NPPSC SOP: Student Transfers

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STUDENT TRANSFERS SOP

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I. Purpose and Roles and Responsibilities

Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a standardized process for managing and administering a Service Member's Permanent Change of Station (PCS) transfer between Permanent Duty Stations (PDS). This SOP outlines the roles, responsibilities, and procedures for Customer Commands and Transaction Service Centers (TSCs).

Roles and Responsibilities

CPPA. The Command Pay and Personnel Administrators (CPPAs) serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). CPPAs may complete certain steps within this SOP, consistent with their expanded NSIPS roles and capabilities.

TSC Clerk. The 'Clerk' role includes civilian Clerks, contractors, or Command Pay and Personnel Administrators (CPPAs) authorized to create NSIPS transactions.

TSC Supervisor. The 'Supervisor' is a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist authorized to release NSIPS transactions. If the designated supervisor is not a MILPAY lead/auditor, an authorized TSC Deputy Disbursing Officer (DDO) or senior pay/personnel service representative must audit NSIPS transactions and supporting documentation affecting military pay before release to ensure accuracy, as well as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA).

II. CPPA Actions and Responsibilities

Roles	Primary Forms and Guidance
CPPA	1. NPPSC 1300/5, Student Transfer Checklist 2. NPPSC 1300/1 Application for Transfer and Advances 3. Case Routing Guidance Gains and Losses 4. eCRM Process Flow Map Student Transfers 5. MyNavy HR CPPA Resources

1. Review and Verify Orders

a. Thoroughly review PCS orders upon receipt of orders, including "Comply with Items," and identify necessary action items.

b. Additional notes and resources commonly used in conjunction with a student transfer order:

1) Ensure Service members orders are endorsed correctly. Refer to MPN 1320-060 Permanent Change of Station Transfer Order (PCSTO), Delivery, Interpretation, and Execution.
2) Verify Service member's security clearance is up to date.
3) For obligated service (OBLISERV) requirements, refer to MPN 1306-604 Active Obligated Service (OBLISERV) for Service Schools.
4) Determine travel and proceed time. Refer to MPN 1320-090 Proceed Time in Execution of Orders and MPN 1320-100 Travel Time in Execution of Permanent Change of Station Orders and Temporary Additional Duty Orders.
5) Ensure Service member understands the Government Travel Charge Card (GTCC) policy and is released by Agency Program Coordinator. Refer to NAVADMIN 291/22 Government Travel Charge Card Use In Support Of Permanent Change Of Station Travel.
6) For advance dislocation allowance or advance travel entitlements requests, refer to NPPSC 1300/1 Application for Transfer and Advances. For case submission refer to TPC Memphis eCRM Guidance.
7) For advance pay requests, refer to DD Form 2560 Advance Pay Certification/Authorization.
8) Update and verify member's NAVPERS 1070/602 Dependency Application/Record of Emergency Data. Refer to NAVPERS 1070/602 Dependency Application/Record of Emergency Data or RED/DA SOP for additional information.
9) Update and verify members Defense Enrollment Reporting System (DEERS) prior to transfer. Refer to RAPIDS website.

As Applicable:

10) Ensure overseas duty screening is submitted via BUPERS Online. Refer to MPN 1300-302 Overseas Screening and MPN 1300-300 Overseas/Remote Service General Information.
11) Ensure operational duty screening is completed. Refer to MPN 1300-800 Operational Duty Screening.
12) Refer to Foreign Clearance Guide for country specific requirements and restrictions.
13) Ensure Dependent Entry Approval is approved and submitted per MPN 1300-316 Dependent Entry Approval Information and MyNavy HR DEA website.
14) Determine if passports/visas are required based. Submit DD Form 1056 Authorization To Apply For A "No-Fee" Passport And/or Request For Visa , if applicable.
15) For Service member transportation requests, submit NPPSC 4650/1 Passenger Reservation Request.

16) For dependent transportation requests, submit DD 884, Application for Transportation for Dependents.
17) For additional Household Goods information, refer to Navy Household Goods Website .
18) For a Close Proximity Move, refer to **NAVADMIN 101/10 Close Proximity Move Guidance**.
19) If the Service member qualifies for a **BAH-Flex**, refer to Advanced Dependent Travel (ADT) or Delayed Dependent Travel (DDT).
20) Refer to MPN 1300-320 PRP Suitability Preliminary Screening
21) Refer to MPN 1306-800 Special Programs for Units Undergoing Construction, Conversion
22) Refer to MPN 1300-318 Screening for Redeployment/Demobilization Procedures for Global War on Terrorism Support Assignment (GSA), Overseas Contingency Operations (OCO) Support Assignment (OSA), Individual Augmentation Manpower (IAMM), and Reserve Component (RC) Mobilization Assignments.
23) Complete additional requirements referenced in orders.

