



Locating Orders Information

Presented by:

NAVSUP HQ HHG

December 2019

READY. RESOURCEFUL. RESPONSIVE.



Orders Information

- **Sample PCS**
- **Sample Retirement**
- **Sample Separation**
- **Effective Date of Orders**



Sample: PCS Orders

Current Orders on File

RTTUZYUW RUCCBWF0550 0742339-UUUU-RHMCUU.
ZNR UUUUU
R 150845Z MAR 10 SYB
FM COMNA VPERSCOM ENLISTED ORDERS MILLINTON TN//PERS405/PERS455//
TO USS ABRAHAM LINCOLN
SUBASE KINDS BAY GA//JNJ//
INFO COMNAVAIRPAC SAN DIEGO CA//JNJ//
COMNAVREG SE JACKSONVILLE FL//JNJ//
BT
UNCLAS FOUON01326//
MSGID/GENADMIN/COMNAVPERSCOM//
SUBJ/BUPERS ORDER//
RMKS/
BUPERS ORDER: 0740/XXX-XX-4681/MM1 GENDER: MALE PERS-N405FC
OFFICIAL CHANGE DUTY ORDERS FOR
MM1 WANNA MOVE, USN 00PC 3001/

XX
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO MUST BE READ
AND LISTED INSTRUCTIONS COMPLIED WITH.
FOR OFFICIAL USE ONLY
XX

PART ONE
FORMAT FD100: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY
*****DETACHING ACTIVITY (M)*****
WHEN DIRECTED DETACH IN AUG 10 EDD: AUG 10
FROM CVN 72 ABRAHAM LINCOLN UIC: 21297
HOMEPORT EVERETT, WA
FROM DUTY ACC: 100
PERSONNEL ACCOUNTING SUPPORT: CVN 72 ABRAHAM LINCOLN
UIC: 21297
*****ULTIMATE ACTIVITY (S)*****
REPORT NOT LATER THAN 30 SEP 10 EDA: 30 SEP 10
TO SUBASE KINDS BAY GA UIC: 42237
PERMANENT DUTY STATION KINGS BAY, GA
FOR DUTY ACC: 100

1

2

3

1. Issue Date
2. Issuer
3. Order Number
4. Authorized Locations

This is a sample of CONUS orders. Overseas (OCONUS) orders will contain the same information.

4

Sample: Retirement Orders

Sample RETIREMENT Orders

ROUTINE
R 101351Z SEP 15
FM COMNAVPERSCOMMILLINGTON TN//PERS83//
TO FLTREDCENSOUTHEAST JACKSONVILLE FL//J1J1//
BUPERS MILLINGTON TN//J1J1//
PERSUPP DET JACKSONVILLE FL//J1J1//
COMNAVVAIRSYSCOM PATUXENT RIVER MD//J1J1//
COMNAVREG SE JACKSONVILLE FL//J1J1//
COMNAVCRUITCOM MILLINGTON TN//J1J1//

UNCLAS//N01
MSGID GENAD//HNAVPERSCOM
SUBJ/ BUPERS ORDER//
FMKS//
BUPERS ORDER 2545 XXX-XX-1234/1310 (PERS-83)
OFFICIAL RETIREMENT ORDERS FOR
LT WANNA MOVE, USN

XX
IN CARRYING OUT PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.
FOR OFFICIAL USE ONLY
XX

PART ONE
- YOUR REQUEST TO BE TRANSFERRED TO THE RETIRED LIST WAS APPROVED BY THE SECRETARY OF THE
NAVY EFFECTIVE 31 DEC 2015. ON 31 DEC 2015 YOU WILL BE TRANSFERRED TO THE RETIRED LIST WITH THE
GRADE OF LT AND WITH RETIRED PAY OF LT, PURSUANT TO PROVISIONS OF 10 U.S.C. SEC. 6323.
----- DETACHING ACTIVITY (A) -----
WHEN DIRECTED BY REPORTING SENIOR, DETACH IN DEC 15
FROM FLTREDCEN SOUTHEAST
PERMANENT DUTY STATION FL, JACKSONVILLE
FROM DUTY IN A FLYING STATUS INVOLVING FLYING
- PERSONNEL ACCOUNTING SUPPORT PERSUPP DET JACKSONVILLE
PROCEED TO HOME OF SELECTION REGARD RELIEVED OF ALL ACTIVE DUTY EFFECTIVE AT 2400 ON DATE OF
DETACHMENT
- REPORTING SENIOR DIRECTED TO DETACH MEMBER IN TIME TO PROCEED AND REPORT ON 31 DEC 2015 AT
FOLLOWING STATION.
----- ACCOUNTING DATA -----
PCS ACCOUNTING DATA:
MAC CIC: 3N515XXXX612340
CIC: AE51519V
LOA: 1751453 2254 210 00022068566 2D SW45TC 000225542008
SDN: N0002215CSW45TC
FAC: NSA5

