

**MILPER Message Number
26-017**

**Proponent
AHRC-MPO-A**

**Title
Reporting Times and Early Arrival during Reassignment**

...Issued: [20 Jan 26]...

- A. AR 600-8-11 (Reassignment), 1 May 2007 (RAR 001, 18 October 2012).
- B. AR 614-100 (Officer Assignment Policies, Details, and Transfers), 8 May 2024.
- C. AR 614-200 (Enlisted Assignments and Utilization Management), 27 June 2025.
- D. Joint Travel Regulation, Uniformed Service Members and DOD Civilian Employees, Current Edition.
- E. Integrated Personnel and Pay System – Army (IPPS-A) User Manual, Version 17, 5 December 2025.

1. This MILPER message will expire on 20 January 2027.

2. HRC approval is required for all deletion, deferment, and early arrival actions. Requests for deletion, deferment, or early arrival must be submitted through the INTEGRATED PERSONNEL AND PAY SYSTEM – ARMY (IPPS-A) in accordance with (IAW) the rules outlined in paragraphs 3 through 7 below, with the exception of requests for deletion, deferment, or early arrival of reenlistment assignments, which must be processed through the supporting Career Counselor's office, and requests based on operational or compassionate needs.

3. Reporting times and early arrival applies to Active Component officers and enlisted personnel who are referred to as Soldiers throughout the message.

a. Early arrival versus early report. Requests for early arrival are requests to change the report date in IPPS-A and on the Soldier's orders. Early report is the ability of Soldiers to report to their gaining command earlier than their report date without requiring a change to the report date or amendment to orders.

b. Soldiers must report to their gaining command on or before the report date indicated on their orders.

c. When orders special instructions (SI) prohibit early report Soldiers must only report on the report date indicated on their orders.

d. CONUS-based Soldiers.

(1) Unless SIs specifically authorize or prohibit early report, Soldiers may report to their gaining command up to 30 days prior to the report date indicated on their orders.

(2) Soldiers desiring to report to their gaining command earlier than 30 days prior to the report date indicated on their orders must submit a PAR request for early report prior to departing the losing installation. Upon approval, SIs authorizing early report will be added in assignment instructions and orders must be amended to reflect early report is authorized.

(3) When SIs authorizing early report are included in assignment instructions, Soldiers may report up to 60 days prior to the report date indicated on their orders. Soldiers desiring to report to their gaining command earlier than 60 days prior to the report date indicated on their orders must submit a request for early arrival prior to being arrived at the gaining installation. Upon approval, HRC will post new report date and orders must be amended to reflect the new report date.

(4) Soldiers desiring to report to their gaining command after the report date indicated on their orders must submit a request for deferment. Upon approval, HRC will post new report date and orders must be amended to reflect the new report date.

e. Unless SI prohibits early report, OCONUS-based Soldiers departing OCONUS locations may report to their gaining location at any time between their availability date and the report date indicated on their orders.

f. Initial Entry Training Soldiers (IET). Unless SI prohibit early report, Soldiers departing IET locations may report to their gaining location at any time between their graduation date and the report date indicated on their orders.

g. Assignments generated from a reenlistment action must be routed through the servicing Career Counselor to the Retention Branch via the appropriate UDL at HRC for action as outlined in para 3. Soldiers must contact their supporting Career Counselor for processing guidance.

h. Losing commanders/S1s are responsible for ensuring leave, TDY, and travel times are considered so that Soldiers do not report to their gaining installation earlier than authorized above.

4. Requests for reporting times and early arrival must be submitted to HRC via Integrated Personnel and Pay System- Army (IPPS-A) Administrative Records

Correction Personnel Action Request (PAR) with O6 recommendation. For officer and enlisted, submit to HRC through the following User Defined Lists (UDLs):

- a. OCONUS: AC_HRC_OFF_WO_ENL_OCONUS_ACTIONS (00000000054274).
- b. CONUS: AC_HRC_CONUS_SOLDIER_ACTIONS (00000000051413).
- c. ENLISTED RETENTION: Contact the servicing Career Counselor for guidance on how to submit the PAR depending on the type of retention assignment.

5. Requests denied at any level in the chain of command (S1 Pool or Upper Echelon Group) will not be forwarded to HRC.

6. Date eligible for return from overseas (DEROS) is the driving factor in requests for early arrival for Soldiers currently assigned to OCONUS units. Requests that will result in Soldiers departing OCONUS locations after or prior to their window between availability date and DEROS should be submitted as foreign service tour extension or curtailment, except in the case of compassionate requests or adverse action.

7. The following requirements apply to requests for early arrival of Soldiers currently assigned to CONUS units.

(1) Requests will be submitted as soon as the determination is made that an early arrival is needed, or within 30 days of assignment transmitting to the Assignment Coordination and Tracking (ACT), whichever occurs first.

(2) More than one early arrival request may be submitted on a Soldier if the conditions supporting the requests are not related.

(3) Early arrival requests will include all relevant supporting documentation or justification which will be maintained for 90 days following the decision by HRC.

(4) Soldiers will be advised not to take irreversible actions (for example, shipment of HHG or a privately owned vehicle (POV)) while pending a request for early arrival.

(5) If approved, the Soldier's orders will be amended to reflect the new report date.

(6) If a request is disapproved, Soldiers will comply with the current report date.

8. Points of contact:

- a. Inquiries for adjustment of any report dates for reenlistment and reclassification

assignments should be directed to the servicing career counselor.

b. Active Component. Contact the Actions, Policies, and Procedures Branch, HRC, MPRD, usarmy.knox.hrc.mbx.fsd-psa-branch@army.mil.