U.S. ARMY



Reassignment Briefing

WE ARE THE ARMY'S HOME

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Reassignment Work Center
Military Personnel Division
U.S. Army Garrison Humphreys

POC: usarmy.humphreys.id-pacific.mbx.mpd-reassignment@army.mil
DSN: 315-757-2089

Classifying Agency: HQ IMCOM
Controlled by: AMIM-HRM

Welcome

Congratulations on your selection for reassignment! This briefing is provided to fulfill the reassignment briefing requirements of AR 600-8-11, and will provide Soldiers and Family with guidance and useful information to prepare you for reassignment.

Soldiers must provide all required documents for the reassignment packet to the servicing S1, who will review the packet for completion and submit it to the Reassignments Processing Center for orders processing.

Soldiers are strongly advised not to take any irreversible action prior to receiving Permanent Change of Station (PCS) orders.

Regulatory sources are listed in the notes pages of each slide.

Reassignment Briefing Agenda

- ✓Reassignment Process
- ✓Tour election
- ✓Human Immunodeficiency Virus (HIV) testing*
- ✓Application requirements for deletions and deferments*
- ✓Reassignment packet requirements
- ✓TDY options for schooling in conjunction with PCS*
- ✓Married Army Couples Program (MACP)*
- ✓Home base or Advanced Assignment Program (HAAP)*
- ✓Exceptional Family Member Program (EFMP)*
- ✓Family travel application requirements*
- ✓Passport requirements*
- ✓Total Army Sponsorship Program (TASP)
- ✓Career Counselor - Service Remaining Requirements (SRR)
- ✓ACS - Spouse employment
- ✓Housing
- ✓Transportation entitlements
- ✓Tricare
- ✓Finance travel entitlements*
- ✓Availability Date
- ✓Reporting Timelines

*Reassignment Briefing requirements per AR 600-8-11

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U.S. ARMY Reassignment Briefing

References:
- AR 600-8-11 (Reassignment)
- AR 608-1 (Army Community Service)

Reassignment Process

✓ Reassignment Process:

- Reassignment notification and briefing are required within 15 days of assignment transmission for officers; within 30 days for enlisted.
- Soldier suspense for the return of necessary documents and information to the reassignments processing center is 30 days after reassignment briefing.
- The goal for PCS orders issuance is 120 days or more prior to report date
- Army Community Service Overseas Orientation Briefing required within 30 days of receipt of assignment instructions for Soldiers on assignment to OCONUS; may be conducted in conjunction with reassignment briefing. See AR 608-1, Chapter 4.

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U.S. ARMY Reassignment Briefing

References:
- AR 600-8-11 (Reassignment)
- https://www.hrc.army.mil/content/10939 (Assignment Deletions, Deferments, Early Arrival, and Reporting Failures to Gain Website)

Reporting Timelines

✓The end date on the Absence Request must end **one day** prior to report PCS orders report date.

✓Early Reporting

- Soldiers must report to their gaining command on or before the report date indicated on their PCS orders.
- Unless special instructions specifically authorize or prohibit early report, Soldiers departing:
  - CONUS locations may report to the gaining command up to 30 days prior to the report date indicated on the PCS orders.
  - OCONUS locations may report to the gaining command at any time between their availability date and the report date indicated on the PCS orders.
- Soldiers desiring to report to the gaining command earlier than 30 days prior to the report date on the PCS orders must submit a PAR to request early arrival. If approved, the report date will be changed.

✓Soldiers desiring to report to the gaining command after the report date indicated on the PCS orders must request a deferment.

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References:
- AR 600-110 (Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus)
- AR 614-30 (Overseas Service)

Human Immunodeficiency Virus (HIV) Testing

✓ HIV Testing Requirement

- Soldiers who receive overseas AI are required to take an HIV test as part of their Soldier reassignment processing requirements if they have not been tested in the 6 months prior to their departure.
- Date, time, and location of test will be annotated on DA Form 4036, Medical and Dental Preparation for Overseas Movement
- Those who are HIV infected will be deleted from AI.

References:
- AR 600-8-11 (Reassignment)
- https://www.hrc.army.mil/content/10939 (Assignment Deletions, Deferments, Early Arrival, and Reporting Failures to Gain Website)

Application Requirements for Deletions and Deferments

✓ Deletion and Deferment Requests should be submitted:

- Within 30 days of assignment notification, or as soon as the determination is made that a deletion or deferment is needed. Requests submitted after 30 days will not be rejected; however, they must include an explanation of the circumstances resulting in the late submission.
- Using a PAR, along with supporting documentation, through the BN S1. If the commander recommends approval, the request is forwarded through the colonel/O–6 level chain of command to HRC.

✓If a disqualifying factor can be resolved within 120 days of the report month, a deferment rather than deletion should be requested.

✓Soldiers will continue with the reassignment process until the action has been completed (except for requesting port call, moving Family members, shipping household goods (HHG), and terminating quarters).

✓DEROS is the driving factor in requests for deletion, deferment, or early arrival for Soldiers currently assigned to OCONUS units. Requests that will result in Soldiers departing OCONUS after or prior to their DEROS should be submitted as foreign service tour extensions or curtailments, except for compassionate requests or adverse action.

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References:
- AR 600-8-11 (Reassignment)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)
- https://www.hrc.army.mil/content/10677 (Enlisted Compassionate Actions Website)

Application Requirements for Deletions and Deferments

✓ Compassionate Deletion or Deferment

- A request based on compassionate reasons or extreme Family problems.
- Requires DA Form 3739 (Application for Compassionate Actions) with a colonel/O-6 endorsement.
- Deferment should be used instead of deletion if the extreme Family problems can be resolved within 90 days of the report date.
- The request will be submitted to HRC within 45 days of assignment notification (30 days for officers), or within 72 hours of the deletion or deferment situation occurring (or becomes known to Soldier).
- If the request is based on medical problems of a Family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must be included. If illness is terminal, life expectancy must be included. The medical statement will list any factors bearing on the medical condition, and if the Soldier's presence is requested.
- If the request is based on legal issues, it must include a signed statement from a licensed attorney and include the problems and justification for the Soldier's presence.
- If the request is based upon other than medical or legal problems, supporting statements from responsible persons, such as clergy, social workers, or local law enforcement officials, must be included.

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References:
- AR 600-8-11 (Reassignment)

Reassignment Packet Requirements

✓ Some the documents that will be included in the reassignment packet.

- ❑ PCS and Continuation Orders
- ❑ Soldier Talent Profile
- ❑ Memorandum for Record Accepting/Declining Airborne Assignment (Enlisted Assigned to Airborne Assignment Only)
- ❑ DA Form 5434 (Sponsorship Program Counseling and Information Sheet)

✓ The following documents are for Soldiers going OCONUS

- ❑ DA Form 4036 (Medical and Dental Preparation for Overseas Movement), if on assignment to OCONUS
- ❑ DA Form 4787 (Overseas Reassignment Processing), if on assignment to OCONUS
- ❑ DA Form 5121 (Overseas Tour Election Statement), if on assignment to OCONUS
- ❑ DA Form 5888 (Family Member Deployment Screening Sheet), if on assignment to OCONUS **initiate request through https://efmp.army.mil/**

✓ See AMIM-HR Form 51 for the complete list
https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources/military-personnel-division/reassignments

References:
- AR 600-8-11 (Reassignment)

TDY Options for Schooling in Conjunction with PCS

✓Soldiers who are authorized movement of Family members at Government expense and are directed to TDY schooling of less than 20 weeks in conjunction with PCS assignment will have the following options for locating their Family members while they perform their TDY:

- **Option 1** (CONUS to CONUS and CONUS to OCONUS only): **Not Applicable for OCONUS Soldiers.**
- **Option 2** (CONUS to CONUS and OCONUS to CONUS only): Move Family member(s) from present CONUS station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days for the Soldier to settle the Family in government quarters (if available) or on the local economy. Soldier will sign into the new CONUS duty station, then proceed TDY for schooling. Soldier is authorized government transportation to and from TDY station.
- **Option 3** (CONUS to CONUS and CONUS to OCONUS only): **Not Applicable for OCONUS Soldiers.**
- **Option 4** (CONUS to CONUS, CONUS to OCONUS, OCONUS to CONUS): Clear current duty station prior to departure for TDY and, at personal expense, move Family to the TDY station or to some other location. Soldier may not be given a certificate of non-availability of government quarters at the TDY station if inadequate government housing is available. The entitlement for Family member(s) transportation will be based on the most direct routing between the old PDS and the new PDS.

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Reassignment Briefing

References:
- AR 600-8-11 (Reassignment)

TDY Options for Schooling in Conjunction with PCS

- ✓CONUS enlisted Soldiers selected to attend Airborne Training, Recruiter school, or Drill Sergeant school TDY in conjunction with PCS are not authorized to move Family members, household goods, or execute any portion of their PCS entitlements prior to graduating from training.
- ✓As such, travel options are limited to Option 1 or 3. Failure to complete any of the above training may result in a cancellation of PCS to the new PDS. The intent is to reduce the Army's PCS costs due to high failure rates at these schools.

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U.S. ARMY Reassignment Briefing

References:
- AR 612-201 (Initial Military/Prior Service Trainee Support)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

Married Army Couples Program

- ✓Married Army couples desiring joint assignment to establish a common household or joint domicile (JD) must request such assignment by enrolling in the Married Army Couples Program (MACP).
- ✓Soldiers who marry during or after advanced individual training (AIT) and have not proceeded to their first unit of assignment and who desire a JD with their spouse, must enroll in the MACP. When enrolled, the Soldiers will be automatically provided JD assignment consideration.
- ✓When a Soldier enrolled in the MACP is considered for reassignment, the other Soldier is automatically considered for assignment to the same location or area, except when one Soldier is assigned to a dependent restricted location.
- ✓Enrollment in the MACP only guarantees Joint Domicile (JD) assignment consideration; it does not guarantee that the couple will be assigned together.
- ✓Favorable consideration for JD assignment will depend on a valid requisition in the same area for both Soldiers and is subject to the needs of the Army. JD assignments will not be considered when one Soldier is attending school in a PCS status; however, consideration will be given upon school completion.
- ✓Assignment instructions for each Soldier will indicate whether or not a joint assignment is approved.
- ✓Married Army couples that do not enroll in the MACP or dis-enroll from the MACP indicate that JD assignments are not desired; therefore, this cannot be used as the basis to request deletion from an assignment.