PART TWO
BUPERS ORDER: 2545 XXX-XX-1234/1310 (PERS-83)
OFFICIAL RETIREMENT ORDERS FOR
LT WANNA MOVE, USN
----- DETACHING ACTIVITY (A) -----
- PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION DETAILS:
PER BUPERSINST 7041 (SERIES), TRANSFERRING COMMANDS PASS/PERSONNEL SERVICING OFFICES ARE
RESPONSIBLE FOR ENSURING MEMBERS FULLY COMPLETE THE PCS TRAVEL INFORMATION FORM (NAVPER
7041/1) WITHIN 3 DAYS OF RECEIPT OF ORDERS OR IMMEDIATELY UPON RECEIPT OF PCS ORDERS IF
DETACHMENT IS IN LESS THAN 90 DAYS. COMMAND USING NSIPS WEB SHOULD DIRECT MEMBER TO CREATE
AND THEN USE THEIR OWN SELF SERVICE ACCOUNT TO COMPLETE AND SUBMIT THE 7041-1 ONLINE.
INSTRUCTIONS TO CREATE A SELF SERVICE ESR (ELECTRONIC SERVICE RECORD) ACCOUNT ARE LOCATED ON
THE NSIPS SPLASH SCREEN, <https://nsipsprod.nmci.navy.mil> (UNDER "USER INFORMATION"). MEMBER
SHOULD LOGON TO THEIR ESR ACCOUNT, THEN DOUBLE CLICK THE "UPDATE PCS TRAVEL" ICON ON THEIR
HOMEPAGE TO ACCESS THE AUTOMATED NAVPER 7041 TRAVEL INFORMATION FORM. FOR CONVENIENCE,
THERE IS AN "AUTO-FILL" FEATURE WHICH AUTOMATICALLY COMPLETES THE PCS ITINERARY FROM THE
MEMBER'S CURRENT ACTIVE ORDERS. MEMBER NEED ONLY COMPLETE OR ADJUST PCS DETAILS SPECIFIC TO

1. Issue Date
2. Issuer
3. Order Number
4. Authorized Location(s)

Retirees are authorized shipment to Home of Selection (HOS) and Involuntary Separates with **more than 8** years of continuous active duty who received separation/severance pay may also be authorized to ship to HOS. If you are unsure of your authorized shipping locations, please email a copy of your orders to householdgoods@navy.mil

For assistance, email: householdgoods@navy.mil / call: 855-HHG-MOVE (444-6683)

Sample: Separation Orders

Sample SEPARATION Orders

1 2 3

SUBJ: SUPERS ORDER: 3485/222-22-1234/MDM GENDER: FEMALE PERS-NS36
OFFICIAL SEPARATION ORDERS FOR
MDM WANNA MOVE, USN

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

ORIGINAL
1910
PERS-836
14 NOV 2015

XX
IN CARRYING OUT PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.

XX
FOR OFFICIAL USE ONLY
XX

PART ONE

FORMAT FD-600: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY!!
THIS MESSAGE HAS BEEN SENT IN A SECURE ENVIRONMENT. HOWEVER, IF IT MUST BE FORWARDED VIA EMAIL
TO PERSON(S) WITH A NEED TO KNOW, YOU MUST ENSURE PROPER SAFEGUARDS ARE TAKEN TO PROTECT THE
CONTENTS SINCE IT MAY CONTAIN SENSITIVE PII. YOU MUST ENCRYPT AND DIGITALLY SIGN ALL EMAILS THAT
CONTAIN SENSITIVE PII. IF THE EMAIL FAILS TO SEND BECAUSE OF ENCRYPTION ISSUES, DO NOT SEND
UNENCRYPTED AS THAT ACTION CONSTITUTES A PII BREACH AND MUST BE REPORTED. INSTEAD, CONTACT
YOUR IAM FOR ASSISTANCE. SENSITIVE PII IS DEFINED AS THAT INFORMATION ABOUT AN INDIVIDUAL THAT, IF
LOST, STOLEN OR COMPROMISED WOULD CAUSE UNDUE HARM AND AN UNWARRANTED INVASION OF
PERSONAL PRIVACY.

