

TRANSFER WHILE DEPLOYED GUIDANCE

Note:

1. *Complete Transfer package.*
2. *NAVPTO Pearl will only book flights originated from Honolulu. NAVPTO servicing in the area of responsibility which Ship/Submarine pulls in port will assist Command/Member with transportation.*
3. *If sending member back to old homeport after transferring from Ship/Sub, direct member to contact PSD Pearl Harbor Transfers arrange out-processing from ship/submarine. Member will need to provide check-out sheet, transfer evaluation/FITREP and copy of the member's endorsed orders and flight itinerary.*
4. ***The day member steps off of the ship/sub (official day of transfers) will commence elapse time*** (travel, proceed or leave).
5. *Hawaii station allowances (COLA and Departure TLA) terminates the day prior to transferring off the ship/sub unless family authorized **Delayed Travel Authorization** (JFTR U10412/U9220) or if member reports to a Hawaii command; at which time, will terminate the day prior to transferring from that command.*
6. *Upon reporting to ISIC, **period should not exceed ten (10) days**. Do not send to ISIC unless prearranged with them (.MILPERSMAN 1300-308)*

Scenario	COMMAND – Prior to Transfer	COMMAND – Upon Transfer	REMARKS
Deployed member transfers from an area other than homeport to next duty station other than Hawaii.	<p>1. Complete TIS as usual (along with screenings and other pertinent documents; i.e. ESR Page 2, DEERS verification form, PCS Travel Form, etc) and send to PSD via TOPS.</p> <p>2. Coordinate with PSD for processing of Obliserv (Extensions or Reenlistment).</p>	<p>1. Inform PSD Pearl by TOPS or email confirming that member did in fact transfer; provide copy of Transfer Eval/Fitrep and Flight Itinerary.</p>	<p>1. Day member steps off ship/sub will commence Elapse Time. Special Pays and Station Allowances (COLA/TLA) will terminate day prior to Transfer Date). Delayed Travel Authorization will allow Dependents (only) to receive station allowances until their departure IAW JFTR U10412/U9220)</p>

<p>Deployed member transfers from an area other than homeport and returns back to Pearl Harbor on leave status.</p>	<ol style="list-style-type: none"> 1. Complete TIS as usual (along with screenings and other pertinent documents; i.e. ESR Page 2, DEERS verification, PCS Travel Form) and send to PSD via TOPS. 2. Coordinate with PSD for processing of Obliserv (Extensions or Reenlistment). 3. If transportation will be requested at another servicing NAVPTO. Command will ensure the following is annotated to orders: “Authorized to travel via Pearl Harbor (old homeport) IAW JFTR U5120.F.2. 	<ol style="list-style-type: none"> 1. Inform PSD Pearl by TOPS or email confirming that member did in fact transfer. 2. Provide copy of Transfer Eval or FITREP and Travel Itinerary sending member back to Pearl. 3. Provide copy of Approved Delay Travel Authorization for Dependents. 4. Instruct member to check in with PSD Pearl Transfer Clerk immediately upon arrival. 	<ol style="list-style-type: none"> 1. Day member steps off ship/sub will commence Elapse Time. Special Pays and Station Allowances (COLA/TLA) will terminate day prior to Transfer Date). Delayed Travel Authorization will allow Dependents (only) to receive station allowances until their departure IAW JFTR U10412/U9220)
<p>Deployed member transfers from an area other than homeport and returns back to Pearl Harbor. Prearrangements have been made with ISIC, TPU or NSSC, to accept member for transfer processing.</p>	<ol style="list-style-type: none"> 1. Complete TIS as usual (along with screenings and other pertinent documents; i.e. ESR Page 2, DEERS verification and PCS Travel Form) and send to PSD via TOPS. 2. Coordinate with PSD for processing of Obliserv (Extensions or Reenlistment). 3. If transportation requested at another NAVPTO, ensure the following is annotated to orders: 	<ol style="list-style-type: none"> 1. Inform PSD Pearl by TOPS or email confirming that member did in fact transfer. 2. Provide copy of Transfer Eval or FITREP and Travel Itinerary sending member back to Pearl. 3. Instruct member to contact PSD Pearl Harbor Transfers immediately upon arrival to arrange out-processing from ship/sub. . 	<ol style="list-style-type: none"> 1. TDY period MUST not exceed ten (10) days. 2. Day member steps off ship/sub will commence Elapse Time. Special Pays) will terminate day on Transfer Date. Station allowances (COLA/TLA) will terminate day prior to detaching from ISIC.

	<p>“Authorized to travel via Pearl Harbor (old homeport) IAW JFTR U5120.F.2.</p> <p>4. Ship/Sub will also endorse orders as follows: CO authorize Temporary Duty for Further Transfers (TEMDFTT) to UIC _____ (ISIC) awaiting transportation IAW MILPERSMAN 1300-308”</p>		
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