

MILPERSMAN 1306-1800

PROCEDURES FOR MEMBERS ASSIGNED TO ACTIVITIES SCHEDULED FOR CHANGE OF HOMEPORT OR PERMANENT DUTY STATION (PDS)

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References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR) BUPERSINST 7040.6 BUPERSINST 7040.7
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1. **Policy.** This article contains administrative procedures required incident to a change of homeport or permanent duty station (PDS) location.

a. The term "homeport" used in this article includes the homeport of a sea going vessel or PDS location of an aviation squadron or shore activity.

b. Activities designated to change will receive notification from the Chief of Naval Operations (CNO) as to the effective date of the change.

(1) Promulgation. This is normally the date of the message or letter issued by the CNO directing the new homeport of an activity. It may also be specified in the body of the message or letter.

(2) Effective Date. Date specified in the message or letter issued by the CNO directing the homeport change of an activity.

c. Although a change in homeport may require redesignation of an activity's type duty classification (e.g., from Type 1 to Type 6 or from Type 2 to Type 4), changes in duty for rotational purposes (i.e., sea to shore) are rarely necessary.

d. Procedures contained in this article pertain only to those situations when no change in the type duty for rotational purposes is changed.

e. Navy Personnel Command (NAVPERSCOM), Sea, Special Programs Branch (PERS-402D) is the placement monitor for surface units requiring a change of homeport or PDS.

f. Navy Personnel Command (NAVPERSCOM), Submarine/Nuclear Power Assignments Branch (PERS-403) is the placement monitor for sub-surface units requiring a change of homeport or PDS.

g. Navy Personnel Command (NAVPERSCOM), Aviation Assignment Branch (PERS-404) is the placement monitor for air units requiring a change of homeport or PDS.

h. Navy Personnel Command (NAVPERSCOM), Shore Special Assignments Branch (PERS-4010) is the placement monitor for shore units requiring a change of PDS.

i. A "Homeport Change Brief" will be provided by the appropriate NAVPERSCOM code for each fleet unit changing homeport if requested.

j. Other MILPERSMAN articles pertaining to change of homeport or PDS are as follows:

Topic	See MILPERSMAN
Overseas/Remote Service General Information	1300-300
Suitability and Selection for Overseas Service	1300-302
Suitability for Overseas Assignment Screening and Reporting	1300-304
Overseas Tour Lengths and Types	1300-308
Units Transitioning to Overseas Locations	1300-312
Dislocation Allowance (DLA) and Secretary of the Navy Finds (SECNAVFIND)	1300-400
Military Couple and Single Parent Assignment Policy	1300-1000
Guard 2000 Program	1306-1002
Change of Homeport or Permanent Duty Station (PDS) of a vessel, Ship-Based Squadron or Staff, or Mobile Unit	1320-322
Early Separations	1910-102

2. **Entitlements.** As a general rule, individuals receiving orders to an activity after the promulgation date of a homeport change will have their entitlement to travel of dependents and shipment of household goods based on newly announced homeport.

a. Eligible members attached to the activity on the effective date are entitled to movement of dependents and shipment of household goods based on newly announced homeport.

b. NAVPERSCOM (applicable code) will issue additional guidance for fleet activities changing homeport to an overseas location or between overseas locations.

3. **Individuals Who Are Under Orders To The Unit When The Homeport Change Is Announced.** Members who are notified of a homeport change, whose dependents have not performed any travel incident to the permanent change-of-station (PCS) orders, will be entitled to transportation of dependents from member's old PDS to the unit's new homeport.

a. Every effort will be made by the last PDS, all en route temporary duty stations, and the unit changing homeport to officially notify individuals who are under orders of the announced homeport change.

b. Official notification will be made in one of the following ways:

(1) An endorsement, typed or written, on the PCS orders stating the impending homeport change and the new homeport; or

(2) A copy of the CNO message announcing the homeport change will be attached to the PCS orders; or

(3) A copy of the NAVPERSCOM message modifying the entitlements of members under orders from the old homeport to the new homeport will be attached to the PCS orders.

c. In the event a member completes his PCS travel to the unit without being officially notified of the homeport change, a homeport change certificate may be issued if the Commanding Officer (CO) deems it necessary. Acceptable circumstances warranting the issuance of a homeport change certificate include, but are not limited to:

(1) Household effects have been delivered in the geographical location of the old homeport, (if the household effects have not been delivered, they should be forwarded to the

new homeport using the accounting data contained on the member's PCS orders, using the NAVPERSCOM message, which modifies entitlements to the new homeport, as authority).

