



Transfers SOP

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow during management and administration of a Service Member's Permanent Change of Station (PCS) transfer between Permanent Duty Stations (PDS).

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

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[CCC](#)

[Service Member](#)

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[Clerk](#)

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[Reference's](#)

[Online Resources/Aids](#)

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[Steps in Numerical Order](#)

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SYSTEMS & HELP DESK POCs

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/System-Access/>

BUMED INSTRUCTIONS

<https://www.med.navy.mil/Directives/Instructions/>

BUPERS INSTRUCTIONS

<https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>

CPPA RESOURCES

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>

DJMS

<https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide>

DOD FMR

<https://comptroller.defense.gov/FMR/>

DOD INSTRUCTIONS / DIRECTIVES / FORMS

<https://www.esd.whs.mil/Directives/issuances/dodi/>

DON Memo dtd 30 June 2020

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/>

DON WEBSITE

<https://www.doncio.navy.mil/>

DS-11

<https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

JAG INSTRUCTION

<https://www.jag.navy.mil/library/>

JTR

<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

KSD

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/Resources/>

MILPERSMAN

<https://www.mynavyhr.navy.mil/References/MILPERSMAN/>

NAVADMINs

<https://www.mynavyhr.navy.mil/References/Messages/>

NAVMED FORM

<https://www.med.navy.mil/Directives/NAVMED-Forms/>

NAVMED MANUAL

<https://www.med.navy.mil/Directives/MANMED/>

NAVPERS FORMS

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>

NAVSUPINST

<https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>

NPPSC FORMS

<https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>

NPPSC INSTRUCTIONS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin_Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312

OF 1164

<https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business>

OMPF

<https://www.bol.navy.mil/>

OPNAV INSTRUCTIONS

<https://www.secnav.navy.mil/doni/opnav.aspx>

OPS ALERTS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC OPS ALERTS/Forms/AllItems.aspx

PPIBS-MPAS

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/>

SalesForce/eCRM

<https://navynpc.my.salesforce.mil/>

SECNAV INSTRUCTIONS

<https://www.secnav.navy.mil/doni/secnav.aspx>

SECNAV MANUALS

<https://www.secnav.navy.mil/doni/manuals-secnav.aspx>

SF FORMS

<https://www.opm.gov/forms/standard-forms/>

SGLV 8286

<https://www.va.gov/life-insurance/options-eligibility/sgli/>

US NAVY REGULATIONS

<https://www.secnav.navy.mil/doni/navyregs.aspx>

NP2

<https://prodhr.np2.cloud.navy.mil/my.policy>

- **TSC/Personnel Office Clerk:** The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to *create* NSIPS transactions.
- **TSC/Personnel Office Supervisor:** The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a person authorized to *release* NSIPS transactions.

Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO) or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA)."

- **Command Leadership:** CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command).
 - **CPPA:** Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.
- Note:** Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.
- **Service Member:** A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

Note: For enlisted Service Members, the CCC will be the primary point of contact (POC) for transfer coordination. For officers, Command Leadership (specifically CO and XO) will be the primary POC for transfer coordination.

- Note: Accompanied Overseas Assignment. In accordance with DoD policy, all Service Members will continue to be eligible for world-wide assignment without consideration of sexual orientation. However, host nation law may impact whether a same-sex spouse can accompany the Service Member. Effective 07 October 2016, please refer to the electronic Foreign Clearance Guide (eFCG) as the authoritative basis of determining whether a same-sex spouse (SSS) may be authorized a command-sponsored, accompanied tour, to a given host nation. The eFCG is routinely updated with the latest SSS SOFA Clarification Tracker under section I, paragraph F.1, "DoD PCS Same Sex Spouse Accompanied Tours" annotating where DoD restricts command-sponsorship of same sex spouses of military members and civilian employees. In lieu of distributing the SSS SOFA tracker information by email, posting updates to the eFCG provides an efficient and effective tool that is readily available to all Military Services in a familiar format. The eFCG site is a .mil/gov domain with restricted access for Official U.S. Government Use Only.
- Protect the privacy of Service Members' medical information and history throughout the entire process. Specifically, personal and medical information associated with required transfer and assignment duty screenings, e.g., Operations Duty Screening.

Service Member

- Review all "Comply with Items" on BUPERS orders to verify completion of all actions required by the Service Member in order to execute Permanent Change of Station (PCS).
- Obtain Orders endorsement(s) at all I-stops and ultimate duty station, as applicable. [NAVADMIN 101/16](#) identified a deficiency in internal controls that the Navy did not provide sufficient evidence to support whether a travel voucher was submitted within the required five working days due to lack of endorsements on the orders as required by [MPM 1320-310](#) Permanent Change of Station (PCS) Transfer Order Endorsements (e.g., date, time, and place of reporting).

CPPA

- Maintain access to current forms and utilize NPPSC PCS Transfer Checklist: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>
- Review PCS orders to verify Service Member completed "Comply with Items" and to ensure that Service Member is processed in accordance with "Comply with Items".
- Also Per [PPIB 16-09](#) NFR 2015-0025 Corrective Action Plans, local CPPA will ensure travelers are aware of the five working day voucher submission requirement and that every effort is made to strictly adhere to the provisions of [DoD FMR Vol 9 Chapter 8](#).

TSC

- Run Prospective Loss Reports in Navy Standard Integrated Personnel System (NSIPS) weekly as required to identify Service Members within 9 months of their Projected Rotation Date (PRD). If a Service Member does not have Permanent Change of Station (PCS) orders, contact the CPPA immediately.
- Once orders are received, enter transfer data into the local database for tracking and maintain the database throughout the Transfers Process.
- Comply with requirements of [NPPSCINST 5220.2](#) (Series) regarding review of Management Reports.
- Compile CPPA newsletter of recently released NAVADMINs/MPAs/PPIBs that pertain to Transfer processing and encourage discussion at CPPA meetings.
- Refer to [MPM 1070-111](#), as required, to ensure NSIPS/ESR data is accurate and up-to-date when generating documents for submission to OMPF. Information should be verified by commands and/or activities responsible for service record entries before Service Members detach from the old duty station and upon reporting to the new duty station. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member's effort to resolve the issue as soon as possible.
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.

Overall

- All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: <https://www.doncio.navy.mil/>

REFERENCES

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#	Doc ID	Title
1.	OPNAVINST 1300.14 (Series)	Suitability Screening for Overseas and Remote Duty Assignment https://www.secnnav.navy.mil/doni/default.aspx
2.	OPNAVINST 6110.1 (Series)	Physical Readiness Program https://www.secnnav.navy.mil/doni/default.aspx
3.	SECNAV MANUAL 5210.1	Department of the Navy Records Management https://www.secnnav.navy.mil/doni/default.aspx
4.	SECNAV MANUAL 5510.30	Department of the Navy (DON) Personnel Security Program https://www.secnnav.navy.mil/doni/default.aspx
5.	SECNAVINST 5510.35 (Series)	Department of the Navy Nuclear Weapon Personnel Reliability Program Instruction https://www.secnnav.navy.mil/doni/default.aspx
6.	BUPERSINST 1610.10 (Series)	Navy Performance Evaluation System https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/
7.	DoD Manual O-1000.21	Passport and Passport Agent Services http://www.esd.whs.mil/Directives/issuances/dodm/
8.	DoD 4500.9-R-Part I	Defense Transportation Regulations http://www.transcom.mil/dtr/part-i/
9.	DoD 4500.54-G	DoD Electronic Foreign Clearance Guide https://www.fcg.pentagon.mil/fcg.cfm
10.	DoD FMR Vol. 7A	Department of Defense (DoD) Financial Management Regulation (FMR) http://comptroller.defense.gov/FMR/vol7a_chapters.aspx
11.	JTR	Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
12.	NPPSCINST 4060.1 (Series)	Meal Passes https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
13.	NPPSCINST 4650.8 (Series)	Navy Pay and Personnel Support Center (NPPSC) Passenger Reservation Request https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E

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#	Doc ID	Title
14.	NPPSCINST 4650.8 CH-1	Navy Pay and Personnel Support Center (NPPSC) Passenger Reservation Request Change Transmittal 1 https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
15.	NPPSCINST 5213.1 (Series)	Forms Management https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
16.	NPPSCINST 5220.2 (Series)	Standard Management Reports https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
17.	MILPERSMAN (MPM) 1050-410	Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy https://www.mynavyhr.navy.mil/References/MILPERSMAN/
18.	MPM 1050-440	Administrative Absence to Obtain a Legal Marriage https://www.mynavyhr.navy.mil/References/MILPERSMAN/
19.	MPM 1070	Personnel Records (multiple articles within section) https://www.mynavyhr.navy.mil/References/MILPERSMAN/
20.	MPM 1070-111	Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF). https://www.mynavyhr.navy.mil/References/MILPERSMAN/
21.	MPM 1070-270	Dependency Application https://www.mynavyhr.navy.mil/References/MILPERSMAN/
22.	MPM 1070-271	Record of Emergency Data https://www.mynavyhr.navy.mil/References/MILPERSMAN/
23.	MPM 1160-040	Extensions of Enlistments https://www.mynavyhr.navy.mil/References/MILPERSMAN/
24.	MPM 1160-140	Career Waypoints - Reenlistment https://www.mynavyhr.navy.mil/References/MILPERSMAN/
25.	MPM 1300	General (multiple articles within section) https://www.mynavyhr.navy.mil/References/MILPERSMAN/

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26.	MPM 1301	Officer Assignment and Distribution (multiple articles within section) https://www.mynavyhr.navy.mil/References/MILPERSMAN/
27.	MPM 1306	Enlisted Assignment and Distribution (multiple articles within section) https://www.mynavyhr.navy.mil/References/MILPERSMAN/
28.	MPM 1320	Orders to Personnel (multiple articles within section) https://www.mynavyhr.navy.mil/References/MILPERSMAN/
29.	MPM 1320-060	Permanent Change of Station Transfer Order (PCSTO), Delivery, Interpretation, and Execution https://www.mynavyhr.navy.mil/References/MILPERSMAN/
30.	MPM 1320-300	Types of Order https://www.mynavyhr.navy.mil/References/MILPERSMAN/
31.	MPM 1320-304	Preparation of Permanent Change of Station Transfer Order (PCSTO) https://www.mynavyhr.navy.mil/References/MILPERSMAN/
32.	MPM 1320-310	Permanent Change of Station (PCS) Transfer Order Endorsements https://www.mynavyhr.navy.mil/References/MILPERSMAN/
33.	MPM 1320-326	Personnel Support Functions for NATO Southern Region https://www.mynavyhr.navy.mil/References/MILPERSMAN/
34.	MPM 1321	Orders to Personnel - Officer https://www.mynavyhr.navy.mil/References/MILPERSMAN/
35.	MPM 1326	Orders to Personnel - Enlisted https://www.mynavyhr.navy.mil/References/MILPERSMAN/
36.	MPM 4650-020	Passport Information https://www.mynavyhr.navy.mil/References/MILPERSMAN/
37.	NAVADMIN 085/07	Overseas Duty and Individual Augmentation (IA) Screening Results https://www.mynavyhr.navy.mil/References/Messages/
38.	NAVADMIN 101/10	Clarification to Close Proximity Move Policy and Eligibility to Receive Basic Allowance for Housing Based on Previous Permanent Duty Station https://www.mynavyhr.navy.mil/References/Messages/
39.	NAVADMIN 416/10	Submarine Duty Incentive Pay Obligated Service Requirement https://www.mynavyhr.navy.mil/References/Messages/
40.	NAVADMIN 218/13	Guidance on Benefits for Same-Sex Spouses https://www.mynavyhr.navy.mil/References/Messages/
41.	NAVADMIN 281/14	U.S. Navy Family Care Policy https://www.mynavyhr.navy.mil/References/Messages/

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#	Doc ID	Title
42.	NAVADMIN 101/16	Military Permanent Change of Station Travel Voucher Due Within Five Working Days https://www.mynavyhr.navy.mil/References/Messages/
43.	NAVADMIN 085/17	Servicemembers Group Life Insurance Online Enrollment System (SOES) https://www.mynavyhr.navy.mil/References/Messages/
44.	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 https://www.mynavyhr.navy.mil/References/Messages/
45.	NAVADMIN 088/18	Cancellation of NAVADMIN 203/14 and NAVADMIN 159/17 https://www.mynavyhr.navy.mil/References/Messages/
46.	NAVADMIN 107/18	Forward Deployed Naval Force Tour Lengths for First-Term Sea Duty Tours in Japan, Guam, and Spain https://www.mynavyhr.navy.mil/References/Messages/
47.	NAVADMIN 102/19	Changes to Expedited Transfer and Safety Transfer Policies https://www.mynavyhr.navy.mil/References/Messages/
48.	NAVADMIN 161/19	Permanent Change of Station Move Improvements https://www.mynavyhr.navy.mil/References/Messages/
49.	NAVADMIN 183/19	Permanent Change of Station Improvements Phase Two https://www.mynavyhr.navy.mil/References/Messages/
50.	NAVADMIN 211/19	Permanent Change of Station Move Improvements - Phase Three https://www.mynavyhr.navy.mil/References/Messages/
51.	NAVADMIN 274/19	Sea Shore Flow Enlisted Career Paths Update https://www.mynavyhr.navy.mil/References/Messages/
52.	NAVADMIN 280/21	Detailing Marketplace Assignment Policy (DMAP) https://www.mynavyhr.navy.mil/References/Messages/
53.	NAVADMIN 021/22	Sea Shore Flow Enlisted Career Paths Updates for Nuclear Trained Enlisted Personnel https://www.mynavyhr.navy.mil/References/Messages/
54.	NAVADMIN 127/22	Detailing Marketplace Assignment Policy Phase I Update https://www.mynavyhr.navy.mil/References/Messages/
55.	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 https://www.mynavyhr.navy.mil/References/Messages/

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#	Doc ID	Title
56.	NAVADMIN 228/22	Detailing Marketplace Assignment Policy Phase II https://www.mynavyhr.navy.mil/References/Messages/
57.	NAVADMIN 250/22	eNAVFIT Implementation Update https://www.mynavyhr.navy.mil/References/Messages/
58.	NAVADMIN 259/22	Publication of BUPERSINST 1610.10f (EVALMAN) CH 1 (Corrected Copy) https://www.mynavyhr.navy.mil/References/Messages/
59.	NAVADMIN 291/22	Government Travel Charge Card use in Support of PCS Travel https://www.mynavyhr.navy.mil/References/Messages/
60.	PPIB 09-30	Personnel Transferring Overseas https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
61.	PPIB 12-08	Procedural Changes for Distribution and Retention of the NAVPERS 1300/16, Report of Suitability for Overseas Assignment https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
62.	PPIB 13-01	Process for Sailors "Found Suitable" for Operational Duty https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
63.	PPIB 13-03	Revision to PPIB 13-01 https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
64.	PPIB 15-05	ISSUE 150501: PCSR Comments Section https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
65.	PPIB 16-09	Issue 160901: Travel Claim Control and Submission Procedures https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
66.	PPIB 16-12	Update E-mail Address and Contact Information in NSIPS https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
67.	PPIB 17-07	Consecutive Overseas Tour (COT) Leave Entitlement https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

#	Website Sponsor	Title and Link
1.	MyNavy HR	CPPA Resources https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/
2.	MyNavy HR	Overseas Screening https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Overseas-Screening/
3.	MyNavy HR	MyNavy Assignment (MNA) https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/
4.	MyNavy HR	Enlisted Detailing https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/
5.	MyNavy HR	Career Counseling <ul style="list-style-type: none"> • My Navy Portal • Career Information Management System (CIMS via NSIPS) • MyNavy Assignment • Career Waypoint System (C-WAY via BOL) • Defense Manpower Data Center (DMDC) (DD Form 2648, 2648-1) • Fleet Training Management and Planning System (FLTMPS) • Navy Enlisted Advancement System (NEAS) • Navy Retention Monitoring System (NRMS via NSIPS) • Officer Personnel Information System (OPINS via MIAP) https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/
6.	NSIPS	NSIPS https://www.nsips.cloud.navy.mil/my.policy
7.	NPPSC	Ops Alerts https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx

#	Website Sponsor	Title and Link
#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	DJMS PTG	Defense Joint Military Pay System (DJMS) Procedures Training Guide Part 1, Chap 4: PCS Departure https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
3.	NPPSC	Sample NATO Orders https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC%20InstructionsChecklists/OrderNATOTravel.pdf

#	Form #	Title
1.	NAVMED 1300/1	Medical, Dental and Educational Suitability Screening for Service and Family Members http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx
2.	NAVMED 1300/2	Medical, Dental and Educational Suitability Screening Checklist and Worksheet http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx
3.	NAVPERS 1300/16	Report of Suitability for Overseas Assignment https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
4.	NAVPERS 1300/1	New Construction Screening Form https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
5.	NAVPERS 1300/21	Medical Suitability Certification https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
6.	NAVPERS 1300/22	Expeditionary Screening Checklist https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
7.	NAVPERS 1300/26	Coastal Riverine Screening https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
8.	NAVPERS 1300/27	Personnel Reliability Program (PRP) Suitability Preliminary Screening https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
9.	NAVPERS 1301/85	Officer Personnel Action Request https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
10.	NAVPERS 1306/7	Electronic Personnel Action Request https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
11.	NAVPERS 1306/92	Special Program Screening Form https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
12.	NAVPERS 1306/93	Recruiting Duty Screening https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
13.	NAVPERS 1306/94	Littoral Combat Ship (LCS) Screening Form https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
14.	NAVPERS 1306/96	Recruit Division Commander Screening https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
15.	NAVPERS 1306/98	Nuclear Power Program Activity Screening https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
16.	NAVPERS 1306/99	DDG 1000-Class Program Screening https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
17.	NAVPERS 1070/613	Administrative Remarks https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/

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#	Form #	Title
18.	DS 11	Application for U.S. Passport http://travel.state.gov/passport/passport_1738.html
19.	DD884	Application for Transportation of Dependents http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf
20.	DD1056	Authorization to Apply for "No-Fee" Passport and/or Request for Visa http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1056.pdf
21.	DD2560	Advance Pay Certification/Authorization http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2560.pdf
22.	DD2792-1	Special Education/Early Intervention Summary http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2792-1.pdf
23.	NPPSC 1300/1	Application for Transfer and Advances https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
24.	NPPSC 1300/3	PCS Transfer Checklist https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
25.	NPPSC 4650/1	Passenger Reservation Request https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Negotiate for orders	<p>Negotiate for orders</p> <p>For enlisted detailing refer to: https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/</p> <p>For officer detailing refer to: https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/</p> <p>Note: This step is intended to be representative of an entirely stand-alone process that is a precursor to the Transfer process, which culminates in the Receipt of PCS Orders, that begins in Step 2 of this SOP</p>
2	Receive Transfer Directive (PCS Orders)	<p>Receive Transfer Directive (PCS Orders).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and locally generated NSIPS transfer directives.</p> <p>The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); via message traffic, or forwarded by the Customer Command via eCRM.</p>
2.1	Review and verify orders	<p>Service Member and Command Leadership or CCC and clerk review and verify orders.</p> <p>Read orders in their entirety. Review all "Comply with Items" on orders and identify action items.</p>
2.8	Is Operational Duty Screening required?	<p>Is Operational Duty Screening required?</p> <p>Refer to Transfer of Personnel to Operational Duty (Operational Screening) MPM 1300-800, as required.</p> <p>Note: Operational Duty Screening does not alleviate the requirement to complete overseas screening..</p> <p>If Yes, go to 4.</p> <p>If No, go to 5.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
3	Complete Overseas / Remote CONUS Assignment Screening	<p>Complete Overseas / Remote CONUS Assignment Screening.</p> <p>Refer to MPM 1300-300, Overseas/Remote Service General Information, and MPM 1300-302, Suitability for Overseas/ Remote Duty Assignment and Suitability Reporting , as required.</p> <p>The responsibility for determining suitability for overseas service rests with the Commanding Officer (CO) of the transferring command. The transferring command will ensure that each service member and family member being assigned overseas is screened and an update is submitted within 30 days after receipt of the transfer directive. Report update and final determination via BUPERS ONLINE (BOL) .</p>
3.2	Complete Part I of NAVPERS 1300/16	<p>Command Leadership/Service Member complete Part I of NAVPERS 1300/16. NAVPERS 1300/16, Report of Suitability for Overseas Assignment: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</p> <p>Service Member and command interviewer must complete PART I of the Report of Suitability for Overseas Assignments (NAVPERS 1300/16) prior to reporting to any medical/dental/educational screening appointments.</p>
3.3	Does CO intend to submit waiver?	<p>Does CO intend to submit waiver?</p> <p>If a waiver is required after completion of PART I of NAVPERS 1300/16, the waiver must be approved prior to beginning the medical/ dental/educational screening.</p> <p>NOTE: Ensure that HIPAA requirements are complied with and that annual HIPAA training is completed, if applicable.</p> <p>If Yes, go to 3.4. If No, go to 3.8</p>
3.4	Does CO have authority to approve waiver?	<p>Does CO have authority to approve waiver?</p> <p>Waiver requests require different levels of approval based upon the type of waiver requested. Some may be approved by the CO (divorced/separated personnel where legal custody is not an issue, and/or refusal of separated/divorced spouse to participate in overseas screening process). Legal issues and child custody issues may be approved by the local Staff Judge Advocate. Still other waivers may require PERS approval.</p> <p>If Yes, go to 3.5 If No, go to 3.7</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
3.7	Submit waiver request to the appropriate approving activity	<p>Command Leadership submits waiver request to the appropriate approving activity.</p> <p>Waiver requests require different levels of approval based upon the type of waiver requested. Some may be approved by the CO (divorced/separated personnel where legal custody is not an issue, and/or refusal of separated/divorced spouse to participate in overseas screening process). Legal issues and child custody issues may be approved by the local Staff Judge Advocate. Still other waivers may require PERS approval.</p>
3.8	Did approving authority grant waiver request?	<p>Did approving authority grant waiver request?</p> <p>If No, go to 3.9 If Yes, go to 3.10</p>
3.9	Submit an unsuitability report	<p>Command Leadership or CCC submits an unsuitability report.</p> <p>All actions for processing and tracking Overseas/Remote Duty Screening shall be conducted through BOL, IAW MILPERSMAN 1300-302. Follow procedures set forth in MPM 1300-302 to report unsuitability for overseas/remote duty assignment via BOL.</p> <p>The report will be sent via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message.</p> <p>Personnel assigned an access level on BOL as CCC or above will be the only personnel that will have access to overseas screening application to input the commands suitability determination.</p> <p>Go to Stop.</p>
3.10	Submit an unsuitability report with waiver recommendation	<p>Command Leadership or CCC submits an unsuitability report with waiver recommendation.</p> <p>All actions for processing and tracking Overseas/Remote Duty Screening shall be conducted through BOL, IAW MILPERSMAN 1300-302.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>For Service Members, the report and waiver request will be sent via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message.</p> <p>Refer to MPM 1300-302.</p> <p>Once a disqualifying issue is identified on the NAVPERS 1300/16, but the CO determines a waiver is in order, submit an unsuitability report via BOL and provide justification/amplifying information why the waiver is recommended in the comments section of BOL. The Service Member is considered unsuitable, and is not authorized for transfer until a waiver authorization is obtained.</p> <p>Important Note: Obtain approval from approving authority for all waivers prior to sending Service Member and family members to medical for medical screening portion of Overseas/Remote Duty Screening.</p>
3.14	Complete Overseas/Remote Duty Screening	<p>Command Leadership completes Overseas/Remote Duty Screenings for Service Member and family member(s).</p> <p>For enlisted Service Members, the Command Master Chief (CMC), Chief of the Boat (COB), or Senior Enlisted Advisor (SEA) of the transferring command will endorse the overseas assignment.</p> <p>In all cases, the Commanding Officer (CO) must sign the NAVPERS 1300/16, Report of Suitability for Overseas Assignment. This authority shall not be delegated except to the "acting" CO or to an Officer in Charge (OIC) of isolated detachments. For training commands, an O-5 division director may be delegated as the approving official.</p>
3.14.1	Are Service Member/Family Members suitable?	<p>Are Service Member and family member(s), if applicable, suitable for transfer?</p> <p>Once the suitability determinations (for member and/or dependents) are made by the CO, command representatives must log into BOL and input the status (ships may still utilize naval message when connectivity issues exist).</p> <p>Once a suitable determination is submitted via BOL, the Service Member's order routing process will continue and be released based on current release authorizations.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Waiver for extensions of the 30 day requirement to complete the process will require extensive justification, must be submitted prior to the 30 day requirement and will be reviewed for approval by NPC (PERS-4).</p> <p>If No, go to 3.14.2. If Yes, go to 3.14.7</p>
3.14.2	Does CO intend to submit request for waiver?	<p>Does CO intend to submit request for waiver?</p> <p>If the CO still feels the Service Member should be considered for overseas assignment, submit a waiver (non-medical/dental) request per MPM 1300-302.</p> <p>If No, go to 3.14.3 If Yes, go to 3.14.4</p>
3.14.4	Submit final unsuitability report via BOL with waiver recommendation	<p>Command Leadership or CCC submit final unsuitability report with waiver recommendation.</p> <p>For Service Members the report and waiver recommendation will be sent via BOL. Underway units that experience connectivity issues may submit a naval message. Refer to Exhibit 1 of MPM 1300-302 for all required elements of final report. If BOL is inoperative, submit a naval message.</p> <p>Refer to MPM 1300-302.</p> <p>Submit an unsuitability report via BOL and provide justification/amplification for waiver approval/disapproval. If the Service Member is not qualified for overseas assignment, but the CO believes a waiver is in order, submit an unsuitability report via BOL and provide justification/amplifying info why the waiver is recommended to be approved in the Service Member's comments section of BOL. The Service Member will be considered unsuitable and is not authorized for transfer until a waiver authorization is obtained from NAVPERS.</p>
3.14.5	Did NAVPERS approve waiver request?	<p>Did NAVPERS approve waiver request?</p> <p>If No, go to Stop. If Yes, go to 3.14.6</p>
3.14.7	Report final suitability determination	<p>Command Leadership or CCC submits final suitability report.</p> <p>The report will be sent via BOL.</p> <p>Report pending and final determination via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message. Refer to Exhibit 1 of MPM 1300-302.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
4	Complete Operational Duty Screening	<p>Complete Operational Duty Screening</p> <p>Refer To MPM 1300-800, Transfer of Personnel to Operational Duty (Operational Screening), as required.</p> <p>The responsibility for operational screening lies with the Sailor's parent command. Parent commands will ensure operational screenings are completed and reported no later than 30 days after a Sailor is under orders to operational duty.</p> <p>For enlisted members transferring to an operational command (Type 2) within their first year of active duty, the Navy's entrance physical examination will be considered to satisfy the requirement for an operation screening. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 duty.</p> <p>All officers assigned to Type/TAC 2/C will complete an operational screening prior to transferring to the operational unit. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 and TAC O and D (except HI and AK) duty.</p>
4.1	Initiate Operational Duty Screening	<p>Command Leadership initiates Operational Duty Screening.</p> <p>The responsibility for operational screening lies with the Service Member's parent command. Parent commands will ensure operational screenings are completed and reported per requirements of MPM 1300-800.</p> <p>An operational screening must be completed no later than 30 days after a Service Member is under orders to operational duty.</p>
4.5	Complete Operational Duty Screening	<p>Command Leadership completes Operational Duty Screening.</p> <p>Medical Treatment Facilities are required to document findings IAW BUMEDINST 1300.2 (Series) and NAVMED 1300/1 Medical, Dental and Educational Suitability Screening for Service and Family Members, and NAVMED 1300/2, Medical, Dental and Educational Suitability Screening Checklist and Worksheet.</p>
4.6	Is Service Member suitable or unsuitable for operational duty?	<p>Is Service Member suitable or unsuitable for operational duty?</p> <p>If Unsuitable, go to 4.6.1</p> <p>If Suitable, go to 4.7</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
4.6.2	Comply with NAVPERSCOM disposition instructions	<p>Command Leadership complies with NAVPERSCOM disposition instructions:</p> <ul style="list-style-type: none"> • If Service Member is placed on TLD or referred to PEB, refer to LIMDU SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx • If prospective gaining command with medical capabilities appropriate for supporting the Service Member's limitations can be identified, assignment orders will be issued. Re-initiate Transfers SOP. • If a valid requirement exists at the current command, retain the Service Member until expiration of active obligated service or minimum service requirement, unless needs of the Navy dictate otherwise. <p>For enlisted Service Members only, one of the following additional actions may result:</p> <ul style="list-style-type: none"> • As dictated by needs of the Navy, an enlisted Service Member may be allowed to extend or reenlist provided the Service Member can be detailed per Manning Control Authority (MCA) priorities. This option allows Service Members who are unsuitable for some operational jobs to go to other hard-to-fill jobs. • The Service Member will be instructed to contact their Command Career Counselor (CCC) regarding submission of a conversion package to NAVPERSCOM, Career Administration Division (PERS-81). COs and CCCs should be aware that most Navy ratings require a Service Member to be assignable worldwide and if the Service Member has been found to be operationally unsuitable, the request for conversion may be disapproved. • If none of the above options apply, the enlisted Service Member's command will be directed to initiate administrative separation (ADSEP) processing, per MPM 1910-120, by reason of "not worldwide assignable." Refer to Separations SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx <p>Go to Stop.</p>
6	Complete required additional screening(s)	Complete required additional screening(s)

STEP #	FLOW TEXT	ADDITIONAL TEXT
6.1	Are additional screenings required?	<p>Are additional screenings required?</p> <p>Refer to PCS orders for any additional screenings. Additional screenings may include:</p> <ul style="list-style-type: none"> • New Construction - NAVPERS 1300/18 • GSA/OSA/IAMM Assignment - NAVPERS 1300/22 • PRP Suitability Preliminary Screening - NAVPERS 1300/27 <p>If Yes, go to 6.2 If No, go to 7.</p>
7	Complete additional "Comply with Items" and complete Transfer package	Complete additional "Comply with Items" and complete Transfer package.
7.3.2	Does gaining CO approve request?	<p>Does gaining Commanding Officer (CO) approve request?</p> <p>If CO approval is not received, HHG funding is not removed, and orders are not re-issued prior to the execution of any part of the orders, the Service Member is not eligible for a close proximity move or BAH at the previous permanent duty station (PDS). Once any part of the orders has been executed and/or the Service Member reports to the new command, the CO does not have the authority to approve the close proximity move, the detailee does not have the authority to retroactively remove HHG funding from the orders, and the TSC does not have the authority to pay BAH based on the previous PDS.</p> <p>If No, go to 7.4. If Yes, go to 7.3.3.</p>
7.8	Initiate Transfer Eval/FITREP	<p>Service Member initiates transfer Eval/FITREP.</p> <p>For tracking purposes only.</p>
STOP		

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Negotiate for orders	<p>Negotiate for orders</p> <p>For enlisted detailing refer to: https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/</p> <p>For officer detailing refer to: https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/</p> <p>Note: This step is intended to be representative of an entirely stand-alone process that is a precursor to the Transfer process, which culminates in the Receipt of PCS Orders, that begins in Step 2 of this SOP</p>
2	Receive Transfer Directive (PCS Orders)	<p>Receive Transfer Directive (PCS Orders).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and locally generated NSIPS transfer directives.</p> <p>The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); via message traffic, or forwarded by the Customer Command via eCRM.</p>
2.1	Review and verify orders	<p>Service Member and Command Leadership or CCC and clerk review and verify orders.</p> <p>Read orders in their entirety. Review all "Comply with Items" on orders and identify action items.</p>
2.7	Is Overseas/ Remote Duty Assignment Screening required	<p>Is Overseas/Remote Duty Assignment Screening required</p> <p>If Yes, go to 3</p> <p>If No, go to 2.8</p> <p>Refer to MPM 1300-300, Overseas/Remote Service General Information, and MPM 1300-302, Suitability for Overseas/ Remote Duty Assignment and Suitability Reporting, as required.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		The responsibility for determining suitability for overseas service rests with the Commanding Officer (CO) of the transferring command. The transferring command will ensure that each service member and family member being assigned overseas is screened and an update is submitted within 30 days after receipt of the transfer directive. Report update and final determination via BUPERS ONLINE (BOL).
3	Complete Overseas / Remote CONUS Assignment Screening	<p>Complete Overseas / Remote CONUS Assignment Screening.</p> <p>Refer to MPM 1300-300, Overseas/Remote Service General Information, and MPM 1300-302, Suitability for Overseas/ Remote Duty Assignment and Suitability Reporting , as required.</p> <p>The responsibility for determining suitability for overseas service rests with the Commanding Officer (CO) of the transferring command. The transferring command will ensure that each service member and family member being assigned overseas is screened and an update is submitted within 30 days after receipt of the transfer directive. Report update and final determination via BUPERS ONLINE (BOL).</p>
3.9	Submit an unsuitability report	<p>Command Leadership or CCC submits an unsuitability report.</p> <p>All actions for processing and tracking Overseas/Remote Duty Screening shall be conducted through BOL, IAW MILPERSMAN 1300-302. Follow procedures set forth in MPM 1300-302 to report unsuitability for overseas/remote duty assignment via BOL.</p> <p>The report will be sent via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message.</p> <p>Personnel assigned an access level on BOL as CCC or above will be the only personnel that will have access to overseas screening application to input the commands suitability determination.</p> <p>Go to Stop.</p>
3.10	Submit an unsuitability report with waiver	<p>Command Leadership or CCC submits an unsuitability report with waiver recommendation.</p> <p>All actions for processing and tracking Overseas/Remote Duty Screening shall be conducted through BOL, IAW MILPERSMAN 1300-302.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
	recommendation	<p>For Service Members, the report and waiver request will be sent via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message.</p> <p>Refer to MPM 1300-302.</p> <p>Once a disqualifying issue is identified on the NAVPERS 1300/16, but the CO determines a waiver is in order, submit an unsuitability report via BOL and provide justification/amplifying information why the waiver is recommended in the comments section of BOL. The Service Member is considered unsuitable, and is not authorized for transfer until a waiver authorization is obtained.</p> <p>Important Note: Obtain approval from approving authority for all waivers prior to sending Service Member and family members to medical for medical screening portion of Overseas/Remote Duty Screening.</p>
3.14.3	Submit final unsuitability report via BOL	<p>CCC submits final unsuitability report via BOL.</p> <p>Refer to MPM 1300-302.</p> <p>Report pending and final determination via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message. Refer to Exhibit 1 of MPM 1300-302 for all required elements of final report.</p> <p>For Service Members transferring to Type 4 or D duty and found unsuitable due to a medical condition, once overseas screening has been reported per MPM 1300-302, commands are directed to report unsuitability findings utilizing Exhibit 3 of MPM 1300-800.</p> <p>Go to Stop.</p>
3.14.4	Submit final unsuitability report via BOL with waiver recommendation	<p>Command Leadership or CCC submit final unsuitability report with waiver recommendation.</p> <p>For Service Members the report and waiver recommendation will be sent via BOL. Underway units that experience connectivity issues may submit a naval message. Refer to Exhibit 1 of MPM 1300-302 for all required elements of final report. If BOL is inoperative, submit a naval message.</p> <p>Refer to MPM 1300-302.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Submit an unsuitability report via BOL and provide justification/amplification for waiver approval/disapproval. If the Service Member is not qualified for overseas assignment, but the CO believes a waiver is in order, submit an unsuitability report via BOL and provide justification/amplifying info why the waiver is recommended to be approved in the Service Member's comments section of BOL. The Service Member will be considered unsuitable and is not authorized for transfer until a waiver authorization is obtained from NAVPERS.
3.14.7	Report final suitability determination	<p>Command Leadership or CCC submits final suitability report.</p> <p>The report will be sent via BOL.</p> <p>Report pending and final determination via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message. Refer to Exhibit 1 of MPM 1300-302.</p>
4	Complete Operational Duty Screening	<p>Complete Operational Duty Screening</p> <p>Refer To MPM 1300-800, Transfer of Personnel to Operational Duty (Operational Screening), as required.</p> <p>The responsibility for operational screening lies with the Sailor's parent command. Parent commands will ensure operational screenings are completed and reported no later than 30 days after a Sailor is under orders to operational duty.</p> <p>For enlisted members transferring to an operational command (Type 2) within their first year of active duty, the Navy's entrance physical examination will be considered to satisfy the requirement for an operation screening. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 duty.</p> <p>All officers assigned to Type/TAC 2/C will complete an operational screening prior to transferring to the operational unit. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 and TAC O and D (except HI and AK) duty.</p>
6	Complete required additional screening(s)	Complete required additional screening(s)
STOP		

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Negotiate for orders	<p>Negotiate for orders</p> <p>For enlisted detailing refer to: https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/</p> <p>For officer detailing refer to: https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/</p> <p>Note: This step is intended to be representative of an entirely stand-alone process that is a precursor to the Transfer process, which culminates in the Receipt of PCS Orders, that begins in Step 2 of this SOP</p>
2	Receive Transfer Directive (PCS Orders)	<p>Receive Transfer Directive (PCS Orders).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and locally generated NSIPS transfer directives.</p> <p>The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); via message traffic, or forwarded by the Customer Command via eCRM.</p>
2.1	Review and verify orders	<p>Service Member and Command Leadership or CCC and clerk review and verify orders.</p> <p>Read orders in their entirety. Review all "Comply with Items" on orders and identify action items.</p>
2.5	Initiate Application for Transfer and Advances	<p>CPPA and Service Member initiate Application for Transfer and Advances</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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, • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. <p>GTCC Policy:</p> <ol style="list-style-type: none"> On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (Currently on hold) <p>Travel Advance Guidance:</p> <ol style="list-style-type: none"> If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of entitlements, and Service Members may be subject to administrative and disciplinary action. <p>CPPA and Service Member initiate respective portions of NPPSC 1300/1, Application for Transfer and Advances</p> <p>Must be submitted to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date.</p> <p>Refer to Travel Advance SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.6	Verify and update dependency related information	<p>CPPA/Service Member verify and update dependency related information/documentation, if required.</p> <p>Refer to Legacy Page 2 SOP for proper verification or processing of any status changes if RED/DA has not been implemented, as applicable.</p> <p>Legacy Page 2 SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Alternatively, refer to RED/DA SOP for verification or proper processing of any status changes, as applicable.</p> <p>RED/DA SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Dependency related information/documentation needs to be current to support dependent travel related entitlements, command sponsorship for dependent entry approval for overseas/remote duty, etc.</p>
2.6.1	Provide CPPA with verified or updated NAVPERS 1070/602	Service Member provides CPPA with verified or updated NAVPERS 1070/602.
2.6.2	Update DEERS, if required	<p>Service Member updates Defense Enrollment Eligibility Reporting System (DEERS), if required.</p> <p>Sponsors are responsible for updating DEERS, when there are any changes to dependency status of a family member within 30 days of occurrence. The following documentation is required:</p> <ul style="list-style-type: none"> • Spouse - Original state certified marriage certificate, birth certificate, and social security card • Child - Birth certificate and social security card (Male sponsor must provide proof of paternity for children born out of wedlock.) • Parents, Parents-in Law and Wards of the Court must have approval letter from the Defense Finance and Accounting Service (DFAS), birth certificate and social security card <p>Refer to: http://www.tricare.mil/DEERS/ to determine when and how to update DEERS, adding or removing family members must be done at a RAPIDS location, but updating address and phone number can be done online.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.7	Is Overseas/ Remote Duty Assignment Screening required	<p>Is Overseas/Remote Duty Assignment Screening required</p> <p>If Yes, go to 3</p> <p>If No, go to 2.8</p> <p>Refer to MPM 1300-300, Overseas/Remote Service General Information, and MPM 1300-302, Suitability for Overseas/ Remote Duty Assignment and Suitability Reporting, as required.</p> <p>The responsibility for determining suitability for overseas service rests with the Commanding Officer (CO) of the transferring command. The transferring command will ensure that each service member and family member being assigned overseas is screened and an update is submitted within 30 days after receipt of the transfer directive. Report update and final determination via BUPERS ONLINE (BOL).</p>
3	Complete Overseas / Remote CONUS Assignment Screening	<p>Complete Overseas / Remote CONUS Assignment Screening.</p> <p>Refer to MPM 1300-300, Overseas/Remote Service General Information, and MPM 1300-302, Suitability for Overseas/ Remote Duty Assignment and Suitability Reporting , as required.</p> <p>The responsibility for determining suitability for overseas service rests with the Commanding Officer (CO) of the transferring command. The transferring command will ensure that each service member and family member being assigned overseas is screened and an update is submitted within 30 days after receipt of the transfer directive. Report update and final determination via BUPERS ONLINE (BOL).</p>
3.1	Initiate Overseas/Remote Duty Screening	<p>CPPA/Service Member initiate Overseas/Remote Duty Screening.</p> <p>The Service Member/CPPA initiates NAVPERS 1300/16, Report of Suitability for Overseas Assignment: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</p> <p>The Service Member and all family members must complete a suitability screening unless a Service Member is in receipt of unaccompanied orders for a tour length of less than 24 months (except Diego Garcia and Souda Bay Crete).</p> <p>Personnel ordered to overseas locations (and remote locations identified in MPM 1300-302) are required to complete an overseas suitability screening.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>The responsibility for determining suitability for overseas screening rests with the Commanding Officer of the transferring command. Per OPNAVINST 1300.14 (Series) the CO shall determine whether the Service Member or family members(s) possess any performance, disciplinary, financial, psychological, medical or other physical attributes, which would preclude them from conducting themselves as suitable representatives of the United States in a foreign country.</p> <p>Note: While operational duty screening determines suitability of Service Members transferring to Type 2 or 4 duty (enlisted) and Type C or D duty (officer), operational duty screening does not alleviate the requirement to complete overseas screening.</p>
3.2	Complete Part I of NAVPERS 1300/16	<p>Command Leadership/Service Member complete Part I of NAVPERS 1300/16. NAVPERS 1300/16, Report of Suitability for Overseas Assignment: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</p> <p>Service Member and command interviewer must complete PART I of the Report of Suitability for Overseas Assignments (NAVPERS 1300/16) prior to reporting to any medical/dental/educational screening appointments.</p>
3.6	CPPA prepares NAVPERS 1070/613, Administrative Remarks	<p>CPPA prepares NAVPERS 1070/613, Administrative Remarks, as required by MPM 1300-302 to document CO waiver approval, for Service Member signature and signs Page 13 as witness.</p> <p>Go to 3.11</p>
3.12	Schedule medical/dental/educational screenings	<p>Service Member schedules medical/dental/educational screenings.</p> <p>If a waiver is required after completion of PART I of NAVPERS 1300/16, the waiver must be approved prior to beginning the medical/dental/educational screening.</p>
3.13	Complete documentation in support of medical/dental/educational screenings	<p>Service Member completes documentation in support of medical/dental/educational screenings.</p> <p>Refer to http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2792-1.pdf, as required.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
4	Complete Operational Duty Screening	<p>Complete Operational Duty Screening</p> <p>Refer To MPM 1300-800, Transfer of Personnel to Operational Duty (Operational Screening), as required.</p> <p>The responsibility for operational screening lies with the Sailor's parent command. Parent commands will ensure operational screenings are completed and reported no later than 30 days after a Sailor is under orders to operational duty.</p> <p>For enlisted members transferring to an operational command (Type 2) within their first year of active duty, the Navy's entrance physical examination will be considered to satisfy the requirement for an operation screening. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 duty.</p> <p>All officers assigned to Type/TAC 2/C will complete an operational screening prior to transferring to the operational unit. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 and TAC O and D (except HI and AK) duty.</p>
4.2	Schedule medical/dental screenings	<p>Service Member schedules medical/dental screenings.</p> <p>Screening Military Treatment Facility (MTF) responsibilities are outlined per references BUMEDINST 1300.2 (Series) and NAVMED P-117, Manual of the Medical Department.</p>
4.7.2	Sign NAVPERS 1070/613	<p>Service Member signs NAVPERS 1070/613 and returns signed copy to CPPA.</p> <p>The transferring command TSC will ensure this confirmation of suitability is attached to the Service Member's Transfer package prior to his/her detachment from command. This requirement will prevent Service Members from reporting to operational commands when they were unsuitable and/or when their suitability screening was not completed.</p>
5	Complete additional requirements to support overseas travel/assignment	Complete additional requirements to support overseas travel/assignment

