



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
2601A PAUL JONES STREET  
GREAT LAKES, ILLINOIS 60088-2845

Canc: Jul 2020

NSTCNOTE 1000  
N001  
29 Apr 2020

### NSTC NOTICE 1000

From: Commander, Naval Service Training Command

Subj: GUIDANCE ON COVID-19 PERMANENT CHANGE OF STATION, LEAVE, AND TEMPORARY DUTY WAIVER REQUESTS

Ref: (a) CNO WASHINGTON DC 212136Z Apr 20 (NAVADMIN 116/20)  
(b) CMC WASHINGTON DC 212257Z Apr 20 (MARADMIN 254/20)

Encl: (1) Navy PCS Waiver Form (PERS-451) (V8)  
(2) Marine Corps PCS Waiver Letter Template  
(3) PERS-451 Approval Message Example

1. Purpose. To provide guidance on requesting COVID-19 Permanent Change of Station (PCS), Leave, and Temporary Duty (TDY) waiver requests from Commander, Naval Service Training Command (CNSTC).

2. Policy. References (a) and (b) implement stop movement travel restrictions through 30 June 2020. In addition, both references clarify guidance on obtaining Flag/General Officer waiver approval for PCS, LV, and TDY.

a. Only submit PCS, LV, and TDY waiver requests for travel that occurs now through 30 June 2020.

b. Do not submit PCS, LV, and TDY waiver requests for travel that occurs after 1 July 2020. Awaiting further guidance from SECDEF for future dates and guidance.

c. Please submit all PCS, LV, and TDY waiver requests via e-mail to LT David Tejada, david.a.tejada1@navy.mil and YN2 Dina Nieto, dina.nieto@navy.mil.

d. The following circumstances are exempt from travel restrictions (i.e., authorized without a waiver):

(1) Travel associated with uniformed personnel recruiting and accessions activities, to include accessions, basic training, advanced individual training and follow-on travel to the first duty station. This includes all newly graduated recruits and newly commissioned officers (NROTC, OCS, STA-21, CWO/LDO, MECP, etc.).

(2) Travel by patients (to include those on the Temporary Disability Retired List (TDRL)), as well as their authorized escorts and attendants, for purposes of medical treatment. This does not include travel outside of local area due to a separation or retirement physical.

(3) No-cost geographical local CONUS moves.

3. Leave and TDY Waiver Requests. Per references (a) and (b), Commanding Officers (CO) and Officer in Charge (OIC) may authorize local leave in accordance with command policy. Leave or personal travel outside of the local area, as defined by COs and OICs, requires a waiver by CNSTC.

a. Leave. Submit leave waiver requests with the following information via e-mail:

- (1) Service Member's name and rank
- (2) Command's name
- (3) Service Member's current location (city and state)
- (4) Service Member's leave location (city and state)
- (5) Leave dates
- (6) Justification explanation to include CO/OIC risk assessment. EX: humanitarian or hardship reasons.

b. TDY. Submit TDY waiver requests with the following information via e-mail:

- (1) Service Member's name and rank
- (2) Command's name
- (3) Service Member's current location (city and state)
- (4) Service Member's TDY location (command, city and state)
- (5) TDY dates
- (6) Justification explanation to include CO/OIC risk assessment. EX: mission essential travel. This refers to work that must be performed to ensure the continued operations of mission essential functions, including positions that are deemed key and essential, or separation/retirement physicals, etc.

c. Upon receipt of Leave or TDY waiver request, Flag Admin will input into tracker and route through the Chain of Command for CNSTC approval within one business day of receipt.

d. Upon CNSTC approval, Flag Admin will generate a Leave or TDY Memo for file, and submit via e-mail to the Service Member's command.

e. If CNSTC disapproval, Flag Admin will contact the Service Member's command for further information or to setup a phone call with senior leadership (if necessary).

4. Navy PCS Waiver Requests. Per reference (a), NPC (PERS-4) is delegated authority to approve or deny stop movement waivers for Service Member PCS travel. Approvals of waiver requests will be made via message traffic (from PERS-4) to all concerned and will specify whether dependents are authorized to accompany the Service Member. Detaching commander endorsement is required up through the first Flag Officer.

a. Ensure enclosure (1) is completed, specifically the Service Member's information. Attention to detail is crucial in the "ALL 3" info blocks, which requires command, UIC, and location (city, state, or city, country). If this information is incomplete, Flag Admin will return for corrections. This is the single most reason PERS returns waivers to requesting commands.

b. One of the most important and mandatory steps before requesting a waiver is to contact the gaining command and obtain concurrence for the Service Member to report as per PCS orders. Annotate the gaining command's POC with rank, name, phone # and e-mail in enclosure (1).

c. The gaining command should also provide additional justification as to why executing PCS orders is mission essential. Per PERS-4, not all PCS orders are deemed mission essential. This varies by the location and nature of the billet. Additionally, the overall risk the gaining command is willing to accept.

d. After enclosure (1) is completed, submit to NSTC, no command letter is required. Flag Admin will review and route up the Chain of Command within 1-2 business days.

