

Time Requirements for Correspondence with PSD Portsmouth

<i>Item</i>	<i>Time Based On</i>	<i>Days Prior Needed</i>
Transfers		
Passport information	Transfer Date	90 days
Completed Transfer Package	Transfer Date	35 days
Separations		
Completed Packages for: discharge/release from active duty/temporary disability retired list/fleet reserve retirement	Leave or PTDY	30 - 90 days
Survivor Benefit Plan (FLT RES / RET ONLY)	Leave or PTDY	45 days
Separation Evaluations	Separation Date	10 days
Re-Enlistments		
Re-Enlistments	Re-Enlistment Date	45 days
SRB Re-Enlistments	Re-Enlistment Date	45 days
Receipts		
Member reports to PSD	Date Checked-In at Command	3 days
BAH for MIL to MIL or E5 and below	Report Date	10 days
Moving dependents if paid advanced DLA	Days After Report Date	60 days
ESO		
Sign Worksheet	Exam Date	60 days