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.1	Has Service Member been assigned to overseas duty?	Has Service Member been assigned to overseas duty? If Yes, go to 5.1.1 If No, go to 5.2
5.1.1	Is Dependent Entry Approval (DEA) required?	Is Dependent Entry Approval (DEA) required? Once the overseas screening is complete and family members are deemed suitable, then request dependent entry approval per MPM 1300-316 . Refer to the following PERS website for specific areas requiring Dependent Entry Approval: https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/ Refer also to MPM article 1300-316 and MPM articles 1300-150 through 210 . All personnel executing PCS orders who desire to have family members accompany them to locations listed on the PERS website: https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/ must submit a request for DEA upon completion of overseas screening. Ideally, DEA requests should be submitted within 30 days of receipt of orders, but only after overseas screening is complete and family members are suitable, and no later than four months prior to arrival. Note: If PCS orders are not issued with sufficient lead time to meet the above time requirements, CPPA should submit as soon as possible. If Yes, go to 5.1.2 . If No, go to 5.2 .
5.1.5	Submit overseas family relocation request	Service Member submits overseas family relocation request if entry approval was denied and family overseas relocation is desired. Service Members who are denied family entry approval and desire to relocate their family members to a designated place other than the contiguous U.S. should be advised that approval from the Chief of Naval Operations (OPNAV N130) is required. Refer to OHA/MIHA SOP for requirements, if necessary: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR MNCC/Lists/SOP%20PDFs/AllItems.aspx

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.2	Determine if passports/visas are required based upon PCS orders	<p>CPPA determines if Service Member and/or dependent(s) will require a no-fee passport/visa based upon PCS orders and advise them to apply for passports/visas ASAP.</p> <p>Apply for no-fee passports for self (if applicable) and dependents within 15 days of receipt of orders. Refer to MPM 4650-020 for further guidance. Passports can take up to four months to process with visas requiring an additional three months.</p> <p>Note: Non-U.S. dependents will have to coordinate with their own national embassy/consulate to obtain the necessary passport/visa.</p> <p>CPPA verifies requirements of overseas location with Foreign Clearance Guide. Information regarding passport requirements by country can be found at: https://www.fcg.pentagon.mil/fcg.cfm</p> <p>Important Note: Do not delay passport/VISA submissions awaiting completion of Overseas Screening or DEA approval.</p>
5.2.2	Initiate DD1056(s)	<p>CPPA/Service Member initiate DD1056(s), Authorization to Apply for "No-Fee" Passport and/or Request for Visa based upon PCS orders.</p> <p>Obtain form at: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1056.pdf</p>
5.2.5	Complete DS-11(s)	<p>Service Member completes DS-11(s), Application for Passport, for self and family members as required.</p> <p>Print copy of completed online form or print copy of blank form and fill-in by hand.</p> <p>Note: Form DS-11 and the additional required documentation must be submitted in person at an Acceptance Facility or Passport Agency as listed on US Department of State website. Form DS-11 may not be submitted by mail.</p>
5.2.7	Arrive at TSC with completed DS-11(s)	Service Member arrives at local passport agent with completed DS-11(s) and supporting documentation.
5.2.11	Submit DD1056(s) and DS-11(s)	<p>Service Member submits DD1056(s), DS-11(s), and additional required supporting documentation to Passport Agency (NAVPTO) for application processing.</p> <p>Note: Form DS-11 and the additional required documentation must be submitted in person at an Acceptance Facility or Passport Agency. Form DS-11 may not be submitted by mail.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
6	Complete required additional screening(s)	Complete required additional screening(s)
6.2	Complete additional screenings	<p>Service Member completes additional screenings in accordance with applicable checklists and supporting MPM articles.</p> <p>It is the responsibility of the Commanding Officer, Command Master Chief, Chief of the Boat, or Senior Enlisted Advisor, as well as several other key personnel, to ensure all applicants are fully endorsed/qualified for the specific program.</p>
6.4	Notify PERS and comply with disposition instructions	<p>CPPA/Service Member notify PERS and comply with disposition instructions.</p> <p>Depending upon the disqualifying factor, PERS may cancel current orders and issue a new set of orders, issue an orders modification, or cancel orders entirely and direct Service Member to remain at current duty station. Regardless, Service Member would be required to discontinue current process or restart the process from the beginning and comply with the new/modified orders.</p> <p>Go to Stop.</p>
6.5	Complete applicable checklist and compile documentation	<p>CPPA/Service Member complete applicable checklist and compile documentation for subsequent submission to the TSC, as applicable.</p> <ul style="list-style-type: none"> • New Construction - NAVPERS 1300/18 • GSA/OSA/IAMM Assignment - NAVPERS 1300/22 • PRP Suitability Preliminary Screening NAVPERS 1300/27 • Etc.
7.1	Update security clearance	<p>Service Member updates security clearance, if required.</p> <p>If required for PCS orders, ensure security clearance/background investigation is current. If not, then initiate/submit update request within 15 days of receipt of orders through Command Security Manager.</p>
7.2	Determine if Service Member meets criteria	<p>CPPA/Service Member determine if Service Member meets criteria for a Close Proximity Move.</p> <p>Refer to NAVADMIN 101/10.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
	for a Close Proximity Move	<p>Service Members who have NOT executed their orders are eligible to remove the household goods (HHG) funding from those orders in order to fall under the provisions of a close proximity move and may be eligible to receive BAH based on the previous permanent duty station (PDS).</p> <p>Service Members with or without dependents who are reassigned within the continental United States, maintain an established residence, and still commute daily to their new PDS or homeport, may qualify for BAH based on their previous PDS under the provisions of a close proximity move.</p> <p>Also refer to OPNAV N130C2 Assistant, Pay and Allowances website at: https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/</p>
7.3	Does Service Member desire to execute a Close Proximity Move?	<p>Does Service Member desire to execute a Close Proximity Move?</p> <p>The current order writing system automatically assigns HHG funding to a Service Member's orders when the previous PDS and new PDS are more than 30 miles apart. In these cases, Service Members would not be eligible to receive BAH based on the previous PDS. However, these Service Members can request through their detailers to remove that funding line to become eligible for BAH based on the previous PDS. This removal must be completed prior to the Service Member executing the orders or no authorization/approval for BAH based on the previous duty station can be granted. There is no retroactive approval process or waiver for granting BAH at the previous PDS if orders are executed that include HHG funding authorization.</p> <p>If Yes, go to 7.3.1. If No, go to 7.4.</p>
7.3.1	Request authorization from the gaining CO to receive BAH based on previous duty station	<p>Service Member requests authorization from the gaining Commanding Officer (CO) to receive BAH based on previous duty station.</p> <p>Gaining Commanding Officer should ensure that Service Member is maintaining a continuous residence and that the commuting distance from that continuous residence is reasonable for the geographic location of the assignment.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
7.3.3	Submit approval letter to detailer	<p>Service Member submits approval letter for Close Proximity Move to detailer.</p> <p>If approved by the gaining CO, the Service Member must send the approval letter to his/her detailer in order to get the HHG funding removed from his/her orders. If funding must remain in support of interim temporary duty (TDY) stops, detailer must include a specific note in the order modification that indicates funding remains only for TDY travel, and that HHG funding has been removed.</p> <p>Note 1: To streamline the process, CO approval letters should be sent from the Service Member directly to the Service Member's detailer; requests should NOT be forwarded to PERS-451H as previously directed.</p> <p>Note 2: With the approval for a close proximity move and BAH at the previous duty station, a Service Member will forfeit the authorization for all travel and transportation allowances. This policy does not apply to Service Members who are receiving BAH based on their dependents' location at the previous PDS and who subsequently receive new orders in the vicinity of their dependents' residence. Allowances may only be based on the previous permanent duty station, not on the location in which the dependents are residing.</p>
7.3.4	Receive order modification with HHG funding removed	<p>Service Member receives order modification with HHG funding removed.</p> <p>Once HHG funding is removed from the orders and the orders are re-issued, the Service Member must take the approval letter and the orders to TSC upon check in to the gaining command to have BAH based on the previous duty station continued.</p> <p>Refer to Receipts SOP, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
7.4	Arrange HHG shipment, if required	<p>Service Member arranges HHG shipment, if required.</p> <p>Upon receipt of PCS Orders, contact the local Personal Property Transportation and Household Goods Office.</p> <p>Note: Privately owned vehicle shipment restrictions may exist for departure to, and/or CONUS re-entry from an overseas duty location. Follow procedures in MPM 1300-300 through 1300-306 and 1300-316 for overseas screening and dependent entry approval. Advise Service Member not to ship household goods and privately owned vehicles until successfully screened and dependent entry is approved.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
7.5	Complete and document AT/FP Training	<p>Service Member and family members complete and document Anti-Terrorism/Force Protection (AT/FP) Training, per MPM 1300-300, if required.</p> <p>CPPA ensure Service Member and adult family member(s) receive general and/or Area of Responsibility (AOR)-specific individual Anti-Terrorism (AT) Awareness training from a certified AT training officer.</p> <p>All Service Members, Department of the Navy (DON) civilian personnel, and adult family members shall receive mandatory Anti-Terrorism Awareness Level I training prior to travel outside the Continental United States (OCONUS) IAW OPNAVINST 1300.14 (Series). All level I training must be completed within 90 days prior to travel OCONUS by the command Antiterrorism Officer (ATO).</p>
7.5.2	Sign NAVPERS 1070/613	Service Member signs NAVPERS 1070/613 and returns signed copy to CPPA.
7.6	Complete cultural awareness training	<p>Service Member completes cultural awareness training, if required.</p> <p>Language, Regional Expertise, and Culture (LREC) support to individuals and units, and to Navy Service Members on overseas assignments include access to self-paced cultural awareness products and language learning materials relevant to the deployment destination or assignment location. For additional information go to: https://www.mynavyhr.navy.mil/Career-Management/Language-Culture/</p>
7.7	Process request to obtain a legal marriage, only if required	<p>Service Member processes request to obtain a legal marriage, only if required.</p> <p>Comply with administrative requirements set forth in MPM 1050-440, Administrative Absence to Obtain a Legal Marriage.</p> <p>Eligible Service Members who wish to marry during Continuous Overseas Tours (COT) Permanent Change of Station (PCS) must request Administrative Absence from their gaining command prior to executing their orders.</p> <p>Service Members must submit a special request chit to request Administrative Absence for Marriage until such time as Navy Standard Integrated Personnel System (NSIPS) E-Leave is updated to facilitate this type of Administrative Absence. Accompanying the special request chit, Service Members will submit the administrative requirements for the state or jurisdiction in which they are authorized and intending to marry.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>If approved by gaining command, CPPA informs TSC of Administrative Absence approval to obtain a legal marriage enroute to new PDS.</p> <p>Note 1: While Administrative Absence does not require recalculation of travel and proceed time, it does require adjustment of EDA/RPT NLT date and authorized delay in reporting for the detaching endorsement.</p> <p>Note 2: Administrative Absence for marriage may be granted only once during the career of a Service Member, regardless of the number of Administrative Absence days used.</p> <p>Note 3: Service Members executing a COT PCS to a duty station that allows the Service Member to legally marry are not eligible for Administrative Absence under this policy.</p> <p>Note 4: Service Members executing a COT PCS from a duty station in a country or jurisdiction that does not allow the Service Member to legally marry, to a new duty station in a country or jurisdiction that also does not allow the Service Member to legally marry, may be authorized Administrative Absence enroute. The number of days authorized shall be calculated by the gaining command as if the Service Member was already stationed in the location of the gaining command.</p>
7.8	Initiate Transfer Eval/FITREP	Service Member initiates transfer Eval/FITREP. For tracking purposes only.
7.9	Submit advance pay/travel requests	Service Member submits advance pay/travel requests, if required/desired.
7.9.1	Complete and submit advance pay request, if applicable	<p>Service Member completes and submits advance pay request, if applicable.</p> <p>DD2560 Advance Pay Certification/Authorization: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2560.pdf</p> <p>Note: Review form to determine when CO signature (approval) is required for Advance Pay.</p>
7.9.2	Complete Application for Transfer	<p>CPPA and Service Member complete Application for Transfer and Advances in accordance with form instructions, if applicable.</p> <p>Refer to:</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
	and Advances	<ul style="list-style-type: none"> • 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, • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. <p>GTCC Policy:</p> <ol style="list-style-type: none"> On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (Currently on hold) <p>Travel Advance Guidance:</p> <ol style="list-style-type: none"> If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of entitlements, and Service Members may be subject to administrative and disciplinary action. <p>CPPA and Service Member complete respective portions of NPPSC 1300/1, Application for Transfer and Advances</p> <p>Must be submitted to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Obtain Application for Transfer and Advances, NPPSC 1300/1 at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>Refer to Travel Advance SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
7.9.3	Complete Passenger Reservation Request	<p>Service Member completes Passenger Reservation Request (PRR), NPPSC 4650/1, in accordance with form instructions, if applicable.</p> <p>Refer to NPPSCINST 4650.8 and NPPSCINST 4650.8 CH-1 for form instructions, as required. https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</p> <p>Obtain NPPSC 4650/1 at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p>
7.9.4	Complete DD884	<p>Service Member completes DD884, Application for Transportation of Dependents, as required.</p> <p>Obtain DD884 at: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf</p>
7.10	Complete and compile PCS Transfer package	Service Member completes and compiles PCS Transfer package
7.11	Submit PCS Transfer documentation to CPPA	Service Member submits PCS Transfer documentation to CPPA.
STOP		

STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Receive Transfer Directive (PCS Orders)	<p>Receive Transfer Directive (PCS Orders).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and locally generated NSIPS transfer directives.</p> <p>The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); via message traffic, or forwarded by the Customer Command via eCRM.</p>
2.2	Initiate NPPSC 1300/3, PCS Transfer Checklist	<p>CPPA initiates NPPSC 1300/3, PCS Transfer Checklist.</p> <p>Obtain checklist from following web location: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>CPPA and Service Member determine any additional requirements based upon a thorough review of orders, including Comply with Items, and annotate those requirements.</p> <p>Transfer package contents may include (as applicable):</p> <ul style="list-style-type: none"> • Application for Transfer and Advances, NPPSC 1300/1 https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ • PCS Transfer Checklist, NPPSC 1300/3 https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ • Copy of Permanent Change of Station (PCS) orders, if required • NAVPERS 1070/613 (Administrative Remarks) • DD2560 (Advance Pay Certification/Authorization) • Travel Documents: <ul style="list-style-type: none"> o Passenger Reservation Request (PRR) https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ o DD884 (Application for Transportation of Dependents) http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf <p>Note: Passport and Visa Information Sheets and DD1056 do not apply to all Transfer packages</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.4	Determine travel and proceed time	<p>CPPA determines travel and proceed time.</p> <p>Refer to MPM 1320-090, Proceed Time in Execution of Orders, and MPM 1320-100, Travel Time in Execution of Permanent Change of Station Orders and Temporary Additional Duty Orders, as required.</p>
2.5	Initiate Application for Transfer and Advances	<p>CPPA and Service Member initiate Application for Transfer and Advances</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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, • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. <p>GTCC Policy:</p> <ol style="list-style-type: none"> On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (Currently on hold) <p>Travel Advance Guidance:</p> <ol style="list-style-type: none"> If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>entitlements, and Service Members may be subject to administrative and disciplinary action.</p> <p>CPPA and Service Member initiate respective portions of NPPSC 1300/1, Application for Transfer and Advances</p> <p>Must be submitted to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date.</p> <p>Refer to Travel Advance SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
2.6	Verify and update dependency related information	<p>CPPA/Service Member verify and update dependency related information/documentation, if required.</p> <p>Refer to Legacy Page 2 SOP for proper verification or processing of any status changes if RED/DA has not been implemented, as applicable.</p> <p>Legacy Page 2 SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Alternatively, refer to RED/DA SOP for verification or proper processing of any status changes, as applicable.</p> <p>RED/DA SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Dependency related information/documentation needs to be current to support dependent travel related entitlements, command sponsorship for dependent entry approval for overseas/remote duty, etc.</p>
2.8	Is Operational Duty Screening required?	<p>Is Operational Duty Screening required?</p> <p>Refer to Transfer of Personnel to Operational Duty (Operational Screening) MPM 1300-800, as required.</p> <p>Note: Operational Duty Screening does not alleviate the requirement to complete overseas screening..</p> <p>If Yes, go to 4.</p> <p>If No, go to 5.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
3	Complete Overseas / Remote CONUS Assignment Screening	<p>Complete Overseas / Remote CONUS Assignment Screening.</p> <p>Refer to MPM 1300-300, Overseas/Remote Service General Information, and MPM 1300-302, Suitability for Overseas/ Remote Duty Assignment and Suitability Reporting , as required.</p> <p>The responsibility for determining suitability for overseas service rests with the Commanding Officer (CO) of the transferring command. The transferring command will ensure that each service member and family member being assigned overseas is screened and an update is submitted within 30 days after receipt of the transfer directive. Report update and final determination via BUPERS ONLINE (BOL) .</p>
3.1	Initiate Overseas/Remote Duty Screening	<p>CPPA/Service Member initiate Overseas/Remote Duty Screening.</p> <p>The Service Member/CPPA initiates NAVPERS 1300/16, Report of Suitability for Overseas Assignment: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</p> <p>The Service Member and all family members must complete a suitability screening unless a Service Member is in receipt of unaccompanied orders for a tour length of less than 24 months (except Diego Garcia and Souda Bay Crete).</p> <p>Personnel ordered to overseas locations (and remote locations identified in MPM 1300-302) are required to complete an overseas suitability screening.</p> <p>The responsibility for determining suitability for overseas screening rests with the Commanding Officer of the transferring command. Per OPNAVINST 1300.14 (Series) the CO shall determine whether the Service Member or family members(s) possess any performance, disciplinary, financial, psychological, medical or other physical attributes, which would preclude them from conducting themselves as suitable representatives of the United States in a foreign country.</p> <p>Note: While operational duty screening determines suitability of Service Members transferring to Type 2 or 4 duty (enlisted) and Type C or D duty (officer), operational duty screening does not alleviate the requirement to complete overseas screening.</p>
3.5	Document CO waiver approval	<p>CPPA documents CO waiver approval on NAVPERS 1300/16 and NAVPERS 1070/613, Administrative Remarks.</p> <p>CO waivers for legal custody do not require NAVPERS endorsement.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
3.6	CPPA prepares NAVPERS 1070/613, Administrative Remarks	<p>CPPA prepares NAVPERS 1070/613, Administrative Remarks, as required by MPM 1300-302 to document CO waiver approval, for Service Member signature and signs Page 13 as witness.</p> <p>Go to 3.11</p>
3.11	Compile waiver documentation	<p>CPPA compiles waiver documentation for subsequent submission to the TSC.</p> <p>Waiver will be included in the Transfer package and filed in the Electronic Service Record.</p>
3.14.6	Compile waiver documentation	<p>CPPA compiles waiver documentation for subsequent submission to the TSC.</p> <p>Waiver will be included in the Transfer package and filed in the Electronic Service Record.</p> <p>Once Overseas/Remote Duty Screening is completed and endorsed by the CO, the command shall:</p> <ul style="list-style-type: none"> • File the original in command correspondence files and maintain for a minimum of 2 years. • Submit one copy to the supporting TSC.
3.15	Is Service Member also assigned to operational duty?	<p>Is Service Member also assigned to operational duty?</p> <p>Operational screening determines suitability of Sailors transferring to Type 2 or 4 duty (enlisted) and Type C or D duty (officer). Operational screening does not alleviate the requirement to complete overseas screening per MILPERSMAN 1300-300/302. For Sailors transferring to Type 4 or D duty and found unsuitable due to a medical condition, once overseas screening has been reported per MILPERSMAN 1300-300, commands are directed to report unsuitability findings utilizing Exhibit 3 of MPM 1300-800.</p> <p>If Yes, go to 4. If No, go to 5.</p>
4	Complete Operational Duty Screening	<p>Complete Operational Duty Screening</p> <p>Refer To MPM 1300-800, Transfer of Personnel to Operational Duty (Operational Screening), as required.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>The responsibility for operational screening lies with the Sailor's parent command. Parent commands will ensure operational screenings are completed and reported no later than 30 days after a Sailor is under orders to operational duty.</p> <p>For enlisted members transferring to an operational command (Type 2) within their first year of active duty, the Navy's entrance physical examination will be considered to satisfy the requirement for an operation screening. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 duty.</p> <p>All officers assigned to Type/TAC 2/C will complete an operational screening prior to transferring to the operational unit. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 and TAC O and D (except HI and AK) duty.</p>
4.3	Will Operational Duty Screening be delayed beyond 30 days?	<p>Will Operational Duty Screening be delayed beyond 30 days?</p> <p>If Yes, go to 4.4</p> <p>If No, go to 4.5</p>
4.4	Report delay in Operational Duty Screening	<p>CPPA reports delay in Operational Duty Screening.</p> <p>If a delay in operational screening is anticipated, notify the gaining command and Navy Personnel Command (NAVPERSCOM) Enlisted Distribution Division (PERS-40BB) (for enlisted), or the applicable officer detailee, utilizing Exhibit 1 of MPM 1300-800 with a "status pending" message stating the reason for delay and anticipated completion date.</p>
4.6	Is Service Member suitable or unsuitable for operational duty?	<p>Is Service Member suitable or unsuitable for operational duty?</p> <p>If Unsuitable, go to 4.6.1</p> <p>If Suitable, go to 4.7</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
4.6.1	Report Service Member found unsuitable for operational duty	<p>CPPA reports Service Member found unsuitable for operational duty using Exhibit 3 of MPM 1300-800.</p> <p>For Service Members found unsuitable, the transferring command will notify the gaining command and NAVPERSCOM (PERS-40BB) for enlisted or the applicable officer detailee using Exhibit 3 of MPM 1300-800. Ensure report of unsuitability contains the following:</p> <ul style="list-style-type: none"> • Detailed reason(s) for the finding to include ICD-9 code(s) • Recommendations from the screening MTF regarding medical limitations, prognosis, and indicated administrative actions (e.g., placement on TLD and referral to PEB) • Recommendation from the Commanding Officer
4.7	Report Service Member found suitable for operational duty	<p>CPPA reports Service Member found suitable for operational duty.</p> <p>For Service Members found suitable, the transferring command will document suitability screening using Exhibit 2 of MPM 1300-800 as a template for preparation of NAVPERS 1070/613.</p>
4.7.1	Prepare NAVPERS 1070/613	<p>CPPA prepares NAVPERS 1070/613.</p> <p>Per PPIB 13-03 the transferring command will use Administrative Remarks (NAVPERS 1070/613) with the information provided in Exhibit 2 of MPM 1300-800 to document completed suitability screeningTSC</p>
4.8	Compile Operational Duty documentation	<p>CPPA compiles Operational Duty documentation for submission to eCRM</p> <ul style="list-style-type: none"> • Suitability Screening Report (Exhibit 2 of MPM 1300-800) • Service Member signed NAVPERS 1070/613
5	Complete additional requirements to support overseas travel/assignment	Complete additional requirements to support overseas travel/assignment

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.1.1	Is Dependent Entry Approval (DEA) required?	<p>Is Dependent Entry Approval (DEA) required?</p> <p>Once the overseas screening is complete and family members are deemed suitable, then request dependent entry approval per MPM 1300-316. Refer to the following PERS website for specific areas requiring Dependent Entry Approval: https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/</p> <p>Refer also to MPM article 1300-316 and MPM articles 1300-150 through 210.</p> <p>All personnel executing PCS orders who desire to have family members accompany them to locations listed on the PERS website: https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/</p> <p>must submit a request for DEA upon completion of overseas screening. Ideally, DEA requests should be submitted within 30 days of receipt of orders, but only after overseas screening is complete and family members are suitable, and no later than four months prior to arrival.</p> <p>Note: If PCS orders are not issued with sufficient lead time to meet the above time requirements, CPPA should submit as soon as possible.</p> <p>If Yes, go to 5.1.2. If No, go to 5.2.</p>
5.1.2	Submit DEA	<p>CPPA submits Dependent Entry Approval in accordance with (IAW) applicable requirements.</p> <p>Sample message format can be found at: https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/ and any additional requirements contained in the Electronic Foreign Clearance Guide: https://www.fcg.pentagon.mil/fcg.cfm</p> <p>Note: Command submits DEA Message Request and includes servicing TSC as an information added. Command forwards screening documents and copy of DEA request and approval to servicing TSC.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.1.3	Check status of DEA with designated Area Commander	<p>CPPA checks status of Dependent Entry Approval with designated Area Commander staff.</p> <p>Family members may not have flight arrangements ticketed until approval is received. Service Members should continue process while awaiting their family members' clearance to travel.</p>
5.1.4	Was DEA approved?	<p>Was Dependent Entry Approval approved?</p> <p>If No, go to 5.1.5.</p> <p>If Yes, go to 5.2.</p>
5.2	Determine if passports/visas are required based upon PCS orders	<p>CPPA determines if Service Member and/or dependent(s) will require a no-fee passport/visa based upon PCS orders and advise them to apply for passports/visas ASAP.</p> <p>Apply for no-fee passports for self (if applicable) and dependents within 15 days of receipt of orders. Refer to MPM 4650-020 for further guidance. Passports can take up to four months to process with visas requiring an additional three months.</p> <p>Note: Non-U.S. dependents will have to coordinate with their own national embassy/consulate to obtain the necessary passport/visa.</p> <p>CPPA verifies requirements of overseas location with Foreign Clearance Guide. Information regarding passport requirements by country can be found at: https://www.fcgi.pentagon.mil/fcg.cfm</p> <p>Important Note: Do not delay passport/VISA submissions awaiting completion of Overseas Screening or DEA approval.</p>
5.2.1	Are "No-Fee" passport(s)/visa(s) required?	<p>Are "No-Fee" passport(s)/visa(s) required for Service Member and/or family member(s)?</p> <p>If Yes, go to 5.2.2.</p> <p>If No, go to 6.</p>
5.2.2	Initiate DD1056(s)	<p>CPPA/Service Member initiate DD1056(s), Authorization to Apply for "No-Fee" Passport and/or Request for Visa based upon PCS orders.</p> <p>Obtain form at: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1056.pdf</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.2.3	Submit DD1056(s) to TSC	CPPA submits DD1056(s) to TSC via eCRM for verification and approval.
5.2.4	Direct Service Member to US Department of State website to complete DS-11(s)	<p>CPPA directs Service Member to US Department of State website: http://travel.state.gov/passport/passport_1738.html to complete DS-11(s) (Application for Passport).</p> <p>Follow the instructions on the website and form.</p>
6	Complete required additional screening(s)	Complete required additional screening(s)
6.1	Are additional screenings required?	<p>Are additional screenings required?</p> <p>Refer to PCS orders for any additional screenings. Additional screenings may include:</p> <ul style="list-style-type: none"> • New Construction - NAVPERS 1300/18 • GSA/OSA/IAMM Assignment - NAVPERS 1300/22 • PRP Suitability Preliminary Screening - NAVPERS 1300/27 <p>If Yes, go to 6.2</p> <p>If No, go to 7.</p>
6.3	Is Service Member qualified?	<p>Is Service Member qualified?</p> <p>If No, go to 6.4.</p> <p>If Yes, go to 6.5.</p>
6.4	Notify PERS and comply with disposition instructions	<p>CPPA/Service Member notify PERS and comply with disposition instructions.</p> <p>Depending upon the disqualifying factor, PERS may cancel current orders and issue a new set of orders, issue an orders modification, or cancel orders entirely and direct Service Member to remain at current duty station. Regardless, Service Member would be required to discontinue current process or restart the process from the beginning and comply with the new/modified orders.</p> <p>Go to Stop.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
6.5	Complete applicable checklist and compile documentation	<p>CPPA/Service Member complete applicable checklist and compile documentation for subsequent submission to the TSC, as applicable.</p> <ul style="list-style-type: none"> • New Construction - NAVPERS 1300/18 • GSA/OSA/IAMM Assignment - NAVPERS 1300/22 • PRP Suitability Preliminary Screening NAVPERS 1300/27 • Etc.
7	Complete additional "Comply with Items" and complete Transfer package	Complete additional "Comply with Items" and complete Transfer package.
7.2	Determine if Service Member meets criteria for a Close Proximity Move	<p>CPPA/Service Member determine if Service Member meets criteria for a Close Proximity Move.</p> <p>Refer to NAVADMIN 101/10.</p> <p>Service Members who have NOT executed their orders are eligible to remove the household goods (HHG) funding from those orders in order to fall under the provisions of a close proximity move and may be eligible to receive BAH based on the previous permanent duty station (PDS).</p> <p>Service Members with or without dependents who are reassigned within the continental United States, maintain an established residence, and still commute daily to their new PDS or homeport, may qualify for BAH based on their previous PDS under the provisions of a close proximity move.</p> <p>Also refer to OPNAV N130C2 Assistant, Pay and Allowances website at: https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/</p>
7.5.1	Prepare NAVPERS 1070/613	<p>CPPA prepares NAVPERS 1070/613.</p> <p>A NAVPERS 1070/613 Administrative Remarks entry verifying completion by the Service Member and adult family members of all AT/FP briefings is required. The NAVPERS 1070/613 entry will state the level of training, date completed, and who attended the training.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
7.5.3	Compile documentation for subsequent submission to the TSC	<p>CPPA compiles documentation for subsequent submission to the TSC.</p> <ul style="list-style-type: none"> • Service Member signed NAVPERS 1070/613
7.9.2	Complete Application for Transfer and Advances	<p>CPPA and Service Member complete Application for Transfer and Advances in accordance with form instructions, if applicable.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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, • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. <p>GTCC Policy:</p> <ol style="list-style-type: none"> On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (Currently on hold) <p>Travel Advance Guidance:</p> <ol style="list-style-type: none"> If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>d. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of entitlements, and Service Members may be subject to administrative and disciplinary action.</p> <p>CPPA and Service Member complete respective portions of NPPSC 1300/1, Application for Transfer and Advances</p> <p>Must be submitted to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date.</p> <p>Obtain Application for Transfer and Advances, NPPSC 1300/1 at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>Refer to Travel Advance SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
7.12	Compile and review Transfer package for completeness and accuracy	<p>CPPA compiles and reviews Transfer package for completeness and accuracy.</p> <p>Transfer package contents may include (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1300/1, Application for Transfer and Advances • NPPSC 1300/3, PCS Transfer Checklist • Copy of Permanent Change of Station (PCS) orders, if required • Report of Suitability for Overseas Assignment (NAVPERS 1300/16) • Family (Dependent) Entry Approval Request • Approved Advance Pay Request (DD Form 2560 - Advance Pay Certification/Authorization) • DD884 (Application for Transportation of Dependents) • Passenger Reservation Request (PRR) • NAVPERS 1070/613 (Administrative Remarks): <ul style="list-style-type: none"> o Overseas/Remote Duty Screening waiver, if applicable o AT/FP training completion documentation, if applicable o Additional NAVPERS 1070/613 required by Comply with Items of Orders
7.13	Submit Transfer package to TSC via eCRM	<p>CPPA submits Transfer package to TSC via eCRM.</p> <p>Transfer package contents may include (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1300/1, Application for Transfer and Advances

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> • NPPSC 1300/3, PCS Transfer Checklist • Copy of Permanent Change of Station (PCS) orders, if required • Report of Suitability for Overseas Assignment (NAVPERS 1300/16) • Family (Dependent) Entry Approval Request • Approved Advance Pay Request (DD Form 2560 - Advance Pay Certification/Authorization) • DD884 (Application for Transportation of Dependents) • Passenger Reservation Request (PRR) • NAVPERS 1070/613 (Administrative Remarks): <ul style="list-style-type: none"> o Overseas/Remote Duty Screening waiver, if applicable o AT/FP training completion documentation, if applicable o Additional NAVPERS 1070/613 required by Comply with Items of Orders
7.14	Submit advance travel documents to Travel Processing Center	<p>CPPA submits advance travel documents to Travel Processing Center (TPC) via eCRM, as applicable.</p> <p>CPPA forwards Travel Advance form and supporting documents to TPC no more than 30 days prior to detachment.</p> <p>Note: When CPPAs submit their eCRM request to the TPC, the CPPA should differentiate Advance Travel eCRM requests from Travel Claim Settlement eCRM requests by inserting "ADV_" before the NAME in the eCRM case Subject Line. This will enable the eCRM Supervisor at the TPC to immediately identify the type of eCRM travel case, which will support rapid sorting of the received cases for subsequent review, dispatch and processing.</p> <p>Refer to Travel Advance SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>CPPA submits completed checklist, forms, and supporting documentation, as applicable.</p>
12	Counsel Service Member regarding Traveler responsibilities	Counsel Service Member regarding Traveler responsibilities

STEP #	FLOW TEXT	ADDITIONAL TEXT
12.1	Receive notification of disbursed Travel Advance processing	<p>CPPA receives notification of disbursed Travel Advance processing from Travel Office System Administrator, only if Travel Advance was requested.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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, • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required.
12.2	Counsel Service Member on travel requirements	<p>CPPA counsels Service Member on travel requirements</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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, • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. <p>GTCC Policy:</p> <p>a. On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above.</p> <p>b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses.</p> <p>c. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (Currently on hold)</p> <p>Per NAVADMIN 101/16, Military Permanent Change of Station Travel Voucher Due Within Five Working Days, and PPIB 16-09, Travel Claim Control and Submission Procedures:</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> • Ensure Service Member is aware of proper endorsement of the orders, to include each intermediate and/or temporary duty station, as required by MPM 1320-310 Permanent Change of Station (PCS) Transfer Order Endorsements (e.g., date, time, and place of reporting). • Ensure Service Member is aware of submission requirement for the PCS Travel Claim within five working days of member's arrival in accordance with DoD FMR Vol 9 Chapter 8. <p>CPPA provides traveler with copy of following checklists and forms and provides instructions to traveler.</p> <ul style="list-style-type: none"> • NPPSC 1300/2 Permanent Change Station (PCS) Traveler Checklist https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ • DD1351-2 Travel Voucher or Subvoucher http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf <p>The DoDFMR 7000.14-R, Volume 9, based on an IRS requirement, requires that each traveler provide receipt(s) for:</p> <ul style="list-style-type: none"> • Lodging <ul style="list-style-type: none"> o Daily hotel room costs; o Daily hotel taxes; and o Daily miscellaneous fees, if applicable. • Individual official travel expenses of \$75 or more <p>Note: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.</p>
12.3	Ensure Service Member obtains hardcopy of official RED/DA	<p>CPPA ensures Service Member obtains hardcopy of official RED/DA.</p> <p>CPPAs ensure the Service Member obtains the official copy of the NAVPERS 1070/602 from the Service Member's RED/DA Inquire or BOL OMPF before PCS Transfer. Advise the Service member to provide the NAVPERS 1070/602 to the gaining CPPA upon check-in in order to expedite processing of the dependent's travel entitlement.</p>
STOP		

STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Receive Transfer Directive (PCS Orders)	<p>Receive Transfer Directive (PCS Orders).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and locally generated NSIPS transfer directives.</p> <p>The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); via message traffic, or forwarded by the Customer Command via eCRM.</p>
2.1	Review and verify orders	<p>Service Member and Command Leadership or CCC and clerk review and verify orders.</p> <p>Read orders in their entirety. Review all "Comply with Items" on orders and identify action items.</p>
2.3	Endorse orders as "Original"	Clerk endorses orders as "Original" in accordance with (IAW) MPM 1320-060 , as applicable.
5	Complete additional requirements to support overseas travel/assignment	Complete additional requirements to support overseas travel/assignment
5.2	Determine if passports/visas are required based upon PCS orders	<p>CPPA determines if Service Member and/or dependent(s) will require a no-fee passport/visa based upon PCS orders and advise them to apply for passports/visas ASAP.</p> <p>Apply for no-fee passports for self (if applicable) and dependents within 15 days of receipt of orders. Refer to MPM 4650-020 for further guidance. Passports can take up to four months to process with visas requiring an additional three months.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Note: Non-U.S. dependents will have to coordinate with their own national embassy/consulate to obtain the necessary passport/visa.</p> <p>CPPA verifies requirements of overseas location with Foreign Clearance Guide. Information regarding passport requirements by country can be found at: https://www.fcg.pentagon.mil/fcg.cfm</p> <p>Important Note: Do not delay passport/VISA submissions awaiting completion of Overseas Screening or DEA approval.</p>
5.2.6	Verify and complete DD1056(s)	<p>Clerk verifies and completes DD1056(s), Authorization to Apply For "No-Fee" Passport and/or Request for Visa, as required.</p> <p>Clerk informs CPPA that DD1056(s) are ready for pick-up.</p>
5.2.8	Forward DD1056(s) to supervisor for signature	Clerk forwards DD1056(s), Authorization to Apply For "No-Fee" Passport and/or Request for Visa, to supervisor for review and signature.
8	Receive and review Transfer package	Receive and review Transfer package.
8.2	Receive and review Transfer package	<p>Clerk receives and reviews Transfer package.</p> <p>Transfer package contents may include (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1300/1, Application for Transfer and Advances • NPPSC 1300/3, PCS Transfer Checklist • Copy of Permanent Change of Station (PCS) orders, if required • Report of Suitability for Overseas Assignment (NAVPERS 1300/16) • Family (Dependent) Entry Approval Request • Approved Advance Pay Request (DD Form 2560 - Advance Pay Certification/Authorization) • DD884 (Application for Transportation of Dependents) • Passenger Reservation Request (PRR) • NAVPERS 1070/613 (Administrative Remarks): <ul style="list-style-type: none"> ○ Overseas/Remote Duty Screening waiver, if applicable ○ AT/FP training completion documentation, if applicable ○ Additional NAVPERS 1070/613 required by Comply with Items of Orders

STEP #	FLOW TEXT	ADDITIONAL TEXT
8.3	Verify Transfer package and critical information	<p>Clerk verifies the following critical information along with the Transfer package contents:</p> <ul style="list-style-type: none"> • Service Member's transfer date No Earlier Than (NET) Estimated Date of Detachment (EDD) on orders • Travel, Proceed and Leave does not exceed Report (RPT) No Later Than (NLT) date on order • Commanding Officer (CO)/Officer In Charge (OIC) approved transfer date • Service Members NAVPERS 1070/602 (RED/DA) have been verified and updated, if required • OBLISERV (Obligated Service) requirements have been met • For Overseas Assignment: Ensure NAVPERS 1300/16 has been signed by the representative of the medical treatment facility and the CO. Also verify no-fee passport(s) and Dependent Entry Approval (DEA) have been submitted, if applicable. <p>Contact information</p> <ul style="list-style-type: none"> • Note: For Overseas Travel: Final ticketing and/or travel advances will not be made by the supporting TSC/Navy Passenger and Transportation Office (NAVPTO) without receipt of a properly completed NAVPERS 1300/16, in accordance with PPIB 12-08. Additionally, final ticketing and/or travel advances require proof of meeting OBLISERV requirements, NATO Orders, if required, copies of no-fee passports, if location requires, and Family Entry Approval (FEA), if location requires. In some cases, when the no-fee passport has not been received prior to the Service Member's departure date, an application for no-fee passport must at least have been submitted for processing by an authorized DoD passport agent. Transfer Clerk may need to check with NAVPTO for the latest information. <p>The clerk will ensure a copy of NAVPERS 1300/16 is attached to Service Member's original orders and direct the Service Member to hand-carry the copy for delivery to their ultimate duty station.</p> <p>In all cases, a copy of NAVPERS 1300/16 will be included in the Transfer package and filed in the Electronic Service Record.</p>
8.4	Is Transfer package complete and accurate?	<p>Is Transfer package complete and accurate?</p> <p>Check for accuracy and/or missing documents.</p> <p>If No, go to 8.5.</p> <p>If Yes, go to 8.6.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
8.5	Work with CPPA to complete and correct Transfer package via eCRM	Clerk works with CPPA to complete and correct Transfer package via eCRM. Go to 8.4.
8.6	Mark initial eCRM transfer case "Supervisor Review"	Clerk marks initial eCRM Transfer case "Supervisor Review". Clerk does not leave initial eCRM Transfer case open for the duration of the Transfers process, which normally requires months to complete. Subsequent eCRM requests for additional documentation pertinent to an individual Service Member's transfer will be opened and closed, as required.
9	Prepare travel documents	Prepare travel documents, as applicable.
9.1	Is an NSIPS Transfer Order required?	Is an NSIPS Transfer Order required? Note: Refer to PPIB 15-05 for specific procedural requirements in connection with a Change of Homeport move, as required. If Yes, go to 9.2. If No, go to 9.3.
9.2	Prepare NSIPS Transfer Order	Clerk prepares NSIPS Transfer Order in NSIPS. Prepare NSIPS Transfer Orders
9.3	Will Service Member and/or family member(s) require flight arrangements?	Will Service Member and/or family member(s) require flight arrangements? Service Members reporting to a deployed unit may require flight arrangements depending upon unit schedule. Service Members reporting overseas will require flight arrangements. Note: Do not delay PRR submission awaiting DEA approval or completion of Overseas Screening. If Yes, go to 9.4. If No, go to 9.7.

