



# Fort Gordon Online Levy Briefing



**\*Welcome\***

You are required to read all information pertaining to your Permanent Change of Station (PCS) Assignment.





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# Fort Gordon Online Levy Briefing



- You have been selected for reassignment. This briefing provides guidance and useful information to prepare you for your reassignment. Ensure you complete the entire brief. The following information is provided to fulfill the levy briefing requirements in accordance with (IAW) AR 600-8-11.
- Your S-1 will issue all required documents and step by step guidance in order to get your PCS orders processed.
- Once all your required documents are complete for your levy packet, please turn them into your servicing S-1; they will review the packets for completion and submit the packet to the Military Personnel Division (MPD) for orders processing.
- **You can return to the briefing as often as needed.**



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# Fort Gordon Online Levy Briefing



- During this briefing, you will learn what is needed in order to complete your Permanent Change of Stations (PCS) process to relocate to your next Permanent Duty Station (PDS) as instructed by your assignment manager.
- Moving can be a stressful time for you and your family. The goal of this briefing and the agencies involved are to help you and your family have a smooth transition to your new duty station.
- This briefing will provide information from the following agencies covering the following topics:
  - Reassignment Section (PCS Orders) / In/Out Processing (Installation clearing papers)
  - Army Community Service (ACS)
    - Exceptional Family Member Program (EFMP)-family support
    - Relocation assistance
    - Financial Readiness
  - Central Issue Facility (CIF)
  - Housing/Balfour Beatty
  - Transportation Personal Property Shipping Office (HHG)
  - Defense Military Pay Office Finance (Finance)
  - Dental
  - Retention



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# Fort Gordon Online Levy Briefing



## Reassignment Points of Contact

- Enlisted Reassignment clerks:
  - Mr. Gaston, Dominic
  - Mr. Brown, Joseph
  
- Officer Permanent Party Reassignment clerk:
  - Ms. Williams, Tareon
  
- Student Officer Reassignment clerk (Signal):
  - Ms. Nibbs, Tomika
  
- Student Officer Reassignment clerk (Cyber):
  - Ms. Bell, Chyniqua

- We are located at:
  - Darling Hall, Room 262**
  - 307 Chamberlain Ave, Building 33720**
  - Fort Gordon, GA 30905**
  
- Personnel Management Branch email address: [usarmy.gordon.imcom.list.fg-pmb@mail.mil](mailto:usarmy.gordon.imcom.list.fg-pmb@mail.mil)



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# PCS Orders



- **Soldiers on assignment are hereby advised not to take any irreversible action prior to receiving PCS orders** (i.e. cancelling rental agreements, selling your house, movement of household goods by private company, or setting up travel for Family members using commercial carriers). Reimbursement for these actions will not be granted.
- Once your PCS Orders have been published, a copy will be emailed to your government email account. Your servicing S-1 will receive an emailed copy and will also pick up a hardcopy via regular distro pickup procedures.



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# Report Changed Information



- Information changes must be reported to your S-1. The S-1 will notify the Reassignments Office.
  
- Changes Include:
  - Change in Rank
  - Dependent Status
  - Flagged Status
  - Barred from Reenlistment
  - Pending Chapter
  - Medical Boards Reviews
  - Retirement
  
- Verify DEERS. Make sure your family members are listed correctly in your DEERS record. Access your DEERS account through:

## **RAPIDS Self-Service Portal:**

[https://www.dmdc.osd.mil/self\\_service/rapids/home?execution=e5s1](https://www.dmdc.osd.mil/self_service/rapids/home?execution=e5s1)  
(requires CAC reader)



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# Early Report



## REASSIGNMENTS AR 600-8-11 AND MILPER 19-132.

- Unless special instructions specifically authorize or prohibit early reporting, Soldiers may report to their gaining command up to 30 days prior to the report date indicated on their orders.
- Soldiers desiring to report to their gaining command earlier than 30 days prior (31 and up to 60 days) to the report date indicated on their orders, must submit a request for early arrival prior to being arrived at the gaining installation/unit of assignment. Upon approval, orders must be amended to reflect early report is authorized.
- When special instructions authorizing early report are included in assignment instructions, Soldiers may report up to 60 days prior to the report date indicated on their orders. Soldiers desiring to report to their gaining command earlier than 60 days prior to the report date indicated on their orders, must submit a request for early report prior to being arrived at the gaining installation. Upon approval, Human Resources Command (HRC) will post new order date to gaining command (ORDTGC) and orders must be amended to reflect the new report date.
- Soldiers desiring to report to their gaining command after the report date indicated on their orders, must submit a request for deferment. Upon approval, HRC will post new ORDTGC and orders will be amended to reflect the new report date.