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References:
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

Home Base and Advance Assignment Program (HAAP)

- ✓HAAP assignments are available for Soldiers (E4-E8, WO1-O5) selected for a dependent-restricted tour. The HAAP provides advanced notice of follow-on assignment after a dependent-restricted tour.
- ✓Participation in the HAAP is optional. Soldiers must complete a HAAP Statement to accept or decline the HAAP assignment. Soldiers who decline participation in the HAAP will be reassigned according to the needs of the Army following their dependent-restricted tour.
- ✓Home Base
  - Return to the installation where they were stationed. Soldiers cannot relocate Family members at government expense.
- ✓Advanced Assignment
  - Return to a different installation than they were stationed. Soldiers can only relocate Family members at government expense to the location of the advanced assignment.
- ✓The home base or advanced assignment may be changed or canceled due to changing needs of the Army, or because the Soldier declines to participate, voluntarily extends their foreign service tour, or is selected to attend the SGM course.

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References:
- AR 600-8-10 (Leave and Passes)

Consecutive Overseas Tour (COT) Leave Travel Entitlement

- ✓Soldiers stationed OCONUS receiving orders to an in-place consecutive overseas tour (IPCOT), or on PCS reassignment to another overseas duty station, may be authorized Government-funded travel and transportation allowances in connection with authorized leave from their last duty station.
- ✓Soldiers authorized travel allowances in conjunction with a COT or IPCOT may request to defer travel between the two tours of duty to use the allowances during the second tour of duty.
- ✓COT leave travel can be deferred by either losing or gaining commander due to military necessity and Soldiers may request deferment of COT leave for personal reasons.
- ✓If COT leave travel is deferred, the Soldier must travel directly from the old PDS to the new PDS. No chargeable leave many be taken. Soldiers may be authorized 4 days proceed time to drop off/pick up dependents.
- ✓The following statement must be included in block 11 of the Absence Request "COT leave is authorized but deferred due to military necessity by [gaining or losing] commander".
- ✓**COT leave travel must be deferred before the beginning of the new tour, or the entitlement is lost.**

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References:
- AR 608-75 (Exceptional Family member Program)

Exceptional Family Member Program

- ✓AR 608-75 (Exceptional Family Member Program) requires that Soldiers enroll all DEERS authorized dependents who have special medical or educational needs into the Exceptional Family Member Program (EFMP). The EFMP is intended to assist the military in ensuring services are available for Family members when a Soldier is transferred to a new duty station.
- ✓The Army wants to ensure Soldiers are assigned to locations where Family members with special needs can receive necessary care. In many locations overseas, the Army also considers the availability of host nation health care in the decision. Family member travel may be denied when a Soldier has a Family member with special needs and the services to meet those needs are unavailable at the overseas location.
- ✓Soldiers enrolled in the program are responsible for updating EFMP enrollment information every 3 years, or upon changes in their dependent's needed services, whichever occurs first.
- ✓EFMP does not expire; failure to update enrollment every 3 years results in a delinquent status notification to the command, which will interfere with release of PCS orders.

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References:
- AR 608-75 (Exceptional Family member Program)

Exceptional Family Member Program

✓Process of Exceptional Family Member Screening

- Soldiers who are already enrolled in the EFMP when considered for reassignment have their assignments pre-screened for EFMP support as part of the initial HRC assignment process.
- All Soldiers, whether enrolled in EFMP or not, on assignment to OCONUS, to include Alaska and Hawaii, who elect an accompanied tour (with dependents) are required to have every authorized dependent who is going overseas complete Family Member Travel Screening (FMTS), and return documents to the Reassignments Processing Center within 30 days of the reassignment brief.
- As soon as possible, schedule an appointment for FMTS for all Family members traveling with the sponsor. Children 72 months and under must be present for the overseas appointment.
- Items to bring to the appointment include:
  - ❑ DA Form 5888 (Family Member Deployment Screening Sheet) with section 1-8 Complete/signed by the reassignments processing center through **https://efmp.army.mil/**
  - ❑ DA Form 7246 (EFMP Screening Questionnaire)
  - ❑ Military Dependent ID Card
  - ❑ Shot Records

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References:
- AR 608-75 (Exceptional Family member Program)

Exceptional Family Member Program

✓Additional documents needed for appointment, if applicable

- If a Family member has a medical/mental health condition that warrants them being seen by a specialist or by their primary care provider more that once a year, a DD Form 2792 (Family Member Medical Summary) completed by their provider to address their medical conditions.
- If a Family member has an Individualized Education Plan (IEP) or 504 Plan in school, a DD Form 2792-1 (Special Education/Early Intervention Summary), completed by the school with a copy of the most recent IEP or 504 plan.
- If an infant receives services through an Early Childhood Intervention (ECI) program, a DD Form 2792-1, completed by ECI, along with a copy of their evaluation/IFSP (individualized Family service plan).

✓The losing Reassignment Processing Center submits all FMTS documents to the gaining installation to determine if Family members can be supported. Determination at the gaining installation can take more than 30 days. PCS orders will be published upon receipt of Family travel decision.

✓Families in Remote Areas (Not Near MTF) in U.S.

- Families in remote areas should refer to the AMEDD EFMP website at https://efmp.amedd.army.mil/tools/contacts.html for instructions on who to contact for assistance with FMTS.

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References:
- AR 608-75 (Exceptional Family member Program)
- https://efmpandme.militaryonesource.mil (Military One Source, EFMP & Me, Website)

Exceptional Family Member Program

- ✓ EFMP & Me
  - An online tool that allows Soldiers to create checklists to ensure all documents are completed and concerns are considered for Family members during a PCS. Website: https://efmpandme.militaryonesource.mil.
- ✓ Military special needs Families with situations requiring extensive PCS move medical support may qualify for special conveyance air transport (air ambulance).
  - The following are some situations that may qualify:
    - Ventilator-dependent Family member
    - Family member must travel with around the clock medical care/support
    - Family member must travel with special medical equipment/DME
    - Family member cannot travel via POV or commercial air
    - Other than economy/coach accommodations are required
- ✓ The Office of the Surgeon General (OTSG), EFMP Office, must approve each case before any scheduling or coordination ensues.
- ✓ OTSG will provide guidance and order amendment language to the servicing reassignments processing center at the appropriate time.

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U.S. ARMY Reassignment Briefing

References:
- AR 600-8-11 (Reassignment)
- AR 614-30 (Overseas Service)
- AR 55-46 (Travel Overseas)

Tour Election

✓ Tour Election for Overseas (OCONUS) Assignments
- If you are on assignment to an overseas duty station, you must elect either an "all others (unaccompanied)" tour or a "with dependents (accompanied)" tour*.
  - Complete DA Form 5121, Overseas Tour Election Statement.
  - Read each statement on the form carefully and make your decision.

If I elect to serve the "all others" tour, I understand that Government transportation of my family members to or from my overseas duty station will not be authorized during the tour. I also understand that if my family members travel at their own expense to reside at or near the area of my assignment *(except for a visit for a period not exceeding 3 continuous months)*, I will no longer be entitled to Family Separation Allowance. I also understand that under this tour election, I am authorized movement of my family members to a designated location at Government expense. However, after my family members make a move to a designated location at Government expense, I cannot request to change my tour to the "with dependents" tour in order to request movement of my family members to my overseas area unless extreme personal problems arise which are fully documented.

AND

If I elect to serve the "with dependents" tour, I understand I am not authorized to move my family members and/or household goods to a designated location in CONUS. I understand that I must apply promptly for concurrent travel of my family members in order to receive Family Separation Allowance in the event concurrent travel is not approved. I understand that, if concurrent/deferred travel is not approved, I may apply for nonconcurrent travel for my family members after I arrive in my overseas area, if I am able to obtain suitable quarters, or I may elect to have my family members remain in CONUS. I understand I must have sufficient remaining service to complete the "with dependents" tour length requirements upon my arrival in the overseas area. If not, I will be required to serve an "all others" tour and will not be entitled to Government transportation of my family members to my overseas duty station.

*Officers and career enlisted with no dependents who are not married to another Service-member and are assigned to long-tour areas overseas will serve the accompanied tour. First-term Soldiers with no dependents who are not married to another service-member on assignment to 36-month accompanied tour locations in Germany, Italy, Belgium, or Japan will serve the 36-month accompanied tour.

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References:
- AR 55-46 (Travel Overseas)

Family Travel

✓ Designated Place Moves

- Soldiers on assignment to dependent-restricted tours are authorized to move Family members to a designated place, unless participating in the HAAP.
- Soldiers who elect to serve an unaccompanied tour are authorized to move Family members to a designated place.
- Family members cannot be moved again at Government expense until subsequent PCS, or if the Soldier serves a consecutive overseas tour.
- Soldiers authorized deferred travel for Family members are not authorized to move Family members to a designated place, unless travel is expected to be delayed by 20 weeks or more (nonconcurrent travel). Family members will then be authorized to travel from the designated place to the new PDS at government expense provided the Family members are command sponsored and the Soldier has at least 12 months remaining in the OCONUS command.
- The designated place may be:
  - any location in CONUS
  - Alaska, Hawaii, Puerto Rico, or US territory/possession (losing installation commander approval)
  - The follow-on PDS (dependent-restricted and unaccompanied tours only)Any OCONUS location approved by the Secretary of the Army (dependent-restricted tours only)

✓ Effective 01 April 2024, Soldiers requesting BAH/OHA/COLA/Designated Place waiver in accordance with AR 637-1, paragraph 7-20 and ALARACT 11-2022 will utilize the IPPS-A Admin Records Correction PAR, Other Type – Sensitive Action for consideration.

✓ Soldiers must contact the POCs listed in MILPER 24-109 prior to initiating an IPPS-A PAR and follow guidance on how to apply for the Secretarial Waiver.

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References:
- AR 55-46 (Travel Overseas)

Family Travel Application Requirements for Overseas Tour

✓ Family Travel/Command Sponsorship

- Soldiers who desire their Family members accompany them to the new overseas duty station (not a dependent-restricted tour) must initiate Family Member Travel Screening (see EFMP slides) and apply for Command Sponsorship for their dependents as soon as possible. The gaining command is the only Command Sponsorship approving authority.
- The Family travel authorization must be included on Soldiers' PCS orders, with Family members listed by name.
- The overseas commander will approve concurrent travel when the Family members can be accommodated within 60 days after the sponsor's arrival in the overseas command. Deferred travel normally will be approved when the Family members can be accommodated within 61–140 days after the sponsor's arrival in the overseas command (for U.S. Army Europe only, deferred travel is between 31 and 140 days).

✓Some Host Nations do not recognize a same-sex spouse as an authorized Family member. Command Sponsorship that violates an applicable Status of Forces Agreement (SOFA) will not be approved.

✓Command sponsorship will not be granted to a Family member who is a registered sex offender.

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References:
- AR 55-46 (Travel Overseas)

Family Travel Application Requirements for Overseas Tour

✓ Requests for Family Travel must include

- DA Form 5121 (Overseas Tour Election Statement) electing to serve with dependents.
- DA Form 4787 (Reassignment Processing) listing all authorized dependents who will accompany the Soldier.
- DA Form 5888 (Family Member Deployment Screening Sheet): All Family members must be screened at an Army EFMP clinic. EFMP screening is valid for 1 year.
- DD Form 2792 (Family Member Medical Summary) and or DD Form 2792-1 (Special Education/Early Intervention Summary), if applicable.
- DD Form 1172-2 (Application for Identification Card/DEERS Enrollment).

✓ Once all documents have been received by the Family travel section they will forward the request to the gaining command. The gaining command may take up to 30 days to process the request.

✓ Once Command Sponsorship is approved by the OCONUS command the Family member(s) can submit Passport/Visa application(s). It can take 4-6 weeks to complete this process and receive the Passports/Visa.

✓ Effective 01 April 2024, Soldiers requesting BAH/OHA/COLA/Designated Place waiver in accordance with AR 637-1, paragraph 7-20 and ALARACT 11-2022 will utilize the IPPS-A Admin Records Correction PAR, Other Type – Sensitive Action for consideration.

✓ Soldiers must contact the POCs listed in MILPER 24-109 prior to initiating an IPPS-A PAR and follow guidance on how to apply for the Secretarial Waiver.

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References:
- AR 55-46 (Travel Overseas)
- https://www.fcg.pentagon.mil (Foreign Clearance Guide)
- https://travel.state.gov/content/travel/en/passports/need-passport.html (Department of State Website)

Passport/Visa/Travel Document Requirements

✓Soldiers
- Not all countries require passports; some only require orders and military ID card to enter the country. Check the DOD Foreign Clearance Guide website to verify passport requirement: https://www.fcg.pentagon.mil.

✓Family members
- All command-sponsored, U.S. citizen Family members require a government no-fee passport, and possibly a visa, to PCS to a foreign country. Family members arriving overseas without a no-fee passport/visa when required will be denied entry and returned to CONUS at personal expense.
- Family members who are not U.S. citizens will travel on their personal passport issued by their country of citizenship.
- For information and instructions on how to apply for a no-fee passport for official government travel, visit https://travel.state.gov/content/travel/en/passports/need-passport.html.
- Family member travel is delayed frequently because of passport processing time. Family member applications for passports should be completed immediately after Family travel has been approved.
- Soldiers traveling with Family through Canada enroute to or from Alaska are recommended to apply for no-fee passports.

References:
- AR 55-46 (Travel Overseas)
- https://www.fcg.pentagon.mil (Foreign Clearance Guide)
- https://travel.state.gov/content/travel/en/passports/need-passport.html (Department of State Website)
- https://www.uscis.gov/ (U.S. Citizenship and Immigration Services Website)

Passport/Visa/Travel Document Requirements

- ✓Official passports may not be used for personal leisure travel to foreign countries. OCONUS passport offices present long delays in processing. The Department of State recommends individuals desiring a tourist passport for leisure travel obtain one prior to departing CONUS.
- ✓Please be advised some assignments require a Visa in addition to Passports. A Visa will require additional time to process and cannot be requested until all Passports are received.
- ✓Family members are required to have a current DEERS ID Card (10 years of age or older), Official Passport, and Visa (if required) in order to travel OCONUS.
- ✓Soldiers moving from OCONUS to CONUS for the first time with a foreign spouse must obtain an Immigration Visa. Information is available at the United States Citizenship and Immigration Services website at https://www.uscis.gov/.
- ✓NATO Travel Orders. NATO travel orders are required for U.S. Military travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom.

References:
- https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Official-Travel-Page/ (Air Mobility Command Website)
- AR 525-13 (Anitterrorism)
- https://www.fcg.pentagon.mil (Foreign Clearance Guide)

Passport/Visa/Travel Document Requirements

✓Patriot Express
- Patriot Express flights are commercially contracted aircraft that have the same standards as other commercial airlines.
- It is mandatory to use Patriot Express flights for PCS to many OCONUS locations, unless an exception has been approved. The Installation travel office can provide guidance.

✓Anti-Terrorism and Force Protection (AT/FP) Training
- AT/FP training is not required for PCS to Alaska, Hawaii, or U.S. possessions/ territories. The following are required for all other OCONUS locations:
  - AT Level 1 training and Sere 100.2 training are required for all OCONUS locations. Available at https://jkodirect.jten.mil.
  - Personnel traveling OCONUS are required to complete an Isolated Personnel Report (ISOPREP) prior to departing CONUS. Available at https://prmsglobal.prms.af.mil/prmsconv/profile/survey/start.aspx.
- Assignments to SOUTHCOM also require Human Rights training, available at https://jkodirect.jten.mil.
- The Foreign Clearance Guide (www.fcg.pentagon.mil) and assignment instructions may list additional training requirements.

References:
- https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/ (AMC Pet Travel Website)
- https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf (The Joint Travel Regulations (JTR)), Chapter 050107

Passport/Visa/Travel Document Requirements

✓Pets

- Effective from January 1, 2024, service members may receive reimbursement for relocating one household pet due to PCS, limited to cats and dogs.
- Reimbursement eligibility requires adherence to import/export rules of the United States and denial of pet entry could negate reimbursement.
- For OCONUS moves, reimbursable costs include microchipping, quarantine, boarding, hotel service, licensing fees at new PDS, certain testing fees, and pet shipping if not traveling with the member.
- Use of Government transportation for pets is mandatory if available; otherwise, no reimbursement for transportation costs.
- Maximum reimbursement for pet relocation expenses is capped at $2,000 per OCONUS PCS move.
- More information is available at:

  https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/

U.S. ARMY



Eighth Army Retention

WE ARE THE ARMY'S HOME

SFC Russell, Lorne (Will)/ lorne.w.russell.mil@army.mil / 756-8291

U.S. ARMY Reassignment Briefing

References:
- AR 600-8-11 (Reassignment)
- AR 601-280 (Army Retention Program)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

Service Remaining Requirement (SRR)

✓Soldiers may not depart their current permanent duty station (PDS) unless they have the required SRR, unless PCS orders indicate the SRR has been waived.

- CONUS to CONUS moves require 24 months' SRR.
- OCONUS to CONUS moves require 12 months' SRR when returning from accompanied areas, and 6 months' SRR when returning from dependent-restricted areas. At 6 months prior to Date Eligible to Return from Overseas (DEROS), OCONUS Soldiers who do not meet the SRR to return to CONUS will have their DEROS adjusted to 2 days prior to their ETS.
- CONUS to OCONUS or OCONUS to OCONUS moves require the Soldier to meet the prescribed tour, whether it is accompanied or unaccompanied.
- Assignments to certain locations/duties may have a different SRR. For example, assignment to recruiting duty require 36 months' SRR from CONUS and 42 months' SRR from OCONUS.

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U.S. ARMY Reassignment Briefing

References:
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- AR 601-280 (Army Retention Program)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

Service Remaining Requirement (SRR)

- ✓ Soldiers with sufficient service remaining to complete the prescribed tour or serve the unaccompanied tour will comply with the assignment.
- ✓ Soldiers who must acquire additional time in service in order to comply with assignment instructions must either extend or reenlist, or decline to extend or reenlist, within 30 calendar days of the assignment transmittal date.
- ✓ Career Soldiers (not in NCO Career Status Program or "Indef") who decline to extend or reenlist in order to meet the SRR must coordinate with their Career Counselor to execute a DA Form 4991 (Declination of Continued Service Statement). Signing this form has many implications, including the Soldier's departure from service at the current ETS date.
- ✓ Initial term Soldiers who decline to extend or reenlist in order to meet the SRR will not execute a DA Form 4991; however, they must sign a statement indicating they will not extend or reenlist to meet the SRR. This statement does not prevent further reenlistment.
- ✓ Soldiers who have at least 19 years and 6 months of active Federal service upon assignment notification may elect to acquire additional service to complete the prescribed tour, retire in lieu of PCS, or execute DA Form 4991.
- ✓ Soldiers who decline to meet the SRR for assignment may still be eligible for other assignments (CONUS and OCONUS) provided they have sufficient SRR for the new assignment. For example, a Soldier who declines to extend/reenlist to meet the SRR for a 36-month assignment may be placed on assignment to a location requiring only 12 months' SRR.

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References:
- AR 614-200 (Enlisted Assignments and Utilization Management)

Service Remaining Requirement (SRR)

✓Enlisted Airborne Assignments

- Soldiers on assignment instructions to an airborne position or unit will be utilized for at least 3 years in an airborne position/unit unless physically disqualified, exempted by general court-martial authority, separated, reassigned by DA or accepted for another airborne, airborne ranger, special forces, or other training/assignment which is considered by DA to have higher priority.
- Soldiers who have less than 3 years to ETS are still eligible for the assignment; this is not a service remaining requirement.
- Before issuing assignment orders, the Soldier must initial the airborne option statement, indicating acceptance or declination of the airborne assignment.
- If the Soldier declines the assignment, withdrawal of SQI (P) and deletion of assignment will be submitted IAW AR 614-200.

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U.S. ARMY

Reassignment Briefing

Directorate of Family & Morale, Welfare and Recreation (DFMWR)
Installation Army Community Service (ACS) Office



Toney A. Price / toney.a.price.civ@army.mil / 757-2363

Directorate of Family & Morale, Welfare and Recreation (DFMWR) Agenda

- ✓ Installation Army Community Service (ACS) Office
  - Planning for Relocation
  - Important Documents to Hand – Carry
  - Arriving at Your New Installation

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U.S. ARMY Reassignment Briefing

References:
- NDAA FY16
- Department of Defense Instruction 1322.21 (Common Military Training)
- DTM 19-009 (Financial Literacy Common Military Training Requirements)
- EXORD 140-21 (The Army Financial Literacy Training Program)

Financial Readiness Common Military Training Requirement

- ✓Soldiers in the ranks of PVT-SPC/CPL, WO1-CW2, and 2LT-CPT are required to take the HQDA "Permanent Change of Station" financial readiness course upon receipt of orders or within 60 days of reporting to a new installation.
- ✓Options to take the training:
  - Face-to-Face: At the installation with a Personal Financial Manager or counselor.
  - Group Training: At the installation in a classroom environment.
  - Distributed Learning: https://olms.armyfamilywebportal.com/
    - Use an updated browser (ie Chrome, Safari, etc)
    - Individual log-in
- ✓Provide certificate of completion to Unit Training Manager (S3) to assist with expedient out-processing.

