



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
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SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

04 June 2021

MEMORANDUM FOR RECORD

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter # 27 - Reassignment Procedures

1. References:

- a. Army Regulation (AR) 600-8-11, Reassignments, 1 May 2007.
- b. Army Regulation (AR) 614-30, Overseas Service, 22 December 2016.
- c. Army Regulation (AR) 614-200, Enlisted Assignments and Utilization Management, 25 January 2019.
- d. Army Regulation (AR) 614-100, Officer Assignment Policies, Details, and Transfers, 3 December 2019.

2. Purpose. Prescribe policies and procedures to ensure Soldiers are qualified for reassignment and complete the required documentation for movement to their next duty station.

3. Applicability. This policy applies to all Soldiers assigned to the 25th Infantry Division (25th ID) and U.S. Army Hawaii (USARHAW).

4. Issuance. This policy is effective immediately, and will remain in effect until suspended, revoked or superceded.

5. Reassignments.

a. The reassignments process begins upon receipt of Assignment Instructions (AI) or Request For Orders (RFO), Soldiers will initiate the levy process to receive official orders. It is mandatory that all E1-E6, WO1-CW2, and 2LT-CPT attend an in-person installation levy brief within 15 days of being notified of their upcoming reassignment. In the event that attendance is not possible for reasons such as field exercise, TDY, emergency leave, etc. the Soldier will attend the next available levy brief upon their return.

b. Soldiers will have 30 days after receipt of their AI or RFO's to gather, complete, and submit all required documents through their S-1 to the MPD Reassignments

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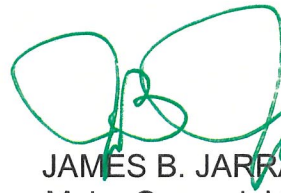
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Section. Soldiers will submit all documentation and requests through their S-1 for proper tracking and accountability.

c. Incomplete levy packets, will be returned to the Soldier by the unit S-1 with an explanation of the reasoning for the rejection.

d. Permanent Change of Station (PCS) Orders will be sent from the Military Personnel Division (MPD) through the unit S-1 to the Soliders.

6. The proponent for this policy memorandum is 25th ID & USARHAW G1.



JAMES B. JARRARD
Major General, USA
Commanding