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----- SPECIAL INSTRUCTIONS -----

FOR RESERVIST, NRA, ECRC AND ULTIMATE DUTY STATIONS:

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1. COMMAND DELIVERING ORDERS: IF MEMBER WILL BE PERFORMING TRANSOCEANIC/INTERNATIONAL TRAVEL AT ANY TIME DURING EXECUTION OF THESE ORDERS THE FOLLOWING APPLIES: - TRAVEL VIA GOVERNMENT AIR/ GOVERNMENT-PROCURED AIR DIRECTED OUTSIDE CONUS; TRANSPORTATION MUST BE ARRANGED WITH THE NAVY PASSENGER TRANSPORTATION OFFICE PER NAVMILPERSCOMINST 4650.2 SERIES. MEMBER AND FAMILY MEMBERS AUTHORIZED TWO (2) PIECES OF ACCOMPANIED BAGGAGE, EACH PIECE NOT TO EXCEED 62 LINEAR INCHES OR 50 POUNDS. AUTHORIZED REIMBURSEMENT FOR AIRLINE ACCOMPANIED BAGGAGE FEES CHARGED FOR ACCOMPANIED BAGGAGE. FOR UP TO DATE INFORMATION ON FEES AND WAVERS GO TO [HTTP://WWW.GSA/PORTAL/GSA/EP](http://www.gsa.gov/portal/gsa/ep) AND SEARCH FOR "BAGGAGE FEES". COUNSEL MEMBER AND DEPENDENTS CONCERNING OVERSEAS TRAVEL SECURITY MEASURES AS ADDRESSED IN U.S. ARMED FORCES FOREIGN CLEARANCE GUIDE, CLASSIFIED SUPPLEMENT.

2. YOU ARE A MEMBER OF A RESERVE UNIT <@NRA_AUIC@>. MEMBERS ELIGIBILITY USING THE ADSW QUALIFICATION CHECKLIST PROVIDED IN ENCLOSURE (3) OF OPNAVINST 1001.20C, CORRECTING ALL DEFICIENCIES WITHIN ITS CAPABILITIES. IF THE MEMBER IS FOUND NOT ELIGIBLE, THE NOSC WILL CONTACT NAVPERSCOM (PERS 462) FOR FURTHER INSTRUCTION REGARDING ANY CHANGE TO THE MEMBER'S ORDERS. IF FOR ANY REASON YOU ARE UNABLE TO EXECUTE THESE ORDERS, RETURN TO YOUR ADMINISTRATIVE PARENT COMMAND NOTING THE REASON FOR RETURN. WHILE PERFORMING DUTY UNDER THESE ORDERS, YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).

3. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY (JTR). FOR BACK TO BACK ORDERS UPON COMPLETION OF THE FINAL SET OF ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM DUTY (JTR).

4. YOU ARE NOT AUTHORIZED TO EXCEED THE TOTAL NUMBER OF DAYS ALLOWED ON THIS ORDER WITHOUT AUTHORIZATION FROM THE CHIEF OF NAVAL PERSONNEL (PERS 462) TO INCLUDE ANY AUTHORIZED ACCRUED LEAVE AND DETACH PDS IN TIME FOR COMPLETION OF SEPARATION PROCESS. AUTHORIZED LEAVE AND TRAVEL TIME NLT

THE END DATE OF THESE ORDERS. SUPPORTED COMMANDS ARE REQUIRED TO RELEASE MEMBER PRIOR TO CONCLUSION OF ORDERS TO ALLOW ADEQUATE TIME FOR TRAVEL, PROCESSING, AND EXECUTION OF ACCUMULATED LEAVE IF LEAVE IS DESIRED. COMMANDS SHOULD NOT REQUEST AN EXTENSION SOLELY FOR THE PURPOSE OF COMPLETING NECESSARY OUT-PROCESSING OR LEAVE. DUE TO BUDGET CONSTRAINTS SUCH REQUESTS WILL NORMALLY BE DENIED.

5. REIMBURSEMENT FOR TRAVEL AND PER DIEM AT <@CITY@>, <@STATE@>, IS NOT AUTHORIZED (JTR).

6. FOR PASSPORT REQUIREMENTS SEE THE FOREIGN CLEARANCE GUIDE WEBSITE FOR FURTHER GUIDANCE AT [HTTPS://WWW.FCG.PENTAGON.MIL](https://www.fcg.pentagon.mil).

