



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
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MILLINGTON, TN 38055-0000

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29 SEP 2010

BUPERS INSTRUCTION 7040.7B

From: Chief of Naval Personnel

Subj: FINANCIAL MANAGEMENT GUIDE FOR PERMANENT CHANGE OF  
STATION TRAVEL (RESERVE PERSONNEL, NAVY) (RPN)

Encl: (1) Financial Management Guide

1. Purpose. To provide procedures for administration and accounting for costs incident to permanent change of station (PCS) travel under the Reserve Personnel, Navy (RPN) appropriation. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 7040.7A.

3. Applicability

a. This instruction is for use by all personnel engaged in the various aspects of managing PCS travel. Information contained here is for guidance in matters under the cognizance of the Chief of Naval Personnel (CHNAVPERS) and should be referred to when preparing documents authorizing PCS travel. Instruction contained in this guide DOES NOT apply to:

(1) PCS travel chargeable to appropriations other than "RPN";

(2) Travel resulting from temporary additional duty (TEMADD) assignments; and

(3) Per diem paid to members undergoing training of less than 20 weeks in connection with PCS moves.

b. All costs for per diem for training of less than 20 weeks incident to a PCS move will be charged directly to the Operation and Maintenance, Navy (O&MN) appropriation.

4. Maintenance and Revision. CHNAVPERS will keep this instruction current and provide for appropriate changes, as

required. Recommendations for changes should be submitted to the Navy Personnel Command (NAVPERSCOM), Financial Management Branch (PERS-524).

5. Records Management. Records created by this instruction, regardless of media, will be managed per SECNAV Manual M-5210.1 of November 2007.

6. Form. NAVPERS 7041/1 (Rev. 12-92) PCS Travel, S/N 0106-LF-015-3800, is available at <http://www.npc.navy.mil>.



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FINANCIAL MANAGEMENT GUIDE

FOR

PERMANENT CHANGE OF STATION (PCS) TRAVEL

(RESERVE PERSONNEL, NAVY (RPN))

THIS GUIDE APPLIES TO  
FULL TIME SUPPORT (FTS) NAVY PERSONNEL ONLY

(REFER TO BUPERSINST 7040.6B FOR TRAINING AND ADMINISTRATION OF THE  
MILITARY PERSONNEL, NAVY (MPN))

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CHAPTER 1 - SECTION A

INTRODUCTION

Permanent change of station (PCS) travel programs involves the annual spending of millions of defense dollars for transportation of military personnel and their dependents and movement of their personal property between old and new permanent duty stations (PDS). The active interest shown by committees of Congress and key personnel of the Department of Defense (DoD) has placed a great deal of emphasis on proper fiscal administration of PCS funds. CHNAVPERS has been charged with the responsibility for maintaining optimum management control over the Navy's share of these dollars. The instructions and procedures contained in this guide are issued for the information and compliance of all personnel engaged in administering and accounting for PCS travel funds under the Reserve Personnel, Navy (RPN) appropriation.

## CHAPTER 1 - SECTION B

### DEFINITIONS AND CLASSIFICATIONS

The following definitions and classifications apply only to this guide and do not supersede any definitions for entitlement in the Joint Federal Travel Regulations (JFTR) or NAVSO P-1000, Financial Management Policy Manual.

#### DEFINITIONS

Assignment Directive. Any official communication, which directs PCS orders to be issued for enlisted personnel. The transfer directive may be an enlisted data card (1A), an Enlisted Personnel Action Document (EPAD), message, or broad directive issued in a publication or instruction. The authority to issue transfer directives comes from CHNAVPERS and is delegated to a few commands.

Availability Report. A report submitted to the Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support (PERS-4013) by any command in the United States or outside Continental United States (OCONUS) which makes an enlisted member available for assignment or reassignment as governed by MILPERSMAN 1306-1700.

Customer Identification Code (CIC). An eight-character code which describes the move. It must appear on all personnel and or financial documents relating to a PCS. Instructions for creating the CIC are in chapter 3 - sections A and B.

Duty Under Instruction (DUINS). A school at which the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. A DUINS location is considered a PDS.

Month Orders Released (MOR). The month and fiscal year in which the orders are written and approved by a competent order writing authority. For field generated orders, this is the month the orders are signed by the approving official. For orders generated via the electronic order writing system, this is the month the orders are approved and the message is generated.

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Operating Target (OPTAR) Manager/Detailer Code. The official who administers specific types or portions of PCS travel funds.

Operational - Land Travel (OPS move). Movement between activities:

(1) Within Continental United States (CONUS), including movements to and from ships homeported in CONUS, regardless of deployment of a ship or mobile unit.

(2) OCONUS, when no transoceanic (across the sea) travel is involved.

**Note:** Alaska and Hawaii are treated as OCONUS for purposes of this classification.

PCS Move. The transfer or assignment of a member from one PDS to another PDS. This includes the move from home, or from the place from which ordered to active duty, to first PDS upon appointment, call to active duty, enlistment, or induction, and from last PDS to home or the place from which ordered to active duty upon separation from the service, placement on the temporary disability retired list, release from active duty, or retirement. It also includes an authorized change in homeport of a ship, ship-based staff, permanent station of a mobile unit, or relocation of a shore-based activity.

PDS. See JFTR, appendix A.

Purpose Identification Code (PIC). A code which identifies (1) the purpose of the PCS, (2) whether the move involves OCONUS travel, and (3) whether the member is an officer or enlisted.

Rank or Rate Code. A one-character alpha code that designates the rank or rate of the member involved in a PCS move. These codes can be found in chapter 3 - section C.

Rotational - To and From OCONUS (ROTS move). Movements between:

(1) CONUS activities and OCONUS activities, including movements to or from ships homeported or mobile units located OCONUS, regardless of deployment of ship or mobile unit.

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(2) OCONUS activities if transoceanic (across the sea) travel is involved.

**Note:** Alaska and Hawaii are treated as OCONUS for purposes of this classification.

Standard Document Number (SDN). A 15 digit alpha numeric code used to obligate and effect payment of funds.

Temporary Duty (TEMDU) Station. A station other than a PDS where a member performs TEMDU or temporary duty under instruction (TEMDUINS) under orders which provides for further assignment, or pending further assignment to a new PDS. A TEMDU assignment normally does not exceed 6 months.

Transportation Account Code (TAC). A code that identifies the account chargeable for the shipment of personal property within the Defense Transportation System (DTS).

NAVPERS 7041/1, PCS Travel. A questionnaire completed by all personnel who are transferred, appointed, commissioned, ordered to active duty, released from active duty, retired, separated, enlisted, re-enlisted or are resigning and, therefore, are involved in a PCS move. This form should be submitted electronically as directed in the PCS orders at least 90 days prior to transfer or immediately upon receipt of orders if less than 90 days. Refer to chapter 4, sections A and B for further guidance.

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**CLASSIFICATIONS**1. Accession Travel

a. Officers. Movements from home or place of acceptance of commission to first duty station including any authorized TEMDU/TEMDUINS enroute.

b. Enlisted Recruits. Movements from a U.S. Navy Recruiting District (NRD)/ Military Entrance Processing Stations (MEPS), home, or place from which ordered to active duty to recruit training center and to first PDS/DUINS, after recruit training including any other authorized TEMDU/TEMDUINS enroute.

c. Enlisted (Other than Recruits). Movements from MEPS, home or place from which ordered to active duty to first PDS when no recruit training is involved including any authorized TEMDU/TEMDUINS enroute. (This includes the Enlisted Officer Candidate Programs, such as Aviation Officer Candidate (AOC), Officer Candidate School (OCS), Navy Flight Officer Candidate (NFOC), and Nuclear Petty Officer Candidate (NUPOC).)

d. Midshipmen. Movements of individuals selected as midshipmen upon entry into the Naval Academy and individuals who travel to the Naval Academy but fail to pass the entrance examinations and are required to return home.

2. Separation Travel

a. Officers and Enlisted. Movements from last PDS, regardless of location (including transfer to an intermediate activity for processing) to home of record, place of entry into service, or to home of selection when authorized and movements of dependents and or shipment of property of a member who is deceased. (Refer to JFTR, vol. 1 - chapter 5, parts C, D, E, and F.)

b. Midshipmen. Movements of eliminated midshipmen to home of record or point of entry into service.

3. Training Travel: Officers and Enlisted. Movements from last PDS within CONUS to DUINS at a school or installation for a period of 20 weeks or more duration within CONUS, and movements from last PDS to DUINS at a school or installation located within an OCONUS area when no transoceanic (across the sea) travel is involved. This includes all movements from DUINS (even though the member does not complete the scheduled course) at such school or installation to the next PDS in CONUS/OCONUS when no transoceanic (across the sea) travel is involved, and any authorized TEMDU/TEM DUINS to and from the school or installation. This includes travel as required to join or depart from a deployed ship or mobile unit.

4. Operational Travel Between Duty Stations, Land

a. Officers and Enlisted (General). Movements to and from a PDS located within CONUS and movements to and from a PDS located within an OCONUS area when no transoceanic (across the sea) travel is involved, including any authorized TEMDU/TEM DUINS enroute, **EXCLUDING** movements to or from schools with a course of instruction of 20 weeks or more duration or movements of organized units. This includes travel as required to join or depart from a deployed ship or mobile unit.

b. Officers and Enlisted (Miscellaneous). Travel of dependents and movements of personal property within CONUS under circumstances where the member **IS NOT issued a PCS order** or for member who has been interned, missing, or captured and for evacuation within CONUS due to unusual emergency circumstances such as war, riots, national or natural disasters, epidemics, or similar conditions of comparable magnitude. (Refer to JFTR, vol.1 - chapter 5, parts C, D, E, F, and chapter 6, part B.)

5. In-place Consecutive Overseas Tour (IPCOT) move. Reassignment of a member to a consecutive tour at the same command overseas or movement of a member from one duty station to another in the exact same geographic location overseas, such as Pearl Harbor, Hawaii to Pearl Harbor, Hawaii. This type of move is only used when the member and eligible dependents have met the minimum DoD unaccompanied overseas tour length and are entitled to airfare to CONUS destination for leave. Accounting data is only authorized for billing of air fare. No shipment of personal property is authorized.

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6. Rotational Travel To and From OCONUS

a. Officers and Enlisted (General). Movements between a PDS within CONUS and a PDS OCONUS when transoceanic (across the sea) travel is involved, including any authorized TEMDU/TEMUINS enroute, INCLUDING movements to and from schools with a course of instruction of 20 weeks or more duration (excluding movements of organized units).

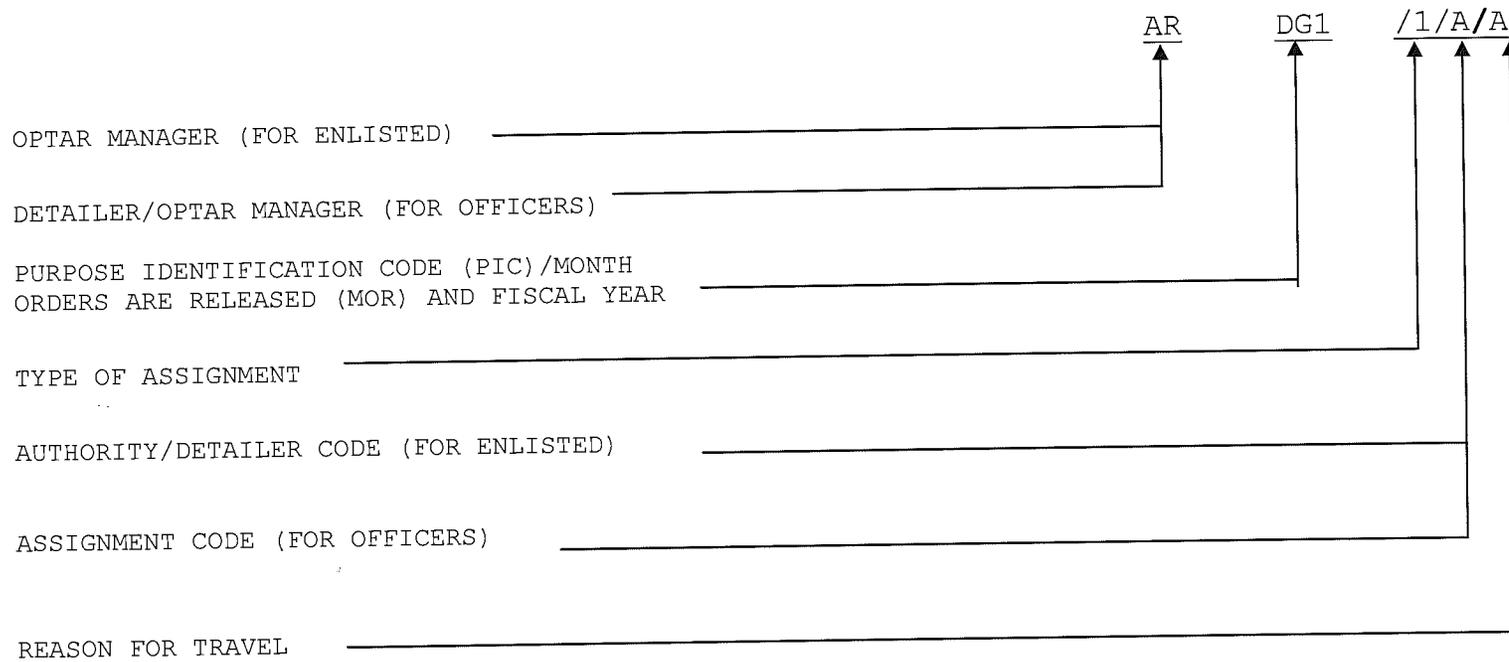
b. Officers and Enlisted (Miscellaneous). Travel of dependents and movements of personal property under unusual or emergency circumstances where member is NOT issued a PCS order, or for member who has been interned, missing or captured. (Refer to JFTR, vol. 1 - chapter 5, parts C, D, E, and F.)

c. Officer and Enlisted (Evacuation). Transportation of dependents and shipments of personal property incident to an evacuation. (Refer to JFTR, vol. 1 - chapter 6.)

7. Travel of Organized Units: Officers and Enlisted. Movements resulting from a change of homeport of a ship, or ship-based staff, from a change in the PDS of a mobile unit, or from relocation of a shore-based activity.

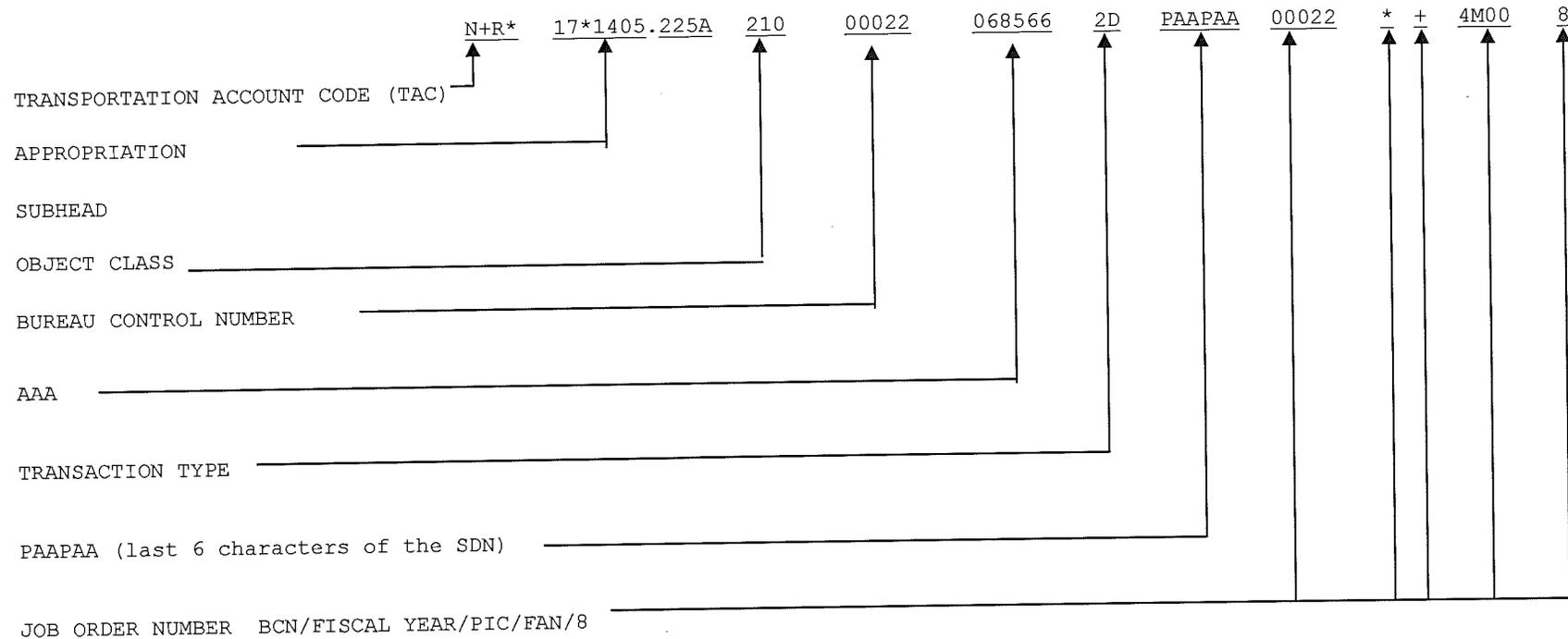
CHAPTER 2 - SECTION A  
CUSTOMER IDENTIFICATION CODE (CIC) ILLUSTRATION

THE FOLLOWING SCHEMATIC SHOWS THE EXACT SEQUENCE AND FORMAT FOR CIC AS IT SHOULD APPEAR IN A MEMBER'S ORDERS:



**CHAPTER 2 - SECTION B**  
**LINE OF ACCOUNTING (LOA) ILLUSTRATION**

THE FOLLOWING SCHEMATIC SHOWS A LOA DATA IN THE EXACT SEQUENCE AS IT SHOULD APPEAR IN A MEMBER'S ORDERS:

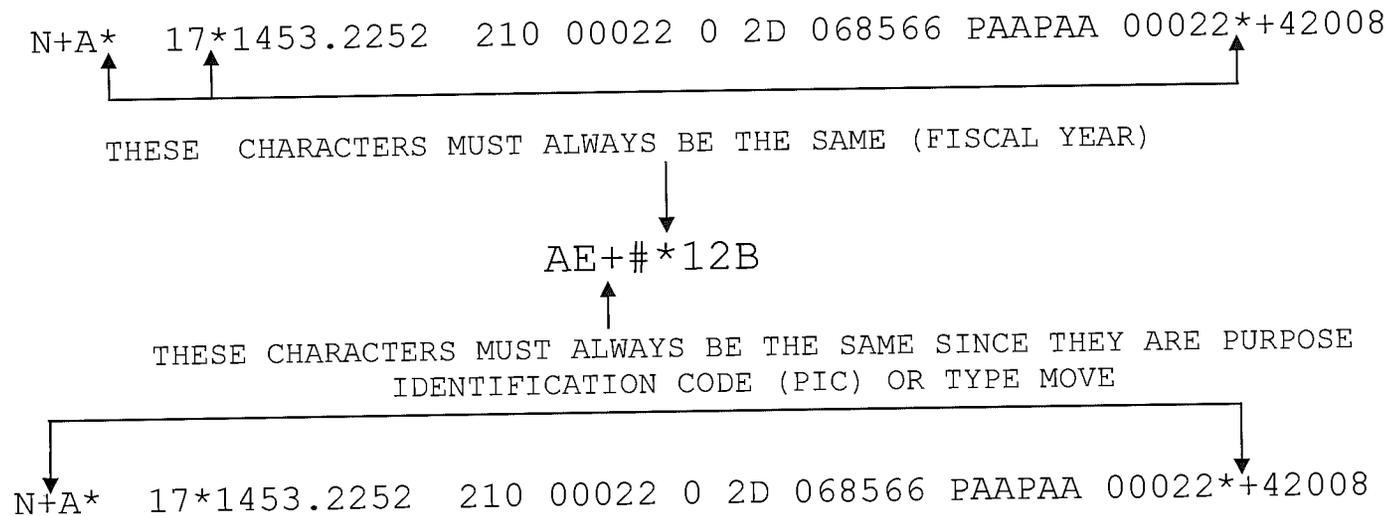


\* = fiscal year the orders are written  
+ = purpose identification code (PIC). Also known as type of move

NOTE: Although the member's social security number (SSN) will be masked on all printed orders, it is imperative Personnel Support Activity Detachments (PERSUPPDETs)/Customer Service Desk (CUSVCDESK) load the entire SSN into Integrated Automated Travel System (IATS).

