



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 7040.6B

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29 SEP 2010

BUPERS INSTRUCTION 7040.6B

From: Chief of Naval Personnel

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

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 Military Personnel, Navy (MPN) appropriation. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 7040.6A.

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 "MPN";

(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>.



D. P. QUINN
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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FINANCIAL MANAGEMENT GUIDE

FOR

PERMANENT CHANGE OF STATION (PCS) TRAVEL

(MILITARY PERSONNEL, NAVY (MPN)

THIS GUIDE APPLIES TO
REGULAR NAVY PERSONNEL ONLY

(REFER TO BUPERSINST 7040.7B FOR TRAINING AND ADMINISTRATION OF THE
FULL TIME RESERVES (FTS) PERSONNEL, NAVY (RPN)

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CHAPTER 1 - SECTION AINTRODUCTION

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 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 Military Personnel, Navy (MPN) appropriation.

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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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CLASSIFICATIONS1. Accession Travel

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

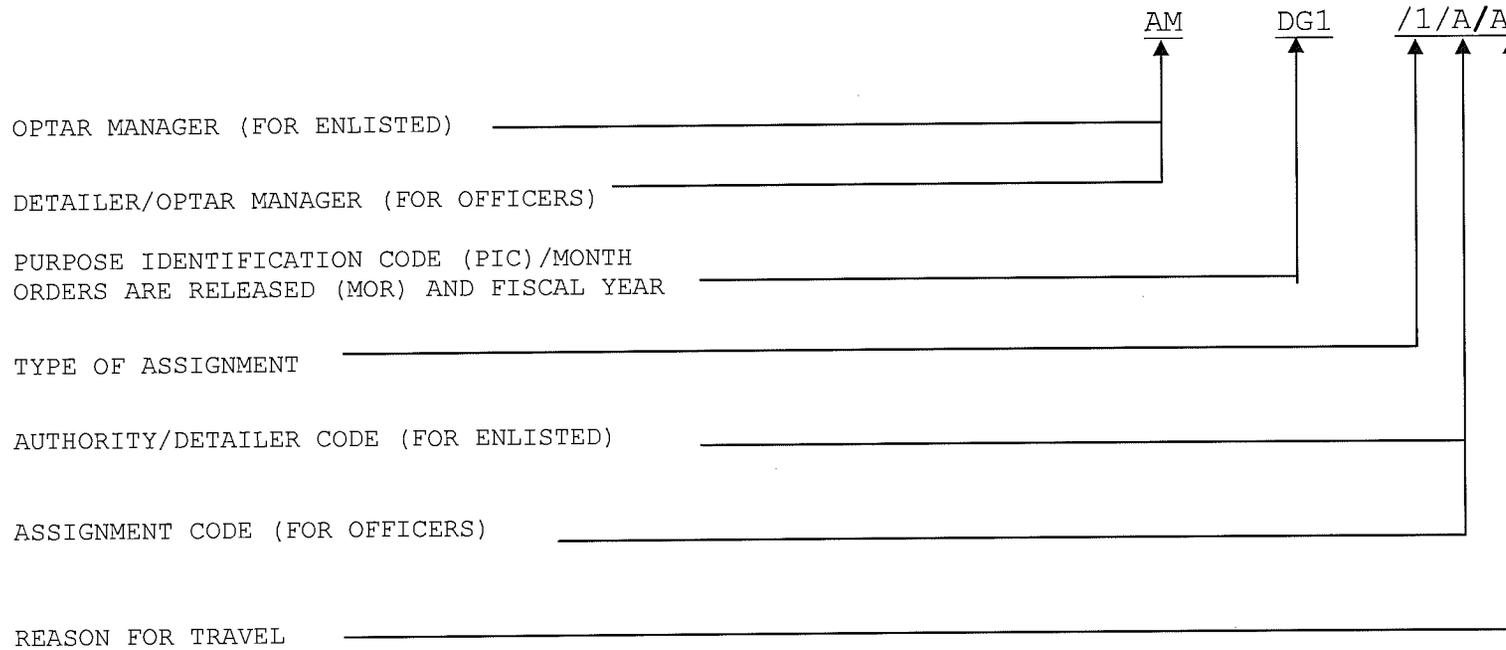
c. Officer and Enlisted (Evacuation). Transportation of dependents and shipments of personal property incident to an evacuation. (Refer to JFTR, vol. 1 - chapter 6.)

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.

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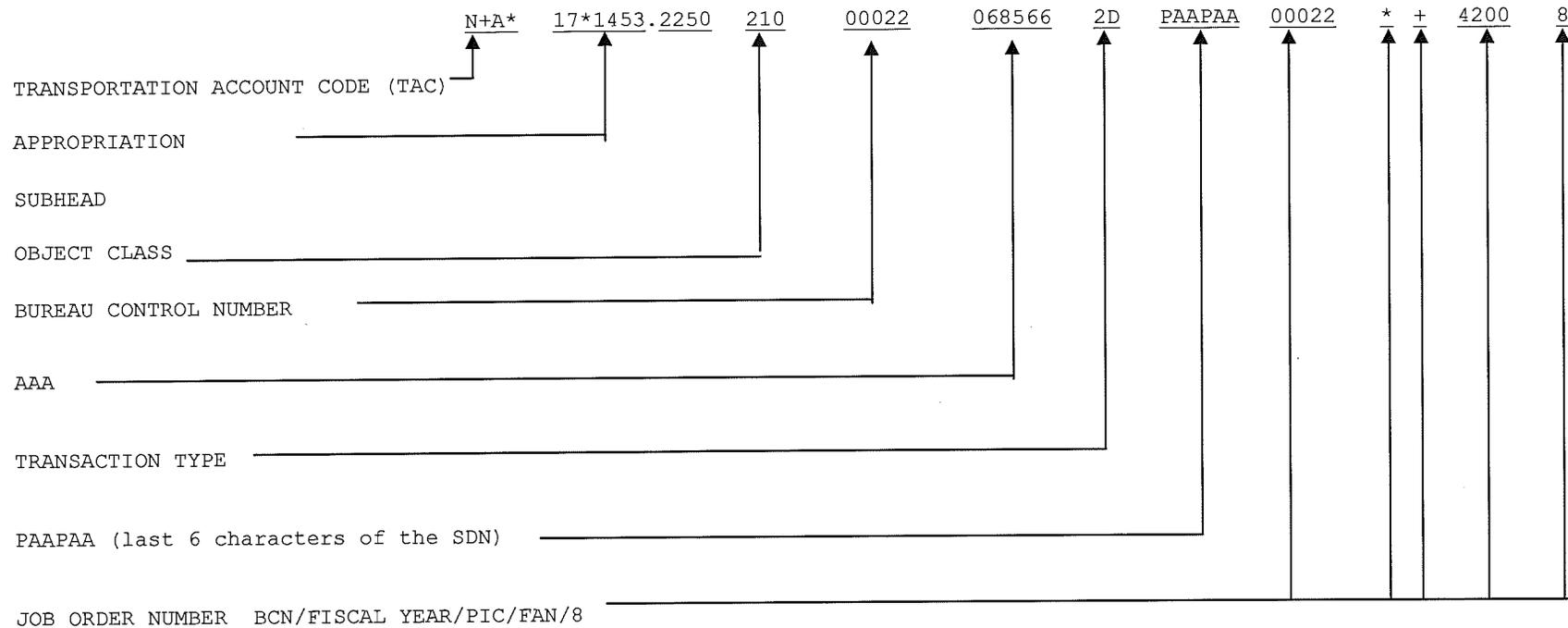
CHAPTER 2 - SECTION A
CUSTOMER IDENTIFICATION CODE (CIC) ILLUSTRATION

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:



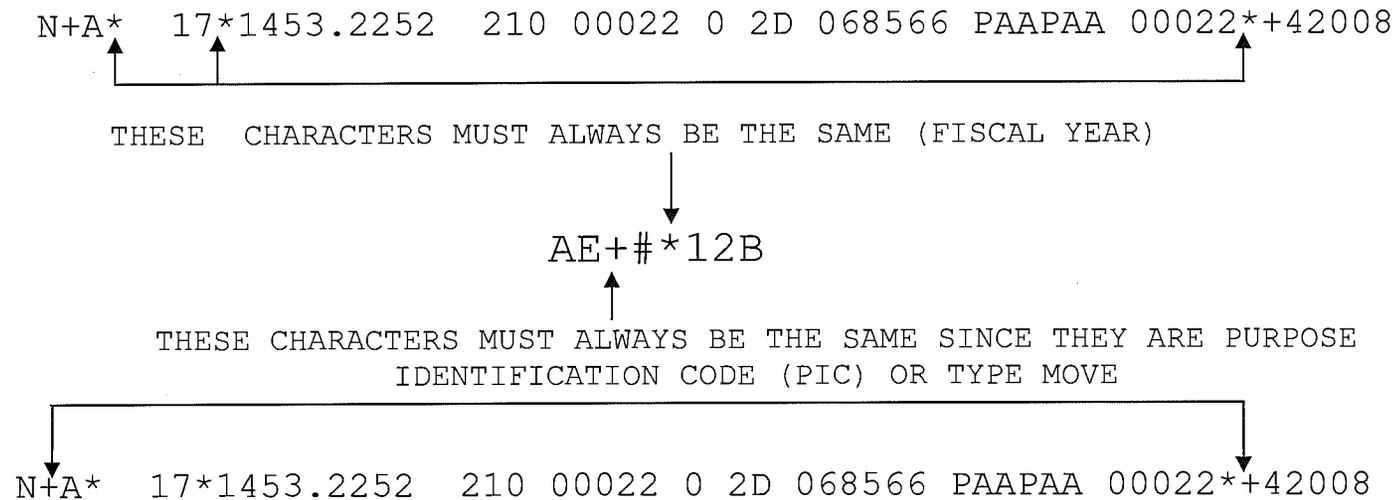
* = fiscal year the orders are written
+ = purpose identification code (PIC). Also known as type of move.

NOTE: Although the member's Social Security Number (SSN) will be masked on all printed orders, it is imperative Personnel Support Activity Detachments (PERSUPPETs)/Customer Support Detachments (CSDs) load the entire SSN into Integrated Automated Travel System (IATS).

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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

CHAPTER 2 - SECTION D

GENERATING A STANDARD DOCUMENT NUMBER (SDN) AND MILITARY ACCOUNTING CODE (MAC)

1. Each document issued by a field activity must contain a SDN and MAC along with the LOA. The following guidance is provided for proper construction to ensure consistency among activities as well as a SDN that is compatible with the STARS accounting system.

2. All SDNs will be constructed as follows regardless of the issuing activity.

Characters 1 through 6	N00022	
Characters 7 and 8	**	(2 digits representing the fiscal year. For example, 2011 Would be 11)
Characters 9 and 10	CS	(this designates the SDN and LOA as MPN).
Characters 11 through 15	XXXXX	(last 5 digits of member's SSN)

Example: A member is separating in November 2010 (FY11) and their SSN is 123-45-6789, the SDN would be: N0002211CS56789

3. The MAC is generated as follows:

Character 1	3	(always 3 as this signifies Navy).
Character 2 through 5	N+#*	(N, PIC, month orders released, fiscal year).
Characters 6 through 14	SSN of member with first 4 masked.	
Character 15	0	(always zero).