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Directorate of Family & Morale, Welfare and Recreation (DFMWR)

✓ Planning for Relocation:

- Research housing options; arrange financing, if buying
- Inventory possessions, especially high cost items with pictures and original receipts
- Provide forwarding address to businesses & creditors
- Settle outstanding bills – Internet, Phones, Vet Bills, Utilities
- Confirm renter's and car insurance is adequate for shipping
- Ensure fund access during travel—travel alert to banks
- Track tax deductible moving expenses if you itemize taxes
- Start saving for non-reimbursable expenses such as pet travel, leave expenses and housing security deposits

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Directorate of Family & Morale, Welfare and Recreation (DFMWR)

Important Documents to Hand-Carry

- Orders--Carry at least 20 copies
- No Fee Passports w/ SOFA Stamp
- Power Of Attorney and Wills
- Information on HHG and vehicle shipments

- Medical and Dental Records
- Vet Records, Health Certificate, Rabies Certificate
- School Records for Children
- College Records

- Birth Certificates
- Marriage Certificates
- Spouse Employment Records and Resume
- Out-Processing documents
- Paid utility and Housing receipts

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Directorate of Family & Morale, Welfare and Recreation (DFMWR)

✓ For Foreign Born Spouses

- English As A Second Language
- Citizenship/Immigration
- information and Liaison services
- Cultural Acclimation

✓ Army Community Services

- Newcomers Orientation
- Community Awareness tours
- Language Exploration (Overseas)
- Cultural Awareness/adaption

Geographically Separated Spouses: If going on an unaccompanied tour and your Family will remain in the US, make sure they connect with ACS at the local installation for support services and the Heart's Apart program.

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U.S. ARMY Reassignment Briefing

- AR 608-1 (Army Community Service)
- ALARACT 036/2019 (Announcement of Army Directive (AD) 2019-18 and Filing Instructions for Spouse State Licensure and Certification Costs Reimbursement)
- National Defense Authorization Act for Fiscal Year 2018
- Public Law No. 115-91, section 556, 131 Stat. 1403–1405

Spouse Employment

✓Spouse Employment

- Military Spouse Employment Partnership (MSEP) is a resource for spouse employment with private sector companies, non-profits, and other government agencies.
  Website: https://msepjobs.militaryonesource.mil/msep/home.
- Employment Readiness Program (ERP) is an Army Community Service program providing employment assistance to military Spouses, Soldiers, DoD Civilians, and all immediate Family members.
  Website: https://www.armymwr.com/programs-and-services/personal-assistance/employment-readiness-program/army-spouse-employment-career-and-education.
- Military One Source, My Career Advancement Account (MyCAA) - Spouses of service members on active duty in pay grades E1 to E5, W1 to W2, and O1 to O2 can take advantage of a scholarship program that provides up to $4,000 in financial assistance to eligible military spouses who are pursuing a license, certification, or Associate's degree in a portable career field or occupation. Career Coaches are available by calling 1-800-342-9647.
  Website: https://mycaa.militaryonesource.mil/mycaa/.

✓Spouse Relicensing

- The Army has implemented policies to reimburse Army spouses for license/certification fees when they PCS. The Army strongly supports the work of the DoD in promoting license reciprocity in all states.
  Website: https://myseco.militaryonesource.mil/portal/content/view/8576.

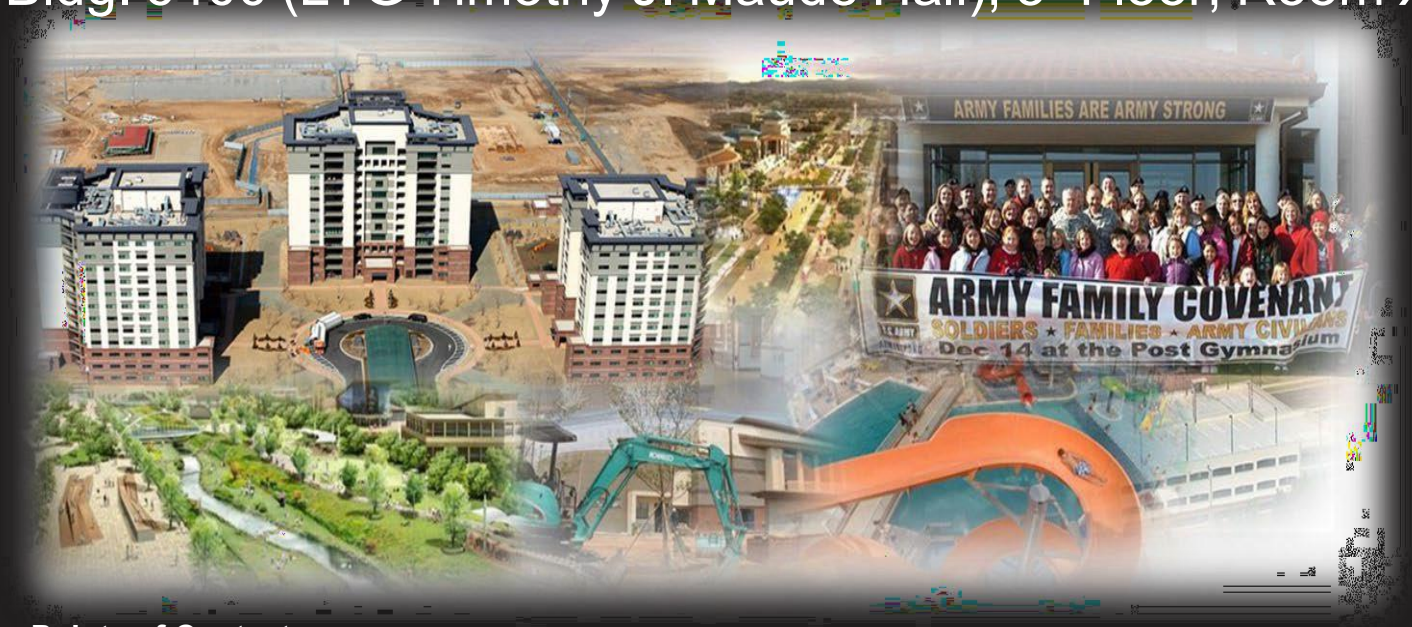
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U.S. ARMY

Reassignment Briefing

USAG Humphreys Housing Division

Bldg. 6400 (LTG Timothy J. Maude Hall), 3d Floor, Room X301



Points of Contact:

- **Housing Reception/Appointment: 757-2647/0503-357-2647**
- **Furnishings Branch: 755-9551/9552 or 0503-355-9551/9552**

- **Housing Group Email:**
  usarmy.humphreys.id-pacific.list.usag-humphreys-housing@army.mil

- **Furnishings Group Email:**
  usarmy.humphreys.id-pacific.list.usag-humphreys-fmb@army.mil

Shawn R. Peyton / shawn.r.peyton2.civ@mail.mil / 757-2672

USAG Humphreys Housing Division

Agenda

- USAG Humphreys Housing Division
- Hours of Operations
- SSG and Below / SFC and above Clearing Barracks/SLQs
- Government Furniture Issue and Turn-In Requirements
- Off-post OHA Stop
- Temporary Lodging Allowance (TLA)
- AHOUS

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USAG Humphreys Housing Division

Hours of Operation

- Mon – Fri, 0800 - 1600
- Thurs, 0900 - 1600
- 2nd Thurs of Every Month - closed till 1330 for Training
- Closed for Lunch – 1230-1330
- Closed American Holidays and Most Korean Holidays
- Open Most Training Holidays

❑ **Soldiers in the rank of SSG and below residing in the barracks:**

➢ Will be cleared by the Unit Barracks Management Team or 1SG. DO NOT visit the Housing Office to clear.

❑ **Soldiers in the rank of SFC and above and residing in SLQs:**

➢ Must schedule a joint pre and final termination inspection 30 – 45 days prior to PCS.

➢ Must pass room inspection for clearing paperwork to be signed and cleared by Housing.

➢ Orders are not needed to schedule pre-inspection.

➢ Must submit ArMA work orders, for any deficiencies, prior to your scheduled inspection.

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USAG Humphreys Housing Division

✓ Government Furniture Off-Post/On-Post

- If you reside in off-post housing and you plan to ship your HHG up to 60 days prior to departure, you may request additional loaner furniture, prior to shipping your HHG. You must visit the Housing Office to schedule.
- If you obtain loaner furniture prior to PCS departure, you must physically visit the Housing Office to schedule your loaner furnishings pick-up, in a timely manner, PRIOR to clearing.
- Furniture in Army Family Housing (AFH) and Senior Leaders Quarters (SLQ) will remain in the quarters.

✓ Clearing On-Post AFH and SLQ Housing

- All SMs MUST schedule “pre” and “final” termination inspections. Pre-inspections must be conducted 30-45 days from departure. Stop by the Housing Office to schedule inspections.
- PCS orders are not required to schedule pre-termination inspections. PCS orders are required to schedule final termination inspections. SMs must bring a copy of PCS orders to the Housing Office.
- For AFH, upon final termination inspection, the inspector will provide a Termination Letter, Temporary Lodging Allowance (TLA) Memo, and will sign clearing papers.

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USAG Humphreys Housing Division

✓ **Soldiers Residing in Private Sector Housing must:**

- Provide Realtor/ Landlord (LL) 30-day termination notice AND schedule a pre-termination inspection with realtor and LL.
- Provide signed Verification of Clearance (VOC) memo from their realtor/LL along with clearing papers and a copy of your PCS orders to Housing Office.
- The Housing Office will sign your clearing papers at that time and provide the Termination Letter, Temporary Lodging Allowance (TLA) Memo.

✓ **Process to Stop Overseas Housing Allowances (OHA)**

- Housing Office will process DD Form 2367, Individual Overseas Housing Allowance, and provide to the local Finance Office. SMs will be given copies.

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USAG Humphreys Housing Division

Outbound Temporary Lodging Allowance (TLA)

✓ **On-Post AFH/SLQ Residents:**
- AFH Residents: Authorized 3 days of TLA
- SLQ Residents : Only if authorized 3 days of TLA

✓ **Off-Post Residents:** The below personnel are authorized 10 days of TLA
- Command Sponsored Personnel
- Joint Domicile Soldiers
- Unaccompanied E7 & above, if issued a CNA to reside off-post based on occupancy rate (95% or above).
- Military married to Military, if issued a CNA to reside off-post by the Housing Office.

