

Preparing to Demobilize:

NMPS NORFOLK WOULD LIKE TO MAKE THE DEMOBILIZATION PROCESS FLOW AS SMOOTHLY AS POSSIBLE. TO HELP FACILITATE THIS WE ARE REQUESTING GAINING COMMANDS AND SERVICEMEMBERS PREPARE AS MUCH AS POSSIBLE IN ADVANCE.

1. ENSURE THAT MEMBER IS RELEASED IN ACCORDANCE WITH DEMOBILIZATION ORDERS AND HAS MEDICAL, DENTAL, AND SERVICE RECORDS IN HAND WHEN TRANSFERRED TO THE NMPS.
2. PLEASE ENSURE THAT THE MEMBER HAS ENOUGH TIME ON CONTRACT TO COMPLETE THE DEMOBILIZATION PROCESS AND THEIR TERMINAL LEAVE. PERSONNEL HAVE CHECKED IN FOR DEMOBILIZATION WITH ONLY DAYS LEFT ON THEIR CONTRACT AND 30 DAYS UNUSED LEAVE.
3. PLEASE ENSURE ALL LEAVE TAKEN IS PROPERLY CHARGED. REMIND THE MEMBER THAT EXCESS TRAVEL WILL BE CHARGED AS LEAVE.
4. AS A RESULT OF OFFICER FIELD SERVICE RECORDS NO LONGER BEING REQUIRED, PERSONNEL ARE ARRIVING WITHOUT THE REQUIRED PAPERWORK TO PROPERLY COMPLETE A DD-214.
5. PLEASE ENCOURAGE DEMOBILIZING MEMBERS TO BRING THE FOLLOWING ITEMS WITH THEM TO THE NMPS FOR DEMOBILIZATION.
 - A. ALL PRIOR DD-214S.
 - B. ALL P-13S FOR AWARDS EARNED THIS PERIOD (OR ACTUAL AWARDS IF NOT ENTERED ON PAGE 13).
 - C. CURRENT POINT CAPTURE. POINT CAPTURES CAN BE OBTAINED FROM THE BUPERS ON-LINE WEBSITE USING THE ARPR/ASOSH LINK.
 - D. CURRENT OATH OF OFFICE.
 - E. COURSE COMPLETION CERTIFICATES FOR ANY COURSES COMPLETED THIS PERIOD.
6. ENSURE ALL MEMBERS BRING PROOF OF ANY AWARDS RECEIVED THIS PERIOD, THAT WERE NOT ENTERED IN THE SERVICE RECORD.
7. RENTAL CARS WILL NOT BE AUTHORIZED AT NMPS NORFOLK. HOTEL ROOMS ARE NOT AUTHORIZED WITHOUT A CNA.