

STUDENT TRANSFER QUESTIONNAIRE

NAME (Last, First MI)		DATE
SCHOOL	GRADUATION DATE	CLASS NUMBER

INSTRUCTIONS

- TRAVEL BY POV: E3 and below personnel traveling to their next duty station by POV shall present their registration to PERSUPPDET. Personnel picking up POV's on leave enroute to new duty station shall be authorized only commercial travel time and their travel time will be adjusted at their new duty station if authorized.
- LEAVE: CONUS and CONUS homeported activities (including homeported battalions) are authorized 14 days. OUT-CONUS activities are authorized 21 days.
- ASSIGNMENTS: All assignments are made by NMPC. There will be absolutely no change of billets after assignments are received.
- RESERVATIONS: Do not make transportation arrangements prior to 1600 on date of transfer. Do not exchange itinerary for a flight earlier than 1800. Copies of exchanged flight itineraries will be required. All changes to government itineraries will be at the student's expense and responsibility.
- ADVANCE PAY: (IAW DODPM 40101 and JFTR CH. 5, Part C), a member in receipt of orders for permanent change of station when approved by Commanding Officer may be paid advance pay for one month basic pay. EXCEPTION: advance payment for a PCS move in same geographical area of the member's prior duty station or homeport are authorized only when movement of the member's household at government expense upon PCS travel performed from old permanent duty station (PDS) to the new PDS, or from other than old PDS to new PDS not to exceed the entitlement from the old PDS to the new PDS.

LEAVE ADDRESS IN FULL (With Zip Code)		PHONE (With Area Code)
NAME PRIMARY NEXT OF KIN		
ADDRESS IN FULL (With Zip Code)		PHONE (With Area Code)
NAME SECONDARY NEXT OF KIN		
ADDRESS IN FULL (With Zip Code)		PHONE (With Area Code)
LAST DUTY STATION	MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE	NO. OF DEPENDENTS
NEW DUTY STATION		
NUMBER OF DAYS LEAVE REQUESTED		NMT SIGNATURE
COST OF GTR <input type="checkbox"/> Yes <input type="checkbox"/> No	TRAVEL WILL BE PERFORMED BY POV _____ (LICENSE NUMBER & STATE)	
ADVANCE TRAVEL PAY REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO	ADVANCE PER DIEM PAY REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO	ADVANCE TRAVEL FOR DEPENDENTS REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO
COMMERCIAL TICKET OXNARD TO ULTIMATE DUTY/DATE OF GRADUATION <input type="checkbox"/> YES <input type="checkbox"/> NO	COMMERCIAL TICKET LAX TO ULTIMATE DUTY AFTER LEAVE <input type="checkbox"/> YES <input type="checkbox"/> NO	

REMARKS