

STUDENT SOP

ACC 342 Personnel

1. Upon check-in MBR needs to turn-in the following items to their CPC so they can be sent over via TOPS (each member should have their own TOPS transaction):
 - a. Transient/Student Check-in Sheet
 - b. Endorsed Orders
 - c. Page 2
 - d. SGLI
 - e. Travel Claim (DD Form 1351-2)
 - f. EFT
 - g. Travel Advance Request (if applicable)
 - h. TLE (if applicable)
 - i. DLE (if applicable)
 - j. BAH pg 13 (if applicable)

*Notes

- Single members E5 and below need a BAH and BAS chit along with a barracks check out sheet to begin or to continue to receive BAH/BAS
- Single members E6 and above need BAH page 13 to begin or continue to receive BAH/BAS
- Members married mil to mil drawing single BAH need a BAH/BAS chit to begin to or continue to receive BAH/BAS pay.

All Other Transient/Student Personnel

1. Upon check-in MBR needs to turn-in the following items to their CPC so they can be sent over via TOPS (each member should have their own TOPS transaction):
 - a. Transient/Student Check-in Sheet
 - b. Endorsed Orders
 - c. Page 2
 - d. SGLI
 - e. BAH pg 13 (if applicable)
 - f. Travel Advance Request (if applicable)

*I-Stop commands should verify if port call processing was initiated at the last PDS for those service members having "HOMEPOR" stated as new PDS. Members should show proof of the port call message/email upon checking in. Without proof a PRR must be sent over with highlighted sections filled

2. If member is graduating from a school and will need follow-on orders 8 weeks prior to graduation:
 - a. Submit a memo with the graduation class number, the list of names/socials/avail date for each member/community each member will be affiliated with (sub/surface/air)
3. Upon receipt of new orders PSD will create a transfer package. CPC needs to request package via TOPS if they do not want to physically pick it up. CPC then needs to ensure the following information is returned to PSD:
 - a. Portcall Information- Needed for members going overseas or to a ship
 - b. Passport Information- Needed for members going to overseas areas designated in the foreign clearance guide
 - c. DEA Information- Needed for members authorized to take dependents to overseas locations
 - d. Vehicle Information- Needed if member will ship vehicle overseas
<https://whereismipov.com/vpclocations/us.guam>
4. Transfer- NET 10 day NLT 4-5 days prior to member's transfer submit a TOPS request for respective loss documents

*Notes

- Single members E5 and below need a BAH and BAS chit along with a barracks check out sheet to begin or to continue to receive BAH/BAS
- Single members E6 and above need BAH page 13 to begin or continue to receive BAH/BAS
- Members married mil to mil drawing single BAH need a BAH/BAS chit to begin to or continue to receive BAH/BAS pay.