**Information Paper for Reassignment Orders**

1. **The Reassignments Section is part of the Military Personnel Services Division (MPSD), located in Room 133 of Anne Ely Hall. The Reassignments Section is run by one person (Ms. Taylor Bell) who is responsible for publishing the PCS and TCS orders and amendments of all Active Duty Soldiers assigned to Carlisle Barracks as well as Fort Indiantown Gap, Letterkenny Army Depot, New Cumberland Army Depot, and Tobyhanna Army Depot. Ms. Bell can be reached at (717) 245-4685 or taylor.a.bell7.civ@mail.mil.**
2. **Request for Orders (RFOs) for more than 200 students of the United States Army War College are typically produced by the Human Resources Command (HRC) during a 90 day window (February – April) but some aren’t received until May and even June. Work days in the Reassignments Section are very full and fast paced during this time but rest assured that your order will be published as soon as possible.**
3. **Initial communications from our office will be established through your Enterprise Outlook email. We ask that you monitor your email account because our office could be waiting for you to complete an action or form(s) that we forwarded to you.**
4. **Please be patient and understanding, especially with OCONUS assignments. The sooner you return supporting documents to us, the faster we can submit your request for command sponsorship (if applicable) and publish your order. Please know that family members cannot apply for passports until command sponsorship has been approved and PCS orders have been published.**
5. **The Passport Office is co-located within the MPSD in Room 136 and is only staffed by one person (Mr. Jack Cleff) as well. Despite recently attending passport agent training, Mr. Cleff has not been cleared by DET/DOS to process passport & visa applications yet. He can, however, provide you with the names and numbers of other agents in the area and answer any PP/Visa related questions you might have. Mr. Cleff can be reached at (717) 245-4684 or** [**jack.l.cleff.civ@mail.mil**](mailto:jack.l.cleff.civ@mail.mil)**. We will update this information paper as soon as Mr. Cleff is authorized to process applications.**
6. **The Reassignments Section is not the approval authority for changes to your RFO. Alterations to your RFO need to be coordinated by you with your assignment manager. If you request a change to any portion of your RFO, a courtesy email to us would be beneficial and possibly eliminate the need for an amendment to your order.**
7. **The USAWC G-1 is responsible for leave forms and clearing papers. The Transportation Office is responsible for coordinating movement of your household goods and transportation arrangements. Both offices are located on the second floor of Anne Ely Hall in Rooms 233 and 230 respectively.**
8. **Finally, all orders are important; no one more than the other. Remember that it’s one person preparing orders for you and the majority of your classmates in a short timeframe. The Reassignments Section and MPSD will do its absolute best to publish your PCS or TCS order just as quickly as possible.**