(2) A cross country relocation is required and the member desires to ship a privately owned conveyance (POC).

(3) Dependent travel claims in conjunction with the member's PCS travel have been liquidated, (if the claims have not yet been liquidated, travel should be continued to the new homeport using the NAVPERSCOM message, which modifies transportation entitlements to the new homeport, authority).

4. Member To Be Detached From A Unit, Which Is Changing

Homeport. When a member receives PCS orders from a ship or afloat staff, prior to the effective date of the homeport change, reimbursement for the travel of dependents is limited to a distance not to exceed that from the old homeport of the unit to the new PDS, even if the member's actual date of detachment does not occur until after the effective date of the change of homeport.

a. The entitlement homeport/PDS is changed in the activity file upon receipt of the CNO promulgation message. PCS orders will reflect the new homeport/PDS when issued after the CNO message and prior to the effective date of the homeport/PDS change. To ensure members receive their proper entitlements for transportation of dependents and shipment of household goods from the "old homeport/PDS" orders will include the following statement in the Detaching Section, Part TWO of PCS orders:

"ON _____ (DATE) _____ CNO PROMULGATED CHANGE OF HOMEPORT/PDS OF _____ (VESSEL/UNIT) TO _____ (NEW HOMEPORT) REIMBURSEMENT FOR DEPENDENT TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS FROM _____ (OLD HOMEPORT) IS AUTHORIZED. (SEE NAVSO P-6034, para. U5222-D-5 OR U5222-I AND U5350-J."

6. Homeport Change Certificate. When dependent travel is performed incident to a change of homeport of a unit, the claim or application for dependent's transportation will be accompanied by the original and two copies of a homeport change certificate, signed by the CO or designated representative.

a. Not more than one original certificate will be issued to any one member on the same change of homeport or PDS of a ship or afloat staff. The certificate will be prepared with 4 copies to

satisfy the requirements of the personal property transportation office, for the shipment of household goods. In the case of a lost original certificate, refer to NAVSO P-6034, for the procedures for submission and payment of claims involving lost original orders.

b. NAVSO P-6034, para. U5222-D, prescribes dependent travel entitlements when a change of homeport occurs while assigned to a restricted area, unusually arduous sea duty, or duty under unusual circumstances. NAVSO P-6034, para. U5222-H prescribes entitlements when a homeport change occurs while assigned to duty with a ship, afloat staff, or an afloat unit, which is not considered duty involving unusual or arduous sea duty.

c. BUPERSINST 7040.6 and BUPERSINST 7040.7 contain guidance for preparing accounting data to be used on the homeport change certificate.

d. For a sample Homeport Change Certificate, refer to Exhibit 1.

e. Restrictions

(1) Member must remain onboard a minimum of twelve months after the effective date of homeport change to be eligible for Homeport Change Certificate.

(2) A member without dependents on the effective date of homeport change will not be issued a homeport change certificate **UNLESS** the member plans to ship household goods/private owned motor vehicle incident to the change.

(3) Members in receipt of PCS orders shall not be issued homeport change certificates. COs should contact the appropriate NAVPERSCOM code for confirmation of transfer directives for personnel whose Projected Rotation Date (PRD) is within six months after the effective date. If the member has received, or will be issued, PCS orders, travel and transportation entitlements will be in accordance with the PCS orders using the accounting data contained therein.

(4) When a member has less than 90 days obligated service (OBLISERV) on the effective date of a homeport change and does not desire to reenlist/extend, separation orders will be issued in lieu of a homeport change certificate. The following points are emphasized:

(a) Separation orders may not be issued more than 6 months prior to expiration of active obligated service (EAOS) without prior NAVPERSCOM (PERS-814) approval.

