

ALCON:

PCS Reassignments & Levy briefing information

Levy briefings will be conducted at Bldg. 750 **every Thursday**, at **0745** in the lanai area.

**Soldiers must be in ACU's Uniform with DA Form 5117 (Officers) or 5118 (Enlisted) with part II completed and signed by Soldier's S-1.**

The Reassignments office is located in the Soldier Support Center, Building 750, Room 109 (Old Nehelani Club). Soldier are required to review online briefing prior to levy briefing. The Levy section pulls names each week from the Cap Cycle and includes those Soldier's names on the attached Levy Roster. The Levy section schedules Soldiers for a levy briefing based upon their DEROS and/or Report dates.

**Please do not send Soldiers to the Levy Brief unless they are scheduled to attend by the Levy section.** The Levy Roster is updated with the names for the upcoming Levy briefing and emailed to the S1 Friday morning.

**Please email the appropriate Levy clerk for any rescheduling or additions to the roster by Tuesday COB.** We will maintain a one-time/two-time no-show account on all Soldiers scheduled before notifications are sent to their Command. If a Soldier is unable to attend, please contact us with the alibi, so we can reschedule the Soldier for the next available briefing.

Please inform Soldiers to bring the necessary documents, such as: Command Sponsorship Documents (i.e. orders bringing family members to Hawaii, Marriage licenses, Birth Certificates, Court/Custody Orders, etc.), Leave forms signed by an O-5 if taking more than 30 days chargeable leave; Extension/Reenlistment contracts; first page of Enlistment Contract for Soldiers going Overseas, promotion orders if recently promoted and security memorandums, if assignment requires.

First-termers (Soldiers who have not reenlisted, and do not plan to reenlist) from non-PSDR unit, need to attend the levy briefing in order to sign their folders to be processed for deletion. Career soldiers, who do not plan on extending or reenlisting to meet tour requirements, please forward them to their Retention NCO to complete a DA form 4991-R, but remember to notify us also.

**Please provide levy with a copy of your signed Declination of Service Statement, if Soldier is in non PSDR unit. It is very important that this is taken care of immediately.**

After the initial Levy Briefing and upon receipt of all required documents, PCS orders will be typed and placed in the unit box inside of the Reassignments office. It is the S1 responsibility to check the unit box for orders on a weekly basis. Please ensure that the S1 calls or accompanies Soldier to the reassignments office if any issues arise after the initial levy briefing.

**Only authorized S1 personnel on the reassignments access roster can pick up orders. Make sure your S1 representative is on the access roster before coming to the reassignments office.**

Deletion/deferment requests must be made using DA form 4187 submitted within 30 days of assignment notification. Ensure that the 4187 is signed by an O-6 or above, with a validated reason, and all source documents must accompany the 4187. All deletion/deferment request must be forwarded to USARPAC G-1.

**The deletion/deferment request will not be processed if the 4187 is not signed by an O-6 or higher.**

We at the reassignment section appreciate your assistance and cooperation. If you have any questions, please contact either:

Mr. Andrew Young, Chief, Family Movements 655-1974 [andrew.j.young38.civ@mail.mil](mailto:andrew.j.young38.civ@mail.mil)

ENLISTED

[usarmy.schofield.id-pacific.mbx.reassignments-levy-action@mail.mil](mailto:usarmy.schofield.id-pacific.mbx.reassignments-levy-action@mail.mil)

OFFICERS

Ms. Deborah Harvey, Levy A-L

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Ms. Chrissie Acosta, Levy M-Z

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Regards,

DHR, Reassignments  
Levy Section