PSD JACKSONVILLE
STANDARD OPERATING PROCEDURES

STUDENT DETACHMENT

<u>**RECEIPTS**</u>

<u>MEMBER/CPC RESPONSIBILITY</u>

- Original orders w/ appropriate endorsements (Including boot camp orders)
- DD 1351-2 (Travel claim) w/ receipt
- EFT Form
- Updated pg 2/SGLI
- RAP duty pg 13
- NAVCRUIT 1133/52 (Enlistment Bonus)

<u>**PSD RESPONSIBILITY**</u>
- Process gain in NSIPS
- Review member's orders and ensure OBLISERV has been met
- Verify member's entitlements (i.e. BAH, DN)
    For example: If a member is single and living in the barracks a DN01 needs to be generated. A DN line print out from MMPA should be given to the MILPAY section, as those cannot be processed in NSIPS.

- Update TMTR (Transient Monitoring Tracking Report). Planned loss date (PLD) should reflect day after graduation date.

Example: GRAD date is 28SEP2010, the PLD will be 29SEP2010. Remarks will be EST GRAD DATE: 28SEP2010 and you initials.

- Process Enlistment bonus
- Fly pay start requests will be submitted to NPC and will in turn be submitted to DFAS. Per NPC approximate time to process is 4-6 weeks.

TRANSFERS

MEMBER/CPC RESPONSIBILITY

- Orders
- Transportation Request
- Advance Travel/DLA (Dislocation Allowance) Request
- Screening (Operational or Overseas)
- Copy of Dependent Entry Approval Message (If applicable)
- DD884 (Dependent Transportation Request) (If applicable)

PSD RESPONSIBILITY

- Review member's orders, i.e. OBLISERVE, Screening
- If member's orders require an OBILSERVE, an extension or re-enlistment should be done.
Submit Advance Travel/DLA request via TOPS to TPC for processing (If applicable)

  - If member is requesting dependent Travel/DLA, copy of pg 2 is required.
  - Submit PRR (Passenger Reservation Request)
  - If member is transferring to a command overseas or a deployable unit, the PRR will be sent via TOPS to NAVPTO Pensacola, Fl.
  - If member is transferring to a CONUS location, the transportation request and a copy of the orders will be submitted via TOPS from CPC to transportation section (PSD Jacksonville).
  - If member is traveling with dependents, please submit DD884 with PRR and a copy of the pg 2.
  - Process loss in NSIPS