

## **FREQUENTLY ASKED QUESTIONS TRANSFERS**

**1. My orders states to detach in May 2013 from my current duty station. However, my command has approved my request to leave mid-April. Will this be a problem?**

Yes, there is a problem. All orders direct a specific transfer month and year; the earliest a member can detach is the first day of that detaching month. Commands do not have the authority to override this directive. The latest member can detach is the authorized travel time minus the date to report no later than. Members desiring to detach earlier than the detach month must request an order modification (ORDMOD) via their chain of command.

**2. If my detaching month reflects May 2013, does this mean that my family must also wait until the transfer month to leave?**

No, family members can leave as soon as orders arrive onboard, once member meets obligated service as required in orders and completes screening if applicable. Likewise, household goods (HHG) can be shipped immediately upon receipt of orders. Although this is for the convenience of the member, planning is imperative.

**3. My orders mandate obligated service, but I'll be losing money if I reenlist now. Can't I reenlist at my next command?**

No. Prior to executing a PCS transfer, the obligated service (OBLISERV) requirement that is mandated in the orders must be compiled with, or PSD has no choice but to hold transfer in abeyance until requirement is met. Orders mandates OBLISERV requirement within 30 days of receipt of orders. Provide a copy of the approved reenlistment chit, if member scheduled to reenlist later than the submission of the transfer package. It is understood that sometimes SRB is impacted; member must consult with their Command Career Counselor (CCC) immediately after receipt of orders. Only PERS 4 or 811 can authorize deviations from the requirement, which must be in writing in order to be valid, phone calls must be backed up with a message, letter or email.

**4. I have orders to return to the mainland, but I bought a house here in Hawaii and have decided to keep my family here. Is it true that I can request to draw Hawaii housing allowance and COLA while I am away?**

It depends on the type of duty you will be assigned to. Joint Federal Travel Regulations (JFTR) article U5222 authorizes consideration for designated place of residency to include continuation of station allowances for personnel transferring to arduous sea duty (primarily USS and USNS vessels) and certain staff duty. Personnel meeting these criteria, who desire to leave their family members behind, must petition BUPERS for consideration.

Request packages for designated places of residence to a non-foreign (Hawaii) or foreign location are submitted to and approved by the command to Chief of Naval Operations (N130E). Package will consist of orders, page 2 and justification. Personnel not falling in the cited article or justification is due to personal convenience will not be authorized continuance of Hawaii's station allowances and housing allowance will be based upon the member's new permanent duty station.

**5. My orders sends me to a submarine home ported in Guam, due to the operational schedule of the ship, I wish to send my family back to Texas, my home or record, for support during my tour in Guam. Can I send my family and household goods to Texas vice Guam?**

Yes, with the proper approval. The JFTR article U5222 authorizes designated places of residency for personnel transferring to arduous sea duty (primarily USS and USNS vessels) and certain staff duty. You would qualify as you will be assigned to an arduous duty and also may be eligible as you are going overseas and maybe assigned an unaccompanied tour.

Member's commanding officer may approve designated places of residence in any of the 48 states in the continent of the United States (in CONUS). Copy of the authorization letter must be presented to the PSD to ensure the proper endorsement is annotated to your original orders. This will allow NAVPTO to book flights and household goods shipment to the designated place other than your ultimate duty station.

If you are traveling simultaneously with family, you will be allowed to escort them to the designated place to assist with their transportation and household goods per JFTR article U5120.G.

**6. I'm transferring to shore duty in Texas in February, but I'd like for my children to complete the school year in Hawaii. I'm in government housing and would I be able to stay in quarters and keep my COLA until then?**

Yes, this is possible, however will need BUPERS approval. Article U9151/U10412 of the JFTR states that COLA continuation at the old duty station is intended only when "delayed departure of dependents is necessary for reasons beyond the member's or dependents' control, such as illness or hospitalization of the dependents, completion of school term, lack of acceptable housing at the new duty station, difficulties related to dependent transportation of HHG shipment to the new duty station, or other exigencies of the Service."

With regards to completion of the school term, members must not mistake that with the school year. PERS 451H uses the traditional school terms (January-June and August-

December) to determine the entitlement period. For example, if a member transferring in February, his entitlement will be up to 30 June.

Request justifying delayed travel authorization for continuation of Hawaii allowances must be submitted by the command to DEPCHNAVPERS PERS 451H along with a copy of orders and dependency data file (Page 2) and justification.

As far as government quarters go, they are governed locally; requests for extension of housing occupancy must be submitted in writing to that authority via the member's chain of command. Normally if PERS 451H approves the continuance, the local authority will also approve.

**7. I am transferring to shore duty in Mayport, but I have a school in San Diego first. I would like to take my family with me to San Diego so we can drive together to Florida. Is this going to be a problem?**

Yes. There is no entitlement for the family members to accompany the member to a temporary duty (TEM DU) station. Members taking their family members to the TEM DU station run the risk of loss of per diem entitlement and will be responsible for any expenses at their own cost.

Members must always keep in mind their authorized travel entitlements that are derived from member's orders. In the example cited, the member's entitlement is from Honolulu to San Diego to Mayport; whereas the family's entitlement is from Honolulu to Mayport. Any deviation from the entitlement usually results in additional costs to the member.

**8. I'm transferring to another Hawaii based ship after 3 years of sea duty here, but I have a school in San Diego. I am entitled to Consecutive Overseas Tour (COT) leave travel, but my transfer clerk states that I must use this entitlement before reporting on board my new duty station or I will lose my entitlement. Is this correct?**

Yes, that is correct. Article U7200 of the JFTR and MILPERSMAN 1050-410 are very specific in stating that a member traversing CONUS for any reason must use the entitlement, either before or after the TEMDUINS station or at the CONUS crossing.

Only operational commitments will warrant deferral of COT in such situations and must be in writing. Customer commands would have to request deferral for enlisted personnel through BUPERS 40CC prior to execution of orders. Approval will be provided in writing either by naval message, correspondence or email.

Deferral for officer personnel is normally negotiated with the orders. If authorized, orders will state member authorized COT entitlement upon reporting after. If an oversight occurs, command would have to request retro active consideration to BUPERS 130.

Only if a member's home of record (HOR) is a non-foreign (Hawaii, Guam, etc) or foreign location, can the member defer the COT entitlement even when traversing CONUS.

If family members are also eligible for COT and since they are not authorized to travel to the TEMDU location, they will automatically be authorized to defer the COT entitlement or execute; whichever they prefer.

**9. My current duty station is here in Hawaii which I will be completing my tour of 3 years and my next tour of duty (another 3 years) will also be here in Hawaii. Both myself and family are authorized COT, but my home of record is Aiea, Hawaii. I see no benefit. Can I request for an alternate location for COT?**

Yes, MILPERSMAN 1050-410 allows a Sailor in your predicament to apply for an alternate location for COT purposes. Command must submit request package, consisting of orders and justification, to BUPERS 130E. Approval will provide in writing via correspondence or naval message. Upon receipt of this approval, the appropriate endorsement will be annotated to your orders.

**10. I am entitled to COT leave travel, but I would rather go to another destination. What is the official policy?**

Member's official COT leave entitlement is from the last permanent duty station to the new permanent duty station via the member's home of record (HOR). Travel to any other destination than your HOR can be requested and arranged, but the member may incur any excess cost. NAVPTO will certainly attempt to arrange the member's travel in a way that will keep the expense with the member's entitlement or, at the very least, keep excess cost to a minimum.

**11. I think I'm entitled to COT leave travel, but I don't see it in my orders. How can I verify my entitlement?**

COT entitlement can be verified locally. Members must meet the DOD area tour length requirements. For example, Hawaii tour lengths are 36 months, both accompanied and unaccompanied. A member transferring from shore duty in Hawaii to a Hawaii-based ship or command must have served 36 months on shore and must serve 36 months on sea duty or serve an equivalent of two DOD area tours (for example, two years on Hawaii shore duty and four years on Hawaii sea duty).

There is a 90-day window for entitlement consideration for the order negotiating period; more than that will not normally be entitled to COT leave travel.

COT travel for officers must be stated in the text of the orders as tour lengths usual vary due the billets assigned.

**12. I am entitled to COT. What about COT entitlement for my family members?**

Family members are entitled to COT leave travel provided they were on station with the member for both DOD tours. Family members acquired in between duty station are not eligible, nor are family members residing in an area other than Hawaii. Likewise, family members whose sponsor is on a dependent-restricted tour are not entitled to COT leave travel.

### **13. When will my overseas station allowance end?**

You are eligible to receive Hawaii's overseas station allowance, cost of living allowances (COLA) and departure temporary lodging allowances (TLA) as long as you are assigned to a Hawaii command; which means the day you are transferred or detached from your overseas command the eligibility terminates. To be clear, your COLA and eligibility for departure TLA will end on the day prior to your transfer date.

