



U.S. ARMY



# Reassignment Briefing

USAG Fort Carson

**Directorate of Human  
Resources  
Military Personnel Division  
Reassignments**



# Reassignment Briefing

## Welcome



Congratulations on your selection for reassignment! This briefing is provided to fulfill the reassignment briefing requirements of AR 600-8-11, and will provide Soldiers and Family with guidance and useful information to prepare you for reassignment.

Soldiers must provide all required documents for the reassignment packet to the servicing S1, who will review the packet for completion and submit it to the Reassignments Processing Center for orders processing.

Soldiers are strongly advised not to take any irreversible action prior to receiving Permanent Change of Stations (PCS) orders.

Regulatory sources are listed in the notes pages of each slide.

Download the free Digital Garrison app from the Apple or Google Play Store!





# Reassignment Briefing

## *Reassignment Briefing Agenda*

- ✓ Reassignment Process
- ✓ Reassignment packet requirements
- ✓ DA Form 5118 (Reassignment Status and Election Statement)
- ✓ Tour election\*
- ✓ Service Remaining Requirements (SRR)
- ✓ TDY options for schooling in conjunction with PCS\*
- ✓ Exceptional Family Member Program (EFMP)\*
- ✓ Married Army Couples Program (MACP)\*
- ✓ Home base or Advanced Assignment Program (HAAP)\*
- ✓ OCONUS: Family travel\*
- ✓ Passports & Port Call\*
- ✓ Human Immunodeficiency Virus (HIV) testing\*
- ✓ Application requirements for deletions and deferments\*
- ✓ Availability Date
- ✓ Reporting timelines
- ✓ Finance travel entitlements\*
- ✓ PCS Transportation Entitlements
- ✓ JPPSO - Transportation entitlements
- ✓ CIF – Central Issue Facility
- ✓ Spouse employment
- ✓ Total Army Sponsorship Program (TASP)
- ✓ Housing Flexibility options
- ✓ Housing Services Office
- ✓ Fort Carson Family Housing
- ✓ Army Community Service (ACS)
- ✓ Fort Carson Veterinary Center
- ✓ Voter Registration
- ✓ Requesting Installation Clearing Papers

\*Reassignment Briefing requirements per AR 600-8-11







# Reassignment Briefing

## References:

- AR 600-8-11 (Reassignment)
- AR 608-1 (Army Community Service)
- MILPER Message 20-342 (PCS Orders Processing Requirements Update)

## *Reassignment Process*

- ✓ Reassignment Process
  - Reassignment notification and briefing are required within 15 days of receipt of assignment instructions for officers; within 30 days for enlisted.
  - Soldier suspense for the return of necessary documents and information to the Reassignments Section is 30 days after reassignment briefing.
  - The goal for PCS orders issuance is 120 days or more prior to report date, and no later than 10 days after the receipt of required documents and information.
  - Army Community Service Overseas Orientation Briefing required within 30 days of receipt of assignment instructions for Soldiers on assignment to OCONUS; may be conducted in conjunction with reassignment briefing. See AR 608-1, Chapter 4.
  - The Reassignments Section will inform the Battalion S1 of Soldiers who fail to attend reassignment and overseas orientation briefings.





**Please follow the next slide if your assignment is in IPPS-A!**

**You will complete your **MEMBER ELECTIONS** in IPPS-A to receive PCS orders.**





# Reassignment Briefing

## Completing Member Elections in IPPS-A

You will receive a notification alert in IPPS-A that you are able to complete your Member Elections for your pending assignment.

**IPPS-A:** <https://hr.ippsa.army.mil>

### To access your Member Elections:

- NavBar (Compass icon in top right)
  - Navigator (Blue page icon)
    - Self Service
      - My Assignment Elections
        - Click anywhere on your assignment row to open your elections

**Complete the guide, ensuring all tabs are completed.** The status on your Assignment Elections page should show as “Completed”. If you are going **OCONUS** and select to serve an **Accompanied** tour, another tab is inserted for Overseas Approval. This will be completed after your Family Travel has been approved/disapproved.

**Make sure to complete the Levy Brief Certificate at the end of this brief and submit to your Unit S1.** They will attach it to your assignment within IPPS-A. The Reassignments section will complete your Additional Instructions and approve your assignment to generate orders.

After your orders are approved, you will receive an alert notification. To view your orders, click on the **My Orders** tile of your Self Service home screen.

If you are electing to serve an Accompanied OCONUS tour, Family Travel must be completed before orders can be generated.





# Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)
- AR 614-30 (Overseas Service)
- AR 55-46 (Travel Overseas)

## Tour Election

- ✓ Tour Election for Overseas (OCONUS) Assignments
  - If you are on assignment to an overseas duty station, you must elect either an “all others (unaccompanied)” tour or a “with dependents (accompanied)” tour\*.
    - Complete DA Form 5121, Overseas Tour Election Statement.
    - Read each statement on the form carefully and make your decision.

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.

\*Officers and career enlisted with no dependents who are not married to another Service-member and are assigned to long-tour areas overseas will serve the accompanied tour. First-term Soldiers with no dependents who are not married to another service-member on assignment to 36-month accompanied tour locations in Germany, Italy, Belgium, or Japan will serve the 36-month accompanied tour.





# Reassignment Briefing

## ***Service Remaining Requirement (SRR)***

### References:

- AR 600-8-11 (Reassignment)
- AR 601-280 (Army Retention Program)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

- ✓ Soldiers may not depart their current permanent duty station (PDS) unless they have the required SRR, unless PCS orders indicate the SRR has been waived.
  - CONUS to CONUS moves require 24 months' SRR.
- OCONUS to CONUS moves require 12 months' SRR when returning from accompanied areas, and 6 months' SRR when returning from dependent-restricted areas. At 6 months prior to Date Eligible to Return from Overseas (DEROS), OCONUS Soldiers who do not meet the SRR to return to CONUS will have their DEROS adjusted to 2 days prior to their ETS.
- CONUS to OCONUS or OCONUS to OCONUS moves require the Soldier to meet the prescribed tour, whether it is accompanied or unaccompanied.
- Assignments to certain locations/duties may have a different SRR. For example, assignment to recruiting duty require 36 months' SRR from CONUS and 42 months' SRR from OCONUS.







# Reassignment Briefing

## Service Remaining Requirement (SRR)

### References:

- AR 600-8-11 (Reassignment)
- AR 601-280 (Army Retention Program)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

- ✓ Soldiers with sufficient service remaining to complete the prescribed tour or serve the unaccompanied tour will comply with the assignment.
- ✓ Soldiers who must acquire additional time in service in order to comply with assignment instructions must either extend or reenlist, or decline to extend or reenlist, within 30 calendar days of the assignment transmittal date.
- ✓ Career Soldiers (not in NCO Career Status Program or “Indef”) who decline to extend or reenlist in order to meet the SRR must coordinate with their Career Counselor to execute a DA Form 4991 (Declination of Continued Service Statement). Signing this form has many implications, including the Soldier’s departure from service at the current ETS date.
- ✓ Initial term Soldiers who decline to extend or reenlist in order to meet the SRR will not execute a DA Form 4991; however, they must sign a statement indicating they will not extend or reenlist to meet the SRR. This statement does not prevent further reenlistment.
- ✓ Soldiers who have at least 19 years and 6 months of active Federal service upon assignment notification may elect to acquire additional service to complete the prescribed tour, retire in lieu of PCS, or execute DA Form 4991.
- ✓ Soldiers who decline to meet the SRR for assignment may still be eligible for other assignments (CONUS and OCONUS) provided they have sufficient SRR for the new assignment. For example, a Soldier who declines to extend/reenlist to meet the SRR for a 36-month assignment may be placed on assignment to a location requiring only 12 months’ SRR.





# Reassignment Briefing

## References:

- AR 614-200 (Enlisted Assignments and Utilization Management)

## ***Service Remaining Requirement (SRR)***

### ✓ Enlisted Airborne Assignments

- Soldiers on assignment instructions to an airborne position or unit will be utilized for at least 3 years in an airborne position/unit unless physically disqualified, exempted by general court-martial authority, separated, reassigned by DA or accepted for another airborne, airborne ranger, special forces, or other training/assignment which is considered by DA to have higher priority.
- Soldiers who have less than 3 years to ETS are still eligible for the assignment; this is not a service remaining requirement.
- Before issuing assignment orders, the Soldier must initial the airborne option statement, indicating acceptance or declination of the airborne assignment.
- If the Soldier declines the assignment, withdrawal of SQI (P) and deletion of assignment will be submitted IAW AR 614-200.





# Reassignment Briefing

References:  
• AR 600-8-11 (Reassignment)

## ***TDY Options for Schooling in Conjunction with PCS***

- ✓ Soldiers who are authorized movement of Family members at Government expense and are directed to TDY schooling of less than 20 weeks in conjunction with PCS assignment will have the following options for locating their Family members while they perform their TDY:
- **Option 1** (CONUS to CONUS and CONUS to OCONUS only): Family in government quarters remain in government quarters until completion of TDY. The Soldier is authorized Government travel to and from the TDY station and the commander may authorize up to 10 duty days to prepare to move Family upon return from TDY prior to signing out of the present CONUS station.
  - **Option 2** (CONUS to CONUS and OCONUS to CONUS only): Move Family member(s) from present CONUS station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days for the Soldier to settle the Family 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 is authorized government transportation to and from TDY station.
  - **Option 3** (CONUS to CONUS and CONUS to OCONUS only): Return to present duty station upon completion of TDY to move Family who currently live on the local economy to the new duty station. The Soldier is authorized Government travel to and from the TDY station and the commander may authorize up to 10 duty days to prepare to move Family upon return from TDY prior to signing out of the present CONUS station.
  - **Option 4** (CONUS to CONUS, CONUS to OCONUS, OCONUS to CONUS): Clear current duty station prior to departure for TDY and, at personal expense, move Family to the TDY station or to some other location. Soldier may not be given a certificate of non-availability of government quarters at the TDY station if inadequate government housing is available. The entitlement for Family member(s) transportation will be based on the most direct routing between the old PDS and the new PDS.





# Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)

## ***TDY Options for Schooling in Conjunction with PCS***

- ✓ CONUS enlisted Soldiers selected to attend Airborne Training, Recruiter school, or Drill Sergeant school TDY in conjunction with PCS are not authorized to move Family members, household goods, or execute any portion of their PCS entitlements prior to graduating from training.
- ✓ As such, travel options are limited to Option 1 or 3. Failure to complete any of the above training may result in a cancellation of PCS to the new PDS. The intent is to reduce the Army's PCS costs due to high failure rates at these schools.







# Reassignment Briefing

## *Exceptional Family Member Program*

References:

- AR 608-75 (Exceptional Family member Program)

**Address: EFMP Office, Ivy Clinic, 2<sup>nd</sup> Floor, Soldier-Family Care Center**

**Phone: 719-526-7805**

**Hours: Monday-Thursday, 0700hrs – 1600hrs; Friday, 0730 – 1200 (closed for lunch 1200hrs – 1230hrs.)**

**By Appointment Only: Tuesday and Thursday 0900hrs – 1500hrs**

**\*For OCONUS Family Travel requests:** Attend this appointment AFTER you have been to the Family Travel Office. Orders are NOT required for this screening. This screening is required for ALL Family members, regardless if enrolled in EFMP or not.





# Reassignment Briefing

## References:

- AR 608-75 (Exceptional Family member Program)

## *Exceptional Family Member Program*

- ✓ AR 608-75 (Exceptional Family Member Program) requires that Soldiers enroll all DEERS beneficiaries who have special medical or educational needs into the EFMP. The EFMP is intended to ensure the Army PCS Family members only to duty stations where care is known to be available.
- ✓ In many overseas locations, the Army also considers the availability of host nation health care in the decision. Family member travel may be denied when a Soldier has a Family member with special needs and the services to meet those needs are unavailable at the overseas location. When Family travel is denied, Soldiers may request a deletion from the assignment or serve an unaccompanied tour.
- ✓ Soldiers enrolled in the program are responsible for updating EFMP enrollment information every 3 years, or upon changes in their dependent's needed services, whichever occurs first.
- ✓ EFMP does not expire; failure to update enrollment every 3 years results in a delinquent status notification to the command, which will interfere with release of PCS orders.
- ✓ **Enrollment update to be completed online at <https://efmp.army.mil>**





# Reassignment Briefing

## *Exceptional Family Member Program*

References:

- AR 608-75 (Exceptional Family member Program)

✓Process of screening Family members

- Soldiers already enrolled in EFMP when considered for reassignment have their potential assignments pre-screened for EFMP support as part of the initial HRC assignment process.
- All Soldiers, whether enrolled in EFMP or not, on assignment to OCONUS, to include Alaska and Hawaii, who elect an accompanied tour (with dependents) are required to have every authorized dependent who is going overseas complete Family Member Travel Screening (FMTS).
- **FMTS must be initiated immediately at <https://efmp.army.mil>.**
- If a Family member has a medical/mental health condition that warrants being seen by a specialist or by their primary care provider more than once a year, a DD Form 2792 (Family Member Medical Summary) is completed by their provider to address their medical conditions.
- If a Family member has an Individualized Education Plan (IEP), a DD Form 2792-1 (Special Education/Early Intervention Summary) is completed by the school.
- If an infant receives services through an Early Childhood Intervention (ECI) program, a DD Form 2792-1, is completed by ECI, along with a copy of their evaluation/IFSP (Individualized Family Service Plan).





# Reassignment Briefing

References:

- AR 608-75 (Exceptional Family member Program)

## *Exceptional Family Member Program*

- ✓ The losing Reassignment Processing Center submits all FMTS documents, via <https://efmp.army.mil>, to the gaining installation to determine if Family members can be supported. Determination at the gaining installation can take more than 30 days. **PCS orders will be published upon receipt of Family travel decision.**
- ✓ Families in remote areas (not near MTF) in CONUS, should refer to the AMEDD EFMP website at <https://efmp.amedd.army.mil/tools/contacts.html> for instructions on who to contact for assistance with FMTS.
- ✓ Military special needs Families with situations requiring extensive PCS move medical support may qualify for special conveyance air transport (air ambulance). The Office of the Surgeon General (OTSG), EFMP Office, must approve each case, and provide order amendment language to the servicing reassignments processing center.

The following are some situations that may qualify:

- Ventilator-dependent Family member
- Family member must travel with around the clock medical care/support
- Family member must travel with special medical equipment/DME
- Family member cannot travel via POC or commercial air
- Other than economy/coach accommodations are required







# Reassignment Briefing

## ***Married Army Couples Program***

### References:

- AR 612-201 (Initial Military/Prior Service Trainee Support)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

- ✓ Married Army couples desiring joint assignment to establish a common household or joint domicile (JD) must request such assignment by enrolling in the Married Army Couples Program (MACP).
- ✓ Soldiers who marry during or after advanced individual training (AIT) and have not proceeded to their first unit of assignment and who desire a JD with their spouse, must enroll in the MACP. When enrolled, the Soldiers will be automatically provided JD assignment consideration.
- ✓ When a Soldier enrolled in the MACP is considered for reassignment, the other Soldier is automatically considered for assignment to the same location or area, except when one Soldier is assigned to a dependent restricted location.
- ✓ Enrollment in the MACP only guarantees Joint Domicile (JD) assignment consideration; it does not guarantee that the couple will be assigned together.
- ✓ Favorable consideration for JD assignment will depend on a valid requisition in the same area for both Soldiers and is subject to the needs of the Army. JD assignments will not be considered when one Soldier is attending school in a PCS status; however, consideration will be given upon school completion.
- ✓ Assignment instructions for each Soldier will indicate whether or not a joint assignment is approved.
- ✓ Married Army couples that do not enroll in the MACP or dis-enroll from the MACP indicate that JD assignments are not desired; therefore, this cannot be used as the basis to request deletion from an assignment.





# Reassignment Briefing

## References:

- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

## ***Home Base and Advance Assignment Program (HAAP)***

- ✓ HAAP assignments are available for Soldiers (E4-E8, WO1-O5) selected for a dependent-restricted tour. The HAAP provides advanced notice of follow-on assignment after a dependent-restricted tour.
- ✓ Participation in the HAAP is optional. Soldiers must complete a HAAP Statement to accept or decline the HAAP assignment. Soldiers who decline participation in the HAAP will be reassigned according to the needs of the Army following their dependent-restricted tour.
- ✓ Home Base
  - Return to the installation where they were stationed. Soldiers cannot relocate Family members at government expense.
- ✓ Advanced Assignment
  - Return to a different installation than they were stationed. Soldiers can only relocate Family members at government expense to the location of the advanced assignment.
- ✓ The home base or advanced assignment may be changed or canceled due to changing needs of the Army, or because the Soldier declines to participate, voluntarily extends their foreign service tour, or is selected to attend the SGM course.





# Reassignment Briefing

References:  
• AR 55-46 (Travel Overseas)

## ***OCONUS: Family Travel***

**Address: Mountain Post Soldier Center, Building 1525, E Cubicles**

**Phone: 719-526-4583/4730 or 719-524-0375/4919**

**Hours: Monday/Wednesday/Friday, 0730hrs – 1130hrs**

**E-mail: [usarmy.carson.imcom.mbx.carson-caps@army.mil](mailto:usarmy.carson.imcom.mbx.carson-caps@army.mil)**

**If you are not traveling with family, or have no dependents, you can skip this step.**

**Orders are NOT required for this step. The Army will NOT cut orders authorizing family travel until the family member screening is completed and the gaining installation approves family travel. There are no exceptions.**

**To start the Family Travel process, you must have at least 45 days from date of initiation to your Report Date. This is to accommodate a 2 week appointment schedule with EFMP and for your gaining installation to have to the required 30 days to return a decision.**





# Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)

## ***OCONUS: Family Travel***

### ✓ Designated Place Moves

- Soldiers on assignment to dependent-restricted tours are authorized to move Family members to a designated place, unless participating in the HAAP.
- Soldiers who elect to serve an unaccompanied tour are authorized to move Family members to a designated place.
- Family members cannot be moved again at Government expense until subsequent PCS, or if the Soldier serves a consecutive overseas tour.
- Soldiers authorized deferred travel for Family members are not authorized to move Family members to a designated place, unless travel is expected to be delayed by 20 weeks or more (nonconcurrent travel). Family members will then be authorized to travel from the designated place to the new PDS at government expense provided the Family members are command sponsored and the Soldier has at least 12 months remaining in the OCONUS command.
- The designated place may be:
  - any location in CONUS
  - Alaska, Hawaii, Puerto Rico, or US territory/possession (losing installation commander approval)
  - The follow-on PDS (dependent-restricted and unaccompanied tours only)
  - Any OCONUS location approved by the Secretary of the Army (dependent-restricted tours only)







# Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)

## ***Family Travel Application Requirements for Overseas Tour***

### ✓ Family Travel/Command Sponsorship

- Soldiers who desire their Family members accompany them to the new overseas duty station (not a dependent-restricted tour) must initiate Family Member Travel Screening (see EFMP slides) and apply for Command Sponsorship for their dependents as soon as possible. The gaining command is the only Command Sponsorship approving authority.
  - The Family travel authorization must be included on Soldiers' PCS orders, with Family members listed by name.
  - The overseas commander will approve concurrent travel when the Family members can be accommodated within 60 days after the sponsor's arrival in the overseas command. Deferred travel normally will be approved when the Family members can be accommodated within 61–140 days after the sponsor's arrival in the overseas command (for U.S. Army Europe only, deferred travel is between 31 and 140 days).
- ✓ Some Host Nations do not recognize a same-sex spouse as an authorized Family member. Command Sponsorship that violates an applicable Status of Forces Agreement (SOFA) will not be approved.
- ✓ Command sponsorship will not be granted to a Family member who is a registered sex offender.





