



**SEPARATION TRANSFER INFORMATION SHEET**

\_\_\_\_\_  
(Date)

From: Officer in Charge, U.S. Navy Personnel Support Activity Detachment, \_\_\_\_\_

To: \_\_\_\_\_

Via: Command Career Counselor, \_\_\_\_\_

Subj: SEPARATION/FLEET RESERVE/RETIREMENT TRANSFER INFORMATION SHEET

Ref: (a) BUPERS Order \_\_\_\_\_

Encl: (1) PCS Travel, NAVPERS 7041/1  
(2) Navy Retention/Separation Questionnaire, OPNAV 1910/5  
(3) PSD Notification of Physical Readiness  
(4) Passenger Reservation Request, PSAFE Form 4650/3  
(5) Application for Transportation of Dependents, PSAFE Form 4650/4  
(6) Navy Retired/Retainer Pay Data Form, DD Form 2656  
(7) Pre-Retirement Pay Information Request, NAVCOMPT Form 2274  
(8) Fleet Reservist/Retiree Transfer Check-Off Sheet, PSAFE Form 1800/1

1. The following information is provided on your transfer for separation/fleet reserve/retirement.

Separation/Fleet Reserve/Retirement Date: \_\_\_\_\_

Recommended Transfer Date: \_\_\_\_\_

Authorized aerial Port of Debarkation (APOD): \_\_\_\_\_

Separation Activity Closest to APOD: \_\_\_\_\_

2. You may elect circuitous travel, transportation to an alternate APOD, and transfer to a separation activity of our choice. However, additional cost for transoceanic travel will be collected from you prior to your detachment, you will not be entitled to additional mileage, and excess travel time will be charged as leave. Advance travel pay will not be authorized and transportation in kind will not be provided except for transoceanic travel and travel to the separation activity closest to the APOD. Your election to travel circuitously, to an alternate APOD, and to transfer to a separation activity of your choice is for personal convenience and additional costs will be at your personal expense.

3. If you are requesting separation overseas, you (and your dependents, if any) must have valid passport with the required visas for the country you will be staying at. The documents must be obtained no later than two weeks prior to your separation and provided to the detachment for verification.

4. You are required to have enclosures (2) thru ( ) and return them to this detachment with this letter after it has been approved by your command no later than \_\_\_\_\_.

5. Enclosure (4) should be delivered to your servicing medical facility and returned to this unit no later than \_\_\_\_\_. The physical examination must be completed prior to transfer or separation/fleet reserve/retirement. Failure to complete the physical examination may result in the cancellation of your flight to CONUS or delay your processing for separation/fleet reserve/retirement.

6. Please contact your Command Career Counselor to schedule you for the Transition Assistance Program (TAP) Seminar which is required prior to your separation. For additional information and assistance, you may attend the Transfer Brief provided in your area on Tuesday and Thursdays.

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By direction