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# Early Report (Cont.)



## REASSIGNMENTS AR 600-8-11 AND MILPER 19-132.

- Early report authorized is not a determining factor in establishing order publication and does not mean early report is approved. **Be aware that “early report authorized” is a permissive action and not a directive.**
- You must have accrued enough leave time to cover the period of early reporting. Early reporting is accomplished through your DA Form 31. For example, if you are authorized 60 days early reporting and the report date on your order is 10 May 2020 and you choose to report up to 60 days early, the end date on your DA Form 31 MUST reflect the report date on your PCS order.
- The start date on your DA Form 31 should reflect the departure date from Fort Gordon. You must allow 10 days to clear installation prior to the start of your leave. Finance will subtract authorized travel time and approved permissive temporary duty (PTDY). Your Command determines the number of early reporting days you will be authorized.



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# Early Arrival



## REASSIGNMENTS AR 600-8-11 AND MILPER 19-132.

- Requests for early arrival must be initiated by submitting a DA Form 4187 along with supporting documentation through the BN S-1. If the commander recommends approval, the request is forwarded through the Colonel/O-6 level chain of command to the MPD/personnel reassignment work center for submission to HRC.
- Date eligible for return from overseas (DEROS) is the driving factor in requests for early arrival for Soldiers currently assigned to OCONUS units.
- Requests will be submitted as soon as the determination is made that an early arrival is needed, or within 30 days of the assignment cycle date, whichever occurs first.
- Early arrival requests will include all relevant supporting documentation or justification which will be maintained for 90 days following the decision by HRC.
- Soldiers will be advised not to take irreversible actions (for example, shipment of HHG or a privately owned vehicle (POV)) while pending a request for early arrival.
- **If a request is disapproved, Soldiers will comply with the ORDTGC. If necessary, HRC will adjust ORDTGC.**

*MPD, Fort Gordon, Georgia*



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# LEAVE AND PASSES



## AR 600-8-10

- Request for Permissive Temporary Duty (PTDY) is done through your servicing S-1. Approval authority is the Battalion Commander. Soldiers authorized PTDY must report directly to the housing office at new duty station, if the gaining installation requires it. Check with the gaining installation's Housing Office for specific directions to ensure you have met the installation's requirement.



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## TEMPORARY DUTY (TDY) SCHOOL IN CONJUNCTION WITH PCS



- The Reassignment Work Center is not responsible for generating the manual DD Form 1610 for TDYs. Please see your unit S-3/BDE/BN Schools NCO to receive this TDY order. While your TDY information is normally in your PCS orders, the funding for the lodging and per diem is contained on your manual DD Form 1610 utilizing MTSA funding.
- All Soldiers PCSing or going TDY must have a Government Travel Charge Card (GTCC) to pay for expenses incurred during the PCS/TDY (CONUS and OCONUS). If you do not already have a GTCC, you need to contact the representative in your unit to arrange for issuance of a GTCC.
- If you already have a GTCC, please coordinate with your unit representative to ensure the card is not deactivated once you depart the unit and that appropriate credit limits are established to cover expenses incurred during your move.



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## DA APPROVED SCHOOLS IN CONJUNCTION WITH PCS



- Enlisted Soldiers selected to attend Airborne Training, Recruiter, Drill Sergeant or AIT Platoon Sergeant school, who are TDY enroute in conjunction with a permanent change of station (PCS), are no longer authorized to move family members, household goods, or execute any portion of their PCS entitlements prior to graduating from the training mentioned above.
- Soldiers selected to attend Recruiter School will turn in the Request for Orders (RFO) to their servicing S-1 upon graduation. Soldiers selected to attend Drill Sergeant/Platoon SGT School will turn in the DD Form 1059 to their servicing S-1 upon graduation.
- The servicing S-1s will submit RFO to the Military Personnel Division's Re-assignments section. Orders will be processed within 10 business days of being received.



