



# General Information for Homeport Change

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# Agenda



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## References

- [Joint Travel Regulations \(JTR\)](#)
- [DoD Financial Management Regulation](#)
- [DODI 1315.18](#)
- [OPNAVINST 5400.44 Series](#)
- [MPM 1300-300 series](#)



Homeport Change (HPC) - Action to permanently change the homeport assignment for a ship.

CNO Message DTG #####Z MTH YY pertains and is the official notice of the HPC.

Promulgation Date - Date when NPC can issue HPC orders

Effective Date - Date command is officially in a new location

# Categories of Sailors



## Category 0 = No HPC Entitlements

- Personnel transferring from the command prior to the effective date.

## Category 1 = Full PCS Entitlements

- Personnel permanently assigned to the command prior to the promulgation date, permanently assigned as of the effective date, and who are not in receipt of their next set of permanent change of station (PCS) orders.

## Category 2 = HHG NTS and POV Shipment Only

- Personnel permanently assigned to the command as of the Promulgation Date and who have received PCS orders prior to the Effective Date to detach the command after the Effective Date.

## Category 3 = POV Shipment Only

- Personnel reporting to the command after the promulgation date, but before the effective date.



# Housing and Station Allowances



BAH/OHA/COLA: Dependent upon a ship's assigned homeport

- Assigned homeport changes on the effective date
- Eligibility at the old homeport rate ends on the day before effective date
- Eligibility at the new homeport rate begins on the effective date

Advance or delayed dependent travel can modify eligibility dates (DoD FMR, Volume 7A, Chapter 26):

- Advance Dependent Travel (ADT) and Delayed Dependent Travel (DDT) are misnomers
  - Once orders are issued, the JTR does not place any restrictions on when dependents can relocate
- ADT and DDT only refer to the date BAH/OHA/COLA eligibility stops at the old location and the date BAH/OHA/COLA eligibility begins at the new location

Member is only eligible to receive **ONE** housing allowance, even if dependents travel at a different time than the member.

# Housing and Station Allowances



- Advance Dependent Travel: Members with dependents may receive New PDS BAH before the effective date. If approved for advance dependent travel, a member will become eligible for New PDS BAH the date one or more dependents arrive in New PDS.
- Per OPNAVINST 7220.12, Commanding Officers may authorize BAH based on dependent location to members whose dependents relocate to the announced homeport or duty station before the effective date.

# Housing and Station Allowances



Delayed dependent travel can be approved for the following reasons:

- A spouse who is gainfully employed or enrolled in a degree, certificate, or licensing program on the effective date
- Allow dependent children (K-12) to finish a school year
- Dependents enrolled in the Exceptional Family Member Program (EFMP) on the effective date
- A dependent who is caring for an immediate family member (defined as a spouse, parent, or child) with a chronic or long-term illness on the effective date
- Assignment to a vessel conducting a change of homeport (up to 45 days following the vessel's initial arrival to the new homeport)
- Ship will deploy (to include patrols, on a case-by-case basis) from new homeport within 120 days after homeport change effective date (up to 45 days after vessel's return to new homeport after deployment)
- When delay is caused by Government action/inaction
- Short-fused orders



# Housing and Station Allowances



Submit requests for delayed dependent travel to PERS-451H, at [PERS451@navy.mil](mailto:PERS451@navy.mil); all request packages must include:

- Member's request (special request chit, letter), including reason from the DDT list
- CO's endorsement (special request chit, letter)
- Copy of PCS orders (incl. all ordmods)
- NAVPERS 1070/602 (must be signed, verified, and updated IAW MILPERSMAN 1070-270 – to include correct dependent location, correct PDS, and no pen/ink changes)
- Additional documentation may be required.

# Housing and Station Allowances



Sailors without dependents (ALL Categories (incl Mil-to-Mil w/no other dependents))

- Housing and station allowances not authorized at the old PDS/homeport rate after the effective date
  - EXCEPTION: If the ship is delayed in reporting to the new homeport and the member elected not to occupy government quarters at the old homeport location, a housing allowance for the new homeport is authorized contingent on the member maintaining a residence at the old homeport until the ship arrives at the new homeport. After arriving at the new homeport, a new election must be made for the new homeport location.
- Receipt of BAH in Old PDS does NOT automatically entitle a member to BAH for New PDS.
  - E6 and above: Will become eligible for New PDS BAH on the effective date; member must still otherwise qualify for BAH (i.e., not occupying Government quarters at the new homeport).
  - Sailors E5 and below must request a housing allowance through their Commanding Officer and Base CO prior to being authorized BAH. Authority to live off-base will be dependent on unaccompanied housing occupancy rates.