(b) If the member extends enlistment or reenlists prior to being detached from the ship or mobile unit, orders directing separation or release from active duty will be cancelled and, if otherwise proper, a homeport change certificate issued.

6. **Secretary of the Navy Finds (SECNAVFIND)**. MILPERSMAN 1300-400 provides procedures for requesting a SECNAVFIND in connection with a homeport change. Upon receipt of authorization from NAVPERSCOM, the CO shall issue a modified homeport change certificate per Exhibit 2.

7. **Early Separation**. Requests for separation when the remaining OBLISERV is less than 90 days must be submitted to the Type Commander (TYCOM), info NAVPERSCOM (PERS-832).

a. If member's services can be spared, the member will be transferred for separation; if not, the member will be required to accompany the ship to the new homeport or the mobile unit to its new PDS.

b. In all cases when the homeport of a ship or command changes, the unit's CO, with TYCOM approval, may effect a member's release within 5 days of departure for the new homeport when there would be insufficient time to return the member to the old homeport for separation processing or to complete separation processing at the new homeport prior to the member's EAOS.

8. **Members in Receipt of Fleet Reserve Orders**

a. Members in receipt of orders for transfer to the Fleet Reserve or Retired List who desire to make the homeport/PDS change must receive approval from NAVPERSCOM (PERS-823) for modification of effective date for transfer to the Fleet Reserve/Retired List.

b. In these cases approval will not be granted if the period of active duty is reduced to less than the minimum time required for transfer to the Fleet Reserve.

9. **Transportation Authorization**. When the homeport of a **ship or afloat staff only** is changed, the CO may issue a PCS travel authorization based on the official homeport change notification authorizing the member to proceed to the old homeport, and

return, via any Temporary Duty (TDY)/Temporary Additional Duty (TEMADD) stations(s).

a. The statement of endorsement must be either signed directly by the CO or acting CO and not "By Direction".

b. If the ship or afloat staff is at the old homeport, the member may proceed from the old homeport to the new homeport and return to the ship or afloat staff via any TDY/TEMADD station(s).

c. Such authorization will be issued when it is deemed necessary for the member to travel to assist in the movement of dependents, shipment of HHG, to pick up personal items, or to bring the member's POC to the new homeport.

d. This entitlement will expire 1 year from the effective date of the homeport change.

e. If a member is on leave from a deployed ship or afloat staff whose homeport is changed, refer to NAVSO P-6034, para. U5120-F1.

f. Travel to and from the authorized destinations are treated as separate legs of the journey. Members should only be authorized transportation allowances for POC on one leg of the journey as described in NAVSO P-6034, para. U5107. Travel for the other leg of the journey should be directed by government procured transportation.

g. Detailed instructions for the preparation of the travel order can be found in Exhibit 3.

10. **Reassignment Procedures.** When an activity's homeport is changed, onboard personnel are in all stages of tour completion. To avoid unnecessary PCS expenditures incurred by moving individuals incident to a homeport change and then moving them again when they have completed their Prescribed Sea Tour (PST) or Normal Shore Tour (NST), the following procedures will apply to personnel attached to activities scheduled for homeport change.

a. **Members Serving In Type Duty 1 and 6.** Those members who have completed a NST will be reassigned to sea duty. Those members who have not completed a NST will be reassigned in accordance with the following decision logic table:

Rule	If member has ...	Member will be assigned to ...	and PRD set ...	Note
1	0-6 months remaining NST	Sea Duty	to PST.	1,3,4,
2	7-12 months remaining on NST	Shore Duty	to complete 12 months at follow on assignment.	2,3,4,5
3	13 months or more remaining on NST	Shore Duty	as required to complete NST.	2,3,4,5

Note 1: Personnel assigned a 24 month NST are exempt from this policy. Individuals in this category will complete their NST.

Note 2: Personnel who desire a specific location as number one reassignment priority may be required to transition to sea duty and serve the PST in the new assignment.

