

NPPSC PCS TRANSFER CHECKLIST
NPPSC 1300/3 (Rev. 05-2024)

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 (<i>Last, First, MI</i>)	3. DoDID Number	4. Telephone Number
5. Ultimate Duty Station		6. Transfer Clerk	7. eCRM Case Number

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	3. Command Responsibility: Command must ensure Sailors complete the following items prior to detachment (if applicable)
<input type="checkbox"/> Approved NPPSC 1300/1 Application for Transfer and Advances Ensure order compliance items are completed <input type="checkbox"/> PCS Orders (include all modifications)	<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
2. Submit items to TSC as Separate Case (if applicable)	
<input type="checkbox"/> Approved DD 2560 Advance Pay Certification/Authorization <input type="checkbox"/> DD 2367 Overseas Housing Allowance (OHA) termination (if applicable for transfers from OCONUS commands) <input type="checkbox"/> Screening NAVPERS 1070/613 Administrative Remarks (Page 13s) to HRSC for verification <input type="checkbox"/> Departure Temporary Lodging Allowance (TLA) Request NOTE: If departure TLA is not submitted prior to member's transfer, submit as a MILPAY case to the next servicing TSC.	

II. Remarks

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	<input type="checkbox"/> Verify and release activity loss <input type="checkbox"/> Verify documents posted properly, proper disposition of eCRM case

IV. RETAINS

<input type="checkbox"/> Approved NPPSC 1300/1 Application for Transfer and Advances	<input type="checkbox"/> PCS Orders (including all modifications, if applicable)
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