2. Issue Service member NPPSC 1300/1 Application for Transfer and Advances and NPPSC 1300/5 Student Transfer Checklist

a. Complete NPPSC 1300/1 Application for Transfer and Advances.
b. Issue Service member NPPSC 1300/5, Student Transfer Checklist as a guiding document to ensure all key supporting documents (KSDs) are received.
c. Counsel Service member on required "comply with items" outlined in the BUPERS order "Special Instructions" and deadlines.
d. Ensure Service member is counseled on the requirement to obtain orders endorsements at all intermediate stops and ultimate duty station per MPN 1320-310 Overseas Extensions.

3. Review and Verify KSDs. Collect and verify all required KSDs per NPPSC 1300/5, Student Transfer Checklist.

4. Submit Transfer Package to TSC via electronic Customer Relationship Management (eCRM). Refer to Case Routing Guidance Gains and Losses for eCRM case submission guidance, required timelines, and required KSDs.

a. Notes for additional Information

1) Note 1: Students attached to a student UIC transferring from an intermediate stop (ACC 330, 341, 342, and 350) who will next report TEMDU (ACC 330, 341, 342, and 350), per the PCS orders, do not require an activity loss. Do not submit a transfer package in Salesforce for students transferring to a TEMDU intermediate stop. This policy change includes activity losses for members graduating from Recruit Training Command (RTC) (UIC 30646). Note: BAS will still be started upon departure from RTC.
2) Note 2: Although the CPPA will not create a transfer package, the CPPA for a student transferring to another TEMDU intermediate stop MUST ensure that the detaching orders are properly endorsed with the correct report and transfer dates for that intermediate stop.
3) Note 3: The CPPA for a student transferring to their ultimate duty station (ACC 1XX) must submit a standard transfer package to ensure PCS entitlements are started (i.e. Transit BAH, BAS, etc.).

III. TSC Clerk – Receive, Review, and Process Loss

Roles	Primary Forms and Guidance's
TSC Clerk PROCO	1. NPPSC 1300/5, Student Transfer Checklist 2. Case Routing Guidance Gains and Losses 3. eCRM Process Flow Map Student Transfers

1. **Receive, Review and Verify Transfer Package**

a. Upon eCRM case assignment, clerk will review transfer package and follow the eCRM Process Flow Map Student Transfers for additional information and guidance.
b. Refer to the Case Routing Guidance for Gains and Losses, as needed.
c. Ensure all KSDs are received per NPPSC 1300/5, Student Transfer Checklist
d. Clerk verifies the following:
   1) Service member's transfer date is within the No Earlier Than (NET) and Estimated Date of Detachment (EDD) on orders.
   2) Travel, Proceed, and Leave does not exceed Report No Later Than (NLT) date on orders.
   3) Commanding Officer (CO)/Officer in Charge (OIC) or Designee approved transfer date per NPPSC 1300/1 Application for Transfer and Advances.
   4) OBLISERV (Obligated Service) requirements have been met. Refer to eCRM Case WorkFlow Losses for additional guidance.
   5) Ensure KSDs are legible.
   6) NPPSC 1300/1 Application for Transfer and Advances must contain Service member and CO/OIC endorsements.

2. Verify Entitlements/Deductions.

a. Verify and stop entitlements manually if transferring within the same Accounting and Disbursing Station Number.
b. Applicable only for RTC service members, ensure BAH is started upon departure from RTC.

3. Process Entitlements

a. Create entitlements/deduction adjustments in NSIPS per appropriate Procedures Training Guide.
   1) Special Duty Assignment Pay (SDAP)
   2) Meal Deductions (DN)
b. Other special pays, as required
   1) Note 1: For Service members transferring to a command serviced by same ADSN, review Service member's entitlements from previous command and stop entitlements accordingly

4. Submit entitlements/deductions to supervisor via NSIPS for review and release, as applicable. Refer to eCRM Process Flow Map Student Transfers when routing eCRM case to Supervisor.

5. Create and process Activity Loss in NSIPS

a. Login to NSIPS: Losses > Activity Loss > Use > Activity Loss-Create.

