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U.S. ARMY



# Fort Wainwright Levy Brief

As of 05 NOV 2019

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# Fort Wainwright Levy Brief





# Fort Wainwright Levy Brief

## AGENDA

### Topics of Discussion

- **Military Personal Division (MPD)**
- **School Liaison Officer**
- **Fort Wainwright Central Issue Facility (CIF)**
- **Fort Wainwright Housing Service Office (HSO)**
  - \* **North Haven Communities**
- **Finance**
- **Fort Wainwright Transportation**
- **Tri-Care**
- **Relocation Readiness Program**





# Fort Wainwright Levy Brief

## MILITARY PERSONNEL DIVISION

Welcome Center – Bldg. 3401

**MPD Chief – Joan Wilson**

**Chief, Personnel Management Branch**

**Susan Hart**

RM: 129

Phone: 353-2130

**Reassignments Team**

RM: 124

Phone: 353-1222/2364/2387





# Fort Wainwright Levy Brief

## PCS ORDERS PROCESS

1. Soldiers are required to attend a PRE-MOVE Brief within 30 calendar days of being placed on assignment (AR 600-8-11).
2. Every Tuesday HRC sends out the CAP cycle for enlisted Soldiers. RFOs are generated daily for Officers.
3. Reassignments team sends out the Soldiers DA Form 5118 and CAP Cycle notice to the S-1.
4. Command notifies Soldier of assignment and sends the Soldier to pick up LEVY documents from unit S-1.







# Fort Wainwright Levy Brief

## PCS ORDERS PROCESS

5. S-1 is required to assist Soldier with LEVY packet instructions for completion/processing
6. Soldier submits completed LEVY packet to the S-1
7. S-1 sends LEVY packet to the Reassignments office for orders processing

[usarmy.wainwright.imcom.list.fwa-mpd-reassignments@mail.mil](mailto:usarmy.wainwright.imcom.list.fwa-mpd-reassignments@mail.mil)

8. Orders will be sent to S-1 and Company level Commander and 1SG normally within 72hrs after complete LEVY packet is received.





# Fort Wainwright Levy Brief

## CLEARING PAPERS

**10 WORKING DAYS** prior to leave date (AVAIL DATE on orders)  
report to  
ROOM 136 MPD Out-processing  
1000hrs or 1400hrs only to pick up Installation clearing packet.

### MUST BRING WITH YOU

- ✓ ORDERS
- ✓ APPROVED LEAVE FORM (With Control Number)
- ✓ PROOF OF SPONSOR (Unless being assigned to a school)  
(DA 5434 out of ACT)
- ✓ UNIT CLEARING PAPERS (Do not have to be complete)





# Fort Wainwright Levy Brief

## Service Remaining Requirement (SRR)

(Career Counselor = Extend/Reenlist)

### ENLISTED (AR 601-280 / AR 614-30 / AR 614-200)

- SRR must be met 30-45 days of being placed on assignment by HRC
  - \* CONUS (Lower 48) – 12 months from report date to ETS date
  - \* OCONUS – Overseas with or without dependent tour

<https://www.defensetravel.dod.mil/Docs/AP-TL-01.pdf>

- \* Special Assignments: Drill Sergeant/Recruiting/Reclass/Airborne

### **\*\*\*IF SRR is NOT MET\*\*\***

- Initial Term Statement - If never reenlisted or on first enlistment
- MID/Career Soldiers - Process DA Form 4991 **DCSS** (Declication of Continued Service Statement)
- If ineligible to meet SRR then appropriate action through the **S-1** will be taken to defer/delete Soldier's assignment.

### OFFICERS - May incur an ADSO (AR 614-100)

- Generally located on RFO / Inquiries made to Officers Branch Manager







# Fort Wainwright Levy Brief

## DEROS

Date Eligible to Return from Over Seas

The DEROS is important to the Army's strength management systems and is the key element in replacement forecasting, requisitioning, identification, and selection processes.





# Fort Wainwright Levy Brief

## Deferment/Deletion Requirements

- For unusual/critical situations that cannot be resolved within 120 days of report date
- For Soldiers not eligible to PCS due to nontransferable Flags

\* Soldiers who reenlist for their assignment must have DEFERMENT/DELETION requests processed through their servicing Career Counselor as the assignment is a reenlistment requisition and will only be processed through the retention branch not the Soldier's MOS branch.





# Fort Wainwright Levy Brief

## Deferment/Deletion Requirements

### DA Form 4187

Change DEROS or DEROS and Report Date (Closer or Further out)

**IFSTE** - Involuntary Foreign Service Tour Extension (Extension of DEROS)

**FSTE** - Foreign Service Tour Extension (Extension of DEROS)

**FSTC** - Foreign Service Tour Curtailment (Curtailment of DEROS)





# Fort Wainwright Levy Brief

## Deferment/Deletion Requirements

### Deferment/Deletion requests

1/25<sup>th</sup> SBCT BDE CMD / USARAK G-1

Other non-SBCT Units FWA MPD Soldiers Actions / USARAK G-1

Soldiers who signed/processed an Initial Term Statement will have their assignment deletions & DEROS adjusted 2 days prior to ETS through the Reassignments Office.

**S-1/Career Counselor** sends Initial Term Statement to the Reassignment office for processing





# Fort Wainwright Levy Brief

## DEROS / Leave Form

**USARAK CG** authorized Commanders **LTC/O5** to allow Enlisted Soldiers to leave **“UP TO 30 DAYS”** prior to an **original DEROS date**.

- Gives Commands and Soldiers the flexibility to leave earlier than original DEROS without the formal process.
- If your DEROS has been Curtailed you are not authorized to leave before your Curtailed DEROS date. (You cannot curtail a curtailment with this option)
- Soldiers are missioned to commands until original DEROS date
- LTC/O5 or above must Sign as the Approval Authority on the PCS Leave Form. (Cannot be delegated)





# Fort Wainwright Levy Brief

## PCS Leave

AR 600-8-10, sec II, para 7-3, Granting Permanent Change of Station (PCS) Leave

Commanders must ensure and “Care must be taken to prevent a period of absence prior to the report date that would exceed leave, travel, or TDY.”

Leave Forms should start at the Soldier’s DEROS and are required to end at the Soldier’s report date.

\*AR 600-8-10 does not authorize a Soldier's “intended early report date”  
Meaning if a Soldier is authorized 30-60 days early report a Soldier cannot end their leave form earlier because of an “intended” early report. Early report of 30-60 days may be allowed but does not authorize the change of an official report date.

If a Soldier’s intent is to sign in early to a unit their leave will not be charged from the date they sign in to the gaining unit to the authorized leave end date on leave form.







# Fort Wainwright Levy Brief

## PCS Leave

AR 600-8-10, sec II, para 7-3, Granting Permanent Change of Station (PCS) Leave

- Leave Forms starting after a DEROS do not require LTC/O5 signature prior to orders processing.
- If a Commander keeps a Soldier beyond a DEROS because of insufficient leave accrued, then the Command is responsible for reporting to higher with either a Formal FSTE or notification to higher that a Soldier is remaining with the unit past DEROS report date.
- **Permissive TDY (PTDY)** AR 600-8-10, CH 5-31
  - May be authorized from the Losing CMD (10 days)
  - Must be approved by the first LTC/O5 in Chain of Command





# Fort Wainwright Levy Brief

## Married Army Couples Program (MACP)

Couple (Both Soldiers) must be enrolled in the MACP for consideration.

- Consideration for married Army couples assignments must meet valid Army requirements.
- Both members will be automatically considered for assignment to the same location or area.
- Assignment instructions for each member will indicate whether or not a joint assignment is approved

Enlisted: AR 614-200 para 5-20

Officers: AR 614-100 para 5-3





# Fort Wainwright Levy Brief

## Official/No Fee Passport Requirements

**DO NOT WAIT!!! 6-8 WEEKS TO PROCESS**

(Must be on assignment but you do not need paper orders)

**Passport Agents** Mr. Tim Hazzard or Mr. Steve Schack  
MPD BLDG 3401, RM – 121  
Phone (907) 353-2303

### **Passports will be required for:**

- **Traveling through Canada:** -Family Members age 16 and over require a passport (Soldier and children under 15 do not require one; however, children must be listed on the orders and have a birth certificate)
- **OCONUS:** All Family Members (Soldier does not require one)
- **Special Assignments** - Soldiers with specific assignment instruction requiring Official Passports

**\*\*Soldiers PCSing to a Foreign OCONUS need to verify with the Passport agent all Passport and visa requirements for themselves and Family members.**





# Fort Wainwright Levy Brief

## Official/No Fee Passport Requirements

# ONLY IN AN EMERGENCY Canada Only

When refused entry at the border with valid DoD orders, military ID Card, and Birth Certificate, contact U.S. Embassy Ottawa Post One at **(613) 688-5249** and ask for the DOA Duty Officer.





# Fort Wainwright Levy Brief

## Official/No Fee Passport Requirements

**EASE YOUR TRAVEL THROUGH  
THE BORDER BY REGISTERING  
YOUR FAMILY 30 DAYS PRIOR  
TO TRAVEL**

Prepare and submit the clearance request for Canada using  
APACS at

<https://apacs.dtic.mil>

**30 days prior to entering Canada**





# Fort Wainwright Levy Brief

## Sponsorship

**To request a sponsor:** Contact your unit Sponsor representative or visit <https://actnow.army.mil/>

Soldiers who do not have proof of sponsorship will not be issued installation clearing papers without a DA Form 4187 signed by the Brigade Commander/O6 waving sponsorship.







# Fort Wainwright Levy Brief

## Sponsorship

In order to facilitate your PCS you must enroll in the Total Army Sponsorship Program (TASP) by visiting <https://actnow.army.mil>, complete da form 5434 and request a sponsor using army career tracker (act) by using the following steps.

Soldiers who do not have proof of sponsorship will not be issued clearing papers without a DA Form 4187 signed by the Brigade Commander/06waving sponsorship.

1. Click the “messages” dropdown menu.
2. Click DA Form 5434.
3. Click “create new form”
4. Fill out all applicable sections (sections 1,2,4,5).

Once you complete the DA Form 5434, your sponsor will be notified and will contact you as soon as possible. If your sponsor changes you will receive a new notification in the “messages” section





# Fort Wainwright Levy Brief

## LEVY Packets

- **ALL PCS Moves**
- **OCONUS PCS Moves**
- **TDY ENROUTE**





# Fort Wainwright Levy Brief

## LEVY Packets

The Following Forms are required for ALL PCS moves



### DA Form 5118

Reassignment Status and Election Statement (5 Pages)



### DA Form 31

Leave Form



### DA Form 4787

Reassignment Processing

(Only required to fill out blocks #3, #5, #13, #15, #17A)

(MPD uses this form to verify Dependents for orders processing.

Only to be filled out by Soldiers who have authorized dependents in DEERS)





# Fort Wainwright Levy Brief

## DA Form 5118

Page 1

MPD will  
process  
PG 1 & 2 of  
DA 5118

Soldier  
will pick up  
from  
S-1

MPD

REASSIGNMENT STATUS AND ELECTION STATEMENT						
For use of this form, see AR 600-8-11; the proponent agency is DCS, G-1.						
PRIVACY ACT STATEMENT						
Authority:	Title 10, USC, Sections 3010, 8012 and 5031, and Title 5, USC, Section 301 and E.O. 9307 (SSN).					
Principal Purpose:	(1) To conduct initial screening of reassignment cycle to determine Soldier's eligibility to comply; and (2) basis for initiating specific assignment processing (deletion/deferments; additional service; or any other special processing required).					
Routine Uses:	The "Blanket Routine uses" set forth at the beginning of the Army's Compilation of Systems of Records Notices also applies to this system.					
Disclosure:	Disclosure of information is voluntary. However, failure to disclose this data may result in unnecessary hardship on the Soldier and/or Family members. Failure to disclose data will not automatically exempt Soldier from selected reassignment.					
PART I - MILITARY PERSONNEL DIVISION/PERSONNEL SERVICE COMPANY						
INSTRUCTIONS: The Military Personnel Division/Personnel Service Company will answer all the questions in Part I (Sections A, B, and C) after comparing the EDAS Cycle with the Personnel Qualification Record (DA Form 2-1) of the Soldier. A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. This form pertains to enlisted Soldiers only.						
1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI		
6. CONTROL LANGUAGE	7. CURRENT UNIT		8. CURRENT UPC			
9. GAINING UNIT		10. EDAS CYCLE NO.	11. TODAY'S DATE (YYYYMMDD)			
		20160119	20160119			
12. ARRIVAL DATE (YYYYMMDD)	13. AI MOS	14. AI ASI	15. AI LANGUAGE			
Section A - Special Management Command Status				YES	NO	N/A
16. Is the Soldier being assigned to a special management command (table 2-5)?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section B - General Eligibility Status						
17. Is the Soldier currently assigned to another installation?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Has the Soldier already received assignment instructions from which he/she has not been officially deleted?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Does the Soldier have less than 120 days notice to prepare for this assignment?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Will the Soldier be reassigned during the same fiscal year of his/her last "cost" PCS?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. Will the Soldier be reassigned before completing at least 12 months at his/her current duty station?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22. Will the Soldier's stabilization period terminate after the assignment arrival date?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. Does the Soldier's PULHES contain a "3" or "4"?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24. Does the Soldier's PMOS differ from the assignment MOS?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25. Are the special qualifications required for this assignment different from those currently possessed by the Soldier?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. Are the prerequisites for TDY schooling or training required for this assignment different from those currently possessed by the Soldier?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27. Are the PRP requirements for this assignment different from those currently possessed by the Soldier?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section C - Time in Service Requirements Status						
28. Will the Soldier who is being reassigned from CONUS to CONUS have less than 24 months service remaining (as of the last day of the arrival month) until his/her ETS?				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
29. Will the initial term Soldier have insufficient service remaining (as of the last day of the arrival month) to complete at least the "all others" tour prior to ETS upon arrival in the gaining overseas area?				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30. Will the career Soldier have sufficient service remaining (as of the last day of the arrival month) until his/her ETS to serve the "all others" tour for the overseas area?				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31. Will the Soldier who is being reassigned from OCONUS (long tour area) to CONUS have less than 13 months service remaining from his/her DEROS until his/her ETS?				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Will the Soldier who is being reassigned from OCONUS (short tour area) to CONUS have less than 7 months service remaining from his/her DEROS until his/her ETS (less Johnston Island and Eniwetok)?				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Will the Soldier be reassigned prior to the completion of his/her Foreign Service Tour Extension (FSTE)?				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
34. Is the Soldier's DEROS after the assignment arrival date?				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DA FORM 5118, OCT 2012

PREVIOUS EDITIONS ARE OBSOLETE.

