



U.S. ARMY



Reassignment Briefing

USAG Hawaii

Installation Management
Command / Military Personnel
Division



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.





Reassignment Briefing

Reassignment Briefing Agenda

- ✓ Reassignment Process
- ✓ Tour election*
- ✓ Service Remaining Requirements (SRR)
- ✓ Finance travel entitlements*
- ✓ 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)*
- ✓ Family travel application requirements*
- ✓ Passport requirements*
- ✓ Human Immunodeficiency Virus (HIV) testing*
- ✓ Application requirements for deletions and deferments*
- ✓ Availability Date
- ✓ Reporting timelines
- ✓ Transportation entitlements
- ✓ Spouse employment
- ✓ Total Army Sponsorship Program (TASP)
- ✓ Housing Flexibility options
- ✓ Reassignment packet requirements
- ✓ DA Form 5118 (Reassignment Status and Election Statement)
- ✓ Installation/location-specific requirements

*Reassignment Briefing requirements per AR 600-8-11





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)
- AR 608-1 (Army Community Service)
- MILPER Message 21-405 (PCS Orders Processing Requirements Update)

Reassignment Process

✓ Reassignment Process

- Reassignment notification and briefing are required within 15 days of assignment transmission for officers; within 30 days for enlisted.
- Soldier suspense for the return of necessary documents and information to the reassignments processing center is 30 days after reassignment briefing.
- The goal for PCS orders issuance is 120 days or more prior to report date (14 days for IET Soldiers), 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 assignment transmission for Soldiers on assignment to OCONUS; may be conducted in conjunction with reassignment briefing. See AR 608-1, Chapter 4.
- The reassignments processing center will inform the Battalion S1 of Soldiers who fail to attend reassignment and overseas orientation briefings.





Reassignment Briefing

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)

Service Remaining Requirement (SRR)

- ✓ 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 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)
- <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.
 - Submit a PAR, 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 600-8-11 (Reassignment)

Reassignment Packet Requirements

- ✓ The following documents will be included in each Soldiers' reassignment packet, as applicable.
 - Reassignments Checklist
 - DA Form 5117 (Reassignment Control Sheet) (**Officers**)
 - DA Form 5118 (Reassignment Status and Eligibility Statement) (**Enlisted**)
 - DA Form 4036 (Medical and Dental Preparation for Overseas Movement), if on assignment to OCONUS
 - DA Form 4787 (Overseas Reassignment Processing), if on assignment to OCONUS
 - DA Form 5121 (Overseas Tour Election Statement), if on assignment to OCONUS
 - DA Form 5888 (Family Member Deployment Screening Sheet), if on assignment to OCONUS **E-EFMP**.
 - Copies of all reassignment management forms, including any reclassification, medical examination board, physical evaluation board actions, or reenlistment contract that relate directly to the reassignment action, and documents qualifying the Soldier for PCS movement, deletion, or deferment.





Reassignment Briefing

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

DA Form 5118 (Reassignment Status and Election Statement)

✓ DA Form 5118

- This form is used to conduct initial screening of assignment instructions to determine the Soldier's eligibility for the assignment.
- Part I is completed by the Reassignments Processing Center, and is used to determine:
 - If the Soldier meets general assignment eligibility, such as stabilization, time on station, and MOS qualification.
 - if the Soldier requires additional security clearance/background investigation processing.
 - If the Soldier must acquire additional service to comply with the assignment.
- Part II is completed by the Battalion S1, and is used to determine if the Soldier meets general assignment eligibility, such as duty status, adverse actions, and separation processing.
- Parts III and IV are completed by the Soldier and is used to determine:
 - If the Soldier intends to retire or decline an airborne assignment.
 - If the Soldier meets general eligibility requirements for OCONUS assignment and assignment to hostile fire areas.
 - If the Soldier's Family requires any special consideration.
 - If the Soldier desires to participate in the HAAP.





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

- 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.
- Your DEROS Date is your Avail Date.
- The availability date is documented as such:

✓ 25 - Use of Commercial Travel Office (CTO) is mandatory for commercial transportation. Traveler's estimated date available for travel (AVAL) is **10 NOV 23**.





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 Absence Request must be the day prior to 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 PAR 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

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

Tour Election

- ✓ Tour Election for Overseas (OCONUS) Assignments
 - Soldiers on assignment to an overseas duty station 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 before making the

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

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 608-75 (Exceptional Family Member Program)

Exceptional Family Member Program (EFMP) / Overseas Family Member Travel Screening (FMTS)

- ✓ 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

References:

- AR 608-75 (Exceptional Family Member Program)

Exceptional Family Member Program (EFMP) / Overseas Family Member Travel Screening (FMTS)

✓ 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 (EFMP) / Overseas Family Member Travel Screening (FMTS)

- ✓ 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





— THE U.S. ARMY —
ENTERPRISE EFMP



TAMC EFMP Office Location: Tripler Army Medical Center, 3rd Floor 3B

USARMY Tripler Medical MEDCOM TAMC List PE EFMP
usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil

- ✓ **EFMP Office Phone Number: 808-433-4441**
- ✓ **(M-F 0730-1600)**





Reassignments

Command Sponsorship

When submitting documents to add dependents to your orders, please make sure you include all required documents.

1. **COMMAND SPONSORED**: Your dependents were on your PCS orders bringing you to Hawaii. (Provide a copy of the orders.) If you have dependents that were born since being assigned, please provide a copy of the birth certificate.
2. **NON-COMMAND SPONSORED**: If you got married on island, and you meet the service remaining requirement (12 months on island) or your spouse is a bona fide resident, then work with your S1 to submit a request for Command Sponsorship to the Family Travel Office. To be considered a Bona Fide resident, you must have been born in Hawaii or are a resident paying Hawaii taxes. (If approved, provide a copy of the approved Command Sponsorship Memo.)
3. **DUAL MILITARY**: If you are dual military with no dependents upon arrival to Hawaii and later have a child, you must request Command Sponsorship. You will need to submit a packet to the Family Travel Office to do this.