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## COMMAND SPONSORSHIP AND PASSPORT/VISA REQUIREMENTS



- Upon notification of an OCONUS assignment, the Soldier must apply for Command Sponsorship not later than (NLT) 120 days prior to departure date. S-1 will submit the required documents along with the levy packet to the Reassignment Work Center.
- Once Command Sponsorship is approved by the OCONUS command and you have received your PCS Orders, you can contact the passport section located in Darling Hall, Building 33720 Room 262 at (706) 791-4349 or DSN: 780-4349 and make an appointment to apply for your family members Government no-fee passports.
- **It can take 6-8 weeks to complete this process and receive the Passports/Visa.**
- **All family members applying, must be present at the time of their appointment.**

### Note:

For Soldiers with approved family travel, your family member(s) will be required to have a current DEERS identification card(s), official passport, and visa (if required) in order to travel OCONUS.

**MPD, Fort Gordon, Georgia**



# PASSPORT PROCESSING



- All family members traveling with Soldier on assignment overseas are required to have Government no-fee official passports. The only exceptions are Hawaii and Alaska.
- In order to meet stringent audit accountability requirements within Department of Defense (DOD), there is NO LONGER the issuance of passports for "**JUST IN CASE**," "**POSSIBLE**" or "**MAYBE**." Agent WILL REQUEST "ALL" applicants to provide orders or travel justification and the destination of required travel. The destination of travel is not "classified", only the mission and nature of the order. Applicants unable to provide sufficient justification will be asked to return with the necessary proof of travel and supporting documents. There are many types of orders documentation accepted for processing of passports to include, but not limited to: TCS, PCS, TDY, TAD, RIF, RAD, RFO, TEMADD, MOB, CTO airline reservation or itinerary Form 1610, Form 1614/1617, Med Form 555, and ENG Form 4960.
- **Scheduling appointments for passport processing and photos:**
  - All passport/visa applications and passport photos are done by **APPOINTMENT ONLY, (706) 791-4349/DSN 780-4349**. Walk-ins will be rescheduled for a later time.
- The passport/visa office is located in:

**Darling Hall, Building 33720, Room 262  
DHR MPD STRENGTH MANAGEMENT  
307 Chamberlain Ave  
Fort Gordon, GA 30905-5730**

**MPD, Fort Gordon, Georgia**



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# PASSPORT PROCESSING (Cont.)



- **When to apply for a government no-fee passport:**
  - All active duty military personnel, family members, and DOD Civilians should apply for a government “no-fee” passports after receiving notification of their pending overseas assignment requiring an official passport for travel. Determination will be made at that time as to what type of passport(s) and/or visa(s) are required for overseas travel.
- **ANYONE APPLYING FOR A PASSPORT MUST APPEAR IN PERSON REGARDLESS.**
  - This includes every family member that is applying for passport and their sponsor
- **Processing time for all passports and passports requiring visas:**
  - Passports without visas: approximately 4-6 weeks.
  - Passports with visa requirement: approximately 6-8 weeks.

(Additional processing time may be required during peak season, **March through July** and depending on the assignment.)
- **Required documentations for government no-fee passport (s) are as follows:**
  - **An original birth certification** with raised seal or multi-colored seal from state vital statistics office is required. If you do not have this, you may use the following web address to obtain one: <https://www.vitalchek.com>. **Birth certificate(s) will accompany application packet, but will be returned when passport(s) are signed for.**
  - The following documents are not acceptable birth evidence: birth registrations, birth notifications, abstract or hospital birth certificates and **NO** notarized birth evidence.



# PASSPORT PROCESSING (Cont.)



## ➤ Previously issued passports:

- Tourist, no-fee, official or diplomatic passports may be used as birth evidence in lieu of original birth certification except for children under the age of 16, who must submit the original birth certificate with one or both parent's full name on it. Various situations may require additional documentation. In addition, if there was a previously issued no-fee passport of any kind, that too must be submitted.

## ➤ Applicant(s) must log onto the following Web address:

- ►►► <https://travel.state.gov> / ◀◀◀\*\*\*\* If you just have a "tourist" passport please select "NO" when asked do you have a passport. Regardless if you already have a tourist passport or not, fill out the online form DS-11 (Application for Passport). If you have a previous government no fee passport, fill out the information on application (BRING PASSPORT) and the online form DS-82 will print for renewal. Once you complete the application online, you must then print a hard copy.
- YOU ONLY NEED TO BRING PAGES 5 & 6 to your appointment. Print in single sheets only; document will be signed in presence of the passport agent. We suggest that you re-verify all information on your application prior to printing the forms. **DO NOT SIGN THE HARD COPY APPLICATION UNTIL YOU COME IN FOR YOUR PASSPORT APPOINTMENT.** Be sure to use a quality inkjet or laser jet printer.
- \*\* Select "Apply for Passport Book\*\*". Complete form (disregard the fees noted at the end of application). Click the "Create Form" button. Print out last two pages of application. Must have barcode in upper left corner of page five.

