

**DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY DETACHMENT  
WASHINGTON DC  
235 WICK DRIVE SW  
WASHINGTON, D.C. 20373-5803**

Dear Sir/Ma'am,

You have received PCS orders that transfer you to a new PDS within the same geographical region as your old PDS. Here are a few requirements that you should complete to ensure a smooth transition to your new PDS.

**1. OBLIGATED SERVICE:** If there is a requirement for OBLISERVE, you should contact your Command Career Counselor (CCC) or the Transfer section at PSD. This requirement may be satisfied by either a reenlistment, extension or a page 13 entry in lieu of hard obligserv. A page 13 entry is authorized under certain circumstances such as potential monetary loss under critical skills bonus or SRB. (Refer to MILPERSMAN 1306-106, Para 4). Obliserv must be obtained within 30 days of receipt of these orders and prior to transfer.

If you do not wish to obligserv, you must contact your detailee through your CCC to cancel or modify your orders.

**2. MEDICAL:** Ensure you have a completed and documented HIV test within 24 months from date of detachment. If you do not have a completed test, ensure your medical and dental record reflect that you have completed a test and are awaiting results.

**3. DETACHING FITREP/EVALUATION:** Ensure that your command provides you with a detaching Fitrep or Eval. Extension letters where applicable are also acceptable.

**4. ENDORSEMENTS:** The day of detaching from your old PDS is a day of leave. If you do not want to be charged leave, you should check into your new PDS on the same day that you detach from your old PDS.

Ensure your orders are endorsed by both your old and new commands with the date of detachment and check-in clearly stated.

**5. SEND ENDORSED ORDERS TO PSD:** Forward your endorsed orders to the Transfer section at PSD. You can fax the documents or call the following number to obtain a current email address if you would like to scan and email the documents: (202) 685 0612.

**Documents required for Officers:** Endorsed Orders

**Documents required for Enlisted Personnel:** Endorsed orders, detaching Fitrep/Eval and Obliserve information if applicable.

UIC Switches will be completed only upon receipt of the documents listed above.