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. Soldiers who acquire dependents after publication of orders must complete the Family Travel/Command Sponsorship process and receive amended orders before taking dependents OCONUS – including Hawaii and Alaska.
- 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 5121 (Overseas Tour Election Statement) electing to serve with dependents.
 - DA Form 4787 (Reassignment Processing) listing all authorized dependents who will accompany the Soldier.
 - 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.
- ✓ 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)

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 (non-concurrent 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

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, 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.





Reassignments

UPDATED BAH COLA WAIVER GUIDANCE

Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) Secretarial Waivers are now processed through IPPS-A. See MILPER message 24-109, AR 637-1 and ALARACT 011/2022

Self Service > My personnel Action requests

- (1) Select Create Personnel Action button.
- (2) The Effective Date is the date of request. Then select Admin Records Corrections from Action drop-down menu.
- (3) Select Sensitive Action PAR from the Reason drop-down menu. Then select the Continue button.
- (4) Enter BAH Waiver type and paragraph from the current ALARACT in the More Information Field that is being requested.
- (5) Select the Save button. Then select the Next button.
- (6) Select the Add Attachment button to add required documents. Documents can be uploaded individually, combined as a single PDF or as a PDF Portfolio.
- (7) Select Save, Next, and then the Validate button. Select the Next button. (Validation does not equal eligibility or approval, IPPS-A is only validating that all required fields are completed)
- (8) Select the Submit button.
- (9) The Submit for Approval Confirmation screen will appear. Select the User List. Leave Business Unit as US Army Active Component. Search User list for UDL 00000000032820 in List field. Select the Add Users button to select the HRC_TAGD_BAH_Waiver_COMPO_1 template. Then select the Continue button.





Reassignment Briefing

Completed levy packets must be submitted to the Reassignment mailbox at:

usarmy.Schofield.id-pacific.mbx.reassignments-hi@army.mil

- Please ensure all documents submitted are single-sided, legible and complete.
- Once orders are published, an email notification will be sent to the Soldier and S1 for legacy orders.
- Once orders are published in IPPS-A, Soldiers will receive a notification of order approval.
- A copy of the orders will also be input into i-PERMS.

Questions?





U.S. ARMY



Transportation Division

**Installation Management
Command / Military Personnel
Division**



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Move.mil is now on Military OneSource
Visit the Moving & Housing section for expert relocation support

Move.mil has partnered with Military OneSource to house all the moving support you need, all in one place. For planning tools, information guides, customer service, housing tips, family and community assistance, DPS log in and more, visit: <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/>

Now Offering Two Avenues of Assistance...

Personal Property Assistance for help with shipping your goods

Our newly developed pages include resources such as:

- Customer service contacts
- Guides and articles explaining the moving process
- Videos with news updates, tips and advice
- FAQs on moving personal property
- Brochures and fact sheets
- Service branch moving assistance and tools

Relocation Assistance for help with the people side of moving

Find a variety of helpful info about:

- Financial counseling services
- Renting or buying housing
- Living OCONUS
- Family and school support services
- Finding employment for a spouse

...And Multiple Support Tools

Defense Personal Property System (DPS)

Use this tool to upload your orders, schedule your move, track household goods shipment, file a claim and more.

Plan My Move Tool

Use this tool to create customized checklists for different parts of your move, including family, household goods, paperwork and housing.

PCSMYPOV

Use this online resource for shipping and/or storing privately owned vehicles during a move.

MilitaryINSTALLATIONS

Use this online resource to find contacts for key programs and services, check-in procedures, local resources, maps, community information and more.

Need further assistance,
Call Military OneSource at 800-342-9647 or visit www.MilitaryOneSource.mil





Transportation – PPPO

Personal Property Processing Office

Soldier Support Center , Bldg 750, Rm 140
(Back of building on right side, with it's own entrance)

Monday-Friday
0730-1500

Closed Federal Holidays & for Trainings (as posted)
Closed Every other Friday at 1400hrs for Training

PLEASE EMAIL:

(best means of contact & providing detailed instructions)

usarmy.schofield.402-afsb.mbx.hi-pppo@army.mil
(shorter version / alias email)





Reassignment Briefing

WHAT HAPPENS AT APPOINTMENTS:

➤ COUNSELING on Entitlements

- HHG (Household Goods) Shipment
- NTS (Non-Temp Storage/ “Long term storage”) **if applicable**
(not for CONUS PCS!)
- POV (Privately Owned Vehicle) Shipment
 - **ONLY 1 authorized per SM on orders!**
 - **If you shipped POV on ERD (Early Return of Dependents) you CANNOT ship another POV!**
- Travel – authorization based on Orders & Regulations

➤ REQUEST pack and pickup dates

- Plan ahead and Stay flexible! No Holidays, No Weekends!
- If time crunch or during PEAK it is highly suggested to consolidate HHG & UB into a combined (but segregated) 1 shipment, request partial delivery at destination; **but, for Retirements – may not be as easy or as applicable (especially as UB shipment does NOT declare HOS)**
- Be sure of dates; **NO CHANGES to dates**, unless orders amended, or emergency w/ justification and letter from commander.

***** Based on Hawaii moving industry workload requirements, and closed out dates during peak times (often closed-out for 6 weeks or more in summer), ALL requested pack/pickup dates can/may/will be adjusted *****





Reassignment Briefing

References:

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

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:
• 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@mail.mil, phone 502-626-3000 (DSN 464).





Reassignment Briefing

APPOINTMENTS cont'd...

POV arrangements:

➤ **POV - VPC Worksheet:** Once done submitting ALL required documents, and request for POV shipment with your applicable appointment (including Self-Counseling Completion/Validation), you will receive a VPC worksheet – showing auth VPC & thus be able to turn in POV at the VPC.

- **PCS = closest VPC to PDS/Next Duty Station- CONUS/OCONUS**

VISIT website to make an appointment – HIGHLY RECOMMENDED!

