



Unclassified

TRANSFERS

Activity Loss

- Instructor Introduction
- Administrative Notes

Revision: May 2026

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Disclaimer



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This Lesson is Unclassified

These slides are for
"TRAINING PURPOSES ONLY".

Objective



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- Identify the steps and Key Supporting Documents (KSD) to complete a PCS transfer process.
- Identify the steps in creating a Loss Document on NSIPS.
- Identify the steps required to verify loss has posted on MMPA.

Introduction



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In this lesson we will cover:

- PCS Transfer Checklist
- Orders & Modifications
- Application for Transfer and Advances (NPPSC 1300/1)
- Travel/Proceed Time
- Passenger Reservation Request & DD Form 884
- Overseas Transfers & “No-Fee” Passport
- Dependent Entry Approval / RED-DA / SOES
- Administrative Remarks / Unsuitable for Operational Duty
- NSIPS Loss Document
- MMPA Verification

NPPSC 1300/3 (PCS Transfer Checklist)



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The **PCS Transfer Checklist** serves as a guide for transfer packages **SHALL** include:

- PCS Transfer Checklist
- Orders and modifications
- OBLISERV
- NAVPERS 1070/602 (RED/DA)
- SGLI via SOES
- Screenings and Administrative Remarks (NAVPERS 1070/613)
- Passenger Reservation Request (PRR)
- All applicable documents for dependents

Required items from the CPPA and other supporting documents

PCS Orders

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Original Orders

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
MILLINGTON, TN 38055

ORIGINAL

1326
PERS-405CE
18 NOV 2021
PERS-N405CE

SUBJ: BUPERS ORDER: 3221/XXX-XX- PS2 GENDER: FEMALE
OFFICIAL CHANGE DUTY ORDERS FOR
USN 805A/A16A

XX
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.
FOR OFFICIAL USE ONLY
XX

----- DETACHING ACTIVITY (M) -----

- REQUIRED OBLIGATED SERVICE TO: DEC 25 .
WHEN DIRECTED DETACH IN APR 22 EDD: APR 22
FROM COMNAVPERSCOM MILLINGTON TN UIC: 62980
PERMANENT DUTY STATION MILLINGTON, TN
FROM DUTY ACC: 100
- PERSONNEL ACCOUNTING SUPPORT: TRANSACTION SERVICE CTR MPHS
UIC: 43322
- FOR AN ENHANCED PCS MOVE EXPERIENCE PLEASE BE SURE TO UTILIZE MYPCS
MOBILE AVAILABLE AT [HTTPS://NP2/NMCI.NAVY/MIL](https://NP2/NMCI.NAVY/MIL) TO CREATE A UNIQUE PCS
CHECKLIST TAILORED FOR THE NEEDS OF YOUR UPCOMING MOVE, VIEW LEAN
ORDERS AND INITIATE YOUR TRAVEL VOUCHER AND SUBMIT TO YOUR CPPA.

----- INTERMEDIATE (01) ACTIVITY (M) -----

REPORT NLT 01 MAY 22 BUT NET 30 APR 22 EDA: 30 APR 22
TO STU NSSATC LRN STE SAN DIEGO UIC: 44957
LOCATION: SAN DIEGO, CA
FOR TEMPORARY DUTY - UNDER INSTRUCTION ACC: 341
FOR APPROXIMATELY 038 DAY(S)
- PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET SAN DIEGO
UIC: 68556

TO INCLUDE 033 DAY(S) AT PS ADV DIS OPS
CLASS: 20401 CONV: 02 MAY 22 GRAD: 06 JUN 22 ENEC: A01A CDP: 23E0
UPON COMPLETION OF TEMPORARY DUTY - UNDER INSTRUCTION

AND WHEN DIRECTED, DETACH. EDD: 06 JUN 22

----- ULTIMATE ACTIVITY (M) -----

REPORT NOT LATER THAN 15 JUN 22 EDA: 15 JUN 22
TO VP 46 UIC: 09632
HOMEPORT WHIDBEY ISLAND, WA
FOR DUTY ACC: 100
ASSIGNED RATE: PS2 DNEC1: A01A DNEC2: A16A PRD: 2512
- PERSONNEL ACCOUNTING SUPPORT: TRANSACTION SERVICE CTR MPHS
UIC: 43322

Orders with Modification

ORIGINAL

1326
PERS-405CE
21 DEC 2021
PERS-N405CE

SUBJ: BUPERS ORDER: 3221/XXX-XX- PS2 GENDER: FEMALE
OFFICIAL MODIFICATION TO CHANGE DUTY ORDERS FOR
PS2 , USN 805A/A16A

Orders with OBLISERV Requirement

----- DETACHING ACTIVITY (M) -----

- **REQUIRED OBLIGATED SERVICE TO: DEC 25 .**
WHEN DIRECTED DETACH IN APR 22 EDD: APR 22
FROM COMNAVPERSCOM MILLINGTON TN UIC: 62980
PERMANENT DUTY STATION MILLINGTON, TN
FROM DUTY ACC: 100
- PERSONNEL ACCOUNTING SUPPORT: TRANSACTION SERVICE CTR MPHS
UIC: 43322
- FOR AN ENHANCED PCS MOVE EXPERIENCE PLEASE BE SURE TO UTILIZE MYPCS
MOBILE AVAILABLE AT [HTTPS://NP2/NMCI.NAVY/MIL](https://NP2/NMCI.NAVY/MIL) TO CREATE A UNIQUE PCS
CHECKLIST TAILORED FOR THE NEEDS OF YOUR UPCOMING MOVE, VIEW LEAN
ORDERS AND INITIATE YOUR TRAVEL VOUCHER AND SUBMIT TO YOUR CPPA.

----- DETACHING ACTIVITY (M) -----

- **OBLIGATED SERVICE TO JUL 2027** IS REQUIRED FOR THIS ASSIGNMENT
WHICH MAY BE SATISFIED BY REENLISTMENT OR EXTENSION OF ENLISTMENT.
EARLY REENLISTMENT AUTHORIZATION REFER TO NAVADMIN 150-13. YOUR
INITIAL CONTACT FOR QUESTIONS ABOUT OBLISERV IS YOUR COMMAND CAREER
COUNSELOR (CCC). CIRCUMSTANCES SUCH AS POTENTIAL MONETARY LOSS UNDER

NPPSC 1300/1 Application for Transfer and Advances



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Completed by
CPPA IAW
PCS Orders

APPLICATION FOR TRANSFER AND ADVANCES NPPSC 1300/1 (Rev. 09-2025)		PREVIOUS EDITIONS ARE OBSOLETE Supporting Directive NPPSCINST 5213.1D	
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 8013, Secretary of the Navy; E.O. 9397 (SSN), as amended. PURPOSES: To help the command pay and personnel administrator (CPPA) and supporting transaction service center (TSC)/transfer office simplify and explain permanent change of station (PCS) entitlements by advising Service members of available travel options and also to ensure compliance with the directives contained in PCS orders. ROUTINE USES: Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. This routine use applies to Department of Defense (DoD) and Department of the Navy (DON) personnel who facilitate PCS transfers and advances for Service members. CLOSURE: Mandatory. Failure to provide required information may inhibit timely PCS transfer of Service members.			
General Information (to be completed by CPPA)			
1. Rate/Rank:	2. Name (Last, First, MI):	3. DoD ID:	4. Date:
5. Intermediate Activity (TAD/TDY) UIC:	6. Rpt NET Date:	7. Rpt NLT Date:	8. Ultimate Duty Station UIC:
9. Rpt NLT Date:			
10. Authorized Leave Days:	11. Authorized Proceed Time:	12. Authorized Travel Days:	13. Privately Owned Vehicle (POV):
Service Member PCS Information (to be completed by Service member)			
14. Requested Transfer Date:	15. Estimated Date of Travel:		
16. Personal Phone Number:	17. Personal E-mail Address:		
18. Physical Mailing Address: (P.O. Box Not Authorized)			
Dependent Information (Additional dependent information may be provided on page 3.)			
19. Dependency Status (select one): ☐ Single, No Dependents ☐ Single, With Dependents ☐ Married, With Dependents ☐ Married, Military to Military			
a. Dependents Location (City & State):		b. Dependents Relocation (City & State):	
c. Dependent Name (Last, First, MI)	Relationship	Date of Marriage/Birth	Date of Travel
Travel Plans (to be completed by Service member)			
20. I intend to travel by (select all that apply):		21. My dependent(s) intend to travel by (select all that apply):	
☐ Privately Owned Automobile/Motorcycle ☐ Government Provided Air Travel ☐ Commercial Air Travel (Reimbursement not to exceed Government rate) ☐ Other (Please specify):		☐ Privately Owned Automobile/Motorcycle ☐ Government Provided Air Travel ☐ Commercial Air Travel (Reimbursement not to exceed Government rate) ☐ Other (Please specify):	
If Government Provided Air Travel is elected or directed the Service member must complete NPPSC 4850/1 Passenger Reservation Request (PRR) and DD 884 Application for Transportation for applicable dependents. Service members and dependents stationed OCONUS perform transoceanic travel in execution of PCS orders and Government Air/ Government Procured Air is directed. Self-procurement Service members must state authorized, vice directed, for reimbursement purposes.			
21. POV Information (select one):			
☐ No POV I do not intend to drive a POV to my next duty station.			
☐ 1 POV Service member is authorized mileage rates for utilizing his or her own POV.			
☐ 2 POV Service member authorized travel for his or her dependent(s) can be reimbursed for the use of two POVs.			
☐ 3 or more POVs More than two POVs used for permanent duty travel, within the same household, may be authorized or approved by submitting a request to OPNAV (N130) via e-mail at NAAG_N130C@navy.mil . Reference JTR 050203 . POV Shipment: Shipment of one POV is authorized in conjunction with the PCS and Service member will only be provided transportation to pick up one POV shipped at Government expense.			

