

## MILPERSMAN 1300-1205

### EXPEDITED TRANSFERS

<b>Responsible Office</b>	NAVPERSCOM (PERS-454)	Phone:	DSN	882-2927
			COM	(901) 874-2927
			FAX	(901) 874-2696
		E-mail	<a href="mailto:expd_trf.fct@navy.mil">expd_trf.fct@navy.mil</a>	
MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)	
		E-mail	<a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a>	
		MyNavy Portal	<a href="https://my.navy.mil/">https://my.navy.mil/</a>	

<b>References</b>	(a) Uniform Code of Military Justice (UCMJ) (b) 10 U.S.C. §673 (c) NAVSO P-6034, Joint Travel Regulations (JTR) (d) SECNAVINST 5800.11B (e) DoD Instruction 6495.02 of 28 March 2013 (f) SECNAVINST 1752.4C (g) OPNAVINST 1752.1C (h) USD(P&R) Memorandum of 10 February 2020 (i) DoD Instruction 6400.06 of 2 August 2007 (j) H.R. 5515 John S. McCain National Defense Authorization Act for Fiscal Year 2019, Section 536
-------------------	---

#### 1. Expedited Transfer Policy

a. Service members who are victims of certain offenses stipulated in reference (a) may request a temporary reassignment within or outside their unit or a permanent change of duty station prior to their normal projected rotation date per references (b) through (i). The eligible offenses, to include attempts to commit these offenses, consist of only those listed in paragraph 1 (table) below:

<b>Expedited Transfer Eligible Offenses</b>		
Offense	Uniform Code Military Justice (UCMJ) article if offense occurred before 1 Jan 2019	UCMJ article if offense occurred on or after 1 Jan 2019
Sexual assault	120, 125, 134	120, 134
Stalking	120a	130
Other sexual misconduct	120c	120c
Wrongful broadcast or distribution of intimate visual images	117a	117a

b. The enactment of reference (j) has expanded the expedited transfer policy to include Service members' ability to request an expedited transfer if they have adult military dependent who has made an allegation of sexual assault that is not domestic abuse-related. Refer to reference (i) for situations that fall within the purview of domestic abuse. Service members may request an expedited transfer on behalf of their adult military dependent if:

(1) The adult dependent is over the age of 18 years old as noted on the Service members' [NAVPERS 1070/602](#) Record of Emergency Data/Dependency Application, and

(2) The victim has filed an unrestricted report through a [DD 2910](#) Victim Reporting Preference Statement in the Sexual Assault Prevention and Response (SAPR) Program, and

(3) The sexual assault suspect is a Service member or if the suspect has a military connection (e.g., adult military dependent, works for Department of Defense (DoD) as a civilian employee (appropriated and non-appropriated fund employees) or is a government contractor), or the alleged sexual assault occurred on a DoD installation or facility.

c. The expedited transfer policy is intended to address situations in which Service member victims or adult military dependents feel safe, but uncomfortable, in their current environment (e.g., victim may be experiencing ostracism and retaliation), and to assist the victims' recovery by moving the victims to a new location.

d. Issues involving Service member victims' or adult military dependents' safety are **not** handled through an expedited transfer. If Service members or adult military dependents fear for their life or physical safety, a safety transfer may be requested per [MILPERSMAN 1300-1200](#).

e. An expedited transfer includes, but is not limited to:

(1) Temporary or permanent move to a different department, division, or unit within the current command, or

(2) Temporary or permanent move to a different command within or outside the current command's geographical area.

f. For Reserve Component Service members, transfers or reassignments include:

(1) Provisions to perform inactive duty training, when possible, 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 Service member victims or their families by a transfer.

g. An expedited transfer of a Service member will also include the Service member's military spouse and authorized dependents (as applicable), unless the Service member specifies otherwise. If the active duty spouse does not want to transfer with the victim Service member, the spouse and Service member's commander will submit an electronic [NAVPERS 1306/7](#) Personnel Action Request (ePAR) via MyNavy Portal or [NAVPERS 1301/85](#) Officer Personnel Action Request (officers) providing a reason for the exception and forward the request to the respective Navy Personnel Command (NAVPERSCOM) Career Management Department (PERS-4) detailing branch. Orders issued for a military spouse may be delayed up to 90 days.

h. Every reasonable consideration and effort must be made to minimize disruption to the Service member's or active duty spouse's normal career progression. NAVPERSCOM Deployability Assessment and Assignment Branch (PERS-454) will take into consideration all recommendations and preferences in reaching a final assignment decision.

i. Per reference (h), when Service members request expedited transfers on behalf of their adult military dependents, requests will include both the Service member and the Service member's dependents, even if they are geographically separated. A Service member may request that:

(1) Only his or her dependent(s) be transferred, or

(2) Their dependent(s) will be transferred expeditiously and the Service member's transfer will be delayed (e.g., the Service member may be deployed and wants to finish the deployment term, or the Service member is in training and wants to complete the training).

j. PERS-454 will ultimately determine whether the Service member will be transferred at the same time as the dependent(s).