STEP #	FLOW TEXT	ADDITIONAL TEXT
9.4	Review PRR and DD884, if applicable	Clerk reviews PRR and DD884 (Application for Transportation of Dependents), if applicable.
9.6	Submit PRR and supporting documents to NAVPTO	Clerk submits completed PRR, DD884, copy of orders, and copy of DEA message to NAVPTO, as applicable.
9.7	Are NATO Travel Orders required?	Are North Atlantic Treaty Organization (NATO) Travel Orders required? If Yes, go to 9.8. If No, go to 10.0
9.8	Prepare NATO Travel Orders	Clerk prepares NATO Travel Orders. Prepare NATO orders upon confirmation of flight date. Refer to MPM 1320-300 for North Atlantic Treaty Organization (NATO) Supplemental Travel Orders. Note: Refer to sample NATO Orders, as required. https://flankspeed.sharepoint-mil.us/sites/MyNavyHR/MNCC/NPPSC%20InstructionsChecklists/OrderNATOTravel.pdf
10	Process advance pay	Process advance pay, as requested.
10.1	Is Service Member requesting advance pay?	Is Service Member requesting advance pay? CO's signature required on DD2560 for: <ul style="list-style-type: none"> • More than 1 month but less than 3 months advance pay • Repayment schedule of 13-24 months • Payment 31-90 days before departure • Payment 61-180 days after arrival at new PDS If Yes, go to 10.2 . If No, go to 11 .

STEP #	FLOW TEXT	ADDITIONAL TEXT
10.2	Process advanced pay	<p>Clerk processes DD2560 (Advance Pay Certification/Authorization), as requested.</p> <p>Verify entitlement using MMPA. When computing the amount of advance pay, deduct the following open entries from the Basic Pay (FID=01) to determine the monthly amount to advance:</p> <ul style="list-style-type: none"> • All taxes (FC, FH, FJ and FK) • AFRH (DD) • SGLI (DBs) • TSP from Basic Pay only (D1) • Dental Insurance (AI) • MGIB (DE) • Current repayment of previous advance pay (DV) • Garnishments (HG) • Indebtedness to the U.S. (DQ and DS) • Forfeitures of Pay (DF) <p>Clerk will enter payment via verb JPBB in MMPA.</p>
10.3	Send advance pay to supervisor for review and release	<p>Clerk sends DD2560 (Advance Pay Certification/Authorization) and a JPBB print out to supervisor (or lead) for review and signature.</p> <p>Deputy Disbursing Officer will release advanced pay via verb JPBX in MMPA.</p>
11	Process Electronic Service Record documents	Process Electronic Service Record documents, as required.
11.1	Prepare ESR entries/applicable NAVPERS 1070/613 Administrative Remarks	<p>Clerk prepares required Electronic Service Record entries/applicable NAVPERS 1070/613 Administrative Remarks in NSIPS ESR.</p> <p>Login to NSIPS: Electronic Service Record > Electronic Service Record > Use > Administrative Remarks > Enter Service Member's SSN > Select the "+" icon to start a new Administrative Remarks entry, as required.</p> <p>Some examples include:</p> <ul style="list-style-type: none"> • Stop Sea Duty Counter • Suitability screening(s) entries, as appropriate

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> • Not meeting required OBLISERV due to monetary loss - (e.g., for SRB recipients needing less than 12 months of extension to meet OBLISERV, transferring to CONUS activity only). PERS approval is required if extension to OBLISERV is more than 12 months • OBLISERV to Train • Declining continuous submarine duty pay • Accompanied/Unaccompanied Tour Election • Anti-Terrorism Course Completion <p>For Service Member who completed course of instruction, ensure the required entry to designate Service Member to new rating is completed in NSIPS. Refer to your Command Educational Service Office or Student's Section.</p>
11.2	Update Service Member's NSIPS ESR	<p>Clerk updates Service Member's NSIPS ESR, as applicable.</p> <p>Under Electronic Service Record:</p> <ul style="list-style-type: none"> • Administrative Remarks • PQS • Course Data • Education • Family Care Plan • Warfare Designation Maintenance • Certs and Quals • History of Assignments <p>Under Personnel Maintenance (Miscellaneous):</p> <ul style="list-style-type: none"> • Honors and Awards <p>Under Personnel Maintenance (Personal Data):</p> <ul style="list-style-type: none"> • Enlisted Warfare Designator • Citizenship <p>Update NAVPERS 1070/602 as required: Note: The following is a new requirement for all PERS Clerks to enter Address Clause and Supervisors to verify that it was accomplished in NSIPS RED/DA.</p> <p>PCS Transfer Section: PERS Clerk enters an Address Clause in the DA (NAVPERS 1070/602) on current Home Address for the SM and Spouse for a PCS Transfer.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>From: Service Member Address: From: Spouse Address: (only enter spouse address if different from SM)</p> <p>CPPAs ensure the Service Member obtains the official copy of the NAVPERS 1070/602 from the Service Member's RED DA Inquire or BOL OMPF before PCS Transfer. Advise the Service member to provide the NAVPERS 1070/602 to the gaining CPPA upon check-in in order to expedite processing of the dependent's travel entitlement.</p>
11.3	Send NAVPERS 1070/613s to Service Member for review/signature	Clerk sends NAVPERS 1070/613s to CPPA for Service Member review/signature via eCRM, as applicable .
11.4	Receive Service Member signed NAVPERS 1070/613s from CPPA	<p>Clerk receives Service Member signed NAVPERS 1070/613s from CPPA via eCRM, if applicable.</p> <p>Clerk forwards to supervisor for review and signature.</p> <p>Note: Be sure to collect NAVPERS 1070/613 (Administrative Remarks) Termination of Government Quarters, if applicable, to process BAH.</p>
11.5	Submit NAVPERS 1070/613(s) / NSIPS ESR update(s) to supervisor for review and verification	Clerk submits NAVPERS 1070/613(s)/NSIPS ESR update(s) and supporting documentation to supervisor for review and verification.
11.8	Forward signed NAVPERS 1070/613 to CPPA	Clerk forwards signed NAVPERS 1070/613 to CPPA.

STEP #	FLOW TEXT	ADDITIONAL TEXT
11.9	Submit permanent signed NAVPERS 1070/613 to OMPF	<p>Clerk submits permanent signed NAVPERS 1070/613 to OMPF, as required.</p> <ul style="list-style-type: none"> • Stop Sea Duty Counter • Suitability Screening • Additional Permanent NAVPERS 1070/613s, as required <p>Permanent NAVPERS 1070/613s shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the OMPF. Refer to MPM 1070-320 for definition of permanent NAVPERS 1070/613s, as required.</p>
13	Prepare Activity Loss and process entitlements	<p>Prepare Activity Loss and process entitlements in NSIPS.</p> <p>Note: If the Service Member is transferring to another command serviced by the same ADSN, the loss generated in NSIPS does not stop entitlements, so those entitlements must be processed manually. The loss generated in NSIPS for Service Member transferring to a command serviced by the same ADSN just updates the info on LOPG/LOOG. Therefore, any entitlements that the Service Member is not authorized should be stopped manually.</p> <p>Recommendation: For Service Members transferring to a command serviced by same ADSN, review Service Member's entitlements from previous command and stop entitlements accordingly.</p>
13.1	Is Service Member transferring to a command serviced by the same ADSN?	<p>Is Service Member transferring to a command serviced by the same ADSN?</p> <p>If Yes, go to 13.2 If No, go to 13.5</p>
13.2	Verify entitlements/ deductions	<p>Clerk verifies entitlements/deductions.</p> <p>Review entitlements/deductions in verb JJAA of MMPA.</p> <p>Conduct pay audit and process corrections for overpayment(s)/underpayment(s) of station allowances.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Stop date for entitlements is the day before the Service Member's approved transfer date. Stop appropriate entitlements/deductions IAW DoD FMR Vol 7A, if required e.g.:</p> <ul style="list-style-type: none"> • SDAP - Special Duty Assignment Pay • DN - Meal Deduction • Other special pays, as required <p>Important Caution: Verify whether Service Member is transferring to a UIC within the same command and currently receiving SDAP and entitled to SDAP at new UIC.</p> <p>If the Service Member is transferring to a UIC within the same command and currently receiving SDAP and entitled to SDAP at new UIC, special caution needs to be taken to Stop SDAP (3002) at former UIC and start SDAP (3001) at new UIC following the posting of the Activity Gain (SG03). Refer to Receipt and SDAP SOPs, as required.</p> <p>Refer to appropriate Pay SOP, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR/MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Note: All entitlements, with the exception of SDAP, should stop automatically with the release of the Activity Loss per PTG Part 1, Chapter 4, Section H Table 1-4-3. However, if the Service Member is transferring to another command serviced by the same ADSN/PPSUIC, the loss generated in NSIPS does not stop entitlements, so those entitlements must be processed manually. The loss generated in NSIPS for a Service Member transferring to a command serviced by the same ADSN will only update the Service Member's information on LOPG/LOOG. Therefore, any entitlements that the Service Member is not authorized should be stopped manually.</p> <p>Create entitlements/deductions adjustments in NSIPS IAW appropriate PTG.</p> <p>Send entitlements/deductions to supervisor for review and release, as applicable.</p>
13.3	Collect meal pass, if applicable	<p>Clerk collects meal pass, if applicable.</p> <p>Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Active Duty (ACDU) Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate Meal Entitlement Code (MEC). Upon PCS transfer, their Meal Pass must be collected or their DoD CAC must be encoded with the appropriate MEC using the Card Maintenance Utility or similar technology, and their pay account must be updated.</p> <p>Refer to Meal Deduction SOP, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR/MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Note: This does not apply to Afloat commands. Service Members assigned to Afloat commands do not have meal passes.</p>
13.4	Create Activity Loss in NSIPS	<p>Clerk creates Activity Loss in NSIPS.</p> <p>Login to NSIPS: Losses > Activity Loss > Use > Activity Loss-Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> • Update Panel 1: Activity Loss
14	Complete Transfer Process	Complete Transfer Process.
14.1	Check documents for accuracy/completeness	Clerk checks required documents for accuracy and completeness IAW PCS Transfer Checklist NPPSC 1300/3.
14.2	Submit Transfer package to supervisor for review	Clerk submits Transfer package to supervisor or lead for review.
14.3	Clerk marks eCRM case "Supervisor Review"	Clerk marks eCRM case "Supervisor Review".

STEP #	FLOW TEXT	ADDITIONAL TEXT
14.5.1	Did entitlements/deductions post?	<p>Did entitlements/deductions post?</p> <p>Check NSIPS/MMPA 24-48 hours after release.</p> <p>If No, go to 14.5.2.</p> <p>If Yes, go to 14.6.</p>
14.5.2	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS <ul style="list-style-type: none"> • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or open a DWOWS transaction to Defense Finance and Accounting Service (DFAS) <p>Go to 14.5.1.</p>
14.6.1	Did Activity Loss post?	<p>Did Activity Loss post?</p> <p>Check NSIPS/MMPA 24-48 hours after release.</p> <p>If No, go to 14.6.2.</p> <p>If Yes, go to 14.7.</p>
14.6.2	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS <ul style="list-style-type: none"> • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or contact DFAS <p>Go to 14.6.1.</p>
14.9	Finalize Transfer Checklist	Finalize PCS Transfer Checklist NPPSC 1300/3.
14.10	Compile and archive Retain File	Compile and archive Retain File IAW NPPSC 1300/3 and DON Records Management Manual, SECNAV 5210.1 .
STOP		

STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Receive Transfer Directive (PCS Orders)	<p>Receive Transfer Directive (PCS Orders).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and locally generated NSIPS transfer directives.</p> <p>The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); via message traffic, or forwarded by the Customer Command via eCRM.</p>
5	Complete additional requirements to support overseas travel/assignment	Complete additional requirements to support overseas travel/assignment
5.2	Determine if passports/visas are required based upon PCS orders	<p>CPPA determines if Service Member and/or dependent(s) will require a no-fee passport/visa based upon PCS orders and advise them to apply for passports/visas ASAP.</p> <p>Apply for no-fee passports for self (if applicable) and dependents within 15 days of receipt of orders. Refer to MPM 4650-020 for further guidance. Passports can take up to four months to process with visas requiring an additional three months.</p> <p>Note: Non-U.S. dependents will have to coordinate with their own national embassy/consulate to obtain the necessary passport/visa.</p> <p>CPPA verifies requirements of overseas location with Foreign Clearance Guide. Information regarding passport requirements by country can be found at: https://www.fcg.pentagon.mil/fcg.cfm</p> <p>Important Note: Do not delay passport/VISA submissions awaiting completion of Overseas Screening or DEA approval.</p>
5.2.9	Sign DD1056(s)	Supervisor signs DD1056(s) Block 16 in blue ink.

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.2.10	Provide signed DD1056(s) and verified DS-11(s) to Service Member	Supervisor provides signed DD1056(s) (Authorization to Apply For "No-Fee" Passport and/or Request for Visa) and DS-11(s) (Application for Passport) to Service Member.
8	Receive and review Transfer package	Receive and review Transfer package.
8.1	Receive, review, and dispatch eCRM Transfer package to clerk	Transfers supervisor receives, reviews, and dispatches eCRM Transfer package from CPPA to clerk for processing.
8.7	Mark initial eCRM transfer case "Completed"	Supervisor marks initial eCRM Transfer case as "Completed".
9	Prepare travel documents	Prepare travel documents, as applicable.
9.5	Review and sign PRR	Supervisor reviews and signs PRR and DD884 , if applicable, prior to forwarding to NAVPTO.
10	Process advance pay	Process advance pay, as requested.
11	Process Electronic Service Record documents	Process Electronic Service Record documents, as required.

STEP #	FLOW TEXT	ADDITIONAL TEXT
11.6	Review and sign NAVPERS 1070/613s, as required	Supervisor reviews and signs NAVPERS 1070/602 and NAVPERS 1070/613s, as required.
11.7	Verify Service Member's NSIPS ESR	Supervisor verifies Service Member's NSIPS ESR, as required.
13	Prepare Activity Loss and process entitlements	<p>Prepare Activity Loss and process entitlements in NSIPS.</p> <p>Note: If the Service Member is transferring to another command serviced by the same ADSN, the loss generated in NSIPS does not stop entitlements, so those entitlements must be processed manually. The loss generated in NSIPS for Service Member transferring to a command serviced by the same ADSN just updates the info on LOPG/LOOG. Therefore, any entitlements that the Service Member is not authorized should be stopped manually.</p> <p>Recommendation: For Service Members transferring to a command serviced by same ADSN, review Service Member's entitlements from previous command and stop entitlements accordingly.</p>
14	Complete Transfer Process	Complete Transfer Process.
14.4	Conduct final review/audit	<p>Supervisor conducts final review/audit of Transfer package:</p> <p>Verifies completeness and accuracy</p> <ul style="list-style-type: none"> Provides signatures, where applicable e.g., PCS orders endorsement
14.5	Supervisor releases stoppage of entitlements/ deductions	Supervisor or lead releases stoppage of entitlements/deductions in NSIPS on the effective date.
14.5.2	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> Check message status inquiry in NSIPS for error code Research reason for error in NSIPS

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or open a DWOWS transaction to Defense Finance and Accounting Service (DFAS) <p>Go to 14.5.1.</p>
14.6	Supervisor releases Activity Loss	<p>Supervisor releases the Activity Loss in NSIPS on the effective date of transfer.</p> <p>Note: ALL other transactions must be released a day prior to the effective date of transfer.</p>
14.6.2	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS <ul style="list-style-type: none"> • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or contact DFAS <p>Go to 14.6.1.</p>
14.7	Supervisor checks management reports	<p>Supervisor checks management reports for accuracy and timeliness.</p> <ul style="list-style-type: none"> • Pending Transaction Report • NSIPS Management Reports • DMO Management Reports
14.8	Supervisor marks eCRM case "Completed"	<p>Supervisor marks eCRM case as "Completed".</p>
STOP		

STEP #	FLOW TEXT	ADDITIONAL TEXT
3	Complete Overseas / Remote CONUS Assignment Screening	<p>Complete Overseas / Remote CONUS Assignment Screening.</p> <p>Refer to MPM 1300-300, Overseas/Remote Service General Information, and MPM 1300-302, Suitability for Overseas/ Remote Duty Assignment and Suitability Reporting , as required.</p> <p>The responsibility for determining suitability for overseas service rests with the Commanding Officer (CO) of the transferring command. The transferring command will ensure that each service member and family member being assigned overseas is screened and an update is submitted within 30 days after receipt of the transfer directive. Report update and final determination via BUPERS ONLINE (BOL) .</p>
4	Complete Operational Duty Screening	<p>Complete Operational Duty Screening</p> <p>Refer To MPM 1300-800, Transfer of Personnel to Operational Duty (Operational Screening), as required.</p> <p>The responsibility for operational screening lies with the Sailor's parent command. Parent commands will ensure operational screenings are completed and reported no later than 30 days after a Sailor is under orders to operational duty.</p> <p>For enlisted members transferring to an operational command (Type 2) within their first year of active duty, the Navy's entrance physical examination will be considered to satisfy the requirement for an operation screening. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 duty.</p> <p>All officers assigned to Type/TAC 2/C will complete an operational screening prior to transferring to the operational unit. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 and TAC O and D (except HI and AK) duty.</p>
6	Complete required additional screening(s)	Complete required additional screening(s)
STOP		