# Reassignment Briefing

References:  
• AR 55-46 (Travel Overseas)

## *Family Travel Application Requirements for Overseas Tour*

- ✓ Requests for Family Travel must include
  - **DA Form 5888** (Family Member Deployment Screening Sheet): All Family members must be screened at an Army EFMP clinic. EFMP screening is valid for 1 year. **Initiated** in <https://efmp.army.mil>
  - **DA Form 5121** (Overseas Tour Election Statement) electing to serve with dependents.
  - **DA Form 4787** (Reassignment Processing) listing all authorized dependents who will accompany the Soldier.
  - **DD Form 1172-2** (Application for Identification Card/DEERS Enrollment).
  - **DD Form 2792** (Family Member Medical Summary) and or DD Form 2792-1 (Special Education/Early Intervention Summary), if applicable.
- ✓ Once all documents have been received by the Family travel section they will forward the request to the gaining command. **The gaining command may take up to 30 days to process the request.**
- ✓ Once Command Sponsorship is approved by the OCONUS command the Family member(s) can submit Passport/Visa application(s). It can take 4-6 weeks to complete this process and receive the Passports/Visa.





# Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)

## *OCONUS: Family Travel for Overseas Tour*

If your family travel request is **DISAPPROVED**, contact your Branch Manager at HRC immediately to explore if there are other assignment options available to you.





# Reassignment Briefing

## *Requesting Amendments/Addendums to Approved Orders*

- ✓ Once your PCS Orders have been Approved and Generated, if any Amendments or Addendums are required, you must have a **Memorandum For Record** signed by an **O-5 (LTC)** or higher explaining the necessity for the change.
- ✓ Once the Member Elections has been accepted, a Line of Accounting (LOA) will be created. This LOA will authorize shipment of Household Goods. The allotted weight a service member is authorized is based on if you are traveling **with** or **without** Dependents.
- ✓ If you have already PCS'd your gaining Command will be the signature authority for the MFR.







# Reassignment Briefing

## *Passports & Port Call*

### References:

- AR 55-46 (Travel Overseas)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)
- <https://travel.state.gov/content/travel/en/passports/need-passport.html> (Department of State Website)

**Address: Mountain Post Soldier Center, Building 1525, Room 411**

**Phone: 719-526-8435/2985**

**Hours: Monday-Thursday, 0800hrs – 1200hrs and 1300hrs – 1400hrs; Friday, 0800hrs – 1000hrs**

**[usarmy.carson.imcom.mbx.dhr-mpd-caps-passports-portcall@army.mil](mailto:usarmy.carson.imcom.mbx.dhr-mpd-caps-passports-portcall@army.mil)**





# Reassignment Briefing

## References:

- AR 55-46 (Travel Overseas)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)
- <https://travel.state.gov/content/travel/en/passports/need-passport.html> (Department of State Website)

## *Passport/Visa/Travel Document Requirements*

### ✓Soldiers

- Not all countries require passports; some only require orders and military ID card to enter the country. Check the DOD Foreign Clearance Guide website to verify passport requirement: <https://www.fcg.pentagon.mil>.

### ✓Family members

- **All command-sponsored, U.S. citizen Family members require a government no-fee passport**, and possibly a visa, to PCS to a foreign country.
- Family members who are not U.S. citizens will travel on their personal passport issued by their country.
- For information and instructions on how to apply for a no-fee passport for official government travel, visit <https://travel.state.gov/content/travel/en/passports/need-passport.html>.
- Family member travel is delayed frequently because of passport processing time. Family member applications for passports should be completed immediately after Family travel has been approved.
- Soldiers traveling with Family through Canada enroute to or from Alaska are recommended to apply for no-fee passports.





# Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)
- <https://travel.state.gov/content/travel/en/passports/need-passport.html> (Department of State Website)
- <https://www.uscis.gov/> (U.S. Citizenship and Immigration Services Website)

## ***Passport/Visa/Travel Document Requirements***

- ✓ **Official passports may not be used for personal leisure travel to foreign countries.** OCONUS passport offices present long delays in processing. The Department of State recommends individuals desiring a tourist passport for leisure travel obtain one prior to departing CONUS.
- ✓ Please be advised some assignments require a Visa in addition to Passports. A Visa will require additional time to process and cannot be requested until all Passports are received.
- ✓ Family members are required to have a current DEERS ID Card (10 years of age or older), Official Passport, and Visa (if required) in order to travel OCONUS.
- ✓ Soldiers moving from OCONUS to CONUS for the first time with a foreign spouse must obtain an Immigration Visa. Information is available at the United States Citizenship and Immigration Services website at <https://www.uscis.gov/>.
- ✓ **NATO Travel Orders.** NATO travel orders are required for U.S. Military travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom. Please visit the Reassignments Section after scheduling your flight to receive your NATO orders.





# Reassignment Briefing

## References:

- <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Official-Travel-Page/> (Air Mobility Command Website)
- AR 525-13 (Anitterrorism)
- <https://www.fcq.pentagon.mil> (Foreign Clearance Guide)

## ***Passport/Visa/Travel Document Requirements***

- ✓ Remember: In order for your dependents to apply for No-Fee Passports, Family Travel MUST be approved and reflected on your orders.
- ✓ Processing for No-Fee Passports can take up to 4-6 weeks. Additional time may be needed if applying for a visa.
- ✓ Visit the Passport Office to schedule your appointment to submit your Passport Application.
  - The Passport Acceptance Agent will give you information and steps for completing your application, as well as what documents are required for processing.





# Reassignment Briefing

## Passport/Visa/Travel Document Requirements

### References:

- <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Official-Travel-Page/> (Air Mobility Command Website)
- AR 525-13 (Anitterrorism)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)

### ✓ Patriot Express

- Patriot Express flights are commercially contracted aircraft that have the same standards as other commercial airlines.
- **It is mandatory to use Patriot Express flights for PCS to many OCONUS locations, unless an exception has been approved.** The Installation travel office can provide guidance.
- Do NOT purchase any tickets before making official travel arrangements with Port Call.

### ✓ Anti-Terrorism and Force Protection (AT/FP) Training

- AT/FP training is not required for PCS to Alaska, Hawaii, or U.S. possessions/territories. The following are required for all other OCONUS locations:
  - AT Level 1 training and Sere 100.2 training are required for all OCONUS locations. Available at <https://jkodirect.jten.mil>.
  - Personnel traveling OCONUS are required to complete an Isolated Personnel Report (ISOPREP) prior to departing CONUS. Available at <https://prmsglobal.prms.af.mil/prmsconv/profile/survey/start.aspx>.
- Assignments to SOUTHCOM also require Human Rights training, available at <https://jkodirect.jten.mil>.
- The Foreign Clearance Guide ([www.fcg.pentagon.mil](http://www.fcg.pentagon.mil)) and assignment instructions may list additional training requirements.





# Reassignment Briefing

## Passport/Visa/Travel Document Requirements

### References:

- <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/> (AMC Pet Travel Website)
- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 050107

### ✓Pets

- Soldiers with a PCS order with an effective date of 01JAN2024 or later may be reimbursed for the costs related to the relocation of one household pet.
- A household pet is a cat or a dog.
- CONUS – relocation associated cost reimbursement is limited to \$550 per PCS move.
- OCONUS – relocation associated cost reimbursement is limited to \$2,000 per PCS move.
- Moving companies cannot ship any live animals.
- Soldiers must review the new PDS website to learn about any vaccines and special quarantines pets may have to undergo. These requirements may take months to satisfy; therefore, Soldiers should act quickly.
- For OCONUS: Some host countries/international bases may limit the animal species and dog breeds allowed and may have specific quarantine requirements for some animals. In some cases, quarantine fees may be reimbursable, up to \$550 per move. This is for dogs and cats only. Soldiers must contact the new PDS before making plans to travel with pets.
- Airlines may deny pet shipments during the summer/winter months due to the heat and cold.
- Soldiers may be eligible to ship dogs and cats at personal expense via the Patriot Express Air Mobility Command Flight.
- More information is available at: <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/>.

**\*See slides 71-72 for additional information on PCSing with pets**







# Reassignment Briefing

## References:

- AR 600-110 (Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus)
- AR 614-30 (Overseas Service)

## *Human Immunodeficiency Virus (HIV) Testing*

### ✓ HIV Testing Requirement

- Soldiers who receive overseas AI are required to take an HIV test as part of their Soldier reassignment processing requirements if they have not been tested in the 6 months prior to their departure.
- Date, time, and location of test will be annotated on DA Form 4036, Medical and Dental Preparation for Overseas Movement
- Those who are HIV infected will be deleted from AI.





# Reassignment Briefing

## References:

- AR 600-8-11 (Reassignment)
- <https://www.hrc.army.mil/content/10939> (Assignment Deletions, Deferments, Early Arrival, and Reporting Failures to Gain Website)

## ***Application Requirements for Deletions and Deferments***

- ✓ Deletion and Deferment Requests should be submitted:
  - Within 30 days of assignment notification, or as soon as the determination is made that a deletion or deferment is needed. Requests submitted after 30 days will not be rejected; however, they must include an explanation of the circumstances resulting in the late submission.
  - Using a DA Form 4187, along with supporting documentation, through the BN S1. If the commander recommends approval, the request is forwarded through the colonel/O-6 level chain of command to HRC.
- ✓ If a disqualifying factor can be resolved within 120 days of the report month, a deferment rather than deletion should be requested.
- ✓ Soldiers will continue with the reassignment process until the action has been completed (except for requesting port call, moving Family members, shipping household goods (HHG), and terminating quarters).
- ✓ DEROS is the driving factor in requests for deletion, deferment, or early arrival for Soldiers currently assigned to OCONUS units. Requests that will result in Soldiers departing OCONUS after or prior to their DEROS should be submitted as foreign service tour extensions or curtailments, except for compassionate requests or adverse action.





# Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)
- <https://www.hrc.army.mil/content/10677> (Enlisted Compassionate Actions Website)

## ***Application Requirements for Deletions and Deferments***

### ✓ Compassionate Deletion or Deferment

- A request based on compassionate reasons or extreme Family problems.
- Requires DA Form 3739 (Application for Compassionate Actions) with a colonel/O-6 endorsement.
- Deferment should be used instead of deletion if the extreme Family problems can be resolved within 90 days of the report date.
- The request will be submitted to HRC within 45 days of assignment notification (30 days for officers), or within 72 hours of the deletion or deferment situation occurring (or becomes known to Soldier).
- If the request is based on medical problems of a Family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must be included. If illness is terminal, life expectancy must be included. The medical statement will list any factors bearing on the medical condition, and if the Soldier's presence is requested.
- If the request is based on legal issues, it must include a signed statement from a licensed attorney and include the problems and justification for the Soldier's presence.
- If the request is based upon other than medical or legal problems, supporting statements from responsible persons, such as clergy, social workers, or local law enforcement officials, must be included.





# Reassignment Briefing

## References:

- AR 600-8-105 (Military Orders)
- DA PAM 600-8-105 (Military Orders)

## Availability Date

### ✓ OCONUS Availability Date

- Availability date establishes the earliest authorized flight departure date.
- Enlisted Soldiers
  - Availability date is set to three (3) calendar days prior to the Soldier's Date Eligible for Return from Overseas (DEROS)
- Officers
  - Availability date is based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days travel time, leave, and any approved Permissive TDY.
- Soldiers may fly up to nine days past their availability date, unless otherwise stated in orders.
- The availability date is documented as the "Avail date" on the last page of PCS orders.





# Reassignment Briefing

## References:

- AR 600-8-11 (Reassignment)
- <https://www.hrc.army.mil/content/10939> (Assignment Deletions, Deferments, Early Arrival, and Reporting Failures to Gain Website)

## Reporting Timelines

- ✓ **The end date on the DA Form 31 must match the PCS orders report date.**
- ✓ **Early Reporting**
  - Soldiers must report to their gaining command on or before the report date indicated on their PCS orders.
  - Unless special instructions specifically authorize or prohibit early report, Soldiers departing:
    - CONUS locations may report to the gaining command up to 30 days prior to the report date indicated on the PCS orders.
    - OCONUS locations may report to the gaining command at any time between their availability date and the report date indicated on the PCS orders.
  - Soldiers desiring to report to the gaining command earlier than 30 days prior to the report date on the PCS orders must submit a DA Form 4187 to request early arrival. If approved, the report date will be changed.
- ✓ **Soldiers desiring to report to the gaining command after the report date indicated on the PCS orders must request a deferment.**





# Reassignment Briefing

## *Finance Travel Entitlements*

References:  
<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 050205

### ✓ Travel Time

- A Soldier and/or dependent is authorized travel time to complete a PCS move.
- If the ordered travel is 400 or fewer miles and the traveler uses a POV, then 1 day of travel is authorized for the official distance. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed.
- If travel is by commercial air, one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).







# Reassignment Briefing

## *Finance Travel Entitlements*

### References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 050203

### ✓ Mileage and Transportation Allowance

- Use of a privately owned vehicle (POV) is reimbursed at a per-mile rate rather than actual operating expenses. Distances are determined by the Defense Table of Official Distances (DTOD).
- A Soldier authorized travel for a dependent can be reimbursed when they use two POVs. More than two POVs may only be approved through the Secretarial Process (HQDA, DCS G1, Compensation and Entitlements Branch).
- Mileage and per diem rates are available on the Defense Travel Management Officer website, under Travel and Transportation Rules, at <https://www.defensetravel.dod.mil/index.cfm>.





# Reassignment Briefing

## *Finance Travel Entitlements*

### References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 0503
- <https://www.defensetravel.dod.mil/index.cfm> (Defense Travel Management Officer Website)

### ✓ Per Diem

- The per diem allowance is a daily rate meant to cover living expenses (lodging, meals, and incidental expenses). It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses at a specific location (official duty location or authorized stopover).
- When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS. PCS allowances are not authorized for dependent travel to, from, or while at an en-route TDY location.
- When dependents travel with the Soldier, dependent per diem is paid at 75% of the Soldier rate for dependents 12 years or older, and at 50% for dependents under 12.
- When dependents travel separately from the Soldier, per diem is paid at 100% for the first dependent, with additional dependents paid at 75% if 12 years or older, and at 50% if under 12.





# Reassignment Briefing

## *Finance Travel Entitlements*

### References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 0505

### ✓ Dislocation Allowance (DLA)

- DLA is a flat amount that partially reimburses a Soldier for expenses incurred in moving a household.
- Soldiers with dependents who relocate in connection with the PCS are entitled to with-dependents rate DLA. Authorization to relocate dependents must be included in the orders. Soldiers are entitled to without-dependent rate when they have dependents who do not move.
- DLA is not authorized for assignment to the first PDS unless dependents move with the Soldier.
- DLA is not authorized for Soldiers without dependents who move into government quarters at the new PDS.
- Dual military members without dependents may be eligible for DLA, if living in separate dwelling due to military orders, or when both are without dependents and are moving into family-type government quarters at the new PDS.
- If paying child support, DLA without-dependent rate is payable.





# Reassignment Briefing

## *Finance Travel Entitlements*

### References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 0506

### ✓ Temporary Lodging Expense (TLE) (CONUS only)

- TLE is an allowance intended to partially reimburse Soldiers for lodging/meal expenses incurred by a Soldier/dependent(s) while occupying temporary lodging in CONUS in association with a PCS move.
- TLE is authorized at the old CONUS Permanent Duty Station (PDS) and/or the new CONUS Permanent Duty Station, and is limited to 10 days total (5 days if the new PDS is OCONUS).
- The Soldier/dependent(s) temporary lodging must be in the vicinity of the old or new PDS.
- TLE may be split between locations, for example 4 days near the losing PDS and 6 days near the gaining PDS.
- TLE is calculated based on the locality per diem rates, the number of dependents and their ages, and the actual lodging expenses.
- When a Soldier or dependent stays with friends or relatives, no lodging reimbursement is authorized. The TLE meal portion is payable.





# Reassignment Briefing

## *Finance Travel Entitlements*

### References:

- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 6804

- ✓ Temporary Lodging Allowance (TLA) (OCONUS only)
  - TLA is intended to partially pay a Soldier for higher than normal expenses incurred by a Soldier or dependent while occupying temporary lodging in the vicinity of the old or new OCONUS PDS.
  - The amount of the TLA payment depends on the expenses incurred at the temporary lodging. The Soldier must obtain and keep receipts for lodging expenses to support TLA payment.
  - TLA Upon Arrival. TLA authorization for a PDS assignment to OCONUS ordinarily should not exceed 60 days. Additional periods may be approved in increments of 15 or fewer days when HHG are delayed or housing is not available.
  - TLA Upon Departure. The TLA period cannot start more than 10 days before the Soldier leaves the PDS (3 days when clearing government housing), unless housing is terminated early or departure is delayed.
  - Lodging expenses are not allowed while staying with friends or relatives, but the meal and incidental expense rate (M&IE) is payable for the eligible TLA period.





# Reassignment Briefing

## *Finance Travel Entitlements*

References:  
• DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26

- ✓ Basic Allowance for Housing (BAH) during PCS
  - Old PDS in the United States. A Soldier's old PDS is the PDS for BAH purposes from the day the Soldier departs the old PDS through the day before the Soldier reports to the new PDS in compliance with a PCS order.
  - Old PDS Outside the United States. The day the Soldier departs the Soldier is authorized BAH-Transit, if not receiving a with-dependent housing allowance for a dependent residing separately. If the Soldier is being paid BAH at the with-dependent rate for a dependent residing separately, that BAH rate continues until the Soldier arrives at the new PDS.
- ✓ BAH Waivers-When government quarters are not assigned, a Soldier is entitled to housing allowance based on the Soldier's grade, dependency status, and location. A Soldier may be eligible to receive a housing allowance for dependents at a location other than his/her PDS when movement of dependents is authorized. Waiver approval authority for the active component has been delegated to HRC; reserve and national guard Soldiers on active duty are managed by ARNG G1 and the Office of the Chief of Army Reserve G1.







# Reassignment Briefing

References:  
• DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26

## ***BAH/OHA/COLA Waiver Request & Processing***

- ✓ For those Soldiers that desire to request a BAH/OHA/COLA waiver, please refer to the publications below for request criteria and processing instructions.
- ✓ If approved, provide your approval memo to the MPD Reassignments section for an amendment to your PCS orders.

[DA Memorandum - Implementation Guidance for the Basic Allowance for Housing \(BAH\), Overseas Housing Allowance \(OHA\), and Cost of Living Allowance \(COLA\) Secretarial Waiver Program](#)

[MILPER Message: 24-109 Implementation Guidance to Process Request for Basic Allowance for Housing \(BAH\), Overseas Housing Allowance \(OHA\) and Cost of Living Allowance \(COLA\) Secretarial Waivers](#)

**\*\*\*These requests are now processed through IPPS-A!\*\*\***





# Reassignment Briefing

## *Finance Travel Entitlements*

References:

- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26,
- Chapter 6803, Chapter 67
- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 050812
- AR 614-30 (Overseas Service)

- ✓ Overseas Housing Allowance (OHA) (OCONUS only)
  - Paid monthly to help offset housing expenses for a Soldier or dependent authorized to live in private-sector leased or owned housing at an assigned overseas location outside the United States.
- ✓ OCONUS Cost of Living Allowance (OCONUS COLA) (OCONUS only)
  - A non-taxable allowance that offsets the higher prices of goods and services, excluding housing, in foreign countries, U.S. territories, Alaska, and Hawaii.
- ✓ CONUS COLA (CONUS only)
  - Authorized in CONUS only in high-cost locations.
- ✓ Consecutive Overseas Tours (COT) Entitlements
  - Soldiers who volunteer to serve two full consecutive OCONUS tours are authorized government paid travel for themselves and command sponsored Family members to leave locations equal to the distance to the Soldier's home of record.





