

INSTRUCTIONS TO ACCESS THE GARRISON WEBSITE FOR ONLINE LEVY BRIEF

The Reassignments Section weekly Levy Briefing procedures. Soldiers who are scheduled to attend the Levy Briefing will be required to access and complete the on-line levy briefing.

Please follow the step by step procedure on accessing the on-line levy briefing:

Step 1: Access the Garrison website - <https://home.army.mil/hawaii/>

Step 2: Click on Menu (top left)

Step 3: Click on Directorate and Staff Offices

Step 4: Click on Directorate of Human Resources

Step 5: Click on Military Personnel Division

Step 6: Click on Reassignments

Step 7: Click on the Briefing Slides as either an ADOBE PDF or Power Point , click either one to view.

Step 8: Complete the DA Form 5117 (Officers) / DA Form 5118 (Enlisted Soldiers)

All **Enlisted** Soldiers scheduled for the Levy Briefings must bring the original copy of DA Form 5118, Reassignment Status and Election Statement and make sure that Page 3 block 54 to 56c of the DA Form 5118 is completed, verified and signed by the Unit PA with access to MEDPROS (See TMC) and also validated with a signature on block 58a by the BN CDR or his representative S1.

Officers must bring DA Form 5117-Reassignment Control Sheet

Scheduled Soldier(s) without signed documents will not be able to attend levy briefing due to insufficient documentation and will also be marked as 'No Show'.

To ensure a smooth reassignment process and orders published on a timely manner please bring supporting documents listing all dependent names, i.e.; previous PCS orders, dependent travel orders, command sponsorship memo, etc. on your levy day for your file.

Any additional documents can be turned into Reassignment Section, Rm 109 during business hour (Mon, Tue, Wed, Fri: 0730-1600. The reassignment is closed on Thursdays, weekends and holidays and daily from 12-1pm.

655-9490

Note: Your PCS Leave will start on the following Aval/DEROS date

AVAL: _____

REPORT: _____

(DA Form 31 must reflect the same date.



TELL US "HOW ARE WE DOING?"

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E valuation

<http://ice.disa.mil>
Army Pacific
Schofield Barracks Personnel Services
MPD Levy and Reassignments
PCS Orders – Bldg 750

HR Technician:
Email:
Date Assisted: _____

<http://ice.disa.mil/1/index.cfm?fa-card&sp-87372&s-46>

Please type the above direct link to your browser