



## Locating Orders Information

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*Presented by:*

**NAVSUP HQ HHG**

December 2019

**READY. RESOURCEFUL. RESPONSIVE.**



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



# Sample: PCS Orders

Current Orders on File

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RTTUZYUW RUCCBWF0550 0742339-UUUU-RHMCSUU.
ZNR UUUUU
R 150845Z MAR 10 SYB
FM COMNA VPERSCOM ENLISTED ORDERS MILLINTON TN//PERS405/PERS455//
TO USS ABRAHAM LINCOLN
SUBASE KINDS BAY GA//JJJ//
INFO COMNAVAIRPAC SAN DIEGO CA//JJJ//
COMNAVREG SE JACKSONVILLE FL//JJJ//
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/

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

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

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.

2

4

# Sample: Retirement Orders

Sample RETIREMENT Orders

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ROUTINE
R 101351Z SEP 15
FM COMNAVPERSCOM MLLINGTON TN // PERS83 //
TO FLTREADCENSOUTHEAST JACKSONVILLE FL // JJJ //
  BUPERS MLLINGTON TN // JJJ //
  PERSUPP DET JACKSONVILLE FL // JJJ //
  COMNAVAIRSYS COM PATUXENT RIVER MD // JJJ //
  COMNAVREG SE JACKSONVILLE FL // JJJ //
  COMNAVCRUITCOM MLLINGTON TN // JJJ //

UNCLAS // NO1
MSGID GENAD // HNAVPERS
SUBJ BUPERS ORDER //
FMKS //
BUPERS ORDER 2545 XXX-XX-1234/1310 (PERS-83)
OFFICIAL RETIREMENT ORDERS FOR
LT WANNA MOVE, USN
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
IN CARRYING OUT PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH
FOR OFFICIAL USE ONLY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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 EDD: DEC 15
FROM FLTREADCEN SOUTHEAST UIC: 65886
PERMANENT DUTY STATION FL, JACKSONVILLE
FROM DUTY IN A FLYING STATUS INVOLVING FLYING ACC: 100
- PERSONNEL ACCOUNTING SUPPORT PERSUPPDET JACKSONVILLE UIC: 43043
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: 3N5I5XXXX612340
CIC: AE5I519V
LOA: 1751453 2254 210 00022 068566 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 COMMAND'S PASS/PERSONNEL SERVICING OFFICES ARE
RESPONSIBLE FOR ENSURING MEMBERS FULLY COMPLETE THE PCS TRAVEL INFORMATION FORM (NAVPERS
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.NMGINAVY.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 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

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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](mailto:householdgoods@navy.mil)

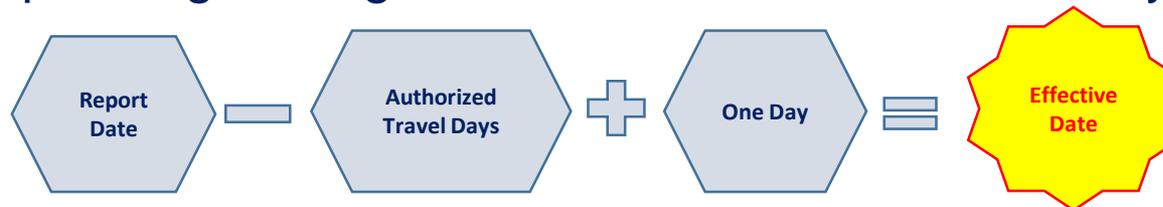
For assistance, email: [householdgoods@navy.mil](mailto:householdgoods@navy.mil) / call: 855-HHG-MOVE (444-6683)



## 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.

- 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](mailto: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/](https://www.navsup.navy.mil/public/navsup/hhg/dps_guides/)

OR

- Email [householdgoods@navy.mil](mailto:householdgoods@navy.mil)
- Phone: 1-855-HHG-MOVE (855-444-6683)

- **NAVSUP Household Good Webpage:** [www.navsup.navy.mil/household](http://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](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](http://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](http://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](http://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>

For additional information or assistance:



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