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Negotiate for orders	Command Leadership/CC C/Service Member	<p>Negotiate for orders</p> <p>For enlisted detailing refer to: https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/</p> <p>For officer detailing refer to: https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/</p> <p>Note: This step is intended to be representative of an entirely stand-alone process that is a precursor to the Transfer process, which culminates in the Receipt of PCS Orders, that begins in Step 2 of this SOP</p>
2	Receive Transfer Directive (PCS Orders)	Service Member/Command Leadership/CC C/Clerk/Supervisor/ CPPA	<p>Receive Transfer Directive (PCS Orders).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and locally generated NSIPS transfer directives.</p> <p>The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); via message traffic, or forwarded by the Customer Command via eCRM.</p>
2.1	Review and verify orders	Service Member/Command Leadership/CC C/Clerk	<p>Service Member and Command Leadership or CCC and clerk review and verify orders.</p> <p>Read orders in their entirety. Review all "Comply with Items" on orders and identify action items.</p>
2.2	Initiate NPPSC 1300/3, PCS Transfer Checklist	CPPA	<p>CPPA initiates NPPSC 1300/3, PCS Transfer Checklist.</p> <p>Obtain checklist from following web location: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>CPPA and Service Member determine any additional requirements based upon a thorough review of orders, including Comply with Items, and annotate those requirements.</p> <p>Transfer package contents may include (as applicable):</p> <ul style="list-style-type: none"> • Application for Transfer and Advances, NPPSC 1300/1 https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ • PCS Transfer Checklist, NPPSC 1300/3 https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ • Copy of Permanent Change of Station (PCS) orders, if required • NAVPERS 1070/613 (Administrative Remarks) • DD2560 (Advance Pay Certification/Authorization) • Travel Documents: <ul style="list-style-type: none"> o Passenger Reservation Request (PRR) https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ o DD884 (Application for Transportation of Dependents) http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf <p>Note: Passport and Visa Information Sheets and DD1056 do not apply to all Transfer packages</p>
2.3	Endorse orders as "Original"	Clerk	Clerk endorses orders as "Original" in accordance with (IAW) MPM 1320-060 , as applicable.
2.4	Determine travel and proceed time	CPPA	<p>CPPA determines travel and proceed time.</p> <p>Refer to MPM 1320-090, Proceed Time in Execution of Orders, and MPM 1320-100, Travel Time in Execution of Permanent Change of Station Orders and Temporary Additional Duty Orders, as required.</p>
2.5	Initiate Application for Transfer and Advances	CPPA, Service Member	<p>CPPA and Service Member initiate Application for Transfer and Advances</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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,

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. <p>GTCC Policy:</p> <ol style="list-style-type: none"> On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (Currently on hold) <p>Travel Advance Guidance:</p> <ol style="list-style-type: none"> If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of entitlements, and Service Members may be subject to administrative and disciplinary action. <p>CPPA and Service Member initiate respective portions of NPPSC 1300/1, Application for Transfer and Advances</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Must be submitted to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date.</p> <p>Refer to Travel Advance SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx </p>
2.6	Verify and update dependency related information	CPPA/Service Member	<p>CPPA/Service Member verify and update dependency related information/documentation, if required.</p> <p>Refer to Legacy Page 2 SOP for proper verification or processing of any status changes if RED/DA has not been implemented, as applicable.</p> <p>Legacy Page 2 SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Alternatively, refer to RED/DA SOP for verification or proper processing of any status changes, as applicable.</p> <p>RED/DA SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Dependency related information/documentation needs to be current to support dependent travel related entitlements, command sponsorship for dependent entry approval for overseas/remote duty, etc.</p>
2.6.1	Provide CPPA with verified or updated NAVPERS 1070/602	Service Member	Service Member provides CPPA with verified or updated NAVPERS 1070/602.
2.6.2	Update DEERS, if required	Service Member	<p>Service Member updates Defense Enrollment Eligibility Reporting System (DEERS), if required.</p> <p>Sponsors are responsible for updating DEERS, when there are any changes to dependency status of a family member within 30 days of occurrence. The following documentation is required:</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Spouse - Original state certified marriage certificate, birth certificate, and social security card • Child - Birth certificate and social security card (Male sponsor must provide proof of paternity for children born out of wedlock.) • Parents, Parents-in Law and Wards of the Court must have approval letter from the Defense Finance and Accounting Service (DFAS), birth certificate and social security card <p>Refer to: http://www.tricare.mil/DEERS/ to determine when and how to update DEERS, adding or removing family members must be done at a RAPIDS location, but updating address and phone number can be done online.</p>
2.7	Is Overseas/ Remote Duty Assignment Screening required	Service Member/CCC	<p>Is Overseas/Remote Duty Assignment Screening required</p> <p>If Yes, go to 3 If No, go to 2.8</p> <p>Refer to MPM 1300-300, Overseas/Remote Service General Information, and MPM 1300-302, Suitability for Overseas/ Remote Duty Assignment and Suitability Reporting, as required.</p> <p>The responsibility for determining suitability for overseas service rests with the Commanding Officer (CO) of the transferring command. The transferring command will ensure that each service member and family member being assigned overseas is screened and an update is submitted within 30 days after receipt of the transfer directive. Report update and final determination via BUPERS ONLINE (BOL).</p>
2.8	Is Operational Duty Screening required?	Command Leadership/CP PA	<p>Is Operational Duty Screening required?</p> <p>Refer to Transfer of Personnel to Operational Duty (Operational Screening) MPM 1300-800, as required.</p> <p>Note: Operational Duty Screening does not alleviate the requirement to complete overseas screening..</p> <p>If Yes, go to 4.</p>

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			If No, go to 5.
3	Complete Overseas / Remote CONUS Assignment Screening	Service Member, Command Leadership, CPPA, CCC, MTF	<p>Complete Overseas / Remote CONUS Assignment Screening.</p> <p>Refer to MPM 1300-300, Overseas/Remote Service General Information, and MPM 1300-302, Suitability for Overseas/ Remote Duty Assignment and Suitability Reporting , as required.</p> <p>The responsibility for determining suitability for overseas service rests with the Commanding Officer (CO) of the transferring command. The transferring command will ensure that each service member and family member being assigned overseas is screened and an update is submitted within 30 days after receipt of the transfer directive. Report update and final determination via BUPERS ONLINE (BOL).</p>
3.1	Initiate Overseas/Remote Duty Screening	CPPA/Service Member	<p>CPPA/Service Member initiate Overseas/Remote Duty Screening.</p> <p>The Service Member/CPPA initiates NAVPERS 1300/16, Report of Suitability for Overseas Assignment: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</p> <p>The Service Member and all family members must complete a suitability screening unless a Service Member is in receipt of unaccompanied orders for a tour length of less than 24 months (except Diego Garcia and Souda Bay Crete).</p> <p>Personnel ordered to overseas locations (and remote locations identified in MPM 1300-302) are required to complete an overseas suitability screening.</p> <p>The responsibility for determining suitability for overseas screening rests with the Commanding Officer of the transferring command. Per OPNAVINST 1300.14 (Series) the CO shall determine whether the Service Member or family members(s) possess any performance, disciplinary, financial, psychological, medical or other physical attributes, which would preclude them from conducting themselves as suitable representatives of the United States in a foreign country.</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: While operational duty screening determines suitability of Service Members transferring to Type 2 or 4 duty (enlisted) and Type C or D duty (officer), operational duty screening does not alleviate the requirement to complete overseas screening.
3.2	Complete Part I of NAVPERS 1300/16	Command Leadership/Service Member	<p>Command Leadership/Service Member complete Part I of NAVPERS 1300/16.</p> <p>NAVPERS 1300/16, Report of Suitability for Overseas Assignment: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</p> <p>Service Member and command interviewer must complete PART I of the Report of Suitability for Overseas Assignments (NAVPERS 1300/16) prior to reporting to any medical/dental/educational screening appointments.</p>
3.3	Does CO intend to submit waiver?	Command Leadership	<p>Does CO intend to submit waiver?</p> <p>If a waiver is required after completion of PART I of NAVPERS 1300/16, the waiver must be approved prior to beginning the medical/ dental/educational screening.</p> <p>NOTE: Ensure that HIPAA requirements are complied with and that annual HIPAA training is completed, if applicable.</p> <p>If Yes, go to 3.4. If No, go to 3.8</p>
3.4	Does CO have authority to approve waiver?	Command Leadership	<p>Does CO have authority to approve waiver?</p> <p>Waiver requests require different levels of approval based upon the type of waiver requested. Some may be approved by the CO (divorced/separated personnel where legal custody is not an issue, and/or refusal of separated/divorced spouse to participate in overseas screening process). Legal issues and child custody issues may be approved by the local Staff Judge Advocate. Still other waivers may require PERS approval.</p> <p>If Yes, go to 3.5 If No, go to 3.7</p>
3.5	Document CO waiver approval	CPPA	CPPA documents CO waiver approval on NAVPERS 1300/16 and NAVPERS 1070/613, Administrative Remarks.

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			CO waivers for legal custody do not require NAVPERS endorsement.
3.6	CPPA prepares NAVPERS 1070/613, Administrative Remarks	CPPA/Service Member	<p>CPPA prepares NAVPERS 1070/613, Administrative Remarks, as required by MPM 1300-302 to document CO waiver approval, for Service Member signature and signs Page 13 as witness.</p> <p>Go to 3.11</p>
3.7	Submit waiver request to the appropriate approving activity	Command Leadership	<p>Command Leadership submits waiver request to the appropriate approving activity.</p> <p>Waiver requests require different levels of approval based upon the type of waiver requested. Some may be approved by the CO (divorced/separated personnel where legal custody is not an issue, and/or refusal of separated/divorced spouse to participate in overseas screening process). Legal issues and child custody issues may be approved by the local Staff Judge Advocate. Still other waivers may require PERS approval.</p>
3.8	Did approving authority grant waiver request?	Command Leadership	<p>Did approving authority grant waiver request?</p> <p>If No, go to 3.9 If Yes, go to 3.10</p>
3.9	Submit an unsuitability report	Command Leadership/CCC	<p>Command Leadership or CCC submits an unsuitability report.</p> <p>All actions for processing and tracking Overseas/Remote Duty Screening shall be conducted through BOL, IAW MILPERSMAN 1300-302. Follow procedures set forth in MPM 1300-302 to report unsuitability for overseas/remote duty assignment via BOL.</p> <p>The report will be sent via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message.</p> <p>Personnel assigned an access level on BOL as CCC or above will be the only personnel that will have access to overseas screening application to input the commands suitability determination.</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Go to Stop.
3.10	Submit an unsuitability report with waiver recommendation	Command Leadership/CC C	<p>Command Leadership or CCC submits an unsuitability report with waiver recommendation.</p> <p>All actions for processing and tracking Overseas/Remote Duty Screening shall be conducted through BOL, IAW MILPERSMAN 1300-302.</p> <p>For Service Members, the report and waiver request will be sent via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message.</p> <p>Refer to MPM 1300-302.</p> <p>Once a disqualifying issue is identified on the NAVPERS 1300/16, but the CO determines a waiver is in order, submit an unsuitability report via BOL and provide justification/amplifying information why the waiver is recommended in the comments section of BOL. The Service Member is considered unsuitable, and is not authorized for transfer until a waiver authorization is obtained.</p> <p>Important Note: Obtain approval from approving authority for all waivers prior to sending Service Member and family members to medical for medical screening portion of Overseas/Remote Duty Screening.</p>
3.11	Compile waiver documentation	CPPA	<p>CPPA compiles waiver documentation for subsequent submission to the TSC.</p> <p>Waiver will be included in the Transfer package and filed in the Electronic Service Record.</p>
3.12	Schedule medical/dental/educational screenings	Service Member	<p>Service Member schedules medical/dental/educational screenings.</p> <p>If a waiver is required after completion of PART I of NAVPERS 1300/16, the waiver must be approved prior to beginning the medical/dental/educational screening.</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.13	Complete documentation in support of medical/dental/educational screenings	Service Member	<p>Service Member completes documentation in support of medical/dental/educational screenings.</p> <p>Refer to http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2792-1.pdf, as required.</p>
3.14	Complete Overseas/Remote Duty Screening	Command Leadership	<p>Command Leadership completes Overseas/Remote Duty Screenings for Service Member and family member(s).</p> <p>For enlisted Service Members, the Command Master Chief (CMC), Chief of the Boat (COB), or Senior Enlisted Advisor (SEA) of the transferring command will endorse the overseas assignment.</p> <p>In all cases, the Commanding Officer (CO) must sign the NAVPERS 1300/16, Report of Suitability for Overseas Assignment. This authority shall not be delegated except to the "acting" CO or to an Officer in Charge (OIC) of isolated detachments. For training commands, an O-5 division director may be delegated as the approving official.</p>
3.14.1	Are Service Member/Family Members suitable?	Command Leadership	<p>Are Service Member and family member(s), if applicable, suitable for transfer?</p> <p>Once the suitability determinations (for member and/or dependents) are made by the CO, command representatives must log into BOL and input the status (ships may still utilize naval message when connectivity issues exist).</p> <p>Once a suitable determination is submitted via BOL, the Service Member's order routing process will continue and be released based on current release authorizations.</p> <p>Waiver for extensions of the 30 day requirement to complete the process will require extensive justification, must be submitted prior to the 30 day requirement and will be reviewed for approval by NPC (PERS-4).</p> <p>If No, go to 3.14.2.</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			If Yes, go to 3.14.7
3.14.2	Does CO intend to submit request for waiver?	Command Leadership	<p>Does CO intend to submit request for waiver?</p> <p>If the CO still feels the Service Member should be considered for overseas assignment, submit a waiver (non-medical/dental) request per MPM 1300-302.</p> <p>If No, go to 3.14.3 If Yes, go to 3.14.4</p>
3.14.3	Submit final unsuitability report via BOL	CCC	<p>CCC submits final unsuitability report via BOL.</p> <p>Refer to MPM 1300-302.</p> <p>Report pending and final determination via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message. Refer to Exhibit 1 of MPM 1300-302 for all required elements of final report.</p> <p>For Service Members transferring to Type 4 or D duty and found unsuitable due to a medical condition, once overseas screening has been reported per MPM 1300-302, commands are directed to report unsuitability findings utilizing Exhibit 3 of MPM 1300-800.</p> <p>Go to Stop.</p>
3.14.4	Submit final unsuitability report via BOL with waiver recommendation	Command Leadership/CC C	<p>Command Leadership or CCC submit final unsuitability report with waiver recommendation.</p> <p>For Service Members the report and waiver recommendation will be sent via BOL. Underway units that experience connectivity issues may submit a naval message. Refer to Exhibit 1 of MPM 1300-302 for all required elements of final report. If BOL is inoperative, submit a naval message.</p> <p>Refer to MPM 1300-302.</p> <p>Submit an unsuitability report via BOL and provide justification/amplification for waiver approval/disapproval. If the Service Member is not qualified for overseas</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			assignment, but the CO believes a waiver is in order, submit an unsuitability report via BOL and provide justification/amplifying info why the waiver is recommended to be approved in the Service Member's comments section of BOL. The Service Member will be considered unsuitable and is not authorized for transfer until a waiver authorization is obtained from NAVPERS.
3.14.5	Did NAVPERS approve waiver request?	Command Leadership	Did NAVPERS approve waiver request? If No, go to Stop. If Yes, go to 3.14.6
3.14.6	Compile waiver documentation	CPPA	CPPA compiles waiver documentation for subsequent submission to the TSC. Waiver will be included in the Transfer package and filed in the Electronic Service Record. Once Overseas/Remote Duty Screening is completed and endorsed by the CO, the command shall: <ul style="list-style-type: none"> • File the original in command correspondence files and maintain for a minimum of 2 years. • Submit one copy to the supporting TSC.
3.14.7	Report final suitability determination	Command Leadership/CC C	Command Leadership or CCC submits final suitability report. The report will be sent via BOL. Report pending and final determination via BOL. Underway units that experience connectivity issues may submit a naval message. If BOL is inoperative, submit a naval message. Refer to Exhibit 1 of MPM 1300-302 .
3.15	Is Service Member also assigned to operational duty?	CPPA	Is Service Member also assigned to operational duty? Operational screening determines suitability of Sailors transferring to Type 2 or 4 duty (enlisted) and Type C or D duty (officer). Operational screening does not alleviate the requirement to complete overseas screening per MILPERSMAN 1300-300/302 . For Sailors transferring to Type 4 or D duty and found unsuitable due to a medical condition, once overseas screening

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>has been reported per MILPERSMAN 1300-300, commands are directed to report unsuitability findings utilizing Exhibit 3 of MPM 1300-800.</p> <p>If Yes, go to 4. If No, go to 5.</p>
4	Complete Operational Duty Screening	Service Member, Command Leadership, CPPA, CCC, MTF	<p>Complete Operational Duty Screening</p> <p>Refer To MPM 1300-800, Transfer of Personnel to Operational Duty (Operational Screening), as required.</p> <p>The responsibility for operational screening lies with the Sailor's parent command. Parent commands will ensure operational screenings are completed and reported no later than 30 days after a Sailor is under orders to operational duty.</p> <p>For enlisted members transferring to an operational command (Type 2) within their first year of active duty, the Navy's entrance physical examination will be considered to satisfy the requirement for an operation screening. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 duty.</p> <p>All officers assigned to Type/TAC 2/C will complete an operational screening prior to transferring to the operational unit. Overseas screening, per MILPERSMAN 1300-300/302, is still required to be completed for all orders to Type 3, 4 or 6 and TAC O and D (except HI and AK) duty.</p>
4.1	Initiate Operational Duty Screening	Command Leadership	<p>Command Leadership initiates Operational Duty Screening. The responsibility for operational screening lies with the Service Member's parent command. Parent commands will ensure operational screenings are completed and reported per requirements of MPM 1300-800.</p> <p>An operational screening must be completed no later than 30 days after a Service Member is under orders to operational duty.</p>
4.2	Schedule medical/dental screenings	Service Member	Service Member schedules medical/dental screenings.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Screening Military Treatment Facility (MTF) responsibilities are outlined per references BUMEDINST 1300.2 (Series) and NAVMED P-117 , Manual of the Medical Department.
4.3	Will Operational Duty Screening be delayed beyond 30 days?	CPPA	Will Operational Duty Screening be delayed beyond 30 days? If Yes, go to 4.4 If No, go to 4.5
4.4	Report delay in Operational Duty Screening	CPPA	CPPA reports delay in Operational Duty Screening. If a delay in operational screening is anticipated, notify the gaining command and Navy Personnel Command (NAVPERSCOM) Enlisted Distribution Division (PERS-40BB) (for enlisted), or the applicable officer detailer, utilizing Exhibit 1 of MPM 1300-800 with a "status pending" message stating the reason for delay and anticipated completion date.
4.5	Complete Operational Duty Screening	Command Leadership	Command Leadership completes Operational Duty Screening. Medical Treatment Facilities are required to document findings IAW BUMEDINST 1300.2 (Series) and NAVMED 1300/1 Medical, Dental and Educational Suitability Screening for Service and Family Members, and NAVMED 1300/2 , Medical, Dental and Educational Suitability Screening Checklist and Worksheet.
4.6	Is Service Member suitable or unsuitable for operational duty?	Command Leadership/CPA	Is Service Member suitable or unsuitable for operational duty? If Unsuitable, go to 4.6.1 If Suitable, go to 4.7
4.6.1	Report Service Member found unsuitable for	CPPA	CPPA reports Service Member found unsuitable for operational duty using Exhibit 3 of MPM 1300-800 . For Service Members found unsuitable, the transferring command will notify the gaining command and NAVPERSCOM (PERS-40BB) for enlisted or the applicable officer detailer using Exhibit 3 of

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	operational duty		<p>MPM 1300-800. Ensure report of unsuitability contains the following:</p> <ul style="list-style-type: none"> Detailed reason(s) for the finding to include ICD-9 code(s) Recommendations from the screening MTF regarding medical limitations, prognosis, and indicated administrative actions (e.g., placement on TLD and referral to PEB) Recommendation from the Commanding Officer
4.6.2	Comply with NAVPERSCOM disposition instructions	Command Leadership	<p>Command Leadership complies with NAVPERSCOM disposition instructions:</p> <ul style="list-style-type: none"> If Service Member is placed on TLD or referred to PEB, refer to LIMDU SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx If prospective gaining command with medical capabilities appropriate for supporting the Service Member's limitations can be identified, assignment orders will be issued. Re-initiate Transfers SOP. If a valid requirement exists at the current command, retain the Service Member until expiration of active obligated service or minimum service requirement, unless needs of the Navy dictate otherwise. <p>For enlisted Service Members only, one of the following additional actions may result:</p> <ul style="list-style-type: none"> As dictated by needs of the Navy, an enlisted Service Member may be allowed to extend or reenlist provided the Service Member can be detailed per Manning Control Authority (MCA) priorities. This option allows Service Members who are unsuitable for some operational jobs to go to other hard-to-fill jobs. The Service Member will be instructed to contact their Command Career Counselor (CCC) regarding submission of a conversion package to NAVPERSCOM, Career Administration Division (PERS-81). COs and CCCs should be aware that most Navy ratings require a Service Member to be assignable worldwide and if the Service Member has been found to be