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APD LG v1.0085





# Fort Wainwright Levy Brief

## DA Form 5118

Page 2

35. REMARKS (Annotate any additional information or discrepancies)

ATTENTION:

MPD Reassignments team  
writes in notes regarding  
levy brief, levy packet,  
SRR, and pertinent  
information about  
upcoming assignment

**MPD SIGNS**

36a. REASSIGNMENT CLERK'S SIGNATURE

36b. DATE (YYYYMMDD)

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APD AEM v1.02B





# Fort Wainwright Levy Brief

## DA Form 5118

Page 3

PART II - BATTALION STATUS						
<small>INSTRUCTIONS: The Battalion S1 will answer all the questions in Part II (Sections D and E). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. The Battalion S1 must sign the completed statement and return it to the MPD/Personnel Service Company with the completed Soldier Status and Election Statement attached.</small>						
1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI		
6. CONTROL LANGUAGE	7. CURRENT UNIT			8. CURRENT UPC		
9. GAINING UNIT			10. EDAS CYCLE NO. 20160119	11. TODAY'S DATE (YYYYMMDD) 20160119		
12. ARRIVAL DATE (YYYYMMDD)	13. AI MOS	14. AI ASI	15. AI LANGUAGE			
<b>Section D - Duty Status</b>						
				YES	NO	N/A
37. Is the Soldier currently attached to another installation for the purpose of processing a personnel action?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Is the Soldier currently assigned to another unit?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Is the Soldier currently assigned to a unit scheduled for permanent overseas deployment (other than unit TDY movement such as a REFORGER)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Is the Soldier in an AWOL status?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Is the Soldier presently confined?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Is the Soldier currently TDY from his/her home station and not scheduled to return at least 60 days prior to the first day of the arrival month?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Is the Soldier presently undergoing any medical or dental treatment that would prevent this reassignment?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Is the Soldier awaiting court or trial appearance as a defendant?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section E - Pending Action Status</b>						
45. Is the Soldier pending an early release from active duty?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Is the Soldier pending a Medical Evaluation Board (MMRB/PEB)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Is the Soldier pending a PMOS reclassification?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Is the Soldier under suspension of favorable personnel actions (FLAGGED)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Is the Soldier enrolled in phase III of the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Is the Soldier scheduled for any schooling not in conjunction with this assignment?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Has the Soldier applied for specialized training?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Is the Soldier being delayed from complying with these assignment instructions due to administrative processing errors?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Are there any circumstances not listed above that would preclude the Soldier from complying with these assignment instructions?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Medical Readiness Code (MRC):						
55a. I am <input type="checkbox"/> I am not <input type="checkbox"/> aware of any medical conditions that would prevent me from worldwide deployability.						
Initials: <input type="text"/> 55b. Date (YYYYMMDD): <input type="text"/>						
56a. DEPLOYABILITY CERTIFICATION: I certify that this Soldier's deployable status is: <input checked="" type="checkbox"/> Ready <input type="checkbox"/> Not Ready						
56b. Physician's Name and title or position: <input type="text"/>						
56c. Physician's Signature: <input type="text"/>				56d. DATE (YYYYMMDD): <input type="text"/>		
57. REMARKS (Annotate any additional information or discrepancies): <input type="text"/>						
58a. BATTALION COMMANDER'S SIGNATURE <input type="text"/>				58b. DATE (YYYYMMDD): <input type="text"/>		

S-1

Physician

S-1 signs

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AFD LC v1.00ES







# Fort Wainwright Levy Brief

## DA Form 5118

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PART III - SOLDIER STATUS AND ELECTION STATEMENT				
<p><b>INSTRUCTIONS:</b> You will answer all the questions in Part III (Sections F and G). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. You must sign the completed statement and return it to the Battalion S1.</p>				
1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT			8. CURRENT UPC
9. GAINING UNIT		10. EDAS CYCLE NO. 20160119		11. TODAY'S DATE (YYYYMMDD) 20160119
12. ARRIVAL DATE (YYYYMMDD)	13. AI MOS	14. AI ASI	15. AI LANGUAGE	
<b>Section F - Personal Status</b>				
				YES NO N/A
59. Do you have an approved retirement date?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
60. If you are being assigned to an airborne position, do you wish to terminate your airborne status?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
61. Are you being assigned to a duty or an area for which you have a reassignment restriction for the reason of prior sensitive duty assignment?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
62. Do you have an enlistment or reenlistment commitment for other than the areas of this assignment?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
63. Are you a pregnant Soldier?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
64. Are you a sole parent or married to an Army Soldier?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
65. Is your spouse pregnant?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
66. Do you have an extreme Family situation that meets the requirements outlined in table 2-1, AR 600-8-11?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Section G - To and From OCONUS Status</b>				
67. Do you have any Family members with a physical, emotional, developmental or intellectual disorder who are not enrolled in the Exceptional Family Member Program?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
68. Have you failed to complete initial entry training (12 weeks military training or its equivalent) required before your overseas movement?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
69. If you have received assignment instructions to Turkey, are you or your spouse a Turkish or dual U.S.-Turkish national?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
70. Are you being assigned overseas to a country where you committed a crime that resulted in civil or military imprisonment or conviction by a foreign tribunal?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
71. Are you being involuntarily reassigned to an unaccompanied short tour area following 12 cumulative months TDY during a 24-month period?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
72. Do you desire to report in early to the gaining overseas command?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
73. If you have received assignment instructions to a dependent restricted area (short tour area), do you want to participate in the Homebase Assignment Program?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
74. If you have received assignment instructions to a dependent restricted area (short tour area), do you want to participate in the Advanced Assignment Program?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
75. REMARKS (Annotate any additional information or discrepancies.)				
76a. SOLDIER'S SIGNATURE				76b. DATE (YYYYMMDD)

**SOLDIER**

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# Fort Wainwright Levy Brief

## DA Form 5118

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### PART IV - WARTIME STATUS

INSTRUCTIONS: You will answer all the questions in Part IV (Section H). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. You must sign the completed statement and return it to the Battalion S1.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT			8. CURRENT UPC
9. GAINING UNIT		10. EDAS CYCLE NO. 20160119		11. TODAY'S DATE (YYYYMMDD) 20160119
12. ARRIVAL DATE (YYYYMMDD)	13. AI MOS	14. AI ASI		15. AI LANGUAGE

### Section H - Personal Status

	YES	NO	N/A
77. Have you applied for Conscientious Objector status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78. Are you a sole surviving son or daughter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79. Are you being reassigned to a hostile fire area and have immediate Family members whose service in that area resulted in death, disability, missing in action, or prisoner of war status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80. Are you a former Peace Corps member being reassigned to the country in which you have served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81. Are you a former Prisoner of War or Hostage being reassigned to the country where you were held captive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82. Have you been hospitalized at least 30 days outside a hostile fire area due to a wound received in that area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

83. REMARKS (Annotate any additional information or discrepancies.)

**SOLDIER**

84a. SOLDIER'S SIGNATURE

*(Signature)*

84b. DATE (YYYYMMDD)

*(Date)*

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APD LC v1.0008





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# Fort Wainwright Levy Brief

## DA Form 4787

**REASSIGNMENT PROCESSING**  
For use of this form, see AR 600-8-11; the proponent agency is DCS, G-1

**PRIVACY ACT STATEMENT**  
Authority: Title 10, USC, Sections 3010, 8012, and 5031; Title 5, USC, Section 301; and EO 9397 (GSN).  
Principal Purpose: To make assignment decisions, evaluate family member travel to overseas commands and assign family housing.  
Routine Uses: General disclosures permitted by the Privacy Act and the Army's systems of records notices apply.  
Disclosure: Disclosure of information is voluntary. If the information is not provided, commanders will not be aware of family member travel and housing requests, and will result in no government travel and housing for family members.

**PART A - PERSONNEL AND ASSIGNMENT MANAGEMENT DATA (To be Completed by Losing MPD/PSC)**

1. TO: [ ] 2. FROM: [ ]

3. NAME (Last, Middle, First) [ ] 4. SSN [ ] 5. GRADE [ ] 6. PMOS [ ]

6A. CURRENT UNIT/STATION [ ] 7A. REASSIGNED TO (Unit/IC/IAPO/Country) [ ]

6B. TELEPHONE NO. (Include Area Code) [ ] 7B. RSG AUTH [ ] 7C. PERS CON NO. [ ] 7D. REPORT DATE (YYYYMMDD) [ ]

6C. APO EMAIL ADDRESS [ ]

8. TDY Enroute (Complete only if applicable)  
A. MOS/S/S/SQ/ASL [ ] B. PURPOSE OF TDY [ ] C. GRAD/TERM DATE (YYYYMMDD) [ ]

9. Married Army Couples Program (Complete only if joint domicile will be requested)  
9A. NAME OF MILITARY SPOUSE [ ] 9B. SSN [ ] 9C. GRADE [ ] 9D. PMOS [ ]

9E. CURRENT UNIT/STATION [ ] 9F. TELEPHONE NO. (Include Area Code) [ ]

**PART B - HOUSING AND FAMILY TRAVEL DATA**

10. I do [ ] do not [ ] have family members with physical, emotional, developmental or intellectual problems.

11. [ ] I am a sole parent. (Check only if applicable)

12. Application for Family Member Travel to Overseas Command (Check only one)  
a. [ ] I desire concurrent travel and will accept economy quarters if government quarters are not available.  
b. [ ] I desire concurrent travel but will not accept economy quarters.

13. Family Members Who Will Travel to Next Permanent Duty Station (If more space is needed, continue on a separate sheet.)

A. NAME (Last, First, MI)	B. RELATIONSHIP	C. SEX	D. DATE OF BIRTH (YYYYMMDD)	E. CITIZENSHIP
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

14. ANY RELATIVE IN GAINING OVERSEAS AREA WHERE FAMILY MEMBERS MAY RESIDE PENDING AVAILABILITY OF HOUSING AT OR NEAR DUTY STATION (Include name, relationship, address and phone number.) [ ]

15A. ADDRESS WHERE MY FAMILY IS CURRENTLY LOCATED [ ] 15B. TELEPHONE NO. (Include Area Code) [ ]

16A. ADDRESS WHERE MY FAMILY MAY BE CONTACTED WHILE ON LEAVE [ ] 16B. TELEPHONE NO. (Include Area Code) [ ]

17. The soldier is administratively qualified and available for assignment. Control sheets/forms prescribed by the regulation (or their equivalents) have been completed. A request for deletion or deferment is [ ] anticipated [ ] not anticipated.

17A. SOLDIER'S SIGNATURE [ ] 17B. MPD/PSC OFFICIAL'S SIGNATURE [ ] 17C. REASSIGNMENT WORK CENTER EMAIL ADDRESS (Agency Specific) [ ] 17D. DATE (YYYYMMDD) [ ]

DA FORM 4787, MAR 2007 PREVIOUS EDITIONS ARE OBSOLETE APD LC v1.01B5

TDY DATA

MACP DATA

LIST  
DEPENDANTS

SOLDIER SIGNS

\*\*MPD WILL SIGN WHEN  
TURNED IN

Only Soldiers with  
Authorized Dependents  
must complete this  
form.

Required to fill in  
blocks 3, 5, 13, 15, 17a

If applicable fill in  
blocks 8 a-c & 9 a-f





# Fort Wainwright Levy Brief

## Orders example

DEPARTMENT OF THE ARMY

Military Personnel Division

3401 Santiago Avenue

Fort Wainwright, Alaska 99703-4900

ORDER

DATE

**SOLDIER, IAM A. 11111111 RANK UNIT, Fort Wainwright, Alaska 99703**

You will proceed on Permanent Change of Station as shown.

**Assigned to:** AVIATION COE (W0U9AA) Fort Rucker, Alabama 36362

**Reporting Date:** 10 November 2014

Additional Instructions:

- (a) You must out-process in the appropriate military uniform.
- (b) **Upon receipt of these orders, you must go to the Central Issue Facility (CIF) to set up your clearance appointment at Building 3030.**
- (c) **Report to the Out-Processing Control Station, Bldg 3401, Room 136, 10 working days prior to your scheduled departure date to pick up your installation clearance papers. Out-processing briefs are daily at 1000 and 1400.**
- (d) **Report to Bldg 3401 125<sup>th</sup> FIN BN, Room 212, phone number 907-353-1443, NLT 10 working days prior to your departure date.**
- (\*) **Family Members are authorized to travel separately. Family Member data: NAME (sp), NAME (ch)//DOB: .**
- (\*) **Early report (no more than 30/60 days before the NLT report date) is authorized to PCS station.**
- (\*) (IBA) OR (CBA) authorization





# Fort Wainwright Levy Brief

## Orders example

ORDER

Military Personnel Division, Fort Wainwright, Alaska

DATE

(\* ) Special Instructions

### FOR ARMY USE:

Auth: Not Applicable

MDC: #

ENL/REELNB indic: Not Applicable

PPD: Not Applicable

PMOS/AOC:

Projected Specialty: Not Applicable

SDN: SOL1111PL1111

Format: 410

Pers con no: 123456789

Asgd to mgt dsg:

Con specialty: Not Applicable

Pers security code: Not Applicable

CIC: 2F4/2P4

Avail Date: **01 September 2015**

### DISTRIBUTION:

Individual Concerned (1)

IMFW-HRM-R (1)

Cdr, UNIT, Fort Wainwright, Alaska 99703-4900 (1)

Cdr, UNIT(1)





# Fort Wainwright Levy Brief

## Part #2

# OCONUS BRIEF







# Fort Wainwright Levy Brief

## Consecutive Overseas Tour (COT)

- Eligible Soldiers are entitled to Government travel and transportation allowances in accordance with the JTR and AR 55–46.
- Entitlements are for Soldiers and their command-sponsored Family members who are authorized to and who accompany Soldiers on PCS to their next COT duty station.
- Leave taken in conjunction with a COT and/or IPCOT is chargeable and must be authorized in accordance with AR 600–8–10.  
Leave **normally occurs between the OCONUS tours in conjunction with PCS travel**, if any, unless deferred in accordance with AR 600–8–10 par. 4-17.





# Fort Wainwright Levy Brief

## Consecutive Overseas Tour (COT)

Commanders will ensure that all Soldiers who apply for or have approved a COT/IPCOT are properly counseled regarding receipt of program entitlements. Eligible Soldiers are entitled to Government travel and transportation allowances in accordance with the JFTR, paragraph U7200, and AR 55–46. Entitlements are for Soldiers and their command-sponsored Family members who are authorized to and do accompany Soldiers on PCS to their next COT duty station. Soldiers and their dependents who will serve an IPCOT are also eligible for these entitlements. Leave taken in conjunction with a COT/IPCOT is chargeable and must be authorized in accordance with AR 600–8–10.

**Leave normally occurs between the OCONUS tours in conjunction with PCS travel, if any, unless deferred in accordance with AR 600–8–10.**





# Fort Wainwright Levy Brief

## Anti-Terrorism Briefing

### **Mandatory**

- Contact your Security Manager/S-2 upon notification of assignment instructions sending you OCONUS.

**or**

- Go to <http://www.usfk.mil/usfk/training> and AT LVL I training at <http://jkodirect.jten.mil> (search for "antiterrorism" to access training).
- Complete briefing, print certificate, have your Security Manager/S-2 sign.
- Take certificate with you to your next duty station for inprocessing.





