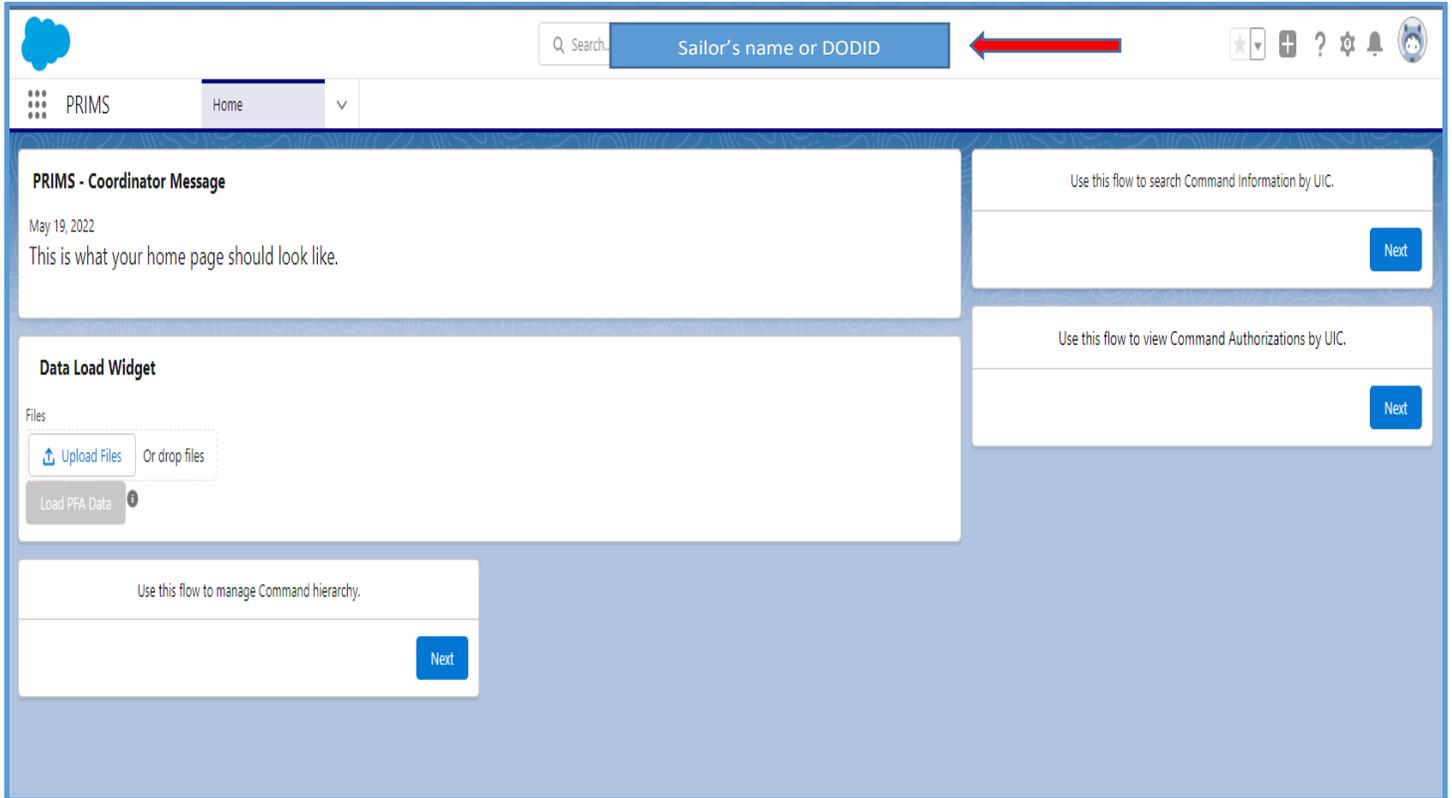