✓ **TLA is not Authorized for:**
- ANY Personnel not issued a CNA to reside off-post by the Housing Office. You must have been provided a CNA or ETP to be authorized TLA. If ETP, check the ETP language for number of days authorized TLA.

✓ **TLA Reimbursement: You must provide your TLA Memo, paid lodging receipt (showing zero balance), and PCS orders to your losing or gaining duty station Finance Office for processing. Please contact MILPAY if you have questions.**

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Housing Flexibility Options - OUTBOUND

✓Housing Flexibility:

- Soldiers may request flexibility options for government owned/leased Family housing while undergoing a PCS within the United States (including Alaska and Hawaii).
- Soldiers are eligible if they:
  - Have a dependent enrolled in the Exceptional Family Member Program, or
  - at the beginning of the covered relocation period: have a spouse who is gainfully employed or enrolled in a degree, certificate, or license-granting program; have a dependent attending an elementary or secondary school; or are caring for an immediate Family member with a chronic or long-term illness.
- The covered relocation period begins 180 days before the date of the PCS, which is the date the Soldier leaves the current PDS, and ends 180 days after the date of PCS.
- Housing Flexibility Options include:
  - Continuation in Family housing at the losing PDS during the covered relocation period. Approval cannot adversely affect other Soldiers who arrive at the losing PDS during the relocation period.
  - Early Family housing eligibility and housing assignment at the gaining PDS for the Family, even if the Soldier has not arrived at the new PDS.
  - Occupancy of unaccompanied housing by a Soldier with dependents, at either the losing or gaining PDS, when the Family relocates at a different time than the Soldier. Occupancy is provided on a "space-available" basis and will not displace an eligible Soldier with no dependents.
  - Equitable BAH, when the Family relocates at a different time than the Soldier. BAH may be based on the rate of the gaining PDS, the losing PDS, or the actual location of the Family at the time the Soldier departs.

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U.S. ARMY Reassignment Briefing

References:
- Department of Defense Instruction 1315.18 (Procedures for Military Personnel Assignments), Enclosure 3 (Procedures), Chapter 10
- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26, para 261014.
- https://www.housing.army.mil/ (Army Housing Online User Services)

Housing Flexibility Options – OUTBOUND

✓Housing Flexibility (continued):

- Eligible Soldiers can apply for privatized and government-owned/government-leased Family housing while undergoing a PCS.
- Privatized Family Housing:
  - Soldiers can submit an advance application for housing prior to departing the losing PDS, requesting for Family to be approved to move into housing prior to the Soldier's arrival.
  - Submit housing application, PCS Orders authorizing Family to travel in advance of the Soldier, and DA Form 31 (Request and Authority for Leave) to the Residential Communities Initiative (RCI) project company.
  - Subject to availability of housing and RCI project company approval.
  - Rental rate for assigned housing at the new PDS is determined by new PDS BAH rate.
- Government-owned/government-leased Family Housing:
  - Soldiers can submit an advance application for placement on the waiting list prior to signing out of the losing PDS.
  - Obtain dependent travel authorization for OCONUS.
  - Submit DD Form 1746 (Application for Assignment to Housing), PCS Orders, and DA Form 31 or DA Form 137-2 (Installation Clearance Record).
- Consult the Housing Office at the losing PDS on local policies to retain assigned housing after PCS.
- Visit https://www.housing.army.mil/ for more information on Army Housing.

References:
- Department of Defense Instruction 1315.18 (Procedures for Military Personnel Assignments), Enclosure 3 (Procedures), Chapter 10
- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26, para 261014.
- https://www.housing.army.mil/ (Army Housing Online User Services)

Army Housing Online User Services (AHOUS)

AHOUS is the Army's official website for Soldiers and their families looking for information regarding Army Family Housing (AFH), Unaccompanied Housing (UH), or Community (Off-Post) Housing. The virtual housing experience provides Soldiers and families customer focused housing information allowing them to make informed choices about off-post, privatized, and military housing options at their next duty station.

HQDA has launched the new AHOUS App that can be downloaded for FREE!

Housing information is available for all installations **worldwide**.

For iPhone Users please go to the Apple app store: https://apps.apple.com/us/app/army-housing/id1621285253

For Android Users please go to the Google Play Store: https://play.google.com/store/apps/details?id=mil.army.housing.mobile.andy.ahous&hl=en_US&gl=US

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Central Issue Facility (CIF)

Camp Humphreys CIF is located in BLDG 6950





Location: P6950 (SPT60) across from the Camp Humphreys Golf Course

Central Issue Facility (CIF) Agenda

- Hours of Operation
- Requirements to Clear
- Clothing Records
- Turn-in for Special Issued OCIE
- Transferable and Nontransferable OCIE

Camp Humphreys CIF Hours of Operation

- MON-FRI: 0730~1100: Issue and DX only
- MON-THU: 1300~1600: Turn-in and partial turn-in only
- Fridays afternoon: 1300~1600: CIF closed due to inventory and required training
- Thursdays: 19th HRC priority – Expect longer queues

Note: CIF WILL BE CLOSED ON ALL U.S & Korean Holidays

SM MUST BE IN MILITARY DUTY UNIFORM TO CONDUCT ANY TRANSACTION IN CIF. All E4s/ BELOW MUST BE ACCOMPANIED WITH AN NCO.

If you have any questions, please use the following POCs below:

- Area I CIF Manager: 722-2933 / Reception Desk: 722-4816
- Area III CIF Manager: 755-3803 / Reception Desk: 755-3806
- Area IV CIF Manager: 763-0700 / Reception Desk: 763-0701

OCIE Turn-In Tips

- ❑ All Service Members are required to perform an inventory before bringing OCIE to CIF, IAW procedures outline in DA PAM 710-2. The purpose of the inventory is to ensure the appropriate action for lost, damaged or destroyed OCIE is taken IAW AR735-5 before reporting to CIF. SM access and print out clothing record the following URL: https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing
- ❑ When viewing your clothing records, pay particular attention to the PCS column if changing duty stations or ETS columns if getting out or retiring. If the item has an "N" in this column, it must be turned in before you leave the installation.
- ❑ Must ensure that the equipment is clean and dry. Dirty or Wet OCIE will not be accepted under any circumstances.
- ❑ Paint over all markings on the duffle bags with OD green colored paint.
- ❑ If there are any scratches or rust on the entrenching tool paint with flat black spray.
- ❑ All nametags and rank must be removed from all OCIE.
- ❑ The sleep systems must be separated and unzipped.
- ❑ All Rucksack set must be completely assembled. If not, it will be rejected.
- ❑ IOTV must have all attachment attached to the IOTV VEST.
- ❑ DO NOT Put plates into base vest IOTV.
- ❑ Rifleman set must be clean and put all pouches into assault pack.

Required Documents for clearing CIF

- ❑ Installation Clearance Record, DA Form 137-2
- ❑ Copy of Orders (PCS or ETS)
- ❑ Military Identification Card / CAC
- ❑ Early Turn-ins (Memo must be provided with the Company Commander's digital signature)

ACH IS REQUIRED TO RETURN TO CIF

Per 8A Action FRAGO 25-01-16-11 to FY25 CSO, Service Member Retention of Army Combat Helmets (ACH) in Korea, dated 16-JAN-25. All Soldiers need to return their ACH which was issued from Korea CIFs upon clearing. Personnel who have more than (1) ACH must turn in excess equipment to CIF as soon as possible.

If clarification is needed, please call one of the numbers listed below:
CIF Manager: 755-3803 Main Office: 755-3800/1785 Reception Desk: 755-3806 FLIPL: 755-2505







Reassignment Briefing

BELOW OCIE ARE NOT A RETAINED ISSUE ITEM, PLEASE TURN-IN WHEN PCSING

J85705
ESAPI PLATE



J15388
ESBI PLATE





P05881
JACKET EXT



T57106
TROUSER EXT



Reassignment Briefing

U.S. ARMY

- The designator is annotated on the individual's OCIE record under the "PSC" column with an "N". In some cases, this column will be blank. For clarification if the "PCS" column does not specifically designate the item with the letter "Y", that item is non-transferrable and must be turned in (regardless of when and where it was issued). Additionally, ACH must return to CIF when clearing.

CP HUMPHREYS, KOREA ANNEX
BASIC TA-50 INFORMATION

LIN	NOMENCLATURE	AU	PCS TRANS	ETS TRANS	LIN	NOMENCLATURE	AU	PCS TRANS	ETS TRANS
B13907	BAG BARRACKS: COTTON	1	Y	N	DA658P	KNEE AND ELBOW PAD SY	1	Y	N
B14729	BAG DUFFEL: NYLON DUC	1	Y	N	DA658R	BIVY COVER, MODULAR S	1	Y	N
B15825	BAG CLOTHING WATERPRO	1	Y	N	DA658Z	BAG, PATROL, MODULAR	1	Y	N
C05009	COVER ACH OEF-CP: WIT	1	Y	N	DA659E	STUFF SACK MODULAR SL	1	Y	N
C28175	COVER COMBAT HELMET	1	Y	N	F54817	CUP WATER CANTEEN: ST	1	Y	N
C96536	CANTEEN WATER: PLASTI	2	Y	N	G06171	GLOVES: FLYERS	1	Y	Y
DA150C	MASK, FACE	2	Y	Y	G39744	GAITER: NECK POLYPROP	1	Y	Y
DA155N	COVER HELMET CAMOUFLA	1	Y	N	H53175	HELMET: ADVANCED COMB	1	N	N
DA1592	BALACLAVA, MILITARY	1	Y	Y	HA4052	SAFETY GLASSES,REVISI	1	Y	Y
DA3008	BOOTS COMBAT, ASSORTE	1	Y	Y	HA4053	SPECTACLE,COMBO PACK,	1	Y	Y
DA3088	BOOTS,COLD WEATHER	1	Y	Y	HA4064	GOGGLES,INDUSTRIAL	1	Y	Y
DA650P	PADS, ELBOW	1	Y	N	HA4084	SPECTACLES INDUSTRIAL	1	Y	Y
DA6530	POUCH	1	Y	N	J67052	GLOVES FLYERS: MENS W	1	Y	Y
DA6539	POUCH, IFAK	1	Y	N	M24944	MAT: SLEEPING SELF I	1	Y	N
DA653U	STUFF SACK, SMALL	1	Y	N	MC20CH	INTRENCHING TOOLS, HA	1	Y	N
DA654N	SLEEPING BAG ICW, MOD	1	Y	N	R97493	RIFLEMAN SET: OEF CAM	1	Y	N
DA657F	INSERT,FIRST AID KIT	1	Y	N	F59856	LARGE RUCKSACK	1	Y	Y
E42924	JACKET W/W	1	Y	N	M48214	MEDIUM RUCKSACK	1	Y	Y
E43299	JACKET SOFTSHELL	1	Y	N	80652N	BAG: NBC EQUIPEMNT	1	N	N
E43367	TROUSEW/W	1	Y	N	CA5063	DECONTAMINATION KIT	1	N	N
E43549	TROUSERS SOFTSHELL	1	Y	N	DA158G	COVER, HELMET, CHEMICAL	2	N	N
E95281	JACKET FLEECE	1	Y	N	FG654E	DETECTOR, CHEMICAL AGE	1	N	N
E95531	JACKET WIND	1	Y	N	G65743	GLOVES: NUCLEARE	2	N	N
P05881	PARKA: EXTREME COLD	1	N	N	HA4007	CANISTER, CHEMICAL	2	N	N
T57106	TROUSERS: EXTREME COLD	1	N	N	J26154	JSLIST: COAT OVRGRMNT	2	N	N
J70478	BODY ARMOR:INTERCEPT	1	Y	N	J38894	JSLIST: TRSRS OVRGRMNT	2	N	N
J15388	INSERT: SMALL ARMS PR	2	N	N	M05041	MULTIPURPOSE PERSONL	1	N	N
J85705	INSEET ENHANCED SMALL	2	N	N	P38389	OVERBOOT: LIGHTWEIGHT	2	N	N