**International Auto Logistics (IAL), Pasha Hawaii Terminal,
Pier 1, Forrest Avenue, Honolulu, HI 96814**

Monday - Friday / 0800-1500

Closed federal holidays & for training (as posted)

WEBSITE: <http://www.pcsmypov.com>

Questions Call:(808) 670-3095;Toll Free: (855)389-9499





QUESTIONS??

Still have questions pertaining to Transportation, best contact is group email:

usarmy.schofield.402-afsb.mbx.hi-pppo@army.mil

LEAD, PPPO: Regina M. Tibayan

Email: regina.m.tibayan.ctr@army.mil





U.S. ARMY



Passports and Total Army Sponsorship

Installation Management
Command / Military Personnel
Division



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

- Bona Fide Need – Sufficient documentation that shows the application request is justified that includes a **fully executed travel order** or movement that **specifically state a country that requires** an official passport **per the Foreign Clearance Guide**. Sign in to DoD FCG with APACS account: <https://apacs.milcloud.mil/apacs/login.jsp>
- Traveling with Dependents – Dependents are required to be cleared for assignment
 - ✓EFMP screening complete
 - ✓Clearance from New Duty Station
 - ✓Dependents listed on PCS order
- Schedule appointment – Contact via email: usarmy.schofield.id-pacific.mbx.passports-visa@army.mil
- Passport Processing – PCS does not qualify for Expedite Service. Routine process takes 4-6 weeks.
- Visa Processing - Does not qualify for Expedite Service. Routine process up to 12 weeks.
 - Embassy processing is unclear on the amount of applicants processing per week





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 Continued

KNOW WHAT YOU NEED BEFORE TRAVEL: GO TO FOREIGN CLEARANCE GUIDE
<https://apacs.milcloud.mil/apacs/login.jsp>

WARNING: DO NOT MISREPRESENT YOUR TRAVEL

- Traveling for Official purpose but entering as a Tourist
- Tourist can enter using personal passport up to 90 Days
- Day 91 must return to United States

COUNTRIES WILL TURN YOU BACK TO U.S. FOR MISSING ENTRY DOCUMENTS

- Government will not pay for travel back to U.S. or travel back into country

CUSTOMER SERVICE INFORMATION

US ARMY GARRISON - HAWAII, MPD PASSPORT OFFICE

Bldg. 750, Rm. 217

Serving Customers by Appointments Only

To make an appointment contact office at: (808) 655-8276 or (808) 787-1101

For questions please send us an email to: usarmy.schofield.id-pacific.mbx.passports-visa@army.mil

Note: Walk-in services are provided for Out-processing and Passport Pick Up.

All other services are by **APPOINTMENT ONLY**

Customer Service Hours for Walk-Ins 0730-1130 and 1300-1530

Closed on Fridays and U.S. Federal Holidays





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

References:

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

Total Army Sponsorship Program (TASP)

- The Army goal is to help reduce the stress, to make the process seamless, and less challenging before, during, and after your PCS move. Army has developed two key apps, My Army PCS Move and Digital Garrison, to provide comprehensive, interactive information and resources.
- My Army PCS Move app (available on the Apple App Store)
 - Plan, prepare, and organize your move.
 - Understand the process
 - Provides basic entitlements, knowing different types of moves
 - Virtual call center – Live connection
- Digital Garrison (available on Apple and Google Play)
- Once stop information source for Army communities, putting real-time information into Soldiers' families' and civilian's hands keeping communities connected.
- <https://apps.apple.com/us/app/digital-garrison/id1484777325>
- https://play.google.com/store/apps/details?id=com.aafes.digitalgarrison&hl=en_US&gl=US
- At any point you need immediate Sponsorship assistance, my office is Room 217.





U.S. ARMY

**IN/OUT PROCESSING BRIEF
LEVY BRIEF**

Army Military Pay Office





Army Military Pay Office

HOURS OF OPERATION

Office Hours:

Monday - Thursday 0900 – 1600

Friday 1200-1600

Closed on Federal Holidays





PAY ENTITLEMENTS

Cost of Living Allowance (COLA)

- COLA stops the day prior to departure date (start of absence request)

Basic Allowance for Housing (BAH)

- BAH remains at the Hawaii rate until sign into new Permanent Duty Station
- If TDY enroute, BAH remains at the Hawaii rate until sign into new Permanent Duty Station
- Single Barracks Soldiers – BAH is paid at the Hawaii without dependent rate while on PCS leave
 - **IN PROCESS QUICKLY TO AVOID DEBT**

Family Separation Housing (FSH or Dual BAH)

- Hawaii rate stops the day prior to departure date
- BAH will remain with dependent for dependent location





