

MILPERSMAN 1300-1200

SAFETY TRANSFERS

Responsible Office	NAVPERSCOM (PERS-454)	DSN COM E-mail	882-2927 (901) 874-2927 EXPD TRF.FCT@navy.mil
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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References	(a) SECNAVINST 5800.11B (b) OPNAVINST 1752.2B (c) DoD Instruction 1315.18 of 28 October 2015 (d) NAVSO P-6034 Joint Travel Regulations (JTR)
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1. Program Background

a. When concerns for the safety and the well-being of Service members and or their dependents dictate a transfer prior to their normal projected rotation date, a safety transfer may be authorized. Safety transfers include, but are not limited to:

- (1) Temporary duty at CO's discretion,
- (2) Permanent change of activity (PCA),
- (3) Permanent change of station (PCS) to a unit within the same command,
- (4) Unit on the same installation, and
- (5) Unit in a different geographic location.

b. For reservists, a transfer or reassignment includes:

- (1) Provisions to perform inactive duty training on different weekends or times other than the alleged offender and
- (2) Provisions to perform inactive duty training with a

different unit and or Navy Reserve activity in the home drilling location to ensure undue burden is not placed on the Service members or their family by a transfer.

2. Safety Transfer Request

a. Situations warranting consideration for safety transfers include, but are not limited to:

(1) Victims or witnesses of offenses covered under reference (a),

(2) Family Advocacy Program cases covered under reference (b),

(3) Victims of violent crimes and

(4) Instances in which threats have been made against a Service member, the Service member's military spouse, or dependents covered under reference (c).

b. Safety transfer requests are reviewed and adjudicated on their individual merits by Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454). Disapproval authority resides with Commander, NAVPERSCOM. Send all requests via e-mail to: expd_trf.fct@navy.mil. Encrypt all safety transfer-related e-mail communications whenever practicable.

c. Safety Transfer for Dependents Only. Travel and transportation of dependents are authorized under certain circumstances outlined in reference (d), chapter 5. If the member's dependents meet the criteria outlined in reference (d), chapter 5, and they must be moved for personal safety reasons, the personnel office or supporting personnel support detachment of the member's command will issue a letter authorizing for travel and transportation on command letterhead using the template that will be provided by NAVPERSCOM (PERS-454).

3. Safety Transfer Procedures. Safety transfers of Service members must also include their dependents and or military spouse (as applicable). Make every reasonable consideration and effort to minimize disruption to the Service member's normal career progression.

a. The request may be initiated by the Service member,

command, or investigative agency per reference (c). Submit the request in writing using exhibit 1, and include the reason(s) for the request.

b. Dependents desiring to request a safety transfer should contact member's command or the applicable investigative agency, using exhibit 2 for this request.

c. Upon receipt or initiation of a written safety transfer request, the commanding officer (CO) must:

(1) Document the date and time the transfer request is received or initiated. The CO must approve or disapprove a Service member's request for a PCS or PCA transfer within 72 hours of receipt. The decision to approve the request must be immediately forwarded to NAVPERSCOM (PERS-454) to process PCS or PCA transfers. Approval for temporary assignment will be made by the CO per temporary duty (TDY) travel orders, MILPERSMAN 1320-314. Use exhibit 3 to request PCS.

(2) Consider the following factors in making the decision to approve the transfer or recommend disapproval:

- (a) Reason for request to transfer,
- (b) Nature of the request,
- (c) Operational necessity, including unique situational requirements in deployed areas,
- (d) Service member's input (as applicable) and
- (e) Any other pertinent circumstances and or rationale for the transfer.

(3) Ensure the Service member is fully informed of the potential impacts that the transfer or reassignment may have on career milestones and timelines (i.e., requalification, performance evaluations, etc.).

d. Approval. Once the CO decides to approve the transfer, forward the request, along with the CO's recommendation as to where the member should be transferred, to NAVPERSCOM (PERS-454) via e-mail to expd_trf.fct@navy.mil, where it will be processed and retained on file for a period of 3 years.

e. Disapproval. The CO must immediately forward any recommendation for disapproval of a safety transfer request and the reason(s) for the recommendation (in writing) to the first flag/general officer or senior executive service (SES) equivalent (as applicable) in the Service member's chain of command or SES (as applicable). The flag/general officer or SES equivalent must approve or disapprove the request within 72 hours of receipt of the command-level disapproval recommendation, and forward the determination to NAVPERSCOM (PERS-454) via e-mail to expd trf.fct@navy.mil, where it will be processed and retained on file for a period of 3 years.

f. Requests Initiated by the Service Member. If at any time the requesting Service member elects not to proceed with a safety transfer request, the request must be formally withdrawn by the Service member using exhibit 5. The CO will then forward all documents to NAVPERSCOM (PERS-454) via e-mail to expd trf.fct@navy.mil, where the Service member's withdrawal of the safety transfer request will be retained on file for a period of 3 years.

g. Reference (d) contains information concerning PCS and PCA entitlements and allowances.