Note 3: Most situations will not allow for no-cost reassignments in the same geographical area. Cost assignments within the continental United States (CONUS) will be to force concentration sites where reasonable expectations exist that a follow on sea tour billet will exist at the completion of NST. The tour length at the new duty station involving cost transfer will be set to appropriate Department of Defense (DoD) area tour overseas or completion of NST (minimum tour of 12 months) in CONUS. Follow on sea assignment will be at the same location when following Rule 2. Individuals must OBLISERV for the DoD overseas area tour.

Note 4: Career personnel will be assigned without regard to OBLISERV, except for DoD overseas assignments.

Note 5: Non-career personnel who do not desire to acquire necessary OBLISERV may be assigned to sea duty.

*** Exception:** For Nuclear Trained Personnel this period shall be 24 months due to requalification requirements.

b. **Members serving in Type Duty 2, 3, and 4.** If reassignment is required, it will normally be in accordance with the following decision logic table:

Rule	If member has ...	Member will be assigned to ...	and PRD set ...	Note
1	6 months or less remaining on PST	Shore Duty	to NST.	1,2
2	7 months or more remaining on PST, but 6 months or less remaining until PRD	Another Sea Duty activity	to complete PST.	
3	7 months or more remaining on PST, and 7 months or more remaining until PRD	Remain onboard	To PRD or one year whichever is greater.	

Note 1: Career personnel will be assigned without regard to OBLISERV.

Note 2: Non-career personnel must have or agree to acquire a minimum of 24 months OBLISERV to be eligible for assignment ashore. Non-career personnel who do not desire to acquire necessary OBLISERV will be retained on board for completion of PST/PRD or EAOS.

c. Members serving on reenlistment/enlistment incentives.

Personnel who will be on board less than 1 year as of the effective date after reenlisting under a Guaranteed Reenlistment (GUARD) 2000 incentive or returning to active service under the Prior Service (PRISE) III program may have assignment renegotiated if members are non-volunteers for transfer to the new homeport.

(1) MILPERSMAN 1306-1002 provides guidance for terms of guarantee under GUARD assignment. Members should contact NAVPERSCOM (applicable code) upon official announcement of homeport change in order to renegotiate reenlistment/enlistment incentives.

(2) MILPERSMAN 1300-1000 provides guidance for assignments made with collocated spouse. Assignments will be reviewed on a case basis by NAVPERSCOM. Members may be given the option to remain in current homeport if valid requirement exists or relocate to the new homeport.

11. **Types of Homeport Changes.** Homeport changes are necessitated by changes in naval organizations, programs, or when they will improve the administration and operation of the activity concerned.

a. Homeports will normally be reassigned only on the basis that such assignment will remain in effect for a period of 6 months or longer.

b. **Change of Homeport from CONUS to CONUS.** These homeport changes are usually for a period of 6 months or longer and normally involve homeports located on the same coast (e.g., San Diego, CA to Long Beach, CA or Norfolk, VA to Philadelphia, PA). Such reassignments are made in connection with overhaul, transfer to the Naval Reserve Force (NRF), or unit reorganization.

(1) Upon receipt of the CNO announcement of the change of homeport, COs will submit to NAVPERSCOM (applicable code) info Enlisted Placement Management Center (EPMAC), a listing of **non-essential** personnel recommended for reassignment prior to the effective date of homeport change.

(2) These personnel will be reassigned **without onboard relief**. In cases where relief is required prior to shift of homeport, the following format will be utilized:

(a) Name, rate, SSN

(b) Recommended transfer month

(c) Contact relief required (YES/NO)

(d) If gap acceptable, state number of months

(e) Duty preference/comments

(3) Submit this listing to the appropriate NAVPERSCOM code identified in paragraph 2.

(3) When recommending a member for reassignment, such factors as EAOS, eligibility for reenlistment incentives, and individuals' career intentions must be considered.

(4) If a member is eligible for GUARD assignment, submit request in accordance with MILPERSMAN 1306-1002.

(5) Personnel whose expertise and skills are required on board after effective date of homeport change **need not be included** in message or letter.

(6) On board PRDs will not be extended unless requested by the member.

