



# U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

## OFFICER INSTRUCTIONS

(BLDG 750, ROOM 109)

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

Aloha Officers/Warrant Officers and Warrant Officer Candidates!

The online levy slides are located on the Garrison website at: <https://www.home.army.mil/hawaii>  
Once there, follow these steps. Click on Menu (top left). Click on Directorate and Support Offices. Click on Directorate of Human Resources. Click on Military Personnel Division. Click on Reassignments. Click on Briefing Slides as either and ADOBE PDF or Power Point (click either one to view).

Please view these slides. These slides will answer many of the questions you may have.

Attached to this email is the Officer Levy Packet. Please print out all the applicable documents and complete them.

Complete the following documents:

1. Reassignment Processing Information Sheet
2. DA Form 5117 - complete items 1-10 only (\*\*The standard questions on the DA Form 5117 are in reference to the Control Language - if you are getting paid foreign language proficiency pay, and the UPC is the same as UIC and can be found on your RFO.)
3. If you have a Family Member in the Exceptional Family Member Program (EFMP), please fill out the DA Form 7415 and the ACS EFMP Needs Assessment for Relocating Soldiers.
4. (ONLY COMPLETE FOR OCONUS to OCONUS ASSIGNMENTS): If your assignment is unaccompanied/restricted, complete DA Form 5121 and DA Form 4036. If your assignment is accompanied, complete DA Form 5121, DA Form 4036, DA Form 4787 and DA Form 5888. (\*\*The DA Form 4036 needs to be current within 6 months of your report date of your assignment. Please make sure the medical personnel put the date of your last HIV in block 16b of the form)
5. Please complete the Soldier Declaration if you are PCSing to Europe, Japan or Korea, and check appropriate block.

The number to contact to get an EFMP screen is 433-4441.

If you have dependents, provide a copy of the orders bringing you to Hawaii listing your dependents or a copy of your approved command sponsorship documents. If you have had children born since being stationed in Hawaii, provide a copy of the birth certificate(s).

Your DEROS date on your SRB must match the start date on your leave form. (If your DEROS is erroneous, contact your Branch Manager to get it adjusted, or submit DA Form 4187 through your unit up to HRC for FSTC/FSTE.)

Send all documents to inbox: [usarmy.schofield.imcom-pacific.mbx.reassignments-hi@mail.mil](mailto:usarmy.schofield.imcom-pacific.mbx.reassignments-hi@mail.mil)

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