**Note: For overseas or operational assignments, coordination with additional offices may be required.**

## 2. Expedited Transfer Applicability

a. A Service member may request an expedited transfer if:

(1) He or she is a victim of sexual assault and has filed an unrestricted report of sexual assault per references (e) through (g), or

(2) He or she is a victim of stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images and has filed a report with a military criminal investigation organization (MCIO), or

(3) He or she has an adult military dependent who has filed an unrestricted report of sexual assault through a [DD 2910](#) in the SAPR Program and the sexual assault suspect is a Service member, or if the suspect has a military connection (e.g., adult military dependent, works for DoD as a civilian employee (appropriated and non-appropriated fund employees) or is a government contractor), or the alleged sexual assault occurred on a DoD installation or facility. See reference (h).

b. Applicable Service members may request an expedited transfer at any time in their naval careers. The Navy does not limit the number of expedited transfer requests a Service member may make over the course of a naval career.

c. Applicable Service member victims must be informed of the option to request temporary reassignment within or outside their units or transfer from the commands to which they are assigned.

3. **Transfer Options**. An expedited transfer may be accomplished by a temporary or permanent reassignment from the Service member victim's current command by one of the following methods:

a. Temporary duty (TEMDU) (within or outside of local geographical area). The commanding officer (CO) may:

(1) Reassign the Service member victim or the alleged offender to a different division or workspace within the same command, or

(2) Temporarily reassign either the Service member victim or alleged offender to another local command, or

(3) Temporarily reassign either the Service member victim or alleged offender to another command outside the local geographic area.

b. Permanent change of assignment (PCA) within the local geographic area or permanent change of station (PCS) outside the local geographic area, which includes:

(1) PCA transfer (at Service member victim's request only) within the local geographic area reassigns the Service member to a different command on or off the current installation or within the same geographical area (e.g., cross-decking between local ships, squadrons, commands, etc.) and may or may not require PCS funding. All PCA and PCS orders will be issued by PERS-454.

(2) PCS transfer out of the local geographic area reassigns the Service member to a different command in a new geographic location, and

(3) A PCS transfer affected through modification to existing PCS orders or through modification of negotiated orders that have not been issued. Once the expedited transfer request is approved for a Service member possessing PCS orders, the command may request a modification of the orders for an immediate or earlier than directed PCS transfer.

#### 4. Roles and Responsibilities

##### a. Losing CO

(1) Must notify the losing sexual assault response coordinator (SARC) and the Service member victim in writing when the expedited transfer decision is made to ensure continuity of advocacy services and capture of required data in the Defense Sexual Assault Incident Database (DSAID).

(2) Immediately send notification to PERS-454 to begin processing the transfer.

(3) Assign personnel, within the command (if possible), to assist Service member victims with approved expedited transfers with any out-processing required for PCS moves, to include facilitating transportation, as necessary.

(4) Ensure Service members with approved PCA or PCS transfers receive a detachment evaluation, fitness report, or other evaluation. No mention of reason for transfer will be made within the evaluation.

(5) Advise the Service member victim of the requirement to have an "intake meeting" with the gaining CO if the Service member victim seeks continued advocacy, legal, or healthcare (mental health or other medical) services at the new location, or if the investigation or legal proceeding involving the Service member victim's report is ongoing at the time of the transfer.

(6) Notify the Service member victim of the requirement to have a single "outbrief meeting" with the losing SARC and an "intake meeting" (to be arranged by the losing SARC) with the gaining SARC. After the "intake meeting" with the gaining SARC, the Service member victim can decide whether to continue advocacy services at the new location.

(7) Ensure the Service member victim is scheduled for an "outbrief meeting" with the losing SARC, so that the losing SARC can answer any remaining questions the Service member victim may have about the transfer process or facilitate any further scheduling.

(8) For sexual assault cases, per reference (g), when an expedited transfer is approved, the Service member victim's

losing CO must notify the gaining command's CO.

(9) For stalking, other sexual misconduct, and wrongful broadcasting cases, if there are ongoing investigations and or legal proceedings, when an expedited transfer is approved, the Service member victim's losing CO must inform the gaining CO of the status of the open investigation and ongoing legal proceedings.

b. Losing SARC

(1) Must meet with the Service member victim to "out-brief" and address any SAPR questions about the transfer process. During the out-brief, the losing SARC will inform the Service member victim that:

(a) The Service member victim's case will be transferred to the installation SARC, or for United States Marine Corps (USMC), the command SARC, at the gaining location for a mandatory "intake meeting." At installations with more than one SARC, the "lead SARC" will be designated as the gaining SARC for the purposes of the expedited transfer and the "intake meeting." Explain that the purpose of the "intake meeting" with the gaining SARC is to help the Service member victim understand the full range of support options at the new installation, facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel at the new location, and help answer any questions the Service member victim may have. Also explain that after the "intake meeting" with the gaining SARC, the Service member victim may decline any further SAPR services.

(b) The Service member victim may be required to have an "intake meeting" with the gaining CO, if the Service member victim seeks continued advocacy, legal, or healthcare (mental health or other medical services) at the new location, or if the investigation or legal proceeding involving Service member victim's report is ongoing at the time of the transfer.

(c) The "intake meeting" with the gaining CO and the "intake meeting" with the gaining SARC will not occur at the same time without explicit consent from the Service member victim. The losing SARC will inform the Service member victim in advance that the communications with the gaining SARC and gaining CO in a joint meeting will not be privileged under Military Rule of Evidence 514.