e. Upon CNSTC approval, Flag Admin will submit to PERS-4 via e-mail for final approval.

f. If a Service Member is departing to an OCONUS location, PERS-4 must first obtain the respective Combatant Commander's (COCOM) approval. This is due to each COCOM's policy and availability to meet COVID-19 ROM requirements.

g. Upon PERS-4 approval, PERS will generate a message, enclosure (3) is an example, and submit to associated commands. The message is generated via an electronic script PERS has created. Hence, why the information provided in the waiver form is so important to be accurate.

h. If CNSTC disapproval, Flag Admin will contact the Service Member's command for further information or to setup a phone call with senior leadership (if necessary).

i. If PERS-4 or COCOM (OCONUS only) disapproval, the Service Member shall contact their detailer for an Order Modification (ORDMOD) to PCS orders.

5. Marine Corps PCS Waiver Requests. Per reference (b), Deputy Commandant, Manpower & Reserve Affairs (Manpower Management) (M&RA) is delegated authority to approve or deny stop movement waivers for Service Member PCS travel. Detaching commander endorsement is required up through the first General Officer.

a. Ensure enclosure (2) is completed with the required information.

b. Discussions with M&RA recommend each Marine submit an AA Form requesting to execute PCS orders with justification. This is recommended and not required. The AA Form should include a copy of PCS orders and any other pertinent information the Marine would like to present.

c. One of the most important and mandatory steps before requesting a waiver is to contact the gaining command and obtain concurrence for the Marine to report as per PCS orders. Annotate the gaining command's Adjutant or POC with rank, name, phone # and e-mail in enclosure (2).

d. The gaining command should also provide additional justification as to why executing PCS orders is mission essential. Per M&RA, not all PCS orders are deemed mission essential. This varies by the location and nature of the billet. Additionally, the overall risk the gaining command is willing to accept.

e. After enclosure (2) is completed, submit to NSTC. Flag Admin will review, generate a First Endorsement letter and route up the Chain of Command within 2-3 business days.

f. Upon CNSTC approval, Flag Admin will submit the First Endorsement letter via e-mail back to the Marine's command.

g. The Marine shall forward the entire PCS waiver package to their respective monitor and gaining command. The monitor will provide further guidance to the Marine in executing PCS orders.

h. If CNSTC disapproval, Flag Admin will contact the Marine's command for further information or to setup a phone call with senior leadership (if necessary).

6. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



MICHAEL B. RILEY  
Chief of Staff

Release and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,  
[https://www.public.navy.mil/netc/nstc/NSTC\\_Directives/directives.aspx](https://www.public.navy.mil/netc/nstc/NSTC_Directives/directives.aspx)

COVID-19 WAIVER REQUEST (V8)

SUBMIT WAIVER REQUESTS FOR EXCEPTIONS LISTED IN NAVADMIN 116/20 (MISSION ESSENTIAL, HUMANITARIAN, OR HARDSHIP). WAIVER REQUESTS WILL BE SUBMITTED FROM THE LOSING COMMAND, WITH CONCURRENCE/NON-CONCURRENCE FROM THE GAINING COMMAND, AND ENDORSED BY THE FIRST FLAG OFFICER/SES IN ACCORDANCE WITH NAVADMIN 116/20. ALL WAIVER REQUESTS WILL BE SUBMITTED TO PERS-451 VIA E-MAIL (PERS451@NAVY.MIL) FOR FINAL ADJUDICATION BY PERS-4. IN ADDITION TO THE ATTACHMENT, PLEASE COPY AND PASTE THE WAIVER TEXT BELOW INTO THE BODY OF THE E-MAIL TO HELP EXPEDITE THE WAIVER APPROVAL AND MESSAGE RELEASE PROCESS.

- NOTE 1: INDIVIDUAL WAIVER REQUESTS SHOULD BE SUBMITTED BY THE LOSING COMMAND WITH THE FOLLOWING SUBJECT LINE IN THE E-MAIL: "PCS EXCEPTION REQUEST ICO RANK LAST FIRST MI" (EX. "PCS EXCEPTION REQUEST ICO YN2 SMITH PATRICK M")
- NOTE 2: A WAIVER IS NOT REQUIRED FOR NO-COST GEOGRAPHICAL LOCAL CONUS MOVES.
- NOTE 3: LOSING COMMAND WILL NOTIFY THEIR ECHELON 2 COMMANDER IF THIS WAIVER IS APPROVED.

