

NPPSC STUDENT TRANSFER CHECKLIST
NPPSC 1300/5 (5-2025)

 PREVIOUS EDITIONS OBSOLETE
 Supporting Directive NPPSCINST 5213.1D

1. Approved Transfer Date	2. Name (<i>Last, First, MI</i>)	3. DoDID Number	4. Telephone Number
5. Ultimate Duty Station		6. eCRM Case Number	7. Mode of Travel

**This checklist is not a required key supporting document (KSD).
However, use of this checklist is strongly encouraged to ensure all cases are timely and complete and all requirements are met.**

I. COMMAND ACTIONS

1. Items required by TSC to process/release loss <input type="checkbox"/> PCS Endorsed Orders (include all modifications) <input type="checkbox"/> Approved NPPSC 1300/1 Application for Transfer and Advances, Ensure order compliance items are completed NOTE 1: NPPSC 1300/1 is not a required KSD for a student transferring from courses of instruction to courses of instruction. NOTE 2: Students attached to a student UIC transferring from an I-stop (ACC 330, 341, 342, and 350) who will next report TEMDU (ACC 330, 341, 342, and 350) per the PCS orders, no longer require an activity loss. Do not submit a transfer package in eCRM for applicable students. 2. Submit items to TSC as Separate Case (if applicable) <input type="checkbox"/> Approved DD 2560 Advance Pay Certification/Authorization	3. Command Responsibility: Command must ensure Sailors complete the following items prior to detachment (if applicable) <input type="checkbox"/> Required screenings (Operational Duty/Pg. 13, Flag Duty, Recruiting, etc.) <input type="checkbox"/> Required obligated service (OBLISERV) <input type="checkbox"/> NAVPERS 1070/602 Dependency Application (Page 2) and DD 93 Record of Emergency Data via NSIPS RED/DA <input type="checkbox"/> Prepare permanent/applicable NAVPERS 1070/613 Administrative Remarks (Page 13s) and submit for verification (CONSUBPAY, etc) <input type="checkbox"/> Compliance with additional orders requirements <input type="checkbox"/> Update Servicemember's Group Life Insurance (SGLI) and Family SGLI <input type="checkbox"/> NATO Orders <input type="checkbox"/> Arrangements for transportation requirements: <input type="checkbox"/> Dependents completed NPPSC 4650/1 Passenger Reservation Request <input type="checkbox"/> DD 884 Application for Transportation of Dependents <input type="checkbox"/> Additional Requirements for Overseas: <input type="checkbox"/> Completed NAVPERS 1300/16 Report of Suitability for Overseas Assignment <input type="checkbox"/> Comply with Passport and No-Fee Passport regulations per the Foreign Clearance Guide <input type="checkbox"/> Family Entry Approval (FEA) message
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II. Remarks

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III. TSC ACTIONS

TSC Clerk Actions	TSC Supervisor Actions
<input type="checkbox"/> Verify accuracy and completeness of all documents received <input type="checkbox"/> Submit NSIPS Activity Loss (if required)	<input type="checkbox"/> Verify and release activity loss (if required) <input type="checkbox"/> Verify documents posted properly, proper disposition of eCRM case

IV. RETAINS

<input type="checkbox"/> PCS Endorsed Orders (including all modifications, if applicable)	<input type="checkbox"/> Approved NPPSC 1300/1 Application for Transfer and Advances, Ensure order compliance items are completed
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