# Fort Wainwright Levy Brief

## LEVY Packet OCONUS

- ✓ **DA Form 5118**      Reassignment Status and Election Statement (5 Pages)
- ✓ **DA Form 31**      Leave Form
- ✓ **DA Form 4787**      Reassignment Processing  
(Only required to fill out blocks #3, #5, #13, #15, #17A) (MPD uses this form to verify Dependents for orders  
processing Only to be filled out by Soldiers who have authorized dependents in DEERS)

- ✓ **DA Form 5121**  
Overseas Tour Election Statement

- ✓ **DA Form 4036**  
Medical and Dental Screening





# Fort Wainwright Levy Brief

## Tour Election/Travel Entitlement without Dependent(s)

<https://www.defensetravel.dod.mil/Docs/AP-TL-01.pdf>

### Short / Unaccompanied Tours

- 12 month tours where Soldier elects to serve tour without Dependent(s)
  - Korea (Single/Unaccompanied Soldiers are not authorized to Ship a POV)

### Dependent Restricted Tours

- 12 month tour where Dependent(s) are not authorized to accompany

**Note:** If you would like to leave your Family Members at Fort Wainwright while you are on one of these tours you will need to request an COLA /(BAH) Waiver IAW – ALARACT 097/2016.

- See the Reassignments team for processing details





# Fort Wainwright Levy Brief

## DA Form 5121

### OVERSEAS TOUR ELECTION STATEMENT

For use of this form, see AR 600-8-11; the proponent agency is DCS, G-1.

#### PRIVACY ACT STATEMENT

**Authority:** Title 10, USC, Sections 3010, 8012 and 5031, and Title 5, USC, Section 301.  
**Principal Purpose:** For personnel service support.  
**Routine Uses:** (1) To conduct initial screening of reassignment cycle to determine soldier's eligibility to comply; and (2) basis for initiating specific assignment processing (deletion/deferments; additional service; or any other special processing required).  
**Disclosure:** Disclosure of information is voluntary. However, failure to disclose this data may result in unnecessary hardship on the soldier and/or family members. Failure to disclose data will not automatically exempt soldier from selected reassignment.

**INSTRUCTIONS:** Prepare this form in two copies. Place the original in the Action Pending section of the soldier's MPRJ and place the copy in the soldier's Reassignment File.

1. NAME	2. SSN	3. GRADE/RANK

#### 4. FOR ALL SOLDIERS

Having been advised that I am scheduled for a permanent change of station assignment to \_\_\_\_\_, I understand that I must elect to serve either an "all others" or a "with dependents" tour.

If I elect to serve the "all others" tour, I understand that Government transportation of my family members to or from my overseas duty station will not be authorized during the tour. I also understand that if my family members travel at their own expense to reside at or near the area of my assignment (except for a visit for a period not exceeding 3 continuous months), I will no longer be entitled to Family Separation Allowance. I also understand that under this tour election, I am authorized movement of my family members to a designated location at Government expense. However, after my family members make a move to a designated location at Government expense, I cannot request to change my tour to the "with dependents" tour in order to request movement of my family members to my overseas area unless extreme personal problems arise which are fully documented.

AND

If I elect to serve the "with dependents" tour, I understand I am not authorized to move my family members and/or household goods to a designated location in CONUS. I understand that I must apply promptly for concurrent travel of my family members in order to receive Family Separation Allowance in the event concurrent travel is not approved. I understand that, if concurrent/deferred travel is not approved, I may apply for nonconcurrent travel for my family members after I arrive in my overseas area, if I am able to obtain suitable quarters, or I may elect to have my family members remain in CONUS. I understand I must have sufficient remaining service to complete the "with dependents" tour length requirements upon my arrival in the overseas area. If not, I will be required to serve an "all others" tour and will not be entitled to Government transportation of my family members to my overseas duty station.

#### 5. FOR INVOLUNTARY EXTENSION

I further understand that I will be involuntarily extended in the overseas command if:

I am an obligated volunteer officer (OBV) and do not wish to extend my Active Duty Service Obligation (ADSO) and the end date of my ADSO follows my date eligible for return from overseas (DEROS) within 11 months (long tour area) or six months (short tour area).

I will be returned to the continental U.S. (CONUS) transition point in sufficient time to process my separation. To be reassigned to CONUS at my normal DEROS, I must be eligible for and take action to acquire sufficient service to have the required months remaining at DEROS.

#### 6. FOR ALL ARMY SOLDIERS MARRIED TO OTHER ARMY SOLDIERS

I have been briefed and understand the joint domicile requirements.

#### 7. FOR USAR OBV OFFICERS

I understand that if I currently have insufficient remaining service to complete the "with dependents" tour, that by electing the "with dependents" option below, I am concurrently volunteering herewith to extend my ADSO until completion of the prescribed tour.

#### 8. FOR ALL SOLDIERS

Regarding my option to elect either the "all others" or the "with dependents" tour, I choose the following actions, to include any additional involuntary extended time in the overseas command.

- a. ☐ I elect to serve a tour for a period of \_\_\_\_\_ months in an "all others" status.  
b. ☐ I elect to serve a tour for a period of \_\_\_\_\_ months in an "with dependents" status.

9. SIGNATURE OF SOLDIER	10A. SIGNATURE OF WITNESS	B. DATE (YYYYMMDD)

DA FORM 5121, MAR 2007

PREVIOUS EDITIONS ARE OBSOLETE

APD LC V1.010ES

TOUR ELECTION

SOLDIER SIGNS  
MPD SIGNS WHEN  
SUBMITTED





# Fort Wainwright Levy Brief

## HIV Testing For OCONUS Assignments

- Must have a current HIV test (no older than 6 months) in your medical records.
- Soldiers testing positive for HIV will be permanently limited to duty within the United States (including Alaska, Hawaii, and Puerto Rico).

AR 600-110 para 1-15e & 2-21





# Fort Wainwright Levy Brief

## DA Form 4036

### MEDICAL AND DENTAL PREPARATION FOR OVERSEAS MOVEMENT

For use of this form, see AR 600-8-11; the proponent agency is DCS, G-1.

#### PRIVACY ACT STATEMENT

**Authority:** Title 10, USC, Sections 3010, 5012 and 5031, and Title 5, USC, Section 301.  
**Principal Purpose:** Information is required on all soldiers being reassigned overseas to determine if they meet medical and dental standards for such assignment.  
**Routine Uses:** (1) For personnel service support; and (2) Information is primarily obtained from review of records unless assignment is to be an isolated area which requires evaluation and personal interview.  
**Disclosure:** Disclosure of information is voluntary. If family members are required to complete medical and dental evaluation and personal interview, but refuse to do so, they will not be permitted to accompany the soldier to the overseas assignment.

1. TO		2. FROM	
3. NAME (Last, Middle, First)		4. SSN	5A. GRADE OR RANK
			5B. PMOS OR AOC
6. PRESENT UNIT OF ASSIGNMENT		7. PROJECTED UNIT OF ASSIGNMENT (Include location/country)	
8. PROJECTED DUTY MOS OR AOC (9 Position Code)		9. ANTICIPATED DATE OF LOSS	10. IS MEMBER BEING ASSIGNED TO AN ISOLATED AREA AS DEFINED BY AR 40-501, PARA 5-13C?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
11. IF ANSWER TO ITEM 10 IS "YES" AND IF MEMBER IS REQUESTING FAMILY TRAVEL, ALL FAMILY MEMBERS WILL BE SCREENED BY THE LOCAL MEDICAL TREATMENT FACILITY FOR SPECIAL MEDICAL AND FUNCTIONAL NEEDS. ENTER NAMES OF ALL ACCOMPANYING FAMILY MEMBERS, OTHERWISE ENTER N/A.			
NAME		NAME	
12. LIST ANY OTHER SPECIAL MEDICAL OR DENTAL INSTRUCTIONS CONTAINED IN THE ASSIGNMENT INSTRUCTIONS			
13A. NAME OF MPD/PGC REPRESENTATIVE		B. TITLE	
C. SIGNATURE		D. GRADE	E. DATE (YYYY/MM/DD)

DEPENDENT  
DATA

S-1 / MPD  
SIGNATURE

DA FORM 4036, MAR 2007

PREVIOUS EDITIONS ARE OBSOLETE

Page 1 of 2  
APD LC v1.01BES







# Fort Wainwright Levy Brief

## DA Form 4036

Complete the medical and dental status portions below, return the original and one copy to the MDP/PSC within 21 calendar days of the date shown in item 13E, and forward one copy to the address in item 6.

### MEDICAL STATUS

14A. PHYSICAL PROFILE SERIAL CODE (PULHES)			B. PHYSICAL CATEGORY CODE	C. MEDICAL RECORDS REVEAL THE FOLLOWING ASSIGNMENT LIMITATIONS	
YES	NO	N/A	ITEM		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15A. Does the member meet the medical fitness standards outlined in AR 40-501? (If "no" explain briefly.)	B. IF CONDITION IS TEMPORARY, EXPECTED DATE MEMBER WILL BE ELIGIBLE FOR ASSIGNMENT	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16A. Has member completed HIV screening?	B. DATE, TIME AND LOCATION OF APPOINTMENT	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17A. Is the member pregnant?	B. IF "YES", EXPECTED DATE OF DELIVERY	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18A. All active duty and reserve personnel of PCS assignment to Korea will be vaccinated with hepatitis B vaccine. Does the member require immunization?	B. IF "YES", INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19A. Does the member require remedial medical care?	B. IF "YES", INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20A. Is the member currently undergoing alcohol or drug abuse rehabilitation?	B. IF "YES", INDICATE DATE THE MEMBER ENTERED THE REHABILITATION PROGRAM	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21A. If item 10 is checked "yes", can the member be assigned to an area where medical facilities are limited or nonexistent?	B. IF "YES", THE MEMBER (and family members, if applicable) MUST BE SCHEDULED FOR A FOLLOW-UP EVALUATION OF MEDICAL STATUS WITHIN 30 CALENDAR DAYS OF THE ANTICIPATED DATE OF LOSS (item 9). INDICATE DATE, TIME AND LOCATION OF APPOINTMENT(S)	

MEDICAL OFFICER  
SIGNATURE

### 22. Medical Records Indicate the Member Requires the Following (Check those appropriate)

REQUIRES	HAS	MISSING	ITEM	DATE, TIME AND LOCATION OF APPOINTMENT, IF NEEDED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Two pairs of spectacles	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Protective mask spectacle insert	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Two hearing aids	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Medical warning tag	

23A. NAME OF MEDICAL OFFICER		B. TITLE	
C. SIGNATURE	D. GRADE	E. DATE (YYYYMMDD)	

### DENTAL STATUS (Complete only if Item 10 is checked "Yes" or if required by item 12.)

YES	NO	ITEM	B. IF "NO", BRIEFLY EXPLAIN. IF CONDITION IS TEMPORARY, EXPECTED DATE THE MEMBER WILL BE ELIGIBLE FOR ASSIGNMENT
<input type="checkbox"/>	<input type="checkbox"/>	24A. Is the member dentally qualified?	
<input type="checkbox"/>	<input type="checkbox"/>	25A. Does the member require remedial dental care?	B. IF "YES", INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT
<input type="checkbox"/>	<input type="checkbox"/>	26A. If item 10 is checked "yes", can the member be assigned to an area where dental facilities are limited or nonexistent?	B. IF "YES", THE MEMBER (and family members, if applicable) MUST BE SCHEDULED FOR A FOLLOW-UP EVALUATION OF MEDICAL STATUS WITHIN 30 CALENDAR DAYS OF THE ANTICIPATED DATE OF LOSS (item 9). INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT(S)

27A. NAME OF DENTAL OFFICER		B. TITLE	
C. SIGNATURE	D. GRADE	E. DATE (YYYYMMDD)	

DA FORM 4036, MAR 2007

Page 2 of 2  
AFD LC v1.01ES





# Fort Wainwright Levy Brief

## LEVY Packet OCONUS **Family Travel Requests (FTR)**

- ✓ **DA Form 5118** Reassignment Status and Election Statement (5 Pages)
- ✓ **DA Form 31** Leave Form
- ✓ **DA Form 4787** Reassignment Processing  
(Only required to fill out blocks #3, #5, #13, #15, #17A) (MPD uses this form to verify Dependents for orders processing Only to be filled out by Soldiers who have authorized dependents in DEERS)
- ✓ **DA Form 5121** Overseas Tour Election Statement
- ✓ **DA Form 4036** Medical and Dental Screening
  
- ✓ **DA Form 5888**  
Family Member Deployment Screening Sheet (EFMP Screening Signed and Stamped by an EFMP rep.)
- ✓ **DA Form 2792**  
Family Member Medical Summary
- ✓ **DA Form 2792-1** (if applicable)  
Special Education Intervention Summary & Individualized Education Program (IEP)
- ✓ **Soldier Declaration**  
614-30 Para 3-5a(5), The Family member(s) for whom I am requesting command sponsorship does not have any qualifying convictions for offenses listed under 42 USC 16911, or Army Regulation 27-10.





# Fort Wainwright Levy Brief

## OCONUS Family Travel Requests (FTR)

FTR Ensure that:

- Adequate Housing is available
- Medical Care is available
- Educational facilities are available

Soldier must submit FTR request (for an accompanied Tour) immediately after notification of OCONUS assignment but not earlier than 6 months prior to report date.





# Fort Wainwright Levy Brief

## Tour Election/Travel Entitlement with Dependent(s)

### With Dependent(s) Travel Decisions based on availability of Housing, Medical and Educational Needs

- Concurrent Travel – Family **IS** Authorized to Travel with Soldier
  - Housing is projected to be available within 60 days of Soldiers arrival in overseas area.
- Deferred Travel – Family **IS NOT** Authorized to Travel at the same time as the Soldier
  - Housing is projected to be available between 61 to 141 days after Soldiers arrival in overseas area.
- Disapproved Travel – Family **IS NOT** Authorized to Travel to the Soldiers PCS location.
  - Housing is not projected to be available within 141 days after Soldiers arrival in overseas area. However once housing is available the Soldier's Family may be authorized to move at government expense. Family can also be disapproved due to specialized medical and/or educational services are not available. If travel is denied for this reason, the disapproval is also sent to HRC for consideration.