(2) Will facilitate the scheduling of the "intake meeting" with the gaining SARC, taking into account the Service member victim's leave and transfer and travel time. The losing SARC will provide the Service member victim with the gaining SARC's name and contact information, to include the address of the gaining SARC's office, as well as an appointment date and time.

(3) Follows existing procedures to transfer the case in DSAID to the gaining SARC after all information on the expedited transfer has been annotated. Losing SARCs are not required to obtain Service member victim's consent to transfer the case on the [DD 2910](#) and will leave section 7, "Victim Consented to Transfer of (Restricted Report/Unrestricted Report) Case Documents to Another SARC," of the [DD 2910](#) blank.

c. Gaining SARC

(1) Will follow up with the Service member victim regularly to ensure the "intake meeting" occurs. During the "intake meeting," the gaining SARC will explain the full range of support options at the new installation, facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel, and help answer any questions the Service member victim may have. The gaining SARC will also explain that after the "intake meeting," the Service member victim may decline any further SAPR services.

(2) The gaining SARC will coordinate with the gaining CO for a separate CO "intake meeting," if required (criteria explained above).

(3) The gaining SARC will update the Service member victim's case in DSAID per the Service member victim's decision for continued services.

d. PERS-454

(1) Will process requests for expedited transfers, taking into consideration location preferences and recommendations by Service member's chain of command. Every reasonable effort to minimize disruption to the normal career progression of the Service member and Service member's military spouse (as applicable) will be made. PERS-454 will take into consideration all recommendations and preferences but will make final assignment decisions after consultation



with the Service member victim and based upon valid billet availability.

(2) In most circumstances, expedited transfers to a different installation are completed within 30 calendar days from the date the transfer is approved by the Service member's command and submitted to PERS-454. Expedited transfers to a new duty location that do not require a change of station move are normally completed within 1 week from the date the transfer is approved by the Service member's command and received by PERS-454.

**Note: Overseas and operational assignments may require additional time based on screening requirements.**

(3) PERS-454 will notify the Service member's point of contact (POC) if none of the three requested locations are available. PERS-454 will issue orders if the Service member agrees to other available options in a valid billet, in a location that meets the Service member's career pathway and medical needs.

(4) PERS-454 will notify the losing and gaining commands of the orders and request positive confirmation of receipt from the gaining command prior to execution of the orders.

(5) Orders pursuant to this article are official and must be treated as such. Execution of PCS, PCA, or TEMDU orders by the requesting Service member will constitute acknowledgement that the expedited transfer request has been approved and fulfilled.

(6) All correspondence related to expedited transfer requests, approvals, denials, or withdrawals must be forwarded via e-mail to PERS-454 at [expd\\_trf.fct@navy.mil](mailto:expd_trf.fct@navy.mil), regardless of action taken by the command.

(7) All expedited transfer related e-mail communication with PERS-454 must be encrypted whenever practicable.

(8) Reference (c) contains information concerning entitlements and financial guidance.

5. **Procedures**

a. Service Member's Action. An expedited transfer request must be initiated in writing by the eligible Service member, including expedited transfer requests made on behalf of a Service member's adult military dependent, and submitted via his or her CO. The request (see exhibits 1 and 2) must include Service member's:

- (1) Reason(s) for the request,
- (2) Top three location preferences, and
- (3) Military spouse and dependents (as applicable).

b. CO's Action. Upon receipt of a written expedited transfer request, the Service member's CO must:

(1) Document the date and time the expedited transfer request is received and make an approval or disapproval recommendation of the request within five days of receiving the request. The CO must consider all facts and circumstances surrounding the case and the basis for the expedited transfer request.

(2) If the request is filed by a Service member victim who made an unrestricted report of sexual assault, immediately notify the SARC of the expedited transfer request.

(3) Verify through consultation for sexual assault cases - The SARC for SAPR cases or Family Advocacy Program (FAP) case manager for FAP cases, that an unrestricted report of sexual assault was filed by the Service member victim requesting an expedited transfer. Stalking, other sexual misconduct, or wrongful broadcasting cases - local MCIO where a report of the offense(s) was filed by the Service member victim requesting an expedited transfer.

(4) Determine if the report is credible (i.e., reasonable grounds to believe an offense occurred) based on advice of the supporting staff judge advocate, or other legal advisor concerned, and the available evidence based on information in an MCIO investigation (if available). If the CO recommends disapproval of an expedited transfer request due to the lack of a credible report, the grounds on which it was disapproved must be documented. A CO can always transfer a

Service member victim on other grounds (e.g., on humanitarian grounds) through a process outside the expedited transfer process. A presumption must be established in favor of transferring the Service member victim once a determination has been made that the report is credible.

(5) Do not delay the determination due to the non-availability or pending results of any investigation.

**Note: For court-martial cases in which the accused Service member has been acquitted, the standard for approving an expedited transfer still remains whether or not a credible report has been filed. The CO must consider all the facts and circumstances surrounding the case and the basis for the expedited transfer request.**

(6) Take into consideration the Service member's input before making a decision involving a temporary or permanent transfer and the location of the transfer.