# Reassignment Briefing

## *Finance Travel Entitlements*

### References:

- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 27, paragraph 2704
- AR 55-46 (Travel Overseas)

### ✓ Family Separation Allowance (FSA)

- FSA provides compensation for added expenses incurred because of an enforced family separation.
- FSA is payable in the following situations:
  - When a Soldier is assigned to a dependent-restricted tour.
  - When a Soldier receives approved concurrent travel, but the Family is delayed by the service for more than 30 days.
  - When a Soldier receives approved deferred travel.
  - When a Soldier is denied concurrent travel.
  - Entitlement to FSA upon CONUS PCS is authorized only when movement of a Soldier's dependents to the new PDS is not authorized at government expense, or when dependents cannot accompany the Soldier at that PDS due to certified medical reasons.





# Reassignment Briefing

## *Finance Travel Entitlements*

### References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>  
(The Joint Travel Regulations (JTR)), Chapter 050106, 050603

- ✓ Isolation or Quarantine After Signing Out of Old PDS
  - If a Soldier and a Soldier's dependents are ordered to isolate or quarantine after signing out of the unit, then per diem may be authorized for both the Soldier and dependents at the location specified in the orders. If lodging in kind or meals in kind are provided, then per diem is not payable.
- ✓ Isolation or Quarantine Required after Arrival at the New PDS and Before TLE Begins
  - If a Soldier and a Soldier's dependents are ordered to isolate or quarantine after arrival at the new PDS and before TLE begins, then the Soldier and dependents may be authorized per diem in accordance with JTR Chapter 5, Part A. If lodging in kind or meals in kind are provided, then per diem is not payable.





# Reassignment Briefing

## *Finance Travel Entitlements*

### References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 010204
- DoD 7000.14-R (Financial Management Regulation), Volume 9

- ✓ Individually Billed Account (IBA) vs Centrally Billed Account (CBA)
  - All PCS orders must state that either IBA or CBA (not both) is authorized.
  - IBA-Mandatory for all Soldiers with a Government Travel Charge Card (GTCC) (unless exempt) and must be included in the PCS order.
    - If travelling by air, the Soldier must contact the supporting Commercial Travel Office (CTO) or Travel Management Center (TMC) to make air travel reservation arrangements.
    - The GTCC eliminates the need for an advance of travel entitlements and reduces the traveler's dependency on personal funds.
    - If IBA is authorized in the PCS order, the Soldiers will contact their unit travel charge card Agency Program Coordinator (APC) to register into the PCS program to increase spending limits.
    - The GTCC will be used for all expenses associated with the PCS.
  - CBA-If the Soldier does not possess a GTCC, or IBA is not authorized, CBA is authorized and must be included in the PCS order.
    - The Soldier is not responsible for personally purchasing airline tickets. The Soldier must contact the supporting CTO or TMC to make air travel reservation arrangements.





# Reassignment Briefing

## *Finance Travel Entitlements*

### References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>  
(The Joint Travel Regulations (JTR)), Chapter 010204, 0505, 050602

### ✓ Advance Travel Pay

- GTCC holders are not authorized Advance Travel Pay, except advance DLA. The GTCC must be used for all PCS travel related expenses unless the GTCC is not authorized at the new PDS.
- Soldiers without a GTCC may request a Travel Pay advance of up to 80% of Per Diem and Mileage, and 100% of DLA, if eligible.

### ✓ Advance Base Pay

- To assist Soldiers in meeting extraordinary expenses related to a PCS. Advance Pay is intended to assist with some of the out of pocket expenses related to PCS relocation, not typical of day to day military living.
- Soldiers may be paid an advance of base pay not to exceed 3 months, minus deductions (ie taxes, allotments, etc).
- Advance Pay amount will be paid back over 12 months.







# Reassignment Briefing

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>  
(The Joint Travel Regulations (JTR)), Chapter 0513-0534

## ***Transportation Travel Entitlements – Joint Personnel Property Shipping Office (JPPSO)***

**Address:** Mountain Post Soldier Center, Building 1525

**Contact:** [jppso-nc.pppo-ftcarson@us.af.mil](mailto:jppso-nc.pppo-ftcarson@us.af.mil)

**Hours:** Monday-Thursday, 0730hrs – 1530hrs; Friday, 0900hrs – 1530hrs

**Website for reference:** <https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/customer-service-contacts-for-military-pcs/>





# Reassignment Briefing

## References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>  
(The Joint Travel Regulations (JTR)), Chapter 050205

## ***PCS Transportation Entitlements***

### ✓ Household Goods (HHG) Entitlements:

- Soldiers are authorized HHG transportation due to a PCS. Soldiers must contact the local Transportation Office as soon as orders are received. Soldiers who move or store HHG are encouraged to download the Army PCS Move APP from Google Play Store or Apple Store.
- Soldiers on a PCS are entitled to ship the authorized weight allowance of HHG from the old permanent duty station to the new permanent duty station, or to any other place, not to exceed what it would have cost the government if the authorized weight allowance would have been shipped in one lot from the old PDS to the new PDS.
- Unaccompanied baggage (UB) is part of the Soldier's authorized HHG weight allowance. UB transportation is authorized by an expedited transportation mode (air) on OCONUS PCS when necessary to enable the Soldier to carry out assigned duties or to prevent undue hardship on the Soldier or a dependents.
- A Soldier, who is authorized shipment of HHG or UB, is also entitled to 90 days temporary storage in transit in conjunction with such shipment.
- Soldiers authorized movement of Family to a designated place are authorized HHG shipment to the designated place and non-temporary storage (NTS). If a Soldier elects to participate in the HAAP, movement of HHG to designated location is not authorized.





# Reassignment Briefing

## References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>  
(The Joint Travel Regulations (JTR)), Chapter 050203

## ***PCS Transportation Entitlements***

### ✓HHG Entitlements (continued)

- Soldiers are authorized Professional Books, Papers, and Equipment (PBP&E) shipment when he or she certifies that the PBP&E are necessary for official duty at the next PDS. Soldier PBP&E will not exceed 2,000 lbs. Spouse PBP&E will not exceed 500 lbs. PBP&E must be weighed separately from the HHG shipment and does not count against the Soldier's maximum weight allowance.
- Weight allowances can be administratively restricted at a PDS OCONUS based on factors at that location. When the new PDS is an administrative-weight-limited location, the Soldier is authorized HHG transportation to a designated place or to NTS for the remainder of the HHG weight allowance that could not be shipped to the new PDS.

### ✓Excess Charges

- Transportation-related costs incurred by the Government due to the negligence of the Soldier, such as attempted pickup or delivery charges when the Soldier missed the appointment as scheduled, are considered excess charges and are the Soldier's responsibility.
- The Government may pay the total transportation cost and other applicable charges for any weight that exceeds the weight allowance. Soldiers must repay the Service for the cost of transporting HHG in excess of the specified weight allowance or authorized distance.
- The Joint Travel Regulations allows for a weight allowance increase due to hardship. When the Soldier receives notification of exceeding the maximum weight allowance, they should contact the local Transportation Office to submit an exception to policy (ETP) to the Army G-4. The ETP contains all actual HHG shipment weights, PCS orders, and Soldier statement requesting a higher weight allowance (not to exceed 18,000 lbs.) and financial hardship impact. Army G-4 adjudicates the ETP with a decision to the local Transportation Office for notification of the Soldier and U.S. Financial Management Command.





# Reassignment Briefing

## ***PCS Transportation Entitlements***

References:

• [www.militaryonesource.mil](http://www.militaryonesource.mil) (Military One Source Website)

- ✓ Military OneSource is the Soldier's connection to information, answers and support.
  - [www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves](http://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves).
  - The official DOD customer moving portal, provides numerous moving guides, tutorials, FAQs, customer service links, and valuable tools and resources.
  - Installation Information Booklets and available services at installations worldwide.
  - Plan My Move-create a custom calendar to organize the move!
- ✓ Military OneSource provides access to the Defense Personal Property System (DPS)
  - A DPS account is required whether Soldiers schedule an in-person appointment with a Transportation Office or not. Some of the actions that can be completed in DPS are:
    - Online self-counseling
    - Create shipment applications for HHG/UB
    - Upload shipment documents to the DPS system
    - Print out and digitally sign the DD forms generated by DPS
    - Request temporary storage extension with the Transportation Office
    - Complete an online Customer Satisfaction Survey to rate the moving company's performance
    - File a claim for loss and damage with the moving company for full replacement value
  - Soldiers executing their first or final move will not be able to perform self-counseling and must make an appointment to see a counselor.





# Reassignment Briefing

## PCS Transportation Entitlements

### References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>  
(The Joint Travel Regulations (JTR)), Chapter 0505

### ✓ Personally Procured Moves (PPM):

- Soldiers can personally arrange HHG transportation and NTS and receive a monetary allowance as reimbursement with Transportation Office counseling and approval. Soldiers must not conduct a PPM prior to issuance of PCS orders.
- Requires obtaining a full weight ticket for each vehicle/trailer used, and an empty weight ticket, unless the empty weight is listed on the vehicle registration or the commercial empty weight is available online.
- Full PPM: The Soldier moves everything themselves or personally arranges movement with a non-government arranged moving company.
- Partial PPM: The Soldier coordinates government transportation of part of their HHGs, and moves/coordinates the remainder themselves.
- The Soldier may receive reimbursement of the actual expenses, or payment of a monetary allowance equal to 100% of the Government's constructed "Best Value" cost for the actual HHG weight (not estimated weight), even when the actual cost of the HHG shipment is less.
- Advance of Funds. Advance payment equal to 60% of the PPM monetary allowance is authorized for PPMs. Soldiers with GTCC are not authorized advance of PPM funds.
- During peak-season HHG industry capacity issues, the Transportation Office may issue a non-availability memo or actual cost memo for actual cost reimbursement, which requires Soldier submission of 2 or 3 commercial invoice estimates. Weight tickets are required.
- Soldiers who hire a commercial company should select a mover registered with the Federal Government at <https://www.fmcsa.dot.gov/protect-your-move>.