APPLICATION FOR TRANSFER AND ADVANCES NPPSC 1300/1 (Rev. 09-2025)		PREVIOUS EDITIONS ARE OBSOLETE Supporting Directive NPPSCINST 5213.1D	
22. Sponsorship ☐ I have contacted my sponsor about my PCS move and to assist me with making a final decision on my request for advances.			
23. Registration Fees ☐ My orders require a registration fee for a conference, class, etc.			
24. Government Travel Charge Card (GTCC): Does the Service member have a GTCC? ☐ Yes (See NOTE 1) ☐ No (See NOTE 2)			
NOTE 1 (a): Use of the GTCC for PCS is mandatory for all Navy travelers. (b): Seek counseling and guidance from CPPAs, GTCC coordinators, and agency program coordinators (APC). (c): Service members traveling separately from dependents and using their GTCC may elect travel advances for their dependents only. (d): Advances are not authorized for Service members eligible for a GTCC.			
NOTE 2 (a): If the Sailor does not have a GTCC, they must apply for a GTCC, complete all required training, and sign the Statement of Understanding (SOU). (b): Sailors who have never executed command funded TDY travel using the GTCC must be evaluated to determine if they are prepared to execute their PCS move using the GTCC. (c): If the Commander determines individual Sailors are not eligible for a GTCC, then Sailors should not be issued a GTCC. These Sailors will not be required to use the GTCC for their move. (d): Only travelers not eligible for a GTCC may request a travel advance. The Commander must clearly document the circumstance(s) precluding the traveler from utilizing the GTCC and submit with the advance PCS travel request. *** Provide Commander's justification in block 41 ***			
Travel Advance Requests (to be completed by Service member)			
25. Advance PCS Travel (select all that apply): (Only for Sailors not eligible for GTCC) *** Must be submitted to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date. ***			
☐ Mileage for Service member ☐ Mileage for Dependent(s) ☐ Flat Per Diem for Service member ☐ Flat Per Diem for Dependent(s) ☐ I DO NOT WANT ANY ADVANCES FOR SERVICE MEMBER OR DEPENDENT PCS TRAVEL.			
26. Advance TAD/TDY Travel (select all that apply): (Only for Sailors not eligible for GTCC) ** Must be submitted to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date. **			
☐ TAD/TDY Per Diem; reservation confirmation/Certificate of Non-availability (CNA) is required for all lodging TAD/TDY Start Date: TAD/TDY End Date: ☐ Auto rental; reservation confirmation is required via SATO. ☐ Registration fee (orders that require registration to a conference or class) Amount of Registration Fee: ☐ I DO NOT WANT ANY ADVANCES FOR TAD/TDY TRAVEL.			
27. Dislocation Allowance (DLA) (select one): ☐ Single Dislocation Allowance (DLA) (E-5 and below Service members see line item 26 of provided instructions.) ☐ Dependent Dislocation Allowance (DLA)			
By signing this form, I certify that I will NOT reside in Government quarters. If I am directed to reside in Government quarters upon my report, my DLA will be recouped. I further certify that my dependent(s) will establish a bona fide residence in connection with my PCS. If I do not move my dependent(s) within 30 days from the reporting date, DLA will be recouped. E5 and below requesting Single DLA must submit a signed statement from the gaining organization stating he or she will not use Government quarters.			
28. Advance for Household Goods (HHG) Shipment (select one): ☐ I request an advance for a personally procured move (PPM), formerly known as a do-it-yourself (DIY) move. See Advance for HHG Note below for procedures to request advance. ☐ I DO NOT WANT AN ADVANCE FOR HHG SHIPMENT/PPM.			
29. Advance Basic Pay (select one): ☐ I request advance basic pay. I understand this is a separate entitlement from advance travel and must be repaid. ☐ I DO NOT WANT ADVANCE BASIC PAY. For Advance Basic Pay: Complete DD 2560 Advance Pay Certification/Authorization			
30. Electronic Funds Transfer/Direct Deposit Information (select one): ☐ I request my advance(s) to be deposited into my direct deposit account on file, the same account my pay checks are direct deposited. ☐ I request my advance(s) to be deposited into a different account. Please provide accurate bank account information below.			
a) Name of Bank:		d) Account Type (Select One):	
b) Routing Number:		c) Account Number:	
		☐ Savings ☐ Checking	
Ensure you have provided the correct EFT information because this is the account advance(s) will be deposited.			

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Travel Time



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The date of detachment is a day of Leave, Proceed Time (PT), or Travel Time (TT).

The date of arrival is a day of duty.

Date of detachment is only a day of duty if the member detaches and reports on the same day with no allowable travel time.

Generally, 1 travel day is allowed for every 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed.

Official travel distance can be obtained at DTOD - Defense Table of Official Distances (transport.mil)

Proceed Time



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Proceed time is a period of time not chargeable as leave, delay, or allowed travel time.

It is authorized only when member is executing PCS orders to or from ships or mobile units having a sea/shore rotation Code 2 (Sea Duty) or Code 4 (Overseas Sea Duty); overseas accompanied tours, (including overseas to overseas (unless in same geographical location)).

Proceed time CAN be taken prior to reporting to a TDY Station!

The CPPA must review the orders for ALL endorsements as this should be indicated on the orders upon detachment from TDY station as “proceed time shall not be authorized upon detachment from the TDY station”. This is rare but can happen, that is why it's imperative to check the members SG line when gaining a member as well as when calculating the members elapse time when giving an accurate transfer debrief

Note: Local PCS are not authorized Travel / Proceed time.

Refer to MPM 1320-090, Proceed Time in Execution of Orders for more information.

Elapsed Time Scenario

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PCS Scenario:

PS2 Smith received PCS Orders to transfer from USS Ship in Norfolk, VA to BUPERS in Millington, TN. Member's approved Date of Detachment is 15 July 2023, with a Report No Later Than Date of 20 August 2023. PS2 is planning to drive his POV from Norfolk to Millington, which is 903 miles.

Based on the above information calculate how many days of Travel, Proceed and Leave days the member will have.

Detach Date 15 July	Travel Days 15Jul – 17 Jul 3 Days	Proceed Days 18Jul – 21 Jul 4 Days	Leave Days 22Jul – 19 Aug 29 Days	Report Date 20 August
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Passenger Reservation Request (PRR)



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PRR will be required for the member and/or dependents that need transportation via commercial flight.