## ➤ ALL government issued passport(s) must be mailed back to the following address:

(In Care Of)      DHR/AG  
(Street Address) 307 CHAMBERLAIN AVE (BLDG 33720, RM 262)  
(City, State, Zip) FORT GORDON, GA 30905-5730

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# PASSPORT PROCESSING (Cont.)



## POC(s):

- **Larry O. Washington, Passport Agent (706) 791-2914/DSN 780-2914**  
Email: [larry.o.washington.civ@mail.mil](mailto:larry.o.washington.civ@mail.mil)
- **Mrs. Vidella B. Jenkins, Passport Agent (706) 787-1767/DSN 780-1767**  
Email: [vidella.b.jenkins.civ@mail.mil](mailto:vidella.b.jenkins.civ@mail.mil)
- **Mrs. Antoinette C. Noble-Webb, Passport/Family Travel Administrative Assistant (706) 791-4349/DSN 780-4349**  
Email: [antoinette.c.noble-webb.ctr@mail.mil](mailto:antoinette.c.noble-webb.ctr@mail.mil)



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# HOMEBASE/ADVANCE ASSIGNMENT PROGRAM



- The intent of the HAAP is to reduce PCS costs and the number of moves made by Soldiers and their family members. Under AR 614-200, Soldiers will elect to participate or refuse HAAP by selecting one of the three options. Soldiers who participate in the HAAP may also request a change of home base or advance assignment. Each request will be considered on a case by case basis.

**NOTE:** Not everyone is offered a HAAP by HRC!



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# ACS – Exceptional Family Member Program (EFMP)



## EFMP Facts:

- Program designed to assist military personnel agencies in determining assignments for the Soldier by ensuring needed services are available for family members at the gaining installation when the Soldier is reassigned to a new duty location.
- This is a mandatory enrollment program for Soldiers with family members (child or adult) enrolled in DEERS who have medical, developmental, mental health, or educational needs.
- EFMP is a worldwide, central database – **NOT** connected to DEERS or to AHLTA (electronic medical record).
- Soldier is responsible for updating EFMP enrollment information a minimum of every 3 years **OR** whenever there is a change in enrollee's condition.
- Failure to update enrollment within required timeframe results in delinquent status notification to command and will interfere with release of PCS orders and/or reenlistment opportunities.
- Soldier with enrolled family member is **NOT** automatically dis-enrolled from the EFMP when divorced, child reaches adulthood, etc. Soldier **MUST** complete disenrollment documents or will show as delinquent status.
- ***For more information or to virtually out-process contact Army Community Service EFMP program at 706-791-3579.***

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## ACS – Exceptional Family Member Program (EFMP) (Cont.)



### ➤ EFMP Enrollment is NOT:

- Grounds for deletion or deferment of assignment
- Automatic approval of family travel
- A guarantee that Soldier will not serve a remote tour
- Automatic approval of priority housing on the installation
- Grounds for non-deployment

➤ **All Soldiers, regardless of EFMP status, are eligible for worldwide and unaccompanied tours. Enrollment in the EFMP has no impact on the deployment responsibilities of the Soldier.**

➤ ***For more information or to virtually out-process, contact Army Community Service EFMP program at (706) 791-3579.***



# ACS – Financial Readiness



## Things to Consider:

### BEFORE:

- Give the Landlord 30 days notice
- Clean home
- Do a walkthrough with inspector
- Obtain a letter of release
- Leave a forwarding address
- Obtain lease termination
- Consider DITY move
- Make contact with sponsor

### AFTER:

- Plan to receive household goods
- Utilize the lending closet
- Budget
- Consider children in school
- Obtain emergency assistance, if needed
- Set financial goals

### Location:

Command Support Center  
271 Heritage Park Lane  
Bldg. 35200  
Fort Gordon, GA 30905

*For more information or to virtually out-process, contact Army Community Service (ACS) Army Emergency Relief (AER) program at (706) 791-3579.*



# ACS – Relocation Readiness Program



- The Relocation Readiness Program (RRP) provides community information, pre & post relocation counseling and referral services to include:
  - Community Information
  - Pre & Post Relocation Counseling
  - Welcome Packets
  - Newcomer's Orientation
  - Multicultural & Waiting Families Information
  - Overseas Briefings
  - **Lending closet (currently closed)**
  
- RRP also offers online services through Military OneSource <https://www.militaryonesource.mil/>. The site provides information on housing services for new arrivals, check-in procedures, schools, and other services.