U.S. ARMY



Transportation Division

WE ARE THE ARMY'S HOME

Un Ki Choe / unki.choe.ln@army.mil / 757-2461

References:
- https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf (The Joint Travel Regulations (JTR)), Chapter 0513-0534

PCS Transportation Travel Entitlements

✓Household Goods (HHG) Entitlements:

- Soldiers are authorized HHG transportation due to a PCS. Soldiers must contact the local Transportation Office as soon as orders are received. Soldiers who move or store HHG are encouraged to download the Army PCS Move APP from Google Play Store or Apple Store.
- Soldiers on a PCS are entitled to ship the authorized weight allowance of HHG from the old permanent duty station to the new permanent duty station, or to any other place, not to exceed what it would have cost the government if the authorized weight allowance would have been shipped in one lot from the old PDS to the new PDS.
- Unaccompanied baggage (UB) is part of the Soldier's authorized HHG weight allowance. UB transportation is authorized by an expedited transportation mode (air) on OCONUS PCS when necessary to enable the Soldier to carry out assigned duties or to prevent undue hardship on the Soldier or a dependents.
- A Soldier, who is authorized shipment of HHG or UB, is also entitled to 90 days temporary storage in transit in conjunction with such shipment.
- Soldiers authorized movement of Family to a designated place are authorized HHG shipment to the designated place and non-temporary storage (NTS). If a Soldier elects to participate in the HAAP, movement of HHG to designated location is not authorized.

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References:
- https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf (The Joint Travel Regulations (JTR)), Chapter 0513-0534

Transportation Travel Entitlements

✓HHG Entitlements (continued)

- Soldiers are authorized Professional Books, Papers, and Equipment (PBP&E) shipment when he or she certifies that the PBP&E are necessary for official duty at the next PDS. Soldier PBP&E will not exceed 2,000 lbs. Spouse PBP&E will not exceed 500 lbs. PBP&E must be weighed separately from the HHG shipment and does not count against the Soldier's maximum weight allowance.
- Weight allowances can be administratively restricted at a PDS OCONUS based on factors at that location. When the new PDS is an administrative-weight-limited location, the Soldier is authorized HHG transportation to a designated place or to NTS for the remainder of the HHG weight allowance that could not be shipped to the new PDS.

✓Excess Charges

- Transportation-related costs incurred by the Government due to the negligence of the Soldier, such as attempted pickup or delivery charges when the Soldier missed the appointment as scheduled, are considered excess charges and are the Soldier's responsibility.
- The Government may pay the total transportation cost and other applicable charges for any weight that exceeds the weight allowance. Soldiers must repay the Service for the cost of transporting HHG in excess of the specified weight allowance or authorized distance.
- The Joint Travel Regulations allows for a weight allowance increase due to hardship. When the Soldier receives notification of exceeding the maximum weight allowance, they should contact the local Transportation Office to submit an exception to policy (ETP) to the Army G-4. The ETP contains all actual HHG shipment weights, PCS orders, and Soldier statement requesting a higher weight allowance (not to exceed 18,000 lbs.) and financial hardship impact. Army G-4 adjudicates the ETP with a decision to the local Transportation Office for notification of the Soldier and U.S. Financial Management Command.

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U.S. ARMY Reassignment Briefing

References:
- www.move.mil (Move.mil Website)
- https://dps.sddc.army.mil/cust/standard/user/home.xhtml (DPS Landing Page)

Transportation Travel Entitlements

✓Militaryonesource.mil

- The official DOD customer moving portal, militaryonesource.mil provides numerous moving guides, tutorials, FAQs, customer service links, and valuable tools and resources.

✓Defense Personal Property System (DPS)

- A DPS account is mandatory whether you schedule an appointment with a Personal Property Processing Office (PPPO) or not.
- Go to militaryonesource.mil to register for DPS.
- Some of the actions that can be completed in DPS are:
  - Online self-counseling
  - Create shipment applications for HHG/UB
  - Upload shipment documents to the DPS system
  - Print out and sign the DD forms generated by DPS
  - Request temporary storage extension with the transportation office
  - Complete an online Customer Satisfaction Survey to rate the moving company's performance
  - File a claim for loss and damage with the moving company to full replacement value
- Soldiers executing their first or final personal property move, will not be able to perform self-counseling and must make an appointment to see a counselor to initiate their move.

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References:
www.militaryonesource.mil
(Military One Source Website)

Transportation Travel Entitlements

✓Military OneSource is the Soldier's connection to information, answers and support.

- www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves.
- The official DOD customer moving portal, provides numerous moving guides, tutorials, FAQs, customer service links, and valuable tools and resources.
- Installation Information Booklets and available services at installations worldwide.
- Plan My Move-create a custom calendar to organize the move!

✓Military OneSource provides access to the Defense Personal Property System (DPS)

- A DPS account is required whether Soldiers schedule an in-person appointment with a Transportation Office or not. Some of the actions that can be completed in DPS are:
  - Online self-counseling
  - Create shipment applications for HHG/UB
  - Upload shipment documents to the DPS system
  - Print out and digitally sign the DD forms generated by DPS
  - Request temporary storage extension with the Transportation Office
  - Complete an online Customer Satisfaction Survey to rate the moving company's performance
  - File a claim for loss and damage with the moving company for full replacement value
- Soldiers executing their first or final move will not be able to perform self-counseling and must make an appointment to see a counselor.

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References:
- https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf (The Joint Travel Regulations (JTR)), Chapter 051502

Transportation Travel Entitlements

✓Personally Procured Moves (PPM):

- Soldiers can personally arrange HHG transportation and NTS and receive a monetary allowance as reimbursement with Transportation Office counseling and approval. Soldiers must not conduct a PPM prior to issuance of PCS orders.
- Requires obtaining a full weight ticket for each vehicle/trailer used, and an empty weight ticket, unless the empty weight is listed on the vehicle registration or the commercial empty weight is available online.
- Full PPM: The Soldier moves everything themselves or personally arranges movement with a non-government arranged moving company.
- Partial PPM: The Soldier coordinates government transportation of part of their HHGs, and moves/coordinates the remainder themselves.
- The Soldier may receive reimbursement of the actual expenses, or payment of a monetary allowance equal to 100% of the Government's constructed "Best Value" cost for the actual HHG weight (not estimated weight), even when the actual cost of the HHG shipment is less.
- Advance of Funds. Advance payment equal to 60% of the PPM monetary allowance is authorized for PPMs. Soldiers with GTCC are not authorized advance of PPM funds.
- During peak-season HHG industry capacity issues, the Transportation Office may issue a non-availability memo or actual cost memo for actual cost reimbursement, which requires Soldier submission of 2 or 3 commercial invoice estimates. Weight tickets are required.
- Soldiers who hire a commercial company should select a mover registered with the Federal Government at https://www.fmcsa.dot.gov/protect-your-move.

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References:
- AR 27-20 (Claims)

Transportation Travel Entitlements

✓HHG Claims:

- If HHG or UB is lost, damaged, or destroyed while being transported by the Government, full replacement/repair value of the lost/damaged items may be claimed.
- Claims are generally payable if the damage occurred during the transportation or storage and is not the result of a preexisting defect, is not due to normal usage, and is not the result of normal deterioration during storage.
- Soldiers with damaged or missing HHG or UB must file a Notice of Loss or Damage AT Delivery or a Notice of Loss or Damage AFTER Delivery with the Transportation Service Provider (TSP) within 180 days of delivery, and a claim in DPS within 9 months of delivery. The Notice of Loss or Damage is provided by the TSP at delivery.
- Visit https://www.jagcnet.army.mil/PCLAIMS for more info.

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References:
- https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf (The Joint Travel Regulations (JTR)), Chapter 0529-0532

Transportation Travel Entitlements

✓Privately Owned Vehicle (POV)

- Authorization to ship POV must be on the PCS orders. Each Soldier is authorized to ship only one POV, either an automobile or a motorcycle. A motorcycle may also be shipped in HHG.
- When a POV is not authorized for shipment to the gaining OCONUS PDS, Soldiers are authorized POV storage at government expense or travel mileage to a designated place. Information on POV storage may be found at www.pcsmypov.com/storage.
- Soldiers are authorized reimbursement to deliver or pick up the POV from the designated Vehicle Processing Center (VPC) or storage.
- Locations and contact information for contractor operated VPCs can be found at www.pcsmypov.com/locations.
- POVs with a lien may require a lien-holder authorization letter.
- Shipment of a POV on a CONUS to CONUS PCS is authorized under limited circumstances.
- Additional information available at www.pcsmypov.com.

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References:
- AR 27-20 (Claims)

Transportation Travel Entitlements

✓POV Claims:

- Soldiers with POV damage must list the damage on the DD Form 788 (Vehicle Shipping Document) at the time of pickup, or notify the installation legal office within 48 hours if additional damage is discovered after pickup.
- POV Claim types:
  - Site Settlement. These claims are done at the Vehicle Processing Center (VPC).
  - IAL Claim. These claims are filed with the International Auto Logistics (IAL) Claims office.
  - Military Claim. These claims are filed with the U.S. Army Center for Personnel Claims Support at: usarmy.knox.hqda-otjag.mbx.cpcs@mail.mil, phone 502-626-3000 (DSN 464).
  - Inconvenience Claim. Inconvenience claims provide reimbursement for out of pocket expenses associated with a missed required delivery date.
- Visit https://www.jagcnet.army.mil/PCLAIMS for more info.