1) Note: If a Service member is transferring to another command that is serviced by the same ADSN, the loss generated in NSIPS will not automatically stop their entitlements, so these must be processed manually. The loss in NSIPS for a Service member transferring to a command under the same ADSN only updates the information on LOPG/L0OG. As a result, any entitlements the Service member is not entitled to should be manually discontinued.
2) Note 2: Effective immediately, TSC Great Lakes will discontinue submitting activity losses from UIC 30646 (Recruit training) but will start BAS upon detachment of these graduates.

6. Supervisor. Once entitlements and activity loss has been processed via NSIPS, change eCRM case status to "Supervisor Review". Refer to eCRM Process Flow Map Student Transfers for additional guidance and information.

IV. TSC Supervisor – Process and Audit Loss

Roles	Primary Forms and Guidance's
TSC Supervisor TSC Auditor	1. NPPSC 1300/5, Student Transfer Checklist 2. Case Routing Guidance Gains and Losses 3. eCRM Process Flow Map Student Transfers

1. Supervisor reviews eCRM case. Supervisor will review eCRM case and ensure all KSDs are submitted per NPPSC 1300/5, Student Transfer Checklist

2. Supervisor Releases Entitlements/Deductions.

a. Ensure entitlements and deductions are processed correctly via NSIPS and released.
   1) Applicable only for RTC service members, ensure BAH is started upon departure from RTC.
b. Update eCRM case as needed. Refer to eCRM Case Workflow Student Transfers for additional guidance.

3. Release Activity Loss in NSIPS.

a. Supervisor reviews and releases Activity Loss, via NSIPS, on transfer date.
b. Update eCRM case as needed. Refer to eCRM Case Workflow Student Transfers.

4. Verify Members Data Summary and Review Pay Account after loss as posted.

a. Duty status code
   1) Activity Loss: DSC of 199
b. LOPG
   1) Ensure Activity Loss posted in LOPG/L0OG, as applicable
c. MMPA
   1) Ensure entitlements and deductions stopped, as applicable
   2) Ensure Activity Loss posted by verifying SA status reflects as "H".

5. Supervisor Reviews Management Reports. Ensure all transactions are processed. Run reports for accuracy and verify error codes.

6. Finalize eCRM case. Supervisor marks eCRM case "Completed". Refer to eCRM Case Workflow Student Transfers for additional information and guidance.

V. References

1. BUPERSINST 1610.10 (Series) Navy Performance Evaluation System
2. DoD Manual O-1000.21 Passport and Passport Agent Services
3. DoD 4500.9-R-Part I Defense Transportation Regulations
4. DoD 4500.54-G DoD Electronic Foreign Clearance Guide
5. DoD FMR Vol. 7A Department of Defense (DoD) Financial Management Regulation (FMR)
6. Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees
7. MILPERSMAN 1050-410 Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy
8. MILPERSMAN 1050-440 Administrative Absence to Obtain a Legal Marriage
9. MILPERSMAN1070-111 Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF).
10. MILPERSMAN 1070-270 Dependency Application
11. MILPERSMAN 1160-040 Extensions of Enlistments
12. MILPERSMAN 1160-140 Career Waypoints – Reenlistment
13. MILPERSMAN 1320-060 Permanent Change of Station Transfer Order (PCSTO), Delivery, Interpretation, and Execution
14. MILPERSMAN 1320-300 Permanent Change of Station (PCS) Transfer Order Endorsements
15. MILPERSMAN 1320-304 Preparation of Permanent Change of Station Transfer Order (PCSTO)
16. MILPERSMAN 1320-310 Permanent Change of Station (PCS) Transfer Order Endorsements
17. MILPERSMAN 1320-326 Personnel Support Functions for NATO Southern Region
18. MILPERSMAN 4650-020 Country Clearance and No-Fee Passport Requirements
19. NAVADMIN 228/22: Detailing Marketplace Assignment Policy Phase II
20. NAVADMIN 291/22: Government Travel Charge Card use in Support of PCS Travel
21. NAVADMIN 085/07: Overseas Duty and Individual Augmentation (IA) Screening Results
22. NAVADMIN 101/10: Clarification to Close Proximity Move Policy and Eligibility to Receive Basic Allowance for Housing Based on Previous Permanent Duty Station
23. NAVADMIN 416/10: Submarine Duty Incentive Pay Obligated Service Requirement
24. NAVADMIN 218/13: Guidance on Benefits for Same-Sex Spouses
25. NAVADMIN 281/14: U.S. Navy Family Care Policy
26. NAVADMIN 101/16: Military Permanent Change of Station Travel Voucher Due Within Five Working Days
27. NAVADMIN 085/17: Service members Group Life Insurance Online Enrollment System (SOES)
28. NAVADMIN 042/18: Changes to First-Term Assignment Policy and Incentive Programs for Forward Deployed Naval Force Enlisted Sailors Stationed on Sea Duty in Japan, Guam, and Spain
29. NAVADMIN 088/18: Cancellation of NAVADMIN 203/14 and NAVADMIN 159/17
30. NAVADMIN 107/18: Forward Deployed Naval Force Tour Lengths for First-Term Sea Duty Tours in Japan, Guam, and Spain
31. NAVADMIN 102/19: Changes to Expedited Transfer and Safety Transfer Policies
32. NAVADMIN 161/19: Permanent Change of Station Move Improvements
33. NAVADMIN 183/19: Permanent Change of Station Improvements Phase Two
34. NAVADMIN 211/19: Permanent Change of Station Move Improvements - Phase Three
35. NAVADMIN 274/19: Sea Shore Flow Enlisted Career Paths Update
36. NAVADMIN 280/21: Detailing Marketplace Assignment Policy (DMAP)