### **14. How many days of departure TLA am I authorized?**

COMNAVREG, area TLA approving command, authorizes a member to receive up to five (5) days of TLA prior to the member's transfer date and not the departure date. Last day of eligibility will be the day prior to the transfer date. Member will justify commencement date with the termination of lease and bill of lading. A complete TLA package consists of Bill of Lading, termination of lease, TLA information sheet and worksheet and a detailed hotel paid receipt breaking down charges each day reflecting that full payment was made.

If family departs Hawaii AFTER member transfers from Hawaii, family, not including member, may request for TLA reimbursement only if authorized by BUPERS via Delayed Travel Authorization or Designated Hawaii as place of residency. See above questions 4 and 6.

If family departs Hawaii PRIOR to member's date, both member as well as family will be eligible to claim TLA simultaneously. COLA will be adjusted to single upon the family's departure and will run through the day prior to member's transfer.

If couple is both in the military, each will claim TLA in their own rights, for the same period of time. If one of them leaves prior to giving up the household, then the remaining member may ask for TLA reimbursement as a single member.

For any sailor asking for single reimbursement (TLA with no dependents), in addition to the above required supporting documentation, member must obtain TLA approval from COMNAVREG, BEQ/BOQ by obtaining a statement of non-availability, no matter what pay grade member is. Single TLA reimbursement will not be made without this authorization.

### **15. When executing my transfer, when will my Hawaii housing allowance (BAH) end?**

BAH regulation differs from overseas station allowances. When executing PCS orders, member is eligible to receive BAH based on the old duty station (Hawaii) during the member's elapse time (time between two duty stations); this will include travel time, proceed time, leave period.

For members receiving BAH with dependents, BAH during your TDY station NOT in the area of the new permanent duty station, will continue to receive Hawaii's BAH no matter where the family is located, unless member accepts government type quarters at the new command. If your TDY station is in the area of your ultimate duty station, then effective the day you report to the TDY station the BAH will be converted to that area.

For members receiving Single BAH, if at the TDY station (not in the area of your ultimate duty station) have no quarters available and authorizes you single BAH, then the BAH will be based on your old duty station, Hawaii. If the TDY station is in the area of your ultimate duty station, you must initiate your BAH entitlement per the new area requirements; upon approval you will be receiving BAH based on the new duty station.

**16. I have obtain authorization to continue my Hawaii's allowances when I transfer off island, yet my transfer clerk is telling me that my COLA will end the day prior to my transfer. Wasn't this the reason I was granted to continue Hawaii's allowances; so that it would not stop?**

You are correct; however, the authorization to continue your Hawaii's allowance, either Delayed Travel Authorization or Designated Place of Residence, only guarantees your eligibility. The authorization will not override how the Navy pay system operates. Upon your execution of your transfers, the pay system will recognize that you are transferring to a command not in Hawaii and will automatically stop your COLA the day prior to your transfer. Upon presenting the authorization to the PSD, your COLA can be restarted only if the system acknowledges the stop. If the next PSD have not processed your gain, then PSD Pearl can restart the entitlement in your behalf; otherwise the PSD that gained you will need to restart your COLA entitlement effective the day you transferred as well as ensure Hawaii's BAH is continued.

**17. I'm a single E6 currently residing on the economy. I am transferring back to sea duty here in the area, but I have a 12-week school first in San Diego. I'm planning on keeping my apartment. Will I be able to keep my single BAH while I'm in school?**

Yes, NAVADMIN 102/97 corrects an inequity between Sailors with and without dependents. Upon returning from TEMDU, members can restart their single BAH by certifying that the residence was maintained. The best method of certification is having a copy of an up-to-date lease. If the TEMDU stops the BAH in error, PSD Pearl will reconstruct upon reporting back to Hawaii.

**18. I understand that I have to save every receipt when I drive from the west coast to my new duty station in Florida.**

Actually, mileage and flat per diem for each authorized travel day is paid so receipts are not necessary. Mileage is 23 cents a mile for the member and family. Flat per diem is \$123 per day for member and \$92.25 for spouse and each child over the age of 12 and \$61.50 for each child under the age of 12.

**19. I am transferring to a unit that deploys overseas extensively and visits various countries. Per that unit I need a no-fee (official) passport but the transfer clerk says that it cannot be processed locally. Why is that?**

The governing authority for passports, official or otherwise, is the State Department. The State Department is no longer processing request for deployments that “may occur”. Units must provide copies of deployment orders that specify the country or countries to be visited and the duration to the servicing NAVPTO for processing.