PASSENGER RESERVATION REQUEST NPPSC 4650/1 (03-2025)				PREVIOUS EDITIONS ARE OBSOLETE Supporting Directive NPPSCINST 5213.1			
PRIVACY ACT STATEMENT Authority: 10 U.S.C. 5013, Secretary of the Navy; and E.O. 9397 (SSN). Purpose: To complete request for Navy Passenger Transportation Office (NAVPTO) to process Navy member's PRR and issue a port call. Routine Uses: Department of Defense employees executing duties to assist in processing individual Navy travel requests and applicable port call(s). Disclosure: Mandatory. Failure to provide the requested information may inhibit the Navy's passenger travel process.							
1. Type Request: ☐ New ☐ Modification/Change ☐ Cancellation				2. Date:			
3. Transfer Clerk/Command POC:				NAVPTO USE ONLY			
4. POC Work Phone:				5. POC Work E-mail:			
6. Name (Last, First, Middle - as shown on the photo ID used for travel and present to the TSA Agent while going through airport security):				7. SSN/DoD ID Number			
8. Rate/Rank:				9. Date of Birth:			
11. Passport Number / Expiration Date / Visa No.				12. Traveler's Phone w/Area Code:			
14. Detaching Command (Current PDS City, State, Country):				15. Gaining Command (New PDS City, State, Country):			
16. Detachment Date (Current PDS):				17. Availability Travel Start Date/Time			
19. Are there any intermediate/temporary duty stations enroute? If Yes, please list with dates required for arrival and departure.				20. Travel Type: ☐ Accompanied ☐ Unaccompanied ☐ PCS ☐ COT ☐ Deferred COT ☐ OTEIPO ☐ RAT TVL			
21(a). EAOS:				21(b). Extensions:			
22. Overseas Screening Completed?				23. Prescribed Tour Length:			
24. Dependent Entry Required?				25. List of Family Member(s):			
26. Mailing Address while on Leave after Detachment:				27. Phone Number(s) after Detachment (include Area Code):			
28. E-mail Address After Detachment:				29. Next of Kin (Not Traveling) Contact Information:			
30. Number of Seat(s) Required:				31. Seat Preference:			
32. Excess Baggage Authorized (#):				33. Alternate Route(s) for Personal Convenience must be authorized per JTR/DoD 4500.9-R and comply with U.S. flag carrier regulations. Indirect/Personal travel above and beyond entitlements will be the member's responsibility. If flying non-US airline, reimbursement will not be authorized.			
34. Additional Information:				35. Shipping POV To/From Overseas After Detachment from Current PDS?			
36. Pet Reservation (2 Pets Total, Cat or Dog Only, Allowed on AMC Flights)				37(a). Member Name/Rank:			
37(b). Member Signature:				37(c). Date:			
38(a). Supervisor Name/Rank:				38(b). Phone Number			
38(c). Supervisor Signature:				38(d). Date:			

eCRM Queues for PRR:

PP NAVPTO-EAST

PP NAVPTO-WEST

PP NAVPTO-OCONUS

DD Form 884

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DD 884 (Application for Transportation for Dependents) required if dependents traveling by Air.

It must be submitted with the PRR.

APPLICATION FOR TRANSPORTATION FOR DEPENDENTS				1. DOD COMPONENT
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 136; 37 U.S.C. 406 (Military); DTR 4500.9-R, Chapter 102. PRINCIPAL PURPOSE(S): The completed form is used for transportation-in-kind of dependents within CONUS used as an authority to issue transportation requests in the absence of dependent travel orders. ROUTINE USE(S): The DoD "Blanket Routine Uses" found at http://privacy.defense.gov/blanket_uses.shtml apply to this collection. DISCLOSURE: Voluntary; however, if requested information is not furnished, transportation may not be provided.				
2.a. NAME OF APPLICANT (Last, First, Middle Initial)		b. RANK	c. GRADE	
3. SHIP OR STATION				
4. DEPENDENTS FOR WHOM TRANSPORTATION IS REQUESTED (Continue on blank page if necessary)				
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP* (Adopted son, stepdaughter, etc.)	c. DATE OF BIRTH (Children) (YYYYMMDD)	d. LOCATION AT TIME OF RECEIPT OF ORDERS** (City, State)	
*If other than a lawful spouse or unmarried legitimate child under 21 years of age of a member, complete applicable certificates below. **If travel is from other than vicinity of old station or to other than vicinity of new station, state reasons; if orders were received during temporary absence of dependents from old duty station, explain necessity for their return thereto prior to proceeding to new station.				
5. PRESENT ADDRESS OF DEPENDENTS (Street Address, City, State and ZIP Code)				
6. OLD PERMANENT STATION		7. NEW PERMANENT STATION		8. DATE OF ORDERS (YYYYMMDD)
9. TRANSPORTATION REQUESTED a. FROM (City, State)		b. TO (City, State)		c. VIA (Route) (City, State)
10. DATE OF DEPARTURE (YYYYMMDD)		11. BY (Air, Rail, etc.)		
12. CERTIFICATION OF INTENT I certify that transportation for persons listed above, who were my dependents on the effective date of applicable orders, is being requested with the intent of establishing a bona fide residence. I further certify that I have not made application or submitted claim for transportation of my dependents on this change of station except as follows:				
13. CERTIFICATE OF PROOF OF DEPENDENCY (Required for dependent parents, adopted children, stepchildren and for mentally or physically incapacitated children over 21 years of age.) I certify that my dependent(s) (Relationship) _____, named above, is/are in fact dependent upon me and that a certificate of dependency was approved by the appropriate agency. I further certify that there has been no change in the conditions of dependency since the certificate was approved. (NOTE: In the case of a dependent parent, the certificate of dependency must be approved annually.)				
14. CERTIFICATE OF RESIDENCE OF PARENT (Required for a dependent parent in addition to block 13.) I certify that my dependent(s) (Relationship) _____ is/are residing as a member of my household and will reside as a member of my household established incident to this change of station.				
15. CERTIFICATE FOR STEPCHILD (Required for a stepchild in addition to block 13.) I certify that (Name of child's other parent) _____ the mother/father of the stepchild(ren) named above, was my legal spouse on the effective date of applicable orders.				
16.a. SIGNATURE OF APPLICANT				b. DATE (YYYYMMDD)
DD FORM 884, NOV 2010				

PREVIOUS EDITION IS OBSOLETE.

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Overseas/Remote Transfers



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Initiates NAVPERS 1300/16 Report of Suitability for Overseas/Remote Assignments

Go to <https://www.bol.navy.mil/bam/> to update member's and dependents (if applicable)

Go to <https://www.fcg.pentagon.mil/fcg.cfm> to check the Foreign Clearance Guide and see the travel requirements to foreign countries.

DD Form 1056 Authorization to Apply for a "NO-FEE" Passport and/or Request for VISA (If applicable)

Go to http://travel.state.gov/passport/passport_1738.html to fill out the DS 11 Application for U.S. Passport or DS 82 Passport Renewal Application (if applicable)

Note: The Suitability Screening process is required to be completed within 30 days of receipt of orders, 60 days for dependents.



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Foreign Clearance Guide Navigation



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 An official website of the United States government [Here's how you know](#) ▾



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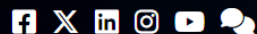


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<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CP>

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Welcome to the DoW Foreign Clearance Guide (FCG) 2.0

Published under the authority of DoD Directive 4500.54E, DoW Foreign Clearance Program (FCP), the DoW FCG outlines definitive international clearance requirements for:

Aircraft Operations: Procedures for overflight and landing of U.S. state (military) and DoW-contracted aircraft



APPLICABILITY

Who does the DoW FCG apply to?

[Learn More](#)



WHY AM I HERE?

The DoW FCG assists DoW travelers preparing for OCONUS travel

[Learn More](#)



DO I NEED AN ACCOUNT?

Yes. Only individual users with authorized accounts may access the DoW FCG

[Learn More](#)



ABOUT US

Read about the DoW Foreign Clearance Program (FCP) and how to contact us

[Learn More](#)

[SIGN IN/UP](#)

APACS

AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM



Welcome to the Aircraft and Personnel Automated Clearance System (APACS)

Use APACS to Create, View and Submit Aircraft or Personnel travel requests

-->Two-Factor Authentication (2FA) has been implemented. For your account to be compliant, register your CAC/PIV or purchase and register a [YubiKey FIPS Series](#).<--

ATTENTION: Scheduled maintenance occurs every 2nd Wednesday of the month from 0900 to approximately 1300 ET, during which the site is unavailable.

Sign in to DoW FCG 2.0 with APACS Account

[CAC/PIV Sign in](#)

or

Username:

Password:

[YubiKey Sign in](#)

[Set Up Two-Factor Authentication](#)

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DoW Foreign Clearance Guide (FCG) 2.0



What is the location or country of interest?*

Select all that apply...

Do you need step-by-step assistance? ?

☒ Yes ☐ No

Select the category of travel*

Select a category



Next Step

* Selection is Required

[TRAVEL ADVISORIES](#) | [FAQS](#) | [SUPPORTING DOCUMENTS](#)

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DD Form 1056 “NO-FEE” Passport

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This form must be completed electronically or typed. See DoD 1000.21 for form completion instructions.

AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 113, Secretary of Defense; 22 U.S.C. 211a; 22 U.S.C. 214; 26 U.S.C. 6039E; DoDM O-1000.21; and E.O. 9397 (SSN). PRINCIPAL PURPOSE: To provide authority for the issuance of a "No-fee" passport and/or foreign visa(s). In processing, the Social Security Number is used to identify and verify the identity of the applicant or sponsor. For additional information see the System of Records Notice AO 1000.21 OAA DoD, Visa Passport Automated System (VPAS) (https://dpdcd.defense.gov/Privacy/SORNsindex/DOD-Component-Notices/Army-Article-List/). ROUTINE USES: Information provided may be further disclosed to the Department of State for issuance of U.S. Passports; to Foreign Embassies for processing Visa request; to other Federal, State, local, and foreign government agencies to comply with information request to discharge responsibilities for enforcing statutes; and to contractors in the performance of duties supporting the DoD. In addition, this form is subject to the proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. DISCLOSURE: Providing your Social Security Number and other information on this form is voluntary, but failure to provide your Social Security Number or other information requested on this form may result in processing delays or denial of your application.
INSTRUCTIONS APPLICANT AND SPONSOR INFORMATION: 1. Date Passport or Visa Required by Applicant. Indicate the date the passport will be needed by the applicant. 2. Major Service Component. "USA" for Army, "USN" for Navy, "USAF" for Air Force, "USMC" for Marine Corps. 3. Type of Request. Check the appropriate block. 4. Type of Passport Being Requested. Check the appropriate block. 5. Applicant's Last Name - First Name - Middle Name. e.g. "Doe, John Michael". Name should be exactly as it appears on the passport or visa application. 6. Applicant's Date of Birth. e.g. "6 May 1965" 7. Applicant's Place of Birth. Write the name of the state and country if the applicant is born in the US. Write the name of the country if the applicant was born outside the United States. 8.a. Sponsor's Last Name - First Name - Middle Name. For spouses and/or family members. Enter the sponsor's name. 8.b. Sponsor's E-mail Address. Sponsor's official email address. 9. Sponsor's Military Rank/Civilian Grade. Military: type letter rank. Civilian: GS rating or equivalent. NAF: Non-Appropriated Fund. Contractor: Type the word "Contractor". 10. Sponsor's SSN. Sponsor's 9-digit Social Security Number. 11.a. Applicant's Current Home Address. Applicant's permanent residence. 11.b. Home Telephone Number. Commercial telephone number, including area code. 11.c. Office Telephone Number. Commercial telephone number, including area code. May also include DSN. PASSPORT AGENT INFORMATION: 12.a. Passport Agent's Name. e.g. "Smith, Anna Marie" 12.b. Mailing Address. Passport Agent's Official Mailing Address. This address must match the information previously submitted to the State Department as the passport agent's official mailing address. 12.c. Agent E-mail Address. Passport Agent's Official E-mail Address. 12.d. Telephone. Passport agent's official telephone number. 12.e. Agent ID Code. Agent ID Number assigned by Department of State. 12.f. Facility ID Number. Facility ID Number assigned by Department of State. TRAVEL INFORMATION: 13. Destination. Destination must be indicated. The destination determines if the applicant is entitled to a No-fee passport. 14. Special Assignment Requiring Passport. See Note. Enter assignment information in this block. If a Diplomatic Passport is requested for this assignment, it should also be indicated in this block. If no special assignment is known, type "N/A." 15. Passport Will Be Returned To. A Commercial Address and Commercial Telephone Number are needed for delivery via commercial carriers. 16. Estimated Date of Departure. Date applicant is scheduled to leave the country for the assignment indicated. 17. Proposed Length of Stay. Total duration of travel for all countries to be visited. AUTHORIZING OFFICIAL INFORMATION: 18.a. Authorizing Official Name. Authorizing Official is determined by the Installation Commander. A military passport agent may be the authorizing official. 18.b. Grade. Military: type 3 letter rank. Civilian: GS rating or equivalent. 18.c. Title. Official title of the Authorizing Official. 18.d. Mailing Address. Official mailing address of the Authorizing Official. 18.e. Telephone Number. Commercial telephone number of the Authorizing Official. 18.f. Signature of Authorizing Official. 18.g. Date. e.g. "12 Jan 2013." ADDITIONAL INFORMATION: 19. Additional Information. Indicate any additional information here. SUSPENSE CONTROL: For use by Issuing or Receiving Passport Acceptance Agent to track passports and visas. Complete 20-22 if Passport Agent is different from Authorizing Official and submit with passport or visa application.
DD FORM 1056 INSTRUCTIONS, DEC 2019

PREVIOUS EDITION IS OBSOLETE.

AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA			
OMB No. 0702-0134 OMB approval expires 20220531			
The public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.ext.mbx.d9-d9s-informationcollection@mail.mil . Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. Responses should be sent to your local DoD Passport/Visa Office Acceptance Agent.			
1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT (YYYYMMDD)		2. MAJOR SERVICE COMPONENT	
3. TYPE OF REQUEST (X appropriate box) ☐ INITIAL ☐ RENEWAL ☐ ADDITIONAL PAGES ☐ VISA ONLY		4. TYPE OF PASSPORT BEING REQUESTED (X if applicable) ☐ OFFICIAL ☐ MILITARY DEPENDENT ☐ DIPLOMATIC ☐ NO-FEE REGULAR	
5. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME		6. APPLICANT'S DATE OF BIRTH (YYYYMMDD)	7. APPLICANT'S PLACE OF BIRTH
8a. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME (For spouses and/or family members)		9. SPONSOR'S MILITARY RANK/ CIVILIAN GRADE	10. SPONSOR'S SSN
b. SPONSOR'S EMAIL ADDRESS:			
11.a. APPLICANT'S CURRENT HOME ADDRESS (Include ZIP code)		b. HOME TELEPHONE NUMBER (include area code)	
		c. OFFICE TELEPHONE NUMBER (include area code/DSN)	
12.a. PASSPORT AGENT'S NAME (Last, First, Middle Initial)		b. MAILING ADDRESS (include complete physical mailing address, building number, room number, ZIP code)	
c. AGENT EMAIL ADDRESS		☐ X if hold for pickup at the DoD Executive Agent Front Counter	
d. TELEPHONE NUMBER (include area code)	e. AGENT ID	f. FACILITY ID NUMBER	
13. DESTINATION (Country or countries)	14. SPECIAL ASSIGNMENT REQUIRING PASSPORT* (See Note)	15. PASSPORT WILL BE RETURNED TO: (include complete physical mailing address, building number, room number, ZIP code, and telephone number/DSN. No APO, FPO, or P.O. Boxes.)	
16. ESTIMATED DATE OF DEPARTURE (YYYYMMDD) (from country in which applicant is currently residing)	17. PROPOSED LENGTH OF STAY		
*NOTE: If assignment is to Attache; MAAC; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."			
18. AUTHORIZING OFFICIAL			
a. NAME (Last, First, Middle Initial)		☐ X if same as item 12.a.	b. GRADE
		c. TITLE	
d. COMPLETE MAILING ADDRESS (include ZIP code)		e. TELEPHONE NO. (incl. area code/DSN)	f. SIGNATURE
		g. DATE	
19. ADDITIONAL INFORMATION (Attach continuation pages if necessary)			
FOR USE BY ISSUING OR RECEIVING AGENT (Suspense Control)			
20. DATE APPLIED FOR PASSPORT/VISA	21. PLACE APPLIED FOR PASSPORT/VISA	22. NAME OF COURT OR PASSPORT AGENT	
23. DATE PASSPORT/VISA RECEIVED	24. PASSPORT NUMBER	25. PASSPORT ISSUE DATE	26. PASSPORT EXPIRATION DATE
27. DOCUMENT(S) INCLUDED WITH PASSPORT/VISA	28. VISA REQUESTED FOR (Country)	29. DATE PASSPORT/VISA MAILED OR PICKED UP	30. PASSPORT RETURNED TO

DD FORM 1056, DEC 2019



DEA Message Template

Unclassified

Message format:

FM Your Command
TO Follow Chart above
INFO New Duty station
Follow chart above
(Note: Do not send this message to COMNAVPERSCOM Millington TN)