7. WHEN DIRECTED MEMBER IS TO REPORT TO THE NMPS AND REMAIN AT THAT LOCATION UNTIL OFFICIALLY RELEASED BY THE NMPS OFFICER-IN-CHARGE. FAILURE TO COMPLY WITH NMPS POLICIES AND PROCEDURES COULD RESULT IN UA'S, PAY INTERRUPTIONS OR CANCELLATION OF ORDERS.

8. FOR PCS ORDERS GREATER THAN 180 DAYS, MOVEMENT OF DEPENDENTS AND SHIPMENT OF HHG IS AUTHORIZED TO CONUS LOCATIONS ONLY. MOVEMENT OF DEPENDENTS TO OCONUS LOCATIONS IS NOT AUTHORIZED AS PER THE PDS REQUIREMENTS FOR AN ACCOMPANIED TOUR IAW MILPERSMAN 1300-308 AND APPENDIX Q OF THE JTR. HHG SHIPMENTS CAN BE SCHEDULED UPON ORDER ISSUANCE, HOWEVER, EXECUTION OF HHG SHIPMENTS SHALL NOT OCCUR PRIOR TO 10 DAYS BEFORE ORDERS START DATE. MEMBER'S OCONUS UNACCOMPANIED WEIGHT LIMITS ARE IAW JTR AS DETERMINED BY THE PPO EFFECTING THE SHIPMENT BASED ON THE TERMS OF THE ORDERS. ANY QUESTIONS CONCERNING THE ALLOWANCES SHOULD BE ADDRESSED TO THE HHG ENTITLEMENT HELP LINE AT 1-800-444-7789.

9. WHILE PERFORMING SUBJECT DUTY YOU ARE AUTOMATICALLY COVERED BY SGLI IN THE AMOUNT OF \$400,000 UNLESS YOU HAVE MADE AN ALTERNATE ELECTION PRIOR TO THE ISSUANCE OF THESE ORDERS.

10. GAINING COMMAND'S SUPPORTING PERSONNEL SUPPORT DETACHMENT (PSD) IS REQUIRED TO GAIN MEMBER TO ACTIVE DUTY AND OPEN THE MASTER MILITARY PAY ACCOUNT (MMPA). IF THE GAINING

COMMAND AND THE SUPPORTING PSD ARE NOT COLOCATED, THE GAINING COMMAND WILL COORDINATE WITH THE PSD TO ENSURE THESE ACTIONS ARE COMPLETED. THE PSD'S THAT HAVE QUESTIONS CONCERNING THESE ORDERS SHOULD CALL NAVY PERSONNEL COMMAND CUSTOMER SERVICE TOLL FREE AT 1-866-827-5672.

11. MEMBER IS DIRECTED TO OBTAIN ALL REQUIRED ENDORSEMENTS, INCLUDING DETACHMENT AND REPORTING DATES/TIMES. RETAIN ALL TRAVEL RECORDS AND RECEIPTS.

12. IN THE UNLIKELY EVENT OF AN EMERGENCY EVACUATION WHILE EXECUTING THESE ORDERS YOU ARE DIRECTED TO EVACUATE IN ACCORDANCE WITH THE DIRECTION OF THE REGIONAL COMMANDER. AT THE EARLIEST POSSIBLE OPPORTUNITY UPON RELOCATION, LOG ON TO BUPERS ONLINE (BOL) VIA THE BUPERS WEBSITE ([HTTP://WWW.NPC.NAVY.MIL/CHANNELS](http://www.npc.navy.mil/channels)) FOR VIRTUAL MUSTER. BE PREPARED TO PROVIDE LOCATION AND CONTACT INFORMATION AS REQUESTED.

13. BY EXECUTING THESE ORDERS YOU ARE CERTIFYING THAT YOU ARE FAMILIAR WITH OPNAVINST 1001.20 (SERIES) AND ARE IN COMPLIANCE WITH ITS PROVISIONS. IF IT IS SUBSEQUENTLY DETERMINED THAT YOU ARE NOT IN COMPLIANCE AND THAT YOUR NON-COMPLIANCE MATERIALLY AFFECTS YOUR SUITABILITY FOR THE ORDERS, THE ORDERS MAY BE TERMINATED AT THE DISCRETION OF THE CHIEF OF NAVAL PERSONNEL (PERS 462).

14. THESE ORDERS ARE NOT IN SUPPORT OF A CONTINGENCY OPERATION AND DO NOT TRIGGER TRANSITIONAL HEALTH CARE BENEFITS UNDER 10 USC 1145.