Example: MAC for member making an operational move in FY11 with SSN 123-45-6789: 3N4A1XXXX567890

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 Navy Personnel Command (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	.2250	2	3-A-5	3-A-6
Officer Accession - From OCONUS	.2250	S	3-A-7	3-A-8
Officer Training - Land	.2251	3	3-A-9	3-A-10

		PURPOSE IDENTIFICATION	ACCOUNTING GUIDE	CIC CHART
CLASSIFICATION	SUBHEAD	CODE (PIC)	PAGE NO.	PAGE NO.
Officer Rotational (Training) - To and From OCONUS	.2253	T	3-A-11	3-A-12
Officer Operational (General) - Land	.2252	4	3-A-13	3-A-14
Officer In-place Consecutive Overseas Tour (IPCOT)	.2252	0	3-A-15	3-A-16
Officer Rotational (General) - To and From OCONUS	.2253	U	3-A-17	3-A-18
Officer Separation - Land *	.2254	5	3-A-19	3-A-20
Officer Separation - To and From OCONUS *	.2254	V	3-A-21	3-A-22
Officer Organized Units - Land	.2255	6	3-A-23	N/A
Officer Organized Units - To and From OCONUS	.2255	W	3-A-24	N/A
Officer Operational (Miscellaneous Travel) - Land	.2252	X	3-A-25	3-A-26
Officer Rotational (Miscellaneous Travel) - To and From OCONUS	.2253	Q	3-A-27	3-A-28
Officer Rotational (Evacuation) - To and From OCONUS (Not to be used for members' travel)	.2253	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.

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(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 Purpose Identification Code/Month Orders Released (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.

(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: 3N5A*XXXX567890
CIC: AE5A*12B (using information from charts in this section)
PCS line of accounting:
N5A* 17*1453.2254 210 00022 068566 2D S56789 00022*542008

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

CHAPTER 3 - SECTION A ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL						CLASSIFICATION 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
N2A*	17*1453.2250		210	00022	068566	2D	SXXXXX	00022*242008

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

This LOA is to be used for member 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.

CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION					
					OFFICER ACCESSION - LAND					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C	PIC/MOD			TYPE OF ASSIGNMENT	C O D D E	AUTHORITY	C O D D E	REASON FOR TRAVEL	C O D D E
	O	ACCESSION	2	#						
BUPERS-71	AE	# IDENTIFIES THE MONTH ORDERS RELEASED * IDENTIFIES THE FISCAL YEAR			FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO FIRST PERMANENT DUTY STATION	1	BUPERS-00F 41A 43A 431	1 2 3 4	COMPLETION COMBAT ZONE TOUR COMPLETE CONUS SHORE TOUR COMPLETION CONUS SEA TOUR COMPLETION OCONUS SHORE TOUR	A B C D
1. MEMBER IS SCHEDULED TO COMMENCE TRAVEL FROM HOME OR PLACE OF ACCEPTANCE OF COMMISSION TO:					FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO TEMPORARY DUTY	2	410 411 433 414, 412D1/D2	5 6 7 8	COMPLETION OCONUS SEA TOUR COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	E F G
a. FIRST PERMANENT DUTY STATION					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	432 432M/Z/L 434D/E 4416 449 4415G/H 4414	9 A B C D E	DISCIPLINARY/DISQUALIFIED TO/FROM HOSPITAL MORALE/HUMANITARIAN REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED)	H I J K
b. TEMPORARY DUTY WITH FURTHER ASSIGNMENT TO A PERMANENT DUTY STATION					FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4	415, 4164 4734 421, 42B 422	F G H I	INACTIVATION OF VESSEL/ACTIVITY IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED NEW CONSTRUCTION/CONVERSION	N O P
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 TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	5	421E, 471C 4413 445, 471D 434B 472	J K L M N	ESTABLISH NEW STATION/ACTIVITY ESTABLISH NEW PROGRAM/PROJECT CHANGE IN DESIGNATOR HIGHER AUTHORITY DIRECTS CHANGE HOMEPORT/ACTIVITY RELOCATED	Q R S T X
					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	473 4419, 4421, 41GS 4412B, 42GS 448, 43GS 4418, 44GS 412N/O, 46GS 434C, 47GS 42A, OITDY 4415M/N/P/R/U 434A, OTEMADD 4415I, 4415J 4415B/K/L/S/V CNATRA CNO 4712A, OTHER	O P R S T U V W X Y Z # & \$	TRAINING OTHER THAN AT SCHOOL COMMAND OPPORTUNITY BASE REALIGNMENT/CLOSURE (BRAC) OVERSEAS CONTINGENCY OPERATIONS (OCO)	Y Z @ &

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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
NSA*	17*1453.2250		210	00022	068566	2D	SXXXXX	00022*S42008

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

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

1. First PDS if OCONUS.
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 is school is OCONUS.

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			
					OFFICER ACCESSIONS - TO AND FROM OCONUS			
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT	4TH ELEMENT	5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD			TYPE OF ASSIGNMENT	C O D E	REASON FOR TRAVEL	
BUPERS-71	AE	ACCESSION FROM OCONUS	S	#				
		#	# IDENTIFIES THE MONTH ORDERS RELEASED			FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO FIRST PERMANENT DUTY STATION	BUPERS-00F	1 COMPLETION COMBAT ZONE TOUR
		*	* IDENTIFIES THE FISCAL YEAR			FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO TEMPORARY DUTY 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	41A	2 COMPLETION CONUS SHORE TOUR
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	43A	3 COMPLETION CONUS SEA TOUR	
a. FIRST PERMANENT DUTY STATION					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	431	4 COMPLETION OCONUS SHORE TOUR	
b. TEMPORARY DUTY WITH FURTHER ASSIGNMENT TO A PERMANENT DUTY STATION					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	410	5 COMPLETION OCONUS SEA TOUR	
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 TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	411	6 COMPLETION COURSE OF INSTRUCTION	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	433	7 DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	414, 412D1/D2	8 OF INSTRUCTION	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	432	9 DISCIPLINARY/DISQUALIFIED	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	432/M/Z/L	A TO/FROM HOSPITAL	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	434D/E	B MORALE/HUMANITARIAN	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4416	C REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED)	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	449	D FILL HIGH PRIORITY BILLET	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4415/G/H	E MEET SCHOOL CONVENING DATE	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4414	F INACTIVATION OF VESSEL/ACTIVITY	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	415, 4161	G IN EXCESS/REORGANIZATION/BILLET	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4734	H DELETED/REQUIREMENTS REVISED	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	421, 42B	I NEW CONSTRUCTION/CONVERSION	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	422	J ESTABLISH NEW STATION/ACTIVITY	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	421E, 471C	K ESTABLISH NEW PROGRAM/PROJECT	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4413	L CHANGE IN DESIGNATOR	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	445, 471D	M HIGHER AUTHORITY DIRECTS	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	434B	N CHANGE HOMEPORT/ACTIVITY RELOCATED	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	472	O TRAINING OTHER THAN AT SCHOOL	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	473	P COMMAND OPPORTUNITY	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4419, 4421, 41GS	BASE REALIGNMENT/CLOSURE (BRAC)	
					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4412B, 42GS	R OVERSEAS CONTINGENCY OPERATION (OCO)	
					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	448, 43GS	S	
					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	4418, 44GS	T	
					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	412N/O	U	
					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	446C, 47GS	V	
					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	42A, OITDY	W	
					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	4415M/N/P/R/U	X	
					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	434A, OTEMADD	Y	
					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	4415I, 4415J	Z	
					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	4415B/K/L/S/V	#	
					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	CNATRA	&	
					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	CNO	\$	
					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	OTHER MOB.21		

CHAPTER 3 - SECTION A					CLASSIFICATION			
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL					OFFICER 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
N3A*	17*1453.2251		210	00022	068566	2D	SXXXXX	00022*342008

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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 TRAINING - LAND																										
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT																						
DETAILER/ OPTAR	C O D E	PIC/MOD			TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E																					
		TRAINING	3	#							*																				
OOFU	AB	# IDENTIFIES THE MONTH ORDERS RELEASED			FROM A PERMANENT DUTY STATION TO PERMANENT DUTY UNDER INSTRUCTION	1	BUPERS-00F 41A 43A 431	1 2 3 4	COMPLETION COMBAT ZONE TOUR COMPLETION CONUS SHORE TOUR COMPLETION CONUS SEA TOUR COMPLETION OCONUS SHORE TOUR	A B C D																					
CNATRA, 432E	AC	* IDENTIFIES THE FISCAL YEAR			FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	2	410 411 433 414, 412D1/D2	5 6 7 8	COMPLETION OCONUS SEA TOUR COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	E F G																					
41A1, 4121, 4151, 42A 421E, 432H, 432M1 433E, 4412B, 4415G 4419A, 4734	A1	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 (NO TRANSOCEANIC TRAVEL IS INVOLVED) WHERE THE COURSE(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	432 432M/Z/L 434D/E 4416 449	9 A B C	DISCIPLINARY/DISQUALIFIED TO/FROM HOSPITAL MORALE/HUMANITARIAN REORGANIZATION (BILLET ADDED/REQUIREMENTS REVISED	H I J K																					
4122, 43A1, 432I, 432Z, 4415H, 4416A 4419B	A2				2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)			FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	4415G/H 4414 415, 4161 4734 421, 42B 422	D E F G H I	FILL HIGH PRIORITY BILLET MEET SCHOOL CONVENING DATE INACTIVATION OF VESSEL/ACTIVITY IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED NEW CONSTRUCTION/CONVERSION	L M N O P																		
4123, 4152, 42B, 431A 432J, 432L, 434A 434B, 434C, 445X, 4415I, 4419C	A3							2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)			FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER INSTRUCTION	5	421E, 471C 4413 445, 471D 434B 472	J K L M N	ESTABLISH NEW STATION/ACTIVITY ESTABLISH NEW PROGRAM/PROJECT CHANGE IN DESIGNATOR HIGHER AUTHORITY DIRECTS CHANGE HOMEPORT/ACTIVITY RELOCATED	Q R S T															
410A, 4124, 412D1, 432K, 434D, 445B, 4415J, 4419D, 4415V	A4										2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)			FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	6	473 4419, 4421, 41GS 4412B, 42GS 43GS 4418, 44GS	0 P R S T	TRAINING OTHER THAN AT SCHOOL COMMAND OPPORTUNITY BASE REALIGNMENT/CLOSURE (BRAC) OVERSEAS CONTINGENCY OPERATION (OCO)	Y Z @ &												
410B, 411A, 412D2, 4125, 421A, 432N 4415K, 4418, 434E, 4419E	A5													2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)			FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN FOR INSTRUCTION	7	412 434C, 47GS1 42A, OITDY 4415M/N/P/R/U 434A, OTEMADD 4415I, 4415J 4415B/K/L/S/V	U V W X Y Z											
4126, 421B, 432P 4415L, 4415U	A6																2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)					CNATRA	#								
414A, 4127, 421C, 422B, 432, 4415M, 4421, 471C, 471D 472B	A7																			2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)					CNO	&					
4128, 414B, 421D, 432G, 449A, 4415S, 473B	A8																						2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)					OTHER	\$		
4129, 414C, 421, 422A, 432U, 4415R	A9																									2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)					MOB
41GS, 42GS, 43GS, 44GS, 47GS OITDY, OTEMADD	A@	2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)																													
412N, 432Q, 4414A 4415B, 4415N	A&				2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)																										
OOF1, 4120, 432F, 4413X, 4415P	A\$							2. MEMBER IS BEING DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OCONUS TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OCONUS (NO TRANSOCEANIC TRAVEL IS INVOLVED)																							