(7) Consider the following factors in making the decision to approve the transfer:

- (a) Service member's reason for request to transfer,
- (b) Nature and circumstances of the offense,
- (c) Whether a temporary transfer would meet the Service member's needs and the operational needs of the unit. Unique situational requirements in deployed areas should also be considered,
- (d) Training status and any limitations of the Service member requesting the transfer,
- (e) Availability of positions within other units on the installation,
- (f) Status of the investigation and the potential impact on the investigation and future disposition,
- (g) Any issues with movement of the Service member's spouse and dependents,
- (h) Resources the Service member will need regular access: counseling, victims' legal counsel, SAPR, other, or not

applicable,

(i) Career path and other pertinent circumstances or facts, and

(j) Potential transfer of the alleged offender instead of the Service member requesting the transfer.

1. Commanders have the authority to request the transfer of the alleged offender. This reassignment or removal must not be taken as a punitive measure, but solely for the purpose of maintaining good order and discipline per reference (b), within the Service member's unit.

2. Once a Service member has been identified as an alleged offender, a transfer may occur at any time.

(8) Ensure Service members are counseled regarding:

(a) Reasonably foreseeable career impacts,

(b) Potential effect of the transfer or reassignment on the investigation and case disposition,

(c) Effect on bonus recoupment (e.g., if they cannot work in their specialty field),

(d) Other possible consequences of granting the request,

(e) Service member victims may be required to return for prosecution of the case, if the determination is made that prosecution is the appropriate command action, and

(f) Coordination with additional offices may be required for overseas or operational assignments.

c. Approval. If the CO approves the expedited transfer request, the following must be forwarded via encrypted e-mail to PERS-454 at [expd\\_trf.fct@navy.mil](mailto:expd_trf.fct@navy.mil) for processing. All documents will be retained on file for a period of 3 years from date of approval, including:

(1) The CO's written endorsement or action taken (exhibit 3) regarding the Service member's transfer request;

(2) DSAID case number (for SAPR cases);

(3) Fleet and Family Support Management Information System (FFSMIS) case number (for FAP cases);

(4) MCIO case number for offenses covered by reference (a), articles 120a, 120c, and 117a; and

(5) The Service member's request (exhibit 1), or the request on behalf of his or her military adult dependent (exhibit 2).

(a) For sexual assault cases: The CO must ensure the applicable SARC and or FAP POC and MCIO POC are notified of the approval of the Service member's transfer request.

(b) For stalking, other sexual misconduct, and wrongful broadcasting cases: Only for open cases, the CO must ensure the applicable MCIO POC is notified of the approval of the Service member's transfer request.

d. Disapproval. If the CO recommends disapproval of the expedited transfer request, the CO's written recommendation for disapproval and justification (exhibit 4) regarding the Service member's transfer request; DSAID case number for SAPR cases; FFSMIS case number for FAP case; MCIO case number for offenses covered by stalking, other sexual misconduct and wrongful broadcasting; and the name and information of the applicable POC, along with the Service member's request (exhibit 1 or 2, as applicable), must be forwarded to the first flag or general officer or senior executive service (SES)-equivalent (as applicable) in the requesting Service member's chain of command for higher level review and final decision. The request will be forwarded to the immediate superior in command if the Service member's CO is a flag officer.

(1) The flag or general officer or SES-equivalent must provide written approval or disapproval (exhibit 5) of the request within five days of receipt of the command-level recommendation.

(2) The flag or general officer's or SES-equivalent's approval or disapproval must be immediately forwarded (within five days of receipt of command-level recommendation) via encrypted e-mail to PERS-454 at [expd\\_trf.fct@navy.mil](mailto:expd_trf.fct@navy.mil) where it

will be processed and retained on file for a period of 3 years from date of endorsement.

e. Withdrawal. If at any time the requesting Service member elects not to proceed with an expedited transfer request, the request must be formally withdrawn by the Service member in writing to the CO (exhibit 6). The CO will forward a written letter (exhibit 7), along with the Service member's written withdrawal via encrypted e-mail to PERS-454 at: [expd\\_trf.fct@navy.mil](mailto:expd_trf.fct@navy.mil). In the event the Service member subsequently desires an expedited transfer at a later date, the process must be reinitiated by the Service member, using the process outlined in this article.

**Note: A Service member may not withdraw a request made on behalf of an adult military dependent who is the victim of sexual assault (non-domestic abuse related), without consent from the adult military dependent.**

**Exhibit 1**  
**Service Member's Request for Expedited Transfer**  
(Use proper letter format)

Date

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

To: Commanding Officer, (COMMAND)

Subj: REQUEST FOR EXPEDITED TRANSFER

Ref: (a) [MILPERSMAN 1300-1205](#)

1. I request an expedited transfer due to (state reason for request) per reference (a). I filed (an unrestricted report of sexual assault or a military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images), on (day month year).