----- DETACHING ACTIVITY (S) -----

WHEN DIRECTED DETACH IN DEC 2015
FROM FL TREADCENT SOUTHEAST FPC
PERMANENT DUTY STATION JACKSONVILLE, FL
FROM DUTY
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET JACKSONVILLE

EDD: DEC 15
UTC: 44319

ACC: 100
UTC: 43043

----- ACCOUNTING DATA -----

PCS ACCOUNTING DATA:
MAC CIO 3NEL6XXXXX112340
CIC: AVEL619W
LOA: 1761453.2254 210 00022 068566 2D SEGYP8 000226E42008
SDN: N0002216CSEGYP8
TAC: NEA6

NTS ACCOUNTING DATA:
NTS TAC: N6N
SAC LOA: 1761453.2254 210 00022 068566 2D SEGYP8 000226E42008
NTS SDN: N00022_CSSN6N_

PART TWO

SUPERS ORDER: 3485/222-22-1234/MDM (PERS-836)
OFFICIAL SEPARATION ORDERS FOR
MDM WANNA MOVE, USN

----- DETACHING ACTIVITY (S) -----

FIRST ENLISTMENT: COMPLETED 90% OR MORE OF FIRST ENLISTMENT.
- PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION DETAILS: PER SUPERSINST 7040.6 (USN) 7040.7 (USNR); TRANSFERRING COMMANDS PASS PERSONNEL SERVICING OFFICES ARE RESPONSIBLE FOR ENSURING MEMBERS FULLY COMPLETE THE PCS TRAVEL INFORMATION FORM (NAVPERST041/1) WITHIN 3 DAYS OF RECEIPT OF ORDERS OR IMMEDIATELY UPON RECEIPT OF PCS ORDERS IF DETACHMENT IS IN LESS THAN 90 DAYS. COMMANDS USING NSIPS WEB SHOULD DIRECT MEMBER TO CREATE AND THEN USE THEIR OWN SELF-

Sample SEPARATION Orders

SERVICE ACCOUNT TO COMPLETE AND SUBMIT THE 7041/1 ONLINE INSTRUCTIONS TO CREATE A SELF-SERVICE ELECTRONIC SERVICE RECORD (ESR) ACCOUNT ARE LOCATED ON THE NSIPS SPLASH SCREEN, [HTTPS://NSIPSPROD.NMCI.NAVY.MIL](https://nsipsprod.nmci.navy.mil) (UNDER "USER INFORMATION"). MEMBER SHOULD LOG ON TO THEIR ESR ACCOUNT, THEN DOUBLE-CLICK THE "UPDATE PCS TRAVEL" ICON ON THEIR HOMEPAGE TO ACCESS THE AUTOMATED NAVPERS 7041 TRAVEL INFORMATION FORM. FOR CONVENIENCE, THERE IS AN "AUTO-FILL" FEATURE WHICH AUTOMATICALLY COMPLETES THE PCS ITINERARY FROM THE MEMBER'S CURRENT ACTIVE ORDERS. MEMBER NEED ONLY COMPLETE OR ADJUST PCS DETAILS SPECIFIC TO DEPENDENT TRAVEL, HOUSEHOLD GOODS WEIGHTS AND/OR POC SHIPMENTS. COMMANDS PASS PERSONNEL SERVICING OFFICES NOT USING NSIPS WEB SHOULD PROVIDE THE NAVPERS 7041/1 FORM TO MEMBER, AND UPON MEMBER'S COMPLETION, VERIFY THEN MAIL TO: DIRECTOR, PERMANENT CHANGE STATION VARIANCE COMPONENT, 1240 EAST 9TH STREET, SUITE 967, CLEVELAND, OH 44199-2083.

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

- MEMBER ADVISED: NO PERDIEM LODGING REIMBURSEMENT AUTHORIZED AT ANY INTERMEDIATE STOP(S) IN THE SAME CORPORATE LIMITS AS THE ULTIMATE DUTY STATION PER ITR U4102.D |
SAILOR'S HOME OF RECORD: BREMERTON, WA, US
SAILOR'S PLACE OF ENTRY TO ACTIVE DUTY (PLEAD): PORTLAND, OR, US