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*1453.2253		210	00022	068566	2D	SXXXXX	00022*T42008

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CUSTOMER IDENTIFICATION CODE (CIC) CHART

CLASSIFICATION

OFFICER ROTATIONAL (TRAINING) -
TO AND FROM OCONUS

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
DETAILER/ OPTAR	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL		C O D E
		ROTATIONAL TRAINING	T	#	*							
OOFU	AB	# IDENTIFIES THE MONTH ORDERS RELEASED				FROM A PERMANENT DUTY STATION TO	1	BUPERS-00F	1	COMPLETION COMBAT ZONE TOUR	A	
CNATRA, 432E	AC	* IDENTIFIES THE FISCAL YEAR				PERMANENT DUTY UNDER INSTRUCTION		41A	2	COMPLETION CONUS SHORE TOUR	B	
41A1, 4121, 4151, 42A 421E, 432H, 432M1 433E, 4412B, 4415G 4419A, 4734	A1	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 PERMANENT DUTY UNDER INSTRUCTION	2	431	3	COMPLETION CONUS SEA TOUR	C	
4122, 43A1, 432I, 432Z, 4415H, 4416A 4419B	A2					FROM PERMANENT DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION OTHER THAN FOR INSTRUCTION		410	4	COMPLETION OCONUS SHORE TOUR	D	
4123, 4152, 42B, 431A 432J, 432L, 434A 434B, 434C, 445X, 4415I, 4419C	A3					FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	3	411	5	COMPLETION OCONUS SEA TOUR	E	
410A, 4124, 412D1, 432K, 434D, 445B, 4415J, 4419D, 4415V	A4	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		411	6	COMPLETION COURSE OF INSTRUCTION	F	
410B, 411A, 412D2, 4125, 421A, 432N 4415K, 4418, 434E, 4419E	A5					FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	433	7	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	G	
4126, 421B, 432P 4415L, 4415U	A6					FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		414, 412D1/D2	8	DISCIPLINARY/DISQUALIFIED	H	
414A, 4127, 421C, 422B, 432S, 4415M, 4421, 471C, 471D, 472B	A7					FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	5	432	9	TO/FROM HOSPITAL	I	
4128, 414B, 421D, 432G, 449A, 4415S, 473B	A8					FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		432/M/Z/L	A	MORALE/HUMANITARIAN	J	
4129, 414C, 421, 422A, 432U, 4415R 41GS, 42GS, 43GS, 44GS, 47GS OITDY, OTEMADD	A9					FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	6	4416	B	REORGANIZATION (BILLET)	K	
412N, 432Q, 4414A 4415B, 4415N	A&					FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		449	C	ADDED/REQUIREMENTS REVISED	L	
OOF1, 4120, 432F, 4413X, 4415P	A\$					FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	7	4415/G/H	D	FILL HIGH PRIORITY BILLET	L	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		4414	E	MEET SCHOOL CONVENING DATE	M	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	8	415, 4161	F	INACTIVATION OF VESSEL/ACTIVITY	N	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		4734	G	IN EXCESS/REORGANIZATION/BILLET	O	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	9	421, 42B	H	DELETED/REQUIREMENTS REVISED	P	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		422	I	NEW CONSTRUCTION/CONVERSION	P	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	0	421E, 471	J	ESTABLISH NEW STATION/ACTIVITY	Q	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		4413	K	ESTABLISH NEW PROGRAM/PROJECT	R	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	1	445, 471D	L	CHANGE IN DESIGNATOR	S	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		434B	M	HIGHER AUTHORITY DIRECTS	T	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2	472	N	CHANGE HOMEPORT/ACTIVITY RELOCATED	X	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		473	O	TRAINING OTHER THAN AT SCHOOL	Y	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	3	4419, 4421, 41GS	P	COMMAND OPPORTUNITY	Z	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		4412B, 42GS	R	BASE REALIGNMENT/CLOSURE (BRAC)	@	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	43S	S	OVERSEAS CONTINGENCY OPERATION (OCO)	&	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		4418, 44GS	T			
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	5	412	U			
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		434C, 47GS	V			
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	6	42A, OITDY	W			
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		4415M/N/P/R/U	X			
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	7	434A, OTEMADD				
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		4415I, 4415J	Y			
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	8	4415B/K/L/S	Z			
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		CNATRA	#			
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	9	CNO	&			
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		OTHER, MOB	\$			

CHAPTER 3 - SECTION A ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL					CLASSIFICATION OFFICER OPERATIONAL (GENERAL) - 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
N4A*	17*1453.2252		210	00022	068566	2D	SXXXXX	00022*442008

* = 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.

CHAPTER 3 - SECTION A ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL					CLASSIFICATION OFFICER 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
NOA*	17*1453.2252		210	00022	068566	2D	SXXXXX	00022*042008

* = 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.

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 O D E	PIC/MOD			TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL		C O D E
		OFFICER IPCOT	0	#					*		
OOFU	AB	# IDENTIFIES THE MONTH ORDERS RELEASED			FROM A PERMANENT DUTY STATION TO PERMANENT DUTY STATION	1	BUPERS-00F 41A 43A 431	1 2 3 4	COMPLETION COMBAT ZONE TOUR COMPLETION CONUS SHORE TOUR COMPLETION CONUS SEA TOUR COMPLETION OCONUS SHORE TOUR	A B C D	
CNATRA, 432E	AC	* IDENTIFIES THE FISCAL YEAR			FROM PERMANENT DUTY STATION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	2	410 411 433 414, 412D1/D2	5 6 7 8	COMPLETION OCONUS SEA TOUR COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	E F G	
41A1, 4121, 4151, 42A 421E, 432H, 432M1 433E, 4412B, 4415G 4419A, 4734	A1	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	3	432 432/M/Z/L 434D/E	9 A B	DISCIPLINARY/DISQUALIFIED TO/FROM HOSPITAL MORALE/HUMANITARIAN	H I J	
4122, 43A1, 432I, 432Z, 4415H, 4416A 4419B	A2	USE THIS TYPE MOVE ONLY IF MEMBER IS ENTITLED TO CONSECUTIVE OVERSEAS TOUR (COT) LEAVE.			TEMPOARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION		4	4416 449 4415/G/H 4414	C D E	REORGANIZATION (BILLET ADDED/REQUIREMENTS REVISED FILL HIGH PRIORITY BILLET MEET SCHOOL CONVENING DATE	K L M
4123, 4152, 42B, 431A 432J, 432L, 434A 434B, 434C, 445X, 4415I, 4419C	A3				FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION		4	421, 42B 422 421E, 471C 4413 445, 471D 434B 472 473 4419, 4421, 41GS 4412B, 42GS 448, 43GS 4418, 44GS 412 434C, 47GS 42A, OITDY 4415M/N/P/RU 434, OTEMAD 4415I, 4415J 4415B/K/L/S/V CNATRA CNO OTHER, MOB	F G H I J K L M N O P Q R S T U V W X Y Z # & \$	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 OPERATION (OCO)	O P Q R S T U V W X Y Z # & \$
410A, 4124, 412D1, 432K, 434D, 445B, 4415J, 4419D, 4415V	A4										
410B, 411A, 412D2, 4125, 421A, 432N 4415K, 4418, 434E, 4419E	A5										
4126, 421B, 432P 4415L, 4415U	A6										
414A, 4127, 421C, 422B, 432S, 4415M, 4421, 471C, 471D, 472B	A7										
4128, 414B, 421D, 432G, 449A, 4415S, 473B	A8										
4129, 414C, 421, 422A, 432U, 4415R	A9										
41GS, 42GS, 43GS, 44GS, 47GS OITDY, OTEMADD	A@										
412N, 432Q, 4414A 4415B, 4415N	A&										
OOF1, 4120, 432F, 4413X, 4415P, 4712A	A\$										

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
NUA*	17*1453.2253		210	00022	068566	2D	SXXXXX	00022*U42008

* = 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.

CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION					
					OFFICER ROTATIONAL (GENERAL) TO AND FROM OCONUS					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER/ OPTAR	C	PIC/MOD			TYPE OF ASSIGNMENT	C	ASSIGNMENT	C	REASON FOR TRAVEL	C
	O	ROTATIONAL	U	#		*		O		O
	D	OCONUS				D		D		D
	E					E		E		E
OOFU	AB	# IDENTIFIES THE MONTH ORDERS RELEASED			FROM A PERMANENT DUTY STATION TO	1	BUPERS-00F	1	COMPLETION COMBAT ZONE TOUR	A
CNATRA, 432E	AC	* IDENTIFIES THE FISCAL YEAR			PERMANENT DUTY STATION		41A	2	COMPLETION CONUS SHORE TOUR	B
41A1, 4121, 4151, 42A 421E, 432H, 432M1 433E, 4412B, 4415G 4419A, 4734	A1	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			FROM PERMANENT DUTY STATION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	2	43A	3	COMPLETION CONUS SEA TOUR	C
4122, 43A1, 432I, 432Z, 4415H, 4416A 4419B	A2				FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO		431	4	COMPLETION OCONUS SHORE TOUR	D
4123, 4152, 42B, 431A 432J, 432L, 434A 434B, 434C, 445X, 4415I, 4419C	A3				TEMPOARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	3	410	5	COMPLETION OCONUS SEA TOUR	E
410A, 4124, 412D1, 432K, 434D, 445B, 4415J, 4419D, 4415V	A4				FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	4	411	6	COMPLETION COURSE OF INSTRUCTION	F
410B, 411A, 412D2, 4125, 421A, 432N 4415K, 4418, 434E, 4419E	A5						433	7	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	G
4126, 421B, 432P 4415L, 4415U	A6						414, 412D1/D2	8	DISCIPLINARY/DISQUALIFIED	H
414A, 4127, 421C, 422B, 432S, 4415M, 4421, 471C, 471D	A7						432	9	TO/FROM HOSPITAL	I
472B							432/M/Z/L 434D/E	A	MORALE/HUMANITARIAN	J
4128, 414B, 421D, 432G, 449A, 4415S, 473B	A8						4416	B	REORGANIZATION (BILLET ADDED/REQUIREMENTS REVISED	K
4129, 414C, 421, 422A, 432U, 4415R	A9						449	C	FILL HIGH PRIORITY BILLET	L
41GS, 42GS, 43GS, 44GS, 47GS OITDY, OTEMADD	A@						4415/G/H	D	MEET SCHOOL CONVENING DATE	M
412N, 432Q, 4414A	A&						4414	E	INACTIVATION OF VESSEL/ACTIVITY	N
4415B, 4415N							415, 4161	F	IN EXCESS/REORGANIZATION/BILLET	O
OOF1, 4120, 432F, 4413X, 4415P, 4712A	A\$						4734	G	DELETED/REQUIREMENTS REVISED	P
							421, 42B	H	NEW CONSTRUCTION/CONVERSION	Q
							422	I	ESTABLISH NEW STATION/ACTIVITY	R
							421E, 471C	J	ESTABLISH NEW PROGRAM/PROJECT	S
							4413	K	CHANGE IN DESIGNATOR	T
							445, 471D	L	HIGHER AUTHORITY DIRECTS	X
							434B	M	CHANGE HOMEPORT/ACTIVITY RELOCATED	Y
							472	N	TRAINING OTHER THAN AT SCHOOL	Z
							473	O	COMMAND OPPORTUNITY	@
							4419, 421, 41GS	P	BASE REALIGNMENT/CLOSURE (BRAC)	&
							4412B, 42GS	R	OVERSEAS CONTINGENCY OERPARTION (OCO)	&
							43GS	S		
							4418, 44GS	T		
							412	U		
							434C, 47GS1	V		
							42A, OITDY	W		
							4415M/N/P/R/U 434A, OTEMADD	X		
							4415I, 4415J	Y		
							4415B/K/L/S/V	Z		
							CNATRA	#		
							CNO	&		
							OTHER, MOB	\$		

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
N5A*	17*1453.2254		210	00022	068566	2D	SXXXXX	00022*542008

* = 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.

CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION						
					OFFICER SEPARATION - LAND						
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
DETAILER/ OPTAR	C	PIC/MOR			TYPE OF ASSIGNMENT	C	ASSIGNMENT	C	REASON FOR TRAVEL	C	
	O	SEPARATION	5	#							*
BUPERS-712	AE	#	IDENTIFIES THE MONTH ORDERS RELEASED			FROM LAST PERMANENT DUTY STATION TO HOME	1	BUPERS-00F	1	DISCHARGE OTHER THAN HONORABLE	H
BUPERS-712*	AA	*	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	41A	2	EARLY RELEASE	U
* 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:	3	43A	3	RETIREMENT	V	
					A. HOME OF RECORD	4	431	4	RELEASE FROM ACTIVE DUTY/ RESIGNATION	W	
					B. PLACE OF ENTRY INTO SERVICE	5	410	5	MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7	
					C. HOME OF SELECTION	6	411	6			
					2. DEPENDENTS COMMENCE TRAVEL AND/OR SHIPMENT OF PERSONAL PROPERTY OF A DECEASED MEMBER	7	433	7			
						8	414, 412D1/D2	8			
						9	432	9			
							432/M/Z/L	A			
							434D/E	B			
							4416	C			
							449	D			
							4415/G/H	E			
							4414	F			
							415, 4161	G			
							4734	H			
							421, 42B	I			
							422	J			
							421E, 471C	K			
							4413	L			
							445, 471D	M			
							434B	N			
							472	O			
							473	P			
							4419, 4421, 41GS	R			
							4412B, 42GS	S			
							43GS	T			
							4418, 44GS	U			
							412	V			
							434C, 47GS	W			
							42A, OITDY	X			
							4415M/N/P/R/U	Y			
							434A, OTEMADD	Z			
							4415I, 4415J	#			
							4415B/K/L/S/V	&			
							CNATRA	\$			
							CNO				
							OTHER, MOB				

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 a)	COST CODE
NVA*	17*1453.2254		210	00022	068566	2D	SXXXXX	00022*V42008

* = 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.

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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	AE	SEPARATION OCONUS	V	#	FROM LAST PERMANENT DUTY STATION TO HOME		BUPERS-00F	1	DISCHARGE OTHER THAN HONORABLE	H
BUPERS-712*	AA			*	FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS A CUMULATIVE OF 20 WEEKS OR GREATER TO HOME		41A	2	EARLY RELEASE	U
* OPTAR CODE "AA" FOR USE ONLY IN CASES INVOLVING MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A DECEASED MEMBER		# 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		43A	3	RETIREMENT	V
1. MEMBER IS BEING DETACHED FROM LAST PERMANENT DUTY STATION OCONUS TO:					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		431	4	RELEASE FROM ACTIVE DUTY/ RESIGNATION	W
A. HOME OF RECORD					FROM PERMANENT DUTY STATION TO TEMPORARY DUTY AWAITING SEPARATION		410	5	MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7
B. PLACE OF ENTRY INTO SERVICE					FROM TEMPORARY DUTY AWAITING SEPARATION TO HOME		411	6		
C. HOME OF SELECTION							433	7		
2. DEPENDENTS COMMENCE TRAVEL AND/OR SHIPMENT OF PERSONAL PROPERTY OF A DECEASED MEMBER							414, 412D1/D2	8		
							432	9		
							432/M/Z/L	A		
							434D/E			
							4416	B		
							449	C		
							4415/G/H	D		
							4414	E		
							415, 4161	F		
							4734	G		
							421, 42B	H		
							422	I		
							421E, 471C	J		
							4413	K		
							445, 471D	L		
							434B	M		
							472	N		
							473	O		
							4419, 4421, 41GS	P		
							4412B, 42GS	R		
							43GS	S		
							4418, 44GS	T		
							412	U		
							434C, 47GS	V		
							42A, OITDY	W		
							4415M/N/P/R/U	X		
							434A, OTEMADD			
							4415I, 4415J	Y		
							4415B/K/L/S/V	Z		
							CNATRA	#		
							CNO	&		
							OTHER, MOB	\$		

CHAPTER 3 - SECTION A						CLASSIFICATION		
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL						OFFICER ORGANIZED UNIT MOVES CONUS		
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
N6A*	17*1453.2255	210	00022	068566	2D	SXXXXX	\$\$\$\$\$*642008	

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

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.

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
NWA*	17*1453.2255		210	00022	068566	2D	SXXXXX	\$\$\$\$\$*W42008

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

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: NAVYPCSORDEERS@NAVY.MIL

CHAPTER 3 - SECTION A					CLASSIFICATION			
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL					OFFICER OPERATIONAL (MISCELLANEOUS TRAVEL) LAND			
(NOT TO BE USED FOR MEMBER'S TRAVEL)								
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
NXA*	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: NAVYPCSORERS@NAVY.MIL.

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

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: NAVYPCSORDERS@NAVY.MIL.

CHAPTER 3 - SECTION A					CLASSIFICATION			
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL					OFFICER (MISCELLANEOUS TRAVEL) TO AND FROM OCONUS			
(NOT TO BE USED FOR MEMBER'S TRAVEL)								
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
NQA*	17*1453.2255	210	00022	068566	2D	SXXXXX	00022*Q42008	

* = 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.

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

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		
NOT TO BE USED FOR MEMBER'S TRAVEL								
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
N7A*	17*1453.2255		210	00022	068566	2D	SXXXXX	00022*742008

* = 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.

CUSTOMER IDENTIFICATION CODE (CIC) CHART NOT TO BE USED FOR MEMBER'S TRAVEL		CLASSIFICATION	
		OFFICER ROTATIONAL (EVACUATION TRAVEL) TO AND FROM OCONUS	
1ST ELEMENT		ROTATIONAL EVACUATION OCONUS	FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
OPTAR MANAGER	C O D E	7	
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:

CLASSIFICATION	SUBHEAD	CLASSIFICATION CODE	ACCOUNTING GUIDE PAGE NO.	CIC CHART PAGE NO.
Enlisted Accessions - Recruits Land	.2250	A	3-B-5	3-B-6
Enlisted Accession - Recruits From OCONUS	.2250	J	3-B-7	3-B-8
Enlisted Accession - Other Than Recruits Land	.2250	B	3-B-9	3-B-10
Enlisted Accession - Other Than Recruits from OCONUS	.2250	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	.2253	L	3-B-16	3-B-17 & 18

CLASSIFICATION	SUBHEAD	CLASSIFICATION CODE	ACCOUNTING GUIDE PAGE NO.	CIC CHART PAGE NO.
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	.2253	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	.2255	F	3-B-32	N/A
Enlisted Organized Unit - To and From OCONUS	.2255	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)	.2253	Y	3-B-36	3-B-37
Enlisted Rotational (Evacuation Travel) - To and From OCONUS (Not to be used as members' travel)	.2253	8	3-B-38	3-B-39
Midshipmen Accession	.2250	G	3-B-40	N/A
Midshipmen Separation	.2254	P	3-B-41	N/A
Naval Aviation Cadets Accession	.2250	I	3-B-42	3-B-43
Naval Aviation Cadets Training (20 Weeks or More)	.2251	9	3-B-44	3-B-45
Naval Aviation Cadets - Separation	.2254	Z	3-B-46	N/A

* 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:

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(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: 3NEA*XXXX567890
CIC: AVEA*12B (using information from charts in this section)
PCS line of accounting:
NEA* 17*1453.2254 210 00022 068566 2D S56789 00022*E42008

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.

CHAPTER 3 - SECTION B ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							CLASSIFICATION ENLISTED ACCESSION - 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
NAA*	17*1453.2250		210	00022	068566	2D	SXXXXX	00022*A42008

* = 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: NAVYPCSORDEERS@NAVY.MIL.

CLASSIFICATION

CUSTOMER IDENTIFICATION CODE (CIC) CHART

ENLISTED ACCESSION - RECRUITS
LAND

1ST ELEMENT	
OPTAR	C
MANAGER	O
	D
	E
BUPERS-71	AV

2ND ELEMENT			
PIC/MOR			
ACCESSION	A	#	*
RECRUIT			
LAND			

IDENTIFIES THE MONTH
MONTH ORDERS RELEASED

* IDENTIFIES THE FISCAL
YEAR

1. MEMBER (REGULAR
NAVY) ENLISTS IN THE
U.S. NAVY

2. RESERVISTS GOING TO
RECRUIT TRAINING DE-
PARTS FROM:

- a. HOME CONUS
- b. PLACE FROM WHICH ORDERED
TO ACTIVE DUTY
CONUS

3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
TYPE OF ASSIGNMENT	C O D E	AUTHORITY/ DETAILER	C O D E	REASON FOR TRAVEL	C O D E
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
FROM RECRUIT TRAINING CENTER TO FIRST PERMANENT DUTY STATION	2	CO'S TRANSFERS BASED UPON BROAD DIRECTIVE	9	COMPLETION OF COURSE OF INSTRU- TION (SCHOOL GRADUATES)	F
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-4013	2	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
FROM RECRUIT TRAINING CENTER TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	4		4	-AVAILABILITY REASONS-	
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
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
				OVERSEAS CONTINGENCY OPERATIONS (OCO)	&

29 SEP 2010

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
NJA*	17*1453.2250		210	00022	068566	2D	SXXXXX	00022*J42008

* = 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.

CLASSIFICATION

CUSTOMER IDENTIFICATION CODE (CIC) CHART

ENLISTED ACCESSION - RECRUITS
FROM OCONUS

1ST ELEMENT	
OPTAR MANAGER	C O D E
BUPERS-71	AV

2ND ELEMENT				
PIC/MOR				
ACCESSION	J	#	*	
RECRUIT				
LAND				

IDENTIFIES THE MONTH ORDERS RELEASED

* IDENTIFIES THE FISCAL YEAR

1. MEMBER (REGULAR NAVY) ENLISTS IN THE U.S. NAVY

2. RESERVISTS GOING TO RECRUIT TRAINING DEPARTS FROM:

- a. HOME OCONUS
- b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY OCONUS

3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
TYPE OF ASSIGNMENT	C O D E	AUTHORITY/ DETAILER	C O D E	REASON FOR TRAVEL	C O D E
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
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
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	NRPC	2	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
FROM RECRUIT TRAINING CENTER TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	4		4	-AVAILABILITY REASONS-	
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
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
				OVERSEAS CONTINGENCY OPERATIONS (OCO)	&

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	AA	TT	PAA CODE (note)	COST CODE
NBA*	17*1453.2250		210	00022	068566	2D	SXXXXX	00022*B42008

* = 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.