# DA Form 5888

<b>FAMILY MEMBER DEPLOYMENT SCREENING - FPMDS</b> For use of this form, see AR 608-75; the proponent agency is OACSIM				
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>				
<b>AUTHORITY:</b>		Title 10, USC Section 3013.		
<b>PRINCIPAL PURPOSE:</b>		Personnel support.		
<b>ROUTINE USES:</b>		To validate family member deployment screening, and to provide gaining command with data to assist in making an assignment decision.		
<b>DISCLOSURE:</b>		The provision of requested information is mandatory. Failure to respond may preclude successful processing of an application for family member travel/command sponsorship and may lead to appropriate administrative or disciplinary action against the soldier.		
<b>PART A - SOLDIER/FAMILY MEMBER DATA</b>				
1. NAME OF SOLDIER ( <i>Last, first, MI</i> )		2. SOCIAL SECURITY NUMBER		3a. RANK
4a. HOME ADDRESS		5a. DUTY ADDRESS		6. DATE OF EDAS CYCLE OR RFO (OFF) DATE
4b. HOME PHONE NO. ( <i>Include Area Code</i> )		5b. DUTY PHONE NO.    a. DSN b. COMMERCIAL ( <i>Include area code</i> )		
<b>7. FAMILY MEMBERS</b>				
a. NAME	b. RELATIONSHIP	c. DOB (YYYYMMDD)	d. HOME ADDRESS	
<b>8. AUTHENTICATION</b>				
a. MILITARY PERSONNEL DIVISION/PERSONNEL SERVICE COMPANY REPRESENTATIVE'S NAME		c. RANK ( <i>Grade</i> )		d. SIGNATURE
b. TITLE				e. DATE (YYYYMMDD)
<b>PART B - FAMILY MEMBER SCREENING RESULTS</b>				
<b>EXCEPTIONAL FAMILY MEMBER PROGRAM(EFMP) ENROLLMENT (<i>Check one</i>)</b>				
9. NAME	a. NOT WARRANTED	b. CONSIDERATION WARRANTED ( <i>Date sent for Coding</i> )	c. SUBSTANTIAL CHANGE SINCE ENROLLMENT	
			NO	YES
				DATE SENT FOR CODING
<b>10. ARMY MEDICAL TREATMENT FACILITY(MTF) EFMP MEDICAL PRACTITIONER COMPLETING THIS FORM</b>				
a. PRINTED NAME OF MEDICAL PRACTITIONER		b. SIGNATURE		c. DATE (YYYYMMDD)
d. ADDRESS		e. PHONE NUMBER ( <i>Include Commercial and DSN</i> )		
<b>11. ARMY MTF EFMP PHYSICIAN'S AUTHENTICATION (<i>To be signed when a medical practitioner other than a physician completes this form.</i>)</b>				
a. TYPED OR PRINTED NAME OF PHYSICIAN		b. TITLE		c. RANK
d. SIGNATURE				e. DATE (YYYYMMDD)

APD LC v1.00





# Fort Wainwright Levy Brief

## Declaration Statement

### Military sexual offenders:

The Soldiers identified as military sexual offenders are permanently non-deployable on a TDY or TCS to duty stations OCONUS except for locations in Hawaii, Alaska, Puerto Rico, or territories or possessions of the United States. Soldiers who are deployed to a non-permitted OCONUS location in a TDY or TCS status will immediately be returned to their parent organization.

**If a dependent Family member is convicted of an offense** covered by 42 USC 16911 or AR 27-10 then Soldier is ineligible for an accompanied overseas assignment except to Alaska, Hawaii, Puerto Rico, or territories or possessions of the United States.





# Fort Wainwright Levy Brief

## Declaration Statement Example

EAGA-HRSD

3 March 2015

MEMORANDUM FOR RECORD

SUBJECT: Soldier Declaration

1. In accordance with Army Regulation 614-30 Para 3-5a(5), I make the following declaration:

The Family member(s) for whom I am requesting command sponsorship does not have any qualifying convictions for offenses listed under 42 USC 16911, or Army Regulation 27-10. I understand that if I am granted command sponsorship and my Family member(s) is convicted of a qualifying offense at anytime during the overseas tour, the command sponsorship will be revoked. Furthermore, I understand that the identified Family member(s) will be processed for early return from the overseas location.

2. The point of contact for this action is the undersigned at DSN 724-\*\*\*\* or [joe.snuffy@mail.mil](mailto:joe.snuffy@mail.mil).

JOSEPH SNUFFY  
SPC, USA





# Fort Wainwright Levy Brief

## Orders example

DEPARTMENT OF THE ARMY  
Military Personnel Division  
3401 Santiago Avenue  
Fort Wainwright, Alaska 99703-4900

ORDER

DATE

**SOLDIER, IAM A. 111-11-1111 RANK UNIT, Fort Wainwright, Alaska 99703**

You will proceed on Permanent Change of Station as shown.

**Assigned to:** AVIATION COE (UIC) S Camp Vilseck, Germany ZIP CODE

**Reporting Date:** 10 November 2014 in accordance with your port call

Additional Instructions:

- (a) You must out-process in the appropriate military uniform.
- (b) **Upon receipt of these orders, you must go to the Central Issue Facility (CIF) to set up your clearance appointment at Building 3030.**
- (c) **Report to the Out-Processing Control Station, Bldg 3401, Room 136, 10 working days prior to your scheduled departure date to pick up your installation clearance papers.**
- (d) **Report to Bldg 3401 125<sup>th</sup> FIN BN, Room 212, phone number 907-353-1443, NLT 10 working days prior to your departure date**
- (\*) You and your Family Member(s) are authorized to drive the Alaska Highway/Alaska Marine Highway or fly commercial air. **Passports are required for all Family Members over the age 15 driving out of Alaska.** Soldiers are required to have military ID, reassignment orders, and **birth certificates**. Passport processing can be initiated by reporting to Bldg 3401, room 124, or calling (907) 353-2387.
- (\*) No Military travel tickets will be issue without an official passport, if required for you or your family Members.
- (\*) **Concurrent travel of your Family Members is NOT approved to economy quarters. Family Member Data:**  
NAME (sp), NAME (ch)//DOB
- (\*) Soldier elects to serve a tour for a period of \_\_ months in an "**all others**"/"**with dependents**" status
- (\*) Soldier and their eligible Family Members are serving a consecutive overseas tour (COT) and are authorized government funded travel to their **Home of Record (HOR) Tulsa, Oklahoma**. Travel to an alternate location is authorized, but may not exceed the cost of the travel to the Soldier's HOR. Family Members are only authorized entitlement if they were command sponsored for both "accompanied" tours.
- (\*) **Early report (no more than 60 days before the NLT report date) is authorized to PCS station.**
- (\*) (IBA) OR (CBA) authorization







# Fort Wainwright Levy Brief

## Orders example

ORDER

Military Personnel Division, Fort Wainwright, Alaska

DATE

(\* ) Special Instructions

## FOR ARMY USE:

Auth: Not Applicable

MDC: #

ENL/REELNB indic: Not Applicable

PPD: Not Applicable

PMOS/AOC:

Projected Specialty: Not Applicable

SDN: SOL1111PL11111

Format: 410

Pers con no: 123456789

Asgd to mgt dsq:

Con specialty: Not Applicable

Pers security code: Not Applicable

CIC: 2F4/2P4

Avail Date: **01 September 2015**

## DISTRIBUTION:

Individual Concerned (1)

IMFW-HRM-R (1)

Cdr, UNIT, Fort Wainwright, Alaska 99703-4900 (1)

Cdr, UNIT(1)





# Fort Wainwright Levy Brief

## Part #3

# TDY BRIEF





# Fort Wainwright Levy Brief

## TDY / Airborne School Prior to PCS

### Married Soldiers are TDY and return / single Soldiers are TDY enroute for Airborne Training

**ALARACT (045/2014)**, DTG: 212244Z FEB 14, SUBJECT: Preparation And Approval Of Institutional Training Travel Orders

Effective immediately, **Active Component Enlisted Soldiers** selected to attend Airborne Training, TDY enroute in conjunction with a Permanent Change Of Station (PCS) are no longer authorized to move family members, household goods, or execute any portion of their PCS entitlements prior to graduating from Airborne Training.

This does not prevent Soldiers from scheduling out-processing appointments as long as the appointments are after the anticipated graduation date from airborne school.





# Fort Wainwright Levy Brief

## TDY with Family Members

### AR 600-8-11 CH 4 Family Travel Assistance

#### **4-2. Headquarters, Department of the Army-directed temporary duty for schooling in conjunction with permanent change of station**

Soldiers who are authorized movement of Family members at Government expense and are directed to TDY schooling with PCS assignment will have the following options for relocating their Family members while they perform their TDY:





# Fort Wainwright Levy Brief

## TDY with Family Members

### OPTION 1:

#### DRILL SERGEANT DUTY or RECRUITING DUTY

Chapter 4-2, para b: *Elect to move dependent(s) from present CONUS and/or overseas station to new CONUS duty station prior to reporting to the TDY station.* The gaining commander may authorize up to 10 duty days to settle Soldier's dependent(s), in Government quarters **(if available) or on the local economy.** Soldier will sign into the new CONUS duty station, then proceed TDY for schooling. Soldier will be authorized Government transportation to and from TDY station (applies to CONUS to CONUS and overseas to CONUS PCS movements).

**NON MOS Producing schools:** Family members (not Soldier) **"May be"** authorized to report to gaining installation prior to Soldier going to TDY location –Contact gaining housing/installation for further authorization/information.

Soldier going to a **TDY reclassification course "ARE NOT" authorized** to send their Family members to gaining installation. Gaining installation is dependent on Soldier's successful graduation from training.





# Fort Wainwright Levy Brief

## TDY with Family Members

### OPTION 2:

Chapter 4-2, para d - *Elect to clear current permanent station prior to departure for TDY station; and have dependent(s), at Soldier's personal expense, accompany Soldier to TDY station or travel to some other location.* Soldier may not be given a certificate of nonavailability of Government quarters at the TDY station if adequate Government housing is available. Soldier's entitlement for dependent transportation will be based on the most direct routing between the old permanent station and the new permanent station (applies CONUS to CONUS, CONUS to overseas, and **overseas to CONUS PCS movements**). Soldiers who are being reassigned overseas must be medically and dentally qualified for assignment.

### Notes:

- If you would like to leave your Family Members at FWA during your TDY, **YOU** can request a COLA /BAH Waiver IAW – ALARACT 097/2016. See the Reassignments team for processing details.
- **The PCS order is only paying to move you and your family to your next duty station!!!**
- **DD Form 1610's are for TDY movement** TDY Travel is processed with the USARAK G-3 schools office at BLDG 1555, RM 118 907-353-7637.





# Fort Wainwright Levy Brief

## Orders example

DEPARTMENT OF THE ARMY  
Military Personnel Division  
3401 Santiago Avenue  
Fort Wainwright, Alaska 99703-4900

ORDERS

DATE

SNUFFY, JOE E. 111111111 SPC UNIT, Fort Wainwright, Alaska 99703  
You will proceed on Permanent Change of Station as shown.  
Assigned to: UNIT Fort Bragg, North Carolina 28310  
Reporting Date: 10 February 2016

**Temporary Duty at: Fort Benning Georgia**

**Reporting date to Temporary Duty No Earlier Than: 17 July 2015**

**Period of Temporary Duty: 17 July 2015 to 07 August 2015**

**Purpose of Temporary Duty: Soldier is scheduled to attend the following course prior to reporting to new duty station: Airborne Training Course Number: #. Class Number: #**

Additional Instructions:

- (a) You must out-process in the appropriate military uniform.
- (b) **Upon receipt of these orders, you must go to the Central Issue Facility (CIF) to set up your clearance appointment at Building 3030.**
- (c) **Report to the Out-Processing Control Station, Bldg 3401, Room 136, 10 working days prior to your scheduled departure date to pick up your installation clearance papers.**
- (d) **Report to Bldg 3401 125<sup>th</sup> FIN BN, Room 212, phone number 907-353-1443, NLT 10 working days prior to your departure date.**
- (\*)
- (\*) **Family Members are authorized to travel separately. Family Member data: NAME (sp), NAME (ch)//DOB: .**
- (\*)
- (\*) **Early report (no more than 60 days before the NLT report date) is authorized to PCS station.**
- (\*). (IBA) OR (CBA) authorization





# Fort Wainwright Levy Brief

## Orders example

( ) All Soldiers going TDY must report to Building 1555, Room 118, USARAK G-3 Schools Officer, 353-7637, immediately.

( ) Soldier will not take any irreversible action or execute any PCS entitlement to include transportation, shipment of Household goods, or any other PCS entitlement, until successful completion and graduation from airborne training. Failure to do so may result in a personal hardship and/or debt to the government.

( ) Soldier will clear all of the Installation EXCEPT Transportation, Housing, Finance and Installation Final out Section at the Military Personnel Division RM 136 prior to leaving for training. Transportation and Housing appointments should be scheduled prior to leaving for training but executed after graduation and return from training. Ensure you have appropriate leave forms processed for leave and travel being taken before and after training.

(\* ) Special Instructions

### FOR ARMY USE:

Auth: Not Applicable

MDC: #

ENL/REELNB indic: Not Applicable

PPD: Not Applicable

PMOS/AOC:

Projected Specialty: Not Applicable

SDN: ABC1111PL1111

Format: 410

Pers con no: 123456789

Asgd to mgt dsg:

Con specialty: Not Applicable

Pers security code: Not Applicable

CIC: 2F4/2P4

Avail Date: **01 September 2015**



### DISTRIBUTION:

Individual Concerned (1)

IMFW-HRM-R (1)

Cdr, UNIT, Fort Wainwright, Alaska 99703-4900 (1)

Cdr, UNIT(1)







# *Transitioning to the Unknown-*

## *Effects for School Age Children/Youth and Families*

---

- Anxiety
- Stress
- Anger
- Withdrawn
- Confusion

# *Making the Transition Easier for Everyone*

---




- MIC3 (Military Interstate Children's Compact Commission-federal law)
- School Liaison Officer (SLO) Army Connection
- Transition (levy) Paper Work

# *Transition begins with the Paperwork*



2017\_1897\_362\_Outprocessing\_Letter [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ACROBAT

 **DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT  
1546 BARNS ROAD, ROOM  
FORT WAINWRIGHT, ALASKA 99703-6000

Dear School Liaison Officer,

The \_\_\_\_\_ Family will transition from Fort Wainwright to \_\_\_\_\_ with a report date of \_\_\_\_\_

During out-processing, they expressed interest to receive additional school transitional support, and connection to SLO at their next duty station. Please connect with them at your earliest convenience.