Exhibit 1
Service Member's Request for Safety Transfer
(Use standard naval letter format)

Date

From: Rank/Rate First MI Last Name, USN(R) initial, Last Name, Branch)

To: Commanding Officer, (command)

Subj: REQUEST FOR SAFETY TRANSFER

Ref (a) MILPERSMAN 1300-1200

1. Request safety transfer under reference (a) due to the following reason(s): _____.

2. Requested duty preference(s) for transfer are as follows:

(Location/Type of Duty)

(Location/Type of Duty)

(Location/Type of Duty)

3. I understand that every reasonable effort to minimize disruption to my normal career progression will be made and that alternate locations or types of duty may be assigned if the above preferences are not available. Further, I understand that execution of temporary duty or permanent transfer orders will constitute my acknowledgement that the safety transfer request has been fulfilled and that at any time I may elect to withdraw my request in writing to Commander, Navy Personnel Command (PERS-454) via my chain of command.

4. I may be contacted via e-mail: john.doe@navy.mil, commercial telephone: (111)123-4567 or DSN: 123-4567.

SIGNATURE

Exhibit 2
Dependent(s) Only Request for Safety Transfer
(Use proper letter format)

	Date
From: Dependent(s) of Rank/Rate First MI Last Name, USN(R)	
To: Commanding Officer, (command)	
Subj: REQUEST FOR DEPENDENT(S) ONLY SAFETY TRANSFER	
Ref (a) MILPERSMAN 1300-1200	
1. Request dependent(s) only safety transfer under reference (a) due to the following reason(s): _____.	
2. Requested location for transfer: _____.	
3. I understand that execution of the permanent transfer orders will constitute my acknowledgement that the safety transfer request has been fulfilled. At any time before I execute the permanent transfer orders, I may elect to withdraw my request in writing to Commander, Navy Personnel Command via my military spouse's chain of command.	
4. I may be contacted via e-mail: john.doe@navy.mil , commercial telephone: (111)123-4567 or DSN: 123-4567.	
SIGNATURE	

Exhibit 3
PCS or PCA Request
(Use proper letter format)

	1300 Ser 00/ Date
From: Commanding Officer, (command)	
To: Commander, Navy Personnel Command (PERS-454)	
Subj: REQUEST FOR SAFETY TRANSFER	
Ref: MILPERSMAN 1300-1200	
Encl: (1) Safety Transfer Request ICO SNM/SNO of (day month year) (as applicable)	
1. Having determined that the reasons for the request are credible based on all available evidence, I approve/disapprove Rank/Rate Last Name request for safety transfer.	
2. Every reasonable effort to minimize disruption to Rank/Rate (Last Name) normal career progression should be considered. I have provided counseling to (Rank/Rate Last Name) regarding the possible impacts the transfer may have on (Rank/Rate Last Name) career.	
3. My point of contact, _____, may be contacted via e-mail: _____, commercial telephone: (111)123-4567, or DSN: 123-4567.	
SIGNATURE	
Copy to: Service member	

** For disapproval recommendation, submit via first flag officer or SES equivalent (as applicable) in the Service member's chain of command.

Exhibit 4
Flag/General Officer's or SES Equivalent's Endorsement
(Use proper letter format)

	1300
	Ser 00/
	Date

FIRST ENDORSEMENT on CO, _____ ltr 1300 Ser 00/____
of (day month year)

From: Flag/General Officer or SES Equivalent
To: Commander, Navy Personnel Command (PERS-454)

Subj: REQUEST FOR SAFETY TRANSFER

Ref: (a) CO's Letter Recommending Disapproval of Safety
Transfer ICO Rank/Rate First MI Last Name and or
dependents(s)
(b) MILPERSMAN 1300-1200

1. Rank/Rate, Last, USN, (and Rank/Rate Last Name Dependents) have requested a safety transfer (as applicable).
2. I have fully reviewed this case, considered all available evidence, and or have consulted with a judge advocate. After careful consideration of the facts, I have (approved or disapproved) safety transfer request of Rank/Rate, Last (and or Rank/Rate, Last Name dependents).
3. Recommend transfer to one of the following:
 - a. (Location/Type of Duty)
 - b. (Location/Type of Duty)
 - c. (Location/Type of Duty)
4. My point of contact, _____, may be reached via e-mail: _____, commercial telephone: (111)123-4567 or DSN: 123-4567.

SIGNATURE

Copy to:
CO, (command)
Service member

Exhibit 5
Member's Withdrawal of Safety Transfer Request
(Use standard naval letter format)

	Date
From:	Rank/Rate First MI Last Name, USN(R)
To:	Commanding Officer, (command)
Subj:	WITHDRAWL OF SAFETY TRANSFER REQUEST
Ref:	(a) MILPERSMAN 1300-1200 (b) My Safety Transfer Request of (day month year)
1. Per reference (a), I withdraw my request for safety transfer, reference (b).	
SIGNATURE	