

## **PSD PORTSMOUTH PCS TRANSFER SOP**

1. PSD receives orders in NSIPS (normally around a week after they post in BOL)
2. Within 3 working days PSD creates a transfer package
3. PSD notifies CPC the package is ready to be picked up
4. CPC/Member picks up package at discretion
5. Unless a member has specific questions the CPC can't answer, the completed package should be returned to PSD by the CPC
  - a. Appropriate document requests, modifications, and corrections should be done and sent via TOPS
6. When PSD clerk has all required documentation the final PCS Package will be created and the CPC notified it is ready for pick-up
7. CPC can pick-up packages to distribute to members as they transfer
  - a. Member can pick-up their own package, however it cannot be until the day of their transfer

\* For any orders that are received less than 30 days from required report date a Letter of Expedite will be given to the member to take with in order to have their Passport processed quicker.