prior to departure.

(3) Consider execution of special powers of attorney for any specific items that require resolution by family member(s) during absence.

3. **Delay in Reporting (DELREP).** Navy Personnel Command (NAVPERSCOM) is authorized to grant 30 days leave in all PCS orders.

a. In the event unusual circumstances require a departure from this policy, maximum delay in reporting (DELREP) will be granted.

b. Exceptions to the 30 days DELREP allowance must be approved by the appropriate assignment division director/branch head.

c. Orders returning members to the continental U.S. (CONUS) or the District of Columbia for separation will contain authorization for delay en route.

d. PCS orders will allow 30 days DELREP except in the following cases:

- (1) Initial orders to active duty.
- (2) Hospitalization.
- (3) Second PCS move within 12-month period.
- (4) Homeport changes.
- (5) Unusual circumstances such as death or illness, detachment for cause, emergency, or key operational dates.
- (6) Upon completion or noncompletion of flight training.
- (7) Detachment from certain activities in Japan.

4. **Transportation in Connection with PCS Orders**. NAVPERSCOM, Career Management Department (PERS-4) does not direct a specific means or mode of transportation in connection with PCS orders. This authority has been delegated to Navy Passenger Transportation Offices (NAVPTOs) which will determine the availability or nonavailability of government air and make complete transportation arrangements using commercial carriers as necessary to meet mission requirements. Navy policy requires official travel must be arranged by NAVPTOs.

a. **Travel Overseas**. Normal mode of PCS travel overseas is by air except when travel by air is medically inadvisable. **PCS orders will direct the use of government air outside continental U.S. (OCONUS)**. Requests for order modifications to "authorize" vice "direct" the use of government air OCONUS are normally authorized only in connection with authorized leave over the transoceanic/international portion of the journey and must be completely justified in detail to the appropriate detailer. If

circuitous travel is involved, the complete en route travel itinerary must be included in the justification.

b. **Travel in CONUS.** Members may elect the mode of travel in CONUS. If they elect to travel by air within CONUS, without air travel being authorized or directed in the orders, their travel time will be computed on the basis of commercial carrier travel time. If air travel is directed (not authorized) in the orders, the travel time between any two points in the U.S. is reduced to 1 day. Air travel is sometimes directed in the U.S. simply to limit travel time (e.g., for round trips between East and West Coast, or vice versa, to perform TEMDU in connection with PCS orders) and home-of-record travel in conjunction with consecutive overseas assignments.

c. **Order Formats for Transoceanic Travel.** Whether or not it is expected that a particular ship or unit will be deployed at the time a set of orders is executed, order formats for transoceanic travel (i.e., F502, F351, etc.) will be used by detailers. This policy minimizes later order modifications occasioned by changes in deployment schedules. It is more cost effective to write orders on the assumption of the need for overseas transportation and have the overseas transportation information go unused than it is to issue a modification after initial orders are sent.

d. **Excess Baggage Authorization**

(1) Guidance for approving excess baggage cost reimbursement, MAP item 12-03 "Excess Baggage Transportation Cost Approval," was incorporated in reference (c). Reference (c) now states servicemembers will be reimbursed for excess baggage transportation costs when "approved after PCS travel by the order-issuing/authorizing official." Reference (c) also states excess baggage transportation cost reimbursement "**will not** be authorized in advance of executing a PCS move." Detailers will not authorize cost reimbursement for excess baggage prior to a servicemember executing a PCS move. Detailers will only authorize transportation cost reimbursement for excess baggage up to and not to exceed the following:

(a) One (1) piece for pilots, aircrew, divers, and personnel who must carry special issue gear with them.

(b) Two (2) pieces for attaches.

(2) Reimbursement of transportation costs for dependent's excess baggage is not authorized and family pets may **not** be

transported as excess baggage. Express shipment should be used to the maximum extent possible. The **basic allowance only** will be allowed for members under orders for retirement or release from active duty (RAD), **unless coming from an isolated area**. The following paragraph is to be included in PCS orders, which necessitate the authorization of baggage aboard Air Mobility Command (AMC), contract flights, and commercial flights:

"For air travel, family members are authorized one (1) piece of checked baggage, not to exceed 45 linear inches nor 40 pounds. Military members are authorized one (1) seabag not to exceed 70 pounds, and one (1) piece of checked baggage not to exceed 45 linear inches nor 40 pounds. NAVPERSCOM (PERS-451) will monitor original, modified, and cancelled orders for adherence to these policies. Exceptions for special circumstances must be approved by NAVPERSCOM (PERS-451).

5. **Clothing Allowance, Civilian (CAC)**. Members assigned to designated overseas activities (unit identification codes (UICs)) are paid a CAC when civilian clothing is required to be worn in the performance of their duty. Procedures for including the CAC authorization in orders are as follows:

a. Chief of Naval Operations (CNO) (N130) approves requests for UICs requiring CAC authorizations. Upon approval, NAVPERSCOM, Management Information Systems Branch (PERS-455F) will be provided with the list of UICs, or Billet Sequence Codes (BSCs) and UICs, with the authorized allowance of either "Summer and Winter" or "Summer or Winter" clothing indicated for each UIC, or BSC/UIC.

b. NAVPERSCOM (PERS-455F) will take appropriate action to

- modify the appropriate ATEXT against the approved UICs in Officer Assignment Information System (OAIS) files;
- notify assignment officers and detailers of the additions to, or deletions from, an activity of a clothing allowance authorization; and
- select the appropriate ATEXT using the following table:

CLOTHING ALLOWANCE, CIVILIAN		
	SUMMER AND WINTER	SUMMER OR WINTER
<u>FOR OAIS ORDERS:</u>		
Authorized for Activity UICs:		
Both Officer and Enlisted	A64005	A64006
Officer ONLY	A64015	A64007
Authorized for BSCs:		
Both Officer and Enlisted	P64005	P64006



c. When CAC is authorized for specific BSCs at an activity, detailers will include the appropriate Personnel Text Screen (PTEXT) listed above.

d. Where specific BSCs within an activity are authorized CAC, NAVPERSCOM (PERS-455F) will notify the appropriate detailer. NAVPERSCOM (PERS-455F) will also make a note of this requirement on the PTEXT for the activity in OAIS.

e. A complete list of designated activities for member CAC and any future additions and deletions from this list may be verified in NAVPERSCOM (PERS-455F) (order support section).

## 6. Execution of Orders

a. When reserving and obligating PCS travel funds, references (a) and (d) require each member to submit NAVPERS 7041/1 (Rev. 12-92), Financial Management-PCS Travel Forms Authorization.

b. PERSUPPACT DET personnel who service members will provide them with forms and counseling during check-in and check-out. PERSUPPACT DET personnel will also ensure the form is accurate and submitted immediately to the below address:

Permanent Change of Station  
Variance Component (PCSV) Component  
1240 East Ninth Street  
Cleveland, OH 44199-2088