CHAPTER 2 - SECTION C  
ILLUSTRATION

THE FOLLOWING DIAGRAMS ARE ILLUSTRATED TO POINT OUT THE VARIOUS CHECKPOINTS FOR VERIFYING A MEMBER'S CIC AND ACCOUNTING DATA ON TRAVEL ORDERS



First 2 characters are detailer OPTAR  
+ = purpose identification code (PIC)  
# = month orders released  
\* = fiscal year of orders  
Last 3 are determined from the tables



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## CHAPTER 3 - SECTION A

## ACCOUNTING GUIDES AND CUSTOMER IDENTIFICATION CODE (CIC) - OFFICER

1. This section is to be used when constructing accounting data to be cited in officer PCS travel orders. The accounting guides are in this chapter. The chart for construction of the CIC immediately follows the applicable accounting guide.

2. The first five characters of the applicable CIC when detaching a member from their last PDS will be continued unchanged on all subsequent travel orders until arrival at their ultimate duty station regardless of the number of modifications to orders issued or the nature and extent of TEMDU enroute from the PDS (including from home or U.S. NRD/MEPS in case of accessions) to the new PDS.

3. To determine the appropriate accounting data to be shown in an officer PCS orders, use the appropriate accounting guide. The issuing authority must ensure a SDN is also included on the document. A no-cost move contains no accounting data. The following procedures apply for PCS transfer directives, messages or letters originating from NAVPERSCOM or from a field activity acting under authority of a broad Bureau of Naval Personnel (BUPERS) directive, JFTR Manual, or directives by other competent authority:

a. Determine the classification of the PCS move using Definitions-Classifications (1-B-1 through 1-B-6) and refer to the following tables:

CLASSIFICATION	SUBHEAD	PURPOSE IDENTIFICATION CODE (PIC)	ACCOUNTING GUIDE PAGE NO.	CIC CHART PAGE NO.
Officer Accession - Land	.225A	2	3-A-5	3-A-6
Officer Accession - From OCONUS	.225A	S	3-A-7	3-A-8
Officer Training - Land	.225T	3	3-A-9	3-A-10

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		PURPOSE IDENTIFICATION	ACCOUNTING GUIDE	CIC CHART
CLASSIFICATION	SUBHEAD	CODE (PIC)	PAGE NO.	PAGE NO.
Officer Rotational (Training) - To and From OCONUS	.225R	T	3-A-11	3-A-12
Officer Operational (General) - Land	.225L	4	3-A-13	3-A-14
Officer In-place Consecutive Overseas Tour (IPCOT)	.225L	0	3-A-15	3-A-16
Officer Rotational (General) - To and From OCONUS	.225R	U	3-A-17	3-A-18
Officer Separation - Land *	.225D	5	3-A-19	3-A-20
Officer Separation - To and From OCONUS *	.225D	V	3-A-21	3-A-22
Officer Organized Units - Land	.225U	6	3-A-23	N/A
Officer Organized Units - To and From OCONUS	.225U	W	3-A-24	N/A
Officer Operational (Miscellaneous Travel) - Land	.225L	X	3-A-25	3-A-26
Officer Rotational (Miscellaneous Travel) - To and From OCONUS	.225R	Q	3-A-27	3-A-28
Officer Rotational (Evacuation) - To and From OCONUS (Not to be used for members' travel)	.225R	7	3-A-29	3-A-30

\* Including dependents travel/shipment of personal property of a deceased member.

b. Having determined the appropriate classification, turn to the proper page of the CIC chart as indicated above and develop the CIC as follows:

(1) The FIRST element: 2 character code identifying the Detailer/Operating Target (OPTAR) Manager who holds the OPTAR and is responsible for maintaining financial control of the funds authorized.

(2) The SECOND element: 3 character code identifying move purpose and designating the month and fiscal year the orders were written. This element is referred to as the PIC/MOR. Use the tables below to determine codes for month orders released and fiscal year.

Month Code	Month Orders Released	Month Code	Month Orders Released
A	January	G	July
B	February	H	August
C	March	I	September
D	April	J	October
E	May	K	November
F	June	L	December

Time Cycle	Fiscal Year	Last Character of the Fiscal Year
1 October 2013 to 30 September 2014	2014	4
1 October 2012 to 30 September 2013	2013	3
1 October 2011 to 30 September 2012	2012	2
1 October 2010 to 30 September 2011	2011	1
1 October 2009 to 30 September 2010	2010	0

(3) The THIRD element: 1 character code identifying the type of assignment within each of the major classifications of PCS travel.

(4) The FOURTH element: 1 character code identifying the Assignment Code.

(5) The FIFTH element: 1 character code identifying the reason for the PCS travel.

c. Having developed the eight-character CIC, refer to the proper page of the Accounting Guide as indicated above opposite each classification for the LOA.

d. The accuracy of generating the CIC and LOA should be verified as follows:

(1) The fifth character is the CIC must be the same as the fourth character of the Transportation Account Code (TAC), third character of the appropriation, and the sixth character of the cost code. Refer to page 2-C-1 for an illustration.

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(2) The third character of the CIC must be the same as the second character of the TAC and seventh character of the cost code. Refer to page 2-C-1 for an illustration.

4. All documents generated need to include the following information in the format below. This example is for an officer separation for a member whose SSN is 123-45-6789.

SDN: N000211CS56789  
MAC CIC: 3N5R\*XXXX567890  
CIC: AR5R\*12B (using information from charts in this section)  
PCS LOA:  
N5R\* 17\*1405.225D 210 00022 068566 2D S56789 00022\*54M008

5. Copies of all orders generated by a field activity must be electronically forwarded to PCSVC Cleveland at the following e-mail address: NAVYPCSORDEERS@NAVY.MIL.

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CHAPTER 3 - SECTION A						CLASSIFICATION		
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL						OFFICER ACCESSION - LAND		
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
N2R*	17*1405.	225A	210	00022	068566	2D	SXXXXX	00022*24M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA is to be used for members to commence travel from home or place of acceptance of commission to:

1. First PDS.
2. TEMDU with further assignment to a PDS.
3. DUINS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION					
						OFFICER ACCESSION - LAND					
OPTAR MANAGER	C O D E	PIC/MOR				TYPE OF ASSIGNMENT	C O D E	AUTHORITY	C O D E	REASON FOR TRAVEL	C O D E
		ACCESSION LAND	2	#	*						
BUPERS-712	AR	#				FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO FIRST PERMANENT DUTY STATION	1	41A 43B 4417 4411	Z 3 G O	COMPLETION COMBAT ZONE TOUR COMPLETE CONUS SHORE TOUR COMPLETION CONUS SEA TOUR COMPLETION OCONUS SHORE TOUR	A B C D
		*				FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO TEMPORARY DUTY	2	4B3 4412A 4412B 446C	P Q R V	COMPLETION OCONUS SEA TOUR COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	E F G
		1. MEMBER IS SCHEDULED TO COMMENCE TRAVEL FROM HOME OR PLACE OF ACCEPTANCE OF COMMISSION TO:				FROM TEMPORARY DUTY TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3	All other/MOB	\$	DISCIPLINARY/DISQUALIFIED	H
		a. FIRST PERMANENT DUTY STATION				FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4			TO/FROM HOSPITAL	I
		b. TEMPORARY DUTY WITH FURTHER ASSIGNMENT TO A PERMANENT DUTY STATION				FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	5			MORALE/HUMANITARIAN	J
		c. DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE				FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	6			REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED)	K
										FILL HIGH PRIORITY BILLETS	L
										MEET SCHOOL CONVENING DATE	M
								INACTIVATION OF VESSEL/ACTIVITY IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED	N		
								NEW CONSTRUCTION/CONVERSION	O		
								ESTABLISH NEW STATION/ACTIVITY	P		
								ESTABLISH NEW PROGRAM/PROJECT	Q		
								CHANGE IN DESIGNATOR	R		
								HIGHER AUTHORITY DIRECTS	S		
								CHANGE HOMEPORT/ACTIVITY RELOCATED	T		
								TRAINING OTHER THAN AT SCHOOL	X		
								COMMAND OPPORTUNITY	Y		
								BASE REALIGNMENT/CLOSURE (BRAC)	Z		
								OVERSEA CONTINGENCY OPERATIONS (OCO)	@		
									&		

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CHAPTER 3 - SECTION A							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							OFFICER ACCESSION - TO AND FROM OCONUS	
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NSR*	17*1405.225A		210	00022	068566	2D	SXXXXX	00022*S4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for members to commence travel from home or place of acceptance of commission to:

1. First PDS when transoceanic travel is required.
2. TEMDU with further assignment to a PDS.
3. DUINS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more and transoceanic travel is required.

This LOA is also used if the member's home or place of acceptance is OCONUS and the first duty station or DUINS is CONUS.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION						
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
OPTAR MANAGER	C	PIC/MOR			TYPE OF ASSIGNMENT	C O D E	AUTHORITY	C O D E	REASON FOR TRAVEL		C O D E
	D	ACCESSION	S	#							
BUPERS-712	AR	FROM OCONUS			FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO FIRST PERMANENT DUTY STATION	1	41A 43B 4417 4411 4B3	Z 3 G O P	COMPLETION COMBAT ZONE TOUR COMPLETION CONUS SHORE TOUR COMPLETION CONUS SEA TOUR COMPLETION OCONUS SHORE TOUR COMPLETION OCONUS SEA TOUR		A B C D E
		# IDENTIFIES THE MONTH ORDERS RELEASED			FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO TEMPORARY DUTY	2	4412A 4412B 446C All other/MOB	Q R V \$	COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION DISCIPLINARY/DISQUALIFIED TO/FROM HOSPITAL		F G H I
		* IDENTIFIES THE FISCAL YEAR			FROM TEMPORARY DUTY TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3			MORALE/HUMANITARIAN REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED) FILL HIGH PRIORITY BILLET MEET SCHOOL CONVENING DATE		J K L M
		1. MEMBER IS SCHEDULED TO COMMENCE TRAVEL FROM HOME OR PLACE OF ACCEPTANCE OF COMMISSION TO:			FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4			INACTIVATION OF VESSEL/ACTIVITY IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED NEW CONSTRUCTION/CONVERSION		N O P
		a. FIRST PERMANENT DUTY STATION			FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	5			ESTABLISH NEW STATION/ACTIVITY ESTABLISH NEW PROGRAM/PROJECT CHANGE IN DESIGNATOR HIGHER AUTHORITY DIRECTS		Q R S T
		b. TEMPORARY DUTY WITH FURTHER ASSIGNMENT TO A PERMANENT DUTY STATION			FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	6			CHANGE HOMEPORT/ACTIVITY RELOCATED TRAINING OTHER THAN AT SCHOOL COMMAND OPPORTUNITY BASE REALIGNMENT/CLOSURE (BRAC) OVERSEAS CONTINGENCY OPERATIONS (OCO)		X Y Z @ &
		c. DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE									

<b>CHAPTER 3 - SECTION A</b>  <b>ACCOUNTING GUIDE</b> <b>PERMANENT CHANGE OF STATION TRAVEL</b>						<b>CLASSIFICATION</b>  <b>OFFICER TRAINING - LAND</b>		
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
N3R*	17*1405.225T		210	00022	068566	2D	SXXXXX	00022*34M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA is to be used for the member to detach from:

1. Last PDS CONUS/OCONUS to proceed to DUINS at a school or installation in CONUS/OCONUS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more.
2. DUINS in CONUS/OCONUS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another PDS in CONUS/OCONUS (when no transoceanic travel is involved).

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

This LOA should rarely be required by field activities. Any command using this LOA should first contact NAVPERSCOM (PERS-524) at (901) 874-3131/DSN 882 for guidance.



29 SEP 2010

CHAPTER 3 - SECTION A					CLASSIFICATION			
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL					OFFICER TRAINING (ROTATIONAL) - TO AND FROM OCONUS			
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NTA*	17*1405.225R		210	00022	068566	2D	SXXXXX	00022*T4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA is to be used for the member to detach from:

1. Last PDS CONUS/OCONUS to proceed to DUINS at a school or installation in CONUS/OCONUS (when transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more.
2. DUINS in CONUS/OCONUS (when transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another PDS in CONUS/OCONUS (when transoceanic travel is involved).

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

This LOA should rarely be required by field activities. Any command using this LOA should first contact NAVPERSCOM (PERS-524) at (901) 874-3131/DSN 882 for guidance.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

CLASSIFICATION

OFFICER TRAINING (ROTATIONAL) -  
TO AND FROM OCONUS

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER/ OPTAR	C O D E	PIC/MOR		T	#	TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
		ROTATIONAL TRAINING OCONUS	*								
PERS-CONT	AD	# IDENTIFIES THE MONTH ORDERS RELEASED				FROM A PERMANENT DUTY STATION TO PERMANENT DUTY UNDER INSTRUCTION	1	41A 43B 4417	Z 3 G	COMPLETION COMBAT ZONE TOUR COMPLETION CONUS SHORE TOUR COMPLETION CONUS SEA TOUR	A B C
PERS-41A, 43B, 4417, 4411, 4B3, 4412A, 4412B, 446C	AR	* IDENTIFIES THE FISCAL YEAR				FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	2	4411 4B3 4412A 4412B 446C	O P Q R V	COMPLETION OCONUS SHORE TOUR COMPLETION OCONUS SEA TOUR COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	D E F G
1. MEMBER IS BEING DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OCONUS TO PROCEED TO DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS WHERE THE COURSE OR COURSES OF INSTRUCTION IS A CUMULATIVE DURATION OF MORE THAN 20 WEEKS						FROM PERMANENT DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION OTHER THAN FOR INSTRUCTION	3	All other/MOB	\$	DISCIPLINARY/DISQUALIFIED	H
						TO/FROM HOSPITAL		I			
2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR OR INSTALLATION IN CONUS/OCONUS WHERE THE LENGTH OF THE COURSE OR COURSES OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/ OCONUS						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4			MORALE/HUMANITARIAN	J
						REORGANIZATION (BILLET ADDED/REQUIREMENTS REVISED		K			
						FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER INSTRUCTION	5			FILL HIGH PRIORITY BILLET	L
						MEET SCHOOL CONVENING DATE		M			
						FROM TEMPORARY DUTY/ DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	6			INACTIVATION OF VESSEL/ACTIVITY	N
						IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED		O			
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN FOR INSTRUCTION	7			NEW CONSTRUCTION/CONVERSION	P
						ESTABLISH NEW STATION/ACTIVITY		Q			
										ESTABLISH NEW PROGRAM/PROJECT	R
						CHANGE IN DESIGNATOR		S			
										HIGHER AUTHORITY DIRECTS	T
						CHANGE HOMEPORT/ACTIVITY RELOCATED		X			
										TRAINING OTHER THAN AT SCHOOL	Y
						COMMAND OPPORTUNITY		Z			
										BASE REALIGNMENT/CLOSURE (BRAC)	@
						OVERSEAS CONTINGENCY OPERATIONS (OCO)		&			

<b>CHAPTER 3 - SECTION A</b>  <b>ACCOUNTING GUIDE</b> <b>PERMANENT CHANGE OF STATION TRAVEL</b>						<b>CLASSIFICATION</b>  <b>OFFICER OPERATIONAL (GENERAL) - LAND</b>		
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AA	TT	PAA CODE (note)	COST CODE
N4R*	17*1405.225L		210	00022	068566	2D	SXXXXX	00022*44M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA is to be used for the member to detach from:

1. Last PDS to another PDS, including any TEMDU enroute, when the move is made within CONUS and within OCONUS area (no transoceanic travel required).

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

This LOA should rarely be required by field activities. Any command using this LOA should first contact NAVPERSCOM (PERS-524) at (901) 874-3131/DSN 882 for guidance.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

CLASSIFICATION  
OFFICER OPERATIONAL (GENERAL) -  
LAND

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT	4TH ELEMENT	5TH ELEMENT			
DETAILER/ OPTAR	C	PIC/MOR				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
	AD	OPERATIONAL LAND	4	#	*						
PERS-CONT	AD	# IDENTIFIES THE MONTH ORDERS RELEASED				FROM PERMANENT DUTY STATION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	2	4B3 4412A 4412B 446C	P Q R V	COMPLETION OCONUS SEA TOUR COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	E F G
PERS-41A, 43B, 4417, 4411, 4B3, 4412A, 4412B, 446C	AR	* IDENTIFIES THE FISCAL YEAR				FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPOARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	3	All other/MOB	\$	DISCIPLINARY/DISQUALIFIED TO/FROM HOSPITAL MORALE/HUMANITARIAN REORGANIZATION (BILLET ADDED/REQUIREMENTS REVISED FILL HIGH PRIORITY BILLET MEET SCHOOL CONVENING DATE INACTIVATION OF VESSEL/ACTIVITY IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED NEW CONSTRUCTION/CONVERSION ESTABLISH NEW STATION/ACTIVITY ESTABLISH NEW PROGRAM/PROJECT CHANGE IN DESIGNATOR HIGHER AUTHORITY DIRECTS CHANGE HOMEPORT/ACTIVITY RELOCATED TRAINING OTHER THAN AT SCHOOL COMMAND OPPORTUNITY BASE REALIGNMENT/CLOSURE (BRAC) OVERSEAS CONTINGENCY OPERATIONS (OCO)	H I J K L M N O P Q R S T X Y Z @ &

1. MEMBER IS BEING DETACHED FROM LAST PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS OR WITHIN OCONUS AREA (NO TRANSOCEANIC TRAVEL)

<b>CHAPTER 3 - SECTION A</b>  <b>ACCOUNTING GUIDE</b> <b>PERMANENT CHANGE OF STATION TRAVEL</b>						<b>CLASSIFICATION</b>  <b>OFFICER IPCOT</b>		
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NOR*	17*1405.225L		210	00022	068566	2D	SXXXXX	00022*04M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member to detach from:

1. Last PDS to another PDS in the same overseas location, including any TEMDU enroute. Use this LOA only if the member is authorized Consecutive Overseas Tour (COT) leave. If no COT leave is authorized use Operational (General) land LOA.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

This LOA should rarely be required by field activities. Any command using this LOA should first contact NAVPERSCOM (PERS-524) at (901) 874-3131/DSN 882 for guidance.

29 SEP 2010

**CUSTOMER IDENTIFICATION CODE (CIC) CHART**

**CLASSIFICATION**

**OFFICER IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT)**

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT	4TH ELEMENT	5TH ELEMENT	
DETAILER/ OPTAR	C	PIC/MOR				TYPE OF ASSIGNMENT	ASSIGNMENT	C	REASON FOR TRAVEL
	O	IPCOT	0	#	*	O			
PERS-CONT	AD	# IDENTIFIES THE MONTH ORDERS RELEASED				FROM A PERMANENT DUTY STATION TO PERMANENT DUTY STATION	41A	Z	COMPLETION COMBAT ZONE TOUR
PERS-41A, 43B, 4417, 4411, 4B3, 4412A, 4412B, 446C	AR	* IDENTIFIES THE FISCAL YEAR				FROM PERMANENT DUTY STATION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	43B	3	COMPLETION CONUS SHORE TOUR
		1. MEMBER IS BEING DETACHED FROM LAST PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION IN THE SAME OVERSEAS LOCATION.				FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4417	G	COMPLETION CONUS SEA TOUR
		USE THIS TYPE MOVE ONLY IF MEMBER IS ENTITLED TO CONSECUTIVE OVERSEAS TOUR (COT) LEAVE.				FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4411	O	COMPLETION OCONUS SHORE TOUR
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4B3	P	COMPLETION OCONUS SEA TOUR
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4412A	Q	COMPLETION COURSE OF INSTRUCTION
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4412B	R	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	446C	V	OF INSTRUCTION
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	All other/MOB	\$	DISCIPLINARY/DISQUALIFIED
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			TO/FROM HOSPITAL
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			MORALE/HUMANITARIAN
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			REORGANIZATION (BILLET ADDED/REQUIREMENTS REVISED
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			FILL HIGH PRIORITY BILLET
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			MEET SCHOOL CONVENING DATE
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			INACTIVATION OF VESSEL/ACTIVITY
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			NEW CONSTRUCTION/CONVERSION
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			ESTABLISH NEW STATION/ACTIVITY
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			ESTABLISH NEW PROGRAM/PROJECT
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			CHANGE IN DESIGNATOR
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			HIGHER AUTHORITY DIRECTS
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			CHANGE HOMEPORT/ACTIVITY RELOCATED
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			TRAINING OTHER THAN AT SCHOOL
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			COMMAND OPPORTUNITY
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			BASE REALIGNMENT/CLOSURE (BRAC)
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			OVERSEAS CONTINGENCY OPERATIONS (OCO)
						FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION			&

CHAPTER 3 - SECTION A						CLASSIFICATION		
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL						OFFICER ROTATIONAL (GENERAL) TO AND FROM OCONUS		
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NUR*	17*1405.225R		210	00022	068566	2D	SXXXXX	00022*U4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member to detach from:

1. Last PDS to another PDS, including any TEMDU enroute, when the move is made to or from OCONUS.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

This LOA should rarely be required by field activities. Any command using this LOA should first contact NAVPERSCOM (PERS-524) at (901) 874-3131/DSN 882 for guidance.

29 SEP 2010

**CUSTOMER IDENTIFICATION CODE (CIC) CHART**

**CLASSIFICATION**

**OFFICER ROTATIONAL (GENERAL)  
TO AND FROM OCONUS**

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		C O D E
DETAILER/ OPTAR	C O D E	PIC/MOR	ROTATIONAL OCONUS	U	#	*	TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	
PERS-CONT	AD	# IDENTIFIES THE MONTH ORDERS RELEASED				FROM A PERMANENT DUTY STATION TO PERMANENT DUTY STATION		1	41A	Z	COMPLETION COMBAT ZONE TOUR	A
PERS-41A, 43B, 4417, 4411, 4B3, 4412A, 4412B, 446C	AR	* IDENTIFIES THE FISCAL YEAR				FROM PERMANENT DUTY STATION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION		2	43B	3	COMPLETION CONUS SHORE TOUR	B
									4417	G	COMPLETION CONUS SEA TOUR	C
									4411	O	COMPLETION OCONUS SHORE TOUR	D
									4B3	P	COMPLETION OCONUS SEA TOUR	E
									4412A	Q	COMPLETION COURSE OF INSTRUCTION	F
									4412B	R	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	G
									446C	V		
									All other/MOB	\$	DISCIPLINARY/DISQUALIFIED	H
											TO/FROM HOSPITAL	I
											MORALE/HUMANITARIAN	J
											REORGANIZATION (BILLET ADDED/REQUIREMENTS REVISED	K
											FILL HIGH PRIORITY BILLET	L
											MEET SCHOOL CONVENING DATE	M
											INACTIVATION OF VESSEL/ACTIVITY	N
											IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED	O
											NEW CONSTRUCTION/CONVERSION	P
											ESTABLISH NEW STATION/ACTIVITY	Q
											ESTABLISH NEW PROGRAM/PROJECT	R
											CHANGE IN DESIGNATOR	S
											HIGHER AUTHORITY DIRECTS	T
											CHANGE HOMEPORT/ACTIVITY RELOCATED	X
											TRAINING OTHER THAN AT SCHOOL	Y
											COMMAND OPPORTUNITY	Z
											BASE REALIGNMENT/CLOSURE (BRAC)	@
											OVERSEAS CONTINGENCY OPERATIONS (OCO)	&

1. MEMBER IS BEING DETACHED FROM LAST PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE TO AND/OR FROM OCONUS

CHAPTER 3 - SECTION A						CLASSIFICATION		
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL						OFFICER SEPARATION LAND		
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
N5R*	17*1405.225D		210	00022	068566	2D	SXXXXX	00022*54M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA should be used for the member to commence travel from last PDS within CONUS to:

1. Home of record within CONUS.
2. Place of entry into service within CONUS.
3. Home of selection within CONUS.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

This LOA should rarely be required by field activities. Any command using this LOA should first contact NAVPERSCOM (PERS-524) at (901) 874-3131/DSN 882 for guidance.

29 SEP 2010

CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION					
						OFFICER SEPARATION - LAND					
1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER/ OPTAR	C O D E	PIC/MOR		SEPARATION LAND		TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
BUPERS-712	AR	#	5	#	*	FROM LAST PERMANENT DUTY STATION TO HOME	1	41A 43B 4417 4411 4B3	Z 3 G O P	DISCHARGE OTHER THAN HONORABLE EARLY RELEASE RETIREMENT RELEASE FROM ACTIVE DUTY/ RESIGNATION	H U V W
BUPERS-712*	AA	# IDENTIFIES THE MONTH ORDERS RELEASED * IDENTIFIES THE FISCAL YEAR				FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS A CUMULATIVE OF 20 WEEKS OR GREATER TO HOME	2	4412A 4412B 446C All other/MOB	Q R V \$	MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7
* OPTAR CODE "AA" FOR USE ONLY IN CASES INVOLVING MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A DECEASED MEMBER		1. MEMBER IS BEING DETACHED FROM LAST PERMANENT DUTY STATION WITHIN CONUS TO:  A. HOME OF RECORD  B. PLACE OF ENTRY INTO SERVICE  C. HOME OF SELECTION				FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS A CUMULATIVE OF 20 WEEKS OR GREATER TO TEMPORARY DUTY AWAITING SEPARATION	3				
		2. DEPENDENTS COMMENCE TRAVEL AND/OR SHIPMENT OF PERSONAL PROPERTY OF A DECEASED MEMBER				FROM PERMANENT DUTY STATION TO TEMPORARY DUTY AWAITING SEPARATION	4				
						FROM TEMPORARY DUTY AWAITING SEPARATION TO HOME	5				

CHAPTER 3 - SECTION A					CLASSIFICATION			
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL					OFFICER SEPARATION TO AND FROM OCONUS			
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NVR*	17*1405.225D		210	00022	068566	2D	SXXXXX	00022*V4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member to commence travel from last PDS to:

1. Home of record.
2. Place of entry into service.
3. Home of selection.

Use this LOA when either the current PDS or ultimate location are OCONUS.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN)

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

This LOA should rarely be required by field activities. Any command using this LOA should first contact NAVPERSCOM (PERS-524) at (901) 874-3131/DSN 882 for guidance.

CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION OFFICER SEPARATION TO AND FROM OCONUS					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER/ OPTAR	C O D E	PIC/MOR			TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
BUPERS-712	AR	SEPARATION OCONUS	V	#	FROM LAST PERMANENT DUTY STATION TO HOME	1	41A 43B 4417	Z 3 G	DISCHARGE OTHER THAN HONORABLE EARLY RELEASE RETIREMENT	H U V
BUPERS-712*	AA	# IDENTIFIES THE MONTH ORDERS RELEASED	* IDENTIFIES THE FISCAL YEAR		FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS A CUMULATIVE OF 20 WEEKS OR GREATER TO HOME	2	4411 4B3 4412A 4412B 446C All other/MOB	O P Q R V \$	RELEASE FROM ACTIVE DUTY/ RESIGNATION MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	W  7
* OPTAR CODE "AA" FOR USE ONLY IN CASES INVOLVING MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A DECEASED MEMBER		1. MEMBER IS BEING DETACHED FROM LAST PERMANENT DUTY STATION OCONUS TO:  A. HOME OF RECORD  B. PLACE OF ENTRY INTO SERVICE  C. HOME OF SELECTION			FROM PERMANENT DUTY STATION TO TEMPORARY DUTY AWAITING SEPARATION	4				
		2. DEPENDENTS COMMENCE TRAVEL AND/OR SHIPMENT OF PERSONAL PROPERTY OF A DECEASED MEMBER			FROM TEMPORARY DUTY AWAITING SEPARATION TO HOME	5				

<b>CHAPTER 3 - SECTION A</b>  <b>ACCOUNTING GUIDE</b> <b>PERMANENT CHANGE OF STATION TRAVEL</b>						<b>CLASSIFICATION</b>  <b>OFFICER ORGANIZED UNIT MOVES</b> <b>CONUS</b>		
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note a)	COST CODE
N6R*	17*1405.225U		210	00022	068566	2D	SXXXXX	\$\$\$\$\$*64M008

\* = fiscal year (for example: FY 2011 would be 1)  
 \$\$\$\$\$ = UIC of issuing command

This LOA to be used for the member to commence travel from last PDS within CONUS in conjunction with:

1. Change of Homeport or ship-based staff
2. Change of PDS of the mobile unit or relocation of a shore-based activity

SDN: N00022\*\*CSUXXXX (XXXX = last 4 of member's SSN).

Note (a): The PAAPAA is the last 6 characters of the SDN on the orders.

Note (b): The CIC for this classification is **AF 6#\*/1/&/X** (# identifies the month orders are released and \* identifies the fiscal year).

**Prior to issuing orders using this LOA, the command must contact BUPERS (BUPERS-71) at ORG\_MOVES@NAVY.MIL to obtain authorization, SDN and valid line of accounting.**

**Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.**

29 SEP 2010

CHAPTER 3 - SECTION A							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							OFFICER ORGANIZED UNITS TO AND FROM OCONUS	
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note a)	COST CODE
NWR*	17*1405.225U		210	00022	068566	2D	SXXXXX	\$\$\$\$\$*W4M008

\* = fiscal year (for example: FY 2011 would be 1)

\$\$\$\$\$ = UIC of issuing

This LOA is to be used for the member to commence travel from last PDS involving an OCONUS location due to:

1. Change of Homeport or ship-based staff.
2. Change of PDS of the mobile unit or relocation of a shore-based activity.

SDN: N00022\*\*CSUXXXX (XXXX = last 4 of member's SSN).

Note (a): The PAAPAA is the last 6 characters of the SDN on the orders.

Note (b): The CIC for this classification is **AF W#\*/1/&/X** (# identifies the month orders are written and \* identifies the fiscal year).

**Prior to issuing orders using this LOA, the command must contact BUPERS (BUPERS-71) at ORG\_MOVES@NAVY.MIL to obtain authorization and a SDN.**

**Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.**

29 SEP 2010

<b>CHAPTER 3 - SECTION A</b>						<b>CLASSIFICATION</b>		
<b>ACCOUNTING GUIDE</b>						<b>OFFICER OPERATIONAL</b>		
<b>PERMANENT CHANGE OF STATION TRAVEL</b>						<b>(MISCELLANEOUS TRAVEL)</b>		
						<b>LAND</b>		
<b>(NOT TO BE USED FOR MEMBER'S TRAVEL)</b>								
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NXR*	17*1405.225L		210	00022	068566	2D	SXXXXX	00022*X4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA is to be used for dependents to commence travel and/or shipment of personal property within CONUS.

**NOT TO BE USED FOR MEMBER TRAVEL**

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.

<b>CUSTOMER IDENTIFICATION CODE (CIC) CHART</b>  <b><u>NOT TO BE USED FOR MEMBER'S TRAVEL</u></b>		<b>CLASSIFICATION</b>  <b>OFFICER OPERATIONAL</b> <b>(MISCELLANEOUS TRAVEL)</b> <b>LAND</b>	
1ST ELEMENT		OPERATIONAL MISCELLANEOUS LAND	X FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S COMMAND
OPTAR MANAGER	C O D E		
BUPERS-71	AR		

CIC EXAMPLE: AA X 00171



UNIT IDENTIFICATION CODE OF  
HEADQUARTERS NDW, WASHINGTON,  
D.C.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDEERS@NAVY.MIL.

<b>CHAPTER 3 - SECTION A</b>						<b>CLASSIFICATION</b>		
<b>ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL</b>						<b>OFFICER (MISCELLANEOUS TRAVEL) TO AND FROM OCONUS</b>		
<b>(NOT TO BE USED FOR MEMBER'S TRAVEL)</b>								
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NQR*	17*1405.225U	210	00022	068566	2D	SXXXXX	00022*Q4M008	

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for dependents to commence travel and or shipment of personal property to or from an OCONUS location.

**NOT TO BE USED FOR MEMBER TRAVEL**

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDEERS@NAVY.MIL.

29 SEP 2010

<b>CUSTOMER IDENTIFICATION CODE (CIC) CHART</b> <b><u>NOT TO BE USED FOR MEMBER'S TRAVEL</u></b>		<b>CLASSIFICATION</b> <b>OFFICER (MISCELLANEOUS TRAVEL)</b> <b>TO AND FROM OCONUS</b>	
1ST ELEMENT		ROTATIONAL	
OPTAR MANAGER	C O D E	MISCELLANEOUS TO AND/OR FROM OCONUS	Q FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S COMMAND
BUPERS-71	AR		

CIC EXAMPLE: AA Q 60514



UNIT IDENTIFICATION  
CODE OF NAVSTA  
GUANTANAMO BAY, CUBA

CHAPTER 3 - SECTION A						CLASSIFICATION		
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL						OFFICER ROTATIONAL (EVACUATION TRAVEL) TO AND FROM OCONUS		
<b>NOT TO BE USED FOR MEMBER'S TRAVEL</b>								
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
N7R*	17*1405.225U		210	00022	068566	2D	SXXXXX	00022*74M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for dependents to commence travel and or shipment of personal property to or from an OCONUS location.

**NOT TO BE USED FOR MEMBER TRAVEL**

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDEERS@NAVY.MIL.