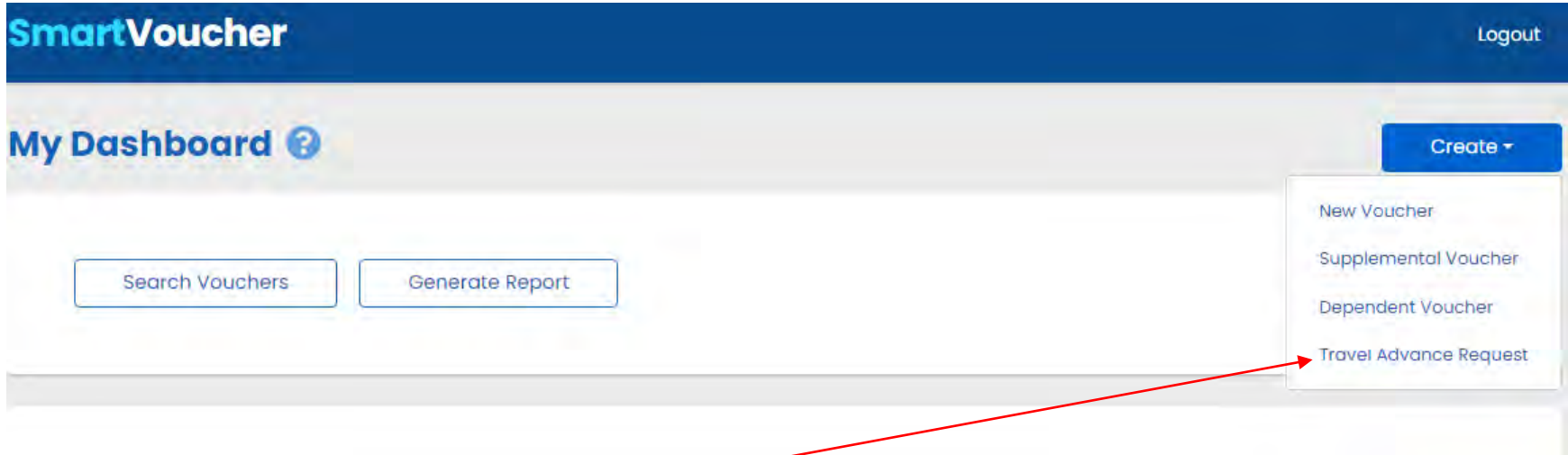
ADVANCE PAY / DLA

- ONE Month's advance pay may be requested prior to departure or at gaining duty station
 - Can be requested 30 days prior to PCS departure OR 60 days after your PCS arrival at next PDS
 - DD2560 (Use ARMY PUBS), PCS orders and absence request
 - Single soldiers (regardless of rank) must provide written justification and have commanders' approval. At AMPO discretion if payment is authorized
- Advance DLA requires 10-15 Business days to be processed
 - Request via: <https://smartvoucher.dfas.mil/>
 - Create Travel Advance Request

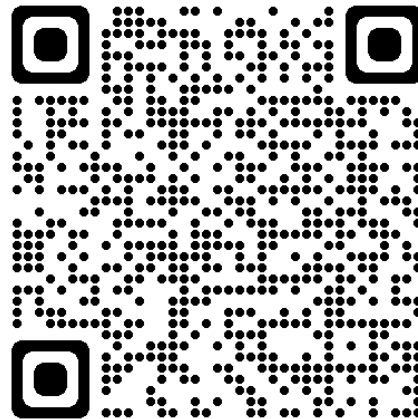




Dislocation Allowance Advance



- Additional information on what DLA is and how it works





Government Travel Charge Card (GTCC)

- Before your departure, contact your Organizational Defense Travel Administrator (ODTA) to ensure your account is placed in a “Mission Critical Status” to avoid account becoming delinquent while waiting for reimbursement.
- Can be found at the BN S3 or BDE S8





CITI Manager for GTCC

User ID Password

User ID

Sign On

[Forgot User ID / Password?](#)

[Register as a Cardholder](#)

[Register as a Non-Cardholder](#)



DOWNLOAD THE CITIMANAGER APP

- You can create a username and password, download the app and control it, like any other banking app.





TEMPORARY LODGING ALLOWANCE - TLA

Required documents to process Departure TLA :

- TLA authorization memo from housing services
- Original lodging receipts (daily itemized, zero (0) balance hotel receipt)
- Complete copy of PCS orders (one sided)
- Approved IPPS-A Absence Request
- Flight itinerary (including dependents if applicable)

TLA PACKET must be single sided and walked into the finance office.

After departure can be emailed for payment:

usarmy.schofield.usarpac.mbx.usafmcom-ampo-tla1@army.mil

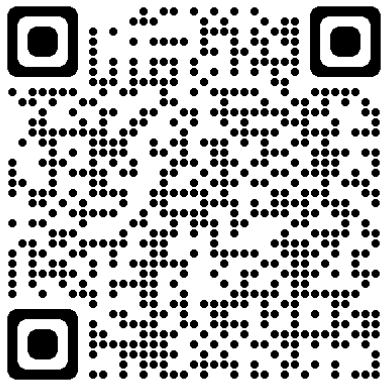
Additional information can be found at Policy 19: [Housing Services Office :: U.S. Army Garrison Hawaii](#)





TEMPORARY LODGING EXPENSE - TLE

- Mainland hotel expense at next permanent duty station
- 14 days is authorized
- Meals only or Meals and Lodging
- You must be within 75 miles of gaining station to be eligible, and your hotel receipts must be itemized. i.e. everyday, broken down by charge(s) with a \$0 balance receipt



- If you would like additional information on TLE
- www.dfas.mil





CLEARING PAY OFFICE

SM MUST clear all sections prior to clearing the Pay Office besides final out

If issued a statement of charges by CIF it MUST BE stamped by CIF to be processed by finance

Can clear no more than 3 business days prior to your departure date (start of leave) Must be in uniform

Required documents:

- Clearing papers
- 1 copy of PCS Orders (w/amendments, if applicable)
- 1 copy of IPPSA Absence Request
 - Absence Request or 1610 for TDY is required to cover all days until Report date on orders
- 1 copy of Flight Itinerary (dependents, if applicable))
- **If there is a discrepancy with the pay account, more documentation may be required prior to clearing**





Questions?





U.S. ARMY



Housing Division

Installation Management
Command / Military Personnel
Division



Required Departure TLA Documents

- ✓ **PCS/Separation/Retirement Orders**
 - Including any Amendments
- ✓ **IPPS-A Leave Authorization**
- ✓ **Flight itinerary**
 - Service Member
 - Dependents
- ✓ **Household Good Pick Up Information**
 - DD1299 from Transportation
 - Government Bill of Lading (GBL)
 - Email Confirmation from Shipping Company

- ✓ **E-mail Your Documents with your information to:**
 - usarmy.schofield.usag.mbx.housing-services-office@army.mil





Departure TLA Eligibility

- ✓ **E5 and below**
 - with command sponsored dependents on orders
 - on a current CNA
- ✓ **E6 and above**

- ✓ **Contact HSO to confirm TLA eligibility**





TLA Timeline

- ✓ **Departure TLA may be authorized up to 10 days from the start date of your leave, as long as household goods have been picked up, and is leaving the PDS vicinity.**
- ✓ **Early Return of Dependent(s) orders (ERD) are not eligible for TLA entitlements unless specifically stated.**





Dual Military Authorization

- **The last departing SM may be authorized up to 10 days from the start date of their leave.**
- **The SM leaving first is expected to continue to reside in the joint domicile.**
 - If the dual military couple maintains separate households in the PDS vicinity, each SM is authorized TLA.
 - Local lease agreements or housing terminations will be required.





