EXPEDITED TRANSFERS

Responsible Office

NAVPERSCOM (PERS-454)

Phone: 882-2927

DSN

COM: (901) 874-2927

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E-mail: EXPD_TRF.FCT@navy.mil

MyNavy Career Center

Phone: Toll Free 1-833-330-MNCC (6622)

E-mail: askmncc@navy.mil

MyNavy Portal: https://my.navy.mil/

References

(a) Uniform Code of Military Justice (UCMJ)
(b) 10 U.S.C. §673
(c) NAVSO P-6034, Joint Travel Regulations (JTR)
(d) SECNAVINST 5800.11B
(e) DoD Instruction 6495.02 of 28 March 2013
(f) SECNAVINST 1752.4C
(g) OPNAVINST 1752.1C

1. Expedited Transfer Policy

a. Service members who are victims of certain offenses stipulated by various articles in reference (a) may request a temporary reassignment within or outside their unit or a permanent change of duty station prior to their normal projected rotation date per references (b) through (g). The eligible offenses include only those listed in paragraph 1 (table) below:

<table>
<thead>
<tr>
<th>Offense</th>
<th>UCMJ article if offense occurred before 1 Jan 19</th>
<th>UCMJ article if offense occurred on or after 1 Jan 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual assault</td>
<td>120, 125, 134</td>
<td>120, 134</td>
</tr>
<tr>
<td>Stalking</td>
<td>120a</td>
<td>130</td>
</tr>
<tr>
<td>Other sexual misconduct</td>
<td>120c</td>
<td>120c</td>
</tr>
<tr>
<td>Wrongful broadcast or distribution of intimate visual images</td>
<td>117a</td>
<td>117a</td>
</tr>
</tbody>
</table>
b. The intent behind the expedited transfer policy is to address situations in which a Service member feels safe, but uncomfortable (e.g., victim may be experiencing ostracism and retaliation), and to assist in the victim's recovery by moving the victim to a new location.

c. Issues involving Service members' safety are not handled through an expedited transfer. If Service members fear for their lives or physical safety, a safety transfer may be requested. Safety transfer procedures are detailed in MILPERSMAN 1300-1200.

d. A transfer includes, but is not limited to:

   (1) Temporary or permanent move to a different department, division or unit within the current command or

   (2) Temporary or permanent move to a different command (within or outside) the current command’s geographical area.

e. For reservists, a transfer or reassignment includes:

   (1) Provisions to perform inactive duty training, when possible, on different weekends or times other than the alleged offender and

   (2) Provisions to perform inactive duty training with a different unit and or Navy Reserve activity in the home drilling location to ensure undue burden is not placed on the Service member or their family by a transfer.

f. An expedited transfer of a Service member must also include the Service member’s military spouse and authorized dependents (as applicable), unless the Service member specifies otherwise. If the Service member does not desire to move the active duty spouse, the spouse and spouse’s commander will complete NAVPERS 1306/7 Electronic Personnel Action Request (enlisted) or NAVPERS 1301/85 Officer Personnel Action Request (officers) stating the reason. Orders issued for military spouse may be delayed up to 90 days.

g. Every reasonable consideration and effort must be made to minimize disruption to the Service member’s or active duty spouse’s normal career progression. Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454) will
take into consideration all recommendations and preferences in reaching final assignment decision.

Note: For overseas or operational assignments, coordination with additional offices may be required.

2. **Expedited Transfer Applicability**

   a. A Service member may request an expedited transfer if:

      (1) Service member is a victim of sexual assault, and has filed an unrestricted report of sexual assault per references (e) through (g) or

      (2) Service member is a victim of stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images, and has filed a report with a military criminal investigation organization (MCIO).

   b. Applicable Service members may request expedited transfer at any time in their Navy career. The Navy does not limit the number of expedited transfer requests a Service member can make over the course of Service member’s Navy career.

   c. Applicable Service members must be informed of the option to request temporary reassignment within or outside their unit or transfer from the command to which he or she is assigned.

3. **Transfer Options.** An expedited transfer may be accomplished by a temporary or permanent reassignment from the Service member’s current command by one of the following methods:

   a. Temporary duty (TEMDU) (within or outside of local geographical area). The commanding officer (CO) may:

      (1) Reassign the Service member or the alleged offender to a different division or work space within the same command,

      (2) Temporarily reassign either the Service member or alleged offender (at the CO’s discretion) to another local command or

      (3) Temporarily reassign either the Service member or alleged offender (at the CO’s discretion) to another command.
b. Permanent Change of Assignment (PCA) within the Local Geographic Area or Permanent Change of Station (PCS) Outside the Local Geographic Area, which includes:

(1) PCA transfer (at Service member’s request only) within the local geographic area reassigns the Service member to a different command on or off the current installation or within the same geographical area (e.g., cross-decking, between local squadrons, local commands, etc.) and may or may not require PCS funding. All PCA and PCS orders will be issued by NAVPERSCOM,

(2) PCS transfer out of the local geographic area reassigns the Service member to a different command in a new geographic location and

(3) a PCS transfer effected through modification to existing PCS orders or through modification of negotiated orders that have not been issued. Once the expedited transfer request is approved for a Service member possessing PCS orders, the command may request a modification of the orders for an immediate or earlier than directed PCS transfer.

4. Procedures

a. An expedited transfer request must be initiated in writing by the eligible Service member and submitted via their CO. The request (exhibit 1) must include Service member’s:

(1) reason(s) for the request,

(2) top three location preferences and

(3) military spouse and dependents (as applicable).

b. Upon receipt of a written expedited transfer request, the Service member’s CO must:

(1) Document the date and time the transfer request is received and approve or disapprove the request within 72 hours of receiving the request. The CO must consider all facts and circumstances surrounding the case and the basis for the transfer request.

(2) Verify through consultation for:
(a) Sexual assault cases - The sexual assault response coordinator (SARC) for sexual assault prevention and response (SAPR) cases or Family Advocacy Program (FAP) case manager for FAP cases that an unrestricted report of sexual assault was filed by the Service member requesting an expedited transfer.

(b) Stalking, other sexual misconduct, or wrongful broadcasting cases - local MCIO where a report of the offense(s) was filed by the Service member requesting an expedited transfer.

(3) Determine if the report is credible (i.e., reasonable grounds to believe an offense occurred) based on advice of the supporting staff judge advocate, or other legal advisor concerned, and the available evidence based on information in an MCIO investigation (if available). If the expedited transfer is disapproved because there was no credible report, the grounds on which it was disapproved must be documented. A commander can always transfer a victim on other grounds, (e.g., on humanitarian grounds), through a process outside of the expedited transfer process. A presumption must be established in favor of transferring the Service member once a determination has been made that the report is credible.

(4) Not delay the determination due to the non-availability or pending results of any investigation.

Note: For court-martial cases in which the accused has been acquitted, the standard for approving an expedited transfer still remains whether or not a credible report has been filed. The commander must consider all the facts and circumstances surrounding the case and the basis for the transfer request.

(5) Take into consideration the Service member’s input before making a decision involving a temporary or permanent transfer and the location of the transfer.

(6) Consider the following factors in making the decision to approve the transfer:

(a) Service member’s reason for request to transfer,

(b) nature and circumstances of the offense,
(c) whether a temporary transfer would meet the Service member’s needs and the operational needs of the unit. Unique situational requirements in deployed areas should also be considered,

(d) training status and any limitations of the Service member requesting the transfer,

(e) availability of positions within other units on the installation,

(f) status of the investigation and the potential impact on the investigation and future disposition,

(g) any issues with movement of Service member’s spouse and dependents,

(h) resources the Service member will need regular access to: counseling, victims’ legal counsel (VLC), SAPR, other, or N/A,

(i) career path and other pertinent circumstances or facts and

(j) potential transfer the alleged offender instead of the Service member requesting the transfer.

1. Commanders have the authority to request transfer of the alleged offender. This reassignment or removal must not be taken as a punitive measure, but solely for the purpose of maintaining good order and discipline within the member’s unit per reference (b).