FAMILY INFORMATION

Sponsor Name and Rank: \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dependent children (ages infant to 18):

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Current School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Current School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Current School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Current School \_\_\_\_\_

Registered with CYS Services- YES or NO \_\_\_\_\_

CYS Services file exported- YES or NO \_\_\_\_\_

For additional information (907) 361-9897 and [janet.e.farris2.naf@mail.mil](mailto:janet.e.farris2.naf@mail.mil)

Thank you,

Janet Farris  
School Liaison Officer,  
Family and Morale, Welfare and Recreation

PAGE 1 OF 1 155 WORDS



# Fort Wainwright Levy Brief

## Central Issuing Facility

### Making appointments:

- Hours to make an appointment are from 0800-1530
- **Closed on Wednesdays and Federal Holidays**
- All Personnel must be in military uniform when making an appointment and clearing
- Do not wait to make an appointment, appointments fill up quickly
- Do not pack any required turn in items in household goods. You will be required to do a Statement of Chargers or FLIPL in order to clear
- Inventory your OCIE prior to your turn in so you can know in advance what items you are missing (Statement of Chargers or FLIPL)
- If you have to submit a FLIPL, please know that it takes time to process and we cannot clear you until then





# Fort Wainwright Levy Brief

## Central Issuing Facility

(Cont)

- **Make your CIF appt before HHGS are picked up**
- **If you need to change your appt you can call....But Not to make one.**

### **Maintenance and the usage of Quartermaster Laundry**

- Quartermaster is FREE
- There is a 5 day turn around
- Remove tags and all staples
- Reassemble all equipment





# Fort Wainwright Levy Brief

## Central Issuing Facility

**FLIPL & Statement of Charges**

**Questions**

**Location: BLDG 3030**

**POC (907)361- 6564**





# Fort Wainwright Levy Brief

## REQUIREMENTS TO CLEAR HOUSING

**ALL soldiers living on and off the installation are required to complete the following:**

Upon receipt of orders, provide a minimum of 30 DAY NOTICE TO VACATE\* to your barracks or property manager and schedule a Pre and Final Inspection



Schedule your HHG pickup with Transportation



Report to the HSO with a copy of your orders and installation clearance packet **AFTER** your residence is cleared

**\*Keep in mind- If Proper Notice is not given, you may be charged the following month's rent\***





# Fort Wainwright Levy Brief

## ADDITIONAL HOUSING REQUIREMENTS

### Unaccompanied Housing- UH

- Contact your barracks manager to set up final out
- For assistance with additional UH concerns, please contact the following:
  - UH Specialists- **361-4518**
  - UH Liasons-
    - Stryker- **361-4598**
    - Aviation- **361-4508**

### North Haven Communities- NHC (Privatized Housing)

- Provide a forwarding address to the NH Community Center
- Spouse is required to have a Special Power of Attorney if they will be clearing for you
- To schedule inspections contact NH Community Center @ **361-7000**

### Housing Services Office- HSO (Off-Post Housing)

- 30-Day Notice to Vacate Templates are available at HSO for your use
- For assistance with Off-Post Housing, please contact the HSO at **353-1190**







# Fort Wainwright Levy Brief

## TEMPORARY LODGING ASSISTANCE (TLA)

### TLA Guidelines:

- If you are eligible for TLA, you **MUST** come to the HSO to initiate the process
- TLA documents **MUST** be processed at Fort Wainwright
- The following documents are required for processing:
  - Orders
  - Complete DA-31 (Leave Form)
  - DA-Form 1299 (received from Transportation ; HHG) or Bill of Lading

### PLEASE NOTE:

- Do **NOT** set your reservations through a third-party site or through an Air B&B, VRBO, or similarly structured reservation site. These sites do not meet the requirements for TLA authorization
- Soldiers who reside in the barracks are **NOT** eligible for TLA





# Fort Wainwright Levy Brief

## Finance

**BLDG 3401, RM #212**

### HOURS OF OPERATION

**Mon – Fri: 0900 – 1600**

WE ARE **OPEN** DURING LUNCH HOURS

***DSN: 353-1307***





# Fort Wainwright Levy Brief

## THINGS TO REMEMBER

- Finance is the last stop to clear before the final out processing with MPD
- Submit any type of travel advance requests at least 10 business days prior to leave date.
- **You will need 1 copy of orders, amendments and leave form**
- If dependency status has changed, submit marriage certificate, divorce decree, child custody paperwork, etc. to your S1. Be sure to get a UTL number for your documents upon submitting them for tracking purposes.
- BAH will start / continue with the current rate until in-processing at new permanent duty station.
- You are authorized travel according to your orders.
- **ALL** payments are made by Electronic Funds Transfer (EFT) Direct Deposit





# Fort Wainwright Levy Brief

## ADVANCE PAY REQUEST

You must complete an Advance Pay Request (DD Form 2560) and attach 1 copy of your orders, amendments, and leave form (DA Form 31).

***\* Service members E-4 and below require commander's signature in blocks 18 through 22.***

## DITY MOVE

Contact Transportation for DITY information.





# Fort Wainwright Levy Brief

## TRAVEL ENTITLEMENTS

- Soldier Per Diem is \$151/day, based on 350 miles/day.
- Soldier Mileage: \$0.17/mile.
- Dependent Per Diem: \$113.25 for 12yrs and over, \$75.50 for under 12yrs.
- Dislocation Allowance (DLA) is authorized for Soldiers who are relocating dependents at the with dependent rate or for single Soldiers E-6 and above at the without dependent rate:

**Note: DLA advances are paid at 100%. Mileage and per diem advances are paid at 80%, with the remaining 20% paid at the new duty station after completion of travel settlement upon in-processing. If orders state IBA a “DLA Advance ONLY” Is authorized.**





# Fort Wainwright Levy Brief

## TEMPORARY LODGING ALLOWANCE (TLA)

Contact Housing for TLA authorization. They will submit the packet to Finance for reimbursement.

Please be aware of the following rates:

SEASONAL DATES	MAX LODGING RATE	MEAL PER DIEM
05/05 – 09/15 (Summer)	\$154.00	\$78.00
09/16 – 05/04 (Winter)	\$75.00	\$78.00

Please refer to the JFTR Chapter 9 or <http://www.defensetravel.dod.mil>, for further questions or visit your local Finance.





# Fort Wainwright Levy Brief



- **Transportation**
- **Household Goods and POV**





# Fort Wainwright Levy Brief

## Modes of Travel

- ❖ Commercial Air
- ❖ Ferry
- ❖ Ship one – Drive one







# Fort Wainwright Levy Brief

## Orders

- ❖ 2 copies
- ❖ Not required for booking





# Fort Wainwright Levy Brief

## Travel Entitlements CONUS

- ❖ Next Duty Station
- ❖ Location of authorized VPC
- ❖ Port of Embarkation - Seattle
- ❖ Family may travel separately





# Fort Wainwright Levy Brief

## TDY en-route

❖ **MUST go to TDY location before traveling to next duty station**





# Fort Wainwright Levy Brief

## Deviations from Authorized Locations

- ❖ **Must consult with Travel Specialist**
- ❖ **Must have 2 copies of orders in hand**





# Fort Wainwright Levy Brief

## COT Entitlements

- ❖ **OCONUS – OCONUS**
- ❖ **Travel to Home of Record**
- ❖ **Must be used en-route**
- ❖ **Deferral must be requested**





# Fort Wainwright Levy Brief

## Germany – Patriot Express

**Be Advised:** Defense Travel Regulation (DTR) directive to utilize Air Mobility Command (AMC) PE as first choice option. . DOD policy mandates utilization of the DTS to maximum extent, DOD passengers must use AMC PE charter flights when it meets mission requirements and available for international movement. DOD passengers on PCS orders will be routed on PE IAW the DOD routing guide located at Appendix O of the DTR. Once AMC PE service is confirmed, the TO/CTO will arrange commercial scheduled service to connect with the AMC flight.

- ❖ **Baltimore – Ramstein Air Force Base**
- ❖ **Must receive port call from Travel Specialist**
- ❖ **2 Copies of Orders required to Book**





# Fort Wainwright Levy Brief

## Ferry Entitlements



- ❖ Passage
- ❖ Room
- ❖ Vehicle up to 21' in length  
\* (please have length to make reservations)
- ❖ Trailers and Pets are not covered by Government





# Fort Wainwright Levy Brief

## Ferry Locations

- ❖ **Whittier, Alaska**
- ❖ **Haines, Alaska**
- ❖ **Arrive Bellingham, Washington**







# Fort Wainwright Levy Brief

## Traveling through Canada

- ❖ **DUI's and Felonies**
- ❖ **Soldiers – Military ID, Orders, proof of US citizenship**
- ❖ **Birth Certificate**
- ❖ **Family members over 15 – passports required**
- ❖ **Family members under 15 – birth certificates**

**<http://www.cbasa-asfc.gc.ca>**





# Fort Wainwright Levy Brief

## Booking Shipments

[WWW.MOVE.MIL](http://WWW.MOVE.MIL)

### **1 Copy of orders required for booking**

- **Be sure to turn off pop-up blocker**
- **Not compatible with MAC computers**
- **Computers are available in the Transportation waiting area**
- **Once booking is complete print forms and bring in with a copy of orders**





# Fort Wainwright Levy Brief

## Household Good Items Permitted

- ❖ **Firearms**
- ❖ **Motorcycles**
- ❖ **Pro-gear and OCIE limited to 2000lbs**
- ❖ **List available of prohibited items**
- ❖ **POV not included with shipment**





# Fort Wainwright Levy Brief

## Storage

- ❖ 90-180 Days of storage authorized at destination
- ❖ Transit time to lower 48 is usually 30-45 days

## NON TEMP STORAGE

- ❖ TDY En-route
- ❖ Deploying immediately at next duty station





# Fort Wainwright Levy Brief

## Unaccompanied Baggage

- ❖ 1000lbs or less
- ❖ Essential items
- ❖ Still counts against total weight allowance





# Fort Wainwright Levy Brief

## Personally Procured Move

- ❖ Full or Partial
- ❖ 60% advance of incentive
- ❖ Still counts against total weight allowance





# Fort Wainwright Levy Brief

## Privately Owned Vehicle

**1(855)389-9499**

- ❖ Ship One Vehicle
- ❖ Nearest VPC location to next duty station
- ❖ VPC locations in lower 48 are few and far between

**[www.PCSMyPov.com](http://www.PCSMyPov.com)**





# FAIRBANKS VPC

[www.pcsmypov.com](http://www.pcsmypov.com)

907-891-8499

ALL APPOINTMENT ARE SCHEDULED  
ON THE WEBSITE





# Fort Wainwright Levy Brief

**FAIRBANKS VPC  
5250 AIRPORT INDUSTRIAL RD. STE. A  
FAIRBANKS, AK 99709**



Located past Mail Trail  
Rd. Second building on  
the right.





# Fort Wainwright Levy Brief

## PREPARING YOUR POV FOR SHIPMENT

### Pre-Inspection

- Vehicle must be in SAFE and OPERABLE condition
- **RECALLS** – ALL recalls must be corrected prior to shipment, as long as there is a dealership in the Fairbanks area. Invoice showing Recall has been repaired.
- **Fuel Level** – ¼ tank or less. Please do not bring the vehicle in on empty.
- **Brakes** – Brakes must be 100% operational and Emergency Brake must hold to a minimum of 800 RPMS.
- **POV Interior** – Vehicle needs to be free of all dirt, soil, leaves, pollen, sand, mud, plant life, food particles, pet hair, caked on stains, trash and other debris. The entire bottom including the surface under the mats, rubber floor mats must be cleaned, wiped off and dry as to not prevent a mold hazard during shipment of the POV. The POV is to be vacuumed under and between all seats, under the seat rails and between seats and center console. The Center Console cup holders, dash board, glove and storage compartments, doors and door pockets, ceiling and floor and trunk area are to be completely free of all residue and debris. The trunk must be clean and dry like the interior. Beds of trucks must be free of all debris to include ice and snow.





# Fort Wainwright Levy Brief

## PRE-INSPECTION CONTINUED

- **POV Exterior** – Must be washed as though it has just come from the car wash. Must be free from bug splatter, leaves, pollen, dirt, soil, sand, mud, snow and ice.
- **Windshield** – No major cracks in the windshield. Some chips are acceptable, contact the VPC for more information.
- **Leaks** – Must be free from all leaks. **NO** oil, antifreeze, transmission fluid, ect.
- **Wheel Locks** – If the POV has a wheel lock, the key must be in the glovebox.
- **Ignition interlock device (DUI)** – Must be removed prior to shipping otherwise vehicle will not be accepted for shipment.
- **Keys** – **NO** Broken Keys, all fobs must function properly. Any extra keys, (tool box, gas cap, topper shells, anything that is locked, **MUST** have a key)
- **Roof Racks** – Must be PERMANENTLY mounted, Supports that are not permanently mounted, cross bars will be placed in the vehicle during shipment. Cargo carries **MUST** be removed.

**Pre-Inspections are available Monday-Friday from 0800-1530, no appointment necessary. This will also be performed the day of your inspection.**





# Fort Wainwright Levy Brief

## REQUIRED PAPERWORK

- One Copy of orders and amendments
- **Valid Registration and/or Title front and back (50 states)**, Registration **AND** Title front and back or letter from lien holder if POV is still being paid on. If name does not match exactly on the forms to the name on the orders, please provide legal documentation providing name change. (i.e. marriage certificate or other court documents)
- **Recall Papers** – print this document form, even if there are no open recalls.  
<https://vinrcl.safercar.gov/vin/>
- **Power of Attorney** – Full, legal names, no nick names (name must match the POA ID Card)
- **Bank Letter** – Letter of authorization is **ONLY** needed when shipping your vehicle out of the United States.
- **IAL Pre-Shipping Instruction Form and Shippers or Storage Acknowledgement Form.** (Can be found on our website under the turn in tab then documents.)

• <https://vinrcl.safercar.gov/vin/>





# Fort Wainwright Levy Brief

## COMMON REASONS FOR BEING TURNED AWAY

- **Over Fuel** – Must be ¼ tank (Federal Regulation)
- **Cleanliness of POV inside and out.** Pet hair seems to be a big factor)
- **E-Brake not functioning.** Must hold at a minimum of 800 RPMs
- **Recalls not being corrected.** ALL must be completed unless there is NO dealership in the FAIRBANKS area. If this is not done prior to shipment, you may have to assign someone to be your POA.

**DO NOT hesitate to call the Fairbanks VPC with any questions.  
907-891-8499**

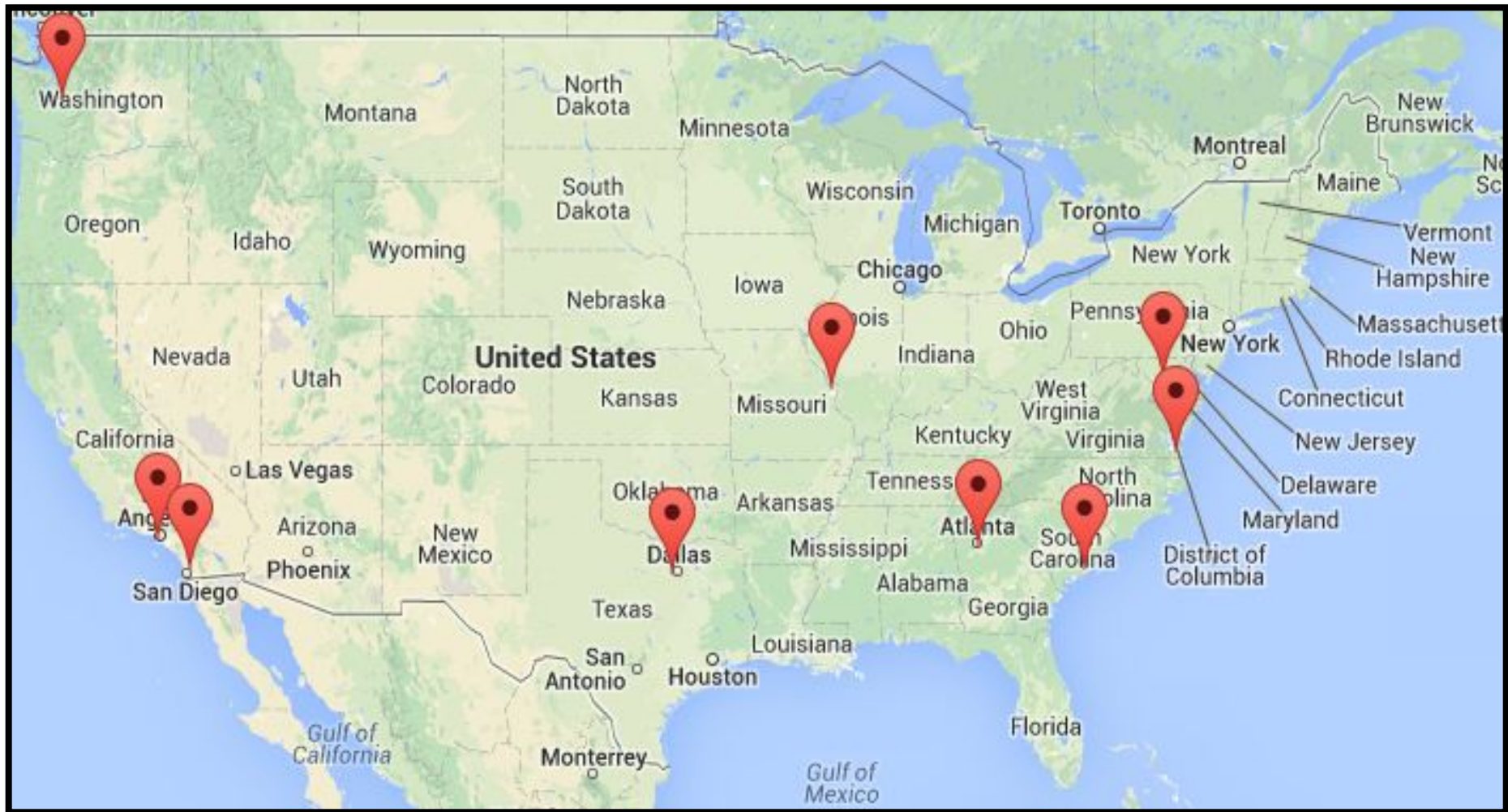






# Fort Wainwright Levy Brief

## Lower 48 VPC's







# Fort Wainwright Levy Brief





# Fort Wainwright Levy Brief

## Hours and Contact Information

Location : Welcome Center, Bldg. 3401, 1<sup>st</sup> Floor

**SATO** is located in the ACS Section of Building, Room 72

Hours of Operation: Mon, Tue, Thurs & Fri      0800 – 1530  
Wednesday      1000 – 1530

