

## MILPERSMAN 1326-010

### TRANSFER OF ENLISTED PERSONNEL ON BUREAU OF NAVAL PERSONNEL ORDERS

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

|                   |   |
|-------------------|---|
| <b>References</b> | (a) DOD 7000.14R, DOD Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay<br>(b) NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Uniformed Service Members<br>(c) OPNAVINST 4650.15, Navy Passenger Transportation Manual |
|-------------------|---|

#### 1. Transfer Times

a. Unless otherwise specified, transfers of enlisted personnel directed by Navy Personnel Command (NAVPERSCOM) shall be effected within the following periods:

(1) **From the Transient, Patient, Prisoner, and Holdee (TPP&H) and Student Pipelines or as a result of an immediate graduation, or brig availability report, on date of graduation from training, or on date of release from confinement.** It is recognized that delays may occur in transferring personnel due to the requirement for screenings or portcalls. These tasks should be carried out expeditiously and personnel transferred as soon as possible but not more than 2 working days after completion of these screenings or receipt of portcalls.

(2) **From all shore stations, within 4 days.** Should the month be directed, the actual date of transfer will be at the discretion of the transferring command.

(3) **From all cruising vessels, within 4 days, or before leaving port.** Should the month be directed the actual date of transfer will be at the discretion of the transferring command.

b. Personnel may be held a reasonable time beyond the periods specified above for the purpose of using government conveyance if appreciable savings in government funds is effected.

2. **Awaiting Relief.** Unless the orders so state, enlisted personnel shall not be held to await the reporting of a relief.

3. **Transfer within Same Locality.** When orders are received from NAVPERSCOM directing transfer of an enlisted member who already has been transferred to another vessel in the same locality, the orders shall be forwarded to his present commanding officer (CO) for compliance.

4. **Authorization for Leave or Delay.** When a member has been ordered transferred by NAVPERSCOM, leave or delay en route shall not be authorized without prior authority from NAVPERSCOM.

5. **Drafts.** Whenever practicable, drafts of enlisted personnel will be under the charge of a suitable member or members selected from the draft. If impossible to provide suitable personnel from the members of the draft, officers or enlisted members should be detailed to such duty, preferably from personnel under orders for transfer to duty in the same or general vicinity of the drafts' destination. The members who are in charge of drafts must be given adequate instructions in the performance of the duties that are expected of them and informed fully of their responsibilities.

6. **Proceed Time.** Four days proceed time, exclusive of travel time, is authorized subject to MILPERSMAN 1320-090 governing proceed time in execution of orders.

7. **Rations/Travel Allowances**

a. Separate rations are authorized during proceed time and are chargeable to the same appropriation as the member's pay and allowances (see Table 3-1-5, in reference (a)).

b. Travel and transportation allowances shall be advanced or reimbursed per references (b) and (c). Leave rations for leave granted en route shall be paid by pay directives (see Table 3-1-6, in reference (a)).

8. **Prevention of Order Carried Out.** If circumstances prevent the carrying out of transfer orders as directed in the orders,

or as provided for in this article, COs shall notify NAVPERSCOM immediately.