29 SEP 2010

CUSTOMER IDENTIFICATION CODE (CIC) CHART <u>NOT TO BE USED FOR MEMBER'S TRAVEL</u>		CLASSIFICATION	
1ST ELEMENT		ROTATIONAL EVACUATION OCONUS	7 FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
OPTAR MANAGER	C O D E		
BUPERS-71	AA		

CIC EXAMPLE: AA 7 60514

UNIT IDENTIFICATION CODE  
OF NAVSTA GUANTANAMO  
BAY, CUBA

**CHAPTER 3 - SECTION B**

**ACCOUNTING GUIDES AND CUSTOMER IDENTIFICATION CODE (CIC) ENLISTED**

1. This section is to be used when assigning a LOA and constructing the CIC to be cited in enlisted PCS travel orders. The chart for construction of the CIC immediately follows the applicable accounting guide.

2. The first five characters of the CIC applicable when detaching a member from their last PDS will be continued unchanged on all subsequent travel orders until arrival at their ultimate duty station regardless of the number of modifications to orders issued or the nature and extent of TEMDU enroute from the old PDS (including from home or NRD/MEPS in case of accessions) to the new PDS.

3. To assign the accounting data to be shown in enlisted PCS orders, use the appropriate guide. A no-cost move contains no accounting data. The following procedures apply for PCS transfer directives or messages originating from CHNAVPERS where accounting data is not shown or for PCS transfers originating from a field activity under the authority of a broad BUPERS directive, the MILPERSMAN, JFTR Manual, or a directive by other competent authority:

a. Determine the classification of the PCS move using Definitions-Classifications (see pages 1-B-1 through 1-B-6) and refer to the following table:

<b>CLASSIFICATION</b>	<b>SUBHEAD</b>	<b>CLASSIFICATION CODE</b>	<b>ACCOUNTING GUIDE PAGE NO.</b>	<b>CIC CHART PAGE NO.</b>
Enlisted Accessions - Recruits Land	.225A	A	3-B-5	3-B-6
Enlisted Accession - Recruits From OCONUS	.225A	J	3-B-7	3-B-8
Enlisted Accession - Other Than Recruits Land	.225A	B	3-B-9	3-B-10
Enlisted Accession - Other Than Recruits from OCONUS	.225A	K	3-B-11	3-B-12
Enlisted Training - Land	.2251	C	3-B-13	3-B-14 & 15

Enlisted Rotational Training - To and From OCONUS	.225R	L	3-B-16	3-B-17 & 18
Enlisted Operational (General) - Land	.2252	D	3-B-19	3-B-20 & 21
Enlisted In-Place Consecutive Overseas Tour (IPCOT)	.2252	1	3-B-22	3-B-23 & 24
Enlisted Rotational (General) - To and From OCONUS	.225R	M	3-B-25	3-B-26 & 27
Enlisted Separation - Land	.2254	E	3-B-28	3-B-29
Enlisted Separation - To and From OCONUS	.2254	N	3-B-30	3-B-31
Enlisted Organized Unit - Land	.225U	F	3-B-32	N/A
Enlisted Organized Unit - To and From OCONUS	.225U	O	3-B-33	N/A
Enlisted Operational (Miscellaneous Travel) - Land	.2252	R	3-B-34	3-B-35
Enlisted Rotational (Miscellaneous Travel) - To and From OCONUS (Not to be used as members' travel)	.225R	Y	3-B-36	3-B-37
Enlisted Rotational (Evacuation Travel) - To and From OCONUS (Not to be used as members' travel)	.225R	8	3-B-38	3-B-39

\* Includes dependents travel and or shipment of property of a deceased member.

b. Having determined the classification to apply, turn to the proper page of the CIC chart as indicated above opposite each classification and develop the CIC as follows:

(1) The FIRST element: 2 character code identifying the Operating Target (OPTAR) manager who holds the OPTAR and is responsible for maintaining financial control of the funds authorized

(2) The SECOND element: 3 character code identifying the move purpose and designating the month and fiscal year the orders were written. This element is referred to as the PIC/MOR. Use the tables below to determine codes for month orders released and fiscal year.

Month Code	Month Orders Released	Month Code	Month Orders Released
A	January	G	July
B	February	H	August
C	March	I	September
D	April	J	October
E	May	K	November
F	June	L	December

Time Cycle	Fiscal Year	Last Character of the Fiscal Year
1 October 2013 to 30 September 2014	2014	4
1 October 2012 to 30 September 2013	2013	3
1 October 2011 to 30 September 2012	2012	2
1 October 2010 to 30 September 2011	2011	1
1 October 2009 to 30 September 2010	2010	0

(3) The THIRD element: 1 character code identifying the type of assignment within each of the major classifications of PCS travel.

(4) The FOURTH element: 1 character code identifying the Authority/Detailer.

(5) The FIFTH element: 1 character code identifying the reason for the PCS travel.

c. Having developed the eight-character CIC, refer to the proper page of Accounting Guide as indicated above opposite each classification for the LOA.

d. The accuracy of generating the CIC and LOA should be verified as follows:

(1) The fifth character of the CIC must be the same as the fourth character of the TAC, third character of the appropriation, fifth character of the CIC, and the third character of the cost code. Refer to page 2-A-1 for illustration.

(2) The third character of the CIC must be the same as the second characters of the TAC, the third characters of the CIC and the seventh character of the cost code. Refer to page 2-A-1 for illustration.

4. All documents generated need to include the following information in the format below. This example is for an enlisted separation for a member whose SSN is 123-45-6789.

SDN: N000211CS56789  
MAC CIC: 3NER\*XXXX567890  
CIC: AVER\*12B (using information from charts in this section)  
PCS LOA:  
NER\* 17\*1405.225D 210 00022 2D 068566 S56789 00022\*E4M008

5. Copies of all orders generated by a field activity must be electronically forwarded to PCSVC Cleveland at the following email address: NAVYPCSORDEERS@NAVY.MIL.

<b>CHAPTER 3 - SECTION B</b>							<b>CLASSIFICATION</b>	
<b>ACCOUNTING GUIDE</b>							<b>ENLISTED ACCESSION -</b>	
<b>PERMANENT CHANGE OF STATION TRAVEL</b>							<b>RECRUITS LAND</b>	
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note	COST CODE
NAR*	17*1405.225A		210	00022	068566	2D	SXXXXX	00022*A4M008

\* = fiscal year (for example: FY 2001 would be 1)

This LOA to be used when Member (Regular Navy) enlists in the U.S. Navy or Reservists travels to recruit training and departs from:

- a. Home CONUS.
- b. Place from which ordered to active duty CONUS.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION					
					ENLISTED ACCESSION - RECRUITS LAND					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C	PIC/MOR			TYPE OF ASSIGNMENT	C	AUTHORITY/ DETAILER	C	REASON FOR TRAVEL	C
	O	ACCESSION	A	#		*				O
	D	RECRUIT				D				D
	E	LAND				E				E
BUPERS-71	AR	# IDENTIFIES THE MONTH MONTH ORDERS RELEASED			FROM HOME OR MEPS TO THE NAVAL TRAINING CENTER	1	PERS QUOTAS IN NTC, RECRUITING DISTRICTS,	8	NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
		* IDENTIFIES THE FISCAL YEAR			FROM RECRUIT TRAINING CENTER TO FIRST PERMANENT DUTY STATION	2	CO'S TRANSFERS BASED UPON BROAD DIRECTIVE	9	COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
		1. MEMBER (REGULAR NAVY) ENLISTS IN THE FTS PROGRAM			FROM RECRUIT TRAINING CENTER TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3	PERS-4012	2	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
		2. RESERVISTS GOING TO RECRUIT TRAINING DEPARTS FROM:			FROM RECRUIT TRAINING CENTER TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	4			- AVAILABILITY REASONS -	
		a. HOME			FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	5			OTHER AVAILS	5
		b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY			FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	6			DISCIPLINARY AVAILS	H
					FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	7			HOSPITAL AVAILS (TO LIMDU)	I

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED ACCESSION - RECRUITS FROM OCONUS	
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NJR*	17*1405.225A		210	00022	06856	2D	SXXXXX	00022*J4M008

\* = fiscal year (for example: FY 2001 would be 1)

This LOA to be used when Member (Regular Navy) enlists in the U.S. Navy or Reservists travels to recruit training and departs from:

- a. Home OCONUS.
- b. Place from which ordered to active duty OCONUS.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.

29 SEP 2010

CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION					
						ENLISTED ACCESSION - RECRUITS FROM OCONUS					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
		PIC/MOR			TYPE OF ASSIGNMENT		AUTHORITY/DETAILER		REASON FOR TRAVEL		
OPTAR MANAGER	C O D E	ACCESSION	J	#	*						
BUPERS-71	AR	RECRUIT LAND				FROM HOME OR MEPS TO THE NAVAL TRAINING CENTER	1	PERS QUOTAS IN NTC, RECRUITING DISTRICTS,	8	NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
		# IDENTIFIES THE MONTH ORDERS RELEASED				FROM RECRUIT TRAINING CENTER TO FIRST PERMANENT DUTY STATION	2	CO'S TRANSFERS BASED UPON BROAD DIRECTIVE	9	COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
		* IDENTIFIES THE FISCAL YEAR				FROM RECRUIT TRAINING CENTER TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3	PERS-4012	2	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
		1. MEMBER (REGULAR NAVY) ENLISTS IN THE FTS PROGRAM				FROM RECRUIT TRAINING CENTER TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	4			-AVAILABILITY REASONS-	
		RECRUIT TRAINING DEPARTS FROM:				FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	5			OTHER AVAILS	5
		a. HOME				FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	6			DISCIPLINARY AVAILS	H
		b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY				FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	7			HOSPITAL AVAILS (TO LIMDU)	I

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CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED ACCESSION OTHER THAN RECRUITS LAND	
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NBR*	17*1405.225A		210	00022	068566	2D	SXXXXX	00022*B4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used when Member (Regular Navy) enlists in the U.S. Navy or Reservists travels to recruit training and departs from:

- a. Home CONUS.
- b. Place from which ordered to active duty CONUS.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.

29 SEP 2010

CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION								
						ENLISTED ACCESSION OTHER THAN RECRUITS LAND								
1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT				
OPTAR MANAGER		PIC/MOR				TYPE OF ASSIGNMENT		AUTHORITY DETAILER		REASON FOR TRAVEL				
	C O D E	ACCESSION OTHER THAN RECRUITS LAND		B	#	*		C O D E		C O D E				
BUPERS-712		AR												
<p>A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD AUTHORITY SUCH AS THE MILPERMAN) WILL INDICATE "AV."</p>		<p># IDENTIFIES THE MONTH ORDERS RELEASED</p> <p>* IDENTIFIES THE FISCAL YEAR</p> <p>1. MEMBER (REGULAR NAVY OTHER THAN RECRUITS) ENLISTS OR REENLISTS IN THE FTS PROGRAM</p> <p>2. RESERVIST (OTHER THAN RECRUITS) DEPARTS</p> <p>a. HOME</p> <p>b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY</p>				<p>FROM HOME OR MEPS TO PERMANENT DUTY STATION</p>		1	<p>PERS QUOTAS IN NTC, RECRUITING DISTRICTS,</p>		8	<p>NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS</p>		J
		<p>FROM HOME OR MEPS TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE</p>		2	<p>CO'S TRANSFERS BASED UPON BROAD DIRECTIVE</p>		9	<p>DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)</p>		F				
		<p>FROM HOME OR MEPS TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION</p>		3	<p>PERS-4012</p>		2	<p>OTHER AVAILS</p>		5				
		<p>FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE</p>		4	<p>DISCIPLINARY AVAILS</p>			<p>HOSPITAL AVAILS (TO LIMDU)</p>		I				
		<p>FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY</p>		5	<p>DRUG AND ALCOHOL REHAB CENTER AVAILS</p>		9							
		<p>UNDER INSTRUCTION FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION</p>		6										

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED ACCESSION OTHER THAN RECRUITS FROM OCONUS	
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NKR*	17*1405.225A		210	00022	068566	2D	SXXXXX	00022*K4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used when Member (Regular Navy) enlists in the U.S. Navy or Reservists travels to recruit training and departs from:

- a. Home OCONUS.
- b. Place from which ordered to active duty OCONUS.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

**Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDEERS@NAVY.MIL.**

CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION						
1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
OPTAR MANAGER	C O D E	PIC/MOR	ACCESSION OTHER THAN RECRUITS O/S	K	#	*	TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER	C O D E	REASON FOR TRAVEL	C O D E
BUPERS-712	AR	#	IDENTIFIES THE MONTH ORDERS RELEASED			FROM HOME OR MEPS TO PERMANENT DUTY STATION	1	PERS QUOTAS IN NTC, RECRUITING DISTRICTS, COMDT	8	NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J	
A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD AUTHORITY SUCH AS THE MILPERMAN) WILL INDICATE "AV."		*	IDENTIFIES THE FISCAL YEAR			FROM HOME OR MEPS TO DUTY UNDER IN- STRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	2	CO'S TRANSFERS BASED UPON BROAD DIREC- TIVE	9	COMPLETION OF COURSE OF INSTRU- TION (SCHOOL GRADUATES)	F	
		1.	MEMBER (REGULAR NAVY OTHER THAN RE- CRUITS) ENLISTS OR REENLISTS IN THE FTS PROGRAM			FROM HOME OR MEPS TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	3	PERS-4012	2	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G	
		2.	RESERVIST (OTHER THAN RECRUITS) DEPARTS			FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER IN- STRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF IN- STRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	4			-AVAILABILITY REASONS-		
		a.	HOME			FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY UNDER INSTRUCTION	5			OTHER AVAILS	5	
		b.	PLACE FROM WHICH ORDERED TO ACTIVE DUTY			FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	6			DISCIPLINARY AVAILS	H	
										HOSPITAL AVAILS (TO LIMDU)	I	
										DRUG AND ALCOHOL REHAB CENTER AVAILS	9	

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CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED TRAINING LAND	
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NCR*	17*1405.225T		210	00022	068566	2D	SXXXXX	00022*C4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member to detach from:

1. Last PDS CONUS/OCONUS to proceed to DUINS at a school or installation in CONUS/OCONUS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more.
2. DUINS in CONUS/OCONUS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another PDS in CONUS/OCONUS (when no transoceanic travel is involved).

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note (a): The PAAPAA is the last 6 characters of the SDN on the orders.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION		
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT	4TH ELEMENT	5TH ELEMENT
		PIC/MOR	TYPE OF ASSIGNMENT	C O D E	C O D E	REASON FOR TRAVEL	C O D E
OPTAR MANAGER		ROTATIONAL TRAINING	C # *	E	PERS-4012	2	BROKEN PRD ONLY
PERS-4012		AR	# IDENTIFIES THE MONTH ORDERS RELEASED	1	FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	Fill High Priority Billet (CNO)
A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"		* IDENTIFIES THE FISCAL YEAR	* IDENTIFIES THE FISCAL YEAR	2	FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY UNDER INSTRUCTION	2	HIGHER AUTHORITY DIRECTS (FLAG HOLD, REQUEST RELEASES, TWILIGHT CONGRESSIONAL INTEREST)
		1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OCONUS (WHEN TRANSOCEANIC TRAVEL IS INVOLVED) TO PROCEED TO DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION CONUS/OCONUS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A SCHEDULED DURATION OF 20 WEEKS OR MORE.		3	FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	3	CROSSDECKING (LATERAL TRANSFER)
		2. MEMBER IS DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS (WHEN NO TRANSOCEANIC TRAVEL IS REQUIRED) WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED).		4	FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY UNDER INSTRUCTION	4	TO NEW CONSTRUCTION/CONVERSION
				5	FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	5	TO SPECIFIC NEW PROGRAM/PROJECT
				6	FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	6	TO NEW BILLET/NEW QUALIFICATION
				7	FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	7	TO MEET CLASS CONVENING DATE
							TO OFFICER PROCUREMENT PROGRAM
							INACTIVATION OR ACTIVATION OF A VESSAL/ACTIVITY
							CHANGE OF HOMEPORT
							MEMBER DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUAL)
							ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST ALDO, ECP)
							BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS
							NO COST - PERMISSIVE ONLY
							ALL ORDERS COMPLY WITH ITEM 19 SWAPS/HUMS
							RATING CONVERSION, NEC CHANGED
							MEMBER REQUESTS ASSIGNMENT
							RE-ENLISTMENT INCENTIVE (G2K)
							UNFUNDED ORDERS
							ORDER TO PRD ONLY
							COMPLETION OF COMBAT ZONE TOUR
							COMPLETION OF MAX OCONUS TOUR
							COMPLETION OF NORMAL DOD AREA TOUR
							COMPLETION OF CONUS SHORE TOUR
							COMPLETION OF PROJECTED SEA TOUR
							COMPLETION OF ACTIVITY TOUR (INCLUDING TYPE V (COMPTOURED))
							REENLISTMENT INCENTIVE (G2K)

CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION			
						ENLISTED TRAINING LAND			
OPTAR MANAGER	C O D E	PIC/MOR			TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL
		ROTATIONAL TRAINING OCONUS	C	#					
<b>AVAILABILITY REASONS</b>									
DISCIPLINARY AVAILS								H	
HOSPITAL AVAILS (INCLUDE LIMDU)								1	
LIMDU TO FULL DUTY								7	
COMPLETION OF COURSE OF INSTRUCTION								F	
DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (NON-SCHOOL GRAD)								G	
DRUG AND ALCOHOL REHAB CENTER AVAILS								9	
OTHER AVAILS								5	
<b>SPECIAL TRACKING</b>									
OVERSEAS CONTINGENCY OPERATIONS (OCO)								&	
BRAC MOVES								@	
ORDERED TO TREATMENT								Q	

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CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED TRAINING (ROTATIONAL) TO AND FROM OCONUS	
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note	COST CODE
NLR*	17*1405.225R		210	00022	086566	2D	SXXXXX	00022*L4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member to detach from:

1. Last PDS CONUS/OCONUS to proceed to DUINS at a school or installation in CONUS/OCONUS (when transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more.
2. DUINS in CONUS/OCONUS (when transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another PDS in CONUS/OCONUS (when transoceanic travel is involved).