SPD: MBR
CHARACTER OF SERVICE: Honorable
EFFECTIVE DATE OF SEPARATION: 31 DEC 2015
- COMPLY WITH MILPERMAN 1320-100 REGARDING TRAVEL TIME AUTHORIZED IN EXECUTION OF THESE ORDERS.
- MEMBER ADVISED: SHIPPING HHG? HAVE MOVE QUESTIONS? WANT TO MAKE A DIFFERENCE? NOW YOU CAN PROCESS YOUR HHG SHIPMENT APPLICATION AND RECEIVE COUNSELING ONLINE AT YOUR CONVENIENCE AT WWW.MOVE.MIL. YOU MUST COMPLETE THE CUSTOMER SATISFACTION SURVEY AFTER MOV EIS COMPLETE. CONTACT TRANSPORTATION SPECIALIST TO ANSWER QUESTIONS AND PROVIDE GUIDANCE CONCERNING YOUR HHG SHIPMENT MONDAY THROUGH FRIDAY 0800-1719 OR BY EMAIL AT: HOUSEHOLDGOODS@NAVY.MIL.
- MEMBER DIRECTED: TO COMPLETE SEPARATION AND/OR RETIREMENT PHYSICAL WITHIN 180 DAYS PRIOR TO THE LAST DAY OF ACTIVE DUTY PER MANMED P-117, CH.15.
- IF HOSPITALIZED AT ANY TIME DURING PERIOD PRECEDING DATE OF SEPARATION OR RETIREMENT/TRANSFER TO FLEET RESERVE, YOU SHOULD ADVISE NPC BY MESSAGE CONCERNING DIAGNOSIS, PROGNOSIS, AND PROPOSED PERIOD OF HOSPITALIZATION.

1. Issuer
2. Order Number
3. Issue Date
4. Authorized Location(s)

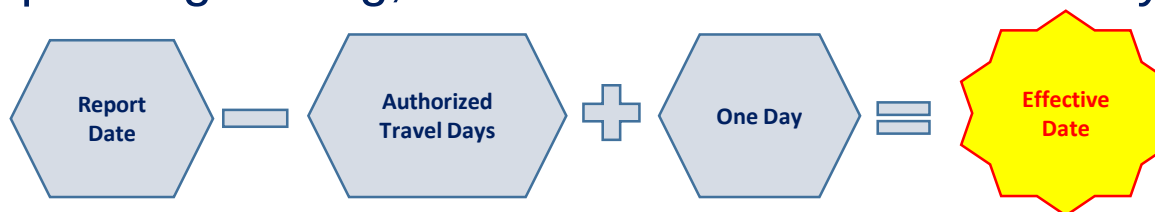
Separatees are authorized to ship from current duty station to Home of Record (HOR) or Place Entered Active Duty (PLEAD) whichever distance is greater.

For assistance, email: householdgoods@navy.mil / call: 855-HHG-MOVE (444-6683)

Effective Date Calculation

- Why is Effective Date important? Because it determines the entitlement for transportation of dependents and shipments of Household Goods (HHG)
- For members separating/retiring, the effective date is the last day of active duty

- For all others:



- *NOTE: members will need to talk to their Command Admin or Order Issuing Authority to determine how many days are allowed for travel.*
- EX 1: Member ordered to perform a PCS (Permanent Change of Station) with a report date of 04 June. Member travels by privately owned vehicle (POV) and is authorized 7 days of travel. Member takes leave and marries spouse in September. Can member ship new spouse items? **NO** – if member marries **AFTER** effective date, spouse **is not** eligible to ship household goods.
- EX 2: Member graduates from school on 23 June; marries spouse on 01 July. Report date is 10 July; member travels by POV and is authorized 3 days of travel. Can member ship new spouse items? **YES** – if a member marries **PRIOR TO** the effective date, spouse **is** eligible to ship household goods.

Contacts

- For technical assistance logging into the Defense Personal Property System (DPS) contact the DPS System Response Center (SRC) available 24/7:
 - Toll-Free: (800) 462-2176
 - Commercial: 618-589-9445
 - Email: usarmy.scott.sddc.mbx.g5-SRC-DPS-HD@mail.mil
 - For assistance navigating your DPS application review the guides available on our webpage at
https://www.navsup.navy.mil/public/navsup/hhg/dps_guides/
- OR
- Email householdgoods@navy.mil
 - Phone: 1-855-HHG-MOVE (855-444-6683)

Links & Resources

- **NAVSUP Household Good Webpage:** www.navsup.navy.mil/household
- **DOD Household Goods Portal:** <http://www.move.mil>
- **JTR:** <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **NAVSUP P 490:**
https://www.navsup.navy.mil/site/public/household/downloads/NAVSUP_P490.pdf
- **It's Your Move Booklet:** www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf
- **POV Locator:** <http://www.pcsmypov.com/>
- **Shipping a POV:** www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf
- **Storing a POV:** www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf
- **Weight Estimator Form:** <https://move.mil/resources/weight-estimator>
- **PPM Estimator Tool:** <https://move.mil/resources/ppm-estimator>
- **Locator Maps (Personal Property Office or Weight Scales):**
<https://move.mil/resources/locator-maps>

Thank You.....

For additional information or assistance:



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