

PERSONNEL SUPPORT DETACHMENT
STANDARD OPERATING PROCEDURES

TRANSFERS

Documents required:

(1) PCS Orders (sent via TOPS upon receipt)

CPC Responsibility:

The following must be provided NLT 30 days upon receipt of PCS package from PSD via TOPS.

- NPPSC transfer checklist (CPC submit documents per checklist and Transfer Clerk's instruction, varies according to orders).
- Any screenings/page 13's required by BUPERS orders.
- Dependent Entry Approval message (DEA) if required (submitted by command, per MILPERSMAN).
- Passport/Visa Application if required (takes up to 6-8 weeks)
- Any OBLISERV documents if required (per orders)
- Port call (PRR) if required
- Pay/Travel advance requests if desired
- NATO orders if required
- BUPERS orders
- DD 884 if required
- Provide evaluation or evaluation memorandum

Note: Port calls, DD 884 and Passport/Visa Applications must be typed.

PSD Responsibility:

Prepare PCS package to include the following:

- Certified Original Orders
- Loss document
- Copies of documents relevant to member's transfer

NOTE: CPC or member may pick-up PCS package the day of detachment only. Exception: If the detachment day falls on a holiday, the CPC may pick up package the last business day prior to the holiday.

PAY Entitlements:

- If established time lines are adhered to member will receive advance pay prior to the day.
- If advance travel/DLA are requested must have submit request immediately to receive prior to transfer.
- If dependent pay entitlements are requested member's package must have NAVPERS 1070/602.