CUSTOMER IDENTIFICATION CODE (CIC) CHART						CLASSIFICATION					
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 OTHER THAN RECRUITS LAND	B	#	*						C O D E
BUPERS-71	AV	# IDENTIFIES THE MONTH ORDERS RELEASED * IDENTIFIES THE FISCAL YEAR 1. MEMBER (REGULAR NAVY OTHER THAN RECRUITS) ENLISTS OR REENLISTS IN THE U.S. NAVY. 2. RESERVIST (OTHER THAN RECRUITS) DEPARTS a. HOME b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY				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
						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	2	CO'S TRANSFERS BASED UPON BROAD DIRECTIVE	9	COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
						FROM HOME OR MEPS TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	3	NRPC	2	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
						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	4			-AVAILABILITY REASONS-	
						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY	5			OTHER AVAILS	5
						UNDER INSTRUCTION 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
										OVERSEAS CONTINGENCY OPERATIONS (OCO)	&

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
NKA*	17*1453.2250		210	00022	068566	2D	SXXXXX	00022*K42008

* = 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: 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	REASON FOR TRAVEL	C O D E
BUPERS-71	AV	ACCESSION OTHER THAN RECRUITS O/S	K	# ##	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
		# IDENTIFIES THE MONTH ORDERS RELEASED			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
		## IDENTIFIES THE FISCAL YEAR			FROM HOME OR MEPS TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	3	NRPC	2	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
		1. MEMBER (REGULAR NAVY OTHER THAN RE- CRUITS) ENLISTS OR REENLISTS IN THE U.S. NAVY.			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-	
		2. RESERVIST (OTHER THAN RECRUITS) DEPARTS			FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY UNDER INSTRUCTION	5			OTHER AVAILS	5
		a. HOME			FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	6			DISCIPLINARY AVAILS	H
		b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY							HOSPITAL AVAILS (TO LIMDU)	I
									DRUG AND ALCOHOL REHAB CENTER AVAILS	9
									OVERSEAS CONTINGENCY OPERATIONS (OCO)	&

29 SEP 2010

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
NCA*	17*1453.2251		210	00022	068566	2D	SXXXXX	00022*C42008

* = 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.

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					
1ST ELEMENT		2ND ELEMENT			3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C	PIC/MOR			TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	
	O	ENLISTED	C	#					*	
	D	TRAINING								
	E	LAND								
PERS-401C	AI	# IDENTIFIES THE MONTH			FROM A PERMANENT	1	401DE,401DE1/2,403CR		BROKEN PRD ONLY	
PERS-401D	AO	ORDERS RELEASED			DUTY STATION TO DUTY		403CT,408CD, 408CD1/2	A	Fill High Priority Billet (CNO)	
PERS-402	AJ				UNDER INSTRUCTION		404EJ,408CF2,4010S2		HIGHER AUTHORITY DIRECTS (FLAG	
PERS-403	AK	* IDENTIFIES THE			FROM PERMANENT DUTY	2	401DC,401DC1,403CC,	B	HOLD, REQUEST RELEASES,TWILIGHT	
PERS-404	AL	FISCAL YEAR			UNDER INSTRUCTION TO		403CF,405CG,408CE,		CONGRESSIONAL INTEREST)	
PERS-405	AM				TEMPORARY DUTY UNDER		408CE1/2,4010C4		CROSSDECKING (LATERAL TRANSFER)	
PERS-406	AN				INSTRUCTION		401DH,403CG,404CF,	C	TO NEW CONSTRUCTION/CONVERSION	
PERS-407	AT						408CF/1,4010E,4010Y		TO SPECIFIC NEW PROGRAM/PROJECT	
PERS-408	AG	1. MEMBER IS SCHEDULED TO			FROM TEMPORARY DUTY/	3	401CC/1,401DF,402CD,	D	TO NEW BILLET/NEW QUALIFICATION	
PERS-409	AS	BE DETACHED FROM LAST			TEMPORARY DUTY UNDER		402CD1/2/3,403CD,404C		TO MEET CLASS CONVENING DATE	
PERS-4010	AP	PERMANENT DUTY STATION IN			INSTRUCTION TO		404CE/1/2/3,406CH,		TO OFFICER PROCUREMENT PROGRAM	
PERS-4013	AU	CONUS/OCONUS (WHEN			PERMANENT DUTY UNDER		408CG,408CG1,4010C3		INACTIVATION OR ACTIVATION OF	
PERS-471CONT	AZ	TRANSOCEANIC TRAVEL IS			INSTRUCTION		401CE/1.403CE,406CF,	E	A VESSAL/ACTIVITY	
PERS-4713	AH	INVOLVED) TO PROCEED TO			FROM TEMPORARY DUTY/	4	406CF1/2/3/4,408CH,		CHANGE OF HOMEPORT	
PERS-6MM2	AQ	DUTY UNDER INSTRUCTION AT A			TEMPORARY DUTY UNDER		408CH1/2,40ADA,40ADA1		MEMBER DISQUALIFIED (INELIGIBLE,	
GSA	A@	SCHOOL OR INSTALLATION			INSTRUCTION TO		4010I		UNSUITABLE, NON-VOL, PERSONA	
PERS-46A	A@	CONUS/OCONUS WHERE THE			TEMPORARY DUTY/	5	401CD/1,402CF/1/2/3/4	F	NON GRATA, SECURITY DISQUAL)	
PERS-471CFLT	AX	LENGTH OF THE COURSE (OR			TEMPORARY DUTY UNDER		402CF5/6,403CH,404CT,		ORDERED TO OFFICER PROCUREMENT	
		COURSES) OF INSTRUCTION			INSTRUCTION		404CT1/2,405CD/1/2/3/4		PROGRAM (OCS, AOCS, BOOST	
		IS A SCHEDULED DURATION OF			FROM PERMANENT DUTY	6	408CJ/1,4010K		ALDO, ECP)	
		20 WEEKS OR MORE.			UNDER INSTRUCTION		401CF/1,403CI,403CK	G	BILLET DELETED/CHANGED,	
		2. MEMBER IS DETACHED FROM			TO PERMANENT DUTY		404CR/1,404CD2,404CR3,		ACTIVITY REORGANIZED, MEMBER IN	
		DUTY UNDER INSTRUCTION AT A			UNDER INSTRUCTION		405CE/1/2/3,408CK,		EXCESS	
		SCHOOL OR INSTALLATION IN			FROM PERMANENT DUTY	7	408C	H	NO COST - PERMISSIVE ONLY	
		CONUS/OCONUS (WHEN NO			UNDER INSTRUCTION TO		403EC,408CL/1/2		ALL ORDERS COMPLY WITH ITEM 19	
		TRANSOCEANIC TRAVEL IS			PERMANENT DUTY OTHER		401C, 402DI/1/2/3,	I	SWAPS/HUMS	
		REQUIRED) WHERE THE LENGTH			THAN A SCHOOL		403CM/1/2/3/4/5,403EG,		RATING CONVERSION, NEC CHANGED	
		OF THE COURSE (OR COURSES)			FROM TEMPORARY DUTY/		404CT3,405EE,	J	MEMBER REQUESTS ASSIGNMENT	
		OF INSTRUCTION IS OF A			TEMPORARY DUTY UNDER		401DI,402C,402D,403CM,		RE-ENLISTMENT INCENTIVE (G2K)	
		CUMULATIVE DURATION OF 20			INSTRUCTION TO		404DM/1,405CF,406CG		UNFUNDED ORDERS	
		WEEKS OR MORE TO PROCEED			PERMANENT DUTY OTHER		406CG1/2			
		TO ANOTHER PERMANENT DUTY			THAN A SCHOOL		402DC/1/2, 403C,403CA,	K	ORDER TO PRD ONLY	
		STATION IN CONUS/OCONUS					403CL,403D,403E,		COMPLETION OF COMBAT ZONE TOUR	
		(WHEN NO TRANSOCEANIC					405DF1, 405FD/2		COMPLEION OF MAX OCONUS TOUR	
		TRAVEL IS INVOLVED).					402DE/1,403CJ,404D,	L	COMPLETION OF NORMAL DOD AREA	
							404DH,404E,405ED/1/2		TOUR	
							402DF/1/2/3/4/5,404DG	M	COMPLETION OF CONUS SHORE TOUR	
							405C,405D,405E		COMPLETION OF PROJECTED SEA	
							405FC/1/2/3/4,406CU/1/2		TOUR	
							406EU/1/2/3,4010F		COMPLETION OF ACTIVITY TOUR	
							40FF/1,402DG/1/2/3,	N	(INCLUDING TYPE V (COMPTOURED)	
							403EA,404DJ/1,406C		REENLISTMENT INCENTIVE (G2K)	
							406D,406E			
							401D	O		

A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"

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	REASON FOR TRAVEL		
	O	ENLISTED TRAINING LAND	C	#				AUTHORITY DETAILER CODE	
	D								*
	E								
					AVAILABILITY REASONS				
					P	DISCIPLINARY AVAILS	H		
					Q	HOSPITAL AVAILS (INCLUDE LIMDU)	1		
					R	LIMDU TO FULL DUTY	7		
					S	COMPLETION OF COURSE OF INSTRUCTION	F		
					T	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (NON-SCHOOL GRAD)	G		
					U	DRUG AND ALCOHOL REHAB CENTER AVAILS	9		
					V	OTHER AVAILS	5		
					SPECIAL TRACKING				
					W	OVERSEAS CONTINGENCY OPERATIONS (OCO)	&		
					X	BRAC MOVES	@		
					Y	ORDERED TO TREATMENT	Q		
					Z				
					2				
					3				
					4				
					5				
					6				
					7				
					8				
					9				
					0				

29 SEP 2010

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
NLA*	17*1453.2253		210	00022	068566	2D	SXXXXX	00022*L42008

* = 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).

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					CLASSIFICATION ENLISTED TRAINING (ROTATIONAL) 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 E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL		
	O	ROTATIONAL	L	#					*	REASON FOR TRAVEL	
	D	TRAINING									
	E	OCONUS									
PERS-401C	AI	# IDENTIFIES THE MONTH ORDERS RELEASED			FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	401DE,401DE1/2,403CR 403CT,408CD, 408CD1/2 404EJ,408CF2,4010S2	A	BROKEN PRD ONLY Fill High Priority Billet (CNO)		L
PERS-401D	AO								HIGHER AUTHORITY DIRECTS (FLAG HOLD, REQUEST RELEASES, TWILIGHT CONGRESSIONAL INTEREST)		T
PERS-402	AJ	* IDENTIFIES THE FISCAL YEAR			FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY UNDER INSTRUCTION	2	401DC,401DC1,403CC, 403CF,405CG,408CE, 408CE1/2,4010C4	B	CROSSDECKING (LATERAL TRANSFER)		8
PERS-403	AK								TO NEW CONSTRUCTION/CONVERSION		P
PERS-404	AL								TO SPECIFIC NEW PROGRAM/PROJECT		R
PERS-405	AM								TO NEW BILLET/NEW QUALIFICATION		K
PERS-406	AN								TO MEET CLASS CONVENING DATE		M
PERS-407	AT								TO OFFICER PROCUREMENT PROGRAM		Z
PERS-408	AG	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	401CC/1,401DF,402CD, 402CD1/2/3,403CD,404C 404CE/1/2/3,406CH, 408CG,408CG1,4010C3	D	INACTIVATION OR ACTIVATION OF A VESSAL/ACTIVITY		N
PERS-409	AS								CHANGE OF HOMEPORT		X
PERS-4010	AP								MEMBER DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUAL)		Y
PERS-4013	AU								ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST ALDO, ECP)		Z
PERS-471CONT	AZ								BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS		O
PERS-4713	AH								NO COST - PERMISSIVE ONLY		J
PERS-6MM2	AQ								ALL ORDERS COMPLY WITH ITEM 19 SWAPS/HUMS		I
GSA	A@								RATING CONVERSION, NEC CHANGED		S
PERS-46A	A@								MEMBER REQUESTS ASSIGNMENT		6
PERS-471CFLT	AX								RE-ENLISTMENT INCENTIVE (G2K)		4
									UNFUNDED ORDERS		W
									ORDER TO PRD ONLY		
									COMPLETION OF COMBAT ZONE TOUR		A
									COMPLETION 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

A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"

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).