2. My preferred locations for (temporary reassignment or permanent transfer) are as follows:

a. (geographic location)

b. (geographic location)

c. (geographic location)

3. I am requesting the above locations because (state any specific reasons for your preferred location).

4. I understand every reasonable effort and consideration to minimize disruption to my normal career progression will be made pursuant to reference (a) and that alternate duty stations or types may be offered if the above preferences are not available. I understand Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454) will issue orders to a valid billet in a location that meets my career pathway and medical needs, including mental health and comfort level. Further, I understand execution of temporary duty, permanent change of activity, or permanent change of station orders will constitute my acknowledgement that my expedited transfer request has been fulfilled and that at any time I may elect to

withdraw my request in writing to PERS-454 via my chain of command.

**Note:** For overseas or operation assignments, coordination with additional offices may be required.

5. I may be contacted via e-mail: \_\_\_\_\_,  
commercial telephone: (111) 123-4567 or DSN: 123-4567.

SIGNATURE



**Exhibit 2**  
**Service Member's Request for an Expedited Transfer**  
**on Behalf of an Adult Military Dependent Sexual**  
**Assault Victim**

(Use proper letter format)

Date

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

To: Commanding Officer, (COMMAND)

To: Commanding Officer, (COMMAND)

Subj: REQUEST FOR EXPEDITED TRANSFER ON BEHALF OF [FIRST NAME,  
LAST NAME], ADULT MILITARY DEPENDENT VICTIM

Ref: (a) [MILPERSMAN 1300-1205](#)

1. I request an expedited transfer on behalf of my adult military dependent due to (state reason for request) per reference (a). My adult military dependent filed (an unrestricted report of sexual assault or a military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images), on (day month year). I am attesting to the fact that the reason for this expedited transfer request is non-domestic abuse related.

2. (As applicable: I request both myself and my dependents are transferred or, I request only my dependents are transferred, or I request my dependents are transferred expeditiously and my transfer is delayed because)(add justification). My preferred locations for (temporary reassignment or permanent transfer) are as follows:

a. (geographic location)

b. (geographic location)

c. (geographic location)

3. I am requesting the above locations because (state any specific reasons for your preferred location).

4. I understand every reasonable effort and consideration to minimize disruption to my normal career progression will be made pursuant to reference (a) and that alternate duty stations or types may be offered if the above preferences are not available.

5. I understand that if my request is approved, Navy Personnel Command (NAVPERSCOM) Deployability Assessment and Assignment Branch (PERS-454) will issue orders to a valid billet in a location that meets my career pathway and medical needs, including mental health and comfort level. Further, I understand execution of temporary duty, permanent change of activity, or permanent change of station orders will constitute my acknowledgement that my expedited transfer request has been fulfilled and that at any time I may elect to withdraw my request in writing to PERS-454 via my chain of command.

**Note:** For overseas or operation assignments, coordination with additional offices may be required.

6. I may be contacted via e-mail: \_\_\_\_\_,  
commercial telephone: (111) 123-4567 or DSN: 123-4567.

SIGNATURE

**Exhibit 3**  
**Temporary Duty Notification/Permanent Change of station**  
**Recommendation**

(Use proper letter format)

1300  
Ser 00/  
Date

From: Commanding Officer, (COMMAND)

To: Commander, Navy Personnel Command (PERS-454)

Subj: REQUEST FOR EXPEDITED TRANSFER ICO RANK/RATE FIRST, MI,  
LAST NAME, [IF APPLICABLE, ADD "ON BEHALF OF ADULT  
MILITARY DEPENDENT VICTIM"] USN(R)

Ref: (a) [MILPERSMAN 1300-1205](#)

(b) OPNAVINST 1752.1C

Encl: (1) Expedited Transfer Request ICO SNM of (day month  
year)

(2) Copy of Orders

1. Approved. Rank/Rate Service member's request for expedited transfer (enclosure 1), under reference (a), was received at 0000L (insert local time) on (day month year) and decided upon on within five days.

2. I have determined that the (unrestricted report of a sexual assault or a military criminal investigation organization (MCIO) report on stalking, other sexual misconduct or wrongful broadcast or distribution of intimate visual images is credible based on consultation with my staff judge advocate.

3. (If temporary duty) Rank/Rate Service member has been temporarily reassigned to division or command (unit identification code) as requested in enclosure (1) pursuant to reference (a). Rank/Rate Service member temporary duty orders are contained in enclosure (2).

4. (If recommending permanent change of station) Recommend Rank/Rate Service member to permanent change of station as requested in enclosure (1) pursuant to reference (a).

5. Every reasonable effort and consideration to minimize disruption to Rank/Rate Service member's normal career

progression was made pursuant to reference (a). I have advised the Service member regarding the reasonable foreseeable impact the transfer or reassignment may have on his or her career (i.e., the investigation and case disposition; initiation of other adverse action against the alleged offender; the effect on bonus recoupment, if any; and other possible consequences of granting the request and that the Service member may be required to return for prosecution of the case).

6. (For sexual assault cases) I will inform the gaining commander of the inbound expedited transfer per reference (b).

7. For stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images cases: I will inform the gaining commander of the inbound expedited transfer per reference (a).

8. My point of contact, \_\_\_\_\_, may be contacted via e-mail: \_\_\_\_\_, commercial telephone: (111) 123-4567 or DSN: 123-4567.