**Closed 11:30 – 12:30 for Lunch**

**Mr. Jeff Johnson** – Transportation Supervisor

phone # (907)353-1150

email: [jeffery.a.johnson88.civ@mail.mil](mailto:jeffery.a.johnson88.civ@mail.mil)







Updated January 2018

# Permanent Change of Station

Coordinating Your Medical Coverage Before, During, and After Your Move

*TRICARE is a registered trademark of the Department of Defense, Defense Health Agency. All rights reserved.*

## Today's **AGENDA**

### **What Is TRICARE?**

Planning for Your Move

Getting Care While Traveling

TRICARE Benefit at Your New Location

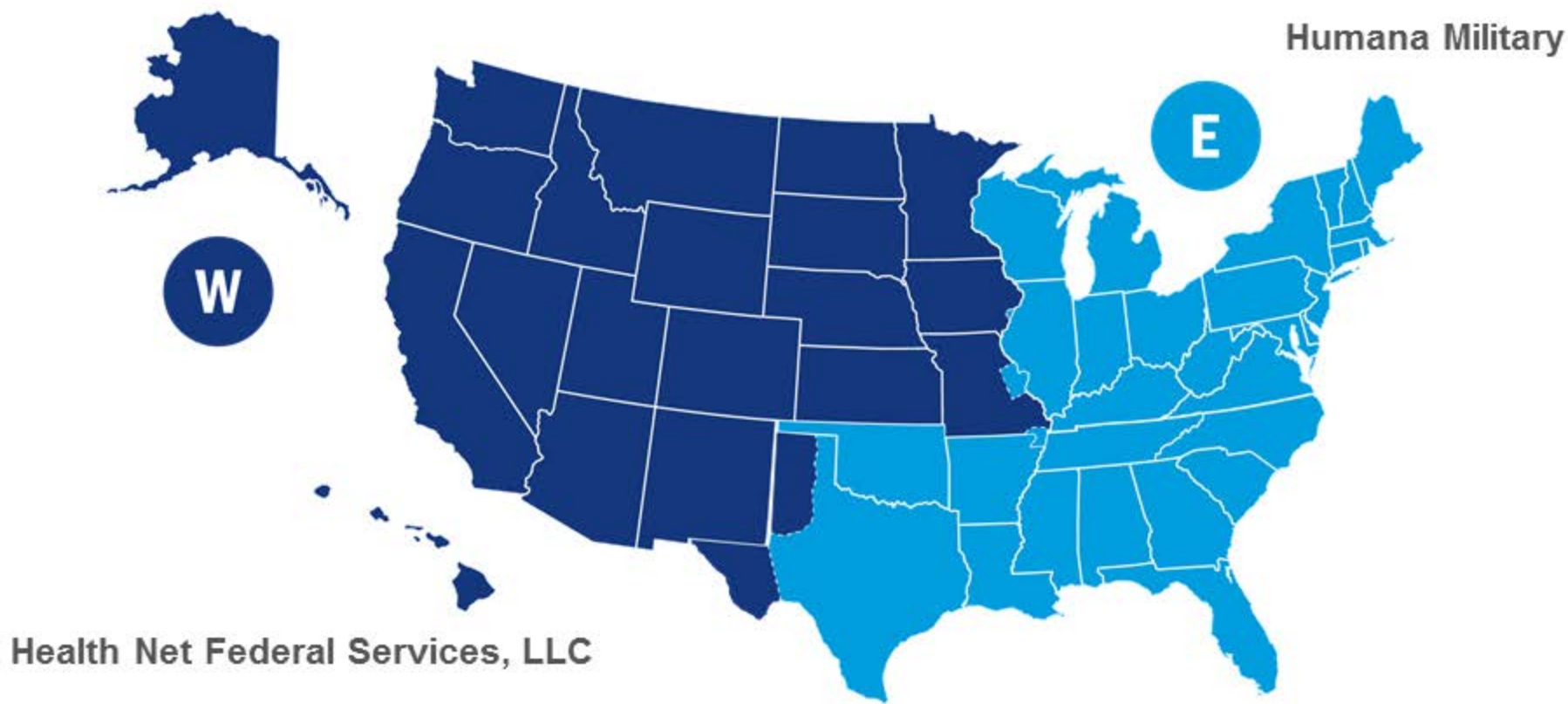
Other Important Information

Your Checklist

For Information and Assistance



# TRICARE Stateside Regions





# TRICARE Overseas Program



## **Latin America and Canada**

Canada, the Caribbean Basin, Central and South America, Puerto Rico and the U.S. Virgin Islands

## **Eurasia-Africa**

Africa, Europe and the Middle East

## **Pacific**

American Samoa, Asia, Australia, Guam, India, Japan, New Zealand, Northern Mariana Islands, South Korea and Western Pacific remote countries

# Today's **AGENDA**

What Is TRICARE?

## **Planning for Your Move**

Getting Care While Traveling

TRICARE Benefit at Your New Location

Other Important Information

Your Checklist

For Information and Assistance

# Staying Covered When Moving

- ADSMs must be enrolled in a TRICARE Prime option.
- Do **not** disenroll from TRICARE Prime, TRICARE Prime Remote or TRICARE Select. Your current coverage will continue until your enrollment transfer is completed after you arrive at your new location.
- Verify your current information in the Defense Enrollment Eligibility Reporting System (DEERS).
- Inform your current regional contractor about your upcoming move.
- Learn about TRICARE options in your new location.



# Ongoing Medical Care

## **Before moving, sponsors and dependents should:**

- Request copies of medical and dental records
- Fill/refill prescriptions
- Plan ahead for routine medical care
- Keep a list of providers' phone numbers
- Coordinate services for family members with special needs



# Today's **AGENDA**

What Is TRICARE?

Planning for Your Move

## **Getting Care While Traveling**

TRICARE Benefit at Your New Location

Other Important Information

Your Checklist

For Information and Assistance



# How to Get Care During Your Move

Type of Care	TRICARE Prime	TRICARE Select
<b>Emergency</b> (immediate)	Call 911 or go to the nearest emergency room	
<b>Urgent</b> (within 24 hours)	See any TRICARE-authorized provider	
<b>Prescriptions</b>	<ul style="list-style-type: none"><li>• Military treatment facility pharmacy: <b><a href="http://www.tricare.mil/mtf">www.tricare.mil/mtf</a></b></li><li>• TRICARE retail network pharmacy: <b><a href="http://www.express-scripts.com/TRICARE">www.express-scripts.com/TRICARE</a></b> or <b>1-877-363-1303</b></li></ul>	

# Today's **AGENDA**

What Is TRICARE?

Planning for Your Move

Getting Care While Traveling

## **TRICARE Benefit at Your New Location**

Other Important Information

Your Checklist

For Information and Assistance

# Keep DEERS Information Up To Date



Go to an **ID card office**. Find an office at [www.dmdc.osd.mil/rsi](http://www.dmdc.osd.mil/rsi).

**Note:** You must use this option to add family members in DEERS.

---



Log on to <http://milconnect.dmdc.osd.mil>.

---



Call **1-800-538-9552**.

---



Fax **1-831-655-8317**.

# TRICARE Prime Enrollment

- Updating DEERS does **not** transfer your TRICARE Prime enrollment.
- You may call your current regional contractor to transfer TRICARE Prime enrollment

**OR**

- Complete the *TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form* (DD Form 2876).
- Ways to access the form:
  - Beneficiary Web Enrollment (BWE) Web site: **[www.tricare.mil/bwe](http://www.tricare.mil/bwe)**
  - Online: **[www.tricare.mil/forms](http://www.tricare.mil/forms)**



# TRICARE Overseas Program Options

- ADSMs and **command-sponsored** family members:
  - TRICARE Overseas Program (TOP) Prime
  - TOP Prime Remote
  - TOP Select (for family members only)
- Family members who are **not** command sponsored:
  - TOP Select
- International SOS Government Services, Inc. administers the overseas program benefit.
- Web site: **[www.tricare-overseas.com](http://www.tricare-overseas.com)**



# TRICARE Dental Program (TDP)

## When moving:

- Do **not** disenroll family members from TDP.
- Update your address with United Concordia
- Find a participating dentist at **[www.uccitdp.com](http://www.uccitdp.com)** or by calling:
  - **1-844-653-4061** (CONUS)
  - **1-844-653-4060** (OCONUS toll-free)
  - **1-717-888-7400** (OCONUS toll)



## Today's **AGENDA**

What Is TRICARE?

Planning for Your Move

Getting Care While Traveling

TRICARE Benefit at Your New Location

## **Other Important Information**

Your Checklist

For Information and Assistance

# Pharmacy Options

## **Military Pharmacy**



- Usually inside military hospitals and clinics
- Get up to a 90-day supply

---

## **TRICARE Pharmacy Home Delivery**



- Must use this option for some drugs
- Get up to a 90-day supply

---

## **TRICARE Retail Network Pharmacy**



- Fill prescriptions without submitting a claim
- Get up to a 30-day supply

---

## **Non-Network Pharmacy**



- Pay full price up front and file a claim to get a portion of your money back
- Get up to a 30-day supply



# The Affordable Care Act

**TRICARE meets the minimum essential coverage requirement under the Affordable Care Act (ACA).**



Each tax year, you will get an Internal Revenue Service (IRS) Form 1095 from your pay center. It will list your TRICARE coverage for each month.



Your Social Security number (SSN) and the SSNs of each of your covered family members should be included in DEERS for your TRICARE coverage to be reflected accurately.

# Today's **AGENDA**

What Is TRICARE?

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For Information and Assistance

# Moving with TRICARE

## Before You Move:

- ☐ Do **not** disenroll from TRICARE Prime or TRICARE Select.
- ☐ Contact your current regional contractor to begin transferring enrollment.
- ☐ Verify DEERS information.
- ☐ Fill prescriptions.
- ☐ Get copies of medical and dental records.
- ☐ Make sure you have your current PCM's phone number.
- ☐ Coordinate special care needs.

# Moving with TRICARE



## On the Road:

- ☐ For urgent and routine care, no referral is required.
- ☐ For emergency care, no referral is required; call 911 or go to the nearest emergency room.

## At Your New Location:

- ☐ Update DEERS.
- ☐ Finish transferring TRICARE Prime or TRICARE Select enrollment, if applicable.
- ☐ If you are enrolled in the TRICARE Dental Program, provide your new contact information to United Concordia.

# Today's **AGENDA**

What Is TRICARE?

Planning for Your Move

Getting Care While Traveling

TRICARE Benefit at Your New Location

Other Important Information

Your Checklist

**For Information  
and Assistance**



## Stateside Regional Contractors

**E**

### TRICARE East Region

Humana Military  
1-800-444-5445  
HumanaMilitary.com  
www.tricare-east.com

**W**

### TRICARE West Region

Health Net Federal Services, LLC  
1-844-866-WEST (1-844-866-9378)  
www.tricare-west.com



## Overseas Regional Contractor

**O**

### TRICARE Overseas Program (TOP)

International SOS  
Government Services, Inc.  
www.tricare-overseas.com

### TOP Regional Call Centers

#### *Eurasia-Africa*

+44-20-8762-8384 (overseas)  
1-877-678-1207 (stateside)

Medical Assistance: +44-20-8762-8133

#### *Latin America and Canada*

+1-215-942-8393 (overseas)  
1-877-451-8659 (stateside)

Medical Assistance: +1-215-942-8320

#### *Pacific*

Singapore: +65-6339-2676 (overseas)  
1-877-678-1208 (stateside)

Sydney: +61-2-9273-2710 (overseas)  
1-877-678-1209 (stateside)

Medical Assistance:

Singapore: +65-6338-9277

Sydney: +61-2-9273-2760

## Additional Contacts

### Exceptional Family Member Program

www.militaryonesource.mil/efmp

### Extended Care Health Option

www.tricare.mil/echo

### Autism Care Demonstration

www.tricare.mil/autism

### More Resources

#### TRICARE Website

www.tricare.mil

#### Publications

www.tricare.mil/publications

### Connect with TRICARE



www.tricare.mil/media



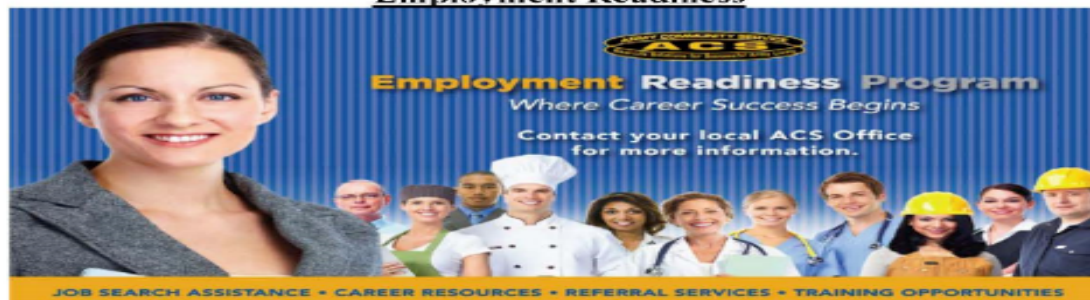


# Fort Wainwright Levy Brief

## Relocation Readiness

**Red Cross Universal 24 hour toll free telephone number 1-877-272-7337**

### Employment Readiness



**Get help with your job search or exploring careers**

Resume Assistance (Federal & Private Sector)  
Job Search  
Interview Skills  
Networking  
Individual and group counseling

**Prepare in advance for employment transitions.**

**Ask your Employment Readiness Program Manager about:**

Update Resumes  
Research Job Market Trends  
Educational & Volunteer Opportunities  
Network  
Priority Placement Program  
Military Spouse Preference Program

**Business Info:**

[www.chamberofcommerce.com](http://www.chamberofcommerce.com)

**Salary:**

[www.bls.gov/bls/blswage.htm](http://www.bls.gov/bls/blswage.htm)

**Passport Career: Online global career program**

<http://www.passportcareer.com/>

**Military Spouse Employment Partnership: Partners Fortune 500 Plus companies**

<https://msepjobs.militaryonesource.mil/msep/>





# Fort Wainwright Levy Brief

<http://www.militaryonesource.mil>







# Fort Wainwright Levy Brief

**MILITARY**  
**ONESOURCE**

800-342-9647 | OCONUS Calling Options



WELCOME TO

## MILITARY ONESOURCE

At Military OneSource, we have one mission — to connect you to your best MilLife. How can we help you achieve your goals today?