2024 TLA Rates

TLA RATES FOR OAHU

As of 01 February 2023

SM Status	Meals	Lodging
Single	102.50	202.00
Married	157.00	202.00
Married w/1 Child	196.25	252.50
Over 12	211.95	272.70
Married w/2 Children	235.50	303.00
1 over 12	251.20	323.20
2 over 12	266.90	343.40
Married w/3 Children	274.75	353.50
1 over 12	290.45	373.70
2 over 12	306.15	393.90
3 over 12	321.85	414.10
Married w/4 Children	314.00	404.00
1 over 12	329.70	424.20
2 over 12	345.40	444.40
3 over 12	361.10	464.60
4 over 12	376.80	484.80
Married w/5 Children	353.25	454.50
1 over 12	368.95	474.70
2 over 12	384.65	494.90
3 over 12	400.35	515.10
4 over 12	416.05	535.30
5 over 12	431.75	555.50

If you are dual military or a single parent, please contact the housing office or finance for your actual rate as it is NOT reflected on this chart





TLA Approved Hotels

- **Daily room rates are set by the hotel. When making reservations, please ensure the room rate is within your TLA authorization.**
- **Unless otherwise annotated, hotels are located in Waikiki.**
- **No online hotel receipts will be accepted.**
 - Expedia.com
 - Hotels.com
 - Airbnb
 - Priceline.com, etc.
- **Rooms with kitchen receive half the TLA meal rate**
 - The presence of a stove and oven, work area, refrigerator, sink, water, table, chairs, and cooking and eating utensils is evidence of adequate cooking and eating facilities.

To receive a copy of the TLA approved hotels list please email:

usarmy.schofield.usag.mbx.housing-services-office@army.mil





TLA Does Not Cover

- **Resort Fees**
- **Late Check Out**
- **Parking**
- **Room Service**
- **Pet Fees**

- **You may be exempt from the Transit Accommodations Tax (TAT).
Check with the hotel when making reservation.**

- **TLA is not authorized while residing in your residence for meals or lodging.**





Required Documents for Finance

- ✓ **TLA Memo**
 - Issued by the Housing Services Office
- ✓ **PCS/Separation/Retirement Orders**
 - Including any Amendments
- ✓ **DA form 31 or IPPS-A Leave Authorization**
- ✓ **Flight itinerary**
 - Service Member
 - Dependents
- ✓ **Hotel Receipt**
 - Itemized, zero (0) balanced receipt listing day-to-day hotel charges, including any applicable taxes
 - Must show **PAID IN FULL**
- ✓ **DoD ID Number**
 - 11-digit number found on the back of your CAC

– **NOTE:** The TLA Memo alone does not constitute TLA payment.





Finance Office Information

✓ Location

- Soldier Support Center
- 673 Ayers Avenue, Bldg. 750, Rm. 103
- Schofield Barracks, HI 96857

✓ Operating Hours

- 0900-1500 Monday, Tuesday, Wednesday, Thursday
- 1230-1500 Friday

✓ Phone Number

- (808) 655-1244





Army Housing Online User Services (AHOUS)



Army Housing Online User Services

Housing America's Soldiers and Families



START HERE >

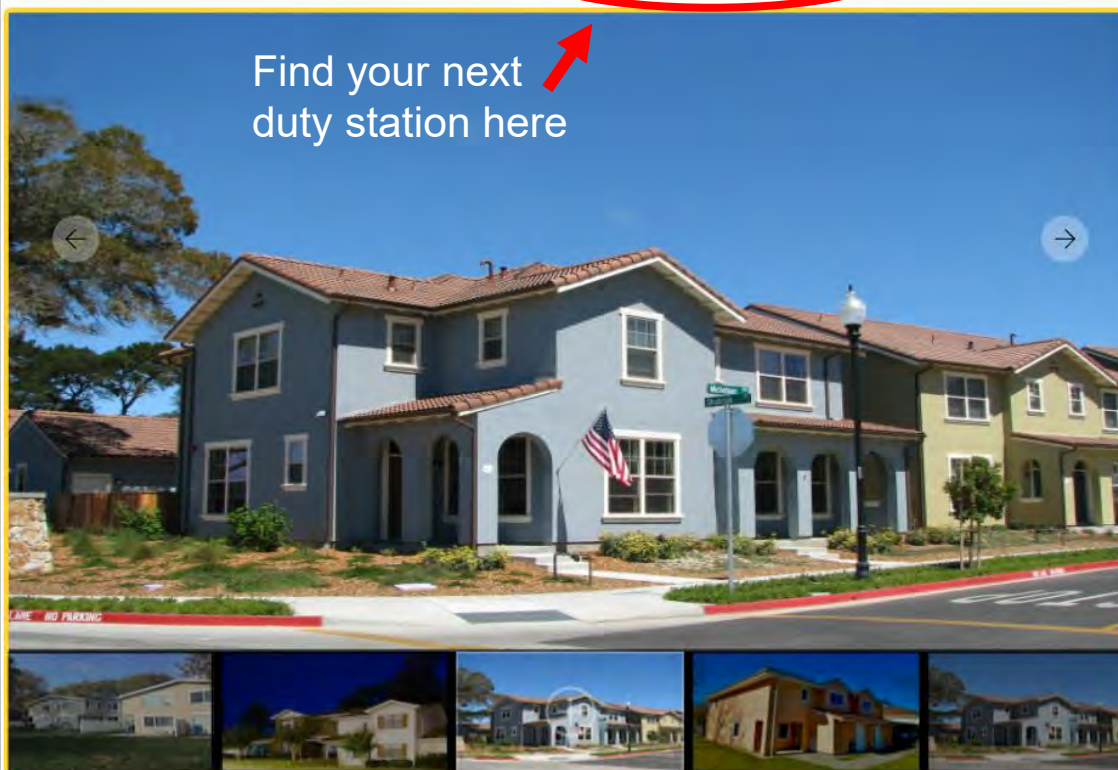
Select Your Installation

Installation Region Map



X by @USArmyHousing X #usarmyhousing

Find your next duty station here



This is the Army's official website for Soldiers and Families to look for information regarding Army Family Housing (Privatized & Government Owned), Unaccompanied Housing (UH), or Off-Post Housing. It includes detailed reference information and quick links for Army installations all over the world. Inside you will find floorplans and housing policies that pertain to your next duty station.