9. For sexual assault cases: (Defense Sexual Assault Incident Database/Fleet and Family Support Management Information System case number for this request is: \_\_\_\_\_ and the (sexual assault response coordinator (SARC)/Family Advocacy Program (FAP) point of contact), (name and contact information), was notified of the expedited transfer approval on (day month year).

10. (For open cases only) For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: The MCIO case number for this request is: \_\_\_\_\_ and the MCIO point of contact, (name and contact information), was notified of the expedited transfer approval on (day month year).

SIGNATURE

Copy to:  
Service member  
SARC/FAP POC

**Exhibit 4**  
**CO's Recommendation for Disapproval**  
(Use proper letter format)

1300  
Ser 00/  
Date

From: Commanding Officer, (COMMAND)  
To: Flag/General Officer or SES Equivalent

Subj: REQUEST FOR EXPEDITED TRANSFER [IF APPLICABLE, ADD "ON  
BEHALF OF ADULT MILITARY DEPENDENT VICTIM"] ICO RATE/RANK  
FIRST, MIDDLE NAME, LAST NAME

Ref: (a) [MILPERSMAN 1300-1205](#)

Encl: (1) Expedited Transfer Request ICO SNM of (day month  
year)  
(2) Copy of Orders

1. Recommend disapproval. Rank/Rate Service member's request for an expedited transfer (enclosure 1) under reference (a) was received at 0000L (insert local time) on (day month year) and decided upon on within five days.

2. I have determined that the (unrestricted report of sexual assault or military criminal investigation organization (MCIO) report for stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images (is/is not) credible based on consultation with my staff judge advocate.

3. I recommend disapproval of this request for expedited transfer due to the following reason(s): (list reason(s))

4. (If TEMDU) Rank/Rate Service member has been temporarily reassigned to division or command (UIC) as requested in enclosure (1) pursuant to reference (a). Rank/Rate Service member TEMDU orders are in enclosure (2).

5. Every reasonable effort and consideration to minimize disruption to Rank/Rate Service member's normal career progression was made pursuant to reference (a). I have advised the Service member regarding the reasonably foreseeable impact the transfer or reassignment may have on his or her career (e.g., the investigation and case disposition; initiation of other

adverse action against the alleged offender; the effect on bonus recoupment, if any; and other possible consequences of granting the request and that the Service member may be required to return for prosecution of the case).

6. My point of contact, \_\_\_\_\_, may be contacted via e-mail: \_\_\_\_\_, commercial telephone: (111)123-4567 or DSN: 123-4567.

7. For sexual assault cases: The (Defense Sexual Assault Incident Database (DSAID)/Fleet Family Support Management Information System (FFSMIS)) case number for this request is: \_\_\_\_\_ and the sexual assault response coordinator (SARC)/fleet assistance personnel point of contact is: (name and contact information).

8. For stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images cases: The MCIO case number for this request is: \_\_\_\_\_ and the MCIO point of contact is: (name and contact information).

SIGNATURE

Copy to:  
Service member

**Exhibit 5**  
**Flag Officer's Recommendation**  
(Use proper letter format)

1300  
Ser 00/  
Date

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

Subj: REQUEST FOR EXPEDITED TRANSFER [IF APPLICABLE,  
ADD "ON BEHALF OF ADULT MILITARY DEPENDENT VICTIM"]  
ICO RANK/RATE FIRST MI LAST NAME, USN(R)

Ref: (a) [MILPERSMAN 1300-1205](#)

Encl: (1) Expedited Transfer Request ICO SNM of (day month  
year)

1. Approved/Disapproved. Rank/Rate Service member's request for an expedited transfer (enclosure 1) under reference (a) was received at 0000L (insert local time) on (day month year) and decided upon on within five days.

2. I have determined that the (unrestricted report of sexual assault or military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images) (is/is not) credible on consultation with my judge advocate.

3. I (approved/disapproved) this request for expedited transfer due to the following reason(s): (list reason(s))

4. (If approved) For sexual assault cases: The (DSAID/FFSMIS) case number for this request is: \_\_\_\_\_ and the losing (sexual assault response coordinator (SARC)/fleet assistance personnel (FAP) point of contact), (name and contact information), was notified of the expedited transfer approval on (day month year).

5. (For open cases only) (If approved) For stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images cases: The MCIO case number for this request is: \_\_\_\_\_ and MCIO point of contact, (name

and contact information), was notified of the expedited transfer approval on (day month year).

6. My point of contact, \_\_\_\_\_, may be contacted via e-mail: \_\_\_\_\_, commercial telephone: (111)123-4567 or DSN: 123-4567.