***Relocation Readiness Program services are available Monday-Friday, 0730-1600. We can be reached at (706) 791-3579. To out process with Army Community Service (ACS), Army Emergency Relief (AER) the ACS Exceptional Family Member Program and Family and MWR call (706) 791-3579.***



# CIF BRIEFING



- **CIF is located in building #25709 and is off of Chamberlain (26th Ave and B St).**  
**To schedule a CIF appointment, it must be done through AKO.** Emergency appointments, such as Chapters and casualty assistance, should **call the CIF at 791-7412** to be scheduled immediately.
- OCIE records can be obtained from customer service or printed from the AKO "My Clothing Tab" (Unsigned Copy Only). All items under the ETS (Trans) column marked with a "N" are required to be turned-in. If you have been deployed, you do not have to turn-in uniforms.
- If you have unserviceable OCIE, you will have to provide a Damage Statement, signed by your Commander that explains in detail the 5Ws verifying the circumstance of the damage.
- If Missing OCIE during deployment or training, Soldier should notify their chain of command immediately in order for them to initiate a DD-200 Financial Liability Investigation of Property Loss (FLIPL).
- Soldier who decides to pay cash for missing or damaged OCIE items, may do so without their Commander's authorization\*. CIF offers cash collection service (only cash, no Debit or Credit Cards), and per Army regulation 700-84 there is a 10% depreciation per item. Cash payments are only accepted for OCIE listed on Soldier's records.
  - \* Exceptions: IOTV, Armor Plated, Kevlar items or items totaling over \$500



# CIF BRIEFING (Cont.)



- All statement of charges are initiated at CIF. Soldiers must take it to their Commander for signature, then to Finance for their stamp and lastly to CIF to be finalized.
- It is imperative that you reconcile your OCIE hand receipt as well as clean your TA-50 prior to scheduling a turn-in appointment; otherwise your equipment will be rejected. Walk-ins are not allowed due to the high volume of appointments. Due to the high volume of appointments, it is recommended that you schedule your appointment within the first day or two of clearing. You can make an appointment several weeks before receiving your orders by getting an approval letter from your Commander.
- Commanders, IAW AR 710-2, Table B-1, F, (2), page 196, are to ensure that Soldiers are cleared 5 days prior to their departure of the installation. Failure to do so will result in a high probability that the Soldier will not clear CIF according to their final out appointment.



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# Housing



## Off Post Housing

- **Submit termination notice in writing to your property manager:**
  - 30 day prior to termination
  - Attach a copy of Orders
  - If you do not have orders, you may use a memorandum from your Command confirming your PCS in lieu of orders; provide the landlord with the orders once they are received

## On Post Housing

- **All Soldiers assigned to Belfour Beatty Community (BBC) Housing, must provide a 30 day notice to BBC prior to clearing Housing/Billeting and bring the Housing Termination Form to the Housing office for clearing.**
- **Permanent Party Barracks – must clear barracks and be cleared in the eMH system to clear the housing office. You must bring the Check Out form from eMH with you to clear Housing.**
- **Housing is here to help you with all of your housing needs; advance applications, etc. You can also go to [www.housing.army.mil](http://www.housing.army.mil) to find contact information for Housing at your next duty station.**
- **Contact number: (706) 791-5116**
- **Location:**
  - Personnel Support Center**
  - Darling Hall, Bldg. 33720, Room 129**
  - 307 Chamberlain Avenue**
  - Fort Gordon, GA 30905**



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# Transportation



VISIT: <http://www.move.mil/>

## Government Bill of Lading (GBL) - Regular Government Move

- Household Goods (HHG's)
- Unaccompanied Baggage (UB)

## Personally Procured Moves (PPM's) Partial or Full

- Combination of the two is authorized (Contractor Arranged Move/PPM)

## Non-Temporary Storage (NTS) -- Contractor Arranged Move or Self Arranged Move

- Stored at government expense & held for duration of tour (restricted and non-desired property to be shipped to your overseas duty station)

## Designated Location Move

- Local or CONUS designated location -- Contractor Arranged Move or Self Arranged Move
- Personal Property cannot be reshipped on same set of orders
- Combination of the two is authorized (Contractor/PPM)



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# Transportation (Cont.)