(7) Additional guidance, if required, will be provided for ships changing homeports from one coast to another (e.g., Norfolk, VA to San Diego, CA) and ships changing homeport scheduled to undergo Service Life Extension Program (SLEP).

c. **Change of Homeport to an Overseas Location.** As soon as the CNO officially announces the homeport change, COs will determine suitability per MILPERSMAN 1300-302 and 1300-304.

(1) COs shall submit to NAVPERSCOM (applicable code), with info copy to TYCOM, and EPMAC, a listing of personnel who are:

(a) Not qualified for overseas duty per MILPERSMAN 1300-302 and 1300-304. These personnel will be transferred prior to the effective date of homeport change.

(b) Volunteers for the new homeport.

(c) Non-volunteers for the new homeport.

(d) Personnel with 6 months or less remaining on PST/PRD computed from effective date of homeport change and are non-volunteers.

(e) Under reenlistment/enlistment incentives with less than 12 months on board after effective date of homeport change and are non-volunteers.

(f) Serving with collocated spouse. Indicate whether reassignment or relocation to the new homeport is desired.

(2) Identification of personnel retained on board will be categorized as follows:

(a) Volunteers Accompanied/Volunteers All Others Tour. Members desiring to remain on board to complete applicable tour.

(b) Non-volunteers (NVOL). Those personnel who do not desire to remain on board. These personnel may be retained on board for a maximum of 24 months or until completion of PRD/PST whichever is less.

(3) If assignment of a member selected from fleet volunteers is not feasible due to change in policy, funding constraints, member's withdrawal, advancements, or if the member is no longer eligible for such duty, NAVPERSCOM (applicable code)

will provide replacement from available assets in accordance with Manning Control Authority (MCA) priorities.

(4) It is most desirable that units changing homeport to an overseas location be manned with volunteers to the maximum extent feasible. However, it is often necessary to retain some non-volunteers on board to fill key billets during the transition period to maintain crew stability, provide experienced watches, and to man units in accordance with specified manpower levels when sufficient volunteers or replacements are not available.

(5) Personnel who are undecided will be afforded the opportunity to elect accompanied or "all others tour" at a later date provided they incur the required OBLISERV and complete applicable tour. However, members are cautioned regarding use of entitlements prior to making a decision, which could effect further entitlements to the new homeport.

(6) Members who volunteer to remain on board the unit after transitioning to an overseas homeport will complete applicable "accompanied/all others tour." Personnel shall incur sufficient contractual OBLISERV prior to departure of ship from CONUS.

(7) Every effort will be made to reassign non-essential personnel who are not volunteers to remain on board during the transition period in accordance with this article. However, if not enough volunteers or replacements are available, members will be required to remain on board until PRD or 24 months after effective date, whichever is less. PRDs of non-volunteers will not be involuntarily extended.

(8) Non-volunteers, who choose to have their dependents accompany them or elect to bring POC or HHG to the new overseas location, shall have their PRD adjusted to reflect applicable tour per MILPERSMAN 1300-308.

d. Change Of Homeport From An Overseas Location To Conus For Overhaul And Return To Previous Overseas Location. Since overhaul, conversion, or aircraft transition periods vary from 6 months to more than 17 months, transitioning units in this type of homeport change must be considered as an exception to the normal transition policy. Units returning to CONUS will receive a change of homeport notice, which will assign for the purpose of travel entitlements, a CONUS homeport.

e. Change Of Homeport From One Overseas Location To Another Overseas Location. Personnel currently onboard these units will be retained for completion of current tour.

(1) Exceptions are as follows:

(a) Personnel no longer qualified for continued overseas duty. Disqualification shall be documented in the members' service record.

(b) Personnel with less than 6 months remaining on PST/PRD and who are non-volunteers will be reassigned prior to effective date or sail date whichever is earlier on a case basis. Factors to be considered for early transfer are presence of dependents on station and availability of replacement.

(c) Personnel assigned with collocated military spouse and single parents should be identified to NAVPERSCOM (PERS-40) who will review each assignment on a case basis. Indicate whether assignment is desired to a new or old homeport.

