

MILPERSMAN 1630-020

SHORE PATROL

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Governing Directives	U.S. Navy Regulations, (1990), Chapter 9, Article 0922 DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 BUPERSINST 4650.19 OPNAVINST 4650.15 NAVSO P-1000-2, Navy Comptroller Manual, Volume 2
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1. **General Information.** The above governing directives establish policy and guidance for the establishment of shore patrol, shore patrol orders, and payment/reimbursement of expenses for personnel assigned shore patrol duties.
2. **Responsibility.** As directed by their major claimants, the following shall establish policy and procedures for temporary and permanent shore patrol:
 - a. Commanding officers outside of the United States,
 - b. Senior officers present afloat (SOPA), and
 - c. Shore commanders within the United States.
3. **General Guidance**
 - a. Responsible officers may authorize and pay cash shore patrol allowances for quarters, subsistence, and certain other sundry expenses per DoDFMR when facilities are not available to members performing shore patrol duty.
 - b. Members assigned to shore patrol are not normally authorized per diem because assignments are performed in the

area generally visited by liberty parties from ship or station landing the patrol, and are considered as being performed in a non-travel status.

c. Members who are required to perform duties away from their duty station in a non-travel status and are required to procure additional quarters, may be paid allowances per DOD 7000.14-R, volume 7A.

d. Members assigned shore patrol duties are not to be transferred or detached from their permanent duty station for such assignment. Orders to shore patrol will be Temporary Additional Duty (TAD/TEMADD).

e. Government quarters and messing facilities must be used when available. Appropriate local arrangements should be made to have shore patrol quartered and subsisted. Routine endorsement on shore patrol orders such as "adequate quarters and messing facilities not available to member at shore patrol headquarters" are not acceptable, nor permitted.

f. When shore patrol duties are performed at a place where adequate government quarters and messing facilities are not available, a monetary allowance may be provided in lieu of the quarters and rations in kind.

NOTE: Payment could be construed as a violation of law where it could be shown that adequate government quarters and messing were in fact available, and appear to have been used as a matter of convenience.

4. **Shore Patrol Orders**. Shore patrol orders will contain the following minimal information/items:

a.	Name(s) of member(s) on shore patrol assignment,
b.	Hour, date, and place of duty (general),
c.	Officer(s) to whom to report for duty,
d.	What quarters and subsistence allowances are authorized (if any),
e.	Uniform to be worn,
f.	Signature of the commanding officer (or By direction),
g.	Appropriate accounting data (when applicable),
h.	Reporting endorsement with statement of whether or not government quarters and messing are/were not available.
i.	Detaching endorsement,
j.	Statement of authority of shore patrol,
k.	Statement of conduct expected of shore patrol,
l.	Special orders applicable to local conditions, and
m.	Reference to applicable local orders, directives, policies.

5. **Reimbursement of Expenses**

a. When it is impracticable for shore patrol to return to their ship, station, or other government facility for lodging and/or meals, and shore patrol are required to procure quarters and meals at their own expense, they are entitled to reimbursement for actual expenses according to OPNAVINST 4650.15.

b. Members performing shore patrol duties aboard commercial carriers shall be reimbursed per JFTR, volume 1 and DOD 7000.14-R, volume 7A.

c. Reimbursement for meals paid for by enlisted members shall be charged to the appropriation "Military Personnel Navy (MPN)." Accounting data to be cited for payment is contained in the PTM. Reimbursement for lodging and other expenses shall be charged to the activity's operating budget under the

appropriation "Operation and Maintenance Navy (OMN)." Vouchers for payment of expenses that affect the Balance of Payment Program shall be coded with the applicable country and expenditure category (object class) codes listed in NAVSO P-1000-2, Navy Comptroller Manual, volume 2.