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>operationally unsuitable, the request for conversion may be disapproved.</p> <ul style="list-style-type: none"> If none of the above options apply, the enlisted Service Member's command will be directed to initiate administrative separation (ADSEP) processing, per MPM 1910-120, by reason of "not worldwide assignable." Refer to Separations SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx <p>Go to Stop.</p>
4.7	Report Service Member found suitable for operational duty	CPPA	<p>CPPA reports Service Member found suitable for operational duty.</p> <p>For Service Members found suitable, the transferring command will document suitability screening using Exhibit 2 of MPM 1300-800 as a template for preparation of NAVPERS 1070/613.</p>
4.7.1	Prepare NAVPERS 1070/613	CPPA	<p>CPPA prepares NAVPERS 1070/613.</p> <p>Per PPIB 13-03 the transferring command will use Administrative Remarks (NAVPERS 1070/613) with the information provided in Exhibit 2 of MPM 1300-800 to document completed suitability screeningTSC</p>
4.7.2	Sign NAVPERS 1070/613	Service Member	<p>Service Member signs NAVPERS 1070/613 and returns signed copy to CPPA.</p> <p>The transferring command TSCwill ensure this confirmation of suitability is attached to the Service Member's Transfer package prior to his/her detachment from command. This requirement will prevent Service Members from reporting to operational commands when they were unsuitable and/or when their suitability screening was not completed.</p>
4.8	Compile Operational Duty documentation	CPPA	<p>CPPA compiles Operational Duty documentation for submission to eCRM</p> <ul style="list-style-type: none"> Suitability Screening Report (Exhibit 2 of MPM 1300-800) Service Member signed NAVPERS 1070/613

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
5	Complete additional requirements to support overseas travel/assignment	CPPA/Service Member/Clerk/Supervisor	Complete additional requirements to support overseas travel/assignment
5.1	Has Service Member been assigned to overseas duty?	Service Member	Has Service Member been assigned to overseas duty? If Yes, go to 5.1.1 If No, go to 5.2
5.1.1	Is Dependent Entry Approval (DEA) required?	CPPA/Service Member	<p>Is Dependent Entry Approval (DEA) required?</p> <p>Once the overseas screening is complete and family members are deemed suitable, then request dependent entry approval per MPM 1300-316. Refer to the following PERS website for specific areas requiring Dependent Entry Approval: https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/</p> <p>Refer also to MPM article 1300-316 and MPM articles 1300-150 through 210.</p> <p>All personnel executing PCS orders who desire to have family members accompany them to locations listed on the PERS website: https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/ must submit a request for DEA upon completion of overseas screening. Ideally, DEA requests should be submitted within 30 days of receipt of orders, but only after overseas screening is complete and family members are suitable, and no later than four months prior to arrival.</p> <p>Note: If PCS orders are not issued with sufficient lead time to meet the above time requirements, CPPA should submit as soon as possible.</p>

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>If Yes, go to 5.1.2. If No, go to 5.2.</p>
5.1.2	Submit DEA	CPPA	<p>CPPA submits Dependent Entry Approval in accordance with (IAW) applicable requirements.</p> <p>Sample message format can be found at: https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/ and any additional requirements contained in the Electronic Foreign Clearance Guide: https://www.fcg.pentagon.mil/fcg.cfm</p> <p>Note: Command submits DEA Message Request and includes servicing TSC as an information added. Command forwards screening documents and copy of DEA request and approval to servicing TSC.</p>
5.1.3	Check status of DEA with designated Area Commander	CPPA	<p>CPPA checks status of Dependent Entry Approval with designated Area Commander staff.</p> <p>Family members may not have flight arrangements ticketed until approval is received. Service Members should continue process while awaiting their family members' clearance to travel.</p>
5.1.4	Was DEA approved?	CPPA	<p>Was Dependent Entry Approval approved?</p> <p>If No, go to 5.1.5. If Yes, go to 5.2.</p>
5.1.5	Submit overseas family relocation request	Service Member	<p>Service Member submits overseas family relocation request if entry approval was denied and family overseas relocation is desired.</p> <p>Service Members who are denied family entry approval and desire to relocate their family members to a designated place other than the contiguous U.S. should be advised that approval from the Chief of Naval Operations (OPNAV N130) is required. Refer to OHA/MIHA SOP for requirements, if necessary: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
5.2	Determine if passports/v isas are	CPPA/Service Member/Clerk/ Supervisor	<p>CPPA determines if Service Member and/or dependent(s) will require a no-fee passport/visa based upon PCS orders and advise them to apply for passports/visas ASAP.</p>

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	required based upon PCS orders		<p>Apply for no-fee passports for self (if applicable) and dependents within 15 days of receipt of orders. Refer to MPM 4650-020 for further guidance. Passports can take up to four months to process with visas requiring an additional three months.</p> <p>Note: Non-U.S. dependents will have to coordinate with their own national embassy/consulate to obtain the necessary passport/visa.</p> <p>CPPA verifies requirements of overseas location with Foreign Clearance Guide. Information regarding passport requirements by country can be found at: https://www.fcg.pentagon.mil/fcg.cfm</p> <p>Important Note: Do not delay passport/VISA submissions awaiting completion of Overseas Screening or DEA approval.</p>
5.2.1	Are "No-Fee" passport(s)/visa(s) required?	CPPA	<p>Are "No-Fee" passport(s)/visa(s) required for Service Member and/or family member(s)?</p> <p>If Yes, go to 5.2.2. If No, go to 6.</p>
5.2.2	Initiate DD1056(s)	CPPA/Service Member	<p>CPPA/Service Member initiate DD1056(s), Authorization to Apply for "No-Fee" Passport and/or Request for Visa based upon PCS orders.</p> <p>Obtain form at: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1056.pdf</p>
5.2.3	Submit DD1056(s) to TSC	CPPA	<p>CPPA submits DD1056(s) to TSC via eCRM for verification and approval.</p>
5.2.4	Direct Service Member to US Department of State website to	CPPA	<p>CPPA directs Service Member to US Department of State website: http://travel.state.gov/passport/passport_1738.html to complete DS-11(s) (Application for Passport).</p> <p>Follow the instructions on the website and form.</p>

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	complete DS-11(s)		
5.2.5	Complete DS-11(s)	Service Member	<p>Service Member completes DS-11(s), Application for Passport, for self and family members as required.</p> <p>Print copy of completed online form or print copy of blank form and fill-in by hand.</p> <p>Note: Form DS-11 and the additional required documentation must be submitted in person at an Acceptance Facility or Passport Agency as listed on US Department of State website. Form DS-11 may not be submitted by mail.</p>
5.2.6	Verify and complete DD1056(s)	Clerk	<p>Clerk verifies and completes DD1056(s), Authorization to Apply For "No-Fee" Passport and/or Request for Visa, as required.</p> <p>Clerk informs CPPA that DD1056(s) are ready for pick-up.</p>
5.2.7	Arrive at TSC with completed DS-11(s)	Service Member	Service Member arrives at local passport agent with completed DS-11(s) and supporting documentation.
5.2.8	Forward DD1056(s) to supervisor for signature	Clerk	Clerk forwards DD1056(s), Authorization to Apply For "No-Fee" Passport and/or Request for Visa, to supervisor for review and signature.
5.2.9	Sign DD1056(s)	Supervisor	Supervisor signs DD1056(s) Block 16 in blue ink.
5.2.10	Provide signed DD1056(s) and verified DS-11(s) to Service Member	Supervisor	Supervisor provides signed DD1056(s) (Authorization to Apply For "No-Fee" Passport and/or Request for Visa) and DS-11(s) (Application for Passport) to Service Member.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
5.2.11	Submit DD1056(s) and DS-11(s)	Service Member	Service Member submits DD1056(s), DS-11(s), and additional required supporting documentation to Passport Agency (NAVPTO) for application processing. Note: Form DS-11 and the additional required documentation must be submitted in person at an Acceptance Facility or Passport Agency. Form DS-11 may not be submitted by mail.
6	Complete required additional screening(s)	Command Leadership/CC C/ CPPA/Service Member/ MTF	Complete required additional screening(s)
6.1	Are additional screenings required?	Command Leadership /CPPA	Are additional screenings required? Refer to PCS orders for any additional screenings. Additional screenings may include: <ul style="list-style-type: none"> • New Construction - NAVPERS 1300/18 • GSA/OSA/IAMM Assignment - NAVPERS 1300/22 • PRP Suitability Preliminary Screening - NAVPERS 1300/27 If Yes, go to 6.2 If No, go to 7.
6.2	Complete additional screenings	Service Member	Service Member completes additional screenings in accordance with applicable checklists and supporting MPM articles. It is the responsibility of the Commanding Officer, Command Master Chief, Chief of the Boat, or Senior Enlisted Advisor, as well as several other key personnel, to ensure all applicants are fully endorsed/qualified for the specific program.
6.3	Is Service Member qualified?	CPPA	Is Service Member qualified? If No, go to 6.4. If Yes, go to 6.5.
6.4	Notify PERS and comply with disposition	CPPA/Service Member	CPPA/Service Member notify PERS and comply with disposition instructions. Depending upon the disqualifying factor, PERS may cancel current orders and issue a new set of orders, issue an orders

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	instructions		modification, or cancel orders entirely and direct Service Member to remain at current duty station. Regardless, Service Member would be required to discontinue current process or restart the process from the beginning and comply with the new/modified orders. Go to Stop.
6.5	Complete applicable checklist and compile documentation	CPPA/Service Member	CPPA/Service Member complete applicable checklist and compile documentation for subsequent submission to the TSC, as applicable. <ul style="list-style-type: none"> • New Construction - NAVPERS 1300/18 • GSA/OSA/IAMM Assignment - NAVPERS 1300/22 • PRP Suitability Preliminary Screening NAVPERS 1300/27 • Etc.
7	Complete additional "Comply with Items" and complete Transfer package	Command Leadership/ CPPA	Complete additional "Comply with Items" and complete Transfer package.
7.1	Update security clearance	Service Member	Service Member updates security clearance, if required. If required for PCS orders, ensure security clearance/background investigation is current. If not, then initiate/submit update request within 15 days of receipt of orders through Command Security Manager.
7.2	Determine if Service Member meets criteria for a Close Proximity Move	CPPA/Service Member	CPPA/Service Member determine if Service Member meets criteria for a Close Proximity Move. Refer to NAVADMIN 101/10 . Service Members who have NOT executed their orders are eligible to remove the household goods (HHG) funding from those orders in order to fall under the provisions of a close proximity move and may be eligible to receive BAH based on the previous permanent duty station (PDS).

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Service Members with or without dependents who are reassigned within the continental United States, maintain an established residence, and still commute daily to their new PDS or homeport, may qualify for BAH based on their previous PDS under the provisions of a close proximity move.</p> <p>Also refer to OPNAV N130C2 Assistant, Pay and Allowances website at: https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/</p>
7.3	Does Service Member desire to execute a Close Proximity Move?	Service Member	<p>Does Service Member desire to execute a Close Proximity Move?</p> <p>The current order writing system automatically assigns HHG funding to a Service Member's orders when the previous PDS and new PDS are more than 30 miles apart. In these cases, Service Members would not be eligible to receive BAH based on the previous PDS. However, these Service Members can request through their detailers to remove that funding line to become eligible for BAH based on the previous PDS. This removal must be completed prior to the Service Member executing the orders or no authorization/approval for BAH based on the previous duty station can be granted. There is no retroactive approval process or waiver for granting BAH at the previous PDS if orders are executed that include HHG funding authorization.</p> <p>If Yes, go to 7.3.1. If No, go to 7.4.</p>
7.3.1	Request authorization from the gaining CO to receive BAH based on previous duty station	Service Member	<p>Service Member requests authorization from the gaining Commanding Officer (CO) to receive BAH based on previous duty station.</p> <p>Gaining Commanding Officer should ensure that Service Member is maintaining a continuous residence and that the commuting distance from that continuous residence is reasonable for the geographic location of the assignment.</p>
7.3.2	Does gaining CO	Command Leadership	Does gaining Commanding Officer (CO) approve request?

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	approve request?		<p>If CO approval is not received, HHG funding is not removed, and orders are not re-issued prior to the execution of any part of the orders, the Service Member is not eligible for a close proximity move or BAH at the previous permanent duty station (PDS). Once any part of the orders has been executed and/or the Service Member reports to the new command, the CO does not have the authority to approve the close proximity move, the detailee does not have the authority to retroactively remove HHG funding from the orders, and the TSC does not have the authority to pay BAH based on the previous PDS.</p> <p>If No, go to 7.4. If Yes, go to 7.3.3.</p>
7.3.3	Submit approval letter to detailee	Service Member	<p>Service Member submits approval letter for Close Proximity Move to detailee.</p> <p>If approved by the gaining CO, the Service Member must send the approval letter to his/her detailee in order to get the HHG funding removed from his/her orders. If funding must remain in support of interim temporary duty (TDY) stops, detailee must include a specific note in the order modification that indicates funding remains only for TDY travel, and that HHG funding has been removed.</p> <p>Note 1: To streamline the process, CO approval letters should be sent from the Service Member directly to the Service Member's detailee; requests should NOT be forwarded to PERS-451H as previously directed.</p> <p>Note 2: With the approval for a close proximity move and BAH at the previous duty station, a Service Member will forfeit the authorization for all travel and transportation allowances. This policy does not apply to Service Members who are receiving BAH based on their dependents' location at the previous PDS and who subsequently receive new orders in the vicinity of their dependents' residence. Allowances may only be based on the previous permanent duty station, not on the location in which the dependents are residing.</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
7.3.4	Receive order modification with HHG funding removed	Service Member	<p>Service Member receives order modification with HHG funding removed.</p> <p>Once HHG funding is removed from the orders and the orders are re-issued, the Service Member must take the approval letter and the orders to TSC upon check in to the gaining command to have BAH based on the previous duty station continued.</p> <p>Refer to Receipts SOP, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
7.4	Arrange HHG shipment, if required	Service Member	<p>Service Member arranges HHG shipment, if required.</p> <p>Upon receipt of PCS Orders, contact the local Personal Property Transportation and Household Goods Office.</p> <p>Note: Privately owned vehicle shipment restrictions may exist for departure to, and/or CONUS re-entry from an overseas duty location. Follow procedures in MPM 1300-300 through 1300-306 and 1300-316 for overseas screening and dependent entry approval. Advise Service Member not to ship household goods and privately owned vehicles until successfully screened and dependent entry is approved.</p>
7.5	Complete and document AT/FP Training	Service Member	<p>Service Member and family members complete and document Anti-Terrorism/Force Protection (AT/FP) Training, per MPM 1300-300, if required.</p> <p>CPPA ensure Service Member and adult family member(s) receive general and/or Area of Responsibility (AOR)-specific individual Anti-Terrorism (AT) Awareness training from a certified AT training officer.</p> <p>All Service Members, Department of the Navy (DON) civilian personnel, and adult family members shall receive mandatory Anti-Terrorism Awareness Level I training prior to travel outside the Continental United States (OCONUS) IAW OPNAVINST 1300.14 (Series). All level I training must be completed within 90 days prior to travel OCONUS by the command Antiterrorism Officer (ATO).</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
7.5.1	Prepare NAVPERS 1070/613	CPPA	<p>CPPA prepares NAVPERS 1070/613.</p> <p>A NAVPERS 1070/613 Administrative Remarks entry verifying completion by the Service Member and adult family members of all AT/FP briefings is required. The NAVPERS 1070/613 entry will state the level of training, date completed, and who attended the training.</p>
7.5.2	Sign NAVPERS 1070/613	Service Member	Service Member signs NAVPERS 1070/613 and returns signed copy to CPPA.
7.5.3	Compile documentation for subsequent submission to the TSC	CPPA	<p>CPPA compiles documentation for subsequent submission to the TSC.</p> <ul style="list-style-type: none"> • Service Member signed NAVPERS 1070/613
7.6	Complete cultural awareness training	Service Member	<p>Service Member completes cultural awareness training, if required.</p> <p>Language, Regional Expertise, and Culture (LREC) support to individuals and units, and to Navy Service Members on overseas assignments include access to self-paced cultural awareness products and language learning materials relevant to the deployment destination or assignment location. For additional information go to: https://www.mynavyhr.navy.mil/Career-Management/Language-Culture/</p>
7.7	Process request to obtain a legal marriage, only if required	Service Member	<p>Service Member processes request to obtain a legal marriage, only if required.</p> <p>Comply with administrative requirements set forth in MPM 1050-440, Administrative Absence to Obtain a Legal Marriage.</p> <p>Eligible Service Members who wish to marry during Continuous Overseas Tours (COT) Permanent Change of Station (PCS) must request Administrative Absence from their gaining command prior to executing their orders.</p> <p>Service Members must submit a special request chit to request Administrative Absence for Marriage until such time as Navy</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Standard Integrated Personnel System (NSIPS) E-Leave is updated to facilitate this type of Administrative Absence. Accompanying the special request chit, Service Members will submit the administrative requirements for the state or jurisdiction in which they are authorized and intending to marry.</p> <p>If approved by gaining command, CPPA informs TSC of Administrative Absence approval to obtain a legal marriage enroute to new PDS.</p> <p>Note 1: While Administrative Absence does not require recalculation of travel and proceed time, it does require adjustment of EDA/RPT NLT date and authorized delay in reporting for the detaching endorsement.</p> <p>Note 2: Administrative Absence for marriage may be granted only once during the career of a Service Member, regardless of the number of Administrative Absence days used.</p> <p>Note 3: Service Members executing a COT PCS to a duty station that allows the Service Member to legally marry are not eligible for Administrative Absence under this policy.</p> <p>Note 4: Service Members executing a COT PCS from a duty station in a country or jurisdiction that does not allow the Service Member to legally marry, to a new duty station in a country or jurisdiction that also does not allow the Service Member to legally marry, may be authorized Administrative Absence enroute. The number of days authorized shall be calculated by the gaining command as if the Service Member was already stationed in the location of the gaining command.</p>
7.8	Initiate Transfer Eval/FITREP	Service Member/Command Leadership	Service Member initiates transfer Eval/FITREP. For tracking purposes only.
7.9	Submit advance pay/travel requests	Service Member	Service Member submits advance pay/travel requests, if required/desired.

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
7.9.1	Complete and submit advance pay request, if applicable	Service Member	<p>Service Member completes and submits advance pay request, if applicable.</p> <p>DD2560 Advance Pay Certification/Authorization: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2560.pdf</p> <p>Note: Review form to determine when CO signature (approval) is required for Advance Pay.</p>
7.9.2	Complete Application for Transfer and Advances	CPPA, Service Member	<p>CPPA and Service Member complete Application for Transfer and Advances in accordance with form instructions, if applicable.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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, • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. <p>GTCC Policy:</p> <ol style="list-style-type: none"> On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (Currently on hold) <p>Travel Advance Guidance:</p>

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>a. If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses.</p> <p>b. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses.</p> <p>c. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC.</p> <p>d. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of entitlements, and Service Members may be subject to administrative and disciplinary action.</p> <p>CPPA and Service Member complete respective portions of NPPSC 1300/1, Application for Transfer and Advances</p> <p>Must be submitted to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date.</p> <p>Obtain Application for Transfer and Advances, NPPSC 1300/1 at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>Refer to Travel Advance SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
7.9.3	Complete Passenger Reservation Request	Service Member	<p>Service Member completes Passenger Reservation Request (PRR), NPPSC 4650/1, in accordance with form instructions, if applicable.</p> <p>Refer to NPPSCINST 4650.8 and NPPSCINST 4650.8 CH-1 for form instructions, as required. https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</p>

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Obtain NPPSC 4650/1 at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
7.9.4	Complete DD884	Service Member	Service Member completes DD884, Application for Transportation of Dependents, as required. Obtain DD884 at: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf
7.10	Complete and compile PCS Transfer package	Service Member	Service Member completes and compiles PCS Transfer package
7.11	Submit PCS Transfer documentation to CPPA	Service Member	Service Member submits PCS Transfer documentation to CPPA.
7.12	Compile and review Transfer package for completeness and accuracy	CPPA	<p>CPPA compiles and reviews Transfer package for completeness and accuracy.</p> <p>Transfer package contents may include (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1300/1, Application for Transfer and Advances • NPPSC 1300/3, PCS Transfer Checklist • Copy of Permanent Change of Station (PCS) orders, if required • Report of Suitability for Overseas Assignment (NAVPERS 1300/16) • Family (Dependent) Entry Approval Request • Approved Advance Pay Request (DD Form 2560 - Advance Pay Certification/Authorization) • DD884 (Application for Transportation of Dependents) • Passenger Reservation Request (PRR) • NAVPERS 1070/613 (Administrative Remarks): <ul style="list-style-type: none"> o Overseas/Remote Duty Screening waiver, if applicable o AT/FP training completion documentation, if applicable o Additional NAVPERS 1070/613 required by Comply with Items of Orders