7. My contact information is e-mail: \_\_\_\_\_, commercial telephone: (111)123-4567 or DSN: 123-4567.

SIGNATURE

Copy to:  
Command  
Service member



**Exhibit 6**  
**Service Member's Withdrawal of Expedited Transfer Request**  
(Use proper letter format)

	Date
From: Rank/Rate First MI Last Name, USN(R)	
To: Commanding Officer, Command	
Subj: REQUEST FOR EXPEDITED TRANSFER WITHDRAWAL	
Ref: (a) <a href="#">MILPERSMAN 1300-1205</a>	
1. Per reference (a), I withdraw my request for expedited transfer of (day month year) due to (provide reason(s)).	
SIGNATURE	

**Exhibit 7**  
**CO's Endorsement of Service Member's Withdrawal of**  
**Expedited Transfer Request**  
(Use proper letter format)

1300  
Ser 00/  
Date

From: Commanding Officer, (COMMAND)

To: Commander Navy Personnel Command (PERS-454)

Subj: REQUEST FOR WITHDRAWAL OF EXPEDITED TRANSFER REQUEST  
ICO RANK/RATE FIRST MI LAST NAME, USN(R)

Ref: (a) [MILPERSMAN 1300-1205](#)

Encl: (1) Expedited Transfer Withdrawal ICO SNM of (day month  
year)

1. Per reference (a), Rank/Rate Last Name has withdrawn (his  
or her) request (enclosure 1) for expedited transfer of  
(day month year) due to (provide reason(s)).

2. The Service member is aware that a subsequent request can  
be made at any time.

SIGNATURE

Copy to:  
Service member

**Exhibit 8**  
**Commanding Officer (CO) Checklist for Expedited Transfers**

<b>A. Receiving an Expedited Transfer Request</b>	
1. Has the CO received a written expedited transfer request (exhibit 1) from the Service member?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Has the time and date received been noted on the original document to establish the start of the five day time frame?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Has the CO consulted with a staff judge advocate (SJA) representative to determine the credibility of the unrestricted report of sexual assault or military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3a. For sexual assault cases: Did the CO immediately notify the sexual assault response coordinator (SARC)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3b. For sexual assault cases: Did the CO consult with the SARC/Family Advocacy Program (FAP) point of contact to verify an unrestricted report is documented in DSAID/FFSMIS? DSAID/FFSMIS case number: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
3c. For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: Did the CO consult with local MCIO to verify a report is documented? Case/Report number: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Has the CO considered the following factors in determining approval of the request?	
4a. Service member's reason for requesting the transfer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4b. Nature and circumstances of the offense?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4c. Whether a temporary transfer will meet the Service member's needs and the operational needs of the unit? (situational requirements should be considered)	YES <input type="checkbox"/> NO <input type="checkbox"/>
4d. Training status and limitations of the Service member?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4e. Availability of positions within other units on the installation?	YES <input type="checkbox"/> NO <input type="checkbox"/>

4f. Status of the investigation and the potential impact on the investigation and future disposition of the offense after consulting with the Naval Criminal Investigative Service and the supporting SJA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4g. Any issues with the Service member moving spouse and dependents?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4h. Resources the Service member will need regular access: e.g., medical counseling, victims' legal counsel (VLC), sexual assault prevention and response (SAPR), FAP?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4i. Any other pertinent circumstances or facts?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4j. Transfer of the alleged offender (Service member) (instead of the Service member requesting the transfer).	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Has the Service member been counseled regarding:	
5a. Reasonable foreseeable career impacts?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5b. The potential effect of the transfer or reassignment on the investigation and case disposition?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5c. Is the Service member receiving a bonus for this assignment? If yes, further coordination is required with NAVPERSCOM Deployability Assessment and Assignment Branch (PERS-454).	YES <input type="checkbox"/> NO <input type="checkbox"/>
5d. Other possible consequences of granting the request?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. Does the Service member still wish to proceed with the expedited transfer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>B. If CO approves:</b>	
1. For sexual assault cases: Has the losing command's SARC/FAP and MCIO point of contact been notified of the expedited transfer request?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Have you drafted an endorsement per exhibit 3?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Have you provided the Service member and SARC with a copy of the signed version of exhibit 3?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Forward exhibits 1 or 2, as applicable, and exhibit 3 to PERS-454 via <a href="mailto:expd_trf.fct@navy.mil">expd_trf.fct@navy.mil</a> within five days.	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. For sexual assault cases: Has the losing command's SARC/FAP and MCIO point of contact been notified of the expedited transfer request?	YES <input type="checkbox"/> NO <input type="checkbox"/>

6. Was the Service member advised of the requirement to have a single "outbrief meeting" with the losing SARC and an "intake meeting" (to be arranged by the losing SARC) with the gaining SARC.	YES <input type="checkbox"/> NO <input type="checkbox"/>
7. Has the mandatory "outbrief meeting" with the losing SARC been scheduled?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. Has the Service member been advised of the requirement to have an "intake meeting" with the gaining CO if the Service member victim seeks continued advocacy, legal, or healthcare (mental health or other medical) services at the new location, or if the investigation or legal proceeding involving the Service member victim's report is ongoing at the time of the transfer.	YES <input type="checkbox"/> NO <input type="checkbox"/>
9. (For open cases only) For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: Has MCIO point of contact been notified of the expedited transfer approval?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>C. If CO recommends disapproval</b>	
1. Have you disapproved the expedited transfer? (signed exhibit 4)	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Have you notified the Service member of the disapproval?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Have you forwarded the Service member's expedited transfer request and your written justification for disapproval/action (exhibits 1 or 2 and exhibit 4) to the first flag or general officer or senior executive service-equivalent within five days of receipt of the expedited transfer request?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>D. First Flag Officer (FFO)/General Officer (GO) Review</b>	
1. Has the Service member's expedited transfer request (exhibit 1 or 2), command endorsement (exhibit 4) and FFO, GO, or SES recommendation (exhibit 5) been forwarded to PERS-454 via <a href="mailto:expd_trf.fct@navy.mil">expd_trf.fct@navy.mil</a> within five days of receipt of command-level endorsement?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>E. Orders</b>	
1. Has the Service member been notified of orders to preferred location? If yes, go to section F below.	YES <input type="checkbox"/> NO <input type="checkbox"/>