BT
UNCLAS/CUI//N01300//
MSGID/GENADMIN/your command//
SUBJ/DEPENDENT ENTRY APPROVAL ICO rank/rate name//
POC/rank name/TEL: /Email: // (a command point of contact is required, not the service member trans-
ferring)
RMKS/1. THE FOLLOWING REQUEST IS SUBMITTED FOR DEPENDENT ENTRY APPROVAL.//
A. Rank/rate/civilian rating. (If E-4, state date of rate.)
B. Name. Complete last name, first name, and middle initial
C. Date of marriage, relation to service member, names of family member(s), dates of birth for children
and grades for current/next fiscal year (i.e. 3rd grade for 2009/2010 school year). For dependent parents,
brothers, or sisters enter date of letter from Defense Finance and Accounting Service (DFAS) approving
dependency.
D. Nationality of sponsor and family member(s). Enter current citizenship of sponsor and family mem-
ber(s). (Note: family members that hold foreign passports will require more coordination with PSD, NAVPTO,
applicable foreign Embassy's or Consulates)
E. Origin duty station. Enter geographical location of present duty station. In the case of Ships, include
the homeport.
F. Address of family member(s). Enter telephone number and current mailing address, including ZIP Code
and country where family member(s) are now located.
G. Date departed continental United States (CONUS). If serving on overseas duty, enter date member
departed CONUS for present duty. If second or consecutive overseas tour, indicate whether voluntary or
involuntary. (If not applicable indicate "N/A.")
H. Months separated from family member(s). Note: Applies only to personnel assigned to a command or
unit that is physically separated from homeport for operational or training purposes. Deployment does not
include shipyard time away from homeport if change of homeport was authorized.
1. Serving in a fleet unit and deployed for 6 or more consecutive months during the previous 12 months,
or for 3 or more consecutive months during the previous 6 months, enter the number of months separated
from family by deployment during past year. If not deployed per the above criteria enter "N/A."
2. Serving an unaccompanied overseas tour where dependents are authorized. Enter number of months
separated from family if dependent(s) were denied entry approval because of lack of required medical
facilities. If entry approval not denied for this reason, enter "NA".
3. Serving an accompanied overseas tour, enter number of months separated from family because of de-
layed granting of family entry approval due to non-availability reasons. If family entry approval was not
delayed, enter "N/A."
4. Serving an unaccompanied overseas tour where family member(s) are not authorized, enter the number
of months separated from family. If not applicable, enter "N/A."
5. Serving an Augmentation billet to support GWOT, enter number of months.

I. Transfer directive authority. Enter Date-Time-Group, Transfer Code (TC) number and authority.
J. Detachment date. Enter date member will detach current permanent duty station.
1. If dependents will travel at a later date include this date and reason for separate travel.
K. Ultimate duty station. In the case of ships, include the homeport.
L. Estimated date of arrival at new duty station. Best estimate as to when the member will arrive.
M. Housing preference. Indicate preference for civilian or government housing. Indicate acceptability of
civilian housing until government housing becomes available and limit of rental payment authorized. State
whether member desires sponsor and whether the sponsor is or is not authorized to act as agent for civilian
rental housing.
N. Passports. Advise status of appropriate passports, if completed provide passport numbers and visa re-
quirements and state status of any other requirements IAW Foreign Clearance Guide.
O. Expiration of active obligated service (EAOS) of member or obligated service date of Naval Reserve
related information. NOTE: If member must extend for obligated service, member must actually sign an
extension. NAVPERS 1070/613, Administrative Remarks entry in the enlisted member's service record is
not acceptable for travel overseas.
1. Department of Defense (DOD) prescribed accompanied tour length as indicated in Defense Travel Man-
agement Office website – Tour Lengths and Tours of Duty OCONUS. [https://www.de-](https://www.defensetravel.dod.mil/Docs/AP-TL-01.pdf)
fensetravel.dod.mil/Docs/AP-TL-01.pdf
2. EAOS.
P. Certification of suitability, if complete. Dependent Entry Approval Request does not suffice for reporting
overseas screening IAW MILPERSMAN 1300-304.
Q. Remarks. Enter other appropriate information such as "spouse is an accredited teacher," etc. List known
ICD9 codes for medical ailments or physical disabilities of family member(s) and any family member(s) who
display a physical, emotional or intellectual handicap requiring medically related services. Include family
member(s) who are enrolled in the Exceptional Family Member (EFM) Program, and family member(s) who
require special education in DODD schools outside the United States. Pregnancy should also be listed.//
BT

If a section does not apply, mark the
applicable paragraph “N/A” and
continue with the format. Do NOT
leave blank.

RED/DA

Unclassified



DEPENDENCY APPLICATION NAVPERS 1070/602 (10-2024)					Supporting Directive MILPERSMAN 1070-270				
PRIVACY ACT STATEMENT AUTHORITY: 37 USC 403; Public Law 9364. PRINCIPAL PURPOSES: The information provided on this form will be used to determine the relationship and dependency of an individual on the military member, for entitlement of authorized benefits. ROUTINE USE: To adjust a Sailor's pay record. Information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act, as amended. It may also be disclosed outside of the Department of Defense to the Internal Revenue Service for tax purposes, and the Department of Veterans Affairs regarding VA compensation. Other Federal, State, or local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses as published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide this information will result in a suspension of the dependent entitlement until the military member provides the required certification.									
MEMBER INFORMATION									
1. NAME (Last, First, MI):		2. SSN:		3. PAYGRADE:		4. BRANCH/CLASS:		5. UIC:	
6. COMPLETE ADDRESS (#, Street, City, State, County, Zip, Country):									
7. MEMBER PREVIOUSLY MARRIED:		☐ YES ☐ NO		If "YES", complete the following:					
8. PLACE DISSOLVED (City, County, State, Country):		9. DISSOLVED ON (YYYYMMDD):		10. REASON: ☐ Death ☐ Annulment ☐ Divorce					
SPOUSE INFORMATION									
11. NAME (Last, First, MI):		12. DATE OF BIRTH (YYYYMMDD):		13. RELATIONSHIP:					
14. CITIZENSHIP STATUS OF SPOUSE:		15. CITIZENSHIP COUNTRY (If other than U.S.):							
16. DATE MARRIED (YYYYMMDD):		17. PLACE OF MARRIAGE (City, State, Country):		18. DEPENDENT: ☐ YES ☐ NO		19. IS ADDRESS SAME AS MEMBER? ☐ YES ☐ NO			
20. COMPLETE ADDRESS (#, Street, City, State, County, Zip, Country):									
21. IS SPOUSE A MEMBER OF ANY U.S. ARMED FORCE?		☐ YES ☐ NO		If "YES", complete the following:					
22. SPOUSE SSN:		23. PAYGRADE:		24. BRANCH OF SERVICE:		25. DUTY STATION:			
26. DUTY AFFILIATION: ☐ ACTIVE ☐ INACTIVE		27. SERVICE COMPONENT:							
28. SPOUSE PREVIOUSLY MARRIED:		☐ YES ☐ NO		If "YES", complete the following:					
29. PLACE DISSOLVED (City, County, State, Country):		30. DISSOLVED ON (YYYYMMDD):		31. REASON: ☐ Death ☐ Annulment ☐ Divorce					
CHILD AND/OR DEPENDENT INFORMATION									
32. NAME (Last, First, MI):		33. RELATIONSHIP:		34. DATE OF BIRTH (YYYYMMDD):		35. DEPENDENT: ☐ YES ☐ NO			
36. IS ADDRESS SAME AS SPOUSE? ☐ YES ☐ NO		37. IS ADDRESS SAME AS MEMBER? ☐ YES ☐ NO		38. COMPLETE ADDRESS (#, Street, City, State, County, Zip, Country):					
39. ARE YOU PAYING SUPPORT? ☐ YES ☐ NO		40. AMOUNT:		41. PAYMENT METHOD OF SUPPORT:					
42. CUSTODIAN/LEGAL GUARDIAN NAME:		43. RELATIONSHIP:		44. DATE OF DEP CERTIFICATION:		45. DATE OF DEP RE-CERTIFICATION:			

1. NAME (Last, First, MI):		2. SSN:		3. PAYGRADE:		4. BRANCH/CLASS:		5. UIC:	
CERTIFICATION									
I ACKNOWLEDGE THAT I HAVE REVIEWED THE NAVPERS 1070/602 DEPENDENCY APPLICATION AND CERTIFY ALL INFORMATION REGARDING THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I WILL IMMEDIATELY UPDATE MY ELECTRONIC SERVICE RECORD AND/OR NOTIFY MY SUPPORTING PERSONNEL OFFICER OF ANY CHANGE IN THE NUMBER AND/OR STATUS OF MY DEPENDENTS, WHETHER IT BE THE GAIN OF ADDITIONAL DEPENDENTS, OR THE LOSS OF DEPENDENTS DUE TO DIVORCE, MARRIAGE, DEATH, OR A DEPENDENT'S ADDRESS CHANGE THAT COULD AFFECT BAH ENTITLEMENTS. I UNDERSTAND THAT MAKING A FALSE STATEMENT OR CLAIM AGAINST THE U.S. GOVERNMENT IS PUNISHABLE BY COURTS-MARTIAL. THE PENALTY FOR WILLFULLY MAKING A FALSE CLAIM OR A FALSE STATEMENT IN CONNECTION WITH CLAIMS IS A MAXIMUM FINE OF \$10,000 OR IMPRISONMENT OF 5 YEARS, OR BOTH. I UNDERSTAND THIS SIGNED DOCUMENT WILL BECOME A PART OF MY OFFICIAL MILITARY PERSONNEL FILE.									
46. REMARKS:									
47. MEMBER SIGNATURE:		Unofficial Member Copy						48. DATE (YYYYMMDD):	
VERIFICATION									
I HAVE REVIEWED THE DOCUMENTARY EVIDENCE REQUIRED TO ESTABLISH DEPENDENCY OF THE ABOVE NAMED DEPENDENT(S), AND HAVE DETERMINED THAT THE STATEMENTS BY THE MEMBER ARE TRUE AND CORRECT. DOCUMENTS VIEWED: (List all documentary evidence viewed, i.e. Marriage Certificate, Birth Certificate, etc.)									
49. REMARKS:									
50. APPROVED: ☐ YES ☐ NO		51. VERIFYING OFFICIAL SIGNATURE:						52. DATE (YYYYMMDD):	
53. VERIFYING OFFICIAL NAME (printed or typed):						54. TITLE:			

