MILPERSMAN 1320-304

PREPARATION OF PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO)

Responsible Office: NAVPERSCOM (PERS-451)  
Phone: DSN COM 882-4518  
(901) 874-4518

References:  
(a) BUPERSINST 7040.6  
(b) BUPERSINST 7040.7

1. Detailed Composition of the Enlisted Permanent Change of Station Transfer Order (PCSTO). See Exhibit 1 for a sample PCSTO order. The composition is as follows:

   a. Header Section

(1) For message orders the header consists of the complete list of Plain Language Addresses (PLADS) for the action and information addresses of the order, and the standard message classification line.

   FROM: COMNAVPERSCOM MILLINGTON TN  
   TO: PERSUPP DET CRYSTAL CITY WASHINGTON DC  
   INFO: PERSUPP DET BETHESDA MD  
   UNCLAS //NO1306//

(2) For letter orders the header consists of the issuing command's letterhead, the appropriate Standard Subject Identification Code (SSIC), issuing detailer's organization code, issuing date, and a complete mailing address for the activity receiving the order.

   DEPARTMENT OF THE NAVY  
   Navy Personnel Command  
   5720 Integrity Drive  
   Millington, TN 38055-0402  
   1306  
   PERS-402B  
   17 Mar 2007

   To: Officer In Charge,  
   Personnel Support Detachment,  
   Crystal City Cm 3, Room 100,  
   Washington, DC 20371-5000
b. **Subject Line.** The order number, containing the issuing authority's short title, the julian date, order modification number (if any), last four numbers of member's social security number (XXX-XX-0000), member's rate, and the desk code of the detailer issuing the order.

```
SUBJ: NAVPERSCOM ORDER: 1287-XXX-XX-0000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR SAILOR, JON Q
```

c. **Detaching Activity Section.** This will identify the name of the command, its location or homeport, the type of duty, and the directed date from which member is being detached. Specific instructions to the member or the activity from which member is detaching will follow the formatted information and will end this section.

```
WHEN DIRECTED DETACH IN AUG 07              EDD: AUG 07
FROM T-ARC A J MEYER MILDEPT                UIC: 42031
HOMEPORT OAKLAND CA                           
FROM DUTY                                   ACC: 100
PERSONNEL ACCOUNTING SUPPORT: COMSC PAC     UIC: 62383
```

d. **Intermediate Activity Section.** Identifies each activity to which the member is to report for temporary duty (TEMDU) or temporary duty under instruction (TEMDUINS) en route to the ultimate duty station. Reporting dates, command name, location and UIC, the type of duty reporting for, the accounting category code (ACC), the total duration (in days) of the TEMDU, the detaching instructions and an identification of the activity providing personnel accounting support will be displayed. The information displayed will include duration of the course (in days), course name, class number, convening and graduation dates, and the course data processing (CDP) code.

```
RPT NET 16 AUG 07 BUT NLT 17 AUG 07
TO NUCWEAPTRAGRLANT                  UIC 63007
LOCATION: NORFOLK VA                  
 FOR TEMDUINS                             ACC: 341
 FOR APPROX 66 DAYS                    
```
e. **Order Class Format.** Is as follows:

<table>
<thead>
<tr>
<th>TO ATTEND NWAW SUPVR CLASS: 8504</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONV: 18 AUG 07 GRAD: 24 OCT 07 ENEC: 0926</td>
</tr>
<tr>
<td>CDP: 5746</td>
</tr>
<tr>
<td>PERSONNEL ACCOUNTING SUPPORT: PSD NAVSTA NORFOLK VA UIC 42574</td>
</tr>
<tr>
<td>UPON COMPLETION OF TEMDUINS AND WHEN DIRECTED, DETACH EDD OCT 07</td>
</tr>
</tbody>
</table>

f. **Ultimate Activity Section.** Consists of the date to report for duty; the command's name, location, and UIC; the type duty reporting for; assigned rate and NEC's; the ACC; and the member's new projected rotation date (PRD).