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
7.13	Submit Transfer package to TSC via eCRM	CPPA	<p>CPPA submits Transfer package to TSC via eCRM.</p> <p>Transfer package contents may include (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1300/1, Application for Transfer and Advances • NPPSC 1300/3, PCS Transfer Checklist • Copy of Permanent Change of Station (PCS) orders, if required • Report of Suitability for Overseas Assignment (NAVPERS 1300/16) • Family (Dependent) Entry Approval Request • Approved Advance Pay Request (DD Form 2560 - Advance Pay Certification/Authorization) • DD884 (Application for Transportation of Dependents) • Passenger Reservation Request (PRR) • NAVPERS 1070/613 (Administrative Remarks): <ul style="list-style-type: none"> o Overseas/Remote Duty Screening waiver, if applicable o AT/FP training completion documentation, if applicable o Additional NAVPERS 1070/613 required by Comply with Items of Orders
7.14	Submit advance travel documents to Travel Processing Center	CPPA	<p>CPPA submits advance travel documents to Travel Processing Center (TPC) via eCRM, as applicable.</p> <p>CPPA forwards Travel Advance form and supporting documents to TPC no more than 30 days prior to detachment.</p> <p>Note: When CPPAs submit their eCRM request to the TPC, the CPPA should differentiate Advance Travel eCRM requests from Travel Claim Settlement eCRM requests by inserting "ADV_" before the NAME in the eCRM case Subject Line. This will enable the eCRM Supervisor at the TPC to immediately identify the type of eCRM travel case, which will support rapid sorting of the received cases for subsequent review, dispatch and processing.</p> <p>Refer to Travel Advance SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>CPPA submits completed checklist, forms, and supporting documentation, as applicable.</p>

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
8	Receive and review Transfer package	Clerk/Supervisor	Receive and review Transfer package.
8.1	Receive, review, and dispatch eCRM Transfer package to clerk	Supervisor	Transfers supervisor receives, reviews, and dispatches eCRM Transfer package from CPPA to clerk for processing.
8.2	Receive and review Transfer package	Clerk	<p>Clerk receives and reviews Transfer package.</p> <p>Transfer package contents may include (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1300/1, Application for Transfer and Advances • NPPSC 1300/3, PCS Transfer Checklist • Copy of Permanent Change of Station (PCS) orders, if required • Report of Suitability for Overseas Assignment (NAVPERS 1300/16) • Family (Dependent) Entry Approval Request • Approved Advance Pay Request (DD Form 2560 - Advance Pay Certification/Authorization) • DD884 (Application for Transportation of Dependents) • Passenger Reservation Request (PRR) • NAVPERS 1070/613 (Administrative Remarks): <ul style="list-style-type: none"> o Overseas/Remote Duty Screening waiver, if applicable o AT/FP training completion documentation, if applicable o Additional NAVPERS 1070/613 required by Comply with Items of Orders
8.3	Verify Transfer package and critical information	Clerk	<p>Clerk verifies the following critical information along with the Transfer package contents:</p> <ul style="list-style-type: none"> • Service Member's transfer date No Earlier Than (NET) Estimated Date of Detachment (EDD) on orders • Travel, Proceed and Leave does not exceed Report (RPT) No Later Than (NLT) date on order

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Commanding Officer (CO)/Officer In Charge (OIC) approved transfer date • Service Members NAVPERS 1070/602 (RED/DA) have been verified and updated, if required • OBLISERV (Obligated Service) requirements have been met • For Overseas Assignment: Ensure NAVPERS 1300/16 has been signed by the representative of the medical treatment facility and the CO. Also verify no-fee passport(s) and Dependent Entry Approval (DEA) have been submitted, if applicable. Contact information • Note: For Overseas Travel: Final ticketing and/or travel advances will not be made by the supporting TSC/Navy Passenger and Transportation Office (NAVPTO) without receipt of a properly completed NAVPERS 1300/16, in accordance with PPIB 12-08. Additionally, final ticketing and/or travel advances require proof of meeting OBLISERV requirements, NATO Orders, if required, copies of no-fee passports, if location requires, and Family Entry Approval (FEA), if location requires. In some cases, when the no-fee passport has not been received prior to the Service Member's departure date, an application for no-fee passport must at least have been submitted for processing by an authorized DoD passport agent. Transfer Clerk may need to check with NAVPTO for the latest information. The clerk will ensure a copy of NAVPERS 1300/16 is attached to Service Member's original orders and direct the Service Member to hand-carry the copy for delivery to their ultimate duty station. In all cases, a copy of NAVPERS 1300/16 will be included in the Transfer package and filed in the Electronic Service Record.
8.4	Is Transfer package complete and accurate?	Clerk	<p>Is Transfer package complete and accurate?</p> <p>Check for accuracy and/or missing documents.</p> <p>If No, go to 8.5. If Yes, go to 8.6.</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
8.5	Work with CPPA to complete and correct Transfer package via eCRM	Clerk	Clerk works with CPPA to complete and correct Transfer package via eCRM. Go to 8.4.
8.6	Mark initial eCRM transfer case "Supervisor Review"	Clerk	Clerk marks initial eCRM Transfer case "Supervisor Review". Clerk does not leave initial eCRM Transfer case open for the duration of the Transfers process, which normally requires months to complete. Subsequent eCRM requests for additional documentation pertinent to an individual Service Member's transfer will be opened and closed, as required.
8.7	Mark initial eCRM transfer case "Completed"	Supervisor	Supervisor marks initial eCRM Transfer case as "Completed".
9	Prepare travel documents	Clerk/Supervisor	Prepare travel documents, as applicable.
9.1	Is an NSIPS Transfer Order required?	Clerk	Is an NSIPS Transfer Order required? Note: Refer to PPIB 15-05 for specific procedural requirements in connection with a Change of Homeport move, as required. If Yes, go to 9.2. If No, go to 9.3.
9.2	Prepare NSIPS Transfer Order	Clerk	Clerk prepares NSIPS Transfer Order in NSIPS. Prepare NSIPS Transfer Orders
9.3	Will Service Member	Clerk	Will Service Member and/or family member(s) require flight arrangements?

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	and/or family member(s) require flight arrangements?		<p>Service Members reporting to a deployed unit may require flight arrangements depending upon unit schedule. Service Members reporting overseas will require flight arrangements.</p> <p>Note: Do not delay PRR submission awaiting DEA approval or completion of Overseas Screening.</p> <p>If Yes, go to 9.4. If No, go to 9.7.</p>
9.4	Review PRR and DD884, if applicable	Clerk	Clerk reviews PRR and DD884 (Application for Transportation of Dependents), if applicable.
9.5	Review and sign PRR	Supervisor	Supervisor reviews and signs PRR and DD884 , if applicable, prior to forwarding to NAVPTO.
9.6	Submit PRR and supporting documents to NAVPTO	Clerk	Clerk submits completed PRR, DD884, copy of orders, and copy of DEA message to NAVPTO, as applicable.
9.7	Are NATO Travel Orders required?	Clerk	<p>Are North Atlantic Treaty Organization (NATO) Travel Orders required?</p> <p>If Yes, go to 9.8. If No, go to 10.0</p>
9.8	Prepare NATO Travel Orders	Clerk	<p>Clerk prepares NATO Travel Orders.</p> <p>Prepare NATO orders upon confirmation of flight date.</p> <p>Refer to MPM 1320-300 for North Atlantic Treaty Organization (NATO) Supplemental Travel Orders.</p> <p>Note: Refer to sample NATO Orders, as required. https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC%20InstructionsChecklists/OrderNATOTravel.pdf</p>
10	Process advance pay	Clerk/Supervisor	Process advance pay, as requested.

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
10.1	Is Service Member requesting advance pay?	Clerk	<p>Is Service Member requesting advance pay?</p> <p>CO's signature required on DD2560 for:</p> <ul style="list-style-type: none"> • More than 1 month but less than 3 months advance pay • Repayment schedule of 13-24 months • Payment 31-90 days before departure • Payment 61-180 days after arrival at new PDS <p>If Yes, go to 10.2. If No, go to 11.</p>
10.2	Process advanced pay	Clerk	<p>Clerk processes DD2560 (Advance Pay Certification/Authorization), as requested.</p> <p>Verify entitlement using MMPA. When computing the amount of advance pay, deduct the following open entries from the Basic Pay (FID=01) to determine the monthly amount to advance:</p> <ul style="list-style-type: none"> • All taxes (FC, FH, FJ and FK) • AFRH (DD) • SGLI (DBs) • TSP from Basic Pay only (D1) • Dental Insurance (AI) • MGIB (DE) • Current repayment of previous advance pay (DV) • Garnishments (HG) • Indebtedness to the U.S. (DQ and DS) • Forfeitures of Pay (DF) <p>Clerk will enter payment via verb JPBB in MMPA.</p>
10.3	Send advance pay to supervisor for review and release	Clerk	<p>Clerk sends DD2560 (Advance Pay Certification/Authorization) and a JPBB print out to supervisor (or lead) for review and signature.</p> <p>Deputy Disbursing Officer will release advanced pay via verb JPBX in MMPA.</p>
11	Process Electronic Service	Clerk/Supervisor	Process Electronic Service Record documents, as required.

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Record documents		
11.1	Prepare ESR entries/applicable NAVPERS 1070/613 Administrative Remarks	Clerk	<p>Clerk prepares required Electronic Service Record entries/applicable NAVPERS 1070/613 Administrative Remarks in NSIPS ESR.</p> <p>Login to NSIPS: Electronic Service Record > Electronic Service Record > Use > Administrative Remarks > Enter Service Member's SSN > Select the "+" icon to start a new Administrative Remarks entry, as required.</p> <ul style="list-style-type: none"> • Stop Sea Duty Counter • Suitability screening(s) entries, as appropriate • Not meeting required OBLISERV due to monetary loss - (e.g., for SRB recipients needing less than 12 months of extension to meet OBLISERV, transferring to CONUS activity only). PERS approval is required if extension to OBLISERV is more than 12 months • OBLISERV to Train • Declining continuous submarine duty pay • Accompanied/Unaccompanied Tour Election • Anti-Terrorism Course Completion <p>For Service Member who completed course of instruction, ensure the required entry to designate Service Member to new rating is completed in NSIPS. Refer to your Command Educational Service Office or Student's Section.</p>
11.2	Update Service Member's NSIPS ESR	Clerk	<p>Clerk updates Service Member's NSIPS ESR, as applicable.</p> <ul style="list-style-type: none"> • Administrative Remarks • PQS • Course Data • Education • Family Care Plan • Warfare Designation Maintenance • Certs and Quals

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> History of Assignments <p>Under Personnel Maintenance (Miscellaneous):</p> <ul style="list-style-type: none"> Honors and Awards <p>Under Personnel Maintenance (Personal Data):</p> <ul style="list-style-type: none"> Enlisted Warfare Designator Citizenship <p>Update NAVPERS 1070/602 as required: Note: The following is a new requirement for all PERS Clerks to enter Address Clause and Supervisors to verify that it was accomplished in NSIPS RED/DA.</p> <p>PCS Transfer Section: PERS Clerk enters an Address Clause in the DA (NAVPERS 1070/602) on current Home Address for the SM and Spouse for a PCS Transfer.</p> <p>From: Service Member Address: From: Spouse Address: (only enter spouse address if different from SM)</p> <p>CPPAs ensure the Service Member obtains the official copy of the NAVPERS 1070/602 from the Service Member's RED DA Inquire or BOL OMPF before PCS Transfer. Advise the Service member to provide the NAVPERS 1070/602 to the gaining CPPA upon check-in in order to expedite processing of the dependent's travel entitlement.</p>
11.3	Send NAVPERS 1070/613s to Service Member for review/signature	Clerk	Clerk sends NAVPERS 1070/613s to CPPA for Service Member review/signature via eCRM, as applicable .
11.4	Receive Service Member signed	Clerk	<p>Clerk receives Service Member signed NAVPERS 1070/613s from CPPA via eCRM, if applicable.</p> <p>Clerk forwards to supervisor for review and signature.</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	NAVPERS 1070/613s from CPPA		Note: Be sure to collect NAVPERS 1070/613 (Administrative Remarks) Termination of Government Quarters, if applicable, to process BAH.
11.5	Submit NAVPERS 1070/613(s) / NSIPS ESR update(s) to supervisor for review and verification	Clerk	Clerk submits NAVPERS 1070/613(s)/NSIPS ESR update(s) and supporting documentation to supervisor for review and verification.
11.6	Review and sign NAVPERS 1070/613s, as required	Supervisor	Supervisor reviews and signs NAVPERS 1070/602 and NAVPERS 1070/613s, as required.
11.7	Verify Service Member's NSIPS ESR	Supervisor	Supervisor verifies Service Member's NSIPS ESR, as required.
11.8	Forward signed NAVPERS 1070/613 to CPPA	Clerk	Clerk forwards signed NAVPERS 1070/613 to CPPA.
11.9	Submit permanent signed NAVPERS 1070/613 to OMPF	Clerk	<p>Clerk submits permanent signed NAVPERS 1070/613 to OMPF, as required.</p> <ul style="list-style-type: none"> • Stop Sea Duty Counter • Suitability Screening • Additional Permanent NAVPERS 1070/613s, as required <p>Permanent NAVPERS 1070/613s shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			in the OMPF. Refer to MPM 1070-320 for definition of permanent NAVPERS 1070/613s, as required.
12	Counsel Service Member regarding Traveler responsibilities	CPPA	Counsel Service Member regarding Traveler responsibilities
12.1	Receive notification of disbursed Travel Advance processing	CPPA	<p>CPPA receives notification of disbursed Travel Advance processing from Travel Office System Administrator, only if Travel Advance was requested.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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, • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required.
12.2	Counsel Service Member on travel requirements	CPPA	<p>CPPA counsils Service Member on travel requirements</p> <p>Refer to:</p> <ul style="list-style-type: none"> • 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, • NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and • Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>GTCC Policy:</p> <p>a. On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above.</p> <p>b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses.</p> <p>c. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (Currently on hold)</p> <p>Per NAVADMIN 101/16, Military Permanent Change of Station Travel Voucher Due Within Five Working Days, and PPIB 16-09, Travel Claim Control and Submission Procedures:</p> <ul style="list-style-type: none"> • Ensure Service Member is aware of proper endorsement of the orders, to include each intermediate and/or temporary duty station, as required by MPM 1320-310 Permanent Change of Station (PCS) Transfer Order Endorsements (e.g., date, time, and place of reporting). • Ensure Service Member is aware of submission requirement for the PCS Travel Claim within five working days of member's arrival in accordance with DoD FMR Vol 9 Chapter 8. <p>CPPA provides traveler with copy of following checklists and forms and provides instructions to traveler.</p> <ul style="list-style-type: none"> • NPPSC 1300/2 Permanent Change Station (PCS) Traveler Checklist https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ • DD1351-2 Travel Voucher or Subvoucher http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf <p>The DoDFMR 7000.14-R, Volume 9, based on an IRS requirement, requires that each traveler provide receipt(s) for:</p> <ul style="list-style-type: none"> • Lodging

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> o Daily hotel room costs; o Daily hotel taxes; and o Daily miscellaneous fees, if applicable. <ul style="list-style-type: none"> • Individual official travel expenses of \$75 or more <p>Note: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.</p>
12.3	Ensure Service Member obtains hardcopy of official RED/DA	CPPA	<p>CPPA ensures Service Member obtains hardcopy of official RED/DA.</p> <p>CPPAs ensure the Service Member obtains the official copy of the NAVPERS 1070/602 from the Service Member's RED/DA Inquire or BOL OMPF before PCS Transfer. Advise the Service member to provide the NAVPERS 1070/602 to the gaining CPPA upon check-in in order to expedite processing of the dependent's travel entitlement.</p>
13	Prepare Activity Loss and process entitlements	Clerk/Supervisor	<p>Prepare Activity Loss and process entitlements in NSIPS.</p> <p>Note: If the Service Member is transferring to another command serviced by the same ADSN, the loss generated in NSIPS does not stop entitlements, so those entitlements must be processed manually. The loss generated in NSIPS for Service Member transferring to a command serviced by the same ADSN just updates the info on LOPG/L00G. Therefore, any entitlements that the Service Member is not authorized should be stopped manually.</p> <p>Recommendation: For Service Members transferring to a command serviced by same ADSN, review Service Member's entitlements from previous command and stop entitlements accordingly.</p>
13.1	Is Service Member transferring to a command serviced by the same ADSN?	Clerk	<p>Is Service Member transferring to a command serviced by the same ADSN?</p> <p>If No, go to 13.5</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
13.2	Verify entitlements/ deductions	Clerk	<p>Clerk verifies entitlements/deductions.</p> <p>Review entitlements/deductions in verb JJAA of MMPA.</p> <p>Conduct pay audit and process corrections for overpayment(s)/underpayment(s) of station allowances.</p> <p>Stop date for entitlements is the day before the Service Member's approved transfer date. Stop appropriate entitlements/deductions IAW DoD FMR Vol 7A, if required e.g.:</p> <ul style="list-style-type: none"> • SDAP - Special Duty Assignment Pay • DN - Meal Deduction • Other special pays, as required <p>Important Caution: Verify whether Service Member is transferring to a UIC within the same command and currently receiving SDAP and entitled to SDAP at new UIC.</p> <p>If the Service Member is transferring to a UIC within the same command and currently receiving SDAP and entitled to SDAP at new UIC, special caution needs to be taken to Stop SDAP (3002) at former UIC and start SDAP (3001) at new UIC following the posting of the Activity Gain (SGO3). Refer to Receipt and SDAP SOPs, as required.</p> <p>Refer to appropriate Pay SOP, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Note: All entitlements, with the exception of SDAP, should stop automatically with the release of the Activity Loss per PTG Part 1, Chapter 4, Section H Table 1-4-3. However, if the Service Member is transferring to another command serviced by the same ADSN/PPSUIC, the loss generated in NSIPS does not stop entitlements, so those entitlements must be processed manually. The loss generated in NSIPS for a Service Member transferring to a command serviced by the same ADSN will only update the Service Member's information on LOPG/LOOG. Therefore, any entitlements</p>

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>that the Service Member is not authorized should be stopped manually.</p> <p>Create entitlements/deductions adjustments in NSIPS IAW appropriate PTG.</p> <p>Send entitlements/deductions to supervisor for review and release, as applicable.</p>
13.3	Collect meal pass, if applicable	Clerk	<p>Clerk collects meal pass, if applicable.</p> <p>Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer.</p> <p>Active Duty (ACDU) Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate Meal Entitlement Code (MEC). Upon PCS transfer, their Meal Pass must be collected or their DoD CAC must be encoded with the appropriate MEC using the Card Maintenance Utility or similar technology, and their pay account must be updated.</p> <p>Refer to Meal Deduction SOP, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Note: This does not apply to Afloat commands. Service Members assigned to Afloat commands do not have meal passes.</p>
13.4	Create Activity Loss in NSIPS	Clerk	<p>Clerk creates Activity Loss in NSIPS.</p> <p>Login to NSIPS: Losses > Activity Loss > Use > Activity Loss-Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> • Update Panel 1: Activity Loss
14	Complete Transfer Process	Clerk/Supervisor	Complete Transfer Process.
14.1	Check documents	Clerk	Clerk checks required documents for accuracy and completeness IAW PCS Transfer Checklist NPPSC 1300/3.

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	for accuracy/completeness		
14.2	Submit Transfer package to supervisor for review	Clerk	Clerk submits Transfer package to supervisor or lead for review.
14.3	Clerk marks eCRM case "Supervisor Review"	Clerk	Clerk marks eCRM case "Supervisor Review".
14.4	Conduct final review/audit	Supervisor	Supervisor conducts final review/audit of Transfer package: Verifies completeness and accuracy <ul style="list-style-type: none"> Provides signatures, where applicable e.g., PCS orders endorsement
14.5	Supervisor releases stoppage of entitlements/deductions	Supervisor	Supervisor or lead releases stoppage of entitlements/deductions in NSIPS on the effective date.
14.5.1	Did entitlements/deductions post?	Clerk	Did entitlements/deductions post? Check NSIPS/MMPA 24-48 hours after release. If No, go to 14.5.2. If Yes, go to 14.6.
14.5.2	Determine reason for posting delay	Clerk/Supervisor	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS <ul style="list-style-type: none"> If error is correctable, correct and resubmit If error is not correctable, submit NSIPS trouble ticket or open a DWOWS transaction to Defense Finance and Accounting Service (DFAS)

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Landing Page

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Go to 14.5.1.
14.6	Supervisor releases Activity Loss	Supervisor	Supervisor releases the Activity Loss in NSIPS on the effective date of transfer. Note: ALL other transactions must be released a day prior to the effective date of transfer.
14.6.1	Did Activity Loss post?	Clerk	Did Activity Loss post? Check NSIPS/MMPA 24-48 hours after release. If No, go to 14.6.2. If Yes, go to 14.7.
14.6.2	Determine reason for posting delay	Clerk/ Supervisor	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS <ul style="list-style-type: none"> • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or contact DFAS Go to 14.6.1.
14.7	Supervisor checks management reports	Supervisor	Supervisor checks management reports for accuracy and timeliness. <ul style="list-style-type: none"> • Pending Transaction Report • NSIPS Management Reports • DMO Management Reports
14.8	Supervisor marks eCRM case "Completed"	Supervisor	Supervisor marks eCRM case as "Completed".
14.9	Finalize Transfer Checklist	Clerk	Finalize PCS Transfer Checklist NPPSC 1300/3.
14.10	Compile and archive Retain File	Clerk	Compile and archive Retain File IAW NPPSC 1300/3 and DON Records Management Manual, SECNAV 5210.1 .

STOP