29 SEP 2010

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED OPERATIONAL (GENERAL) 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
NDA*	17*1453.2252		210	00022	068566	2D	SXXXXX	00022*D42008

* = 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: NAVYPCSORDEERS@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
PERS-401C	AI	OPERATIONAL GENERAL LAND	D	#	*				BROKEN PRD ONLY	
PERS-401D	AO					1	401DE,401DE1/2,403CR 403CT,408CD, 408CD1/2 404EJ,408CF2,4010S2	A	Fill High Priority Billet (CNO)	L
PERS-402	AJ								HIGHER AUTHORITY DIRECTS (FLAG HOLD, REQUEST RELEASES,TWILIGHT CONGRESSIONAL INTEREST)	T
PERS-403	AK					2	401DC,401DC1,403CC, 403CF,405CG,408CE, 408CE1/2,4010C4	B	CROSSDECKING (LATERAL TRANSFER)	8
PERS-404	AL								TO NEW CONSTRUCTION/CONVERSION	P
PERS-405	AM								TO SPECIFIC NEW PROGRAM/PROJECT	R
PERS-406	AN								TO NEW BILLET/NEW QUALIFICATION	K
PERS-407	AT								TO MEET CLASS CONVENING DATE	M
PERS-408	AG								TO OFFICER PROCUREMENT PROGRAM	Z
PERS-409	AS					3	401CC/1,401DF,402CD, 402CD1/2/3,403CD,404C 404CE/1/2/3,406CH, 408CG,408CG1,4010C3	D	INACTIVATION OR ACTIVATION OF A VESSAL/ACTIVITY	N
PERS-4010	AP								CHANGE OF HOMEPORT	X
PERS-4013	AU								MEMBER DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUAL)	Y
PERS-471CONT	AZ					4	401CE/1.403CE,406CF, 406CF1/2/3/4,408CH, 408CH1/2,40ADA,40ADA1 4010I	E	ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST ALDO, ECP)	Z
PERS-4713	AH								BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	O
PERS-6MM2	AQ								NO COST - PERMISSIVE ONLY	J
GSA	A@								ALL ORDERS COMPLY WITH ITEM 19 SWAPS/HUMS.	
PERS-46A	A@								RATING CONVERSION, NEC CHANGED	S
PERS-471CFLT	AX								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
									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 (COMPTURED))	3
									REENLISTMENT INCENTIVE (G2K)	2
									401D	O

IDENTIFIES THE MONTH ORDERS RELEASED
* IDENTIFIES THE FISCAL YEAR
1. MEMBER IS SCHEDULED TO DETACH FROM LAST PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS OR WITHIN OCONUS (NO TRANSOCEANIC TRAVEL)

A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"

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 O D E	REASON FOR TRAVEL	C O D E
	O	OPERATIONAL				O				
	D	D	#	*		D				
	E	LAND				E				
					402CG/1/2/3, 404DF, 405FE/1, 406EM, 4010S4		P	AVAILABILITY REASONS		
					404DK/1, 405EC/2/3/4/5, 406CT1/2/3, 406ET, 407CW 4010D2		Q	DISCIPLINARY AVAILS		
					403DE, 404DE/1/2/3, 406DR 406DR1, 407CF, 409A1, 409CB, 409CCD/1/2/3/4/5 409CD6/7/8/9, 4010C		R	HOSPITAL AVAILS (INCLUDE LIMDU)		
					403DF, 404DG2, 407CG, 409C 4010C2		S	LIMDU TO FULL DUTY		
					403F, 403FC, 407C, 407CH, 407CT, 4010C1		T	COMPLETION OF COURSE OF INSTRUCTION		
					403DG, 404DG3/4, 407CJ 4010D1		U	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (NON-SCHOOL GRAD)		
					403DF1, 403DH, 404DL, 404EF, 405DC4, 405DF, 405DF1/2/3/4, 407CK, 407CK4, 4010E1/2/3		V	DRUG AND ALCOHOL REHAB CENTER AVAILS		
					403DL, 405DC/1/2/3, 407CKB, 407CK1, 4010D 404EG, 407CM/1		W	OTHER AVAILS		
					403ED, 404EH, 405DE, 405DC1, 406EK, 407CN 4010BB, EITDY		X			
					403EF, 404EK, 405DD/1, 406DE/1/2/3/4/5/6/7, 407CP/1, ETEMADD		Y	SPECIAL TRACKING		
					403EH, 404EJ, 407CQ, 404EJ1/2/3		Z	OVERSEAS CONTINGENCY OPERATIONS (OCO)		
					403EJ, 407CR, 40GS1		2	BRAC MOVES		
					403CN, 407CD1/2, 407CK2		3	ORDERED TO TREATMENT		
					404EC/1/2, 406CQ/1/2/3/4 406CQ5, 407CE		4			
					403CQ, 407CB/1, 40GS2		5			
					403EK, 404ED, 406DP1 406EP/1, 407CD		6			
					PERS Quotas NTC CRUDIST		7			
					CNO Transfer - Board Direction		8			
					CNO, SECNAV, PERS-4, 471CONT, 471CFLT		9			
							0			

CHAPTER 3 - SECTION B ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							CLASSIFICATION 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
N1A*	17*1453.2252		210	00022	068566	2D	SXXXXX	00022*142008

* = 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 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.

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 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 O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
	O	OPERATIONAL	1	#						
	D	GENERAL								
	E	LAND								
PERS-401C	AI	# IDENTIFIES THE			FROM PERMANENT DUTY	1	401DE,401DE1/2,403CR		BROKEN PRD ONLY	
PERS-401D	AO	MONTH ORDERS			STATION TO PERMANENT		403CT,408CD, 408CD1/2	A	Fill High Priority Billet (CNO)	L
PERS-402	AJ	RELEASED			DUTY STATION		404EJ,408CF2,4010S2		HIGHER AUTHORITY DIRECTS (FLAG	
PERS-403	AK	* IDENTIFIES THE			FROM PERMANENT DUTY	2	401DC,401DC1,403CC,	B	HOLD, REQUEST RELEASES,TWILIGHT	T
PERS-404	AL	FISCAL YEAR			TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER		403CF,405CG,408CE,		CONGRESSIONAL INTEREST)	
PERS-405	AM				INSTRUCTION		408CE1/2,4010C4		CROSSDECKING (LATERAL TRANSFER)	8
PERS-406	AN				FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER		401DH,403CG,404CF,	C	TO NEW CONSTRUCTION/CONVERSION	P
PERS-407	AT				INSTRUCTION TO		408CF/1,4010E,4010Y		TO SPECIFIC NEW PROGRAM/PROJECT	R
PERS-408	AG	1. MEMBER IS BEING			PERMANENT DUTY	3	401CC/1,401DF,402CD,	D	TO NEW BILLET/NEW QUALIFICATION	K
PERS-409	AS	DETACH FROM LAST PERMANENT			PERMANENT DUTY		402CD1/2/3,403CD,404C		TO MEET CLASS CONVENING DATE	M
PERS-4010	AP	DUTY STATION TO ANOTHER					404CE/1/2/3,406CH,		TO OFFICER PROCUREMENT PROGRAM	Z
PERS-4013	AU	PERMANENT DUTY STATION IN					408CG,408CG1,4010C3		INACTIVATION OR ACTIVATION OF	
PERS-471CONT	AZ	THE SAME OVERSEAS LOCATION			FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER	4	401CE/1.403CE,406CF,	E	A VESSAL/ACTIVITY	N
PERS-4713	AH				INSTRUCTION TO		406CF1/2/3/4,408CH,		CHANGE OF HOMEPORT	X
PERS-6MM2	AQ	USE THIS TYPE MOVE ONLY IF			TEMPORARY DUTY/ TEMPORARY DUTY UNDER		408CH1/2,40ADA,40ADA1		MEMBER DISQUALIFIED (INELIGIBLE,	
GSA	A@	MEMBER IS ELIGIBLE FOR COT			INSTRUCTION		4010I	F	UNSUITABLE, NON-VOL, PERSONA	Y
PERS-46A	A@	LEAVE. IT NOT ELIGIBLE					401CD/1,402CF/1/2/3/4		NON GRATA, SECURITY DISQUAL)	
PERS-471CFLT	AX	USE TYPE MOVE 4.					402CF5/6,403CH,404CT,		ORDERED TO OFFICER PROCUREMENT	
							404CT1/2,405CD/1/2/3/4		PROGRAM (OCS, AOCs, BOOST	Z
							408CJ/1,4010K		ALDO, ECP)	
							401CF/1,403CI,403CK		BILLET DELETED/CHANGED,	
							404CR/1,404CD2,404CR3,	G	ACTIVITY REORGANIZED, MEMBER IN	O
							405CE/1/2/3,408CK,408C		EXCESS	
							403EC,408CL/1/2	H	NO COST - PERMISSIVE ONLY	
							401C,402DI/1/2/3,		ALL ORDERS COMPLY WITH ITEM 19	J
							403CM/1/2/3/4/5,403EG,	I	SWAPS/HUMS	
							404CT3,405EE,		RATING CONVERSION, NEC CHANGED	S
							401DI,402C,402D,403CM,		MEMBER REQUESTS ASSIGNMENT	6
							404DM/1,405CF,406CG	J	RE-ENLISTMENT INCENTIVE (G2K)	4
							406CG1/2		UNFUNDED ORDERS	W
							402DC/1/2,403C,403CA,	K	ORDER TO PRD ONLY	
							403CL,403D,403E,		COMPLETION OF COMBAT ZONE TOUR	A
							405DF1,405FD/2		COMPLETION OF MAX OCONUS TOUR	D
							402DE/1,403CJ,404D,	L	COMPLETION OF NORMAL DOD AREA	E
							404DH,404E,405ED/1/2		TOUR	
							402DF/1/2/3/4/5,404DG		COMPLETION OF CONUS SHORE TOUR	B
							405C,405D,405E		COMPLETION OF PROJECTED SEA	C
							405FC/1/2/3/4,406CU/1/2	M	TOUR	
							406EU/1/2/3,4010F		COMPLETION OF ACTIVITY TOUR	3
							40FF/1,402DG/1/2/3,	N	(INCLUDING TYPE V (COMPTOURED))	
							403EA,404DJ/1,406C		REENLISTMENT INCENTIVE (G2K)	2
							406D,406E			
							401D	O		

A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"

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 DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E	
	O	OPERATIONAL	1	#							*
	D	GENERAL									
	E	LAND									
							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		
					402CG/1/2/3, 404DF, 405FE/1, 406EM, 4010S4		P				
					404DK/1, 405EC/2/3/4/5, 406CT1/2/3, 406ET, 407CW 4010D2		Q				
					403DE, 404DE/1/2/3, 406DR 406DR1, 407CF, 409A1, 409CB, 409CCD/1/2/3/4/5 409CD6/7/8/9, 4010C		R				
					403DF, 404DG2, 407CG, 409C 4010C2		S				
					403F, 403FC, 407C, 407CH, 407CT, 4010C1		T				
					403DG, 404DG3/4, 407CJ 4010D1		U				
					403DF1, 403DH, 404DL, 404EF, 405DC4, 405DF, 405DF1/2/3/4, 407CK, 407CK4, 4010E1/2/3		V				
					403DL, 405DC/1/2/3, 407CKB, 407CK1, 4010D		W				
					404EG, 407CM/1		X				
					403ED, 404EH, 405DE, 405DC1, 406EK, 407CN 4010BB, EITDY		Y				
					403EF, 404EK, 405DD/1, 406DE/1/2/3/4/5/6/7, 407CP/1, ETEMADD		Z				
					403EH, 404EJ, 407CQ, 404EJ1/2/3		2				
					403EJ, 407CR, 40GS1		3				
					403CN, 407CD1/2, 407CK2		4				
					404EC/1/2, 406CQ/1/2/3/4 406CQ5, 407CE		5				
					403CQ, 407CB/1, 40GS2		6				
					403EK, 404ED, 406DP1 406EP/1, 407CD		7				
					PERS Quotas NTC CRUDIST		8				
					CNO Transfer - Board Direction		9				
					CNO, SECNAV, PERS-4, 471CONT, 471CFLT		0				

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
NMA*	17*1453.2253		210	00022	068566	2D	SXXXXX	00022*M42008

* = 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: NAVYPCSORDEERS@NAVY.MIL.