OUR PROMISE TO YOU



<http://www.militaryonesource.mil>





# Fort Wainwright Levy Brief

**MILITARY**  
**ONESOURCE**

800-342-9647 | OCONUS Calling Options



Overseas

Living Overseas

Paths/Options in  
the Military

Business (SECO)

Benefits for  
Same-Sex  
Couples/Families

Ways to Create  
Memorable  
Rituals for  
Military Families

## INSTALLATION PROGRAM DIRECTORY

Find programs and services at your local installation.

[View a directory of Installations](#)

All

Fort Benning

### MILITARY ONESOURCE

[About Us](#)

### CATEGORIES

[Confidential Help](#)

### QUICK ACCESS

[Products](#)

### LEGAL AND SECURITY

[Accessibility](#)





# Fort Wainwright Levy Brief

**MILITARY**  
**INSTALLATIONS**

[SUPPORT](#)[PLAN MY MOVE](#)[MILITARY ONESOURCE](#)[← Back to Home](#)

## SEARCH

I'm looking for a

Program or service

Military installation

State resources

Program or service

CHOOSE:

ALL





# Fort Wainwright Levy Brief

## MILITARY INSTALLATIONS

EMAIL

MAP

WEBSITE

### INSTALLATION PROGRAM & SERVICES DIRECTORY

Here, you'll find contact information for key programs and services and contacts at this installation. [Click to learn more.](#)

### INSTALLATION BOOKLET

The installation booklet is a resource that allows you to create and print customized installation information. Check out the booklet to create a PDF with the key resources and information. [Click to learn more.](#)

## Installation Booklet

The installation booklet is a great resource to print and take along with you on your move. It includes the articles, contacts and major units associated with this installation. You can print the entire booklet or only specific items of interest. The booklet does not include photos from the gallery, URLs or email addresses—but you can access those on MilitaryINSTALLATIONS.

Personalize your booklet by selecting the specific categories you want to see. Once you've selected your content, download and print. Last but not least, don't forget to pack it for your upcoming move.

CLEAR ALL

SELECT ALL

☐ In-depth Overview

☐ Emergency Assistance

☐ Education

☐ Legal

☐ Morale, Welfare and Recreation

☐ Installation Program & Services Directory

☐ Check-in Procedures

☐ Major Units

☐ Exceptional Family Member Program

☐ Health

☐ Moving

☐ Sponsorship

☐ Child and Youth Services

☐ Military and Family Support Center

☐ Housing

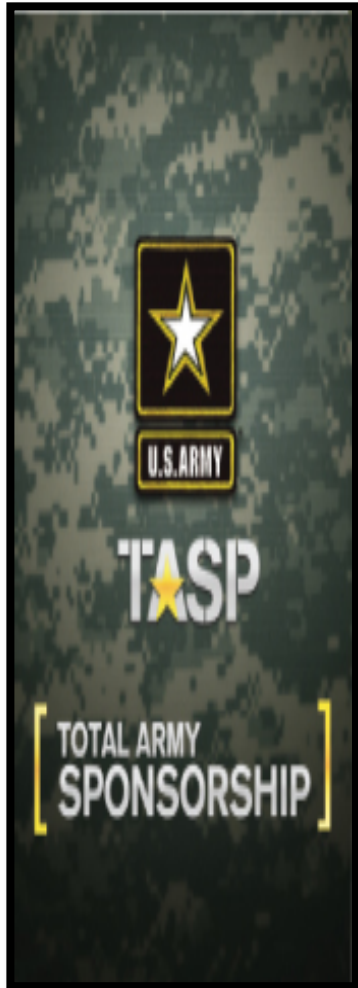
☐ Transportation

DOWNLOAD BOOKLET





# Fort Wainwright Levy Brief



## Total Army Sponsorship

- Request a sponsor by completing a DA 5434 through the gaining installations webpage (Army Career Tracker)
- Request a sponsor through [www.militaryonesource.mil](http://www.militaryonesource.mil)
- Installation Sponsorship POCs listings







# Fort Wainwright Levy Brief

## Plan My Move

1. Organizes your move
2. Customizes your “To Do Tasks”





# Fort Wainwright Levy Brief

MILITARY  
ONESOURCE

800-342-9647 | OCONUS Calling Options



WELCOME TO

## MILITARY ONESOURCE

At Military OneSource, we have one mission — to connect you to your best MilLife. How can we help you achieve your goals today?

OUR PROMISE TO YOU

WHAT CAN WE HELP YOU FIND ON MILITARY ONESOURCE?

Plan My Move



Looking for products? [Click here to search for products.](#)





# Fort Wainwright Levy Brief

plan my move



Looking for products? [Click here to search for products.](#)

SHOWING FILTERED RESULTS BY:

FILTER BY:



ALL



Article

(281)



Other

(128)



## Plan My Move: Great PCS Moving Checklists & More

ARTICLE | UPDATED OCTOBER 2018

If you've got your new orders, it's time to fire up a powerful tool that can help you take charge and master your move. Plan My Move is an online moving tool that simplifies the moving process,...

OCTOBER 11, 2018 @ 9:37 AM | 3 MIN READ | 24938 VIEWS

## Plan My Move: Great PCS Moving Checklists & More

Plan My Move

If you've got your new orders, it's time to fire up a powerful tool that can help you take charge and master your move. **Plan My Move** is an online moving tool that simplifies the moving process, breaking it down into clear, manageable steps for both experienced and first-time movers. This Department of Defense relocation tool provides:

- Details about benefits and allowances
- Points of contact







# Fort Wainwright Levy Brief

PLAN  
MY MOVE

[SUPPORT](#)[MILITARY ONESOURCE](#)[LOGIN](#)

## Welcome to Plan My Move

Plan My Move creates a custom checklist for your move, filled with information about the tasks you need to complete and how to complete them. Your checklist is tailored to the unique needs that you or your family have.

Fill out the information below to start building your checklist.

### Where are you currently stationed?

Fort Wainwright



[I CAN'T FIND MY CURRENT INSTALLATION](#)

### Where are you moving to?

Fort Bragg



[I CAN'T FIND MY NEW INSTALLATION](#)

### Who are you?



Service Member



Family Member / Loved One

START BUILDING MY CUSTOM CHECKLIST





# Fort Wainwright Levy Brief

## Customize Your Checklist

Are you moving with a spouse or significant other?

☐ Yes

☐ No

Are you moving with any children?

☐ Yes

☐ No

Are you doing a personally-procured move – also known as do-it-yourself or DITY?

☐ Yes

☐ No

Are you bringing a vehicle?

☐ Yes

☐ No

Are you bringing a pet?

☐ Yes

☐ No

Is anyone in your family enrolled in the Exceptional Family Member Program?

☐ Yes

☐ No

YOUR MOVE

EDIT

Moving from

Fort Wainwright

Moving to

Fort Bragg

SAVE YOUR CHECKLIST

PRINT YOUR CHECKLIST

START NEW MOVE

## Your Checklist

0/20

NEW Family

0 / 2

+

Financial

0 / 3

+

Paperwork

0 / 4

+

Transportation

0 / 3

+

Household Goods

0 / 3

+





# Fort Wainwright Levy Brief

## Your Checklist

0/24

Transportation

0 / 5

+

Paperwork

0 / 5

+

Family

0 / 3

+

Financial

0 / 3

+

Household Goods

0 / 3

+

Housing

0 / 5

+

School

+

## YOUR MOVE

EDIT

Moving from

Fort Wainwright

Moving to

Fort Bragg

Moving with spouse

✗

Not moving with children

✗

Not Personally-procured move (DITY)

✗

Bringing a vehicle

✗

Not bringing a pet

✗

Not enrolled in the EFMP

✗

SAVE YOUR CHECKLIST

PRINT YOUR CHECKLIST

START NEW MOVE















# Fort Wainwright Levy Brief

## Transportation

0 / 5

- ☐ **TASK 1** Pick a travel date.  
- ☐ **TASK 2** Prepare your vehicle for shipping.  
- ☐ **TASK 3** Make hotel reservations.  
- ☐ **TASK 4** Plan your drop-off and pick-up dates for shipping your vehicles.  
- ☐ **TASK 5** Plan transportation to your new installation.  

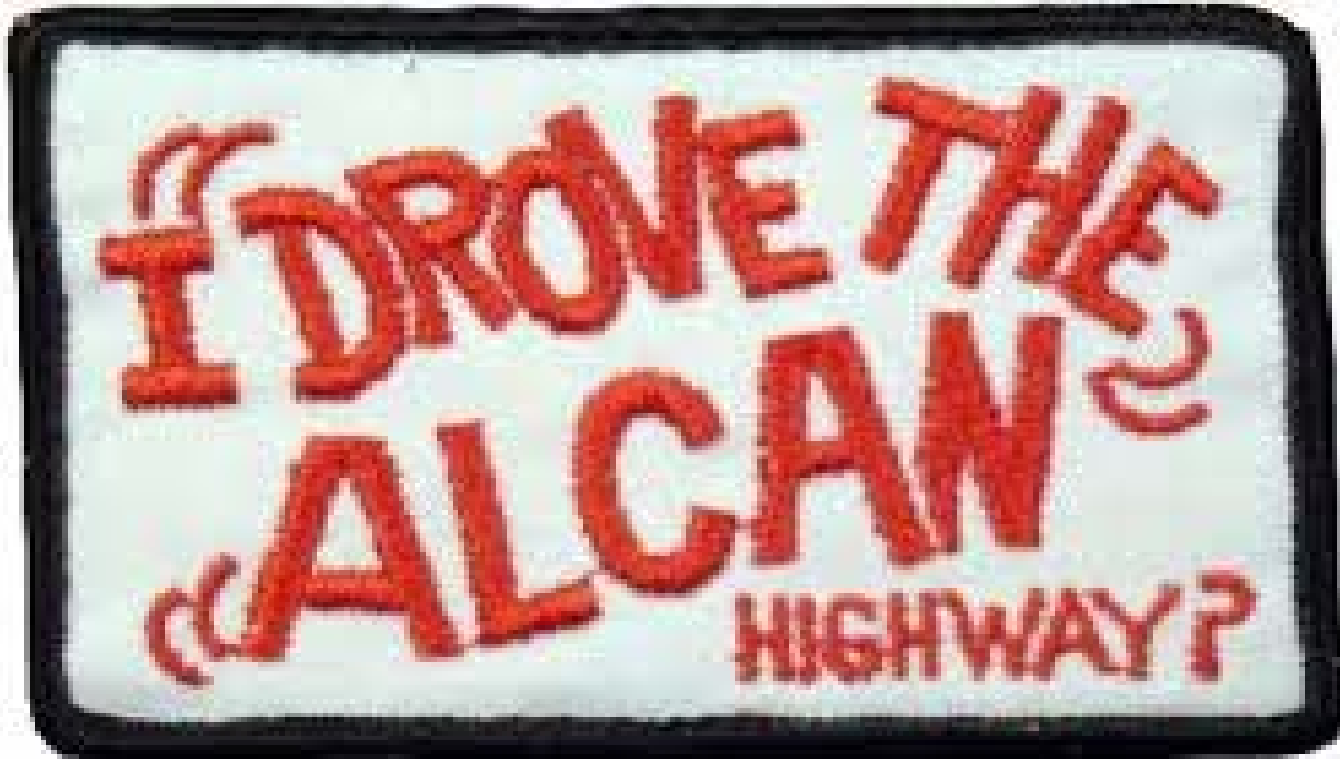
Type your custom Transportation task here





# Fort Wainwright Levy Brief

## Ready for an Adventure?





# Fort Wainwright Levy Brief

## Custom Route

- 1. Plan most direct route**
- 2. Plan a family trip**
- 3. Save planning time**





## Whittier & Haines – Drop off at Bellingham, WA



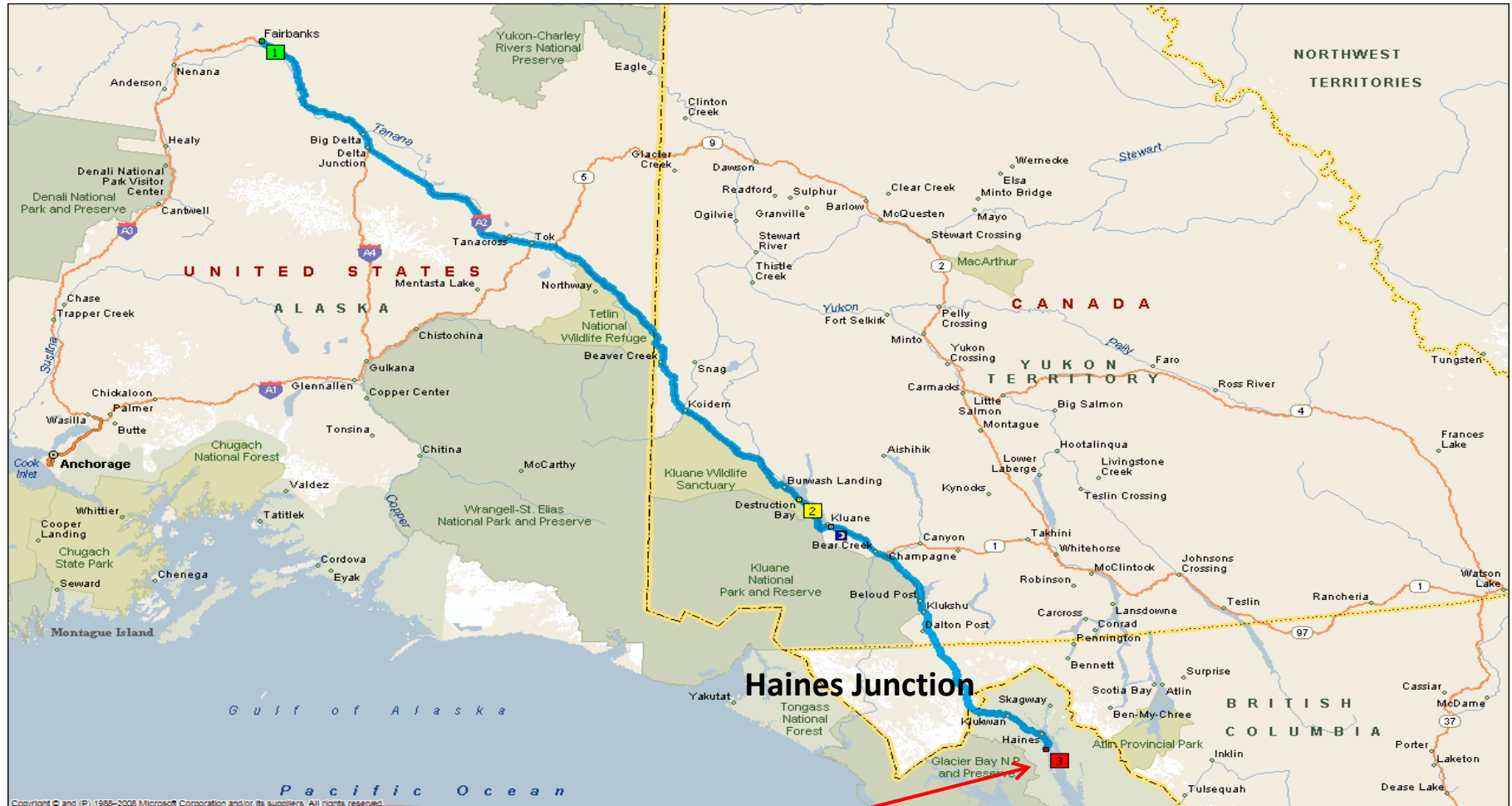


UNCLASSIFIED

# Fort Wainwright Levy Brief

## Fairbanks to Haines

(Fairbanks to Haines 641 miles)



