

TRANSFER INFORMATION SHEET

COMPLETED PACKAGE MUST BE RETURNED TO PSD NLT THAN 30 DAYS AFTER RECEIPT OF ORDERS

IF YOU NEED ASSISTANCE CONTACT YOUR COMMAND PASS COORDINATOR AND/OR THE PSD TRANSFER SECTION 757-462-4943	
Date:	
Rate/Rank:	Name (Last, First)
Command:	

INDIVIDUAL CONCERNED COMPLETE BELOW SECTION AND PROVIDE TO YOUR CHAIN OF COMMAND

Work Phone:	Home Phone:	Email:
Primary Next of Kin		Secondary Next of Kin
Name:	Name:	Relationship:
Relationship:	Relationship:	Address:
Address:	Address:	Telephone:
Telephone:	Telephone:	Requested Transfer Date:
Requested Transfer Date:		# of days leave requested (DO NOT USE E-LEAVE):
Leave address/phone/email:		
If obligated service is required, indicate method: <input type="checkbox"/> Extension <input type="checkbox"/> Reenlistment <input type="checkbox"/> Other (may require NPC PERS-811 approval)		
Please indicate mode of travel: <input type="checkbox"/> AUTO <input type="checkbox"/> AIR		
AC/FTS personnel who have failed the two most recent PFAs consecutively are not authorized to transfer until member successfully passes a PFA during an official PFA cycle. Additional restrictions apply for special programs/billets. Reference:(OPNAVINST 6110.1(Series) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY Command Fitness Leader _____ <div style="text-align: right; margin-right: 50px;">Print/Signature/Date</div>		

Chain of Command Endorsement	
_____ Recommended transfer date of _____ Title	_____ Signature/Date
_____ Recommended transfer date of _____ Title	_____ Signature/Date
_____ Recommended transfer date of _____ Title	_____ Signature/Date
_____ Approved transfer date of _____ Title	_____ Signature/Date

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Additional forms to complete (when applicable)

- Advanced Pay → Complete DD Form 2560
<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo1927.html>
- HIV screening → Provide Individual Medical Readiness (IMR) printout from BUPERS Online
<https://www.bol.navy.mil/>
- Dependent Entry Approval Worksheet → Visit below website to determine requirement
<http://www.public.navy.mil/BUPERS-NPC/SUPPORT/DISTRIBUTION/Pages/DependentEntry.aspx>
- Page 2 → Verify and update via your self-service NSIPS ESR account
<https://nsips.nmci.navy.mil/>
- SGLI/FSGLI → Verify and update current forms on file at your Official Military Personnel File (OMPF)
<https://www.bol.navy.mil/>
- DEERS verification → Verify info at below website and provide printout of screen
<https://www.dmdc.osd.mil/appj/address/login/SelectLogin.do>
- Advance Travel → Complete Travel Advance Request
<http://www.cnic.navy.mil/JEBLCF/InstallationGuide/PersonnelSupportDetachment/Forms/>
- Passenger Reservation Request → Complete NPPSC 4650/8 - Required for travel to ships and overseas commands
<http://www.cnic.navy.mil/JEBLCF/InstallationGuide/PersonnelSupportDetachment/Forms/>
- Dependent Transportation → Complete DD Form 884 - Required for travel to overseas commands
<http://www.cnic.navy.mil/JEBLCF/InstallationGuide/PersonnelSupportDetachment/Forms/>
- No-Fee Passports → Complete DD Form 1056
<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo278.html>
- PCS Travel Form → Complete NAVPERS 7041/1 via your self-service NSIPS ESR account and provide printout
<http://www.cnic.navy.mil/JEBLCF/InstallationGuide/PersonnelSupportDetachment/RelatedLinks/>
- Screenings → Complete screenings in accordance with PCS orders

Overseas - MILPERSMAN Article 1300-302
Operational duty - MILPERSMAN Article 1300-800
Special Programs - MILPERSMAN Section 1306
<http://www.public.navy.mil/bupers-npc/reference/milpersman/Pages/default.aspx>
- Proceed Time and Travel Time → MILPERSMAN Article 1320-090 & 1320-100
<http://www.public.navy.mil/bupers-npc/reference/milpersman/Pages/default.aspx>
- Physical Readiness Program → OPNAVINST 6110.1(Series)
<http://doni.daps.dla.mil/>