# Reassignment Briefing

References:  
• <https://icss.eta.sddc.army.mil> (Survey Website)

## ***PCS Transportation Entitlements***

### ✓HHG Customer Satisfaction Survey (CSS):

- In a combined effort with United States Transportation Command (USTRANSCOM) to provide better customer service, we are asking Soldiers to evaluate the customer service provided to them by the moving company during their personal property move through a customer satisfaction survey taken by logging into DPS.
- The results of this 8 question survey will affect how the government distributes future shipments to the moving company used during the personal property move and will provide valuable information regarding the service received to the Transportation Office.
- DPS will send reminder emails to complete the survey on-line after 7, 14, 21, and 180 days.
- Soldiers who cannot access DPS can complete the survey by phone via the US Transportation Command Help Desk at 1-800-462-2176, select option 5 and option 1.
- It is critical the completed survey is received after delivery of shipments. A survey needs to be completed for each personal property shipment as Soldiers may have different moving companies assigned.







# Reassignment Briefing

References:  
• AR 27-20 (Claims)

## ***PCS Transportation Entitlements***

### ✓HHG Claims:

- If HHG or UB is lost, damaged, or destroyed while being transported by the Government, full replacement/repair value of the lost/damaged items may be claimed with the moving company.
- Claims are generally payable if the damage occurred during the transportation or storage and is not the result of a preexisting defect, is not due to normal usage, and is not the result of normal deterioration during storage.
- Soldiers with damaged or missing HHG or UB must file a Notice of Loss or Damage AT Delivery or a Notice of Loss or Damage AFTER Delivery with the Transportation Service Provider (TSP) within 180 days of delivery, and a claim in DPS within 9 months of delivery. The Notice of Loss or Damage is provided by the TSP at delivery.
- Visit <https://www.jagcnet.army.mil/PCLAIMS> for 3 informational HHG claims videos:
  - Pre-Move and Moving Day: <https://youtu.be/EL0eMaN7mHU>
  - Delivery Day and Filing Your Claim: <https://youtu.be/Bk288sGwUPM>
  - Transferring Your Claim to the Army: <https://youtu.be/DdKiMiswT20>
- Soldiers disputing any or all of the moving company's claim settlement offer or denial must transfer the claim to the U.S. Army Center for Personnel Claims Support at: [usarmy.knox.hqda-otjag.mbx.cpcs@army.mil](mailto:usarmy.knox.hqda-otjag.mbx.cpcs@army.mil), phone 502-626-3000 (DSN 464).





# Reassignment Briefing

## ***PCS Transportation Entitlements***

### References:

- [www.move.mil](http://www.move.mil) (Move.mil Website)
- <https://dps.sddc.army.mil/cust/standard/user/home.xhtml> (DPS Landing Page)

### ✓ Inconvenience Claims

- Are separate from loss or damage claims. Inconvenience claims are a payment to the Soldier by the moving company to offset expenses because the Soldier cannot use necessary items from their HHG shipment due to the inability of the moving company to meet required pickup and delivery dates.
- The Soldier notifies the moving company of the intent to file a claim, and the moving company provides the Soldier an inconvenience claim form. The moving company acknowledges the Soldier's intent to file an inconvenience claim within 5 business days.
- The maximum amount payable without receipts is limited to the equivalent of 7 days of meals & incidental expense per diem rates. When receipts are provided, the amount payable is equal to the amount supported by the receipts.
- Soldiers must contact their moving company prior to making purchases for necessary items to ensure they are both in agreement on reimbursable expenses. Necessary household items include, but are not limited to, laundry service, furniture and/or appliance rental (to include rental of a television), air mattresses, towels, linens, pillows, and necessary kitchen items (such as pots, pans, dishes, paper plates, plastic ware, etc). Groceries and alcohol are not eligible for reimbursement. The list allows the moving company and Soldier the ability to determine those items which are deemed necessary.
- The moving company should reimburse within 30 days of receipt of the claim.
- Soldiers should contact their local Transportation Office if assistance is needed.





# Reassignment Briefing

## *PCS Transportation Entitlements*

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 0529-0532

### ✓ Privately Owned Vehicle (POV)

- Authorization to ship POV must be on the PCS orders. Each Soldier is authorized to ship only one POV, either an automobile or a motorcycle. A motorcycle may also be shipped in HHG.
- When a POV is not authorized for shipment to the gaining OCONUS PDS, Soldiers are authorized POV storage at government expense or travel mileage to a designated place. Information on POV storage may be found at [www.pcsmypov.com/storage](http://www.pcsmypov.com/storage).
- Soldiers are authorized reimbursement to deliver or pick up the POV from the designated Vehicle Processing Center (VPC) or storage.
- Locations and contact information for contractor operated VPCs can be found at [www.pcsmypov.com/locations](http://www.pcsmypov.com/locations).
- POVs with a lien may require a lien-holder authorization letter.
- Shipment of a POV within CONUS may be authorized by a Transportation Office for Soldiers with driving restrictions or short notice report date.
- Additional information available at [www.pcsmypov.com](http://www.pcsmypov.com).





# Reassignment Briefing

## PCS Transportation Entitlements

References:  
• AR 27-20 (Claims)

### ✓POV Claims:

- Soldiers with POV damage must list the damage on the DD Form 788 (Vehicle Shipping Document) at the time of pickup, or notify the installation legal office within 48 hours if additional damage is discovered after pickup.
- POV Claim types:
  - Site Settlement. These claims are done at the Vehicle Processing Center (VPC).
  - IAL Claim. These claims are filed with the International Auto Logistics (IAL) Claims office.
  - Military Claim. These claims are filed with the U.S. Army Center for Personnel Claims Support at:  
[usarmy.knox.hqda-otjag.mbx.cpcs@army.mil](mailto:usarmy.knox.hqda-otjag.mbx.cpcs@army.mil), phone 502-626-3000 (DSN 464).
  - Inconvenience Claim. Inconvenience claims provide reimbursement for out of pocket expenses associated with a missed required delivery date.
- Visit <https://www.jagcnet.army.mil/PCLAIMS> for more info.





# Reassignment Briefing

## DFAS SmartVoucher

### References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>  
(The Joint Travel Regulations (JTR)), Chapter 010204, 0505, 050602

The Army Military Pay Offices are implementing the DFAS SmartVoucher (SV) Workflow system across CONUS installations and Japan NLT 31 Dec 21.

SV is a TurboTax-like version of the Military PCS Voucher, which a Soldier can complete on both government computer with CAC or on their own personal communication device with myPay Login ID and Password. It is a web-based system which walks the Soldier through a series of questions to complete their voucher during in processing, and allows for virtual submission.

Soldiers can access SV at the following site:

<https://smartvoucher.dfas.mil/voucher/>





# Reassignment Briefing

## Central Issue Facility

**Address:** Central Issue Facility, Building 1525

**Customer Service:** 719-526-3321 or 719-524-0917

**Hours:** Monday – Friday, 0730hrs – 1130hrs and 1230hrs – 1530hrs

- ❖ You can schedule a clearing appointment up to 90 days prior to your final out if you have orders or up to 120 days prior to your final out with an authorization memo signed by your Commander.
- ❖ Make clearing appointments by calling the Customer Service number above or by coming to the CIF Customer Service counter.
- ❖ Installation Clearing Papers are not needed to schedule an Appointment.

### Helpful hints for a successful clearing at the CIF

- ❖ Make an appointment as soon as you can per the timelines identified above. Come to CIF in your duty uniform with your CAC.
- ❖ All items for turn in are Clean, Dry, Complete and Serviceable. If unserviceable, provide a unit damage statement
- ❖ The Large ACU and OCP rucksacks must be disassembled prior to turn-in. The MOLLE 4K and Medium rucksacks do not need to be taken apart.
- ❖ For Duffel bags: use a black marker and make a box around your name and color it in prior to turn-in. All blocks must be smaller than six inches in length and four inches in width.

Individual OCIE Records can be obtained from the links below (see next slide for example of records):

[https://ism.army.mil/ism/SelfServiceServlet?nav.nav\\_id=ssMyClothing](https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing)

<https://login.milsuite.mil/?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fbook%2Fcommunity%2Farmy%2Fpages%2Fresources>

**Note:** Soldiers in ODO units will have to contact their Unit ODO Representative for Clearing







# Reassignment Briefing

## Individual OCIE Records (Example)

DATE: [REDACTED]

DODAAC: W51HQS

SSN/PID: [REDACTED]

RANK/GRADE: [REDACTED]

BRANCH: ARMY

NAME: [REDACTED]

UNIT: [REDACTED]

SEX: [REDACTED]

CIF - FORT CARSON

SHOWDOWN: OCIE RECORD - AUTOMATED DA FORM 3645

HOME CIF: NW4700

DMOS: [REDACTED]

DoD ID: [REDACTED]

LAST INITIAL ISSUE: [REDACTED]

EXPECTED CLEARANCE: [REDACTED]

LOCKER ID: [REDACTED]

PAGE 1 OF 5

CIF CODE: NW4700

In PCS/ETS columns  
everything marked with  
"N" must be turned in  
to clear CIF.

### LAST TRANSACTION INFORMATION

DOCUMENT NO: [REDACTED]

CIF NAME: NW4700 - FORT CARSON

### DTTC: OCIE RECORD PARTIAL TURN IN

DATE: [REDACTED]

ISSUING CIF	MENU	LIN	SIZE	CIC	NOMENCLATURE	PARTIAL NSN	AU QTY	OH QTY	PCS TRANS	ETS TRANS
NW4700	OAC	D05013	XS G3COYO		DRAWERS,COLD WEATHER	0883	2	2^	Y	Y
NW4700	OAC	D05014	XS-REG G3COYO		DRAWERS,COLD WEATHER	1219	1	1^	Y	Y
NW4700	OAC	DA151L	SML-R OCP		TROUSERS,COMBAT	0207	2	2^	Y	N
NW4700	OAC	DA153Q	33-R OCP T3		COAT,COMBAT	7816	4	4^	Y	N
NW4700	OAC	DA1548	28-R OCP T3		TROUSERS,COMBAT	5400	4	4^	Y	N
NW4700	OAC	DA1567	S GREEN HWI		ARMY COMBAT GLOVE- CAPACITIVE LEATH	0956	2	2^	Y	Y
NW4700	OAC	DA157D	ONESIZE TAN		HOOD,HEAT PROTECTIVE	0217	1	1^	Y	Y
NW4700	OAC	DA259S	MED SAND		BRASSIERE	4522	4	4^	Y	Y
NW4700	OAC	DA6508	WAIST PK OCP		WAIST PACK	9395	1	1	Y	N
NW4700	OAC	DA650F	ONE SZ TAN OCP		FRAME	1372	1	1	Y	N
NW4700	OAC	DA650P	NON-SIZE OCP		PADS,TACTICAL PROTECTIVE,ASSAULT	7517	1	1^	Y	N
NW4700	OAC	DA6517	ONESIZE OCP		BELT,INDIVIDUAL EQUIPMENT	2276	1	1	Y	N
NW4700	OAC	DA651E	OCP	2	BLADDER,HYDRATION SYSTEM	9698	2	2^	Y	Y
NW4700	OAC	DA6529	6 MAG OCP		BAG,AMMUNITION	9413	1	1	Y	N
NW4700	OAC	DA652Q	OCP	1	CARRIER,HYDRATION SYSTEM	9671	1	1	Y	N
NW4700	OAC	DA652Z	ONESIZE OCP		STRAP,BAG CARRIER,INDIVIDUAL EQUIPM	2277	1	1	Y	N
NW4700	OAC	DA6539	OCP		POUCH, INDIVIDUAL UTILITY	2337	1	1	Y	N
NW4700	OAC	DA653M	NONSZ		PADS,TACTICAL PROTECTIVE,ASSAULT	5571	1	1^	N	N
NW4700	OAC	DA6545	ENTRE TOOL OCP		CARRIER,INTRENCHINGTOOL	9405	1	1	Y	N
NW4700	OAC	DA654P	OCP		FIELD PACK	2282	1	1	Y	N
NW4700	OAC	DA6562	M4 2 MAG OCP		POCKET,AMMUNITION MAGAZINE	9431	3	3	Y	N
NW4700	OAC	DA6563	GERNADE PO OCP		CARRIER,GRENADE	9419	1	1	Y	N
NW4700	OAC	DA657E	ASSAULT PK OCP		FIELD PACK	6358	1	1	Y	N
NW4700	OAC	DA657F	OCP		INSERT, INDIVIDUAL UTILITY	1965	1	1	Y	N
NW4700	OAC	DA6588	POUCH OCP		POUCH,CANTEEN	9310	2	2	Y	N
NW4700	OAC	DA658H	M4 3 MAG OCP		POCKET,AMMUNITION MAGAZINE	9389	2	2	Y	N
NW4700	OAC	DA658P	NONSIZE OCP		PADS,KNEE	7518	1	1^	Y	N
NW4700	OAC	DA6593	GREN POUCH OCP		CARRIER,GRENADE	9377	2	2	Y	N
NW4700	OAC	DA659Q	OCP TAP		TACTICAL ASSAULT PANEL	8924	1	1	Y	N
NW4700	OAC	DA65A8	NONSIZE		POUCH, CAT, IFAK II, OCP	0701	2	2	Y	N
NW4700	OAC	DA701A	LARGE TAN		HELMET,GROUND TROOPS'	2383	1	1^	N	N





# Reassignment Briefing

## Spouse Employment

References:

- AR 608-1 (Army Community Service)
- ALARACT 036/2019 (Announcement of Army Directive (AD) 2019-18 and Filing Instructions for Spouse State Licensure and Certification Costs Reimbursement)
- National Defense Authorization Act for Fiscal Year 2018
- Public Law No. 115-91, section 556, 131 Stat. 1403-1405

### ✓ Spouse Employment

- Military Spouse Employment Partnership (MSEP) is a resource for spouse employment with private sector companies, non-profits, and other government agencies.  
Website: <https://msejobs.militaryonesource.mil/msep/home>.
- Employment Readiness Program (ERP) is an Army Community Service program providing employment assistance to military Spouses, Soldiers, DoD Civilians, and all immediate Family members.  
Website: <https://www.armymwr.com/programs-and-services/personal-assistance/employment-readiness-program/army-spouse-employment-career-and-education>.
- Military One Source, My Career Advancement Account (MyCAA) - Spouses of service members on active duty in pay grades E1 to E5, W1 to W2, and O1 to O2 can take advantage of a scholarship program that provides up to \$4,000 in financial assistance to eligible military spouses who are pursuing a license, certification, or Associate's degree in a portable career field or occupation. Career Coaches are available by calling 1-800-342-9647.  
Website: <https://mycaa.militaryonesource.mil/mycaa/>.

### ✓ Spouse Relicensing

- The Army has implemented policies to reimburse Army spouses for license/certification fees when they PCS. The Army strongly supports the work of the DoD in promoting license reciprocity in all states.  
Website: <https://myseco.militaryonesource.mil/portal/content/view/8576>.





# Reassignment Briefing

References:

- AR 600-8-8 (The Total Army Sponsorship Program)

## ***Total Army Sponsorship Program (TASP)***

✓TASP:

- Soldiers in the rank of PVT-SSG, WO1-CW2, and 2LT-CPT are required to participate in the Sponsorship program, except those on assignment to a PCS length school (more than 20 weeks). An assigned sponsor or an approved exception to policy is required to out-process.
- Soldiers in the rank of SFC - CSM, CW3 - CW5, & MAJ - COL may opt-in to participate in the program if they wish to request sponsorship.
- Senior Commanders may determine that Sponsorship is required for all incoming Soldiers within their area of responsibility.
- Upon receiving Assignment Instructions, the Soldier must login to the Army Career Tracker (ACT) website at: <https://actnow.army.mil>.
  - Click on the Sponsorship tab and then DA Form 5434 (Sponsorship Program Counseling and Information Sheet). Select “Create new form” and complete sections 1, 2, 4 and 5.
  - Once each section is complete, a check mark will appear. When all sections are complete, select the “submit” button on the bottom of the page.
- Once a sponsor is assigned by the gaining unit, the Sponsor can then log into ACT and complete the DA Form 5434, section 3. The DA Form 5434 can be completed by the Soldier/sponsor simultaneously.





# Reassignment Briefing

## *Housing Flexibility Options*

### References:

- Department of Defense Instruction 1315.18 (Procedures for Military Personnel Assignments), Enclosure 3 (Procedures), Chapter 10
- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26, para 261014.

### ✓Housing Flexibility:

- Soldiers may request flexibility options for government owned/leased Family housing while undergoing a PCS within the United States (including Alaska and Hawaii).
- Soldiers are eligible if they:
  - Have a dependent enrolled in the Exceptional Family Member Program, or
  - at the beginning of the covered relocation period: have a spouse who is gainfully employed or enrolled in a degree, certificate, or license-granting program; have a dependent attending an elementary or secondary school; or are caring for an immediate Family member with a chronic or long-term illness.
- The covered relocation period begins 180 days before the date of the PCS, which is the date the Soldier leaves the current PDS, and ends 180 days after the date of PCS.
- Housing Flexibility Options include:
  - Continuation in Family housing at the losing PDS during the covered relocation period. Approval cannot adversely affect other Soldiers who arrive at the losing PDS during the relocation period.
  - Early Family housing eligibility and housing assignment at the gaining PDS for the Family, even if the Soldier has not arrived at the new PDS.
  - Occupancy of unaccompanied housing by a Soldier with dependents, at either the losing or gaining PDS, when the Family relocates at a different time than the Soldier. Occupancy is provided on a “space-available” basis and will not displace an eligible Soldier with no dependents.
  - Equitable BAH, when the Family relocates at a different time than the Soldier. BAH may be based on the rate of the gaining PDS, the losing PDS, or the actual location of the Family at the time the Soldier departs.





# Reassignment Briefing

## *Housing Flexibility Options*

### References:

- Department of Defense Instruction 1315.18 (Procedures for Military Personnel Assignments), Enclosure 3 (Procedures), Chapter 10
- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26, para 261014.
- <https://www.housing.army.mil/> (Army Housing Online User Services)

### ✓Housing Flexibility (continued):

- Eligible Soldiers can apply for privatized and government-owned/government-leased Family housing while undergoing a PCS.
- Privatized Family Housing:
  - Soldiers can submit an advance application for housing prior to departing the losing PDS, requesting for Family to be approved to move into housing prior to the Soldier's arrival.
  - Submit housing application, PCS Orders authorizing Family to travel in advance of the Soldier, and DA Form 31 (Request and Authority for Leave) to the Residential Communities Initiative (RCI) project company.
  - Subject to availability of housing and RCI project company approval.
  - Rental rate for assigned housing at the new PDS is determined by new PDS BAH rate.
- Government-owned/government-leased Family Housing:
  - Soldiers can submit an advance application for placement on the waiting list prior to signing out of the losing PDS.
  - Obtain dependent travel authorization for OCONUS.
  - Submit DD Form 1746 (Application for Assignment to Housing), PCS Orders, and DA Form 31 or DA Form 137-2 (Installation Clearance Record).
- Consult the Housing Office at the losing PDS on local policies to retain assigned housing after PCS.
- Visit <https://www.housing.army.mil/> for more information on Army Housing.





# Reassignment Briefing

## *Housing Services Office*

**Address: Building 1225, corner of Evans Street and Specker Avenue**

**Phone: 719-526-2322**

**Hours: Monday-Friday, 0730hrs – 1215hrs and 1300hrs – 1600hrs.**

**Website for Reference: [www.housing.army.mil](http://www.housing.army.mil)**

**As soon as you have orders, contact your leasing office to turn in your 30-day notice to vacate. This should be done for on- and off-post housing.**

**You cannot skip this step. The Soldier Relief Act will not protect you if you do not turn in a 30-day WRITTEN notice with your orders included.**







# Reassignment Briefing

## *Fort Carson Family Homes*

- ✓ If living off post and renting: you will work directly with your leasing office or landlord.
- ✓ If living on post you will work with Balfour Beatty privatized housing:
  - Address: 4355 Funk Ave. or 7790 Titus Blvd.
  - Phone: 719-526-1606
  - Hours: Monday-Friday, 0800hrs – 1700hrs; open until 1900hrs Wednesday; Saturday-Sunday at 6800 Prussman Blvd only, 1000hrs – 1600hrs
  - POC: Leasing Line – 719-526-1606
  - Website for Reference: [www.FortCarsonFamilyHomes.com](http://www.FortCarsonFamilyHomes.com)

As soon as you have orders, contact your leasing office to turn in your 30-day notice to vacate. This should be done for on- and off-post housing. You cannot skip this step. The Soldier Relief Act will not protect you if you do not turn in a 30-day WRITTEN notice with your orders included.





