



Quick Start Guide & SOP: Transfers

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The Quick Start Guide & SOP: Transfers is a **pilot** SOP.

Your feedback is essential to assessing its effectiveness and determining whether to adopt this format moving forward or retain the traditional SOPs (2024 and earlier versions). We encourage you to take a moment to review the SOP, test its functionality, and complete a brief survey.

MyNavy Career Center

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I. Purpose and Roles and Responsibilities

Purpose

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

Roles and Responsibilities

- CPPA.** The Command Pay and Personnel Administrators (CPPAs) serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). CPPAs may complete certain steps within this SOP, consistent with their expanded NSIPS roles and capabilities.
- TSC Clerk.** The 'Clerk' role includes civilian Clerks, contractors, or Command Pay and Personnel Administrators (CPPAs) authorized to create NSIPS transactions.
- TSC Supervisor.** The 'Supervisor' is a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist authorized to release NSIPS transactions. If the designated supervisor is not a MILPAY lead/auditor, an authorized TSC Deputy Disbursing Officer (DDO) or senior pay/personnel service representative must audit NSIPS transactions and supporting documentation affecting military pay before release to ensure accuracy, as well as ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA).

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II. CPPA Actions and Responsibilities

Roles	Primary Forms and Guidance
CPPA	<ol style="list-style-type: none">1. NPPSC 1300/3, PCS Transfer Checklist2. NPPSC 1300/1 Application for Transfer and Advances3. Case Routing Guidance Gains and Losses4. eCRM Case Workflow Losses5. MyNavy HR CPPA Resources

1. Review and Verify Orders

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

As Applicable:

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

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

2. Issue Service member NPPSC 1300/1 Application for Transfer and Advances and NPPSC 1300/3 PCS Transfer Checklist

- a. Complete [NPPSC 1300/1 Application for Transfer and Advances](#).
- b. Issue Service member [NPPSC 1300/3, PCS Transfer Checklist](#) as a guiding document to ensure all key supporting documents (KSDs) are received.
- c. Counsel Service member on required “comply with items” outlined in the BUPERS order “Special Instructions” and deadlines.
- d. Ensure Service member is counseled on the requirement to obtain orders endorsements at all intermediate stops and ultimate duty station per [MPN 1320-310 Overseas Extensions](#).

3. Review and Verify KSDs. Collect and verify all required KSDs per [NPPSC 1300/3, PCS Transfer Checklist](#).

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

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

Roles	Primary Forms and Guidance's
TSC Clerk PROCO	1. NPPSC 1300/3, PCS Transfer Checklist 2. Case Routing Guidance Gains and Losses 3. eCRM Case Workflow Losses

1. Receive, Review and Verify Transfer Package

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

2. Verify Entitlements/Deductions. Verify and stop entitlements manually if transferring within the same Accounting and Disbursing Station Number.

3. Process Entitlements

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

4. Submit entitlements/deductions to supervisor via NSIPS for review and release, as applicable. Refer to [eCRM Case Workflow Losses](#) when routing eCRM case to Supervisor.

5. Create and process Activity Loss in NSIPS

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

Note: If the Service member is transferring to another command in the same geographical location (local transfer), 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 in the same geographical

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location updates the info on LOPG/L0OG. TSC Clerk will manually stop any entitlements to which the Service member is not authorized.

6. Supervisor. Once entitlements and activity loss has been processed via NSIPS, change eCRM case status to “Supervisor Review”. Refer to eCRM Case Workflow for Losses for additional guidance and information.

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IV. TSC Supervisor – Process and Audit Loss

Roles	Primary Forms and Guidance's
TSC Supervisor TSC Auditor	1. NPPSC 1300/3, PCS Transfer Checklist 2. Case Routing Guidance Gains and Losses 3. eCRM Case Workflow Losses

1. Supervisor reviews eCRM case. Supervisor will review eCRM case and ensure all KSDs are submitted per [NPPSC 1300/3, PCS Transfer Checklist](#)

2. Supervisor Releases Entitlements/Deductions.

- a. Ensure entitlements and deductions are processed correctly via NSIPS and released.
- b. Update eCRM case as needed. Refer to [eCRM Case Workflow Losses](#) for additional guidance.

3. Release Activity Loss in NSIPS.

- a. Supervisor reviews and releases Activity Loss, via NSIPS, on transfer date.
- b. Update eCRM case as needed. Refer to [eCRM Case Workflow Losses](#).

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

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

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

6. Finalize eCRM case. Supervisor marks eCRM case "Completed". Refer to [eCRM Case Workflow Losses](#) for additional information and guidance.

V. References

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

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

VI. Online Resources

1. MyNavy HR - [CPPA Resources](#)
 2. MyNavy HR - [Overseas Screening](#)
 3. MyNavy HR - [MyNavy Assignment \(MNA\)](#)
 4. MyNavy HR - [Enlisted Detailing](#)
 5. MyNavy HR - [Career Counseling](#)
 6. NSIPS - [NSIPS Portal](#)
 7. NPPSC - [Ops Alerts](#)
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VII. Command Aids and User Guides Available Online:

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

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