

No cost TAD instructions (House Hunting)

USN Personnel may take no-cost TAD when departing or arriving at a command. This TAD is not to exceed 10 calendar days and include no more than 5 working days (5 workdays in between weekends or during holidays). This request may be submitted after Official Military Orders have been issued for your next command. For students who have finished the syllabus, verbal orders from the soft patch are not enough.

If you plan to take the TAD from HT-28, you will have to return to this command to check out. Otherwise, you could request this TAD once checked in at your new command to avoid coming back to Milton.

Instructions:

- Come upstairs to the board outside of ADMIN to get a copy of the paper leave request.
- Fill this out knowing the dates you are planning to take the TAD, where you will be staying during this TAD, and note the command and location you are transferring to.
- Once filled in with the appropriate information, bring the chit to admin to begin routing or to resolve any issues.

*Refer to MILPERSMAN 1320-210 for further guidance.