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 E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
	O	ROTATIONAL	M	#						
	D	GENERAL								
	E	OCONUS								
PERS-401C	AI	# IDENTIFIES THE			FROM A PERMANENT		401DE,401DE1/2,403CR		BROKEN PRD ONLY	
PERS-401D	AO	MONTH ORDERS			DUTY STATION TO DUTY	1	403CT,408CD, 408CD1/2	A	Fill High Priority Billet (CNO)	L
PERS-402	AJ	RELEASED			UNDER INSTRUCTION		404EJ,408CF2,4010S2		HIGHER AUTHORITY DIRECTS (FLAG	T
PERS-403	AK	* IDENTIFIES THE			FROM PERMANENT DUTY		401DC,401DC1,403CC,	B	HOLD, REQUEST RELEASES,TWILIGHT	
PERS-404	AL	FISCAL YEAR			TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER	2	403CF,405CG,408CE, 408CE1/2,4010C4		CONGRESSIONAL INTEREST)	8
PERS-405	AM				INSTRUCTION		401DH,403CG,404CF, 408CF/1,4010E,4010Y	C	CROSSDECKING (LATERAL TRANSFER)	P
PERS-406	AN				FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER		401CC/1,401DF,402CD, 402CD1/2/3,403CD,404C	D	TO NEW CONSTRUCTION/CONVERSION	R
PERS-407	AT	1. MEMBER IS SCHEDULED TO			INSTRUCTION TO	3	404CE/1/2/3,406CH, 408CG,408CG1,4010C3		TO SPECIFIC NEW PROGRAM/PROJECT	K
PERS-408	AG	DETACH FROM LAST PERMANENT			PERMANENT DUTY		401CE/1.403CE,406CF, 406CF1/2/3/4,408CH, 408CH1/2,40ADA,40ADA1 4010I	E	TO NEW BILLET/NEW QUALIFICATION	M
PERS-409	AS	DUTY STATION TO ANOTHER			INSTRUCTION TO	4	401CD/1,402CF/1/2/3/4 402CF5/6,403CH,404CT, 404CT1/2,405CD/1/2/3/4 408CJ/1,4010K	D	TO MEET CLASS CONVENING DATE	Z
PERS-4010	AP	PERMANENT DUTY STATION			TEMPORARY DUTY/ TEMPORARY DUTY UNDER		401CF/1,403CI,403CK 404CR/1,404CD2,404CR3, 405CE/1/2/3,408CK, 408C	F	TO OFFICER PROCUREMENT PROGRAM	N
PERS-4013	AU	WHEN THE MOVE IS MADE TO			TEMPORARY DUTY UNDER	5	403EC,408CL/1/2		INACTIVATION OR ACTIVATION OF	X
PERS-471CONT	AZ	OR FROM OCONUS			INSTRUCTION		401C, 402DI/1/2/3, 403CM/1/2/3/4/5,403EG, 404CT3,405EE,	E	A VESSAL/ACTIVITY	Y
PERS-4713	AH				TO PERMANENT DUTY		401DI,402C,402D,403CM, 404DM/1,405CF,406CG 406CG1/2	F	CHANGE OF HOMEPORT	Z
PERS-6MM2	AQ				UNDER INSTRUCTION		402DC/1/2, 403C,403CA, 403CL,403D,403E, 405DF1, 405FD/2	G	MEMBER DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUAL)	O
GSA	A@						402DE/1,403CJ,404D, 404DH,404E,405ED/1/2	H	ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST ALDO, ECP)	J
PERS-46A	A@						402DF/1/2/3/4/5,404DG 405C,405D,405E	I	BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	S
PERS-471CFLT	AX						405FC/1/2/3/4,406CU/1/2 406EU/1/2/3,4010F	J	NO COST - PERMISSIVE ONLY	6
							40FF/1,402DG/1/2/3, 403EA,404DJ/1,406C 406D,406E	K	ALL ORDERS COMPLY WITH ITEM 19 SWAPS/HUMS	4
							401D	L	RATING CONVERSION, NEC CHANGED	W
								M	MEMBER REQUESTS ASSIGNMENT	
								N	RE-ENLISTMENT INCENTIVE (G2K)	
								O	UNFUNDED ORDERS	
									ORDER TO PRD ONLY	
									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

A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD) AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ"

29 SEP 2010

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 DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E	
	O	ROTATIONAL									M # *
	D	GENERAL									
	E	OCONUS									
					405FE/1, 406EM, 4010S4	P	DISCIPLINARY AVAILS	H			
					404DK/1, 405EC/2/3/4/5, 406CT1/2/3, 406ET, 407CW 4010D2	Q	HOSPITAL AVAILS (INCLUDE LIMDU) LIMDU TO FULL DUTY	1 7			
					403DE, 404DE/1/2/3, 406DR 406DR1, 407CF, 409A1, 409CB, 409CCD/1/2/3/4/5 409CD6/7/8/9, 4010C	R	COMPLETION OF COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (NON-SCHOOL GRAD)	F G			
					403DF, 404DG2, 407CG, 409C 4010C2	S	DRUG AND ALCOHOL REHAB CENTER AVAILS	9			
					403F, 403FC, 407C, 407CH, 407CT, 4010C1	T	OTHER AVAILS	5			
					403DG, 404DG3/4, 407CJ 4010D1	U					
					403DF1, 403DH, 404DL, 404EF, 405DC4, 405DF, 405DF1/2/3/4, 407CK, 407CK4, 4010E1/2/3	V	SPECIAL TRACKING OVERSEAS CONTINGENCY OPERATIONS (OCO) BRAC MOVES	& @			
					403DL, 405DC/1/2/3, 407CKB, 407CK1, 4010D	W	ORDERED TO TREATMENT	Q			
					404EG, 407CM/1	X					
					403ED, 404EH, 405DE, 405DC1, 406EK, 407CN 4010BB	Y					
					403EF, 404EK, 405DD/1, 406DE/1/2/3/4/5/6/7, 407CP/1	Z					
					403EH, 404EJ, 407CQ, 404EJ1/2/3			2			
					403EJ, 407CR, 40GS1			3			
					403CN, 407CD1/2, 407CK2			4			
					404EC/1/2, 406CQ/1/2/3/4 406CQ5, 407CE			5			
					403CQ, 407CB/1, 40GS2			6			
					403EK, 404ED, 406DP1 406EP/1, 407CD			7			
					PERS Quotas NTC						
					CRUDIST			8			
					CNO Transfer - Board Direction			9			
					CNO, SECNAV, PERS-4, 471CONT, 471CFLT			0			

29 SEP 2010

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED 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
NEA*	17*1453.2254		210	00022	06856	2D	SXXXXX	00022*E42008

* = 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 (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						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	REASON FOR TRAVEL
BUPERS-71	AV	# IDENTIFIES MONTH ORDERS RELEASED				FROM LAST PERMANENT DUTY STATION TO HOME		1	CO'S TRANSFERS BASED UPON		9	DISCHARGES OTHER THAN HONORABLE
BUPERS-71	AA	* 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			EARLY RELEASE
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				FLEET RESERVE/RETIREMENT
		A. HOME OF RECORD				FLEET RESERVE TRANSFERS, RETIREMENT AND PHYSICAL DISABILITY FROM LAST PERMANENT DUTY STATION TO HOME OR PLACE OF SELECTION		5				EAOS
		B. PLACE OF ENTRY INTO SERVICE				RESERVES RELEASED FROM ACTIVE DUTY OF LESS THAN 150 DAYS (EXCLUDING ACTIVE DUTY FOR TRAINING)		6				MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED
		C. HOME OF SELECTION										7
		2. DEPENDENTS COMMENCE TRAVEL AND/OR SHIP PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED										

29 SEP 2010

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
NNA*	17*1453.2254		210	00022	068566	2D	SXXXXX	00022*N42008

* = 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 aSTO with a MPN separation line of accounting for transportation CONUS, that line of SDN and line of accounting 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: NAVYPCSORDEERS@NAVY.MIL.

29 SEP 2010

CUSTOMER IDENTIFICATION CODE (CIC) CHART					CLASSIFICATION		
					ENLISTED SEPARATION TO AND FROM OCONUS		
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	C O D E
BUPERS-71	AV	ENLISTED SEPARATION OCONUS	N	#	*	AUTHORITY DETAILER	REASON FOR TRAVEL
BUPERS-71	AA	# IDENTIFIES MONTH ORDERS RELEASED				CO'S TRANSFERS BASED UPON BROAD DIRECTIONS	DISCHARGES OTHER THAN HONORABLE
OPTAR CODE "AA" FOR USE ONLY IN CASES INVOLVING MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED.		* IDENTIFIES THE FISCAL YEAR			FROM LAST PERMANENT DUTY STATION TO HOME	1	EARLY RELEASE
		1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION (REGARDLESS OF LOCATION) TO:			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	FLEET RESERVE/RETIREMENT
		a. HOME OF RECORD			FROM RECRUIT TRAINING TO HOME	3	EAOS
		b. PLACE OF ENTRY INTO SERVICE			FLEET RESERVE TRANSFERS, RETIREMENTS AND PHYSICAL DISABILITY FROM LAST PERMANENT DUTY STATION TO HOME OR PLACE OF SELECTION	5	MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED
		c. HOME OF SELECTION			RESERVES RELEASED FROM ACTIVE DUTY OF LESS THAN 150 DAYS (EXCLUDING ACTIVE DUTY FOR TRAINING)	6	7
		2. DEPENDENTS COMMENCE TRAVEL AND/OR SHIP PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED.					

29 SEP 2010

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED ORGANIZED UNITS - 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 a)	COST CODE
NFA*	17*1453.2255		210	00022	068566	2D	SXXXXX	\$\$\$\$\$*F42008

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

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
NOA*	17*1453.2255		210	00022	068566	2D	SXXXXX	\$\$\$\$\$*042008

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

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: NAVYPCSORDE@NAVY.MIL.

