



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMH-M (RN 600-8-11)

10 August 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reassignment (Levy) and Separation Packets (C1)

1. Reference:

- a. AR 600-8-11, Reassignment
- b. AR 635-8, Separation Processing and Documents.
- c. MILPER Message 21-405

2. Effective immediately to better serve our Soldiers and ensure they receive their orders in sufficient time and meet regulatory standards the following timelines are established:

a. Separation / Transition packets (other than Chapters) will be submitted to the transition center NLT 70 days prior to the Soldiers scheduled ETS.

b. Reassignment (Levy) packets will be submitted as follows:

(1) Enlisted Soldiers – NLT 30 days after receiving their DA Form 5118 from MPD.

(2) Officers – NLT 30 days from the date of their RFO.

3. Any packets not meeting these timelines will require a letter of lateness from the Battalion Commander, this may not be delegated.

4. The point of contact for this action is the undersigned at DSN: 315-757-2091 or email at richard.l.baucom.ctr@army.mil.

RICHARD L. BAUCOM  
Program Manager

DISTRIBUTION:

A