

**MILPER Message Number  
23-504**

**Proponent  
AHRC-PLR**

**Title  
Reporting Times and Early Arrival during Reassignment  
...Issued:[15 Dec 23]...**

- 
- A. AR 600-8-11 (Reassignment), 1 May 2007 (RAR 001, 18 October 2012).
  - B. AR 614-100 (Officer Assignment Policies, Details, and Transfers), 25 January 2019.
  - C. AR 614-200 (Enlisted Assignments and Utilization Management), 25 January 2019.
  - D. Joint Travel Regulation, Uniformed Service Members and DOD Civilian Employees, Current Edition.

- 1. This MILPER message will expire on 15 December 2024.
- 2. Reporting times and early arrival applies to Active Component officers and enlisted personnel who are referred to as Soldiers throughout the message.
  - a. Soldiers must report to their gaining command on or before the report date indicated on their orders.
  - b. When orders special instructions (SI) prohibit early arrival, Soldiers must only report on the report date indicated on their orders.
  - c. 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 request for early arrival prior to being arrived at the gaining installation/assignment. Upon approval, 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 report 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.

d. 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.

e. 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.

f. 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.

3. 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 officers, submit to HRC through User Defined List (UDL) AC\_HRC\_OFFICER\_OPERATIONAL DEFERMENT (000000000032646). For enlisted, submit to HRC through User Defined List (UDL) AC\_HRC\_ENL\_E1-E8\_Assignment\_Actions (000000000030005). Requests denied at any level in the chain of command (S1 Pool or Upper Echelon Group) will not be forwarded to HRC.

a. 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 DEROS should be submitted as foreign service tour extension or curtailment, except in the case of compassionate requests or adverse action.

b. 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 the assignment cycle date, 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 a request is disapproved, Soldiers will comply with the current report date.

4. 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, FSD, [usarmy.knox.hrc.mbx.epmd-psa-branch@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-psa-branch@army.mil).