

MISCELLANEOUS INFORMATION REGARDING YOUR CHANGE OF DUTY ORDERS

ORDERS

a. Your Original orders will be retained in the Admin Office (206 Luce) until your detachment. However, should you need your Original orders at any time prior to detachment, please pick them up in person.

b. USN only: The attached copy of BUPERS ORDER SUPPLEMENTARY ITEMS is furnished for your information and compliance, as necessary. These items are printed on the reverse of your Original orders and constitute an integral part of your orders. It is, therefore, each individual's responsibility to ensure compliance with items indicated in the orders.

HOUSEHOLD GOODS

a. The attached are extra copies of your orders which were received with the Original. They may be used for shipment of your household goods. A delivered endorsement is not required for this purpose. Four copies of basic orders are required for each domestic shipment, and six copies for each overseas shipment. Should you need additional copies of your basic orders for your HHG, present a copy of your orders to the Publications Branch, zero deck, Luce Hall, for the required number of copies to take care of your IMMEDIATE NEEDS ONLY. An adequate number of copies of your orders, complete with detachment endorsement, will be prepared and issued to you on detachment along with your original orders.

b. The Household Goods Branch, Naval Supply Center, is available to assist officers in filling out "Application for Shipment of Household Goods -- DD Form 1299." This is done on an appointment basis only between the hours 0930 - 1600 weekdays. The HHG Branch is located in Bldg 5, Coddington Cove, (inside Gate 10). Telephone extension is 841-2091/2092/2093. CALL FIRST FOR AN APPOINTMENT. This will save you a trip.

PHYSICAL EXAMINATION FOR SEA/OVERSEAS DUTY

Officers ordered to sea duty or to duty outside the continental limits are reminded that a physical examination is required prior to detachment (BUMED MANUAL 15-51 refers).

ADVANCE PAY/TRAVEL

Special Questionnaire regarding arrangements for advance pay/travel will be issued by NFO in the near future.