SGLI Online Enrollment System (SOES)

Unclassified



Servicemembers' Group Life Insurance Election and Certificate of Coverage

Name: [REDACTED] SSN [REDACTED]
Branch of Service: Navy

Your SGLI Coverage Amount as of 07/11/2022: \$400,000

Your SGLI Beneficiary Designation as of 07/11/2022

Primary/ Secondary	Name and Address	Social Security Number	Relationship	Share of Proceeds	Payment Option
Primary	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	36 Equal Payments
Primary	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	36 Equal Payments
Primary	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	36 Equal Payments

Your Family SGLI Spouse Coverage Amount as of 07/11/2022: \$100,000

Your Family SGLI Child Coverage

If you have dependent children, each dependent child is automatically covered for \$10,000.

Your Family SGLI Beneficiary

You, the Servicemember, are the beneficiary for spouse and child coverage.

Date Certified: 07/11/2022

Electronic Signature [REDACTED]

SGLI can be updated through MilConnect website:

<https://milconnect.dmdc.osd.mil/milconnect/>

Administrative Remarks



Unclassified

NAVPERS 1070/613 Administrative Remarks (Page 13) for Suitability for Operational Duty

Prepare permanent/applicable NAVPERS 1070/613 Administrative Remarks (Page 13s) and submit for verification (CONSUBPAY)

Reference: MILPERSMAN 1070-320 Administrative Remarks

Unsuitable for Operational Duty Screening



Unclassified

If Member was found unsuitable, notify PERS 40BB and applicable Detailer(s) for both Enlisted and Officers via message traffic IAW MPM 1300-800.

Report of unsuitability contains:

- Detailed reason(s) for the finding to include ICD-9 code(s)
- Recommendations from the screening Medical Treatment Facilities
- Commanding Officer Recommendation

Verify that the message has been sent out and received by the gaining command.

Note: Refrain from submitting documents that may contain HIPAA or PHI.



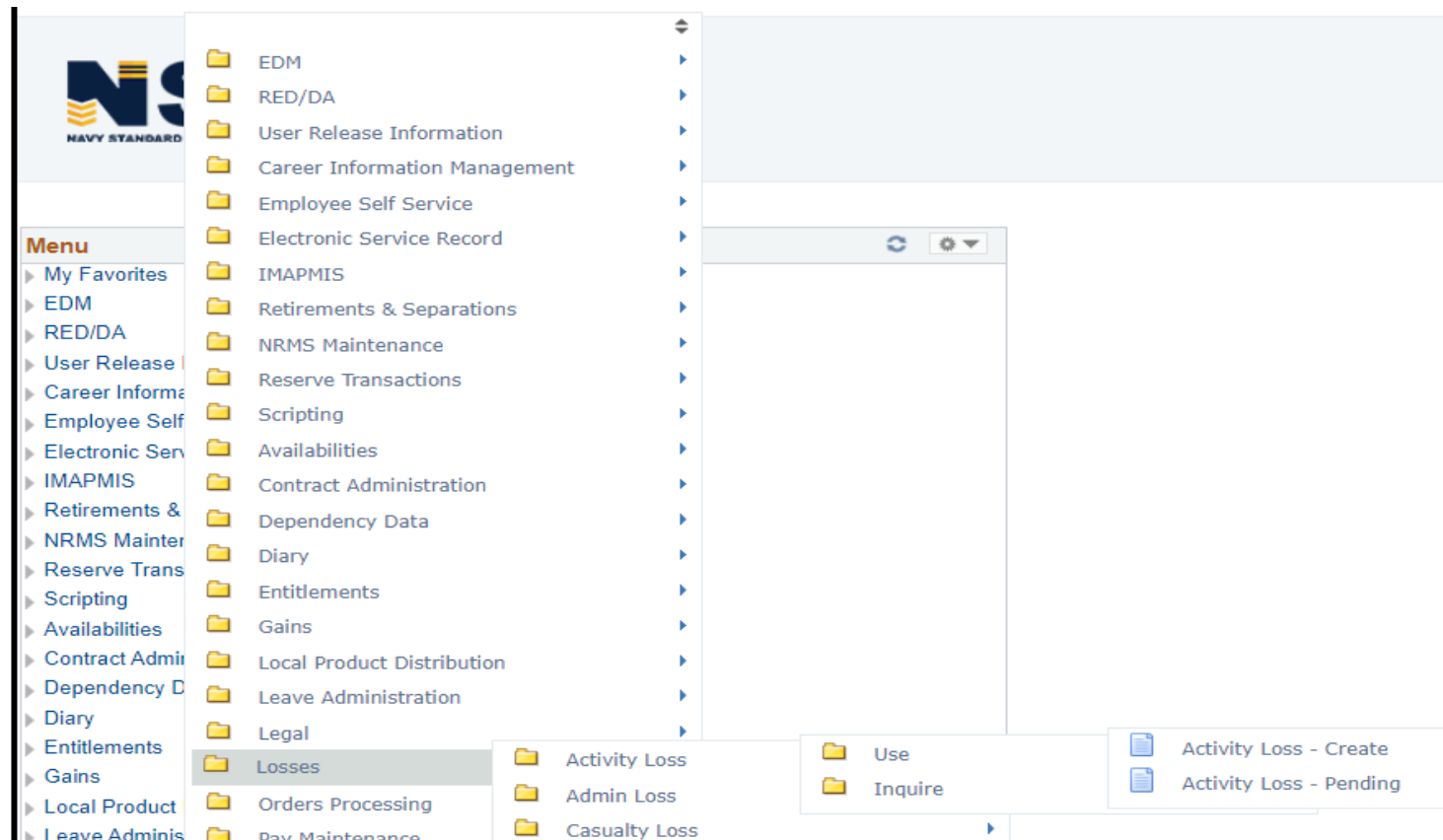
Unclassified

NSIPS Loss Document

NSIPS Loss



Unclassified



NSIPS Loss

Unclassified

A screenshot of the NSIPS (Navy Standard Integrated Personnel System) "Activity Loss" form. The form is titled "NSIPS NAVY STANDARD INTEGRATED PERSONNEL SYSTEM" at the top. Below the title, there is a "Activity Loss" tab. The form contains several fields: "Name:", "Rank/Rate: PS2", "Current DSC: 100", "Appr Instance:", "Appr Status: Pending", "Appr Action:" (a dropdown menu), and a "Comments" button. The "Loss Departure Date:" field is highlighted with a red box and contains a date picker showing "31". Below it, the "Loss Reason:" field is empty. The "UIC Report To:" and "UIC Ultimate Duty" fields are also highlighted with a red box. Other fields include "Station:", "ADSN Indicator:" (a dropdown menu), "Proceed Time:" (a numeric field with "0"), "Travel Time:" (a numeric field with "0"), "Leave Days:" (a numeric field with "0"), "Estimated Date of Arrival:", "Dependent PCS Status:" (a checkbox), and "Movement Reason Code:" (a dropdown menu). At the bottom left, there is a "Save" button. At the bottom right, there are navigation buttons: "Return to Search", "Previous in List", "Next in List", and "Notify".

Most of the information required can be found on the NPPSC 1300/1.

Loss Departure Date

- Date the Service Member is approved to detach from the command.

UIC Report To

- The next duty station in the service members orders.
(TEMDUINS UIC will be different than Ultimate UIC)

UIC Ultimate Duty

- The service members Ultimate duty station UIC.