(2) Members currently serving an "all others tour" at the old homeport may elect accompanied tour at the new location provided they agree to remain onboard for completion of required area tour of the new homeport and acquire required OBLISERV prior to the effective date of homeport change.

f. Change Of Homeport Incident To Flagship Turnover Or Exchange Of Tender Duty. Reassignment policy for units in this category will be provided by separate correspondence due to the unique situation.

(1) For planning purposes, the general policies for homeport change will apply. In addition, the following reassignment procedures may be utilized:

(a) On board personnel desiring to remain with present command may be retained provided all requirements are met in accordance with the current assignment policy.

(b) Personnel will be afforded every opportunity to remain in present homeport by requesting exchange of duty per MILPERSMAN 1306-700.

(c) When exchange of duty is limited due to ship's design (e.g., nuclear vs. conventional), self-negotiated swaps with other units in the same area may be authorized.

(d) All other requirements such as overseas screening if applicable, and OBLISERV must be completed prior to transfer.

12. **PRD Adjustments and Modifications.** To provide continuity, a phased rotation of personnel after homeport change is necessary.

a. When the unit manning profile is established, the CO may request PRD adjustments of maximum plus or minus 90 days from completion of elected tour.

b. When recommending PRD adjustments, such factors as time remaining on active duty, tour election, time remaining on PST, usage of entitlements, and desires of individual should be considered.

c. For confirmation of PRD adjustments, refer to Enlisted Distribution Verification Report (EDVR).

13. **Homeport Change Conference.** When deemed necessary by the MCA, TYCOM, and NAVPERSCOM due to complexity of crew manning considerations, a Homeport Change Conference will be convened.

a. The following items should be reviewed:

(1) Unit's manning requirements.

(2) Selection and assignment of fleet volunteers.

(3) Compliance with assignment and entitlement policies.

(4) Other matters in connection with crew mergers, crew stability and unit personnel readiness.

b. The Homeport Change Conference will normally be convened and chaired by the TYCOMs representative, with attendees from the MCA, EPMAC, NAVPERSCOM, and the unit changing homeport.

EXHIBIT 1

SAMPLE HOMEPORT CHANGE CERTIFICATE

(Activity name)

(Date)

I hereby certify that (member's full name) was permanently assigned to (activity's name) with the rank/rate (rank/rate or applicable grade) when the (letter/message) from the Chief of Naval Operations (file/date or DTG of message) was received on board, changing the (homeport/permanent duty station location) of this activity from (old location) to (new location) effective (date of change). Change of homeport is incident to commencement/completion of overhaul (if applicable). Ship or unit has been designated as unusually arduous sea duty (if applicable).

Accounting data

(Signature of Commanding Officer)

EXHIBIT 2

SAMPLE HOMEPORT CHANGE CERTIFICATE - MODIFIED FOR SECNAVFIND

(Activity name)

(Date)

I hereby certify that (member's full name) was permanently assigned to (activity's name) with the rank/rate (rank/rate or applicable grade) when the (letter/message) from Chief of Naval Operations (file/date or DTG of message) was received on board, changing the (homeport/permanent station) of this activity from (old location) to (new location) effective (date of change). Change of homeport is incident to commencement/completion of overhaul (if applicable). Ship or unit has been designated as unusually arduous sea duty (if applicable). The Secretary of the Navy has found that this PCS is required by the exigencies of the service.

Accounting data

(Signature of Commanding Officer)

EXHIBIT 3

DETAILED INSTRUCTIONS FOR PREPARATION OF THE TRAVEL ORDER

The travel authorization is issued as a travel order, at the command level preferably on the unit's letterhead bond paper.

