

U.S. Army Garrison Hawaii Reassignments Checklist

Date MPD
Received Pkt:

FULL NAME:

RANK:

EMPL ID:

UNIT:

DEROS:

DoD:

(example: 24 May 2024)

Best Contact Number:

Required Documents

This Checklist
Proof of Command Sponsorship (Orders to Hawaii,
Approved CS Memo, Add Dependents Memo)

If Applicable Documents

ATRRS School Reservation (TDY enroute only)
COT Deferment Memorandum (OCONUS Only)

Please answer the following questions:

- | | | |
|--|-----|--|
| 1. Do you have a government travel Card? | YES | NO |
| 2. Has your marital status changed? | YES | NO If yes, (provide marriage certificate or divorce decree). |
| 3. Have you completed your Member Elections? | YES | NO |
| 4. Are you traveling with a pet? | YES | NO |
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Do you have any pending personnel actions (Pending Security clearance, Foreign Service Tour Extension / Curtailment, Medical Board, Pregnancy etc.) that may delay or change your pending reassignment? Yes No

***** For Command Sponsored Soldiers going TDY enroute *****

Select One of the below options

- A. Elect to move dependent(s) from present CONUS and/or overseas station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days to settle Soldier's dependent(s), 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 will be authorized Government transportation to and from TDY station (applies to CONUS to CONUS, and overseas to CONUS PCS movements).
- B. Elect to clear current permanent station prior to departure for TDY station; and have dependent(s), at personal expense, accompany Soldier to TDY station or travel 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. Soldier's entitlement for dependent transportation will be based on the most direct routing between the old permanent station and the new permanent station (applies CONUS to CONUS, CONUS to overseas, and overseas to CONUS PCS movements). Soldiers who are being reassigned overseas must be medically and dentally qualified for assignment.
- C. Request to leave your Family at the present duty station until you complete your TDY. Once TDY is complete your Family Member(s) will join the Soldier at the new Permanent Duty Station. If the Soldier elects this option, a BAH/COLA Waiver Packet must be completed and submitted to HQDA for approval. (If Soldier elects to return to Hawaii, Soldier will pay out of pocket for the round trip airfare!)

Are you being assigned to another OCONUS duty station?

YES

NO If YES, provide the following:

Home of Record (city/state/zip code):

For Soldiers going to an Overseas Assignment, the following forms must be submitted with your levy packet:

- DA Form 4036 (Signed by Medical and Dental)
- DA Form 5121 (Signed by Soldier and Witness)

*** The following documents apply to Family Travel Requests only:

- DA Form 5888 (Processed through Enterprise-EFMP, <https://efmp.army.mil>)
- DA Form 4787 (Signed by Soldier)
- Soldier Declaration Memo (Europe, Japan and Korea)
- Command Sponsorship Statement (Korea)

Will your dependents be traveling with you to a OCONUS duty station? YES NO (Select Yes or No)

If NO, location where dependents will reside (city/state/zip code):

Will you ship or put your POV in storage at government expense? SHIP STORE (Select Ship or Store)

Will you be taking your Consecutive Overseas Tour (COT) leave between Hawaii and next OCONUS duty station?

YES NO, I will defer

IAW AR 600-8-10 Chapter 4-8: **if COT leave travel is deferred, the Soldier must travel directly from the old PDS to the new PDS. No leave or other absence may be authorized enroute except for 4 days to drop off and/or pick up dependents if they are residing at an approved designated location.**

If the PCS requires either the Soldier or Family members to traverse through CONUS, COT leave must be used between the two tours of duty. The only exception is if no chargeable leave is used enroute, and COT leave deferment is justified in writing as a military necessity by the losing or gaining commander.

A losing or gaining commander may authorize a deferment for military necessity, and Soldiers may request deferment of COT leave for personal reasons. The authorization and the reason for the deferment must be stated in the Soldier's PCS Orders and in item 11 on the Absent Request, additionally, the leave request must be disapproved IAW AR 600-8-10 Chapter 4-8 (o)

I certify that the following are my authorized Command Sponsored dependents:

Name (Last, First, MI)

Date of Birth

Relationship

Daughter

If additional space is required, please use a continuation sheet

In Accordance with Title 5, U.S.C. § 552a (Privacy Act of 1974) as implemented by the Federal Register, Department of Defense, Department of the Army, 32 CFR Part 505, The Army Privacy Program; Final Rule, protected personal information will not be disclosed from this roster to any commercial enterprise or representative thereof or to any individual outside the Department of Defense. This roster will be safeguarded IAW paragraph § 505.2, of the Federal Register named above. When updated, obsolete copies will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of information Act Program.

S1s ARE RESPONSIBLE FOR ROUTING ALL COMPLETED LEVY PACKETS WITH APPLICABLE SUPPORTING FORMS AND DOCUMENTS.

PAR: Admin Records Correction>Other>Levy Packet / UDL: 00000000040769

Soldier's Digital Signature:

Date:

S1's Digital Signature:

Date: