HOW TO TRANSFER A SAILOR

1. From the Home Page, type the Sailor’s name or DODID number in the global search bar and click “Enter”

2. From here, you will click on the Sailor’s name:
3. From here, click either “PFAs (3+)” or “View All”

4. From here, click on the current PFA cycle:
5. From here, click “Next”

6. From here, click “Next”
7. From here, you will click “Next”

8. Sailor is now transferred from your command.