<table>
<thead>
<tr>
<th>REPORT NOT LATER THAN 24 SEP 07 EDA: 24 SEP 07</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO NAVCAMS WESTPAC GUAM UIC: 70243</td>
</tr>
<tr>
<td>PERMANENT DUTY STATION FINEGAYAN GUAM</td>
</tr>
<tr>
<td>FOR DUTY ACC: 100</td>
</tr>
<tr>
<td>TYPE DUTY SEA/SHORE CODE SSC 3</td>
</tr>
<tr>
<td>ASSIGNED RATE AD1 PNEC 6401 DNEC: 8327 PRD: 1007</td>
</tr>
<tr>
<td>PERSONNEL ACCOUNTING SUPPORT: PERSUPP DET NAVCAMS WESTPAC UIC: 43463</td>
</tr>
</tbody>
</table>

---

g. **Accounting Data Section:** See references (a) and (b) for further information regarding accounting data:

1. **Customer Identification Code (CIC).**

2. **Military Personnel, Navy (MPN) or Reserve Personnel, Navy (RPN) line of accounting data against which expenditures for household goods shipments, mileage, and TEMDU per diem is to be charged.**

3. **Operation and Maintenance, Navy (O&MN) line(s) of accounting data against which TEMDUINS per diem is to be charged. Separate O&MN lines will be printed for each fiscal year TEMDUINS is chargeable.**

4. **Orders issued as a letter of intent will contain accounting data.**

<table>
<thead>
<tr>
<th>CIC: ALMH7153</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCS ACCOUNTING DATA:</td>
</tr>
<tr>
<td>NMH7 1771453.2253 G 000022 AL MH71 1/S/3 MH7000000000</td>
</tr>
</tbody>
</table>
h. Special Instructions. Contains information of a directive or advisory nature that does not pertain to any of the other sections described above.

i. Master Record Data. Displays various items of information about the member as found on the Enlisted/Officer Master Record.

| PEBD: 17 DEC 75 DESIG: PNEC 6401 --SCHOOL-- --CAREER HISTORY-- |
| ADBD: 03 SEP 76 SEX: M SNEC 8327 DATE CRS MO S/S LOC TYPE |
| EAOS: 23 JAN 04 TNEC AUG 82 472S 00 3 OKI 10870 |
| EXT SCH: DEP-P: 3 QANEC AUG 82 032H 00 6 WLB 11089 |
| EXT OTH: DEP-S: 0 QINEC MAY 82 4010 00 |
| EXT INV: LIMDU: EDUC: 12 NOV 78 472N CADD |
| SEC: K DATE: 10 APR 78 BIRTH: 15 JUN 57 |
| TEST ID: A7 GCT/WK: 54 ARI/AR: 57 MECH: 49 CLER: 45 |

j. "Copy to" Information. Contains the names/desk codes of NAVPERSCOM that have been designated by the order writer to receive a copy of the order. These "copy to" entries will be in addition to those automatically included on the order's distribution. The "copy to" section will print on letters only, not on message orders.

PERS-404DG4
PERS-40BB
TO: COMMANDER
MILITARY SEALIFT COMMAND PAC
NAVAL SUPPLY CENTER
OAKLAND, CA  94625-5010

SUBJ: COMNAVPERSCOM ORDER: 2128 XXX-XX-0000/AD1 (NAVPERSCOM-404DG)
CHANGE DUTY ORDER FOR
SAILOR JON Q, USN

***** DETACHING ACTIVITY INFORMATION *****
WHEN DIRECTED DETACH IN MAY 07 EDD: MAY 07
FROM T-ARC 6 A J MYER MILDEPT UIC: 42031
HOMEPORT: OAKLAND, CA
FROM DUTY: ACC: 100