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

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CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION ENLISTED TRAINING (ROTATIONAL) TO AND FROM OCONUS					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOR	ROTATIONAL TRAINING OCONUS	L # *	TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
PERS-4012	AR	# IDENTIFIES THE MONTH			FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	PERS-4012	2	BROKEN PRD ONLY Fill High Priority Billet (CNO)	L
<p>A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"</p> <p>1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OCONUS (WHEN TRANSOCEANIC TRAVEL IS INVOLVED) TO PROCEED TO DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION CONUS/OCONUS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A SCHEDULED DURATION OF 20 WEEKS OR MORE.</p> <p>2. MEMBER IS DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS (WHEN TRANSOCEANIC TRAVEL IS REQUIRED) WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED).</p>		* IDENTIFIES THE FISCAL YEAR			FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY UNDER INSTRUCTION	2			HIGHER AUTHORITY DIRECTS (FLAG HOLD, REQUEST RELEASES, TWILIGHT CONGRESSIONAL INTEREST)	T
		1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OCONUS (WHEN TRANSOCEANIC TRAVEL IS INVOLVED) TO PROCEED TO DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION CONUS/OCONUS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A SCHEDULED DURATION OF 20 WEEKS OR MORE.			FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	3			CROSSDECKING (LATERAL TRANSFER)	8
		2. MEMBER IS DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS (WHEN TRANSOCEANIC TRAVEL IS INVOLVED) TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED).			FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4			TO NEW CONSTRUCTION/CONVERSION	P
					FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	5			TO SPECIFIC NEW PROGRAM/PROJECT	R
					FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	6			TO NEW BILLET/NEW QUALIFICATION	K
					FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	7			TO MEET CLASS CONVENING DATE	M
									TO OFFICER PROCUREMENT PROGRAM	Z
							INACTIVATION OR ACTIVATION OF A VESSAL/ACTIVITY	N		
							CHANGE OF HOMEPORT	X		
							MEMBER DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUAL)	Y		
							ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST ALDO, ECP)	Z		
							BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	O		
							NO COST - PERMISSIVE ONLY ALL ALL ORDERS COMPLY WITH ITEM 19 SWAPS/HUMS	J		
							RATING CONVERSION, NEC CHANGED	S		
							MEMBER REQUESTS ASSIGNMENT	6		
							RE-ENLISTMENT INCENTIVE (G2K)	4		
							UNFUNDED ORDERS	W		
							<b>ORDER TO PRD ONLY</b>			
							COMPLETION OF COMBAT ZONE TOUR	A		
							COMPLEION OF MAX OCONUS TOUR	D		
							COMPLETION OF NORMAL DOD AREA TOUR	E		
							COMPLETION OF CONUS SHORE TOUR	B		
							COMPLETION OF PROJECTED SEA TOUR	C		
							COMPLETION OF ACTIVITY TOUR (INCLUDING TYPE V (COMPTOURED))	3		
							REENLISTMENT INCENTIVE (G2K)	2		

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CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION ENLISTED TRAINING (ROTATIONAL) TO AND FROM OCONUS					
OPTAR MANAGER	C	PIC/MOR			TYPE OF ASSIGNMENT	C	AUTHORITY DETAILER CODE	C	REASON FOR TRAVEL	C
	O	ROTATIONAL	L	#		*		O		O
	D	TRAINING				D		D		D
	E	OCONUS				E		E		E
<b>AVAILABILITY REASONS</b>										
DISCIPLINARY AVAILS									H	
HOSPITAL AVAILS (INCLUDE LIMDU)									1	
LIMDU TO FULL DUTY									7	
COMPLETION OF COURSE OF INSTRUCTION									F	
DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (NON-SCHOOL GRAD)									G	
DRUG AND ALCOHOL REHAB CENTER AVAILS									9	
OTHER AVAILS									5	
<b>SPECIAL TRACKING</b>										
OVERSEAS CONTINGENCY OPERATIONS (OCO)									&	
BRAC MOVES									@	
ORDERED TO TREATMENT									Q	

<b>CHAPTER 3 - SECTION B</b>						<b>CLASSIFICATION</b>		
<b>ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL</b>						<b>ENLISTED OPERATIONAL (GENERAL) LAND</b>		
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NDR*	17*1405.225L		210	00022	065866	2D	SXXXXX	00022*D4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member to detach from:

1. Last PDS to another PDS, including any TEMDU enroute, when the move is made within CONUS and within OCONUS area (no transoceanic travel required).

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders/

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORERS@NAVY.MIL.

CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION					
					ENLISTED OPERATIONAL (GENERAL)					
					LAND					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOR			TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
		OPERATIONAL GENERAL LAND	D	#						
PERS-4012	AR	#	IDENTIFIES THE MONTH ORDERS RELEASED		FROM PERMANENT DUTY STATION TO PERMANENT DUTY STATION	1	PERS-4012	2	<b>BROKEN PRD ONLY</b>	
A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"		*	IDENTIFIES THE FISCAL YEAR		FROM PERMANENT DUTY TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2			Fill High Priority Billet (CNO)	L
		1. MEMBER IS SCHEDULED TO DETACH FROM LAST PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS OR WITHIN OCONUS (NO TRANSOCEANIC TRAVEL)		FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	3	HIGHER AUTHORITY DIRECTS (FLAG HOLD, REQUEST RELEASES, TWILIGHT CONGRESSIONAL INTEREST)			T	
		FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4	CROSSDECKING (LATERAL TRANSFER)	8					
		FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	TO NEW CONSTRUCTION/CONVERSION	P					
									TO SPECIFIC NEW PROGRAM/PROJECT	R
									TO NEW BILLET/NEW QUALIFICATION	K
									TO MEET CLASS CONVENING DATE	M
									TO OFFICER PROCUREMENT PROGRAM	Z
									INACTIVATION OR ACTIVATION OF A VESSAL/ACTIVITY	N
									CHANGE OF HOMEPORT	X
									MEMBER DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUAL)	Y
									ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST, ALDO, ECP)	Z
									BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	O
									NO COST - PERMISSIVE ONLY ALL ORDERS COMPLY WITH ITEM 19 SWAPS/HUMS	J
									RATING CONVERSION, NNE CHANGED	S
									MEMBER REQUESTS ASSIGNMENT	6
									RE-ENLISTMENT INCENTIVE (G2K)	4
									UNFUNDED ORDERS	W
									ORDER TO PRD ONLY	
									COMPLETION OF COMBAT ZONE TOUR	A
									COMPLETION OF MAX OCONUS TOUR	D
									<b>COMPLETION OF NORMAL DOD AREA TOUR</b>	E
									COMPLETION OF CONUS SHORE TOUR	B
									COMPLETION OF PROJECTED SEA TOUR	C
									COMPLETION OF ACTIVITY TOUR (INCLUDING TYPE V (COMPTOURED))	3
									REENLISTMENT INCENTIVE (G2K)	2

29 SEP 2010

CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION					
					ENLISTED OPERATIONAL (GENERAL) LAND					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C	PIC/MOR			TYPE OF ASSIGNMENT	C	AUTHORITY DETAILER CODE	C	REASON FOR TRAVEL	C
	O	OPERATIONAL				O				
	D	GENERAL	D	#		*				
E	LAND				E	E			E	

AVAILABILITY REASONS	
DISCIPLINARY AVAILS	H
HOSPITAL AVAILS (INCLUDE LIMDU)	1
LIMDU TO FULL DUTY	7
COMPLETION OF COURSE OF INSTRUCTION	F
DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (NON-SCHOOL GRAD)	G
DRUG AND ALCOHOL REHAB CENTER AVAILS	9
OTHER AVAILS	5

SPECIAL TRACKING	
OVERSEAS CONTINGENCY OPERATIONS (OCO)	&
BRAC MOVES	@
ORDERED TO TREATMENT	Q

CHAPTER 3 - SECTION B						CLASSIFICATION		
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL						ENLISTED IN-PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT)		
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
N1R*	17*1405.225L		210	00022	068566	2D	SXXXXX	00022*14M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member to detach from:

1. Last PDS to another PDS in the same overseas location, including any TEMDU enroute. Use this type of move only when the member is eligible for Consecutive Overseas Tour (COT) leave. If no COT leave is authorized use Operational (General) land LOA.

SDN: N00022\*CSXXXXX (XXXXX = last 5 of member's SSN.)

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION								
					ENLISTED IN-PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT)								
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT				
OPTAR MANAGER	C	PIC/MOR			TYPE OF ASSIGNMENT	C	AUTHORITY DETAILER CODE	C	REASON FOR TRAVEL	C			
	O	IPCOT				O					O		
	D		1	#									
	E			*									
PERS-4012	AR	# IDENTIFIES THE MONTH ORDERS RELEASED			FROM PERMANENT DUTY STATION TO PERMANENT DUTY STATION	1	PERS-4012	2	<b>BROKEN PRD ONLY</b>				
<p>A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"</p> <p>1. MEMBER IS SCHEDULED TO DETACH FROM LAST PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION IN THE SAME LOCATION OVERSEAS</p> <p>USE THIS TYPE MOVE ONLY IF MEMBER IS ELIGIBLE FOR COT LEAVE. If MEMBER IS NOT ELIGIBLE FOR LEAVE USE TYPVE MOVE 4</p>		<p>* IDENTIFIES THE FISCAL YEAR</p>			FROM PERMANENT DUTY TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2	<p>HIGHER AUTHORITY DIRECTS (FLAG HOLD, REQUEST RELEASES, TWILIGHT CONGRESSIONAL INTEREST)</p>		CROSSDECKING (LATERAL TRANSFER)	8			
					FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	3			TO NEW CONSTRUCTION/CONVERSION	P			
					FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4			TO SPECIFIC NEW PROGRAM/PROJECT	R			
									TO NEW BILLET/NEW QUALIFICATION	K			
									TO MEET CLASS CONVENING DATE	M			
<p>TO OFFICER PROCUREMENT PROGRAM INACTIVATION OR ACTIVATION OF A VESSAL/ACTIVITY</p> <p>CHANGE OF HOMEPORT</p> <p>MEMBER DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUAL)</p> <p>ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCS, BOOST, ALDO, ECP) ALDO, ECP)</p> <p>BILLET DELETED/CHANGED, ACTIVITY ACTIVITY REORGANIZED, MEMBER IN EXCESS</p> <p>NO COST - PERMISSIVE ONLY ALL ORDERS COMPLY WITH ITEM 19 SWAPS/HUMS</p> <p>RATING CONVERSION, NEC CHANGED</p> <p>MEMBER REQUESTS ASSIGNMENT</p> <p>RE-ENLISTMENT INCENTIVE (G2K)</p> <p>UNFUNDED ORDERS</p>		<p>TO MEET CLASS CONVENING DATE</p> <p>Z</p>			TO OFFICER PROCUREMENT PROGRAM	Z	INACTIVATION OR ACTIVATION OF A VESSAL/ACTIVITY	N					
					TO MEET CLASS CONVENING DATE	M	CHANGE OF HOMEPORT	X					
					TO OFFICER PROCUREMENT PROGRAM	Z	MEMBER DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUAL)	Y					
					TO OFFICER PROCUREMENT PROGRAM (OCS, AOCS, BOOST, ALDO, ECP) ALDO, ECP)	Z	ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCS, BOOST, ALDO, ECP) ALDO, ECP)	Z					
					BILLET DELETED/CHANGED, ACTIVITY ACTIVITY REORGANIZED, MEMBER IN EXCESS	O	BILLET DELETED/CHANGED, ACTIVITY ACTIVITY REORGANIZED, MEMBER IN EXCESS	O					
					NO COST - PERMISSIVE ONLY ALL ORDERS COMPLY WITH ITEM 19 SWAPS/HUMS	J	NO COST - PERMISSIVE ONLY ALL ORDERS COMPLY WITH ITEM 19 SWAPS/HUMS	J					
					RATING CONVERSION, NEC CHANGED	S	RATING CONVERSION, NEC CHANGED	S					
					MEMBER REQUESTS ASSIGNMENT	6	MEMBER REQUESTS ASSIGNMENT	6					
					RE-ENLISTMENT INCENTIVE (G2K)	4	RE-ENLISTMENT INCENTIVE (G2K)	4					
					UNFUNDED ORDERS	W	UNFUNDED ORDERS	W					
					<p><b>ORDER TO PRD ONLY</b></p> <p>COMPLETION OF COMBAT ZONE TOUR</p> <p>COMPLEION OF MAX OCONUS TOUR</p> <p>COMPLETION OF CONUS SHORE TOUR</p> <p>COMPLETION OF PROJECTED SEA TOUR</p> <p>COMPLETION OF ACTIVITY TOUR (INCLUDING TYPE V (COMPTOURED)</p>		<p>COMPLETION OF COMBAT ZONE TOUR</p> <p>COMPLEION OF MAX OCONUS TOUR</p>			COMPLETION OF COMBAT ZONE TOUR	A	COMPLETION OF CONUS SHORE TOUR	B
										COMPLEION OF MAX OCONUS TOUR	D	COMPLETION OF PROJECTED SEA TOUR	C
										COMPLETION OF CONUS SHORE TOUR	B	COMPLETION OF ACTIVITY TOUR (INCLUDING TYPE V (COMPTOURED)	3
										COMPLETION OF PROJECTED SEA TOUR	C		
										COMPLETION OF ACTIVITY TOUR (INCLUDING TYPE V (COMPTOURED)	3		

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CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION					
					ENLISTED IN-PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT)					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOR			TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
		IPCOT	1	# *						
<b>AVAILABILITY REASONS</b>										
DISCIPLINARY AVAILS									H	
HOSPITAL AVAILS (INCLUDE LIMDU)									1	
LIMDU TO FULL DUTY									7	
COMPLETION OF COURSE OF INSTRUCTION									F	
DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (NON-SCHOOL GRAD)									G	
DRUG AND ALCOHOL REHAB CENTER AVAILS									9	
OTHER AVAILS									5	
<b>SPECIAL TRACKING</b>										
OVERSEAS CONTINGENCY OPERATIONS (OCO)									&	
BRAC MOVES									@	
ORDERED TO TREATMENT									Q	

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CHAPTER 3 - SECTION B						CLASSIFICATION		
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL						ENLISTED ROTATIONAL (GENERAL) TO AND FROM OCONUS		
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NMR*	17*1405.225R		210	00022	068566	2D	SXXXXX	00022*M4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member to detach from:

1. Last PDS to another PDS, including any TEMDU enroute, when the move is made to or from OCONUS.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION ENLISTED ROTATIONAL (GENERAL) TO AND FROM OCONUS					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C	PIC/MOR			TYPE OF ASSIGNMENT	C O D D E	AUTHORITY DETAILER CODE	C O D D E	REASON FOR TRAVEL	
	O	ROTATIONAL	M	#						
PERS-4012	AR	# IDENTIFIES THE MONTH			FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	PERS-4012	2	<b>BROKEN PRD ONLY</b>	
A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"		* IDENTIFIES THE FISCAL YEAR			FROM PERMANENT DUTY TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2	Fill High Priority Billet (CNO) HIGHER AUTHORITY DIRECTS (FLAG HOLD, REQUEST RELEASES, TWILIGHT CONGRESSIONAL INTEREST) CROSSDECKING (LATERAL TRANSFER) TO NEW CONSTRUCTION/CONVERSION TO SPECIFIC NEW PROGRAM/PROJECT TO NEW BILET/NEW QUALIFICATION TO MEET CLASS CONVENING DATE TO OFFICER PROCUREMENT PROGRAM INACTIVATION OR ACTIVATION OF A VESSAL/ACTIVITY CHANGE OF HOMEPORT MEMBER DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUAL) ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST ALDO, ECP)		L	
		1. MEMBER IS SCHEDULED TO DETACH FROM LAST PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE TO OR FROM OCONUS			FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	3			T	
					FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4			8	
					FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	5			P	
									R	
					K					
					M					
					Z					
					N					
					X					
					Y					
					Z					
					O					
					J					
					S					
					6					
					4					
					W					
					<b>ORDER TO PRD ONLY</b>					
					A					
					D					
					E					
					B					
					C					
					3					
					(INCLUDING TYPE V (COMPTOURED))					

CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION					
						ENLISTED ROTATIONAL (GENERAL) TO AND FROM OCONUS					
1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOR		ROTATIONAL GENERAL OCONUS	M # *	TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
										REENLISTMENT INCENTIVE (G2K)	2
										DISCIPLINARY AVAILS	H
										HOSPITAL AVAILS (INCLUDE LIMDU)	1
										LIMDU TO FULL DUTY	7
										COMPLETION OF COURSE OF INSTRUCTION	F
										DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (NON-SCHOOL GRAD)	G
										DRUG AND ALCOHOL REHAB CENTER AVAILS	9
										OTHER AVAILS	5
										<b>SPECIAL TRACKING</b>	
										OVERSEAS CONTINGENCY OPERATIONS (OCO)	&
										BRAC MOVES	@
										ORDERED TO TREATMENT	q

<b>CHAPTER 3 - SECTION B</b>  <b>ACCOUNTING GUIDE</b> <b>PERMANENT CHANGE OF STATION TRAVEL</b>							<b>CLASSIFICATION</b>  <b>ENLISTED SEPARATION LAND</b>	
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NER*	17*1405.225D	210	00022	068566	2D	SXXXXX	00022*E4M008	

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member, or dependents of a deceased member, to commence travel from last PDS within CONUS to:

1. Home of record CONUS.
2. Place of entry into service CONUS.
3. Home of selection CONUS.

SDN: N00022\*\*CSXXXXX (XXXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.

CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION						
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT	4TH ELEMENT	5TH ELEMENT					
OPTAR MANAGER	C O D E	PIC/MOR			TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER	C O D E				
BUPERS-712	AR	ENLISTED SEPARATION LAND	E	#	*	FROM LAST PERMANENT DUTY STATION TO HOME	1	CO'S TRANSFERS BASED UPON	DISCHARGES OTHER THAN HONORABLE	H		
BUPERS-712*	AA	# IDENTIFIES THE MONTH ORDERS RELEASED			* IDENTIFIES THE FISCAL YEAR		FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME	2	BROAD DIRECTIONS	9	EARLY RELEASE	U
* OPTAR CODE "AA" FOR USE ONLY IN CASES INVOLVING MOVE- MENT OF DEPEND- ENTS AND/OR SHIPMENT OF PERSONAL PROP- ERTY OF A MEMBER WHO IS DECEASED.		1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION CONUS TO:			FROM RECRUIT TRAINING TO HOME		3	MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED				
		a. HOME OF RECORD			FLEET RESERVE TRANSFERS, RETIREMENT AND PHYSICAL DISABILITY FROM LAST PERMANENT DUTY STATION TO HOME OR PLACE OF SELECTION		5					
		b. PLACE OF ENTRY INTO SERVICE			RESERVES RELEASED FROM ACTIVE DUTY OF LESS THAN 150 DAYS (EXCLUDING ACTIVE DUTY FOR TRAINING)		6					
		c. HOME OF SELECTION										
		2. DEPENDENTS COMMENCE TRAVEL AND/OR SHIP PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED										

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED SEPARATION TO AND FROM OCONUS	
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note a)	COST CODE
NNR*	17*1405.225D		210	00022	068566	2D	SXXXXX	00022*N4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the member, or dependents of a deceased member, to commence travel from last PDS to one of the following locations when transoceanic travel is required:

1. Home of record.
2. Place of entry into service.
3. Home of selection.

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note (a): The PAAPAA is the last 6 characters of the SDN on the orders.

Note (b): If the command issues the member a STO with a MPN separation LOA for transportation CONUS, that line of SDN and LOA will be used on all separation orders issued at the separation activity.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION					
1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOR				TYPE OF ASSIGNMENT		C O D E	AUTHORITY DETAILER		C O D E
BUPERS-712	AR	ENLISTED SEPARATION OCONUS	N	#	*	FROM LAST PERMANENT DUTY STATION TO HOME	1	CO'S TRANSFERS BASED UPON BROAD DIRECTIONS	9	REASON FOR TRAVEL	C O D E
BUPERS-712*	AA	# IDENTIFIES THE MONTH * IDENTIFIES THE FISCAL YEAR  1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION (REGARDLESS OF LOCATION) TO: a. HOME OF RECORD b. PLACE OF ENTRY INTO SERVICE c. HOME OF SELECTION  2. DEPENDENTS COMMENCE TRAVEL AND/OR SHIP PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED.				FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME	2			DISCHARGES OTHER THAN HONORABLE EARLY RELEASE FLEET RESERVE/RETIREMENT EAOS MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	H U V W 7
						FROM RECRUIT TRAINING TO HOME	3				
						FLEET RESERVE TRANSFERS, RETIREMENTS AND PHYSICAL DISABILITY FROM LAST PERMANENT DUTY STATION TO HOME OR PLACE OF SELECTION	5				
						RESERVES RELEASED FROM ACTIVE DUTY OF LESS THAN 150 DAYS (EXCLUDING ACTIVE DUTY FOR TRAINING)	6				

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and emailed to: [NAVYPCSORERS@NAVY.MIL](mailto:NAVYPCSORERS@NAVY.MIL).

<b>CHAPTER 3 - SECTION B</b>  <b>ACCOUNTING GUIDE</b> <b>PERMANENT CHANGE OF STATION TRAVEL</b>							<b>CLASSIFICATION</b>  <b>ENLISTED ORGANIZED</b> <b>UNITS - LAND</b>	
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note a)	COST CODE
NFR*	17*1405.225U	210	00022	068566	2D	SXXXXX	\$\$\$\$\$*F4M008	

\* = fiscal year (for example: FY 2011 would be 1)  
 \$\$\$\$\$ = UIC of issuing command

This LOA to be used for the member to commence travel from last PDS to new location in conjunction with:

1. Change of Homeport or ship-based staff.
2. Change of PDS of the mobile unit or relocation of a shore-based activity.

SDN: N00022\*\*CSUXXXX (XXXX = last 4 of member's SSN).

Note (a): The PAAPAA is the last 6 characters of the SDN on the orders.

Note (b): The CIC for this classification is **AW F#\*/1/0/X** (# identifies the month orders are released and \* identifies the fiscal year).

Prior to issuing orders using this LOA, the command must contact BUPERS (BUPERS-71) at ORG\_MOVES@NAVY.MIL to obtain authorization and a SDN.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDEERS@NAVY.MIL.

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED ORGANIZED UNITS TO AND FROM OCONUS	
ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note a)	COST CODE
NOR*	17*1405.225U		210	00022	068566	2D	SXXXXX	\$\$\$\$\$*O4M008

\* = fiscal year (for example: FY 2011 would be 1)  
\$\$\$\$\$ = UIC of issuing command

This LOA is to be used for the member to commence travel from last PDS involving an OCONUS location due to:

1. Change of Homeport or ship-based staff.
2. Change of PDS of the mobile unit or relocation of a shore-based activity.

SDN: N00022\*\*CSUXXXX (XXXX = last 4 of member's SSN).

Note (a): The PAAPAA is the last 6 characters of the SDN on the orders.

Note (b): The CIC for this classification is **AW O#/1/0/X** (# identifies the month orders are written and \* identifies the fiscal year).

**Prior to issuing orders using this LOA, the command must contact BUPERS (BUPERS-71) at ORG\_MOVES@NAVY.MIL to obtain authorization and a SDN.**

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDERS@NAVY.MIL.

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<b>CHAPTER 3 - SECTION B</b>							<b>CLASSIFICATION</b>	
<b>ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL</b>							<b>ENLISTED OPERATIONAL (MISCELLANEOUS TRAVEL) LAND</b>	
<b>NOT TO BE USED FOR MEMBER TRAVEL</b>								
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NRR*	17*1405.225L		210	00022	068566	2D	SXXXXX	00022*R4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the dependents to commence travel and or shipment of personal property within CONUS.

**NOT TO BE USED FOR MEMBER TRAVEL**

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDEERS@NAVY.MIL.

1ST ELEMENT		OPERATIONAL MISCELLANEOUS LAND		R	FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT	CLASSIFICATION  ENLISTED OPERATIONAL (MISCELLANEOUS TRAVEL) LAND
BUPERS-71	AR					

CIC EXAMPLE: AR R 00071



UNIT IDENTIFICATION CODE  
 HEADQUARTERS NDW,  
 WASHINGTON, D.C.

**NOT TO BE USED FOR MEMBER'S TRAVEL**

<b>CHAPTER 3 - SECTION B</b>							<b>CLASSIFICATION</b>	
<b>ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL</b>							<b>ENLISTED ROTATIONAL (MISCELLANEOUS TRAVEL) TO AND FROM OCONUS</b>	
<b>NOT TO BE USED FOR MEMBER TRAVEL</b>								
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
NYR*	17*1405.225R		210	00022	068566	2D	SXXXXX	00022*Y4M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the dependents to commence travel and or shipment of personal property involving an OCONUS location.

**NOT TO BE USED FOR MEMBER TRAVEL**

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDEERS@NAVY.MIL.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART		CLASSIFICATION	
		ENLISTED ROTATIONAL (MISCELLANEOUS TRAVEL) TO AND FROM OCONUS	
1ST ELEMENT	OPERATIONAL MISCELLANEOUS TO & FROM O/S	Y	FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
OPTAR MANAGER	C O D E		
BUPERS-71	AR		

CIC EXAMPLE: AR Y 60514



UNIT IDENTIFICATION CODE  
NAVSTA GUANTANAMO BAY,  
CUBA

**NOT TO BE USED FOR MEMBER'S  
TRAVEL**

<b>CHAPTER 3 - SECTION B</b>							<b>CLASSIFICATION</b>	
<b>ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL</b>							<b>ENLISTED ROTATIONAL (EVACUATION TRAVEL) TO AND FROM OCONUS</b>	
<b>NOT TO BE USED FOR MEMBER'S TRAVEL</b>								
<b>ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS</b>								
TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN	AAA	TT	PAA CODE (note)	COST CODE
N8R*	17*1405.225R		210	00022	068566	2D	SXXXXX	00022*84M008

\* = fiscal year (for example: FY 2011 would be 1)

This LOA to be used for the dependents to commence travel and or shipment of personal property involving an OCONUS location.

**NOT TO BE USED FOR MEMBER TRAVEL**

SDN: N00022\*\*CSXXXXX (XXXXX = last 5 of member's SSN).

Note: The PAAPAA is the last 6 characters of the SDN on the orders.

Once orders are written using this LOA, copies must be sent to PCSVC Cleveland for obligation of funds. Copies should be scanned and e-mailed to: NAVYPCSORDEERS@NAVY.MIL.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART			CLASSIFICATION
1ST ELEMENT		ROTATIONAL	ENLISTED (EVACUATION TRAVEL) TO AND FROM OCONUS
OPTAR MANAGER	C	MISCELLANEOUS	
	O	8 FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT	
	D	TO & FROM O/S	
	E		
BUPERS-71	AR		

CIC EXAMPLE: AR 8 60514

UNIT IDENTIFICATION CODE  
NAVSTA GUANTANAMO BAY,  
CUBA

**NOT TO BE USED FOR MEMBER'S  
TRAVEL**

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## CHAPTER 4 - SECTION A

NAVPERS 7041/1, PCS TRAVEL  
GENERAL GUIDELINES

1. Each year the Navy spends millions of dollars for the transportation of military personnel, their dependents and the shipment of personal property between the old and new duty stations. The NAVPERS 7041/1 PCS Travel, is the primary source of statistical information regarding transfers and is an essential tool used in the fiscal management of the PCS program. Without the travel information, effective and efficient budgeting of PCS funds is impossible.

2. Orders initiating PCS transfers originate as either BUPERS orders or field orders. BUPERS orders are delivered to the member's command from the appropriate detailer, usually by naval message. Field orders are delivered to the member under the authority of the commanding officer (CO), or order issuing authority and include:

a. Accessions and Separations (enlisted, midshipmen, officer candidate school, aviation officer candidate, navy flight officer candidate, and nuclear petty officer candidate).

b. Change of PDS of organized units (ships, air units, other mobile units).

c. Relocation of a shore-based activity.

3. A NAVPERS 7041/1 must be submitted each time a member is involved in a PCS transfer regardless of the method of orders delivery. Each individual member is responsible for completion of the NAVPERS 7041/1. Members should complete the NAVPERS 7041/1 within 60 days of receipt of orders or immediately upon receipt of PCS orders if detachment is in less than 60 days. During their check-out process from the detaching PDS, the CO or administrative officer as well as the detaching PERSUPPDET/CUSVCDESK needs to confirm completion of the NAVPERS 7041/1. For those members who are reentering the Navy, a NAVPERS 7041/1 must be completed and submitted when reporting for duty.

4. The NAVPERS 7041/1 is completed electronically via Navy Standard Integrated Personnel System (NSIPS). Commands should direct member to create and then use their own self

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service account to complete and submit the 7041/1 on line. Instructions to create a self-service electronic service record (ESR) account are located on the NSIPS Splash Page <https://nsips.nmci.navy.mil/> (under 'User Information'). The member should log into their account, then click on the "Update PCS Travel" icon to access the automated form. For convenience there is an "auto fill" feature that automatically completes the majority of the PCS itinerary from the member's current active orders, provided their orders are on file in NSIPS. The member only has to complete or adjust the PCS details specific to dependent travel, household good (HHG) weights and or POV shipments. Upon completion and saving of the automated 7041/1, a transaction will immediately generate to the PCSVC in Cleveland which satisfies the 7041/1 completion for that specific set of orders.

5. If member does not have a NSIPS Self-Service account, the servicing PERSUPPDET/ Personnel Office Transfer Clerk will complete the 7041/1 via NSIPS upon interview of the member and submit electronically to DFAS.

6. If a member is unable to complete the form electronically, a paper form can be completed and mailed by the detaching command or PERSUPPDET/CUSVCDESK office to the following address or electronically forwarded to PCSVC Cleveland at the following e-mail address: **NavyPCSorders@navy.mil.**

DEPARTMENT OF NAVY  
BUREAU OF NAVAL PERSONNEL  
PERMANENT CHANGE OF STATION  
VARIANCE COMPONENT  
1240 EAST 9TH STREET SUITE 967  
CLEVELAND OH 44199-2088

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## CHAPTER 4 - SECTION B

## INSTRUCTIONS FOR COMPLETION OF NAVPERS 7041/1, PCS TRAVEL

Instructions for completing the required data on the NAVPERS 7041/1 are provided in detail on the following pages. The form is divided into the following blocks for ease of reference:

Member/PCS Order Identification	(Blocks 1 thru 5)
Part I - Itinerary	(Blocks 6 thru 18)
Part II - Dependents Itinerary	(Blocks 19 thru 26)
Part III - Household Goods	(Blocks 27 thru 39)
Part IV - Vehicles	(Blocks 40 thru 43)

The reverse side of the form contains additional instructions and provides for member's signature.

DETAILED INSTRUCTIONS FOR PREPARATION OF NAVPERS 7041/1 PCS TRAVEL

**BLOCK 1 - NAME:** Enter member's last name, first name, middle initial.

**BLOCK 2 - SSN:** Enter last four of member's social security number.

**BLOCK 3 - PAY GRADE:** Enter the member's pay grade.

**BLOCK 4 - ORDER NO./AUTHORIZATION:** Enter the authority for the PCS transfer. If the member is completing a paper form, the Order NO is found in the subject line of the message orders.

**BLOCK 5 - ACCOUNTING DATA:** Utilize the accounting data furnished on the PCS orders. All blanks on the form, which do not contain pre-filled data, require accounting information.

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**PART I - ITINERARY**

**BLOCK 6 - PRESENT DUTY STATION:** Enter the complete name of the present duty station from which member is being detached on PCS orders.

**BLOCK 7 - HOMEPORT:** Enter location at which ship, squadron, or other deployable unit is assigned.

**BLOCK 8 - DETACHMENT DATE:** Enter the date the member is authorized to depart from the transferring command.

**BLOCK 9 - IF DEPLOYED ACTUAL LOC:** If detaching on PCS from a deployed ship, squadron or other mobile unit, provide actual location from which travel commences.

**BLOCK 10 - NAME/LOCATION:** Enter in sequence the complete titles of all intermediate duty stations to which member will report in carrying out their PCS orders. If more than five intermediate duty stations, continue the itinerary or sequence on the reverse side of the form in section I.

**BLOCK 11 - Mode of Travel (MDTVL):** Enter appropriate two-digit mode of travel code contained on the reverse side of the form (SECTION I/II ADDITIONAL INSTRUCTIONS) which reflects the method of transportation utilized in the execution of the PCS orders. The first character of the code should come from column (a) and the second character from column (b). The MDTVL code must be provided for the intermediate duty stations and ultimate PDS.

Example: PA = Travel by Private Auto

**BLOCK 12 - NATURE OF DUTY:** Enter the reason member is reporting to the intermediate duty station. See "NATURE OF DUTY" in abbreviations section on reverse side of form.

Example: TEMDUINS or TEMDU

**BLOCK 13 - CLCVN DATE:** Enter the class convening date for the course of instruction.

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**BLOCK 14 - DURATION TEMPORARY DUTY (TEM DU)/TEMPORARY DUTY UNDER INSTRUCTION (TEM DUINS):**  
Enter the estimated number of days or weeks ordered to the associated TEM DUINS intermediate duty station or the estimated number of days or weeks at the TEM DU intermediate duty station.

Example: GRAD DATE less CLCVN DATE = DURATION OF TEM DUINS (3 May 10 to 8 May 10 = 6 DAYS)

**BLOCK 15 - LEAVE PERIODS:** Provide an estimate of any leave periods anticipated prior, during and or between intermediate duty assignments.

**BLOCK 16 - ULTIMATE PERMANENT DUTY STATION:** Enter the complete name of the ultimate activity to which member is ordered to report. If the form is being completed for a separation, the ultimate duty station is SEPARATIONS TPPH (UIC: 4392A).

**BLOCK 17 - HOMEPORT:** Enter homeport of ultimate duty station. For separations, the homeport is the home of record or home of selection of the individual.

**BLOCK 18 - DEPLOYED:** If ultimate duty station is deployed (ship, squadron or mobile unit), provide geographical location by checking appropriate block.

## **PART II - DEPENDENTS ITINERARY**

**BLOCK 19 - MARITAL STATUS:** Indicate if member is single or married.

**BLOCK 20 - WILL DEPENDENTS MOVE:** Indicate if dependents will accompany member in their PCS move.

**BLOCK 21 - NUMBER OF DEPENDENTS MOVING BY AGE GROUP:** Indicate the number of dependents by age group. Spouse should be included in the 12 years and over.

**BLOCK 22 - DESIGNATED PLACE:** If member is ordered to an OCONUS duty on PCS orders, indicate whether dependents will be awaiting entry approval or established permanent residency. Provide the actual location (CITY/STATE) of the new permanent resident determined by the member and their dependents.

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**BLOCK 23 - DATE:** Provide anticipated month/year of dependent's movement.

**BLOCK 24 - FROM:** Provide location (CITY/STATE/CNTRY) where travel commences.

**BLOCK 25 - TO:** Provide location (CITY/STATE/CNTRY) where travel terminates. Include all movements to locations that are leave points and ports of embarkation and debarkation.

**BLOCK 26 - MDTVL:** Enter two-digit Mode of Travel code contained on reverse side of form (SECTION I/II ADDITIONAL INSTRUCTIONS) which reflects method of transportation utilized by dependents. MDTVL code constructed in the same manner as described in member itinerary, Block 11.

**PART III - HOUSEHOLD GOODS**

**BLOCK 27 - SHIP. NO.:** Provides space for three separate shipments.

**BLOCK 28 - DATE SHIPPED FROM OLD PDS:** Enter the month/year of the HHG shipment from the old PDS.

**BLOCK 29 - EST ARRIVAL AT NEW PDS:** Enter month/year HHG are expected to arrive at the new PDS. The Required Delivery Date (RDD) determined by the transportation counselor per information supplied by the member and provisions of DoD regulations may be used.

**BLOCK 30 - METHOD:** Enter "C" for Commercial Shipment or "D" for the Do-it-Yourself method. Reverse side of form (Section III) contains these codes.

**BLOCK 31 - SHIP FROM:** Enter "R" if HHG were shipped from residence or "S" if shipped from storage. Reverse side of form (Section III) contains these codes.

