

## PERS-461 COURTESY MOBILIZATION/DEMOBILIZATION REQUEST CHECKLIST

**\*\*ALL REQUESTS MUST BE SUBMITTED AND APPROVED A MINIMUM OF 30 DAYS PRIOR TO THE READY LOAD DATE\*\***

Upon approval, the order modification will be released via message traffic. If the request is denied the parent NOSC mob coordinator will receive notification from the NESA helpdesk. NESA contact information: [nesa@navy.mil](mailto:nesa@navy.mil).

Requests for courtesy mobilizations/demobilizations will not be approved without proper documentation and must be cost effective for the Navy. Requests will not be approved for the convenience of the Sailor.

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### SAILOR REQUIREMENTS

- Send email to parent NOSC and gaining NOSC with a description of your request.
- Forward approval emails from NOSCs to [NESA@navy.mil](mailto:NESA@navy.mil).
  - o Include your NOBLE EAGLE number and justification in the email narrative
- Proof of residency (LEASE/RENTAL AGREEMENT OR MORTGAGE) is attached to email to [NESA@navy.mil](mailto:NESA@navy.mil).
- Cost analysis (COST OF TRAVEL FROM PARENT NOSC TO NMPS, VERSES COST OF TRAVEL FROM REQUESTED NOSC TO NMPS VIA THE MODE OF TRAVEL DIRECTED IN THE ORDERS) is included in the email to [NESA@navy.mil](mailto:NESA@navy.mil).

**\*\*\*IT IS THE SAILORS RESPONSIBILITY TO PROVIDE ALL DOCUMENTATION REQUIRED FOR THE REQUEST\*\*\***

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### PARENT NOSC REQUIREMENTS

- Commanding Officer acknowledgement/concurrence (VIA ATTACHED EMAIL OR FORMAL ENDORSEMENT ON COMMAND LETTERHEAD)
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### GAINING NOSC REQUIREMENTS

- Commanding Officer acknowledgement/concurrence (VIA ATTACHED EMAIL OR FORMAL ENDORSEMENT ON COMMAND LETTERHEAD) to assume **ALL** responsibility for the readiness of the mobilizing/demobilizing Sailor.