Service Member Information:

Last Name:

First Name:

Middle Name:

Enlisted RANK/RATE (BOTH):

Officer RANK/DESIG (BOTH):

Active/Reserve:

Member's detaching command/UIC/location (ALL 3):

Member's current command/UIC/location (ALL 3):

Member's intermediate command/UIC/location (ALL 3):

Member's ultimate command/UIC/location (ALL 3):

Estimated Detach Date:

Service Member Status: (SELECT ONE)

1) Not Detached

2) Detached: At School/Intermediate

3) Detached: Enroute to School/Intermediate

4) Detached: Enroute to ultimate

5) Leave: Enroute to School/Intermediate (leave location)

6) Leave: Enroute to ultimate (leave location)

Name of dependents:

(Last, First, Middle Initial)

1)

2)

3)

4)

5)

Location of Dependents:

Status of HHG (CHOOSE ONE OPTION):

1) HHG not packed out

2) HHG have been packed out

3) HHG in storage

4) HHG shipped

Service Member Military E-mail:

Service Member Personal E-mail:

Service Member Primary Phone Number:

Service Member Work Phone Number:

Waiver justification/explanation (Mission Essential, Hardship,  
or Humanitarian reasons to grant the exception):

Does the gaining command concur with this request? (YES/NO) If  
No, both command responses are required in this waiver:

Point of Contact (Command):

Name/Rank/Title/E-mail/Telephone Number:



DEPARTMENT OF THE NAVY  
COMMAND LETTERHEAD

NSTCNOTE 1000  
29 April 2020

1321  
Ser ?????  
DD Mmm YY

From: Commanding Officer, NROTC Unit XXXXXXXXXXXXXXXX  
To: Deputy Commandant, Manpower and Reserve Affairs (Attn: Manpower Management)  
Via: Commander, Naval Service Training Command

Subj: REQUEST FOR PERMANENT CHANGE OF STATION WAIVER/EXCEPTION  
TO POLICY ICO COLONEL DOUGLAS E. GAMBOA DOD ID# / MOS# USMC

Ref: (a) Secretary of Defense Memo of 20 Apr 20  
(b) Deputy Secretary of Defense Memo of 13 Mar 20  
(c) CMC WASHINGTON DC 212257 Apr 20 (MARADMIN 254/20)  
(d) AA Form of DD Mmm YY

1. In accordance with references (a) through (d), request General Officer approval authority for Permanent Change of Station (PCS) waiver/exception to policy to execute orders. Col Gamboa has been briefed on all associated references and will adhere to all safety and health precautions.

2. Marine information:

- a. Detaching command and location: NROTC Unit Stanford University, Palo Alto, CA
- b. Detaching date: 22 April 2020
- c. Gaining command and location: XXXXXXXXXXX, City, State
- d. Estimated arrival date: 15 May 2020
- e. Military e-mail: XXXX
- f. Personal e-mail: XXXX
- g. Primary phone number: XXXXX

3. State whether or not gaining command concurs with receiving Marine and annotate gaining command's Adjutant or POC with phone # and e-mail. If NO, both command responses are required in this waiver.

4. Provide waiver justification/explanation (mission essential, hardship, or humanitarian reasons); PCS normally mission essential. AA form should contain bulk of explanation by Marine, just a basic 1-3 sentences why should execute.

5. My command point of contact is CDR John Smith, Executive Officer, at email or phone #.

MARK T. BATTLE

Copy to:  
ADD GAINING COMMAND

Enclosure (2)



PERS-451 APPROVAL MESSAGE EXAMPLE

CLASSIFICATION: UNCLASSIFIED//FOR OFFICIAL USE ONLY.

-----OFFICIAL INFORMATION DISPATCH FOLLOWS-----

RTTUZYUW RUCCBWF0037 1131830-UUUU--RHMCSUU.

ZNR UUUUU

R 220000Z APR 20 MID510001145555U

FM COMNAVPERSCOM MILLINGTON TN

TO COMUSFLTFORCOM NORFOLK VA

OTC NEWPORT RI

PERSUPP DET NAVSTA NORFOLK VA

NAVLEADETHCTR NEWPORT RI

NAVJUSTSCOL NEWPORT RI

NSTC GREAT LAKES IL

BT

UNCLAS FOUO //

PASS TO OFFICE CODES:

FM COMNAVPERSCOM MILLINGTON TN//451//

MSGID/GENADMIN/COMNAVPERSCOM MILLINGTON TN/451//

SUBJ/COVID19 PCS WAIVER APPROVAL ICO

CAPT MICHAEL VICK//

REF/A/NAVADMIN/OPNAV/212136ZAPR20//

REF/B/MEMO/WAIVER REQUEST/18MAR2020//

REF/C/MSG/BUPERS/100242Z APR 20//

NARR/REF A IS NAVADMIN 116/20. REF B IS THE COVID-19 PCS WAIVER  
REQUEST. REF C IS THE SERVICE MEMBER'S PCS ORDERS//

RMKS/1. IAW REF A, WAIVER REQUESTED PER REF B IS APPROVED.

2. SVC MEMBER SHOULD EXECUTE PCS PER REF C. DEPENDENT TRAVEL IS  
AUTHORIZED (AS APPLICABLE)

3. PSD/NAVPTO ISSUE TICKETS ACCORDINGLY

4. POC FOR ANY WAIVER QUESTIONS IS LCDR CHRIS MCHENRY (PERS-4S)

CHRISTOPHER.MCHENRY@NAVY.MIL OR (901) 874-3528/882-3528.//

(SIGNED)

J. W. HUGHES

REAR ADMIRAL, U.S. NAVY

COMMANDER NAVY PERSONNEL COMMAND

BT

CLASSIFICATION: UNCLASSIFIED//FOR OFFICIAL USE ONLY.