29 SEP 2010

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED OPERATIONAL (MISCELLANEOUS TRAVEL) LAND	
NOT TO BE USED FOR MEMBER TRAVEL								
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
NRA*	17*1453.2252		210	00022	068566	2D	SXXXXX	00022*R42008

* = 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.

CUSTOMER IDENTIFICATION CODE (CIC) CHART		CLASSIFICATION ENLISTED OPERATIONAL (MISCELLANEOUS TRAVEL) LAND	
1ST ELEMENT	OPERATIONAL MISCELLANEOUS LAND	R	FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
OPTAR MANAGER	C O D E		
BUPERS-71	AA		

CIC EXAMPLE: AA R 00071



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

NOT TO BE USED FOR MEMBER'S TRAVEL

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED ROTATIONAL (MISCELLANEOUS TRAVEL) TO AND FROM OCONUS	
NOT TO BE USED FOR MEMBER TRAVEL								
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
NYA*	17*1453.2253		210	00022	068566	2D	SXXXXX	00022*Y42008

* = 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 membe'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		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	AA		

CIC EXAMPLE: AA Y 60514



UNIT IDENTIFICATION CODE
NAVSTA GUANTANAMO BAY,
CUBA

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

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							ENLISTED ROTATIONAL (EVACUATION TRAVEL) TO AND FROM OCONUS	
NOT TO BE USED FOR MEMBER'S TRAVEL								
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
N8A*	17*1453.2253		210	00022	068566	2D	SXXXXX	00022*842008

* = 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.

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

CIC EXAMPLE: AA 8 60514



UNIT IDENTIFICATION CODE
NAVSTA GUANTANAMO BAY,
CUBA

NOT TO BE USED FOR MEMBER'S TRAVEL

CHAPTER 3 - SECTION B ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							CLASSIFICATION MIDSHIPMEN ACCESSION	
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
NGA*	17*1453.2250		210	00022	068566	2D	SXXXXX	00022*G42008

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

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

1. Midshipman candidate departs actual place of abode, home, school or any duty station to the Naval Academy.
2. Individual (from civilian life) who travels to the Naval Academy but fails to pass entrance examination and is required to return home.

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

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							MIDSHIPMEN SEPARATION	
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
NPA*	17*1453.2254		210	00022	068566	2D	SXXXXX	00022*P42008

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

This LOA to be used for:

1. Midshipman candidate (OTHER THAN THOSE WHO FAILED TO PASS THE ENTRANCE EXAMINATION) is separated from the Naval Academy.

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): The CIC for this classification is **AY P#*1/9/W** (# identifies the month orders released and * identifies the fiscal year).

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.

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							NAVAL AVIATION CADETS ACCESSION	
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
NIA*	17*1453.	2250	210	00022	068566	2D	SXXXXX	00022*I42008

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

This LOA to be used for:

1. Member to depart from home or place from orders to active duty at Naval Aviation Officer Candidate School

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					
						NAVAL AVIATION CADETS ACCESSION					
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	REASON FOR TRAVEL	C O D E
BUPERS-71	AY	ACCESSION NAVCAD	I	#	*	FROM HOME OR MEPS TO THE NAVAL AVIATION OFFICER CANDIDATE SCHOOL	1	NAVY RECRUITING DISTRICTS CNATRA	8 #	-AVAILABILITY REASONS- OTHER AVAILS ORDERED TO MEET SCHOOL CLASS CONVENING DATE (CNATRA ONLY)	5 M
		# IDENTIFIES THE MONTH ORDERS RELEASED				FROM NAVAL AVIATION OFFICER CANDIDATE SCHOOL TO TEMPORARY DUTY UNDER INSTRUCTION	2				
		* IDENTIFIES THE FISCAL YEAR				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	3				
						FROM NAVAL AVIATION OFFICER CANDIDATE SCHOOL TO PERMANENT DUTY UNDER INSTRUCTION	4				

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CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							NAVAL AVIATION CADETS TRAINING (20 WEEKS OR MORE)	
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
N9A*	17*1453.	2251	210	00022	068566	2D	SXXXXX	00022*942008

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

This LOA to be used for member to depart from:

1. Last PDS to proceed to DUINS at a school or installation where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more.
2. DUINS 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.

SDN: N00022**CSXXXXX (XXXXX = last 5 of membe'sr 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						
1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
OPTAR MANAGER	C O D E	PIC/MOR TRAINING NAVCAD		9	#	*	TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER	C O D E	REASON FOR TRAVEL	C O D E
BUPERS-71	AY	# IDENTIFIES THE MONTH ORDERS RELEASED * IDENTIFIES THE FISCAL YEAR				FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	1	CNATRA	#	ORDERED TO MEET SCHOOL CLASS CONVENING DATE	M	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY/ UNDER INSTRUCTION	2					
						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	3					

CHAPTER 3 - SECTION B							CLASSIFICATION	
ACCOUNTING GUIDE PERMANENT CHANGE OF STATION TRAVEL							NAVAL AVIATION CADETS SEPARATION	
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
NZA*	17*1453.2254		210	00022	068566	2D	SXXXXX	00022*Z42008

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

This LOA to be used for member to depart from last PDS to:

1. Home of Record.
2. Place of entry into service.

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): The CIC for this classification is **AY Z#*/1/9/W** (# identifies the month orders released and * identifies the fiscal year).

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 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 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 SSN.

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.

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

Example: GRAD DATE less CLCVN DATE = DURATION OF TEMDUINS (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

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residency. Provide the actual location (CITY/STATE) of the new permanent resident determined by the member and their dependents.

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 goods 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	
						COST CODE		
COMPLETE DATA BELOW AND SUBMIT THREE DAYS BEFORE DETACHMENT.								
I YOUR ITINERARY								
A. PRESENT OUTY STATION (PDS)		HOMEPORT	DETACHMENT DATE	IF DEPLOYED, ACTUAL LOC:				
B. INTERMEDIATE DUTY STATIONS: (If more than five, use section I on reverse side.)								
	NAME/LOCATION	MDTVL (See Rev-Sec II)	NATURE OF DUTY (See Rev-Abbreviations)	CLCVN DATE	DURATION TD/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		EST MOS IN STORAGE		STORAGE LOCATION		
<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"/>		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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ILLUSTRATION 1B

SECTION I. YOUR ITINERARY (CONT'D)						
6	NAME/LOCATION:	MDTVL:	NATURE OF DUTY:	CLCVN DATE:	DURATION TD/TDI:	LEAVE PERIODS:
7						
8						
9						
10						

SECTION III MEMBER/DEPENDENTS' ITINERARY (ADDITIONAL INSTRUCTIONS)	
<p><u>TWO-LETTER MODES OF TRAVEL</u></p> <p>(a) 1st letter</p> <p>T - TRANSPORTATION REQUEST G - GOVERNMENT TRANSPORTATION C - COMMERCIAL TRANSPORTATION P - PRIVATE VEHICLE</p>	<p>(MDTVL)</p> <p>(b) 2nd letter</p> <p>A - AUTO B - BUS R - RAIL V - VESSEL P - PLANE</p>

SECTION III. HOUSEHOLD GOODS (ADDITIONAL INSTRUCTIONS)	
METHOD:	Use "C" for Commercial Shipments or "D" for Do It Yourself Shipments (DITY).
SHIP FROM:	Use "R" if shipped from Residence or "S" if shipped from Storage
ESTIMATED WEIGHT	Estimate 1000 lbs per room or estimate weight from previous shipments. Your transportation officer can help you with shipping and storage entitlements.
SHIPMENT CODE	Use "HHG" for Household Goods or "EXP" for Express Shipments

ABBREVIATIONS:			
CLCVN:	Class Convening Date	PCSVAD:	Permanent Change of Station Variance Analysis Department
CNTRY:	Country	PDS:	Permanent Duty Station
DITY:	Do It Yourself Shipments	POV:	Privately Owned Vehicle
EST:	Estimated/Estimation	SHIP:	Shipment
EXP:	Express Shipments	SSN:	Social Security Number
HHG:	Household Goods	TD:	Temporary Duty
LOC:	Location	TDI:	Temporary Duty Under Instruction
MDTVL:	Mode of Travel	WT:	Weight
MED:	Mediterranean		
MOS:	Months		
NATURE OF DUTY:	Reason for Intermediate Duty Station, e.g. TEMDUINS, TEMDU		
ORDER ND./AUTH:	Authority for Permanent Change of Station Transfer - Order Number		
PCS:	Permanent Change of Station		

PRIVACY ACT STATEMENT: As the member, you must submit this form. If you don't, administrative action may result. Authority to require this information comes from 5 United States Code 301, Department Regulations, which deals with estimating cost for PCS travel.

Mail to: *(window envelope may be used)*

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

Signature of Member

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

Household Goods Shipment First 1 of 1 Last

Ship Date: From Res/Stg:

Estimated Arrival Dt: Estimated Weight:

Shipping Method: Overseas Express

Origin: Destination:

City: City:

State: State:

Country: Country:

Household Goods Storage

Estimated Weight: Storage Location: City:

Date Stored: State:

Months: Country:

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

Vehicle Shipment

Ship POV/Motorcycle

Moving House Trailer

Trailer Move Method:

Vehicle Storage

Store POV/Motorcycle

POV Storage Location:

City:

State:

Country:

Est. Months in Storage:

Save Return to Search Notify

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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

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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 Joint Federal Travel Regulations (JFTR):

CLASSIFICATIONS	AUTHORITY	Accounting. Guide Page No.		CIC Chart Page No.	
		Officer	Enlisted	Officer	Enlisted
OPERATIONAL (Miscellaneous Travel) - Land. (Not to be used for member's travel)	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. (Not to be used for member's travel)	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. (Not to be used for member's travel)	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. Assure 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).

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 9th 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:

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"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.

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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 CHNAVPERS, 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 9th 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 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.

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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 9th 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.

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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 permanent duty station location
 of (6). This travel is granted as a result of the permanent
 duty station 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.

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14. Enter month and year. Example: Aug 11.
15. Enter month and year.
16. Put in the current command PLAD name. Example: COMNAVAIRPAC, 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 is only required for officers and can be left off enlisted orders.
29. Enter current projected rotation date of member by year and month. Example: 1105.

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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 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.

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CHAPTER 4 - SECTION G

NAVPERS 7041/1, PCS TRAVEL

MIDSHIPMEN

1. The U.S. Naval Academy will ensure that all applicable items in the NAVPERS 7041/1 are completed for each Midshipman. As applicable, the CIC will be extracted from travel orders or will be constructed per chapter 3 - section A of this guide. In the execution of travel orders, the NAVPERS 7041/1 will be submitted by the U.S. Naval Academy per chapter 4 - section A of this guide under the following conditions:

a. Civilians and or military personnel appointed to the U.S. Naval Academy at Annapolis, Maryland, and

b. Individuals (from civilian life) who travel to the Naval Academy but fail to pass the entrance examination and are required to return home.

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CHAPTER 5 - SECTION A

PREPARATION OF STANDARD TRANSFER ORDERS (STO)

1. In the event a Standard Transfer Order (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 Perm. Duty Sta: 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 customer identification code (CIC).

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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.

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

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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 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/TEMDUINS elsewhere, the geographic location of the installation becomes the member's PDS.

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(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.

(1) 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."

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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, 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 line of accounting 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 PERDIEM 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 2003.

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.