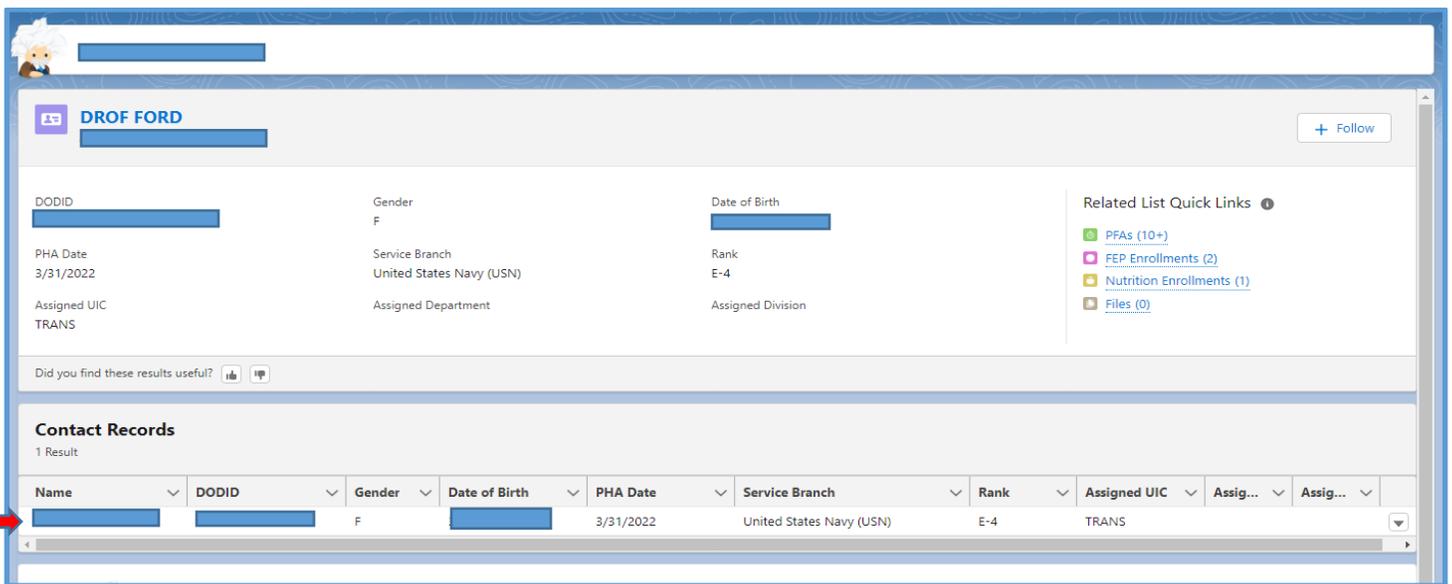