<https://www.housing.army.mil>



3 APR 24



Important Reminder

Please remember to give your Landlord or on-post community center 30 Days written notice to vacate your home once you received your orders to leave the PDS Vicinity.





Questions?



Office hours: M, T, W, F 0800-1600 and Thurs, 0800-1500

Contact HSO at 808-655-7700

Email: usarmy.schofield.usag.mbx.housing-services-office@army.mil



How are we doing at providing you with HSO assistance? Please provide us feedback by scanning the QR code. Thank you in advance!





Reassignment Briefing

Required Departure TLA Documents

- ✓ **PCS/Separation/Retirement Orders**
 - Including any Amendments
- ✓ **DA form 31 or IPPS-A Leave Authorization**
- ✓ **Flight itinerary**
 - Service Member
 - Dependents
- ✓ **Household Good Pick Up Information**
 - DD1299 from Transportation
 - Government Bill of Lading (GBL)
 - Email Confirmation from Shipping Company
- ✓ **E-mail Your Documents with your information to:**
 - usarmy.schofield.usag.mbx.housing-services-office@army.mil





U.S. ARMY



Processing Control Station

**Installation Management
Command / Military Personnel
Division**



Reassignment Briefing

Out-Processing Center

Bldg 750 Room 102

- DSN: 655-4274
- HOURS: Mon, Tue, Wed, Fri 0730-1600 / Thur 0730-1200
 - **CLOSED ON FEDERAL HOLIDAYS ONLY**

▼ DOCUMENTS REQUIRED TO RECEIVE CLEARING PAPERS

Approved IPPS-A Absence Request Form (Leave Form)
Orders/Amendments

▼ BEGIN THE PRE-CLEARANCE PROCESS

- ← Email ORG box **30 DAYS PRIOR TO AVAIL/DEROS DATE**

usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil

▼ ISSUANCE OF CLEARANCE PAPERS -

- ▼ **14 DAYS** PRIOR TO ABSENCE REQUEST DATE



3 APR 24



Reassignment Briefing

4 Overall Steps to Installation/Unit Clearance

- ✓ **Step 1 (Requesting Clearing Papers)** – S1/Soldier will email orders, IPSS-A leave request and amendments to usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil **30 days prior** to DEROS/AVAL or report date if separating from the Army.
- ✓ **Step 2 (Issuance of Clearing Papers)** – Clearing papers will be emailed to the S1/Soldier **14 business days prior** to date of departure (IPSS-A Leave) for PCS or the transition report date for separating Soldiers.
- ✓ **Step 3 (Clearing)** – Starting **10 business days prior** to departure or separating report date, all Soldiers are required to visit all agencies not pre-cleared on installation clearing papers and unit clearing papers.
- ✓ **Step 4 (Final Clearance)** – **Soldiers are to report to the Out-Processing Center for final clearance, as indicated on the DA Form 137-2 (block 16).** Final clearance documents will consist of the DA Form 137-2, DA Form 137-1, IPSS-A leave request, and orders/amendments. Following the receipt of the final clearance stamp, Soldiers are expected to provide a copy to the unit S-1 and complete the sign-out process.
- ✓ *****IPSS-A leave request must be in accordance with AR 600-8-10 Chapter 4-7 Leave in Conjunction with Permanent Change of Station sub-section B.** The IPSS-A leave will cover from date of departure from losing unit to reporting date on orders, even if early report is authorized. The ABSENCE END DATE (block 6) on the IPSS-A leave request must be the day prior to the reporting date on the PCS orders. Permission to report early does not change the reporting date.
- ✓ *****Request for PTDY is a separate request from the PCS absence request.**



3 APR 24



Reassignment Briefing

Sample PTDY - House Hunting

ABSENCE REQUEST - AUTHORIZATION AND APPROVAL DATA

THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974

INSTRUCTIONS TO SERVICE MEMBER

AUTHORITY FOR ABSENCE: This form contains the pertinent information that authorizes you to be away from your station or post. You must carry this form while on absence.

CHANGES: A Member who desires changes in authorized absence or does not begin absence on schedule will notify commander.

REPORTING: A Member will report to duty station not later than 2400 on the last day of absence (even if PCS orders contain a later reporting date)

CHARGEABLE DATES: The "Absence Start Date" and "Absence End Date" are to be used to compute chargeable time that will affect a Member's accrued balance for chargeable absences.

IMPORTANT: This form must remain in the Member's possession at all times while absent from duty station. To reprint the form, log into the IPPS-A system go to My Absences > View/Update Requests and find the appropriate request to print.

MEMBER ABSENCE INFORMATION - TRANSACTION NUMBER

1. NAME

SPC KEY SNUFFY

2. DoD ID

3. ABSENCE TYPE

ADM - 03-ADMINISTRATIVE

4. ABSENCE REASON

HOUSE HUNTING

5. ABSENCE START DATE

2024-02-01

6. ABSENCE END DATE

2024-02-10

7. DATE OF DEPARTURE

Not Applicable

8. DATE OF RETURN

Not Applicable

Approval authority LTC (O-5) or higher



3 APR 24



Reassignment Briefing

Sample PCS Absence Request

ABSENCE REQUEST - AUTHORIZATION AND APPROVAL DATA

THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974

INSTRUCTIONS TO SERVICE MEMBER

AUTHORITY FOR ABSENCE: This form contains the pertinent information that authorizes you to be away from your station or post. You must carry this form while on absence.