NSIPS Loss Reason (Enlisted)

Unclassified



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Activity Loss

Name: Rank/Rate: PS2 Cu

Appr Instance: Appr Status: Pending Appr Action:

Loss Departure Date: 12/09/2022

Loss Reason:

UIC Report To:

UIC Ultimate Duty Station:

ADSN Indicator:

Proceed Time: 0 Travel Time: 0 Leave Day:

Estimated Date of Arrival: 12/09/2022 Dependence:

Movement Reason Code:

Save

Return to Search Previous in List Next in List Notify

Look Up Loss Reason

Loss Reason Code begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-21 of 21 Last

Loss Reason Code	Description
DI1	FOR DUTY - GUARANTEED PSI PROG
DI2	DUINS
DT1	FOR DUTY
DT2	FOR DUTY - HUMS
DT3	FOR DUTY - CFO CONVERS/CONVATE
LD1	FOR DUTY - LIMDU
MB1	FOR DUTY - MOBILIZATION
PB1	APEBP Loss to Home
PB2	APEBP Loss to Activity
TAF	Transfer from TAD
TAT	Transfer to TAD
TD1	TEM DU FFA
TD2	TEM DU FFT
TD3	TEM DU - CFO CONVERS/CONVATE
TD4	TEM DU - OTHER
TD5	TEM DU TREATMENT
TD6	TEM DU SEPARATION
TD7	TEM DU CONFINEMENT
TD8	TEM DU Trial by Courts-Martial
TI1	TEM DUINS
TI2	TEM DU-UNDER INDOC FOR PSI PROG

Loss Reason can be found in the orders.

----- INTERMEDIATE (01) ACTIVITY (M) -----
REPORT NLT 27 FEB 22 BUT NET 26 FEB 22 EDA: 26 FEB 22
TO STU NSSATC LRN STE SAN DIEGO UIC: 44957
LOCATION: SAN DIEGO, CA
FOR TEMPORARY DUTY - UNDER INSTRUCTION ACC: 341
FOR APPROXIMATELY 035 DAY(S)
- PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET SAN DIEGO
UIC: 68556

----- ULTIMATE ACTIVITY (M) -----
REPORT NOT LATER THAN 30 JAN 23 EDA: 30 JAN 23
TO VP 46 UIC: 09632
HOMEPORT WHIDBEY ISLAND, WA
FOR DUTY ACC: 100
ASSIGNED RATE: PS2 DNEC1: A01A DNEC2: A16A PRD: 2510
- PERSONNEL ACCOUNTING SUPPORT: TRANSACTION SERVICE CTR MPHS
UIC: 43322

NSIPS Loss Reason (Officer)



Unclassified

Appr Instance: Appr Status: Pending Appr A

Loss Departure Date: 11/16/2022

Loss Reason:

UIC Report To:

UIC Ultimate Duty Station:

ADSN Indicator:

Proceed Time: 0 Travel Time: 0

Estimated Date of Arrival: 11/16/2022

Movement Reason Code:

Save

Return to Search Previous in List Next in List

Loss Reason Code begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-5 of 5 Last

Loss Reason Code	Description
OT1	Officer Activity Loss
OT2	Officer APEBP to Home
OT3	Officer APEBP Back to Activity
TAF	Transfer from TAD
TAT	Transfer to TAD

OT1 is for detaching command to ultimate duty station with no I-Stop.
TAF is for transfer from I-Stop to next duty station.
TAT is for transfer to an I-Stop.

Loss Reason can be found in the orders.

----- ULTIMATE ACTIVITY (M) -----

REPORT NOT LATER THAN JUN 22

TO MY NAVY CAREER CENTER

PERMANENT DUTY STATION TN, MILLINGTON

FOR DUTY

EDA: JUN 22

UIC: 4016A

ACC: 100

BSC: 00035

PRD: 2506

- PERSONNEL ACCOUNTING SUPPORT: TRANSACTION SERVICE CTR MPHS

UIC: 43322

NSIPS ADSN Indicator



Unclassified

Activity Loss

Name: Rank/Rate: PS2 Current DSC: 100

Appr Instance: Appr Status: Pending Appr Action: **Comments**

Loss Departure Date: 12/09/2022

Loss Reason: DT1 FOR DUTY

UIC Report To: 09632 VP 46

UIC Ultimate Duty Station: 09632 VP 46

ADSN Indicator: No - ADSN is Changing.

Proceed Time: 4 Travel Time: 8 Leave Days: 30

Estimated Date of Arrival: 01/20/2023 Dependent PCS Status: D

Movement Reason Code: Operational

Save

Return to Search Previous in List Next in List Notify

ADSN Indicator

- Indicated on member's orders. Check if Personnel Accounting Support (TSC) will be changing.

----- DETACHING ACTIVITY (M) -----

- REQUIRED OBLIGATED SERVICE TO: OCT 25 .
WHEN DIRECTED DETACH IN FEB 22 EDD: FEB 22
FROM COMNAVPERSCOM MILLINGTON TN UIC: 62980
PERMANENT DUTY STATION MILLINGTON, TN
FROM DUTY ACC: 100

- PERSONNEL ACCOUNTING SUPPORT: TRANSACTION SERVICE CTR MPHS
UIC: 43322

----- INTERMEDIATE (01) ACTIVITY (M) -----

REPORT NLT 27 FEB 22 BUT NET 26 FEB 22 EDA: 26 FEB 22
TO STU NSSATC LRN STE SAN DIEGO UIC: 44957
LOCATION: SAN DIEGO, CA
FOR TEMPORARY DUTY - UNDER INSTRUCTION ACC: 341
FOR APPROXIMATELY 035 DAY(S)

- PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET SAN DIEGO
UIC: 68556

NSIPS LOSS

Unclassified



Activity Loss

Name:	Rank/Rate:	PS2	Current DSC:	100	
Appr Instance:	Appr Status:	Pending	Appr Action:	Comments	
Loss Departure Date:	12/09/2022 31				
Loss Reason:	DT1 FOR DUTY				
UIC Report To:	09632 VP 46				
UIC Ultimate Duty Station:	09632 VP 46				
ADSN Indicator:	No - ADSN is Changing.				
Proceed Time:	4	Travel Time:	8	Leave Days:	30
Estimated Date of Arrival:	01/20/2023				
Dependent PCS Status:	D				
Movement Reason Code:	Operational				

Proceed Time, Travel Time, and Leave Days

- Input the number of days per the JTR.

Note: Elapsed time must not exceed the RNLTL date on orders.

NSIPS Movement Code

Unclassified



Activity Loss

Name: Rank/Rate: PS2 Current DSC: 100

Appr Instance: Appr Status: Pending Appr Action: Comments

Loss Departure Date: 12/09/2022

Loss Reason: DT1 FOR DUTY

UIC Report To:

UIC Ultimate Duty Station: 09632 VP 46

ADSN Indicator:

Proceed Time: 0 Travel Time: 0 Leave Days: 0

Estimated Date of Arrival: 12/09/2022

Dependent PCS Status:

Movement Reason Code:

Save

Return to Search

- APEBP
- Hospitalization
- Manning
- Operational
- Other
- Permissive
- Pipeline
- TEMADD Confinement
- Training

Look Up Dependent PCS Status

Select one of the following values:

- D Member with Dependent
- R Dependent Remained at PDS

Cancel

For Dependent PCS Status, select status on the day of detachment.

Note: The Movement Reason Code for personnel moving from Point A to B with no I-Stop is Operational.

Detaching Information Report

Unclassified



Main Menu

NSIPS Report
Manager

Select File

Navy Standard Integrated Personnel System DETACHING INFORMATION REPORT

Personal Data - Privacy Act of 1974

Run Date 12/02/2022
Page No. 1 of 1

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS
Activity UIC: 40389 PAYPER SUPCTR

ORDERS DATA

SSN:

NAME:

RATE/RANK: PS2

BR/CL: USN

LOSS DEPARTURE DATE: 12/09/2022

DETACHING UIC: 4016A

LOSS TYPE: Activity Loss

LOSS REASON: FOR DUTY

UIC REPORT TO: 09632 VP 46

ULTIMATE UIC: 09632

LEAVE DAYS AUTH: 30

PROCEED DAYS AUTH: 4

TRAVEL DAYS AUTH: 8

ESTIMATED ARRIVAL DATE: 01/20/2023

The Loss Document
can be retrieved
from the NSIPS
Report Manager
after clicking Save
in the Activity Loss
screen.



Unclassified

MMPA Verification

DJMS Common Verbs



Unclassified

JJAA –MMPA Inquiry
Pay Verification

LOPG – Enlisted Master File
Enlisted PERS Verification

LoOG – Officers Master File
Officer PERS Verification



Unclassified

MMPA: JJAA

DJMS/MMPA Inquiry

JJAA Menu Screen

Unclassified



Input Member's SSN

JUMPS MMPA INQUIRIES
SSAN: ('X' TO EXIT)

REQUEST CODES: 27- --- ---
--- --- --- ---
--- --- --- ---

PRINT: - NAME: -----

HISTORY MMPA?: 1

Input FIDs in the Request Codes section then press Enter.