PERSONNEL ACCOUNTING SUPPORT: COMSC PAC UIC: 62383

PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION. COMMANDS DETACHING PERSONNEL FROM PERMANENT ASSIGNMENTS ARE RESPONSIBLE FOR ENSURING THAT PERSONNEL EXECUTING PERMANENT CHANGE OF STATION ORDERS COMPLETE NAVPERS 7041/1 (REV. 12-92), FINANCIAL MANAGEMENT-PCS TRAVEL FORMS AUTHORIZATION REQUIRED BY BUPERSINST 7040.6 AND 7040.7. THE PASS/PERSONNEL SERVICING OFFICE WILL SUBMIT THE COMPLETED TRAVEL INFORMATION FORM TO: DIRECTOR, PERMANENT CHANGE OF STATION VARIANCE COMPONENT, 1240 EAST 9TH STREET SUITE 967, CLEVELAND, OH 44199-2088. PASS/PERSONNEL SERVICING OFFICES WILL PROVIDE NECESSARY FORMS AND COUNSELING DURING CHECK-OUT PROCEDURES FOR DETACHING PERSONNEL AND WILL ENSURE ACCURATE AND TIMELY SUBMISSION OF TRAVEL INFORMATION.

EXECUTION OF THESE ORDERS REQUIRES SATISFACTORY COMPLETION OF ALL OVERSEAS SCREENING REQUIREMENTS PER MILPERSMAN 1300-300 THROUGH 1300-316 WITHIN 30 DAYS OF RECEIPT OF THIS DIRECTIVE. FORWARD CERTIFICATION OF SUITABILITY/UNSUITABILITY BY MESSAGE TO COMNAVPERSCOM (PERS-40/451). USE STANDARD SUBJECT IDENTIFICATION CODE.
EXHIBIT 1 (Continued)

SUBJ:  COMNAVPERSCOM ORDER:  2128 000-00-000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR
SAILOR JON Q, USN

NOTE: PERSONNEL ORDERED TO COMMIDEASTFOR FLAG SHIP/BAHRAIN MAY HAVE HOMEPORT
SHOWING ON ASSIGNMENT DOCUMENT AS NORFOLK VA (FNO); HOWEVER, THEY DO REQUIRE
OVERSEAS SCREENING.

******** ULTIMATE ACTIVITY ********
REPORT NOT LATER THAN 24 SEP 07                        EDA:  24 SEP 07
TO NAVCAMSWESTPAC GUAM                                  UIC:  70243
PERMANENT DUTY STATION FINEGAYAN, GUAM
FOR DUTY                                               ACC:  100
ASSIGNED RATE:  AD1       DNEC1:  6401  DNEC2:  8327        PRD:  1007
PERSONNEL ACCOUNTING SUPPORT:  PERSUPPDET NAVCAMSWESTPAC UIC:  43463
THE PORT CALL WILL CANCEL THE REPORT NOT LATER THAN DATE INCLUDED HEREIN AND
SHALL CONSTITUTE SPECIFIC DATE MEMBER IS TO REPORT FOR TRANSPORTATION.

******** ACCOUNTING DATA ********
CIC:  ALMH71S3
PCS ACCOUNTING DATA:
NMH7 17714533.2253 G 000022 AL MH7/1/S/3 MGH7000000000

******** ENLISTED MASTER RECORD DATA ********
PEBD:  17 DEC 75     DESIG:      PNEC 6401    -- SCHOOL --    -CAREER HISTORY
ADBD:  03 SEP 76     SEX:  M       SNEC 8327    DATE COURSE     MO S/S LOC TYPE
EAOS:  23 JAN 04     TNEC:  AUG 82  472S    00  3  OKI 10870
EXT-SCH:      DEP-P:  3  QANECE  AUG 83  032H    00  6  WLB 11089
EXT-OTH:      DEP-P:  0  QANECE  AUG 82  032H    00  EXT-INV:
EXT-INV:      LIMDU:      EDUC:  12  MAY 82  4010
CADD:  NOV 78  472N
SEC:  K     DATE:  10 APR 78     BIRTH:  15 JUN 57
TEST ID:  A7   GCT/WK:  54   ARI/AR:  57   MECH:  49  CLER:

******** COPY TO INFORMATION ********
PERS-404DG4
PERS-40BB