

TRANSFER WITHIN PSD PEARL HARBOR

The following personnel will fall under this category is called a LOCAL TRANSFER:

~ PCS orders from a Hawaii command to another Hawaii command

~PCS orders from Hawaii command – TDY to a Hawaii school/command – PCS to another Hawaii command

Note: Personnel detaching TDY to a command other than Hawaii will NOT fall under this category and will be handled as an entire new Receipt.

LOCAL TRANSFERS:

LOSING COMMAND:

These Transfers will be handled as a regular Transfer. Transfer package must be uploaded to PSD within ten (10) days upon receipt of orders. Please ensure the following have been provided:

- a. Complete Transfer Information Sheet
- b. Obligation of Service for orders. Either an executed extension or a copy of the approved reenlistment chit.
- c. Advise CONSUBPAY intentions if Sailor transfers to a shore command.
- d. Decide whether or not member and/or family will be executing COT entitlement or defer.
- e. Copy of screenings required

Transfers will be handling both Transfer from the Old Command and Gain to the New Command.

ITDY on island in conjunction with these Local transfers (losses and gains), will be processed by Transfers

Out processing is required. CPC (Command Personnel Coordinator) will make arrangements with Transfer's appointment clerk, 471-2405 xtn 5527. Day of pick up the following will be required: (If not available at the time of pick up, please type later submission letter)

- a. Check Out List from your Old Command

Note: If documents requires member's signature, Losing command will returned signed documentation back to PSD.

GAINING COMMAND

1. Endorse local memorandum indicating report date and UIC.
2. Endorse first page of the PCS indicated report date and UIC.
3. Provide 1st page of travel claim along with respective flight itineraries if member executed COT or funds to travel from or to a deployed ship/submarine. Original travel package should be uploaded to the Travel Division.
4. Type and upload memo to authorizing any special pays (SDAP, etc) if applicable.

Note: Keep all other parts of the local memorandum for the field service record.

Affects to Pay:

COLA and BAH entitlements will continue. If member is in receipt of Basic Allowance for Hawaii (BAH), a Page 13 will be required to re-certify address of residence.

COMRATS/RIK will be change taking into consideration new PDS entitlements.