2. Once a Service member has been identified as an alleged offender, a transfer may occur at any time.

(7) Ensure Service members are counseled regarding:

(a) reasonably foreseeable career impacts,

(b) potential effect of the transfer or reassignment on the investigation and case disposition,

(c) effect on bonus recoupment (e.g., if they cannot work in their specialty field),
(d) other possible consequences of granting the request,

(e) Service members may be required to return for prosecution of the case, if the determination is made that prosecution is the appropriate command action and

(f) coordination with additional offices may be required for overseas or operational assignments.

c. Approval. If the request is approved, the following must be forwarded via e-mail to NAVPERSCOM (PERS-454) at expd_trf.fct@navy.mil where it will be processed and all documents retained on file for a period of 3 years from date of approval:

(1) The CO’s written recommendation or action taken (exhibit 2) regarding the Service member’s transfer request,

(2) Defense Sexual Assault Incident Database (DSAID) case number (for SAPR cases),

(3) Fleet and Family Support Management Information System (FFSMIS) case number (for FAP cases),

(4) MCIO case number for offenses covered by reference (a), articles 120a, 120c, and 117a,

(5) The name and information of the applicable point of contact (POC) within the command and

(6) The Service member’s request (exhibit 1).

(a) For sexual assault cases, the CO must ensure the applicable SARC/FAP POC and MCIO POC are notified of the Service member’s transfer request approval.

(b) For stalking, other sexual misconduct, and wrongful broadcasting cases: Only for open cases, the CO must ensure the applicable MCIO POC is notified of the Service member’s transfer request approval.
d. CO to CO Notification

(1) Sexual assault cases: When an expedited transfer is approved, the Service member’s losing CO must notify the gaining CO per reference (g).

(2) For stalking, other sexual misconduct and wrongful broadcasting cases: Only if there are ongoing investigations and or legal proceedings, when an expedited transfer is approved, the Service member’s losing CO must inform the gaining CO of the status of the open investigation and ongoing legal proceedings.

e. Disapproval. If the request is disapproved, the CO’s written recommendation for disapproval and justification (exhibit 3) regarding the Service member’s transfer request, DSAID case number for SAPR cases, Fleet and Family Support Management Information System (FFSMIS) case number for FAP cases, MCIO case number for offenses covered by stalking, other sexual misconduct and wrongful broadcasting and the name and information of the applicable POC, along with the Service member’s request (exhibit 1), must be forwarded to the first flag/general officer or senior executive service (SES) equivalent (as applicable) in the requesting Service member’s chain of command for higher level review and final decision. The request will be forwarded to the immediate superior in command if the Service member’s CO is a flag officer.

(1) The flag/general officer or SES equivalent must provide written approval or disapproval (exhibit 4) of the request within 72 hours of receipt of the command-level recommendation.

(2) The flag/general officer’s or SES equivalent’s endorsed request must be immediately forwarded via e-mail to NAVPERSCOM (PERS-454) at expd_trf.fct@navy.mil, where it will be processed and retained on file for a period of 3 years from date of endorsement.

f. Withdrawal. If at any time the requesting Service member elects not to proceed with an expedited transfer request, the request must be formally withdrawn by the Service member in writing to the CO (exhibit 5). The CO will forward a written letter (exhibit 6), along with the Service member’s written withdrawal via e-mail to NAVPERSCOM (PERS-454) at: expd_trf.fct@navy.mil. In the event the Service member
subsequently desires an expedited transfer at a later date, the process must be reinitiated by the Service member using the process outlined in this article.

g. NAVPERSCOM (PERS-454) will process requests for expedited transfer, taking into consideration the Service member’s location preferences and recommendations by Service member’s chain of command. Every reasonable effort to minimize disruption to the normal career progression of the Service member and military spouse (as applicable) will be made. NAVPERSCOM (PERS-454) will take into consideration all recommendations and preferences, but will make final assignment decision after consultation with the Service member.

h. In most circumstances, transfers to a different installation are normally completed within 30 calendar days from the date the transfer is approved. Transfers to a new duty location that do not require a change of station move are normally completed within 1 week from the date the transfer is approved.

i. The NAVPERSCOM (PERS-454) POC will notify the Service member’s expedited transfers POC if none of the three requested locations are available. NAVPERSCOM (PERS-454) will issue orders if the Service member agrees to other available options in a valid billet, in a location that meets the Service member’s career pathway, and medical needs, including mental health and comfort level.

j. NAVPERSCOM (PERS-454) will notify the losing and gaining command of the orders, and request positive confirmation of receipt from the gaining command prior to execution of the orders.

k. Orders pursuant to this article are official and must be treated as such. Execution of PCS, PCA, or TEMDU orders by the requesting Service member will constitute acknowledgement that the expedited transfer request has been fulfilled.