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U.S. ARMY Reassignment Briefing

References:
- https://icss.eta.sddc.army.mil (Survey Website)

Transportation Travel Entitlements

✓HHG Claims:

- If HHG or UB is lost, damaged, or destroyed while being transported by the Government, full replacement/repair value of the lost/damaged items may be claimed with the moving company.
- Claims are generally payable if the damage occurred during the transportation or storage and is not the result of a preexisting defect, is not due to normal usage, and is not the result of normal deterioration during storage.
- Soldiers with damaged or missing HHG or UB must file a Notice of Loss or Damage AT Delivery or a Notice of Loss or Damage AFTER Delivery with the Transportation Service Provider (TSP) within 180 days of delivery, and a claim in DPS within 9 months of delivery. The Notice of Loss or Damage is provided by the TSP at delivery.
- Visit https://www.jagcnet.army.mil/PCLAIMS for 3 informational HHG claims videos:
  - Pre-Move and Moving Day: https://youtu.be/EL0eMaN7mHU
  - Delivery Day and Filing Your Claim: https://youtu.be/Bk288sGwUPM
  - Transferring Your Claim to the Army: https://youtu.be/DdKiMiswT20
- Soldiers disputing any or all of the moving company's claim settlement offer or denial must transfer the claim to the U.S. Army Center for Personnel Claims Support at: usarmy.knox.hqda-otjag.mbx.cpcs@mail.mil, phone 502-626-3000 (DSN 464).

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Reassignment Briefing

References:
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- https://dps.sddc.army.mil/cust/standard/user/home.xhtml (DPS Landing Page)

PCS Transportation Entitlements

✓ Inconvenience Claims

- Are separate from loss or damage claims. Inconvenience claims are a payment to the Soldier by the moving company to offset expenses because the Soldier cannot use necessary items from their HHG shipment due to the inability of the moving company to meet required pickup and delivery dates.
- The Soldier notifies the moving company of the intent to file a claim, and the moving company provides the Soldier an inconvenience claim form. The moving company acknowledges the Soldier's intent to file an inconvenience claim within 5 business days.
- The maximum amount payable without receipts is limited to the equivalent of 7 days of meals & incidental expense per diem rates. When receipts are provided, the amount payable is equal to the amount supported by the receipts.
- Soldiers must contact their moving company prior to making purchases for necessary items to ensure they are both in agreement on reimbursable expenses. Necessary household items include, but are not limited to, laundry service, furniture and/or appliance rental (to include rental of a television), air mattresses, towels, linens, pillows, and necessary kitchen items (such as pots, pans, dishes, paper plates, plastic ware, etc). Groceries and alcohol are not eligible for reimbursement. The list allows the moving company and Soldier the ability to determine those items which are deemed necessary.
- The moving company should reimburse within 30 days of receipt of the claim.
- Soldiers should contact their local Transportation Office if assistance is needed.

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Transportation Division

- ✓ **Personal Property Processing Office (PPPO)**
  - Customer Service Hours, Monday – Friday 0800-1130/1300-1630)
  - Front Desk: 757-2448/2459
  - Group Email address: usarmy.humphreys.403-afsb-lrc.list.pppo@army.mil
- ✓ **Vehicle Processing Center (VPC)**
  - Appointment Only
  - Customer Service Hours Monday-Friday 0800-1700)
  - Location: Bldg 7030 / Front Desk: 756-8700
  - https://www.pcsmypov.com
- ✓ **Installation Transportation Office (ITO)**
  - DSN: 315-757-2461 / Commercial: 0503-357-2461
- ✓ **Commercial Travel Office (CTO)**
  - Customer Service Hours Monday-Friday 0900-1630
  - Front Desk: 757-2443/2445/2103
- ✓ **25TH Transportation POC (Bus Coordination) – 2LT Jeff Mah**
  - Phone: 010-7529-3941
  - Email: jeffrey.j.mah.mil@army.mil

U.S. ARMY



TRICARE

WE ARE THE ARMY'S HOME

Bldg. 6400 LTG Timothy J. Maude Hall
1st Floor, Room C101

Hours of Operation: (M-W,F) (0730-1200 & 1300-1600) / Thurs (1300-1600)

Contact DSN: 737-5178/ 5179/ 5676/ 5781/ 5782

OUTPROCESSING/ CLEARING INSTALLATION PROCEDURES.

- **Please fill out the Tricare Out-processing Form found on the following slide. (You can download the form at https://home.army.mil/humphreys/application/files/1016/2726/7721/Out-Processing_-_Portability_Form_2021.pdf**

- Make sure to enter your Fly Out Date, you **MUST HAVE A FLY OUT DATE**, to Out-process.

- You **ARE THE SPONSOR.** Please do not put anyone else's information on your document as this may result in them losing benefits.

- Please make sure you fill out the form *entirely*, and submit it at one of the Tricare Service Centers: Maude Hall BLDG 6400 Room C101 or BDAACH BLDG 3031 C2094 during business hours.

LaTreece N. Carter | : latreece.n.carter.ctr@health.mil |315.737.5781

Tricare (Relocating to a New Region) (STATESIDE):

- Your new duty station, will determine your new Region.
- If relocating back stateside, please refer to the U.S. Map that shows the two separate regions (**East** and **West**).
- **Only two duty stations differ than what is listed: **Fort Bliss, TX** and **Fort Leonardwood, MO** are both under the **WEST** Region.**
- You will need to call your new region to transfer your benefits and receive a new PCM assignment.
- **East Region: 1-800-444-5445**
- **West Region: 1-844-866-9378**
- **Dependents must update their enrolling region within **90 days of moving** or they will have to submit an enrollment exception request or wait until the following Open Enrollment Season or a Qualifying Life Event.**
- **Do not transfer your region until you have arrived toavoid any interruptions with your care!**

LaTreece N. Carter | : latreece.n.carter.ctr@health.mil |315.737.5781

Tricare (Relocating to a New Region) (OVERSEAS):

- Your new duty station, will determine your new Region.
- If relocating to another **OVERSEAS** location, please refer to the WORLD Map that shows the three separate overseas regions (Latin America and Canada, Eurasia- Africa, & Pacific).
- Most overseas locations have TRICARE SERVICE CENTERS which will have specific in-processing procedures. **Wait until after arrival to transfer your enrollment to avoid interruptions to your care.**
- If there is *not* Tricare Service Center in your new location, please call **International SOS** in order to update your benefits and enrollment region.
- Your care will remained managed by the MTF you are assigned to within the Pacific Region until you contact your gaining region.
- **If you are traveling with dependents: **You must have your dependents transferred within 90 days of arrival** or they will have to submit an enrollment exception request or wait until the next open enrollment season or a Qualifying Life Event in order to transfer their benefits.**

LaTreece N. Carter | : latreece.n.carter.ctr@health.mil |315.737.5781

TRICARE

- ✓ **Your medical care will remain managed by the MTF you are currently assigned to within the Pacific Region until you contact your gaining region.**
- ✓ **Please contact the Pacific Region stateside or overseas number for any assistance receiving medical care while in transit to avoid being stuck with medical bills.**
- ✓ **Report any emergency visits within 24 hours or the next business day!**



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U.S. ARMY



Reassignment Briefing
ARMY MILITARY PAY OFFICE KOREA

WE ARE THE ARMY'S HOME

PCS TRAVEL ENTITLEMENTS

U.S. Army Garrison Humphreys

Finance

✓ **Contact Information**

- Area III- Camp Humphreys BLDG 6420
- PCS Out-Processing Inbox: usarmy.humphreys.fin-mgt-cmd.mbx.in--out-processing@army.mil

✓ **Hours of Operation:**

- Hours of Operation
- Monday: 0900-1630
- Tuesday:0900-1630
- Wednesday: 0900-1630
- Thursday: 1300-1630
- Friday 0900-1630
- Closed Everyday for lunch (1130 – 1300) and All Scheduled US Holidays

PCS TRAVEL ENTITLEMENTS

Reassignment Briefing

Finance Travel Entitlements

✓ **Travel Time**

- A Soldier and/or dependent is authorized travel time to complete a PCS move.
- If ordered to travel is 400 or fewer miles between official points using a POV or Government automobile, then 1 day of travel is authorized for the official distance.
- If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, 1 additional travel day is allowed.
- If travel is by commercial air, one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).

✓ **Mileage and Transportation Allowance**

- Use of a privately owned vehicle (POV) is reimbursed at a per-mile rate rather than actual operating expenses. Distances are determined by the Defense Table of Official Distances (DTOD).
- A Soldier authorized travel for a dependent can be reimbursed when they use two POVs. More than two POVs may only be approved through the Secretarial Process (HQDA, DCS G1, Compensation and Entitlements Branch).
- Mileage and per diem rates are available on the Defense Travel Management Office website, under Travel and Transportation Rules, at https://www.travel.dod.mil/ .

Reassignment Briefing

Army Military Pay Office Korea

✓Per Diem

- The per diem allowance is a daily rate meant to cover living expenses (lodging, meals, and incidental expenses). It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses at a specific location (official duty location or authorized stopover).
- When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS. PCS allowances are not authorized for dependent travel to, from, or while at an en-route TDY location.
- When dependents travel with the Soldier, dependent per diem is paid at 75% of the Soldier rate for dependents 12 years or older, and at 50% for dependents under 12.
- When dependents travel separately from the Soldier, per diem is paid at 100% for the first dependent, with additional dependents paid at 75% if 12 years or older, and at 50% if under 12.

Reassignment Briefing

Army Military Pay Office Korea

✓Dislocation Allowance (DLA)

- DLA is a flat amount that partially reimburses a Soldier for expenses incurred in moving a household.
- Soldiers with dependents who relocate in connection with the PCS are entitled to with-dependents rate DLA. Authorization to relocate dependents must be included in the orders. Soldiers are entitled to without-dependent rate when they have dependents who do not move.
- DLA is not authorized for Soldiers without dependents who move into single type, government quarters at the new PDS.
- Dual military members without dependents may be eligible for DLA. Special rules apply if departing from separate duty stations and/or arriving to the same PDS or assigned to family-type government quarters at new PDS.
- Only one DLA is permitted in a fiscal year, unless the situation qualifies as an exception in par. 050501.
- Current DLA Rates are available in DTMO Website at https://www.travel.dod.mil

Reassignment Briefing

Army Military Pay Office Korea

✓**Temporary Lodging Expense (TLE) (CONUS only)**

- TLE is an allowance designed to partially reimburse a Service member for the cost of lodging and meals when he or she or a dependent occupies temporary lodging in the continental United States (CONUS) during a PCS move.
- Air BNB requires SNA(Statement of Non-Availability)
- Up to 21 days of TLE is for reporting to PDS in the CONUS

- The Soldier/dependent(s) temporary lodging must be in the vicinity (50 miles) of the old/new CONUS PDS or designated location for dependents.

