

NPPSC TRANSFERS CHECKLIST

NAME:	SSN:	TRANSFER CLERK'S NAME:
RANK/RATE:	APPROVED TRANSFER DATE:	MEMBER DETACH DATE:
INTERMEDIATE UIC: (IF APPLICABLE)	COMMAND:	REPORT NLT DATE:
ULTIMATE UIC:	COMMAND:	REPORT NLT DATE:
LEAVE ADDRESS/PHONE NUMBER:		

TRANSFERS

Upon Receipt of Orders

- Review all comply items on orders and highlight action items
- Determine Travel and Proceed time
- Prepare TIS/Transfer Package and send to CPC
(Transfer package due back from command within 10 days)
- Prepare a Tickler Folder
- When transfer package is received from command, verify approved transfer date with orders
- Obligated Service Required: Yes ____ No ____

Type of Screening required

- Overseas Screening (NAVPERS 1300/16): **MBR only** ____
MBR & DEPNS ____
- Operational Duty Screening, NP 1300/16 Part II
- GSA/IA Screening
- Recruiting Duty
- Flag Duty
- New Construction Duty (NAVPERS 1300/18)
- Submarine Duty
- Lithoral Combat Ship Assignment (LCS) (NAVPERS 1306/94)
- Other Special Program Assignment Screening
- SSBI Completion for Special Billets
- Suitability message sent DTG _____

TRANSPORTATION

Does member desire transportation? Yes No
If YES, give the following to CTO:

- Original Orders
- Copy of NATO Orders
- Copy of Country Clearance (Area Clearance)
- Copy of Suitability message (if applicable)
- Copy of Dependent Entry Approval (DEA) (if applicable)
- Dependent Transportation (DD Form 884) (if applicable)
- Passport/Visa Application (DD 1056; DSP11) (if applicable)
- Travel Request Form **Date submitted:** _____

TRAVEL

If member does not desire transportation, give the following to travel section:

- Advance Travel/DLA Request
- Copy of Orders
- Advance Pay **Date submitted:** _____
(E6 & Below: 1 month advance pay and 12 month payback)

Overseas Transfer

- Overseas Screening for member & dependents (if required)
- Submit Dependent Entry Approval (DEA) (if applicable) at least 4 months prior to anticipated arrival.
- Submit Passport/Visa Applications (if required)
- Submit Passenger Reservation Request for member & depns (if applicable) with supporting documents (i.e. Copy of Page 2 dependent entry approval, DD Form 884, etc.)
- Report of Suitability/Unsuitability assignment message (if applicable)
- Obligated Service Requirement (if applicable)
- Area Clearance Request (if applicable) for personnel going to NATO countries
- Prepare NATO Orders (if required/applicable)

Transfer Clerk checklist

- Original Orders/Prepare STO
- Process Advance Pay, Advance Travel, DLA request if member requested (verify to make sure member is entitled and approved by Authorizing Official)
- Obligated Service Requirement met (Reenlist/Extend)
- Have member verify, update Page 2 and SGLI
- NAVPERS 7041/1 completed and sign by member (MILPERSMAN 1320-308)
- Verify service record, make all required page 13 entries & Page 5 entry
- Print ESR pages and update service record

PAGE 13s for:

- Operational Duty Screening (if required)
- Flag Duty Assignment (if required)
- Submarine Duty (if required)
- New Construction Duty (if required)
- GSA/IA Assignment Screening (if required)
- Overseas Suitability (if required)
- Other Special Program Assignment Screening (if required)
- SSBI Completion for Special Billets (if required)
- Anti-Terrorism Awareness Training completion for member and dependents (if required) (MILPERSMAN 1300-300)
- HIV Testing
- DEERS Verification (Page 13)
- Transfer Evaluation / Page 13 if no evaluation
- Obtain copy of command check out sheet from member
- Collect Meal Pass/Decode/Update Meal Entitlement Code (MEC) on CAC card
- Stop Meal collection/deduction (if required)
- Stop Career Sea Pay and other special pays (if required)
- Prepare Activity Loss in NSIPS
- Monitor and ensure LOSS and other pay transactions post in member's account correctly
- Compile copies of documents for retain package
- Release Folder (Page 2 and SGLI) from Record Vault and give to the member

For Officers

AUDIT (SUPERVISOR)

- Release Loss documents
- Review Management Report

- NSIPS Feedback Accepted/Rejected Reports
- Mark TOPS transaction completed

NSIPS/MMPA (TRANSFER CLERK)

- Verify MMPA to make sure LOSS post

- Verify MMPA to make sure pay transactions post (Career Sea Pay, Meal Deductions, etc.)

RETAIN

- Copy of orders
- Copy of Loss document (NSIPS detaching endorsement)
- Copy of sign NAVPERS 7041/1
- Copy of Page 2/SGLI
- Copy of Page 13 (Operational, Overseas, Recruiting, GSA/IA screening, Special Program Assignment, etc.)
- Copy of Page 13 completion of Anti-Terrorism Awareness Training
- Copy of approved Advance Pay, Travel, DLA request
- Copy of Overseas, GSA/IA, Recruiting Duty, Flag, etc. Screening

- Copy of Passenger Reservation Request
- Copy of Dependent Entry Approval
- Copy of Passport/Visa Applications
- Copy of NATO Orders/Country Clearance message
- Copy of Obligated Service (Reenlistment contract/Extension)
- Copy of Suitability/Unsuitability message
- Copy of memo from Medical (fit for transfer/duty)
- Copy of memo from command stating SSBI package completed and submitted
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