l. All correspondence related to expedited transfers (requests, approvals, denials, or withdrawals) must be forwarded via e-mail to NAVPERSCOM (PERS-454) at expd_trf.fct@navy.mil, regardless of action taken by the command.
m. All expedited transfer related e-mail communication with the NAVPERSCOM (PERS-454) must be encrypted whenever practicable.

n. Reference (c) contain information concerning entitlements and financial guidance.
Exhibit 1
Service Member’s Request for Expedited Transfers
(Use proper letter format)

From:  Rank/Rate First MI Last Name, USN(R)
To:    Commanding Officer, (COMMAND)

Subj:  REQUEST FOR EXPEDITED TRANSFER

Ref:   (a) MILPERSMAN 1300-1205

1. I request an expedited transfer due to (state reason for request) per reference (a). I filed (an unrestricted report of sexual assault or a military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images), on (day month year).

2. My preferred locations for (temporary reassignment or permanent transfer) are as follows:
   a.  (location)
   b.  (location)
   c.  (location)

3. I am requesting the above locations because (state any specific reasons for your preferred location).

4. I understand every reasonable effort and consideration to minimize disruption to my normal career progression will be made pursuant to reference (a) and that alternate duty stations or types may be offered if the above preferences are not available. I understand Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454) will issue orders to a valid billet in a location that meets my career pathway, medical needs including mental health and comfort level. Further, I understand execution of temporary duty, permanent change of activity, or permanent change of station orders will constitute my acknowledgement that my expedited transfer request has been fulfilled and that at any time I may elect to withdraw my request in writing to NAVPERSCOM (PERS-454) via my chain of command.

   Note: For overseas or operation assignments, coordination with additional offices may be required.

5. I may be contacted via e-mail: ____________________, commercial telephone: (111) 123-4567 or DSN: 123-4567.

   SIGNATURE
Exhibit 2
Temporary Duty Notification/Permanent Change of station
Recommendation
(Use proper letter format)

From: Commanding Officer, (COMMAND)
To: Commander, Navy Personnel Command (PERS-454)

Subj: RECOMMENDATION FOR THE EXPEDITED TRANSFER REQUEST ICO
RANK/RATE FIRST, MI, LAST NAME, USN(R)

Ref: (a) MILPERSMAN 1300-1205
(b) OPNAVINST 1752.2B

Encl: (1) Expedited Transfer Request ICO SNM of (day month year)
(2) Copy of Orders

1. Approved. Rank/Rate Service member’s request for expedited transfer (enclosure 1) under reference (a) was received at 0000L (insert local time) on (day month year) and decided upon on within 72 hours.

2. I have determined that the (unrestricted report of a sexual assault or a military criminal investigation organization (MCIO) report on stalking, other sexual misconduct or wrongful broadcast or distribution of intimate visual images is credible based on consultation with my staff judge advocate.

3. (If temporary duty) Rank/Rate Service member has been temporarily reassigned to division or command/unit identification code as requested in enclosure (1) pursuant to reference (a). Rank/Rate Service member temporary duty orders are in enclosure (2).

4. (If recommending permanent change of station) Recommend Rank/Rate Service member to permanent change of station as requested in enclosure (1) pursuant to reference (a).

5. Every reasonable effort and consideration to minimize disruption to Rank/Rate Service member’s normal career progression was made pursuant to reference (a). I have advised the Service member regarding the reasonable foreseeable impact the transfer or reassignment may have on his or her career (i.e., the investigation and case disposition, initiation of other adverse action against the alleged offender, the effect on bonus recoupment, if any and other possible consequences of granting the request, and that the service member may be required to return for prosecution of the case).
6. (for sexual assault cases) I will inform the gaining commander of the inbound expedited transfer per reference (b).

7. For stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: I will inform the gaining commander of the inbound expedited transfer per reference (a).

8. My point of contact, ____________________, may be contacted via e-mail: ____________________, commercial telephone: (111) 123-4567 or DSN: 123-4567.

9. For sexual assault cases: (Defense Sexual Assault Incident Database/Fleet and Family Support Management Information system case number for this request is: _______________________and the (sexual assault response coordinator (SARC)/fleet assistance personnel (FAP) point of contact), (name and contact information), was notified of the expedited transfer approval on (day month year).

10. (For open cases only) For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: The MCIO case number for this request is: ___________ and the MCIO point of contact, (name and contact information), was notified of the expedited transfer approval on (day month year).