VISIT: <http://www.move.mil/>

## Government Bill of Lading (GBL) - Regular Government Move

- Upon receipt of your **ORDERS** you should **IMMEDIATELY** set time aside to coordinate your household goods briefing and pick-up
- **DO NOT** schedule a final out date for your home or apartment until you have completed the transportation appointment



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# Transportation (Cont.)



## JOINT TRAVEL REGULATIONS (JTR) WEIGHT ALLOWANCE

<u>Pay Grade</u>	<u>Without Dep</u>	<u>With Dep</u>
O-6 to O-10	18,000	18,000
O-5	16,000	17,500
O-4	14,000	17,000
O-3	13,000	14,500
O-2	12,500	13,500
O-1	10,000	12,000
E-9	13,000	15,000
E-8	12,000	14,000
E-7	11,000	13,000
E-6	8,000	11,000
E-5	7,000	9,000
E-4	7,000	8,000
E-1 to E-3	5,000	8,000

**NOTE:** Authorized weight entitlement is determined by the host country instructions for accompanied or unaccompanied tour and overseas duty station.

**MPD, Fort Gordon, Georgia**



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# Transportation (Cont.)



## Privately Owned Vehicle (POV)

When planning to ship or store your vehicle, please be sure to review the important information at <https://www.pcsmypov.com/>

- Shipping Your POV
  - (1) POV may be shipped if authorized on orders
  - Authorized VPC: Atlanta, GA
- Storing Your POV
  - Must be stored at a commercial facility or Vehicle Processing Center (VPC)
  - (1) POV may be stored if authorized on orders

**NOTE:** If you are authorized to ship a POV, you are **NOT** authorized to store your POV.

**For questions, please contact the Fort Gordon, GA Transportation office at: 706-791-4184**

**Location:**

**Personnel Support Center  
Darling Hall, Bldg. 33720, Room 111-A  
307 Chamberlain Avenue  
Fort Gordon, GA 30905**



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# FINANCE



## Defense Military Pay Office Fort Gordon, GA 30905

### Permanent Change of Station (PCS) Out Processing Guide

- Out-processing is done on a first come first served basis. You must come to the DMPO and bring 1 copy of PCS orders, amendments and DD Form 1610 (TDY Orders) (if applicable) at least 24 hours before your anticipated sign-out date. Any travel advances must be done 20 days prior to sign-out date.
- **Mandatory Documents:**
  - **DA Form 31**, Request and Authority for Leave. All Soldier are required to bring 1 copy of their DA Form 31 and copy of orders to clear the Finance Office. The “from” date on the form cannot be earlier than the date you are authorized to depart from your unit. The “to” date on the form must reflect your availability date or reporting date as stated in your PCS orders
  - **Installation Clearance Papers**
- **PCS Travel Payments:**
  - Travel by Privately Owned Vehicle (POV) is reimbursable by monetary allowance in Lieu of transportation (MALT) and a flat per diem rate for authorized travel time (days). Flat per diem rates are currently \$142.00 per day for Soldier, \$106.50 per day for any family member, 12 years old and older, and \$71.00 for any family member under the age of 12. Mileage is payable at \$.17 per mile per vehicle (limited to 2 vehicles at \$.34 per mile) on an Advance Travel Pay Request: DFAS Form 9114.



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# FINANCE (Cont.)



- **Advance Payment: DA Form 31 (leave form) is required to request advance pay. (Caution: This will be collected from your pay. Get it only if you need it.)**
  - The purpose of this payment is to provide funds for extraordinary expenses incident to a government ordered relocation. It is intended to assist with out-of-pocket expenses that are not reimbursed by another payment (i.e. Travel, DLA, TLE, or TLA). An advance pay is not an interest free loan from the U.S. Army. Payment to E-4 and below requires Command approval. Only one month payable at losing station. Payment made within 30 days before PCS or up to 60 days after arrival at new duty station. Repayment time will normally be 12 months or time remaining in service; whichever is shorter. Single Soldiers, under normal circumstances, do not qualify for an advance pay at losing station. Advance pay request is on a DD Form 2560.
- **Contact Phone number: (706) 791-3683**
- **Location:**
  - Personnel Support Center**
  - Darling Hall, Bldg. 33720, Room 330**
  - 307 Chamberlain Avenue**
  - Fort Gordon, GA 30905**



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# DENTAL



- Dental exams are required in order to PCS (IAW AR 600-8-101; Chapter 3 and Chapter 5)
- You must be a Dental category 1 or 2 to PCS.
  - Dental Classifications (IAW AR 40-3; Chapter 6)
    - (1) Class 1 are patients with a current dental examination, who do not require dental treatment or reevaluation. Class 1 patients are worldwide deployable.
    - (2) Class 2 are patients with a current dental examination, who require non urgent dental treatment or reevaluation for oral conditions which are unlikely to result in dental emergencies within 12 months. Class 2 patients are worldwide deployable.
    - (3) Class 3 patients who require urgent or emergent dental treatment. Class 3 patients are normally not considered to be worldwide deployable.
    - Class 4 are patients who require dental examinations. This include patients who require annual or other required dental examinations and patients whose dental classifications are unknown.
- NOTE: . The Dental Clinic will provide a dental exam to class 4 patients and will treat only the Symptomatic Class 3 needs at this time.
- Contact phone number: (706) 787-7050
- Location:
  - 25501 Brainard Ave.
  - Fort Gordon, GA 30905



# RETENTION/SRR



- **If you do not have enough time in service remaining to complete your gaining assignment, you will need to extend or re-enlist before your orders can be cut.**
  - **If you are going state side you will need 2 years.**
  - **Overseas assignments: Long-term tours, you will need 36 months.**
  - **Short term tours, you will need 12 months.**
- **If you reenlisted for the assignment you have to go through your Retention NCO / Career Counselor to request for either a deletion, deferment or early report.**
- **Declination of Continued Service Statement (DCSS)**
  - **Soldiers, other than those in their initial term, having 4 or more years service for pay purposes at ETS, must take action to meet SRRs. This action is required regardless of the SRR start or report date, to include those after the Soldier's current ETS. Soldiers eligible, but refusing to take action to satisfy military SRRs, will be denied further service through the DA Form 4991-R.**
  - **Soldiers not willing to reenlist or extend to meet a SRR will be advised of the impact of their decision by the servicing Career Counselor within 7 to 30 days from the EDAS transmittal date. The Servicing Career Counselor will initiate a DA Form 4991 (DCSS) after the Soldier has elected not to take action to meet the SRR but not later than 45 days from notification of assignment.**

**CONTACT YOUR SERVICING CAREER COUNSELOR FOR MORE INFORMATION**



**U.S. ARMY**

# FIRST TERMER STATEMENT



- **First term statement only applies to Soldiers who are on their initial enlistment and decline to extend or reenlist to meet the requirements for Permanent Change of Station (PCS).**
- **If you are a first term Soldier and do not have 24 months of service remaining, you may sign a First Termer Statement, which does nothing but delete the upcoming assignment. If you want to keep the assignment you **MUST** extend or reenlist in order to meet the Service Remaining Requirements (SRR). If this is the case, please see your unit Retention NCO for assistance.**
- **Soldiers should understand, if there is enough time remaining on their current enlistment, they will be required to complete the upcoming PCS assignment. You will not be able to submit the First Termer Statement and will continue to PCS to the next duty station.**



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# Total Army Sponsorship Program (TASP)



- IAW AR 600-8-8, the TASP is a Commander's Program designed to enhance resiliency among Soldier and family members, and to ensure Soldiers and family members, receive the services needed to transition successfully in and out of Commands.
- Tier II includes Soldiers, Noncommissioned Officers (NCOs), and officers in the grades of Private to Staff Sergeant, Second Lieutenant to Captain, and Warrant Officer One, to Chief Warrant Officer Two will require sponsorship at the unit level prior to conducting their final out at the losing installation. ETP must be signed by the first General Officer in their chain of command. The first General Officer/Senior Executive Service equivalent may delegate ETP authority down to the BDE Commander or equivalent leaders of similar organizations.
- Tier III. NCOs and officers in the grades of Sergeant First Class to Sergeant Major, Chief Warrant Officer Three to Chief Warrant Officer Five, and Major to Colonel may request sponsorship.
- **STEPS FOR REQUESTING A SPONSOR IN ACT:**
  - Go to the Army Career Tracker (ACT) and complete your sponsorship form (DA Form 5434).
  - Select SPONSORSHIP from the left navigation, then click DA Form 5434.
  - On the DA Form 5434 page, click the CREATE NEW FORM button.
  - Complete sections 1, 2, 4 and 5. Leave section 3 blank for gaining installation to complete.
  - Digitally sign the form with your CAC.
  - Once all fields are complete and form is signed, click SAVE.



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## Total Army Sponsorship Program (TASP) (Cont.)



### EXCEPTION TO POLICY (ETP):

- The approval authority for ETP to this requirement, thus requiring assignment of a reactionary sponsor, is the first General Officer/Senior Executive Service equivalent in the Soldier's chain of command unless the first General Officer/Senior Executive Service equivalent delegates this authority to the BDE Commander or equivalent leaders of similar organizations. Commanders will not hold outbound Soldiers past report date, pending sponsor assignment. In situations where gaining command has failed to assign a sponsor prior to Soldier's final clearance from losing installation, the Soldier will be allowed to proceed with ETP (DA Form 4187 (Personnel Action)). The reason for ETP will be recorded in the TASP Module in ACT.



U.S. ARMY

# Installation Out Processing (PCS)



- **ALL SOLDIERS ARE AUTHORIZED 10 BUSINESS DAYS TO CLEAR.**
- **Installation clearance papers are provided for permanent party Soldiers in room 271 (Enlisted) and room 262 (Officers).**
- **Request clearance papers at a minimum of 2 business days prior to the anticipated start date to begin clearing. The following documents are needed; unit clearing papers, copy of orders, DA Form 31 (leave document) and DA Form 5434, from Army Career Tracker (ACT).**
- **CIF must be cleared at least 5 days before final out processing.**
- **Cyber Center of Excellence units and 35th Signal Brigade must clear security in Darling Hall, Room 307. All other units will clear security within their S-2.**
- **NOTE: For final out-processing, Section 3 of the DA Form 5434 must be completed to indicate sponsor information at the gaining unit or have an Exception to Policy (ETP) IAW FRAGO 1 to EXORD 161-15 (if applicable).**
- **Soldiers clearing Fort Gordon must be in military duty uniform.**



# HELPFUL LINKS



- Housing
  - <https://www.housing.army.mil/Default.aspx>: Army Housing Website
  - <http://www.militaryonesource.mil/>: is the web site for universal housing assistance
  - <http://www.ahrn.com/>: is the web site for identifying currently available properties in the local area. You can list local home as a rental, or list your house For Sale by Owner. Research rental properties at gaining installation.
  
- Credit Reports
  - <https://www.annualcreditreport.com/> 1 (877) 322-8228
  - <https://www.optoutprescreen.com/> 1 (888) 5OPT-OUT
  - <http://www.myfico.com/>
  - <http://www.equifax.com/> 1 (800) 685-1111, To Report Fraud: 1 (800) 525-6285
  - <http://www.experian.com/> 1 (888) Experian, To Report Fraud: 1 (800) Experian
  - <http://www.transunion.com/> 1 (800) 916-8800, To Report Fraud: 1 (800) 680-7289
  
- Budgeting
  - <https://www.bankrate.com/> Fico Score estimator, Financial Calculators, MMA
  - <http://www.msn.com/en-us/money>
  - <https://powerpay.org/>: Budget and repayment plans
  - <https://www.mint.com/>: Financial tools and Goal assistance
  
- **DFAS**
  - <http://www.dfas.mil/>: For general questions relating to Military and Travel Pay and other useful information access to MyPay web site
  - <http://www.defensetravel.dod.mil/>: For BAH Rates for your location, COLA Rates for CONUS and OCONUS, DLA Rates, Per Diem rates, Computation of TLE and TLA



U.S. ARMY

# Fort Gordon Online Levy Briefing



**Congratulations on completing the Fort Gordon online levy briefing!**

Fill out the certificate on the next slide with your name and today's date, sign, and provide a copy to your S-1. Your S-1 will submit a signed copy to the MPD reassignments section. We will NOT process orders without the signed Levy Briefing Certificate of completion!

***" Your S-1 will provide you with all required documents needed to publish orders."***



# Certificate of Completion

THIS ACKNOWLEDGES THAT

**First Name Last Name**

HAS SUCCESSFULLY COMPLETED  
THE FORT GORDON ONLINE LEVY BRIEFING

SIGNATURE:

\_\_\_\_\_

TYPED NAME

\_\_\_\_\_

TODAY'S DATE