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IMPORTANT: This form must remain in the Member's possession at all times while absent from duty station. To reprint the form, log into the IPPS-A system go to My Absences > View/Update Requests and find the appropriate request to print.

MEMBER ABSENCE INFORMATION - TRANSACTION NUMBER:

1. NAME

SPC KEY SNUFFY

2. DoD ID

3. ABSENCE TYPE

CHG - 01-CHARGEABLE

4. ABSENCE REASON

PCS ABSENCE

5. ABSENCE START DATE

2024-02-11

6. ABSENCE END DATE

2024-03-09

7. DATE OF DEPARTURE

2024-02-11

8. DATE OF RETURN

2024-03-09

Blocks 5, 6, 7 & 8 are the same

Block 6 & 8 = one day prior to the report date



3 APR 24



Reassignment Briefing

MUST BE IN DUTY UNIFORM (OCP) IAW USARHAW Policy Letter #16



Final Clearance Documents-

- Installation Clearance Record (DA Form 137-2)
- Unit Clearance Record (DA Form 137-1)
- IPPS-A Absence Request (Leave Form)
- Orders/Amendments
- Completed DA Form 5434
- Completed Out-processing Sponsorship Survey

Final Out-Processing Procedures:

- In-Person: Our office is located in room 102, BLDG 750, 673 Ayers Ave, Soldier Support Center



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Reassignment Briefing

✓ Questions?



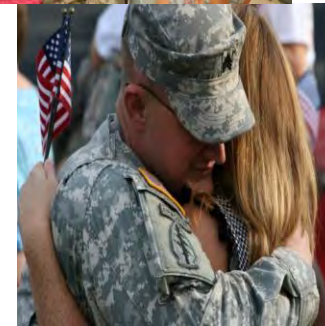
usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil



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Planning For Relocation



Real-Life Solutions for Successful Army Living





Relocating with ACS



- **Relocation Planning**
- **Lending Closet**
- **Financial Counseling**
- **Exceptional Family Member Support**
- **Employment Readiness Program**

Real-Life Solutions for Successful Army Living





Relocation Readiness Program



- **Provides information to transitioning Soldiers, Families, and DoD civilians arriving and departing USAG Hawaii**
- **Individual relocation counseling that can address specific issues with you one-on-one**
- **Gaining Installation Welcome Packet that includes on and off post important local contact information**
- **Individualized Moving Checklist**

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Lending Closet



- ✓ **Temporary loan of household items for up to 30 days**
 - **Kits include dishes, flatware, kitchenware, cookware**
 - **Toasters, coffee pots, and laundry baskets available upon request**
- ✓ **Lending Closet Kits provided based on Family size**
- ✓ **Mini hotel kits available for long term hotel stays**
- ✓ **Requires ID Card and copy of orders**
- ✓ **No appointment necessary**

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Financial Readiness Program



- ✓ **One on One budget counseling**
 - **Projected LES**
 - **Moving expenses (i.e. pets, car rentals, hotels, food, gas)**

- ✓ **Pay changes**
 - **Loss of COLA**
 - **BAH**
 - **Spouse's income**

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Employment Readiness Program



- ✓ **Up-to-date information on local, national, and international employment opportunities, job market trends and education, and volunteer resources**
- ✓ **Classes and seminars on self-assessment and career exploration, resume writing, interviewing techniques, dressing for success, networking, and entrepreneurship**
- ✓ **Résumé critiques, career counseling and individual career assessments**
- ✓ **Job fairs and other hiring events**
- ✓ **Computers with Internet access, résumé-writing software, and typing tutorials**

Real-Life Solutions for Successful Army Living





Directorate of Family and Morale, Welfare and Recreation



PCS Support for Soldiers with Exceptional Family Members

- ✓ EFMP Family Support provides customized assistance and warm-handovers to connect outgoing EFMP Families with gaining installation resources.
- ✓ Soldiers should attend Levy Briefing and complete the EFMP Family Needs Assessment to initiate their warm hand off.
- ✓ Keep EFMP enrollment info current – Submit EFMP renewal packet at efmp.army.mil if there's a change in condition, or if set to expire (enrollments are good for 3 years)
- ✓ ALL accompanied OCONUS to OCONUS tours require command sponsorship (submit for Family Travel Screening at efmp.army.mil)
- ✓ EFMP Family Support's Sensory Lending Closet Kits
 - Borrow Sensory Items for up to 30 days (weighted blankets, sensory socks, pressure foam rollers)

Supplemental Resource:

EFMP & Me –<https://efmpandme.militaryonesource.mil>

Personalized access to resources and information about support services specific to your current need

✓ **Check the QR Code to learn More about EFMP**



For detailed information, contact ACS EFMP Family Support at (808) 787-4227





Reassignment Briefing

Financial Readiness Common Military Training Requirement

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)



- ✓ 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.

Real-Life Solutions for Successful Army Living





We're Here To Help!



Army Community Service offers a variety of services, classes and other resources to help you and your Family face the challenges of military life.

Main Office

310 Brannon Road BLDG 690

Schofield Barracks, Oahu

*****808-787-4ACS(4227)*****

SAFE Line: 808-624-SAFE(7233)

ACS Website

<https://hawaii.armymwr.com/programs/acs-welcome>

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U.S. ARMY



Reassignments Levy Brief

Installation Management
Command / Military Personnel
Division
22 December 2023
Military Personnel Division

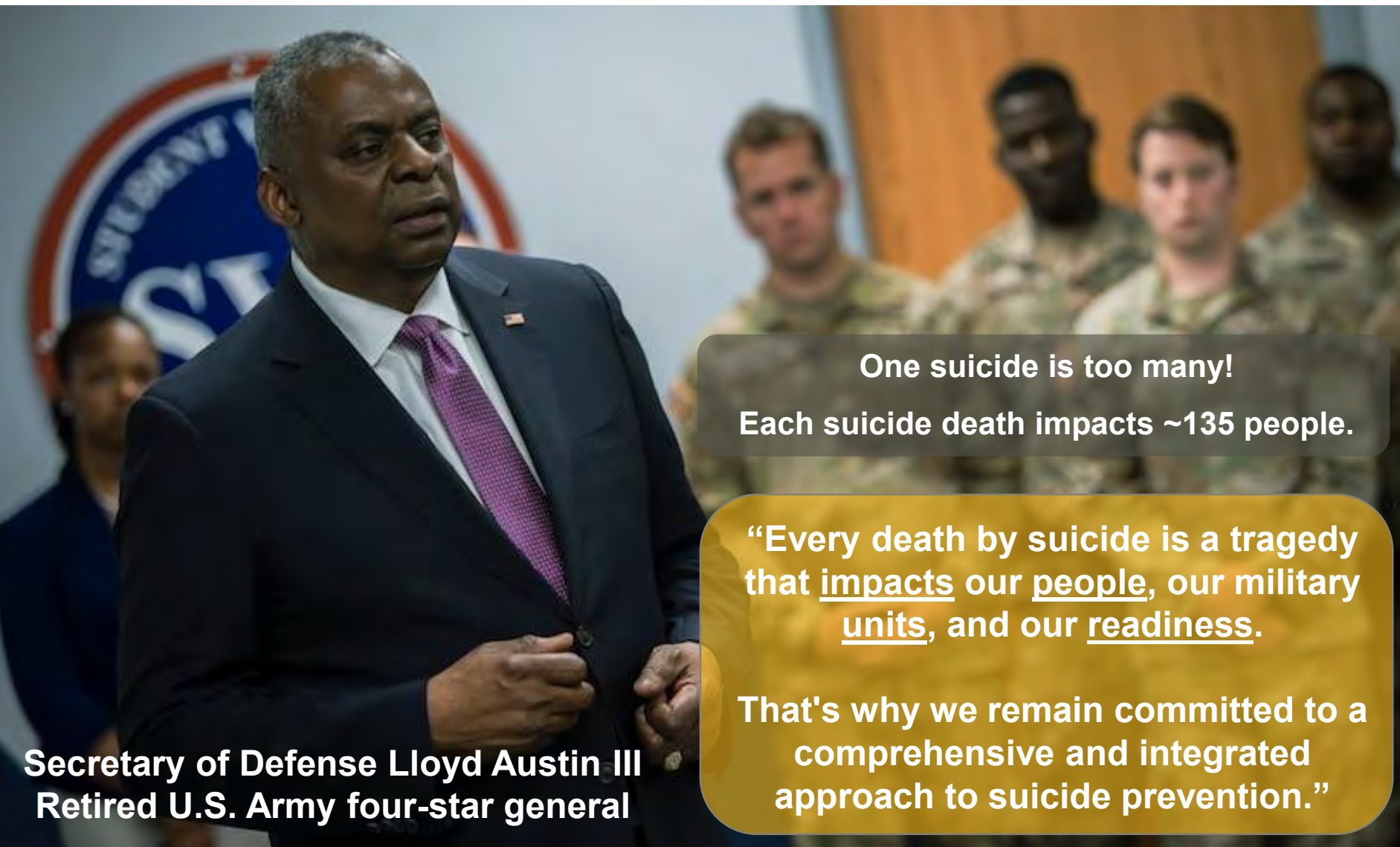


Impact of Suicide



DIRECTORATE OF PREVENTION,
RESILIENCE AND READINESS

U.S. ARMY



Secretary of Defense Lloyd Austin III
Retired U.S. Army four-star general

One suicide is too many!
Each suicide death impacts ~135 people.

“Every death by suicide is a tragedy that impacts our people, our military units, and our readiness.”

That's why we remain committed to a comprehensive and integrated approach to suicide prevention.”



WARNING SIGNS

Time-sensitive concerns for suicide risk
Stop and deal with this **NOW**

RISK FACTORS

Issues that increase suicide risk
Check in and follow up

PROTECTIVE FACTORS

Behaviors or supports that reduce risk
Encourage healthy behaviors





Risk Factors and Warning Signs

Change and Uncertainty: adjustment to a new place can be stressful

Logistics and Planning: the process of organizing and coordinating move which can be overwhelming

Financial Concerns: Pay upfront and waiting on reimbursement of expenses

Emotional Attachment: leaving place you have build memories and connections

Disruption of Routine: change of school, exercise, healthcare access, etc.

Social Adjustment: adapting to a new environment, community, job. Finding a sense of belonging professionally/socially can be stressful





Use ACE to Strengthen Protective Factors



A

ASK how they are doing or about a specific aspect of their life



C

Show you **CARE** by actively listening and show interest in what they share



E

ESCORT by encouraging proactive use of resources



How could you use each step of **ACE** to enhance protective factors within your unit?





Crisis Hotlines

The **988** (Text or Call)

Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.



- Military/Veterans Crisis Line:
 - North America: Dial 988, Press 1
 - Text: 838255
 - Europe: 00800 1-273-8255 or DSN 118
 - Korea: 0808-555-118 or DSN 118
- Veterans Crisis Line Online Chat:
www.veteranscrisisline.net/chat
- Lifeline Crisis Chat: <https://988lifeline.org/chat/>
- National Suicide Prevention Lifeline:
1-800-273-TALK (8255). Press 1
- Suicide Hotlines (by State):
<http://www.suicide.org/suicide-hotlines.html>



U.S. ARMY



Reassignments Levy Brief

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U.S. ARMY



Transitions



**Service Members
Military Spouses**

You are here.

Where to next?



- Employment
- Education
- VA Benefits
- Financial Readiness
- Mentorship

To get started, connect with a Transition Specialist at:

uso.org/transitions





U.S. ARMY

12:02

USO

USO Transitions

Personalized support to help you and your family create a plan for life after military service.

Your Transition Specialist
Daniella Smith

Call Email

Your Action Plan

6 Active
0 Complete

Transition Countdown

Employment
Finance
Mentorship

Dashboard Tasks Messages

USO Indo-Pacific

USO Transitions

Download today & tap that
USO Mobile App
to find the **USO** and fun
programming nearest you!



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