HOW TO TRANSFER A SAILOR

1. From the Home Page, type the Sailors 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”

Contact **Name:** [Redacted] + Follow

...

Details

Account Name	[Redacted]	CUI Data Alert	This page contains PII
DODID	[Redacted]	Service Branch	United States Navy (USN)
Name	DROF FORD	Rate	
Gender	F	Rank	E-4
Date of Birth	[Redacted]	Paygrade	E5
Contact Record Type	Active Duty/MOBRES/FTS/Others	Email	[Redacted]
CFL Certification Date		Phone	

PFAs (3+) ←

- [PFA-6469043](#)
Navy Cycle Name: Cycle 1 2015
Navy Cycle Start Date: 1/1/2015
Navy Cycle End Date: 6/30/2015
- [PFA-6472137](#)
Navy Cycle Name: Cycle 1 2016
Navy Cycle Start Date: 1/1/2016
Navy Cycle End Date: 6/30/2016
- [PFA-6473111](#)
Navy Cycle Name: Cycle 1 2017
Navy Cycle Start Date: 1/1/2017
Navy Cycle End Date: 6/30/2017

[View All](#) ←

4. From here, click on the current PFA cycle:

Contact Records **PFAs** [Redacted]

14 items • Sorted by Navy Cycle Name • Updated a few seconds ago

	PFA Name	Navy Cycle Name	Navy Cycle Start Date	Navy Cycle End Date	
1	PFA-6469043	Cycle 1 2015	1/1/2015	6/30/2015	▼
2	PFA-6472137	Cycle 1 2016	1/1/2016	6/30/2016	▼
3	PFA-6473111	Cycle 1 2017	1/1/2017	6/30/2017	▼
4	PFA-6472286	Cycle 1 2018	1/1/2018	6/30/2018	▼
5	PFA-6479865	Cycle 1 2019	1/1/2019	6/30/2019	▼
6	PFA-6467866	Cycle 1 2020	1/1/2020	6/30/2020	▼
7	PFA-6490321	Cycle 1 2021	7/1/2021	12/31/2021	▼
8	PFA-6493433 ←	Cycle 1 2022	1/1/2022	12/31/2022	▼
9	PFA-6468567	Cycle 2 2014	7/1/2014	12/31/2014	▼
10	PFA-6479725	Cycle 2 2015	7/1/2015	12/31/2015	▼
11	PFA-6476617	Cycle 2 2016	7/1/2016	12/31/2016	▼
12	PFA-6477647	Cycle 2 2017	7/1/2017	12/31/2017	▼
13	PFA-6466020	Cycle 2 2018	7/1/2018	12/31/2018	▼
14	PFA-6479114	Cycle 2 2019	7/1/2019	12/31/2019	▼

5. From here, click “Next”

PFA Cycle 1 2022 Edit

Navy Cycle Start Date: 1/1/2022 Navy Cycle End Date: 12/31/2022 Member Full Name: [Redacted]

Details Related

Information

Member: [Redacted]	PFA Performance Summary: FAIL
DODID: [Redacted]	Navy Cycle Name: Cycle 1 2022

Use this workflow to initiate and place a member into a transfer status Next

Use this flow to manage member's command assignment. Next

6. From here, click “Next”

PFA Cycle 1 2022 Edit

Navy Cycle Start Date: 1/1/2022 Navy Cycle End Date: 12/31/2022 Member Full Name: [Redacted]

Details Related

Information

Member: [Redacted]	PFA Performance Summary: FAIL
DODID: [Redacted]	Navy Cycle Name: Cycle 1 2022
First Name: [Redacted]	Navy Cycle Start Date: 1/1/2022
Middle Name: [Redacted]	Navy Cycle End Date: 12/31/2022
Last Name: [Redacted]	Email: [Redacted]

You are about to place the following member into a transfer status. Once in a transfer status they will be able to gain into another UIC/Command:

Name: [Redacted]
Current UIC: 84282

Please hit next to confirm this action Previous Next

Use this flow to manage member's command assignment. Next

7. From here, you will click “Next”

The screenshot shows a web interface for a PFA Cycle 1 2022. At the top left, there is a green icon with a person and the text "PFA Cycle 1 2022". To the right of this is an "Edit" button. Below the header, there are three fields: "Navy Cycle Start Date" with the value "1/1/2022", "Navy Cycle End Date" with the value "12/31/2022", and "Member Full Name" with a redacted blue box. Below this is a tabbed interface with "Details" selected and "Related" as an alternative. Under the "Details" tab, there is a section titled "Information" with a dropdown arrow. This section contains two columns of data: the left column lists "Member" (redacted), "DODID" (redacted), and "First Name" (redacted); the right column lists "PFA Performance Summary" (FAIL), "Navy Cycle Name" (Cycle 1 2022), and "Navy Cycle Start Date" (1/1/2022). To the right of the main details area, there is a notification box with the text: "You have placed the current member into a transfer status. The current PFA is associated to the TRANS PFA Cycle object." Below this notification are "Previous" and "Next" buttons. A red arrow points down to the "Next" button. Below the notification is another section with the text "Use this flow to manage member's command assignment." and a "Next" button.

8. Sailor is now transferred from your command.