

MILPERSMAN 1320-310

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER ENDORSEMENTS

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| 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 (JFTR) |
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1. **Policy.** Permanent Change of Orders (PCS) will be endorsed with the time, date, and place of reporting. Where temporary duty (TEM DU) and permanent duty stations are in proximity to each other, the place of reporting on orders will include the geographic location (city or county and state), subject to the restriction regarding a classified location.

a. In peacetime, all orders to personnel or endorsements thereon will clearly indicate the place of detachment, embarkation, entry, or reporting except where such information would disclose a classified location.

b. All ships or air activities furnishing transportation are directed to endorse the member's orders, including date of departure or arrival. Particular care is directed in making endorsements to show actual date of departure from or arrival in one of the 48 contiguous United States or District of Columbia.

c. Members receiving "PROCEED WITHOUT DELAY" or "PROCEED IMMEDIATELY" orders will endorse their orders the date and hour of their receipt for execution. When members report following written orders, they will present such orders to the officer to whom they report.

2. **Multiple Stop TEMDU/Temporary Additional Duty (TEMADD)**

Endorsements. Members ordered to one or more TEMDU points en route to a new permanent duty station (PDS) as directed in PCS orders, and members ordered to one or more points in compliance with TEMADD orders (whether or not the TEMADD orders require them to report), will have their orders endorsed to state the number of days of leave (beginning and ending dates) used while at each TEMDU or TEMADD point.

a. If no leave was taken, the endorsement will reflect this fact.

b. Each command to which a member reports for TEMDU en route to the ultimate duty station will review the orders, including any detaching endorsement, to determine whether the member arrived prior to the time required to commence the TEMDU directed by the orders.

3. **Reporting Prior to the "Report Not Earlier Than" Date**

a. If the member arrived prior to the "REPORT NOT EARLIER THAN" date specified because all or part of the leave granted was not utilized, the member will be given the option of

(a) remaining in a leave status until the required "REPORT NOT LATER THAN" date, or

(b) terminating leave status and reporting with the understanding that per diem will not commence until the "REPORT NOT LATER THAN" date.

b. If the member elects to report prior to the "REPORT NOT LATER THAN" date, orders will be endorsed as follows:

"REPORTED THIS DATE. YOU ARE NOT REQUIRED TO COMMENCE THE TEMDU DIRECTED BY YOUR ORDERS UNTIL (DATE); THEREFORE, YOUR PER DIEM ENTITLEMENT COMMENCES ON THAT DATE."

c. If early commencement of TEMDU is determined at the TEMDU station to be in the best interests of the government, orders will be endorsed and the per diem entitlement commencement date specified.

4. **Government Quarters and Messing.** Commanding officers (CO) at shore activities will endorse member's TEMDU regarding the availability of government quarters and government mess when per diem is payable.

a. No endorsement is required if the member has previously received a non-availability control number from the Bachelor Officers Quarters (BOQ); however, an endorsement as to the availability of a government mess is still required.

b. Government messing is considered available only if a government mess, as defined in NAVSO P-6034, is available or there are not adequate meal facilities.

5. **Individual Activity Requirements.** Navy commands to which members are directed to report for administrative purposes will carry out those functions as stated in orders.

a. Activities identified as responsible for performing personnel accounting support will carry out those functions as appropriate.

b. All orders written for personnel not using AUTODIN (e.g., message orders) in which the transfer directive contains a Personnel Support Detachment (PERSUPPDET) will contain the following statement:

"Report for personnel accounting to (the address of the PERSUPPACT which corresponds to the member's duty station) and report for duty to (for administrative purposes to command to which assigned for duty)."

c. Upon arrival of a member at the final destination, the CO will forward to Navy Personnel Command (NAVPERSCOM),

(1) NAVPERSCOM, Systems Operations Branch (PERS-313C) only the first duty, recall, training, release from active duty (RAD), and all separation (retirement, resignation, discharge) orders.

(2) NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) in the case of officers accepting initial orders to duty and without a letter of transmittal; one complete and intact copy of orders involving PCS, TEMDU, transfer to or from treatment in medical department activities, RAD, retirement, resignation, discharge, or any other order of Secretary of the Navy (SECNAV) which changes an officer's status and initial orders to duty (other than training duty).

(a) This copy of orders will include all modifications, corrections, and endorsements including the final reporting endorsement.

(b) The complete travel itinerary and mode of travel utilized will be included on initial orders to active duty.

(c) One additional complete copy of these types of orders will be forwarded for Staff Corps officers by their COs to their cognizant bureau, command, or office.