

MILPERSMAN 1320-322

CHANGE OF HOMEPORT OR PERMANENT DUTY STATION (PDS) OF A VESSEL, SHIP-BASED SQUADRON OR STAFF, OR MOBILE UNIT

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), Volume 1
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1. **Policy.** Entitlement to dependent(s) (hereafter referred to as family member(s)) travel and shipment of household goods (HHG) to the old homeport/permanent duty station (PDS) of a vessel, ship-based squadron or staff, or mobile unit **ceases** on the day a member attached to or ordered to the unit is notified of Chief of Naval Operations (CNO) promulgation of a change of homeport or PDS.

a. It is important that members be promptly notified, since family member(s) travel and shipment of HHG made prior to receipt of **written** notification of CNO promulgation does **not** deny the member this entitlement, and reimbursement can be claimed to the old homeport or PDS, and again to the new homeport or PDS.

b. The entitlement homeport/PDS for vessels, ship-based squadrons or staffs, and mobile units is changed within the Total Force Manpower Management System (TFMMS) activity file upon receipt of the CNO promulgation message. Permanent change of station (PCS) orders written before or after the date of CNO's promulgation message require additional wording to ensure the member receives proper authorization for transportation of family member(s) and shipment of HHG.

2. **Orders Issued to Members before Date of CNO Promulgation Message.** PCS orders directing a member to report to a vessel, ship-based squadron or staff, or mobile unit will be modified by Navy Personnel Command (NAVPERSCOM) to include the following statement in the Ultimate Activity Section, Part Two of PCS orders:

P66038 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER (S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) AS DIRECTED BY COMNAVPERSCOM ORDERS (DTG#/date) NOT AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-I. A COPY OF THIS ORDER MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS.

3. Orders Issued to Members after Date of CNO Promulgation Message

a. PCS orders directing a member to report to a vessel, ship-based squadron or staff, or mobile unit, if the new homeport/PDS has not been reflected in the activity file at the time orders are issued, will include the following statement in the Ultimate Activity Section, Part Two of PCS orders:

P66037 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER(S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) NOT AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-I.

b. PCS orders detaching a member from a vessel, ship-based squadron or staff, or mobile unit, if the new entitlement homeport/PDS is reflected in the activity file at the time orders are issued, will include the following statement in the Detaching Activity Section, Part Two of PCS orders:

P56036 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER(S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS FROM (old homeport/PDS) AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-I.

4. Members on Board at Time of CNO Promulgation Message. When members have less than 12 months remaining on their tours as of the effective date of change of homeport or PDS, their cases will

be individually reviewed. Whenever possible, the projected rotation date (PRD) will be extended in order to have a minimum of 12 months remaining on the tour as of the effective date of change. When it is not feasible to extend the PRD, the cognizant detailee will review each case (coordinating with the commanding officer (CO) as required) to determine if it is more appropriate to permit completion of the scheduled tour or to issue PCS orders.

5. **Homeport Change Certificate.** All members who are attached or assigned on the date CNO promulgates a change of homeport or PDS are entitled to move their family member(s) and ship HHG **except members**

a. **without family member(s) on the effective date of change of homeport or PDS.** The member is entitled to movement of HHG and a motor vehicle.

b. **who have received PCS orders** (including separation or Release from Active Duty (RAD) orders) or received written notification of intended issuance of such orders prior to movement of family member(s) or shipment of HHG.

c. **who have less than 90 days obligated service (OBLISERV)** remaining on the effective date of the change of homeport or PDS.

(1) Separation or RAD orders will be issued.

(2) If the member's services can be spared, the member will be transferred for separation.

(3) If the member's services cannot be spared, the member will be required to accompany the ship to the new homeport, or the mobile unit to its new PDS.

6. **Transportation Authorization.** Upon receipt of the CNO promulgation message of change of homeport or PDS, the CO may issue a PCS travel authorization for the member to proceed to the old homeport and then to the new homeport via any temporary duty (TEM DU)/temporary additional duty (TEM ADD) stations.

a. If the ship or afloat staff is at the old homeport, the member may proceed from the old homeport to new homeport and return to the ship or afloat staff via any TEM DU/TEM ADD stations.

(1) Such authorization will be issued when it is deemed necessary for the member to travel to assist in the movement of

family member(s), shipment of HHG, to pick up personal items, or to bring the member's privately owned conveyance (POC) to the new homeport.

(2) This entitlement will expire 1 year from the effective date of the homeport change.

(3) If a member is on leave from a deployed ship or afloat staff whose homeport is changed, refer to reference (a), chapter 5.

b. Travel to and from the authorized destination is treated as separate legs of the journey.

(1) Travel for the other leg of the journey should be directed by government procured transportation.

(2) Members should only be authorized transportation allowances for POC on one leg of the journey as described in reference (a), chapters 4 and 5.