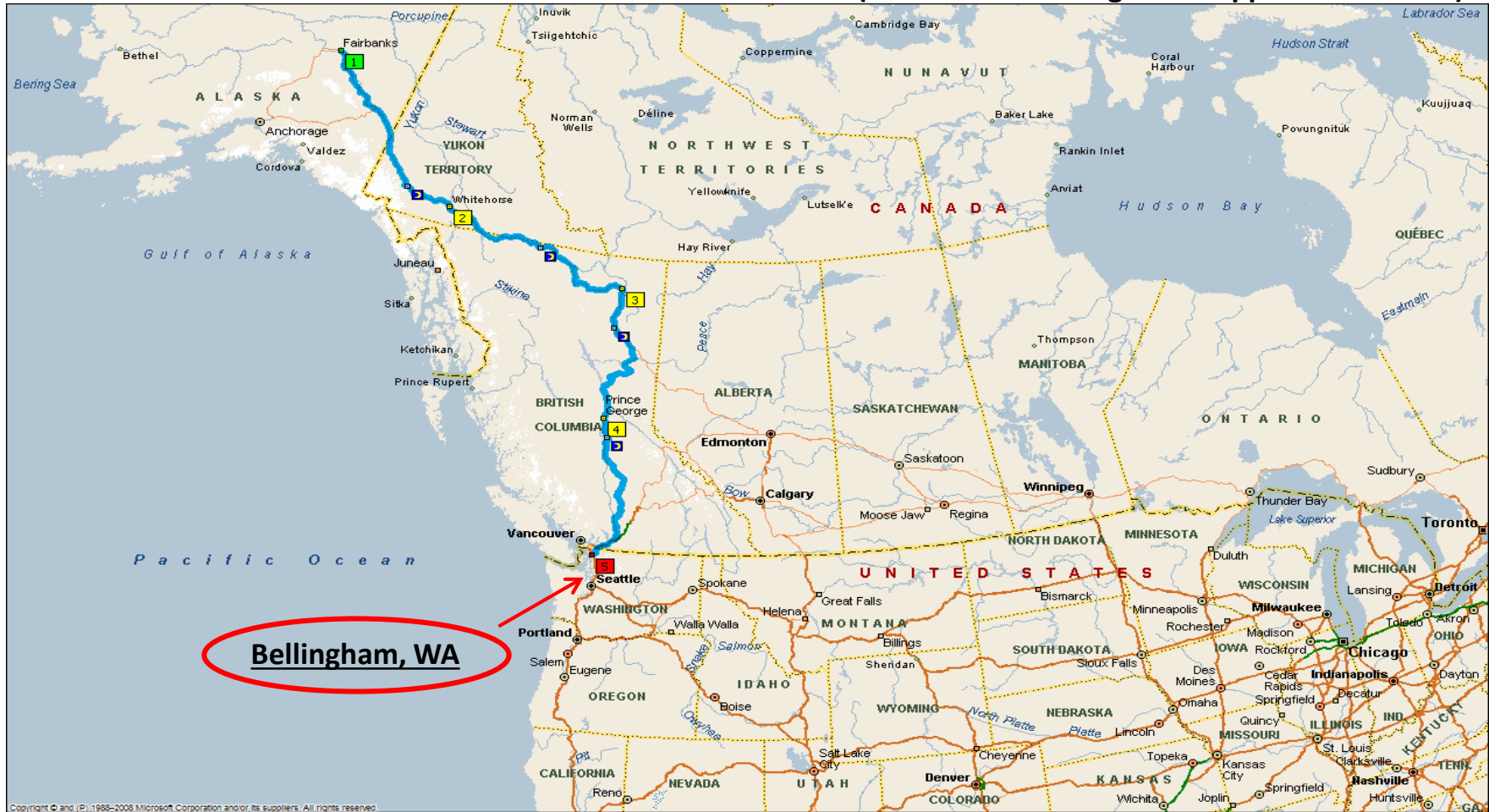
**Haines port closes at 2300 reopens at 0700**





# Fairbanks to Bellingham

**(Fairbanks to Bellingham is approx 2130 miles)**

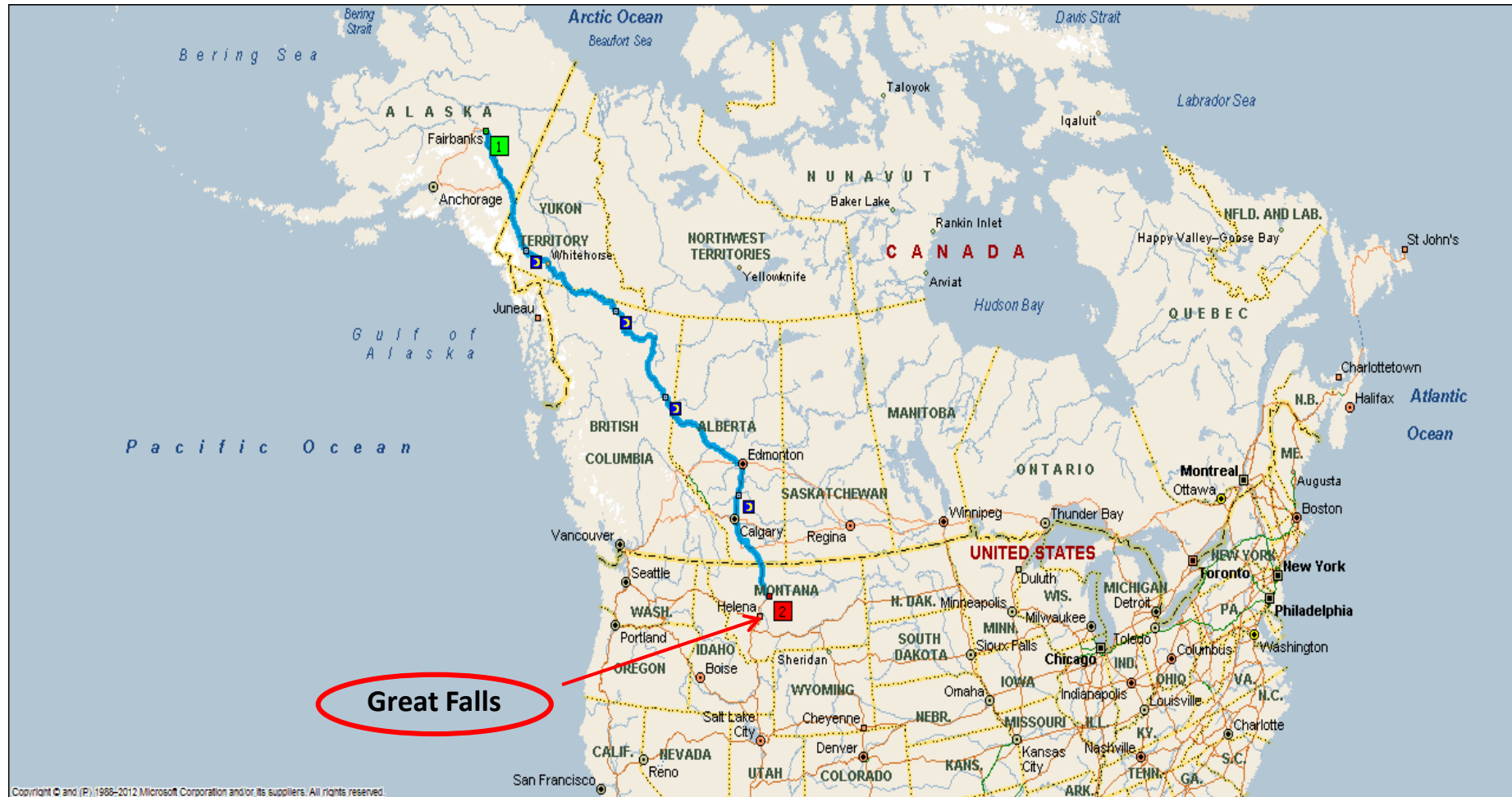




# Fort Wainwright Levy Brief

## Fairbanks to Great Falls

(Fairbanks to Great Falls is approx 2331 miles)



Great Falls





# Fort Wainwright Levy Brief

## Firearms

If you plan on transporting any firearms through Canada please contact the Royal Canadian Mounted Police

- 1-800-731-4000 (Canada and the United States)
- <http://www.rcmp-grc.gc.ca/en/firearms/authorization-transport>





# Fort Wainwright Levy Brief

## My Base Guide



### Android Devices



Visit the [Android Market](#) and search for "**MyBaseGuide**" or [click here](#) on your Android-powered device to install the app directly from the Android Market.



### iOS Devices



Visit the [iTunes App Store](#) and search for "**MyBaseGuide**" or [click here](#) on your iOS-powered device to access the app directly from the App Store.



### Windows Phone Devices



Visit the [Windows Phone App Store](#) and search for "**MyBaseGuide**" or [click here](#) on your Windows 8 phone to access the app directly from the App Store.





# Fort Wainwright Levy Brief

## Relocation Readiness

### Lending Closet



- TV
- Tri-Fold Mattress
- Irons
- Ironing Board
- Rice Cooker
- Toaster
- Coffee Pot
- Vacuum
- Hand Mixer
- Colanders
- Baking Dish
- Cookie Sheet
- Pizza Pan
- Mixing Bowl Set
- Pots and Pans: Cookware Set
  - \* Pots and Pans
  - \* Cutting Board
  - \* Measuring Cup/Spoons
  - \* Cooking Utensils
- Dish Pack for 4:
  - \* Plates
  - \* Bowls
  - \* Cups
  - \* Pitcher
  - \* Silverwares
- Microwave
- Crock Pot

**NOTE:** Items cannot be issued to those individuals who have already cleared ACS. ID Card & Orders are required.





# Fort Wainwright Levy Brief

Contact ACS if you would like one of the  
below packets

\* Korea

\* Germany

\* Japan

\* Italy

\* Vincenza

\* Hawaii

\* Benelux







# Fort Wainwright Levy Brief

## PCS Comparison: Alaska to New Duty Station

**M** = Monthly Total **Y** = Yearly Total

	Current		Projected	
Total Yearly Income	108092.76		63106.68	
Total Assets				
Total Yearly Deductions	8991.36		8991.36	
Net Total Income	99101.40		54115.32	
Expenses Yearly Total	70531.44	% of Total Expenses	70531.44	% of Total Expenses
<b>M</b> Housing Costs	1303	22.17 %	1303	22.17 %
<b>M</b> Food Costs	960	16.33 %	960	16.33 %
<b>M</b> Clothing Costs	25	0.43 %	25	0.43 %
<b>M</b> Transportation Costs	429.63	7.31 %	429.63	7.31 %
<b>M</b> Personal Costs	419.99	7.15 %	419.99	7.15 %
<b>Y</b> One Time Costs	6000	102.08 %	6000	102.08 %
<b>M</b> Health Costs	495	8.42 %	495	8.42 %
<b>M</b> Savings Costs	250	4.25 %	250	4.25 %
<b>M</b> Debt Payments	1495	25.44 %	1495	25.44 %
Monthly Gross Income	9007.73		5258.89	
Monthly Expenses Avg	5877.62		5877.62	
Monthly Surplus/Deficit	2380.83		-1368.01	
Debt to Income Ratio (30%)	26.59 %		26.59 %	
Consumer Debt Ratio (20%)	18.10 %		33.15 %	





# Fort Wainwright Levy Brief

## Net Pays (FWA PCS to Ft. Campbell)

BASE PAY	2431.80
BAS	368.29
BAH	1602.00
COLA	647.28
FLY/SPC DUTY	0
<b>TOTAL GROSS</b>	<b>5070.10</b>

FED TAXES (11% avg)	254.62
FICA SS (6.2%)	143.51
FICA MED (1.45%)	33.56
STATE TAX ALASKA	0
<b>TOTAL TAXES</b>	<b>431.69</b>

<b>NET INCOME</b>	<b>\$4,638.41</b>
-------------------	-------------------

1. Pay for **E-4** with 3 years and **2 dependents**
2. **Married** Ft. Campbell  
\$1602.00 **(-\$279)**
3. **Spouse** was earning \$12 per hour **(-\$775)** month, but not earning income during transition

<b>SPOUSE NET INCOME</b>	<b>0</b>
--------------------------	----------

<b>MONTHLY HOUSEHOLD NET LOSS</b>	<b>-\$1,771.28</b>
-----------------------------------	--------------------

<b>NET ANNUAL LOSS</b>	<b>-\$20,412.28</b>
------------------------	---------------------







# Fort Wainwright Levy Brief

## Net Pays (FWA PCS to Ft. Campbell)

BASE PAY	4,071.60
BAS	368.29
BAH	2199.00
COLA	772.44
FLY/SPC DUTY	0
<b>TOTAL GROSS</b>	<b>7,336.07</b>

FED TAXES (11% avg)	426.29
FICA SS (6.2%)	240.27
FICA MED (1.45%)	56.19
STATE TAX ALASKA	0
<b>TOTAL TAXES</b>	<b>722.75</b>

<b>NET INCOME</b>	<b>\$6,699.62</b>
-------------------	-------------------

1. Pay for **E-7** with 10 years and **2 dependents**
2. **Married** Ft. Campbell  
\$1587 **(-\$612)**
3. **Spouse** was earning \$12 per hour **(-\$775)** month, but not earning income during transition

<b>SPOUSE NET INCOME</b>	<b>0</b>
--------------------------	----------

<b>MONTHLY HOUSEHOLD NET LOSS</b>	<b>-\$2,423.68</b>
-----------------------------------	--------------------

<b>NET ANNUAL LOSS</b>	<b>-\$29,084.16</b>
------------------------	---------------------





# Fort Wainwright Levy Brief

Contact ACS at 353-4333 if you would like to schedule an appointment for

- **Lending closet**
- **Custom maps**
  - *Allow 7 working days to process*
- **Welcome packets**
  - *Allow 7 working days to process*





# Fort Wainwright Levy Brief

## Mandatory First Termers Class

- **Time: 1330**
- **Location: ACS Conference Room**  
*(located on the ½ floor)*
- **Bring LES**





# Fort Wainwright Levy Brief

## Questions?

?????

?



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?????