- BLOCK 1 (Number):** Serial number assigned by the unit.
- BLOCK 2 (Date):** Date authorization is prepared.
- BLOCK 3 (Name):** Type member's full name - Last name, first name, and middle.
- BLOCK 4 (Grade/Rate):** Enter member's pay grade and rating abbreviation.
- BLOCK 5 (SSN):** Enter member's social security number with hyphens between the third and fifth digits. Example: 123-45-6789.
- BLOCK 6 (Branch/Class):** Enter the abbreviation of service (USN, USNR, etc.).
- BLOCK 7 (Old/New homeport):** Enter the City and State, or country, which travel is authorized to.
- BLOCK 8 (Old/New homeport):** Enter the City and State, or country, which member is directed to return to.
- BLOCK 9 (Unit):** Enter the full title of the unit changing homeport.
- BLOCK 10 (Date-time-group):** Self explanatory.
- BLOCK 11 (Days Leave):** Enter the number of days leave is authorized in conjunction with this travel.
- BLOCK 12 (Days Travel):** Enter the number of days travel time is authorized per MILPERSMAN 1320-100.
- BLOCK 13 (Days Proceed):** Enter the number of days proceed time is authorized per MILPERSMAN 1320-090.

BLOCK 14 (Advanced LV RATS Requested): Enter if applicable.

BLOCK 15 (Advanced MALT/Flat PER DIEM authorized): Enter if applicable.

BLOCK 16 (Months Advanced Pay Authorized): Enter number of months advance pay is authorized, if any.

BLOCK 17 (City): Self Explanatory.

BLOCK 18 (State/Country): Self Explanatory

BLOCK 19 (POC State and License number): Self Explanatory.

BLOCK 20 (City): Self Explanatory.

BLOCK 21 (State/Country): Self Explanatory

BLOCK 22 (Leave address and phone number): Self explanatory.

BLOCK 23 (Accounting Data): Refer to BUPERSINST 7040.6 for PCS Travel, as it pertains to travel incident to a change of homeport. Accounting data for TEMDUINS will be provided by NAVPERSCOM if applicable.

BLOCK 24 (Narrative): Any intermediate stations will be provided, with accounting data and specifics, by NAVPERSCOM. If there are no intermediate stations, include only ultimate duty station information, to include the UIC, activity name and mailing address, and the report not later than hour and date.

BLOCK 25 (Signature of Member): Self explanatory.

BLOCK 26 (Travel Commenced): Hour and date member is authorized to begin this travel.

BLOCK 27 (Authenticating signature, rank, title): The signature shall be that of the CO of the activity, or, when the CO delegates such authority to a subordinate officer, master chief, senior chief, chief petty officer, petty officer first class, or civilian, may be "by direction of the CO." The authenticating signature will be affixed only to the original order.

EXAMPLE:

(1) Travel Authorization Order Number: _____ (2) Date:
(3) Name (4) Grade/Rate (5) SSN (6) Branch/Class

is hereby authorized travel at government expense to (7) (old/new homeport) and return to (8) (old/new homeport). This travel is granted as a result of the homeport change of (9) (unit). Authority for this change: Chief of Naval Operations message (10) (date-time-group).

Authorized: (11) 00 DAYS LEAVE (14) ADV LVRATS REQUESTED
(12) 00 DAYS TRAVEL (15) ADV MALT PLUS FLAT PER DIEM
(13) 00 DAYS PROCEED TIME (16) 0 MONTH AD PAY AUTH

POC TRAVEL IS AUTHORIZED FOR TRAVEL FROM (17) CITY, (18) STATE/COUNTRY) TO (CITY, STATE/COUNTRY) ONLY. (19) (POC State and license number).
GOVERNMENT AIR IS DIRECTED FOR TRAVEL FROM (20) CITY, (21) STATE/COUNTRY) TO (CITY, STATE/COUNTRY).

(22) Leave address and phone number:

(23) ACCOUNTING DATA:
PCS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
TEMDUINS PER DIEM XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (if applicable)

(24) Reporting station(s) will appear in reporting station sequence (i.e., Intermediate 1, 2, 3, and Ultimate, as applicable). Data provided for each reporting station is: UIC, Activity Name, ACC - Type of assignment, Report Not Earlier Than Date (YY MM DD), (if applicable), Report Not Later Than Hour (required for first reporting station only), Homeport, - City, At Location of Reporting Station, Additional Reporting Instructions, School Class Convening Date (YY MM DD), and mailing address of each reporting station.

I have read and understand these orders and instruction:

(25) (Signature of Member)

(26) Travel commenced:
0000, 00 XXX 03

(27) (Signature and title of Commanding Officer or designated representative)