'X' IN SSAN (OR PF3) TO EXIT
'P' OR 'X' IN PRINT (OR PF9) TO PRINT THIS REQUEST
PF1 FOR HELP
PF4 FOR ADDITIONAL OPTIONS
PF6 TO CANCEL REQUEST

JJAA Navigation Guide

MA +

>>

06 / 037

Format Identifier (FID)

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A FID is a two character, alpha-numeric code identifying a particular item (entitlements, deductions, allowances, etc.) within MMPA.

COMMON FIDS FOR LOSS VERIFICATION

SH – PCS Departure

27 - Career Sea Pay (CSP)

35 – Basic Allowance for Quarters (BAQ)

37 – Career Sea Pay Premium (CSPP)

43 - Overseas Housing Allowance (OHA)

46 - Cost of Living Allowance (COLA)

65 - Family Separation Allowance (FSA)

68 – Basic Allowance for Housing (BAH)

DN – Meal Rate Deduction

Common Action Indicators



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Action Indicator (ACTN): A 2-position code that shows the input or computer action.

01 – Start	05 – Correct
02 – Stop	06 – Cancel
03 – Report	20 – Resume
04 – Change	

In this example, the BAH line is being corrected.

```
68 BAH* ENTRY-OPEN-DT 220207 09 02 1 CNTRL-CODE 0 ACTN 05 START 220101
ENTLMT-MM 1,097.85 ENTLMT 2,195.70 ENTLMT-NM 2,195.70 ACCOM 0 ZIP-CODE
38054 RENT 0.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00
CLOST-DEPN
```

MMPA Header



Unclassified

MONTH

12 MJ: LB:3800 LC:2208 SA:A SX:1 TK:090825 TU:260825 TH:260825

The last line of the MMPA Header includes quick references to items that you may need to know at first glance.

- MMPA Month - This shows the processing month of the MMPA.
- MJ (AFMPC Match Flag Code) - This is used to identify event transactions that have not been confirmed.
- LB - This is the paying ADSN.
- LC - This is the member's servicing ADSN.
- SA - This identifies the member's status.
- SX - This normally identifies the number of status's that are open on the MMPA.
- TK - Pay date.
- TU - Date of Separation (DOS).
- TH - Expiration of Term of Service (ETS) date for enlisted personnel.

Recognizing FIDs



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Indicator and transaction codes are used to specify whether a transaction is OPEN (current) or CLOSED (past/history). The dash mark (-) signifies CLOSED.

FID WITHOUT A (-) = OPEN

FID WITH A (-) = CLOSED

```
SSAN (OR CMD) _----- NEW REQ ? --- PRINT - NAME -----
(`X` TO EXIT, PF##, PB##)  PF8 OR ENTER - PAGE FORWARD  PF7 - PAGE BACK
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 22/12/01 --
                                           01 OF 01
```

MMPA HEADER

```
12 MJ:  LB:3800 LC:2208 SA:A SX:1 TK:090825 TU:260825 TH:260825
```

```
FIXED/OPEN/HISTORY
```

```
SG-PCS ARVL* ENTRY-OPEN-DT 221128 02 12 1 ENTRY-CLSD-DT 221128 02 12 1 ACTN
03 ARRIVE 221128 ARV-CONUS 000000 ALWBL-TVL-TIME 06 ARV-HFP 000000
DAYS-TDY 000 ARR-DEPRT-CODE PROCD-DAYS-GRNTD 4 RESERVED 000000 INDCTR
2 QTR-DAY-ARR 1
```

```
35 BAQ* ENTRY-OPEN-DT 220101 99 01 1 ACTN Z4 START 220101 ENTLMT-MM 0.15
ENTLMT 0.30 ENTLMT-NM 0.30 NR-DEPN 1 CLOST-DEPN C QTR-ASGN 2 QTR-ADQ 0
HELD-INDCTR 1
```

```
68 BAH* ENTRY-OPEN-DT 221128 02 12 1 CNTRL-CODE 0 ACTN G1 START 221128
ENTLMT-MM 1,319.22 ENTLMT 2,418.57 ENTLMT-NM 2,198.70 ACCOM 1 ZIP-CODE
38055 RENT 0.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00
CLOST-DEPN
```

```
68-BAH* ENTRY-OPEN-DT 220101 99 01 1 ENTRY-CLSD-DT 221128 02 12 1
CNTRL-CODE 2 ACTN G2 START 220101 STOP 221127 ENTLMT-MM -195.57 ENTLMT
-195.57 ENTLMT-NM 0.00 MNTLY-RATE 1,955.70 ACCOM 1 ZIP-CODE 93245 RENT
0.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00 CLOST-DEPN
```

MMPA Entries

```
DN ENTRY NO DATA FOUND.
```

```
** END OF INQUIRY.
```

```
MA +
```

>>

01/017

SH - PCS Departure



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ENTRY-OPEN-DT: Date an entry was posted as open / processing started.

ENTRY-CLSD-DT: Date an entry was posted as closed / processing completed.

```
SH-PCS DEPR* ENTRY-OPEN-DT 221101 05 11 1 ENTRY-CLSD-DT 221128 02 12 1
ACTN G3 DDLDS 221101 ADSN 2208 RSN-CODE A
```

DDLDS (Date Departed Last Duty Station): Date which the individual physically departed their last permanent duty station.

RSN-CODE: The reason for member's reassignment from one permanent duty station to another.
A - Operational

From the SH line above, we can extract the following information:

Service Member departed their last PDS on 1 Nov 2022. The member's loss reason code is Operational. The MMPA entry was opened on 1 Nov 2022 and closed on 28 Nov 2022, completing the entry. This shows that the member was successfully transferred from the command.

Note: The SH line only shows the PCS Departure. It is imperative to check that other entitlements have stopped as they may not have populated automatically.

27 – Career Sea Pay



Unclassified

```
SH-PCS DEPR*  ENTRY-OPEN-DT 221101 05 11 1  ENTRY-CLSD-DT 221128 02 12 1
ACTN G3  DDLDS 221101  ADSN 2208  RSN-CODE A
27-CAREER SEA PAY*  ENTRY-OPEN-DT 221118 17 11 2  ENTRY-CLSD-DT 221118 17 11 2
CNTRL-CODE 2  ACTN 03  START 220920  STOP 221025  ENTLMT-MM 0.00  ENTLMT
472.80  ENTLMT-NM 0.00  MNTLY-RATE 394.00  CTGY-VESSEL A
```

START: Start date of entitlement in YYMMDD format.

STOP: Stop date of entitlement in YYMMDD format.

From the SH and 27 lines above, we can extract the following information:

Service Member detached from their last PDS on 1 Nov 2022. Their CSP was stopped on 25 Oct 2022. Some entitlements like CSP may have a different stop date from their loss date. For our example, the member detached from a squadron, wherein the CSP is based on individual detachments.

References



Unclassified

[Command Pay and Personnel Administrator \(CPPA\) Handbook](#)

Joint Travel Regulations (JTR)

MILPERSMAN 1320-060 Permanent Change of Station Transfer Order (PCSTO), Delivery, Interpretation, and Execution

MILPERSMAN 1320-310: Permanent Change of Station (PCS) Transfer Order Endorsements

MMPA Read Guide: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/DispForm.aspx?ID=121&e=U8hcEo

Transfer end-to-end SOP- [Transfers SOP Rev Jun 2023.pdf \(navy.mil\)](#)

Best Practices



Unclassified

- Submit a completed transfer package to TSC at the least 30 Days prior to detachment
- Provide traveler with complete transfer package.
- Member & CPPA review “Comply with Items” on BUPERS orders.
- Inform Member to collect proper endorsements on their orders.
- Member must submit the PCS Travel Claim within 5 working days of arrival.
- Ensure GTCC is in a Mission-Critical Status with the proper credit limits set.
- Make sure all requirements for overseas/operational PCS are met.
- Refer to references on MyNavy HR CPPA Resources page.
- The MMPA Read Guide contains all the information required to understand MMPA.
- Maintain access to current forms and utilize NPPSC Transfer Checklist.

Summary and Review

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In this lesson we covered:

- PCS Transfer Checklist
- Orders & Modifications
- Application for Advances
- Travel/Proceed Time
- Passenger Reservation Request & DD Form 884
- Overseas Transfers & “No-Fee” Passport
- Dependent Entry Approval / RED-DA / SOES
- Administrative Remarks / Unsuitable for Operational Duty
- NSIPS Loss Document
- MMPA Verification



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Questions?

Thank you for your participation!

Conclusion



Unclassified



Thanks for your participation in today's
TRANSFERS ACTIVITY LOSS training!

For Qualtrics this is lesson #**335**
Scan QR code for attendance!

https://usnavy.gov1.qualtrics.com/jfe/form/SV_0TgIQYZg67NX9pY