# Housing and Station Allowances



Category 1 Sailors with dependents (incl. Mil-to-Mil Sailors with dependents who are relocating with the Command Sailor):

- BAH for New PDS will be authorized on the effective date regardless of whether or not dependents relocated.
  - Members approved for advance dependent travel will be eligible for BAH at New PDS when one or more dependents arrive in New PDS.
  - Members approved for delayed dependent travel will continue to receive Old PDS BAH until dependents depart enroute New PDS or until the expiration of the delayed dependent travel approval.

# Housing and Station Allowances



Category 2 Sailors with dependents (includes Mil-to-Mil Sailors with dependents):

- Since dependent travel and transportation are denied, members will be authorized continuation of BAH for Old PDS upon approval.
  - If dependents continue to reside at the old homeport or previously established designated place after the HPC effective date, CO approves.
- Submit all other requests for Continuation of Station Allowances (i.e., BAH at alternate location) to PERS-451H, at PERS451@navy.mil. All request packages must include:
  - Member's request (special request chit, letter);
  - CO's endorsement (special request chit, letter);
  - Copy of HPC orders (incl. all ordmods); and
  - NAVPERS 1070/602 (must be signed, verified, and updated IAW MILPERSMAN 1070-270 – to include correct dependent location, correct PDS, and no pen/ink changes).

# Family Separation Allowance



FSA-R provides compensation for added expenses incurred because of an enforced family separation under one of the following conditions:

- Transportation of dependents is not authorized at government expense, and the dependents do not live in the vicinity of your permanent duty station.
- Transportation of dependents is authorized at government expense, but you have elected an unaccompanied tour of duty because a dependent cannot accompany you to the permanent station due to certified medical reasons.

# Family Separation Allowance



## Category 1

- In general, Sailors in receipt of Category 1 homeport change orders are not entitled to FSA-R unless dependent travel to the new homeport is restricted due to certified medical reasons
- ADT/DDT are both voluntary and do not entitle a Sailor to FSA-R

## Category 2

- Because transportation of dependents to the new homeport is not authorized at government expense, Category 2 Sailors with dependents are entitled to FSA-R after the ship departs the old homeport



# Family Separation Allowance



## Category 3

- Because transportation of dependents is not authorized at government expense to the old homeport, Category 3 Sailors with dependents are entitled to FSA-R after Sailors report onboard

NOTE: FSA is payable to a MIL-to-MIL regardless of whether the member has any non-active duty dependents, when all other general conditions are met, and provided members were residing together immediately before being separated by reason of execution of military orders.



## Category 1

- May be authorized to escort HHGs, POV, and/or dependents to the new homeport and return to the ship via Government authorized travel. This escort travel can take place after the promulgation date and service member's receipt of the unit move order and expires on the effective date of the homeport change.
- However, if mission requirements prevent a member from assisting with the movement of HHG, POV, and/or accompaniment of dependents to the new homeport prior to the effective date, that member may be authorized to return from the new homeport to the old homeport after the effective date for the specific purposes associated with moving HHG, POV, and/or to accompany dependents to the new homeport.
  - Travel must begin within 180 days after the effective date and prior to the order expiration date.
  - Requests for travel commencing after 180 days must be submitted to CNP via OPNAV N130 for authorization/approval. Any requests for extension beyond 365 days must be submitted to ASN (M&RA) via OPNAV N130.





## Category 2

- Since HHG shipment and dependent travel and transportation to the new homeport are prohibited, Category 2 Sailors will be entitled to travel to their next PDS via the old homeport (or designated place).
- This travel will not be reflected as an I-Stop in PCS orders, but is inherently authorized per JTR, Table 5-28.

Command should issue Page 13s to all Cat 2 members stating the following:

"Since HHG shipment and dependent travel and transportation to the new homeport are prohibited, member is entitled to travel to his/her next PDS via the old homeport of [Old PDS] (or designated place). This travel will not be reflected as an I-Stop in PCS orders, but is inherently authorized per JTR, par. 050902, Table 5-28."



## Category 3

- PCS orders for prospective gains arriving after the promulgation date to Command will fund:
  - HHG and/or POV shipment to New PDS
  - Dependent travel to New PDS
  - Member travel to New PDS (MUST take place prior to reporting to Command)
  - Member travel to the command
- It is important that you contact your prospective gains to ensure members are aware that dependent travel and shipment of HHG are no longer authorized to Old PDS after the promulgation date.
- Additionally, inform members that travel plans to Command via the new homeport/PDS must be coordinated with their servicing PSD.



Any Questions on Homeport Changes  
or Distribution Entitlements Policy  
you can Email

[askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil)

# We covered:



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# QUESTIONS?