15. THESE ORDERS CONSTITUTE ACTIVE DUTY FOR OPERATIONAL SUPPORT UNDER 10 USC 115 AND OTHER APPLICABLE LAW AND REGULATION.

16. ORDERS MUST BE IN MEMBER'S POSSESSION AT ALL TIMES WHILE ENROUTE TO FINAL DESTINATION. MEMBER MUST PROVIDE A VOIDED PERSONAL CHECK OR DEPOSIT SLIP SHOWING BANK ADDRESS, BANK ROUTING NUMBER, AND ACCOUNT NUMBER TO ESTABLISH DIRECT DEPOSIT AND ALLOTMENT(S). MEMBER WILL BRING THE FOLLOWING DOCUMENTATION TO UPDATE DEERS DEPENDENT DATABASE AND OPEN MASTER MILITARY PAY FILE (MMPF): EMERGENCY

DATA PAGE 2/SGLI, DD-214, BIRTH CERTIFICATE(S) OF DEPENDENTS, MARRIAGE LICENSE/DIVORCE DECREE.

17. BY EXECUTING THESE ORDERS YOU ARE ACKNOWLEDGING THAT YOU UNDERSTAND AND ACCEPT THE ENTITLEMENTS ASSOCIATED WITH THE ORDERS (WHETHER PCS, TDY ETC), BASED UPON ORDER TYPE, LENGTH AND LOCATION OF DUTY. YOU SHOULD CONTACT YOUR SERVICING PSD BEFORE EXECUTING THESE ORDERS IF YOU HAVE ANY QUESTION AS TO ENTITLEMENTS. ONCE EXECUTED, ORDERS WILL NOT BE MODIFIED FOR THE SOLE PURPOSE OF GAINING OR LOSING AN ENTITLEMENT.

18. AUTHORIZED REIMBURSEMENT FOR TRANSPORTATION AT THE INTERMEDIATE DUTY STATION WHEN NO GOVERNMENT TRANSPORTATION IS AVAILABLE PER THE JTR ONLY UNDER THE FOLLOWING CONDITIONS: THE NMPS MAY AUTHORIZE THE USE OF SPECIAL CONVEYANCE (RENTAL VEHICLE) FOR ACTIVE DUTY FOR SPECIAL WORK (ADSW) ORDERS WHILE A MEMBER IS ATTACHED TO THE NMPS IF IT IS DETERMINED PER THE JTR TO BE THE MOST EFFICIENT, COST EFFECTIVE MANNER OF TRANSPORTATION. IF MEMBER ELECTS TO RENT VEHICLE WITHOUT PRIOR WRITTEN AUTHORIZATION FROM NMPS, THEN MEMBER IS RESPONSIBLE FOR ASSOCIATED EXPENSES. PSD IS NOT TO LIQUIDATE RENTAL VEHICLE REIMBURSEMENT WITHOUT NMPS WRITTEN AUTHORIZATION.

19. THE VETERANS OPPORTUNITY TO WORK (VOW) ACT OF 2011 MANDATES COMPLETION OF THE TRANSITION ASSISTANCE PROGRAM (TAP) WHICH IS DESIGNED TO STRENGTHEN, STANDARDIZE AND EXPAND COUNSELING AND GUIDANCE FOR ACTIVE AND RESERVE SAILORS SEPARATING FROM THE NAVY AFTER SERVING 180 OR MORE DAYS OF ACTIVE DUTY. PRIOR TO RELEASE FROM ACTIVE DUTY YOU ARE REQUIRED TO MEET ALL REQUIREMENTS OF THE TAP PROGRAM WHICH INCLUDE INITIAL COUNSELING, PRE-SEPARATION COUNSELING, 3-DAY TRANSITION COURSE ATTENDANCE (UNLESS PREVIOUSLY ATTENDED IN THE PAST 36 MONTHS), AND CAPSTONE. YOUR COMPLETION OF THESE REQUIREMENTS SHALL BE DOCUMENTED ON DD FORM 2648. PERSONNEL ON CONUS AND OCONUS ADSW ORDERS SHALL COMPLETE TAP WITH THE SUPPORTED COMMAND. UPON RETURN TO THE NAVY RESERVE ACTIVITY (NRA), PERSONNEL SHALL VERIFY TAP COMPLETION AND DOCUMENTATION WITH THE CAREER COUNSELOR OR TRANSITION OFFICER.