

NPPSC PCS TRANSFER CHECKLIST
NPPSC 1300/3 (Rev. 01-2020)

PREVIOUS EDITIONS OBSOLETE
 Supporting Directive NPPSCINST 5213.1B

References: Joint Travel Regulations (JTR), DoD Financial Management Regulation (DoD FMR) (Volumes 7A/8/9), and MILPERSMAN 1300 Series.

1. Approved Transfer Date	2. Name (Last, First, MI)	3. Telephone Number
4. Ultimate Duty Station	5. Transfer Clerk	6. TOPS Number

I. ACTIONS

Required Items from CPPA	PSD or TSC Clerk Actions
<input type="checkbox"/> Approved NPPSC 1300/1 Application for Transfer and Advances Ensure order compliance items are completed	<input type="checkbox"/> Verify accuracy and completeness of all documents received
<input type="checkbox"/> Ensure Service member updates NAVPERS 1070/602 Dependency Application (Page 2) and DD 93 Record of Emergency Data via NSIPS RED/DA	<input type="checkbox"/> Update Service member's NAVPERS 1070/602 Dependency Application (Page 2) via NSIPS RED/DA
<input type="checkbox"/> Ensure Service member updates Servicemembers' Group Life Insurance (SGLI) beneficiaries via SGLI Online Enrollment System (SOES)	<input type="checkbox"/> Submit NSIPS Activity Loss
Submit Items (Only If Applicable)	Process Items (Only If Applicable)
<input type="checkbox"/> Approved DD 2560 Advance Pay Certification/Authorization	<input type="checkbox"/> Prepare OBLISERV Extension and TOPS for Service member's signature
<input type="checkbox"/> NAVPERS 1070/613 Administrative Remarks (Page 13) for Suitability for Operational Duty	<input type="checkbox"/> Submit MMPA JPBB for Advance Pay
<input type="checkbox"/> Extension or Reenlistment for OBLISERV	<input type="checkbox"/> Prepare DD 1056 Authorization to APPLY for "No-Fee" Passport and/or Request for VISA
<input type="checkbox"/> Service member completed NPPSC 4650/1 Passenger Reservation Request	<input type="checkbox"/> Prepare NATO Orders
<input type="checkbox"/> Dependents completed NPPSC 4650/1 Passenger Reservation Request	<input type="checkbox"/> Send Prepared DD 1056 Authorization to APPLY for "No-Fee" Passport and/or Request for Visa to CPPA or Service member and verify receipt
<input type="checkbox"/> DD 884 Application For Transportation of Dependents	<input type="checkbox"/> Send all applicable documents to NAVPTO
<input type="checkbox"/> Prepare permanent/applicable NAVPERS 1070/613 Administrative Remarks (Page 13s) and submit for verification (CONSUBPAY)	<input type="checkbox"/> NPPSC 4650/1 <input type="checkbox"/> Orders <input type="checkbox"/> OBLISERV <input type="checkbox"/> No-Fee Passport <input type="checkbox"/> DD 884 <input type="checkbox"/> NATO Orders <input type="checkbox"/> FEA Approval Message <input type="checkbox"/> VISAs
Additional Requirements for Overseas	
<input type="checkbox"/> DD 1056 Authorization to APPLY for "No-Fee" Passport and/or Request for Visa (for U.S. citizen Service member and dependents only)	<input type="checkbox"/> Update Service member's ESR
<input type="checkbox"/> Family Entry Approval (FEA) message	<input type="checkbox"/> Submit all documents to be signed/verified/released to supervisor
<input type="checkbox"/> Completed NAVPERS 1300/16 Report of Suitability for Overseas Assignment	<input type="checkbox"/> E-SUB following documents to OMPF when signatures are obtained:
<input type="checkbox"/> Overseas Housing Allowance (OHA) termination memo	<input type="checkbox"/> Permanent NAVPERS 1070/613 Administrative Remarks (Page 13)
Remarks:	PSD or TSC Supervisor Actions
	<input type="checkbox"/> Sign and verify release of all documents
	<input type="checkbox"/> Verify ESR entries
	<input type="checkbox"/> Verify documents posted to MMPA/NSIPS/OMPF
	<input type="checkbox"/> Verify documents posted properly; Close TOPS

II. RETAINS

NPPSC 1300/3 NPPSC PCS Transfer Checklist (this checklist) <input type="checkbox"/>	All NAVPTO documents <input type="checkbox"/>
PCS Orders and NPPSC 1300/1 Application for Transfer and Advances <input type="checkbox"/>	OBLISERV <input type="checkbox"/>
All NPPSC 4650/1 Passenger Reservation Requests <input type="checkbox"/>	NAVPERS 1300/16 Report of Suitability for Overseas Assignment <input type="checkbox"/>

III. SIGNATURES

Clerk Name (Last, First, MI)	Supv Name (Last, First, MI)
Clerk Signature	Supv Signature