**BLOCK 32 - CITY/STATE/CNTRY ORIGIN:** Location from which HHG are being shipped.

**BLOCK 33 - CITY/STATE/CNTRY ORIGIN:** Location where HHG are to be shipped.

**BLOCK 34 - ESTIMATED WEIGHT:** Enter the total estimated weight of the member's HHG shipment. An accurate estimate of the weight is very important and may prevent an excess-weight shipment. Three methods of estimating the weight are provided below:

(1) Past experience from a previous shipment of HHG.

(2) Estimate 1,000 pounds per room.

(3) DD 1701 Inventory of Household Goods. This form is an inventory of HHG and can be used to estimate the total weight. The DD 1701 can be obtained through the local personal property office.

**NOTE:** Assistance can be provided by the counselor at the local transportation office in developing an estimate of HHG weight and obtaining information concerning entitlements to ship/store HHG.

**BLOCK 35 - SHIPMENT CODE:** Enter "HHG" for shipments which contain all or the majority of personal effects and property. Enter "EXP" for those HHGs which are shipped separately from the bulk shipment and are required immediately or soon after the arrival of the member from performance of duty and welfare of their dependents. Reverse side of form (Section III) contains these codes.

**NOTE:** Complete Blocks 36 through 39 only if storage of HHG is anticipated to be more than 6 months.

**BLOCK 36 - ESTIMATED WEIGHT:** Enter the estimated weight of HHG to be stored.

**BLOCK 37 - DATE STORED:** Enter date HHG will enter storage.

**BLOCK 38 - EST MOS IN STORAGE:** Enter estimated number of months HHG will be in storage.

**BLOCK 39 - STORAGE LOCATION:** Enter the city/state where HHG are to be stored.

**PART IV - VEHICLES**

**A. HOUSE TRAILERS**

**NOTE:** The following restrictions regarding the movement of house trailers:

(1) If the transfer involves a move within CONUS and the member is moving a house trailer, the member is not entitled to ship HHG.

(2) If the member is being transferred to/from OCONUS, the member may ship HHG to/from OCONUS and move a house trailer; however, the house trailer cannot be moved outside.

**BLOCK 40 - METHOD:** Check applicable block (commercial or self) for preferred method of movement.

**BLOCK 41 - LOCATION:** Provide the location (city/state) that the house trailer is being moved FROM and the location (city/state) that the house trailer is being moved TO.

**B. PRIVATELY OWNED VEHICLE (POV) - ARE YOU MOVING YOUR POV OR MOTORCYCLE?**

(Complete this section only if member is being transferred OCONUS)

**NOTE:** Either a POV or a motorcycle may be shipped OCONUS as a single vehicle shipment, but not both. If a member wishes to ship both, the motorcycle should be shipped as part of the member's HHG and the POV as a vehicle shipment. When shipping a motorcycle as HHG, include it in the estimated weight of the HHG shipment.

**BLOCK 42 - POV:** Check the "YES" box if shipping a POV OCONUS; otherwise, check the "NO" box.

**BLOCK 43 - MOTORCYCLE:** Check the "YES" box if shipping a motorcycle OCONUS; otherwise, check the "NO" box.

ILLUSTRATION 1A

PCS TRAVEL								
NAME		SSN	PAY GRADE	ORDER NO/AUTHORIZATION				
ACCOUNTING DATA: (Fill in the following blanks—Use accounting data on orders)								
N		1 7 1 4		. 2 2 5		0 0 0 0 2 2		
						COST CODE		
COMPLETE DATA BELOW AND SUBMIT THREE DAYS BEFORE DETACHMENT.								
I YOUR ITINERARY								
A. PRESENT DUTY STATION (PDS)		HOMEPORT	DETACHMENT DATE	IF DEPLOYED, ACTUAL LOC:				
B. INTERMEDIATE DUTY STATIONS. (If more than five, use section I on reverse side.)		MDTVL (See Rev-Sec II)	NATURE OF DUTY (See Rev-Abbreviations)	CLCVN DATE	DURATION TO/TDI	LEAVE PERIODS		
1								
2								
3								
4								
5								
C. ULTIMATE PERMANENT DUTY STATION (PDS)		HOMEPORT	IF DEPLOYED CHECK ONE					
			<input type="checkbox"/> ATLANTIC <input type="checkbox"/> PACIFIC <input type="checkbox"/> INDIAN OCEAN <input type="checkbox"/> CARIBBEAN <input type="checkbox"/> MED					
II DEPENDENTS' ITINERARY								
A. MARITAL STATUS		WILL DEPENDENTS MOVE?		INDICATE NUMBER OF DEPENDENTS MOVING BY AGE GROUP				
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		<input type="checkbox"/> YES <input type="checkbox"/> NO		UNDER 2 YRS _____ 2-11 YRS _____ 12 YRS & OVER _____				
DESIGNATED PLACE: Are dependents awaiting entry approval or will they establish a permanent residence? (provide location)								
<input type="checkbox"/> ENTRY APPROVAL <input type="checkbox"/> PERMANENT RESIDENCE AT (CITY/STATE)								
B. MOVEMENT OF DEPENDENT(S) (Provide Itinerary/See reverse side (SEC II) for two letter modes of travel (MDTVL))								
DATE	FROM CITY/STATE/CNTRY		TO CITY/STATE/CNTRY			MDTVL (See Rev)		
1								
2								
3								
4								
III HOUSEHOLD GOODS								
A. HOUSEHOLD GOODS (HHG) (Complete blocks below and see reverse side (SEC III) for additional instructions if you are shipping HHG)								
SHIP. NO.	DATE SHIPPED FROM OLD PDS	EST ARRIVAL AT NEW PDS	METHOD	SHIP FROM	CITY/STATE/CNTRY ORIGIN	CITY/STATE/CNTRY DESTINATION	ESTIMATED WEIGHT	SHIPMENT CODE
1								
2								
3								
B. STORAGE (Complete if storing your HHG for more than six months.)								
ESTIMATED WEIGHT		DATE STORED		STORAGE LOCATION				
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		MO   DA   YR <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		EST MOS IN STORAGE <input type="text"/> <input type="text"/> CITY / STATE				
IV VEHICLES								
A. HOUSE TRAILER (Complete if you are moving a house trailer) Check one.								
METHOD		LOCATION		FROM: (City/State) _____				
<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> SELF				TO: (City/State) _____				
B. ARE YOU MOVING YOUR POV OR MOTORCYCLE?								
POV		MOTORCYCLE						
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO						







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Member Itinerary | **Dependent Itinerary** | Household Goods | Vehicles

SSN: 993158595 Name: JONES,JOHN PAUL Rank/Rate: BMCM Current DSC: 100

**Marital Status:**  **No. Dependents Moving by Age Group**

Spouse Move  0 - 11 yrs:   12 yrs & over Including Spouse:

Dependent Move **The SSN of the Military Spouse:**

Geographical Bachelor

**Designated Residence**

Awaiting Entry Approval **Designated Residence Awaiting Entry Approval:**

City:   
State:   
Country:

To add more dependent moves, click the '+' button on the right side of this scroll area.

**Dependent Movement** Find First  Last

Est. Travel Dt:  Accompanied by Sponsor:

'Mode of Travel:

From: To:

'City:  'City:

State:  State:

'Country:  'Country:

Member Itinerary | Dependent Itinerary | Household Goods | Vehicles



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**SSN:** 993158595    **Name:** JONES,JOHN PAUL    **Rank/Rate:** BMCM    **Current DSC:** 100

**Household Goods Shipment** First 1 of 1 Last

<b>Ship Date:</b> <input type="text"/>	<b>From Res/Stg:</b> <input type="text"/>		
<b>Estimated Arrival Dt:</b> <input type="text"/>	<b>Estimated Weight:</b> <input type="text"/>		
<b>Shipping Method:</b> <input type="text"/>	<input type="checkbox"/> <b>Overseas Express</b>		
<b>Origin:</b>		<b>Destination:</b>	
<b>City:</b> <input type="text"/>	<b>City:</b> <input type="text"/>		
<b>State:</b> <input type="text"/>	<b>State:</b> <input type="text"/>		
<b>Country:</b> <input type="text"/>	<b>Country:</b> <input type="text"/>		

**Household Goods Storage**

<b>Estimated Weight:</b> <input type="text"/>	<b>Storage Location:</b>
<b>Date Stored:</b> <input type="text"/>	<b>City:</b> <input type="text"/>
<b>Months:</b> <input type="text"/>	<b>State:</b> <input type="text"/>
	<b>Country:</b> <input type="text"/>

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    - Official Email Address
    - Personal Information
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  - Civilian Employer Information
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**SSN:** 993158595    **Name:** JONES,JOHN PAUL    **Rank/Rate:** BMCM    **Current DSC:** 100

Vehicle Shipment	
<input type="checkbox"/> Ship POV/Motorcycle	
<input type="checkbox"/> Moving House Trailer	Trailer Move Method: <input type="text"/>

Vehicle Storage	
<input type="checkbox"/> Store POV/Motorcycle	POV Storage Location: City: <input type="text"/>
Est. Months in Storage: <input type="text"/>	State: <input type="text"/>
	Country: <input type="text"/>

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**GUIDELINES FOR SUBMISSION OF NAVPERS 7041/1, PCS TRAVEL  
FOR ACCESSION TRAVEL OF RECRUITS**

TYPE OF ASSIGNMENT		COMMAND TO ENSURE SUBMISSION OF THE FORM(S)
From	To	
Home or MEPS	Recruit Training Command (Boot Camp)	Not Required
Recruit Training Command (Boot camp)	First PDS	Recruit Training Command
Recruit Training Command (Boot camp) to	DUINS where the length of the course (or courses) of instruction is a cumulative duration of 20 weeks or more	Recruit Training Command
Recruit Training Command (Boot camp) to	TEM DU/TEM DUINS when the orders <u>DO NOT</u> designate a PDS	Not Required
TEM DU/TEM DUINS	DUINS where the length of the course (or courses) of instruction is a cumulative duration of 20 weeks or more	School or installation where the duty under instruction is to be performed - itinerary should be from the Recruit Training Command via any TEM DU/TEM DUINS

TYPE OF ASSIGNMENT		COMMAND TO SUBMIT THE FORM(S)
From	To	
TEM DU/TEM DUINS	TEM DU/TEM DUINS when the orders <u>DO NOT</u> designate a PDS	Not Required
TEM DU/TEM DUINS	First PDS	PDS - itinerary should be from the Recruit Training Command via any TEM DU/TEM DUINS.

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## CHAPTER 4 - SECTION C

## NAVPERS 7041/1, PCS TRAVEL

## TRAVEL PRIOR TO OR WITHOUT THE ISSUANCE OF A PCS ORDER

1. Expenses under various circumstances may be incurred prior to, or without, issuance of a PCS order or for member who is interned, missing or captured for the following classifications under the authority of JFTR:

CLASSIFICATIONS	AUTHORITY	Accounting. Guide Page No.		CIC Chart Page No.	
		Officer	Enlisted	Officer	Enlisted
OPERATIONAL (Miscellaneous Travel) - Land. <b>(Not to be used for member's travel)</b>	JFTR, vol 1 - chapter 5, parts C, D, E, F, and chapter 6, part B	3-A-25	3-B-34	3-A-26	3-B-35
ROTATIONAL (Miscellaneous Travel) - To and From OCONUS. <b>(Not to be used for member's travel)</b>	JFTR, vol 1 - chapter 5, parts C, D, E, and F.	3-A-27	3-B-36	3-A-28	3-B-37
ROTATIONAL (Evacuation Travel) - To and From OCONUS. <b>(Not to be used for member's travel)</b>	JFTR, vol 1 - chapter 6	3-A-29	3-B-38	3-A-30	3-B-39

2. When commands authorize the incurring of PCS expenses for travel of dependents and or shipment of personal property under the above classifications, they will ensure that officer and enlisted members or, in case of member being officially reported as injured, missing, interned, detained or captured, the applicable command will:

a. Complete all applicable items on the NAVPERS 7041/1, including the CIC as constructed under chapter 3, sections A or B (as applicable) of this guide.

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- b. Ensure completion of all items on the back of form.
- c. Forward NAVPERS 7041/1, with a copy of the document authorizing the expense to be incurred, to

Director  
Permanent Change of Station Variance Component  
1240 East 9th Street, Suite 967  
Cleveland, OH 44199-2088.

- d. Follow accounting data assignment procedures per chapter 3, sections A or B (as applicable).

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## CHAPTER 4 - SECTION D

## NAVPERS 7041/1 PCS TRAVEL

**TRAVEL INCIDENT TO A CHANGE OF HOMEPORT OF A SHIP,  
SHIP-BASED STAFF, OR PERMANENT STATION OF A MOBILE UNIT**

1. When travel of member and or dependents and shipment of personal property is performed incident to a CHANGE of homeport of a ship or ship-based staff, or CHANGE of a permanent station of a mobile unit, the CO issuing travel orders and or certificates to naval personnel per MILPERSMAN 1320-322, shall ensure each member completes a NAVPERS 7041/1 within 3 days of issuing the homeport change certificate/orders. The NAVPERS 7041/1 should be completed on-line via NSIPS.
2. Upon issuance of homeport change certificates/orders, the CO shall forward to the Director, Permanent Change of Station Variance Component, 1240 East 9<sup>th</sup> Street, Suite 967, Cleveland, OH 44199-2088 a package containing:
  - a. A copy of each homeport change certificate and orders for a member and or dependents to travel from the old PDS to the new PDS.
  - b. A letter indicating the number of NAVPERS 7041/1 submitted in connection with the change of homeport of a ship or ship-based staff, or change of permanent station of a mobile unit.
3. Naval personnel moving before or after the time stated in paragraph 1, above, MUST submit a NAVPERS 7041/1 showing intent of personal and or dependent travel, and shipment of personal property within the time specified in paragraph 1, above, regardless of when travel will actually be performed by member and or dependents.
4. When a member is being moved in squadron aircraft or with the ship (such as ON and OFF crews), and travel of member and or dependents and shipment of personal property is authorized, the following statement MUST appear in the travel orders:

"Movement of dependents, shipment of personal property, and dislocation allowance payment will be accomplished on a change of homeport certification and not on these travel orders."

5. If travel orders or certificates are not issued, a negative report will be submitted.
6. For initial assignment of homeport of a ship or ship-based staff, refer to chapter 4, section E of this guide.

**CHAPTER 4 - SECTION E**

**NAVPERS 7041/1 PCS TRAVEL**

**TRAVEL INCIDENT TO THE INITIAL ASSIGNMENT  
OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF**

1. When travel of member and or dependents, and shipment of personal property is performed incident to an INITIAL assignment of homeport of a ship or ship-based staff, the CO, when authorized to issue travel orders to naval personnel by the Chief of Naval Personnel, shall ensure each member completes a NAVPERS 7041/1 within 3 days of issuing the homeport change certificate/orders. The NAVPERS 7041/1 should be completed on-line via NSIPS.
2. Upon issuance of homeport change certificates/orders, the CO shall forward to the Director, Permanent Change of Station Variance Component, 1240 East 9<sup>th</sup> Street, Suite 967, Cleveland, OH 44199-2088 a package containing:
  - a. A copy of each homeport change certificate and orders for a member and or dependents to travel from the old PDS to the new PDS.
  - b. A letter indicating the number of NAVPERS 7041/1 submitted in connection with the initial assignment of homeport of a ship or ship-based staff.
3. Naval personnel moving before or after the time stated in paragraph 1, above, MUST submit a NAVPERS 7041/1 showing intent of personal and or dependent's travel as well as shipment of personal property within the time specified in paragraph 1, above, regardless of when travel will actually be performed by member and or dependents.
4. In case of ships having both ON and OFF crews where travel of dependents and shipment of personal property is authorized, the travel order for each new member will be substantially worded as follows:

a. ON CREW-OFFICER: Upon commissioning (name of ship and hull designator) detach all previously assigned duties in connection with conversion, fitting out (CFO); report CO (BLUE), or (GOLD), (name of ship and hull designator), for duty.

b. OFF CREW-OFFICER: Upon commissioning (name of ship and hull designator) detach all previously assigned duties in connection with conversion, fitting out (CFO); report CO (BLUE), or (GOLD), (name of ship and hull designator), for duty. When directed, proceed (location of homeport); on arrival, continue present duties.

c. ON CREW-ENLISTED: Effective on date of commission, transfer all personnel on board (name of ship and hull designator) pre-commissioning unit duty CFO to CO, (name of ship and hull designator) (BLUE or GOLD as appropriate) for duty, at (location of homeport).

d. OFF CREW-ENLISTED: Effective on date of commission, transfer all personnel on board (name of ship and hull designator) pre-commissioning unit duty CFO to CO, USS (name of ship and hull designator) (BLUE or GOLD as appropriate) for duty, at (location of homeport).

5. If travel orders are not issued, a negative report will be submitted within the same time interval.

6. For CHANGE of homeport of a ship or ship-based staff, CHANGE of a permanent station of a mobile unit, refer to section D of this chapter for guidance and direction.

CHAPTER 4 - SECTION F

NAVPERS 7041/1 PCS TRAVEL

TRAVEL INCIDENT TO RELOCATION OF A SHORE-BASED ACTIVITY

1. When travel of member and or dependents and shipment of personal property is performed incident to RELOCATION of a shore-based activity, the CO, when authorized to issue travel orders to naval personnel by CHNAVPERS, shall ensure each member completes a NAVPERS 7041/1 within 3 days of issuing the relocation certificate/orders. The NAVPERS 7041/1 should be completed on-line via NSIPS.
2. Upon issuance of homeport change certificates/orders, the CO shall forward to the Director, Permanent Change of Station Variance Component, 1240 East 9<sup>th</sup> Street, Suite 967, Cleveland, OH 44199-2088 a package containing:
  - a. A copy of each relocation certificate and orders for a member and or dependents to travel from the old PDS to the new PDS.
  - b. A letter indicating the number of NAVPERS 7041/1 submitted in connection with the relocation of the shore-based activity.
2. Naval personnel moving before or after the time stated in paragraph 1 above MUST submit a NAVPERS 7041/1 showing intent of personal and or dependent's travel and shipment of personal property within the time specified in paragraph 1, above, regardless of when travel will actually be performed by member and or dependents.
3. If travel orders are not issued, a negative report will be submitted within the same time interval.
4. A template for preparing Organized Unit Moves is provided.