37. NAVADMIN 021/22: Sea Shore Flow Enlisted Career Paths Updates for Nuclear Trained Enlisted Personnel
38. NAVADMIN 127/22: Detailing Marketplace Assignment Policy Phase I Update
39. NAVADMIN 129/22: Mandatory Use of the Navy Personnel and Pay (NP2) MyPCS Travel Voucher Submission Tool and Government Travel Charge Card (GTCC) during Permanent Change of Station (PCS) Travel
40. NAVADMIN 250/22: eNAVFIT Implementation Update
41. NAVADMIN 259/22: Publication of BUPERSINST 1610.10f (EVALMAN) CH 1 (Corrected Copy)
42. NPPSCINST 4060.1 (Series) Meal Passes
43. NPPSCINST 4650.8 (Series) Navy Pay and Personnel Support Center (NPPSC) Passenger Reservation Request
44. NPPSCINST 4650.8 CH-1 Navy Pay and Personnel Support Center (NPPSC) Passenger Reservation Request Change Transmittal 1
45. NPPSCINST 5213.1 (Series) Forms Management
46. NPPSCINST 5220.2 (Series) Standard Management Reports
47. PPIB 09-30: Personnel Transferring Overseas
48. PPIB 12-08: Procedural Changes for Distribution and Retention of the NAVPERS 1300/16, Report of Suitability for Overseas Assignment
49. PPIB 13-01: Process for Sailors "Found Suitable" for Operational Duty
50. PPIB 13-03: Revision to PPIB 13-01
51. PPIB 15-05: PCSR Comments Section
52. PPIB 16-09: Travel Claim Control and Submission Procedures
53. PPIB 16-12: Update E-mail Address and Contact Information in NSIPS
54. PPIB 17-07: Consecutive Overseas Tour (COT) Leave Entitlement
55. SECNAV MANUAL 5210.1 Department of the Navy Records Management
56. SECNAV MANUAL 5510.30 Department of the Navy (DON) Personnel Security Program
57. SECNAVINST 5510.35 (Series) Department of the Navy Nuclear Weapon Personnel Reliability Program Instruction
58. OPNAVINST 1300.14 (Series): Suitability Screening for Overseas and Remote Duty Assignment
59. OPNAVINST 6110.1 (Series): Physical Readiness Program

VI. Online Resources

1. MyNavy HR - CPPA Resources
2. MyNavy HR - Overseas Screening
3. MyNavy HR - MyNavy Assignment (MNA)
4. MyNavy HR - Enlisted Detailing
5. MyNavy HR - Career Counseling
6. NSIPS - NSIPS Portal
7. NPPSC - Ops Alerts

VII. Command Aids and User Guides Available Online:

1. Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide
2. Defense Joint Military Pay System (DJMS) Procedures Training Guide Part 1, Chap 4: PCS Departure
3. NPPSC forms
4. Sample NATO Orders
5. NSIPS Quick guide

VIII. Help Desks:

1. NSIPS ESR
   - NSIPS Help Desk: 1-833-637-3669 | nesd@nesd-mail.onbmc.mil
2. MyNavy Career Center (MNCC):
   - 1-833-330-6622 | askmncc@navy.mil