



U.S. ARMY GARRISON HAWAII

U.S. ARMY Installation Management Command | We are the Army's Home

COT/IPCOT Information Sheet

As of Feb. 1, 2023

Please have all required documents completed, signed, and approved before submitting your request. For Travel Voucher Inquiries you can contact DFAS at: 1-888-332-7411, Option 3.

****COT/IPCOT benefits should be used before the end of the new tour****

OFFICER/ENLISTED—COT INFORMATION SHEET

- DA Form 4187—Requesting COT Entitlements (Please fill out all required sections)
- Absence Request Form (to verify leave address/account for your leave days)
- Absence Request Form (from losing unit PCSing to HI or other OCONUS locations supported by this MPD office)
- Copy of your PCS Orders (bringing you and your command sponsored family members to HI, if dependent was born during current assignment, provide a copy of their birth certificate [this only applies to dependents of command sponsored dependents])
- DD Form 1351-2-Travel Voucher-(to verify where the Soldier has traveled and if leave was taken)
- Soldier Talent Profile (STP)
- DD Form 4-1 (for Enlisted Soldiers or Officers that were once Enlisted) or appointment orders for Officers (to verify the Soldier's HOR)
- Flight itinerary (bringing you and you command sponsored dependents to HI or other OCONUS location supported by this MPD office)

OFFICER/ENLISTED—IPCOT INFORMATION SHEET

- DA Form 4187—Requesting IPCOT Entitlements (Please fill out all required sections)
- Absence Request Form (to verify leave address/account for your leave days)
- Copy of your PCS Orders (bringing you and your command sponsored family members to HI, if dependent was born during current assignment, provide a copy of their birth certificate [this only applies to dependents of command sponsored dependents])
- Soldier Talent Profile (STP)
- DD Form 4-1 (for Enlisted Soldiers or Officers that were once Enlisted) or appointment orders for Officers (to verify the Soldier's HOR)
- Memorandum (listing your new DEROS from your approving IMCOM authority)

For more information on requesting COT/IPCOT Benefits, visit the Reassignment webpage at: <https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/reassignments>