ORGANIZED UNIT MOVE ORDERS

Travel Authorization Order Number: (1) Date: (2)  
(3) is hereby authorized travel at government expense from (4) to  
(5). Dependents and dependent residence as verified by member's NAVPERS  
1070/602 Record of Emergency Data are authorized to travel from current  
residence to new PDS location of (6). This travel is granted as a  
result of the PDS change of (7). Authority for this change: (8).

Authorized: (9) DAYS LEAVE  
(10) DAYS TRAVEL (POV)  
(11) ADV MALT PLUS FLAT RATE PCS PER DIEM  
(12) ADVANCE DISLOCATION ALLOWANCE  
(13) PROCEED TIME IS NOT AUTHORIZED IN CONJUNCTION  
WITH THIS PDS LOCATION CHANGE.

---

--DETACHING ACTIVITY--

WHEN DIRECTED DETACH IN (14) EDD: (15)  
FROM (16) UIC: (17)  
PERMANENT DUTY STATION (18)  
FROM DUTY ACC: (19)  
PERSONNEL ACCOUNTING SUPPORT: (20) UIC: (21)

--ULTIMATE ACTIVITY--

REPORT NOT LATER THAN (22) EDA: (23)  
TO (24) UIC: (25)  
PERMANENT DUTY STATION (26)  
FOR DUTY ACC: (27) BSC: (28) PRD: (29)  
PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET (30) UIC: (31)

SDN: (32)  
MAC CIC: (32)  
CIC: (32)  
PCS ACCOUNTING DATA: (32)

TRANSFER AUTHORIZED FOR MEMBER AND (33) DEPENDENT.

Use of Government Travel Charge Card (GTCC) is not authorized.

I have read and understand these orders and instructions:

\_\_\_\_\_  
(Signature of Member)

A. S. MARTIN  
By direction

INSTRUCTIONS FOR COMPLETION OF A PERMANENT DUTY STATION (PDS) ORGANIZED UNIT MOVE

1. The order number begins with the command UIC and is then sequential for officers and enlisted.  
Example: N00022-E001, N00022-O001.
2. Enter the date signed by the signature authority.
3. Members Name (LAST, FIRST MIDDLE I.), Rate/Rank, SSN with first 4 masked.  
Example: JONES, JOHN NCCS XXX-X5-6789
4. Enter current geographic location of command by city, state. Example: Jacksonville, FL
5. Enter new geographic location of command by city, state. Example: San Diego, CA
6. Enter new geographic location of command by city, state.
7. Enter command name. Example: VP-10, COMNAVAIRPAC.
8. Enter DTG of naval message or OPNAVNOTE that directed relocation of command.
9. Enter number of days.
10. Enter number travel days authorized based on means of transportation as outlined in the JFTR.
11. This statement is required on all orders if CO wants to approve advanced entitlements.
12. Enter statement on orders if member is authorized. Single members E6 and below must obtain written certification from the appropriate housing authority at the new location that government quarters will not be assigned.
13. Proceed time is not authorized for CONUS shore commands.
14. Enter month and year. Example: Aug 11
15. Enter month and year.
16. Put in the current command PLAD name. Example: COMNAVAIRFPAC, VPU-1
17. Put in command UIC.
18. Enter current geographic location of command. Should be the same as 4 above.

19. Enter onboard ACC code of member. Typically this is ACC: 100.
20. Enter PERSUPPDET that currently supports the command. Example: PERSUPPDET GLAKES.
21. Enter UIC of supporting PERSUPPDET.
22. Enter date for member. This date is usually month and year (Aug 11) for officers and day, month year (30 Aug 11) for enlisted.
23. Enter date for member. This date is usually month and year (Aug 11) for officers and day, month year (30 Aug 11) for enlisted.
24. Enter command name.
25. Enter command UIC.
26. Enter geographic location new PDS by city, state.
27. Enter ACC. Typically this is the same as 19 above.
28. The Billet Sequence Code (BSC) is only required for officers and can be left off enlisted orders.
29. Enter current Projected Rotation Date (PRD) of member by year and month. Example: 1105.
30. Enter supporting PERSUPPDET for new location.
31. Enter UIC of new supporting PERSUPPDET.
32. For these elements of the orders please refer to the Organized Unit (OU) move section of this instruction.
33. Enter appropriate number of dependents as listed on the page 2. If no dependents enter 0.

Signature authority rests with the CO or anyone who has been delegated signature authority.

**CHAPTER 5 - SECTION A**

**PREPARATION OF STANDARD TRANSFER ORDERS (STO)**

1. In the event a STO is required for a military member, the following guidance is provided for completion of the form.

**BLOCK 1 - NAME AND LOCATION OF TRANSFERRING SHIP OR STATION**

(a) Enter the complete name and designation of the transferring ship or station at time of preparation of orders. If not inconsistent with security regulations, command should include the geographical location.

(b) In cases where an order writing activity, such as a naval station, has received members for further assignment or for further transfer, the complete name of the last PDS of the member shall be included in this block, enclosed in parentheses immediately following the name of the order writing activity. (Not applicable on recall to active duty and initial permanent duty assignment for Reserve and Regular Navy members.) Example: Naval Station, San Francisco, CA: (Last PDS: U.S. Naval Air Station, Agana, Guam.)

**BLOCK 2 - NUMBER.** Enter the individual activity's transfer serial number. (STOs will be numbered consecutively by calendar year. Example: 1-77, 2-77, etc.)

**BLOCK 3 - DATE.** Enter the date the orders are prepared. Example: "1 June 2010."

**BLOCK 4 - AUTHORITY.** Enter the authority for the transfer, including the full title of the originator, file and serial number, date (date/time group/month in the case of a message), and the "TC" number as appropriate, e.g., BUPERS "TC" B1820/G2.

**BLOCK 5 - TRAVEL CLASS CODE.** Enter the CIC.

**BLOCK 6 - NAME IN FULL**

(a) Enter member's last name (in capital letters), first name, middle name, and if applicable, Junior (Jr.), Senior (Sr.), Second (II), etc. If a member has no middle name, indicate by using NMN. If member does not have a first or middle name and uses initials, indicate by enclosing each initial in quotation marks, i.e., "J" "C."

(b) In block 6 on line 2 enter the phrase "AND NO OTHERS."

(c) Immediately following the last line of typing (use blocks 7 through 10), **for members in pay grade E4 with more than 2 years service**, enter "E4 with more than 2 years service."

**BLOCK 7 - SSN.** Enter each member's SSN opposite their name with hyphens after the third and fifth digits. The first four characters should be masked. Example: XXX-X5-6789.

**BLOCK 8 - PAYGRADE, RATE AND NEC.** Enter the appropriate pay grade, rating abbreviation, and Navy Enlisted Classification (NEC) code number assigned each member. Example: E5-RM2(2361).

**BLOCK 9 - CLASS.** Enter the abbreviation of the branch and class of service for each member (USN, USNR, USN-RET, etc.).

**BLOCK 10 - SR, HR, PR, AND PE**

(a) Opposite each member's name, enter "1" to indicate the presence, or "0" to indicate the absence, of the service record (SR), health record (HR), pay record (PR), and personal effects.

(b) If any of the above records or any personal effects are missing, a statement shall be attached to the STO indicating the reason for absence, the location of the missing items, and when they will be forwarded, if known. Also, attach copies of any correspondence relative to any missing items.

**BLOCK 11 - INTERMEDIATE DUTY STATION**

(a) Enter in sequence the complete titles and unit identification codes (UICs) of all intermediate stations to which members will report in carrying out their orders.

(b) Include the "report not earlier than but not later than" entry furnished on the transfer. On TEMADD orders, the TEMADD station shall be shown here.

(c) Only such transportation at government expense that is necessary to fulfill the requirements of the mission shall be included in the orders. This has special reference to PCS orders involving delay en route to count as leave.

(d) Orders must **not** be written to provide for reporting to an intermediate station for onward transportation when the intermediate station will serve no useful purpose incident to transfer to ultimate duty station. Positive action by transferring activities in obtaining travel data, prior to commencement of travel, will do much to eliminate the ordering of members to an intermediate station when the sole purpose is to obtain a travel request.

(e) Upon receipt of any form of transfer directive (message, etc.) issued by NAVPERSCOM, transcribe the ACC, if present, from the transfer directive to the appropriate "Intermediate Station" block(s) of the STO.

(f) If ACCs are not displayed in the transfer directive issued by NAVPERSCOM, utilize appropriate ACC as indicated in MILPERSMAN 1320-300.

(g) ACC 320, 350, 370, 371, 380, and 391 are to be utilized when transferring members as directed by a non-distribution authority (other than NAVPERSCOM).

(h) ACCs are required to be displayed in each block of the STO containing an intermediate duty station.

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(i) Members being transferred under TEMADD orders or Active Duty for Training (ACDUTRA) orders **will not** have an ACC included in the orders. They are the only exception to the rule.

**BLOCK 12 - NATURE OF DUTY**

(a) Enter in this block the reason member is reporting to the intermediate station.

(b) Abbreviations will **not** be used. Example: Temporary Duty Under Instruction or Temporary Duty for Further Transfer.

**BLOCK 13 - ULTIMATE DESTINATION**

(a) Enter the complete title and UIC of the ultimate activity to which member is ordered to report, and, if not inconsistent with security regulations, the geographical location.

(b) Indicate port to which members are proceeding for reporting if ordered to a mobile unit, or overseas.

(c) Mobile unit receiving commands to which members are ordered to report should determine if the members are proceeding to the correct port, from advance copy of STO received. If they are not, the receiving command must advise the assignment control authority (ACA) that made the ultimate assignment, by message, of the full particulars including the member's name, SSN, rate, transfer authority, leave address, intermediate station, estimated date of arrival, and the expected location of the command at that time. The distributor will then take necessary action and issue a modification if deemed appropriate.

(d) On transfer to Fleet Reserve, retirement, discharge with severance pay, or involuntary release to inactive duty with readjustment pay (less than 8 years of continuous active duty), and on orders for separation, enter "Home of Record," "Place accepted for Current Enlistment," or "Place from which ordered to Active Duty," as appropriate, and enter the city and state.

(e) When a member attends a course(s) of instruction at an installation with a cumulative duration of 20 weeks without interruption by TEMDU/TEMUINS elsewhere, the geographic location of the installation becomes the member's PDS.

(f) On TEMADD orders, the activity shown will be the PDS.

(g) Upon receipt of any other form of transfer directive (message, etc.) issued by NAVPERSCOM, transcribe the ACC (if present) from the transfer directive to the "Ultimate Destination" block of the STO.

(h) If ACCs are not displayed in the transfer directive issued by NAVPERSCOM, utilize appropriate ACCs as indicated in MILPERSMAN 1320-080.

(i) ACCs 320, 350, 370, 371, 380, and 391 are to be utilized when transferring members as directed by a non-distribution authority (other than NAVPERSCOM. ACCs are required to be displayed in the "Ultimate Destination" block of the STO. Members being transferred under TEMADD orders or ACDUTRA orders **will not** have an ACC included in the orders. They are the exception to the rule.

#### **BLOCK 14 - NATURE OF DUTY**

(a) Enter in this block the reason for which the STO has been originated; i.e., "for duty," "for TEMADD in connection with \_\_\_\_\_," "for separation," etc.

(b) In case of orders to TEMDUINS, the course and number of weeks of such course to be attended shall also be included. Abbreviations will **not** be used.

(c) Since some entitlements (movement of HHG, dependent's travel, etc.) have been incorrectly based on the classification of the new duty station (e.g., FOR DUTY SEA, FOR DUTY SHORE, FOR DUTY OVERSEAS SHORE), such indication of type duty for rotation credit **shall not** be indicated on the STO.

**BLOCK 15 - NUMBER OF DAYS DELAY AUTHORIZED.** Enter the total number of days delay authorized to count as leave. If no delay authorized, enter "None."

**BLOCK 16 - NUMBER OF DAYS TRAVEL/PROCEED TIME AUTHORIZED.** Enter the number of days travel time and or proceed time authorized per the JFTR. Example: 03TT, 04PT. If neither travel nor proceed time is authorized, enter "None."

**BLOCK 17 - REPORT NOT LATER THAN**

(a) Enter the hour and the date members are due to report to the ultimate destination (MILPERSMAN 1050-150).

(b) When member is being transferred to mobile units (ships, aircraft squadrons), interview them to determine if they plan to report prior to the "not later than date." If so, indicate this estimated date on the copy of the STO to the new command.

(c) Each intermediate station shall enter under "Supplemental Instructions" the hour and date the members are due to report to the next intermediate destination or to the ultimate destination, as applicable. If the "Supplemental Instructions" section is full, this information may be entered on the reverse side of the STO.

(d) When a "prior" reporting date is specified in the transfer authority, such information shall be entered opposite the reporting activity concerned. **NOTE:** Do **not**, under any circumstances, enter in this block the phrase "As transportation directs."

(e) When a member in the same metropolitan area of a naval medical facility are transferred thereto for hospitalization, the transferring command shall ensure that, insofar as practicable, the patient reports to such medical facility prior to 1630 hours. Depending upon the circumstances in each case, including the availability of transportation, the earliest practicable hour shall be shown in the "Report not later than" block.

**BLOCK 18 - ADDRESS WHILE ON LEAVE**

(a) If applicable, enter the complete address where the member may be contacted while on leave, including the zip code and telephone number if available.

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(b) Do **not**, under any circumstances, enter "En Route."

#### **BLOCK 19 - SUPPLEMENTAL INSTRUCTIONS**

(a) Enter any supplemental instructions issued to the member. Each instruction shall be signed, in ink, by the CO issuing the instruction or by the signatory authorized to sign per MILPERSMAN or United States Navy Regulations. The rank and title shall be entered, following the signature. In the case of members reporting early for TEMDU assignments, see MILPERSMAN 1320-080.

(b) Members E4 and below must submit a special request for advance pay to be approved at local command level. When an enlisted member's request for an advance of pay on PCS is approved, enter "AUTH (NO.) MONTHS ADVANCE PAY." This endorsement will be signed by the CO or an officer designated to sign "By direction" of the CO.

(c) Enter the homeport of the afloat new duty station. On PCS orders to sea duty, the homeport of the vessel is considered the duty station for the purpose of shipping HHG. On PCS orders to a ship, shipment of HHG is authorized to the homeport of the vessel or to a place of selection (see OPNAVINST 4650.17) within the United States.

(d) Enter correct mailing address of new duty station; the address shown in OPNAVNOTE 5400 (SNDL), part I.

#### **BLOCK 20 - PCS ACCOUNTING DATA**

(a) When orders are issued authorizing the expenditure of government funds, accounting data must appear in each set of orders.

(b) For PCS (including TEMDU in connection with a PCS), utilize the accounting data furnished on the transfer directive. In cases where accounting data is not furnished, use the appropriate LOA from this instruction and enter in this block applicable accounting data as shown therein for member shown on the travel order, except for enlistee (USN/USNR) transferred to recruit training.

(e) On a permissive travel authorization, enter "NO EXPENSE TO THE GOVERNMENT IS AUTHORIZED IN CONNECTION WITH THESE TRAVEL AUTHORIZATIONS. IN CASE YOU DO NOT DESIRE TO BEAR THE EXPENSE YOU WILL REGARD THIS AUTHORIZATION AS REVOKED."

(f) See JFTR and MILPERSMAN 1050-130 concerning emergency leave.

**BLOCK 21 - TEMUDINS PER DIEM ACCOUNTING DATA.** Utilize the TEMDUINS accounting data furnished on the transfer directive.

**BLOCK 22 - FISCAL DATA FOR TRANSPORTATION REQUEST.** Enter fiscal data from "PCS Accounting Data" (block 20) as indicated.

**BLOCK 23 - TRANSPORTATION IS AUTHORIZED PER FOLLOWING**

(a) Enter an "X" in the appropriate box. When applicable, enter an "X" in both blocks "INDIVIDUAL" and "PRIVATELY OWNED CONVEYANCE."

(b) Enter an "X" in the block marked "COMMERCIAL" when any of the various modes of commercial carriers are to be utilized, or, in the case of individual travel, when the member has an option under JFTR of obtaining transportation requests or performing travel at own expense subject to reimbursement.

(c) "GROUP" should not be used for PCS travel.

**BLOCK 24 - TRAVEL AS INDICATED BELOW IS DIRECTED WHERE AVAILABLE**

(a) Travel is directed when indicated in the order issued by the order issuing activity, i.e., NAVPERSCOM or by the various Navy Passenger Transportation Offices for transoceanic travel.

(b) Enter an "X" in the block marked "GOV'T AIRCRAFT" when this method of travel is directed.

(c) Enter an "X" in the block marked "COMMERCIAL" when this mode of travel is directed.

**BLOCK 25 - PRIORITY.** Enter the description and number of any priority authorized when directed to travel by government aircraft.

**BLOCK 26 - FROM AND TO.** Indicate the geographical locations between which travel is directed by either government or commercial aircraft.

**BLOCK 27 - TRANSFER CODE NUMBER.** Enter the hour and date member is authorized to depart from transferring command. Example: 0001, 2 APR 2010.

**BLOCK 28 - AUTHENTICATING SIGNATURE, RANK, TITLE**

(a) The signature, in permanent black or blue-black ink or ball point pen, shall be that of the CO of the transferring activity; or, when the CO specifically 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.

(b) Enter rank and title of signatory signing. The authenticating signature will be affixed only to the original order.

**BLOCK 29 - SIGNATURE OF TRAVELER OR SENIOR IF CHARGE.** The signature of the traveler shall be affixed, in permanent black or blue-black ink or ball point pen, after the orders have been read and it is stated that they are understood.

**BLOCK 30 - DATE ORDERS DELIVERED.** Enter date orders delivered to member or date member notified of orders. Example: "DELIVERED/NOTIFIED on 15 April 2010.