



# U.S. ARMY GARRISON HAWAII

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## COT/IPCOT Information Sheet & Checklist

*As of Sept. 26, 2019*

Please have all required documents completed, signed, and approved before submitting your request for consecutive overseas tours or in-place consecutive overseas tours, commonly known as COT and IPCOT, respectively benefits. All requests are processed within three-five business days. For travel voucher inquiries, contact DFAS at: (888) 332-7411, option 3.

Please note: COT/IPCOT benefits should be used before the end of the new tour.

### Requesting COT Entitlements

- DA Form 4187 (must include DEROS; command sponsored dependent information (as applicable); Soldier's current address; Soldier's travel destination address; and Soldier's home of record address)
- DA Form 31 (to verify leave address/account for your leave days)
- DA Form 31 (from your losing unit when PCSing to Hawaii, if you are PCSing from an OCONUS location)
- Copy of your PCS orders (that brought you to Hawaii, or your no cost move orders moving you from one unit to another unit on island. As applicable, verify command sponsored dependent information)
- DD Form 1351-2-Travel Voucher – (to verify where the Soldier has traveled and if leave was taken)
- Soldier Record Brief
- DD Form 4-1 or oath of office or appointment orders (to verify where the Soldier's home of record is located)
- Flight itinerary

### Requesting IPCOT Entitlements

- DA Form 4187 (must include DEROS; command sponsored dependent information (as applicable); Soldier's current address; Soldier's travel destination address; and Soldier's home of record address)
- DA Form 31 (to verify leave address/account for your leave days)
- Soldier Record Brief
- Copy of your PCS orders (that brought you to Hawaii, or your no cost move orders moving you from one unit to another unit on island. As applicable, verify command sponsored dependent information)
- Memorandum (listing your new DEROS from your approving IMCOM authority)
- DD Form 4-1 or oath of office or appointment orders (to verify where the Soldier's home of record is located)

Additional notes: The DA Form 4187 request must be signed by an O-5 or above. If the Soldier cannot find his or her original PCS orders, he/she will need to re-command sponsor any dependents. If the Soldier does not have a copy of DA Form 5888 (Family Member Deployment Screening Sheet), he/she will need to contact the previous duty station's EFMP office to get a new copy, or see the unit S-1 to request a new form. Part A must be completed and authenticated by the unit S-1, and then an appointment must be scheduled with the EFMP Office at (808) 433-4441.