



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE
UNIT 23103
APO AE 09136-3103

IMEU-HRD-M

28 June 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Establishing Availability Dates

1. References:

- a. AR 55-46, Travel Overseas, 14 June 2017.
- b. AR 600-8-10, Leaves and Passes, 4 August 2011.
- c. AR 600-8-105, Military Orders, 22 March 2019.
- d. DA Pam 600-8-105, Military Orders, 22 March 2019.
- e. AR 614-30, Overseas Service, 22 December 2016.
- f. AER 614-2, Officer Use and Management, 21 August 2009.
- g. MILPER Message 19-132, Reporting Times and Early Arrival during Reassignment, 30 April 2019.

2. The guidance in this memorandum pertains to establishing the availability date for a Soldier (enlisted or officer) being reassigned on a permanent change of station (PCS) order (format 410) or separating from the Army while stationed in Europe.

a. Availability dates are computed differently for PCS and separation orders.

(1) The availability window for a port call for a Soldier (Officer or Enlisted) PCSing is ten (10) days.

(2) Soldiers who are separating from the Army do not have the ten (10) day window; the port call will coincide with their separation date.

b. Transportation offices will not arrange for a port call earlier than the availability date on the Soldier's orders.

3. Computing the availability date for PCSing Soldiers.

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a. The availability date for an enlisted Soldier is five (5) calendar days before or after his/her Date of Eligible for Return from Overseas (DEROS). The availability date is documented on the "Aval date" line of the orders. EXAMPLE: Soldier has a DEROS of 15 May 2019. The Soldier's PCS orders will indicate an "Aval date" of 11 May 2019 and the Soldier's port call may be anytime between 11 May and 20 May.

b. The availability date for an officer is not calculated in connection with his/her DEROS. An officer's "Aval date" is based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days approved leave, minus ten days for the port call window. The availability date is documented on the "Aval date" line of orders. EXAMPLE: Officer has a 15 June 2019 report date. The officer has 30 days of approved PCS leave. The Aval date should be 5 May 2019 (15 June minus 30 days of leave would be 15 May and then subtract the 10 days for the port call window which would be 5 May).

4. Computing the availability date for separating Soldiers (officers and enlisted) from Europe.

a. Soldiers authorized Permissive Temporary Duty (PTDY) or leave in conjunction with the separation will have an availability date that is the same day the PTDY or transitional leave begins. If the Soldier elects to not take any leave and is not authorized PTDY, the Soldier's availability date will be the same day the Soldier is scheduled to be separated.

b. Soldiers authorized station of choice separation will have an availability date and reporting date calculated to ensure Soldier is available to out process between Monday and Thursday at the gaining installation. The reporting date will not coincide with a weekend or holiday arrival as to not create a situation where the Soldier could be unaccountable.

(1) The reporting date is calculated by subtracting the transitional leave, excess leave, PTDY, and two (2) days processing time from separation date.

(2) The availability date is established by subtracting two (2) additional days from the reporting date to allow for travel time.

5. Curtailments in conjunction with PCS orders (officers and enlisted).

a. There is no local approval authority for curtailments. Human Resources Command (HRC) will retain all curtailment approval authority for Soldiers assigned in Europe.

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b. For efficient administration, HRC Assignment Authorities may reassign a Soldier up to 60 days before the end of the prescribed tour. The Soldier is considered to have completed the prescribed tour. (para 5-1c, AR 614-30).

c. Soldiers do not require a curtailment if HRC issues reassignment instructions with a report date up to 60 days prior to Soldier's DEROS.

5. Servicemembers will include a copy of their PCS leave form with their levy packet to ensure leave is covered until the report date, ICW AR 600-8-10.

6. This memorandum supersedes, 1st PERSCOM Memo, dated 2 June 2003.

7. The point of contact is the undersigned at DSN: 314-544-1500 or email: daniel.j.kessinger.civ@mail.

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