

# CUSTOMER & CPC RECEIPTS CHECKLIST

**\*\*\*ONLY COMPLETE AND ACCURATE RECEIPTS PACKAGES WILL BE PROCESSED\*\*\***

<b>FULL NAME:</b>	<b>COMMAND:</b>
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### ITEMS PROVIDED TO CPC FOR COMPLETION

None	None
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### ITEMS CPC IS REQUIRED TO BRIEF TO MEMBER

<input type="checkbox"/> Detachment date should match DD Form 1351-2/2C <input type="checkbox"/> Ensure all special requirements and special duty screenings were met <input type="checkbox"/> Verify Transfer evaluations/fitness reports are in Electronic Service Record (ESR) and OMPF. <input type="checkbox"/> Have OBLISERV requirements been met? If not, request an extension if required or if Service Member fails to OBLISERV, send 'Fail to Obligate' message to Navy Personnel Command (NPC). <input type="checkbox"/> Has member's EOT awards posted to <a href="#">NDAWS</a> ? If not forward copy with full SSN to NDAWS Authority
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### COMPLETED ITEMS CPC IS REQUIRED TO PROVIDE PSD

**M=MANDATORY**

**O=WHEN APPLICABLE**

<input type="checkbox"/> Original Field Service Record for scanning <b>(M)</b> <input type="checkbox"/> Original orders with appropriate endorsements <b>(M)</b> <input type="checkbox"/> NPPSC 7220.8/1 <b>(M)</b> <input type="checkbox"/> DD 1351-2/2C <b>(M)</b> <input type="checkbox"/> Receipts for commercial transportation, lodging, and other expenses <b>(M)</b> <input type="checkbox"/> Travel History/EFT form <b>(M)</b> <input type="checkbox"/> Dislocation Allowance (DLA) Statement <b>(O)</b> <input type="checkbox"/> Temporary Lodging Expense (TLE) Form <b>(O)</b> <input type="checkbox"/> Updated and/or verified NAVPERS 1070/602 (with pen/ink changes-mbr can retrieve from self-serve NSIPS ESR account) <b>(M)</b> <input type="checkbox"/> NAVCRUIT 1133/52, DD Form 4 & NP 1070/621 (if entitled to enlistment bonus) <b>(O)</b>	<input type="checkbox"/> SGLV 8286 <b>(M)</b> <input type="checkbox"/> SGLV 8286A <b>(O)</b> <input type="checkbox"/> DD Form 1561 <b>(O)</b> <input type="checkbox"/> Certificate of Non-Availability (CNA) from the Installation's Billeting Department <b>(O)</b> <input type="checkbox"/> Termination/Assignment of Govt Qtrs letter <b>(O)</b> <input type="checkbox"/> NP 1070/613s <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduce/decline SGLI <b>(O)</b></li> <li><input type="checkbox"/> Basic Allowance for Housing (BAH) election statement <b>(only for E6 and above electing to receive BAH at the without dependent rate)(O)</b></li> <li><input type="checkbox"/> Recruiting Assistance Program (RAP) with recruiter's signature and correct dates <b>(O)</b></li> </ul>
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**ALL REFERENCED FORMS ARE AVAILABLE ON PSD LITTLE PUBLIC WEBSITE**

**<http://www.cnrc.navy.mil/JEBLCFS/InstallationGuide/PersonnelSupportDetachment/Forms/index.htm>**