SIGNATURE

Copy to:
Service member
Exhibit 3
CO’s Disapproval
(Use proper letter format)

From: Commanding Officer, (COMMAND)
To: Flag/General Officer or SES Equivalent

Subj: RECOMMENDATION FOR THE EXPEDITED TRANSFER REQUEST ICO RATE/RANK FIRST, MIDDLE NAME, LAST NAME

Ref: (a) MILPERSMAN 1300-1205

Encl: (1) Expedited Transfer Request ICO SNM of (day month year)
(2) Copy of Orders

1. Disapproved. Rank/Rate Service member’s request for an expedited transfer (enclosure 1) under reference (a) was received at 0000L (insert local time) on (day month year) and decided upon within 72 hours.

2. I have determined that the (unrestricted report of sexual assault or military criminal investigation organization (MCIO) report for stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images (is/is not) credible based on consultation with my staff judge advocate.

3. I recommend disapproval of this request for expedited transfer due to the following reason(s): (list reason(s))

4. (If TEMDU) Rank/Rate Service member has been temporarily reassigned to division or command/UIC as requested in enclosure (1) pursuant to reference (a). Rank/Rate Service member TEMDU orders are in enclosure (2).

5. Every reasonable effort and consideration to minimize disruption to Rank/Rate Service member’s normal career progression was made pursuant to reference (a). I have advised the Service member regarding the reasonably foreseeable impact the transfer or reassignment may have on his or her career (e.g., the investigation, and case disposition, initiation of other adverse action against the alleged offender, the effect on bonus recoupment, if any and other possible consequences of granting the request, and that the Service member may be required to return for prosecution of the case).

6. My point of contact, ________________, may be contacted via e-mail:____________, commercial telephone: (111)123-4567 or DSN: 123-4567.

7. For sexual assault cases: The (DSSAID/FFSMIS) case number for this request is: ______________ and the sexual assault response coordinator (SARC)/fleet assistance personnel (FAP) point of contact is: (name and contact information).

8. For stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: The MCIO case number for this request is: ______________ and the MCIO point of contact is: (name and contact information).

SIGNATURE

Copy to: Service member
Exhibit 4
Flag Officer’s Recommendation
(Use proper letter format)

From: Flag/General Officer or SES Equivalent  
To: Commander, Navy Personnel Command (PERS-454)  

Subj: RECOMMENDATION FOR THE EXPEDITED TRANSFER REQUEST ICO  
       RANK/RATE FIRST MI LAST NAME, USN(R)  

Ref: (a) MILPERSMAN 1300-1205  
Encl: (1) Expedited Transfer Request ICO SNM of (day month year)  

1. Approved/Disapproved. Rank/Rate Service member’s request for an  
   expedited transfer (enclosure 1) under reference (a) was received at 0000L  
   (insert local time) on (day month year) and decided upon on within 72 hours.  

2. I have determined that the (unrestricted report of sexual assault or  
   military criminal investigation organization (MCIO) report on stalking,  
   other sexual misconduct, wrongful broadcast or distribution of intimate  
   visual images) (is/is not) credible on consultation with my judge advocate.  

3. I recommend (approval/disapproval) of this request for expedited  
   transfer due to the following reason(s): (list reason(s))  

4. (If approved) For sexual assault cases: The (DSAID/FFSMIS) case number  
   for this request is: _______________ and the losing (sexual assault response  
   coordinator (SARC)/fleet assistance personnel (FAP) point of contact), (name  
   and contact information), was notified of the expedited transfer approval on  
   (day month year).  

5. (For open cases only) (If approved) For stalking, other sexual  
   misconduct, wrongful broadcast or distribution of intimate visual images  
   cases: The MCIO case number for this request is: _______________ and MCIO  
   point of contact, (name and contact information), was notified of the  
   expedited transfer approval on (day month year).  

6. My point of contact, __________________, may be contacted via  
   e-mail:____________, commercial telephone: (111)123-4567 or DSN: 123-4567.  