2. (If applicable) Has the Service member been notified that (his or her) preferred locations are not available and PERS-454 has a valid billet in a location that meets the Service member's career pathway, medical needs, including mental health and comfort level? If yes, go to step E.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2a. Does the member accept the orders to the alternate location? If yes, go to G. If no, go to F.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2b. (For open cases only) For stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: Has MCIO point of contact (POC) been notified of the expedited transfer approval?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>F. Withdrawal of Expedited Transfer</b>	
1. Has the Service member elected to withdraw the request for expedited transfer? If no, go to step F.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Was the request for expedited transfer withdrawal (via exhibit 6) submitted to you?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Did the CO notify PERS-454 (via exhibit 1 or 2 (as applicable), 6 and 7) of the Service member's decision to withdraw (his or her) request?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>G. Orders Issued</b>	
1. Have you informed the Service member of (his or her) orders and anticipated detach and report time frame?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. For sexual assault cases: Have you notified the SARC/FAP, MCIO POC, and SJA of the orders, gaining command information, and anticipated detach and report timeframe?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2a. (For open cases only) For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: Have you notified applicable MCIO POC and SJA of the orders, gaining command information, and anticipated detach and report time frame?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. For sexual assault cases: Have you notified the gaining CO per references (e), (g), and (h)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: For cases with ongoing investigations and or legal proceedings, have you notified the gaining CO of the status of the open investigation and or legal proceedings?	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>H. Checkout Process</b>	
1. Has the Service member been encouraged to checkout with the MCIO agent, FAP, and or VLC where applicable?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Has the Service member completed the mandatory "outbrief" with the SARC?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Has the Service member met all requirements for transfer? (Overseas screening, operational screening, etc.) <b>Note:</b> For overseas or operational assignments, coordination with additional offices may be required.	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Has the Service member received a detaching evaluation or fitness report?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>I. Losing and Gaining SARC's Responsibility for Approved Expedited Transfer</b>	
1. Did the Service member receive the "outbrief" and were SAPR questions addressed about the transfer process? During the outbrief meeting, was the following covered:	YES <input type="checkbox"/> NO <input type="checkbox"/>
1a. The case will be transferred to the SARC at the gaining location for a mandatory "intake meeting."	YES <input type="checkbox"/> NO <input type="checkbox"/>
1b. Did the losing SARC explain that the purpose of the "intake meeting" with the gaining SARC is to help the Service member victim understand the full range of support options at the new installation, facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel at the new location, and help answer any questions the Service member may have?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1c. Does the Service member understand that after the "intake meeting" with the gaining SARC, the Service member may decline any further SAPR services?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1d. Did the losing SARC explain to the Service member that he or she may also be required to have an "intake meeting" with the gaining CO, if he or she is seeking continued advocacy, legal, or healthcare (mental health or other medical) services at the new location, or if the investigation or legal proceeding involving Service member's report is ongoing at the time of	YES <input type="checkbox"/> NO <input type="checkbox"/>

the transfer?	
1e. Did the losing and gaining SARC advise the Service Member that the "intake meeting" with the CO and the "intake meeting" with the gaining SARC will not occur at the same time without explicit victim consent, in which SARCs will inform the Service member victim in advance that the communications with the gaining SARC and gaining CO in a joint meeting will not be privileged under Military Rule of Evidence 514?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1f. Did the losing SARC facilitate the scheduling of the "intake meeting" with the gaining SARC, taking into account the Service member victim's leave and transfer/travel time?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1g. Did the losing SARC provide the Service member with the gaining SARC's name and contact information, to include the address of the gaining SARC's office, as well as an appointment date and time?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1h. Did the losing SARC follow existing procedures to transfer the case in DSAID to the gaining SARC after information on the expedited transfer has been annotated? Note: Losing SARCs are not required to obtain Service member victim consent to transfer the case on the <a href="#">DD 2910</a> and will leave Section 7, "Victim Consented to Transfer of (RR/UR) Case Documents to Another SARC," of the <a href="#">DD 2910</a> blank.	YES <input type="checkbox"/> NO <input type="checkbox"/>
1i. During the "intake meeting," did the gaining SARC explain the full range of support options at the new installation, facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel, and help answer any questions the Service member had?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1j. Did the gaining SARC explain that after the "intake meeting," the Service member may decline any further SAPR services?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1k. Did the gaining SARC coordinate with the gaining CO for a separate CO "intake meeting," if required using the criteria explained above (1e)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1l. Has the gaining SARC ensured the case management group (CMG) at the gaining installation will review the Service member victim's case at the CMG meeting per existing DoD policy.	YES <input type="checkbox"/> NO <input type="checkbox"/>



1m. Did the gaining SARC update the Service member's case in DSAID per the Service member victim's decision for continued services?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
---	--