# Reassignment Briefing

## *Army Community Service (ACS)*

**Address:** ACS Center, 6303 Wetzel Avenue, Building 1526

**POC:** Relocation Readiness Program, 526-4590 or 526-1127

**Email:** [usarmy.carson.imcom-fmwrc.list.dfmwr-w-acs-relo-readiness@army.mil](mailto:usarmy.carson.imcom-fmwrc.list.dfmwr-w-acs-relo-readiness@army.mil)

**Hours:** Monday, Tuesday, Thursday & Friday, 0800hrs-1630hrs; Wednesday, 0900hrs-1630hrs

**POC:** ACS Exceptional Family Member Program (EFMP), 526-4590

**Website:** <https://carson.armymwr.com/programs/exceptional-family-member-program>

**POC:** Relocation Readiness Program, 526-4590

**Website:** <https://carson.armymwr.com/programs/relocation-readiness-program>

**POC:** Financial Readiness Program, 526-4590

**Website:** <https://carson.armymwr.com/programs/financial-readiness>

**As soon as you know you are PCSing, reach out to your ACS Relocation Team.**





# Reassignment Briefing

## Army Community Service (ACS)

You can submit questions to the Financial Readiness team at the following link:

[usarmy.carson.imcom-fmwrc.list.dfmwr-w-acs-relo-readiness@army.mil](mailto:usarmy.carson.imcom-fmwrc.list.dfmwr-w-acs-relo-readiness@army.mil)

Having a budget and spending plan can make all the difference during your PCS. It's easy to overspend; let us help you and/or your Family create a realistic budget for this move.

- ✓ ACS has centralized clearing; you'll be cleared for the ACS Army Emergency Relief (AER), ACS Exceptional Family Member Program (EFMP) and the ACS Relocation Readiness Program.
- ✓ For information, visit: <https://carson.armymwr.com/programs/relocation-readiness-program>.
- ✓ If traveling unaccompanied, enroll your Family into the Waiting Families Program.

If an emergency occurs, the following contacts may be able to assist you:

- Army Emergency Relief - (AER) 526-4783 or visit <https://carson.armymwr.com/programs/army-emergency-relief-aer>
- American Red Cross - 877-272-7337 or visit <https://www.redcross.org/about-us/our-work/military-families.html>
- Military OneSource (Financial / Legal) - Call 800-342-9647 or visit <https://www.militaryonesource.mil/financial-legal>





# Reassignment Briefing

## References:

- NDAA FY16
- Department of Defense Instruction 1322.21 (Common Military Training)
- DTM 19-009 (Financial Literacy Common Military Training Requirements)
- EXORD 140-21 (The Army Financial Literacy Training Program)

## ***Financial Readiness Common Military Training Requirement***

- ✓ Soldiers in the ranks of PVT-SPC/CPL, WO1-CW2, and 2LT-CPT are required to take the HQDA “Permanent Change of Station” financial readiness course upon receipt of orders or within 60 days of reporting to a new installation.
- ✓ Options to take the training:
  - Face-to-Face: At the installation with a Personal Financial Manager or counselor.
  - Group Training: At the installation in a classroom environment.
  - Distributed Learning: <https://olms.armyfamilywebportal.com/>
    - Use an updated browser (ie Chrome, Safari, etc)
    - Individual log-in
- ✓ Provide certificate of completion to Unit Training Manager (S3) to assist with expedient out-processing.





# Reassignment Briefing

## *Fort Carson Veterinary Center*

**Address: 1535 Sheridan Ave., Building 6190**

**Phone: 719-526-3803**

**Hours: Monday, Tuesday, Thursday and Friday, 0730hrs – 1630hrs;  
Wednesday, 0730hrs – 1500hrs**

**POC: Veterinary Soldier 719-526-3803**

**If you are expecting or even anticipating orders to an OCONUS assignment and you have a pet you intend to take with you overseas, call the Fort Carson veterinary clinic to make a health certificate screening appointment.**





# Reassignment Briefing

## *Fort Carson Veterinary Center*

### ✓ **Veterinary Needs:**

- Understand the process to move your animal and the requirements needed for each country.
- No matter where you may PCS, vaccine records will be required. Original rabies vaccines certificates are commonly needed; OCONUS and CONUS have different requirements.
- Additional treatments may be required.
- The Army is not responsible for personal owned animal (POA) travel. The timeline is the responsibility of the owner, and the costs are as well, to include flights, travel supplies and medical appointments.
- Off-post is more costly, and you may incur errors due to lack of familiarity.
- Recommend 100 percent prep done at the Fort Carson or U.S. Air Force Academy veterinary centers.
- Total prep time to fulfill requirements can take up to 6 months depending on country destination.
- Please visit Aphis USDA Pet Travel website to see what requirements are needed for the country you PCS to.
- Health Certificate appointments need a Travel Verification Sheet completed before scheduling

### ✓ **Bring with you:**

- Vaccine records
- **RABIES CERTIFICATES** Signed in Blue ink with Microchip number generated on certificates
- Proof of microchip







# Reassignment Briefing

References:  
• Joint Travel Regulation 050107 Pet Expenses Due to a PCS

## ***Pet Expenses Due to PCS***

**On January 1, 2024, pet transportation allowances apply:**

### ***Eligibility:***

A Service member on a PCS order with an effective date of January 1, 2024 or later, may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station. A household pet is a cat or a dog, owned for personal companionship. A Service member is responsible for following rules for importing and exporting a pet to and from the United States in order to be eligible for reimbursement. Denial of entry could result in denial of reimbursement.

### **CONUS**

A Service member may be authorized the reasonable and substantiated cost of mandatory microchipping, boarding fees, hotel service charges, licensing fees at the new PDS, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member. Reimbursement for the actual cost of all expenses is limited to \$550 per PCS move.

### **OCONUS**

A Service member may be authorized the reasonable and substantiated cost of mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer levels for entry, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member. For transoceanic travel, use of Government or Government procured transportation must be used if available or reimbursement for transportation costs is not authorized. Reimbursement for the actual cost of all necessary expenses described above in connection with the movement of a pet is limited to \$2,000 per PCS move.





# Reassignment Briefing

## *Voter Registration*

Voting is one of our most fundamental rights as U.S. Citizens. The **Federal Voting Assistance Program (FVAP)** works to ensure that Service members and their eligible family members are aware of their right to vote and have the tools and resources to successfully do so - from anywhere in the world. If you are relocating to an area outside of your legal voting jurisdiction, you can register and vote absentee. Voting absentee is easy! Register and request an absentee ballot by completing a Federal Post Card Application (FPCA). You can do this by visiting [FVAP.gov](https://www.fvap.gov) using their online assistant. Your respective State or Territory will process your FPCA and send you a blank ballot. You can vote using the ballot sent to you by your Voting Official or by using the backup Federal Write-In Absentee Ballot.

A FPCA should be completed at least once a year or any time you change your address. Visit [www.fvap.gov](https://www.fvap.gov) for more information on the voting process.





# Reassignment Briefing

## Requesting Installation Clearing Papers

[usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@army.mil](mailto:usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@army.mil)

**Soldiers are authorized 10 business days to clear!**

1. **REQUEST CLEARING PAPERS:** 30 days prior to your departure date, email your clearing paper request to the Out-Processing section. The Out-Processing section will process your request and will begin the installation Pre-Clear process. An Out-Processing tech will let you know what day you will be issued clearing papers. Your clearing papers will be issued 10 business days prior to your Absence begin date.
2. **FINAL INSTRUCTIONS GIVEN:** Installation clearing instructions will be given when you receive your clearing papers, as well as what documents are required to Final Out.

### INCLUDE IN YOUR REQUEST :

- ☐ Copy of a complete set of your orders, including any amendments.
- ☐ Copy of your approved PCS Absence Request.
- ☐ [Completed Clearing Papers Request Form](#)





# Reassignment Briefing

## *Requesting Installation Clearing Papers*

[usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@army.mil](mailto:usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@army.mil)

**Soldiers are authorized 10 business days to clear!**

- ✓ You must be in uniform to while clearing and to final out IAW AR 670-1 & FC 210-8.
- ✓ Please maintain extra copies of orders and your absence request while clearing, agencies you will need to clear will not make copies for you.
- ✓ Training holidays are considered business days and will be counted in your 10 business days for clearing. We are only closed on weekends and federal holidays.
- ✓ If unavoidable, you may Final Out after your scheduled Final Out date.





# Reassignment Briefing

## *My Army Post App*

Download the free **My Army Post App** from the **Apple** or **Google Play Store** to connect with services such as military housing, spouse employment, childcare and youth services, etc.



## USAG Fort Carson Online Levy Brief Completion Certificate

\_\_\_\_\_  
Rank Last Name, First Name MI

I have viewed and understand the contents of the  
USAG Fort Carson Online Levy Brief.

Date of Completion: \_\_\_\_\_ DD MMM YYYY

I will print this certificate and turn it into my Unit S1 with all  
required documentation needed for further processing.

\_\_\_\_\_  
Soldier's Signature

\_\_\_\_\_  
Phone Number

### OCONUS Unaccompanied Assignments:

Designated location for dependents during

**Unaccompanied OCONUS** tour: (Including 1<sup>st</sup> Space)

\_\_\_\_\_  
(City, State and Zip Code)

If **Dual Military**, which Soldier is the  
**sponsor** of dependents:

\_\_\_\_\_  
**Spouse Active Duty? Y / N   Branch:** \_\_\_\_\_

### Government Travel Charge Card:

GTCC must be verified by Unit Coordinator (S3)

Exp Date: \_\_\_\_\_

Verified by: \_\_\_\_\_  
(Unit GTCC Coordinator)