7. My contact information is e-mail: ______________, commercial telephone:  
   (111)123-4567 or DSN: 123-4567.  

SIGNATURE

Copy to:  
Command  
Service member
Exhibit 5
Service Member’s Withdrawal of Expedited Transfer Request
(Use proper letter format)

From:  Rank/Rate First MI Last Name, USN(R)
To:    Commanding Officer, Command

Subj:  REQUEST FOR EXPEDITED TRANSFER WITHDRAWAL

Ref:   (a) MILPERSMAN 1300-1205

1. Per reference (a), I withdraw my request for expedited transfer of (day month year) due to (provide reason(s)).

SIGNATURE
**Exhibit 6**

**Service Member’s Withdrawal of Expedited Transfer Request**
(Use proper letter format)

<table>
<thead>
<tr>
<th>From: Commanding Officer, (COMMAND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: Commander Navy Personnel Command (PERS-454)</td>
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<tr>
<td>Subj: EXPEDITED TRANSFER ORDERS DECLINATION ICO</td>
</tr>
<tr>
<td>RANK/RATE FIRST MI LAST NAME, USN(R)</td>
</tr>
<tr>
<td>Ref: (a) MILPERSMAN 1300-1205</td>
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<tr>
<td>Encl: (1) Expedited Transfer Withdrawal ICO SNM of</td>
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<tr>
<td>(day month year)</td>
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</tbody>
</table>

1. Per reference (a), Rank/Rate Last Name has withdrawn (his or her) request (enclosure 1) for expedited transfer of (day month year) due to (provide reason(s)).

2. The Service member is aware that a subsequent request can be made at any time.

**SIGNATURE**

Copy to:
Service member
### A. Receiving an Expedited Transfer Request

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<table>
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<tbody>
<tr>
<td>1.</td>
<td>Has the CO received a written expedited transfer request (exhibit 1) by the Service member?</td>
</tr>
<tr>
<td>2.</td>
<td>Has the time and date received been noted on the original document to establish the start of the 72-hour time frame?</td>
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<tr>
<td>3.</td>
<td>Has the commanding officer consulted with a staff judge advocate representative to determine the credibility of the unrestricted report of sexual assault or military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images?</td>
</tr>
<tr>
<td>3a.</td>
<td>For sexual assault cases: Did the commanding officer consult with the sexual assault response coordinator (SARC)/fleet assistance personnel (FAP) point of contact to verify an unrestricted report is documented in DSAID/FFSMIS? DSAID/FFSMIS case number:</td>
</tr>
<tr>
<td>3b.</td>
<td>For stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: Did the CO consult with local MCIO to verify a report is documented? Case number:</td>
</tr>
<tr>
<td>4.</td>
<td>Has the commanding officer considered the following factors in determining approval of the request:</td>
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<tr>
<td>4a.</td>
<td>Service member’s reason for requesting the transfer?</td>
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<tr>
<td>4b.</td>
<td>Nature and circumstances of the offense?</td>
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<tr>
<td>4c.</td>
<td>Would a temporary transfer meet the Service member’s needs and the operational needs of the unit? (situational requirements should be considered)</td>
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<td>4d.</td>
<td>Training status and limitations of the Service member?</td>
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<tr>
<td>4e.</td>
<td>Availability of positions within other units on the installation?</td>
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### Status of the investigation and the potential impact on the investigation and future disposition of the offense after consulting with the Naval Criminal Investigative Service and the supporting SJA?

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<td><strong>YES</strong></td>
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### Any issues with the Service member moving spouse and dependents?

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<td><strong>YES</strong></td>
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### Resources the Service member will need regular access: e.g., medical counseling, victims’ legal counsel (VLC), sexual assault prevention and response (SAPR), FAP?

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<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
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### Any other pertinent circumstances or facts?

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<td><strong>YES</strong></td>
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### Transfer of the alleged offender (Service member) (instead of the Service member requesting the transfer).

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<tr>
<td><strong>YES</strong></td>
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### Has the Service member been counseled regarding:

#### Reasonable foreseeable career impacts?

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<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
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#### The potential effect of the transfer or reassignment on the investigation and case disposition?

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<tr>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
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#### Is the Service member receiving a bonus for this assignment? If yes, coordination is required with expedited transfer office.

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<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
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#### Other possible consequences of granting the request?

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<tr>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
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### Does the Service member still wish to proceed with the expedited transfer?

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<td><strong>YES</strong></td>
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#### If approved

1. Have you approved the expedited transfer? (signed exhibit 2)

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<td><strong>YES</strong></td>
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2. Have you notified the Service member of the approval?

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<td><strong>YES</strong></td>
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3. Have you forwarded the Service member’s request and your recommendation/action to NAVPERSCOM (PERS-454) via expd_trf.fct@navy.mil? (exhibits 1 and 2)

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<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
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4. For sexual assault cases: Has the losing SARC/FAP and MCIO point of contact been notified of the expedited transfer approval?

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<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
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4a. (For open cases only) For stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: Has MCIO point of contact been notified of the expedited transfer approval?

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<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
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C. If disapproved

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<tbody>
<tr>
<td>1. Have you disapproved the expedited transfer? (signed exhibit 3)</td>
<td>YES □  NO □</td>
</tr>
<tr>
<td>2. Have you notified the Service member of the disapproval?</td>
<td>YES □  NO □</td>
</tr>
<tr>
<td>3. Have you forwarded the Service member’s expedited transfer request and your written justification for disapproval/action (exhibit 3) to the first flag/general officer or senior executive services for consideration?</td>
<td>YES □  NO □</td>
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D. Orders

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<tr>
<td>1. Has the Service member been notified of orders to preferred location? If yes, go to step E.</td>
<td>YES □  NO □</td>
</tr>
<tr>
<td>2. (If applicable) Has the Service member been notified that (his or her) preferred locations are not available and NAVPERSCOM (PERS-454) has a valid billet in a location that meets the Service member’s career pathway, medical needs, including mental health and comfort level? If yes, go to step E.</td>
<td>YES □  NO □</td>
</tr>
<tr>
<td>2a. Does the member accept the orders to the alternate location? If yes, go to F.</td>
<td>YES □  NO □</td>
</tr>
<tr>
<td>2b. (For open cases only) for stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: Has MCIO point of contact (POC) been notified of the expedited transfer approval?</td>
<td>YES □  NO □</td>
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E. Withdrawal of Expedited Transfer

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<tr>
<td>1. Has the Service member elected to withdraw the request for expedited transfer? If no, go to step F.</td>
<td>YES □  NO □</td>
</tr>
<tr>
<td>2. Was the request for expedited transfer withdrawal (via exhibit 5) submitted to you?</td>
<td>YES □  NO □</td>
</tr>
<tr>
<td>3. Did you notify expedited transfer office (via exhibit 5 and 6), of the Service member’s decision to withdraw (his or her) request?</td>
<td>YES □  NO □</td>
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F. Order Issued

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<tbody>
<tr>
<td>1. Have you informed the Service member of (his or her) orders and anticipated detach and report timeframe?</td>
<td>YES □  NO □</td>
</tr>
<tr>
<td>2. For sexual assault cases: Have you notified the SARC/FAP, MCIO POC, and SJA of the orders, gaining command information and anticipated detach and report timeframe?</td>
<td>YES □  NO □</td>
</tr>
<tr>
<td>2a. (For open cases only) For stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: Have you notified applicable MCIO POC and SJA of the orders, gaining command information and anticipated detach and report time frame?</td>
<td>YES □ NO □</td>
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<tr>
<td>3. For sexual assault cases: Have you notified the gaining commanding officer per reference (g)?</td>
<td>YES □ NO □</td>
</tr>
<tr>
<td>4. For stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: For cases with ongoing investigations and or legal proceedings, have you notified the gaining commanding officer of the status of the open investigation and or legal proceedings?</td>
<td>YES □ NO □</td>
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### I. Checkout Process

1. Has the Service member been encouraged to check out with the MCIO agent, SARC, FAP and or VLC where applicable? YES □ NO □

2. Has the Service member met all requirements for transfer? (Overseas screening, operational screening, etc.)

   **Note:** For overseas or operational assignments, coordination with additional offices may be required.

3. Has the Service member received a detaching evaluation or fitness report? YES □ NO □

#### First Flag/General Officer/Senior Executive Service (SES) (CO disapproval only)

1. Has the Service member’s expedited transfer request and flag officer/SES recommendation (exhibit 4) been forwarded to NAVPERSCOM (PERS-454) via expd_trf.fct@navy.mil? YES □ NO □

2. For sexual assault cases: Has the losing SARC/FAP and MCIO POC been notified of the expedited transfer approval? YES □ NO □

2a. (For open cases only) For stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: Has MCIO point of contact been notified of the expedited transfer approval? YES □ NO □