✓Continuation of Temporary Lodging Expense (TLE) (CONUS only)

- A Service member may be authorized TLE for any day that per diem is not paid during authorized travel time between PDSs.
- TLE may be split between locations, for example 14 days near the losing CONUS PDS and 7 days near the gaining CONUS PDS.
- TLE is calculated based on the locality per diem rates, the number of dependents and their ages, and the actual lodging expenses.
- When a Soldier or dependent stays with friends or relatives, no lodging reimbursement is authorized. The TLE meal portion is payable.
- A Service member and his or her dependent may be reimbursed up to a maximum of $290 per day.

Reassignment Briefing

Army Military Pay Office Korea

- ✓ **Temporary Lodging Allowance (TLA) (OCONUS only)**

  - TLA is intended to partially pay a Soldier for higher than normal expenses incurred by a Soldier or dependent while occupying temporary lodging in the vicinity of the old or new OCONUS PDS.

  - The amount of the TLA payment depends on the expenses incurred at the temporary lodging. The Soldier must obtain and keep receipts for lodging expenses to support TLA payment.

  - TLA Upon Arrival. TLA authorization for a PDS assignment to OCONUS ordinarily should not exceed 60 days. Additional periods may be approved in increments of 15 or fewer days if approved by the TLA Authority.

Reassignment Briefing

Army Military Pay Office

- ✓ **Temporary Lodging Allowance (TLA) (OCONUS only)**

  - TLA Upon Departure. The TLA period cannot start more than 10 days before the Soldier leaves the PDS (3 days when clearing government housing), unless housing is terminated early or departure is delayed.

  - Lodging expenses are not allowed while staying with friends or relatives, but the meal and incidental expense rate (M&IE) is payable for the eligible TLA period.

*****The Housing Division is the Approving Authority for TLA*****

Reassignment Briefing

Army Military Pay Office

To claim TLA, the following documents are required for payment:

- ❑ TLA Authorization Memorandum (provided by Housing)
- ❑ Itemized lodging receipt with zero balance
- ❑ USFK Form 122
- ❑ PCS/ETS or Retirements Orders
- ❑ Payroll Absence Request
- ❑ Statement of Non Availability (if applicable)

NOTE: **GTCC** is **not** linked to TLA payments therefore, it is your responsibility to pay the credit card balance for lodging upon receipt of TLA reimbursement.

Reassignment Briefing

Army Military Pay Office

✓ Pet Expenses Due to a PCS

- Service member on a PCS order may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station.

- Reimbursement for the actual cost of these fees is authorized, limited to $550 per PCS move CONUS or $2000 OCONUS.

- The IPPS-A system is being updated to include the standard phrase 140: Pet Transportation / Fees authorized per JTR. However, because of system limitations the pet authorization may not appear on all initial orders. Therefore, an addendum may be issued for this reason.

- If the issue date of the addendum is later than the effective date of PCS orders, then a VOCO statement will need to be included that the authorization was granted prior to the travel.

Reassignment Briefing

Army Military Pay Office

✓ Continuation of Pet Expenses Due to a PCS

- Authorized reimbursable expenses
  - ✓Mandatory Microchipping
  - ✓Quarantine fees
  - ✓Boarding fees
  - ✓Hotel service charges
  - ✓Licensing fee at the new PDS
  - ✓Testing titer levels for entry
  - ✓Pet shipping fees

*The expense must be pre-authorized in the orders,
*Only one household pet may be claimed (dual military may claim one pet each for a total of two)
*The pet quarantine amount will be factored with all other expenses into the $2000 limit

- For transoceanic travel, use of Government or Government-procured transportation must be used if available or reimbursement for transportation costs is not authorized. The transportation costs requires a statement of non-availability (SNA) that government transportation was not available.

Reassignment Briefing

Army Military Pay Office

✓ Basic Allowance for Housing (BAH) during PCS

- Old PDS in the United States. A Soldier's old PDS is the PDS for BAH purposes from the day the Soldier departs the old PDS through the day before the Soldier reports to the new PDS in compliance with a PCS order.
- Old PDS Outside the United States. The day the Soldier departs the Soldier is authorized BAH-Transit, if not receiving a with-dependent housing allowance for a dependent residing separately. If the Soldier is being paid BAH at the with-dependent rate for a dependent residing separately, that BAH rate continues until the Soldier arrives at the new PDS.

✓ BAH Waivers-

- When government quarters are not assigned, a Soldier is entitled to housing allowance based on the Soldier's grade, dependency status, and location. A Soldier may be eligible to receive a housing allowance for dependents at a location other than his/her PDS when movement of dependents is authorized.
- Waiver approval authority for the active component has been delegated to HRC; Reserve and National Guard Soldiers on active duty are managed by ARNG G1 and the Office of the Chief of Army Reserve G1.

Reassignment Briefing

Army Military Pay Office

✓Overseas Housing Allowance (OHA) (OCONUS only)

- Paid monthly to help offset housing expenses for a Soldier or dependent authorized to live in private-sector leased or owned housing at an assigned overseas location outside the United States.

✓OCONUS Cost of Living Allowance (OCONUS COLA) (OCONUS only)

- A non-taxable allowance that offsets the higher prices of goods and services, excluding housing, in foreign countries, U.S. territories, Alaska, and Hawaii.

✓CONUS COLA (CONUS only)

- Authorized in CONUS only in high-cost locations.

Reassignment Briefing

Army Military Pay Office

- ✓ Consecutive Overseas Tours (COT) Entitlements (AR 600-8-10, Section 4-8)
  - Soldiers who volunteer to serve two full consecutive OCONUS tours are authorized government paid travel for themselves and command sponsored Family members to leave locations equal to the distance to the Soldier's home of record.
    - If COT leave is deferred due to military necessity, the orders will state, "COT leave is authorized but deferred due to military necessity by [gaining or losing] commander." Even if the orders state that COT leave is deferred, the entitlement is lost if any chargeable leave is used en-route
    - Deferred COT Travel must be taken by the end of the new tour
    - Must take direct route to new PDS
    - May be voided 'if any chargeable leave is used between the two tours of duty'

Reassignment Briefing

Army Military Pay Office

✓Family Separation Allowance (FSA)

- FSA provides compensation for added expenses incurred because of an enforced family separation.
- FSA is payable in the following situations:
  - When a Soldier is assigned to a dependent-restricted tour.
  - When a Soldier receives approved concurrent travel, but the Family is delayed by the service for more than 30 days.
  - When a Soldier receives approved deferred travel.
  - When a Soldier is denied concurrent travel.
  - Entitlement to FSA upon CONUS PCS is authorized only when movement of a Soldier's dependents to the new PDS is not authorized at government expense, or when dependents cannot accompany the Soldier at that PDS due to certified medical reasons.

Reassignment Briefing

Army Military Pay Office

- ✓Individually Billed Account (IBA) vs Centrally Billed Account (CBA)
  - All PCS orders must state that either IBA or CBA (not both) is authorized.
  - IBA-Mandatory for all Soldiers with a Government Travel Charge Card (GTCC) (unless exempt) and must be included in the PCS order.
    - If travelling by air, the Soldier must contact the supporting Commercial Travel Office (CTO) or Travel Management Center (TMC) to make air travel reservation arrangements.
    - The GTCC eliminates the need for an advance of travel entitlements and reduces the traveler's dependency on personal funds.
    - If IBA is authorized in the PCS order, the Soldiers will contact their unit travel charge card Agency Program Coordinator (APC) to register into the PCS program to increase spending limits.
    - The GTCC will be used for all expenses associated with the PCS.
  - CBA-If the Soldier does not possess a GTCC, or IBA is not authorized, CBA is authorized and must be included in the PCS order.
    - The Soldier is not responsible for personally purchasing airline tickets. The Soldier must contact the supporting CTO or TMC to make air travel reservation arrangements.

Reassignment Briefing

Army Military Pay Office

✓**Advance Travel Pay**

- **GTCC holders are not authorized Advance Travel Pay**, except advance DLA. The GTCC must be used for all PCS travel related expenses unless the GTCC is not authorized at the new PDS.
- Soldiers without a GTCC may request a Travel Pay advance of up to 80% of Per Diem and Mileage, and 100% of DLA, if eligible.

✓**Advance Base Pay**

- To assist Soldiers in meeting extraordinary expenses related to a PCS. Advance Pay is intended to assist with some of the out of pocket expenses related to PCS relocation, not typical of day to day military living.
- Soldiers may be paid an advance of base pay not to exceed 3 months, minus deductions (ie taxes, allotments, etc).
- Advance Pay amount will be paid back over 12 months.

Reassignment Briefing

Army Military Pay Office

- ✓ Advance of Base Pay of up to 3 months (less mandatory deductions) may be authorized to offset extraordinary expenses due to a PCS.

- ✓ Unauthorized requests are:

  - Any entitlements that are reimbursed by other means, i.e. Travel Voucher, Advance Security Housing Allowance (ASHA)
  - Everyday expenses such as car payments, mortgages, rental payments, child support, etc

Note: The responsibility for making payment of an advance of pay is that of the FO/AMPO who must also ensure that the provisions of law are observed. The FO/AMPO is not required to make payment merely on the justification and evidence presented by the Soldier. If the facts do not justify payment, a reasonable explanation or submission of further evidence may be required.

Reassignment Briefing

Army Military Pay Office

- ✓ Documents required when requesting an Advance Pay:
  - ❑ DD Form 2560 – Advance Pay Certification Authorization Form
  - ❑ PCS Order with all amendments
  - ❑ Absence Request
- ✓ Advances are disbursed no earlier than 30 days from start of leave
- ✓ Signature from Commander is required for:
  - All Soldiers E-3 and below(O3 and above)
  - Soldiers that are requesting more than 1 month's Base Pay Advance(O5 and above)
  - Soldier requesting earlier than 30 days before PCS date(O5 and above)
  - Soldier requesting second Advance Pay(O5 and above)

Reassignment Briefing

Army Military Pay Office

✓ **Justification is required when any Soldier requests one of the following:**

- Advance of more than one-month of basic pay
- More than 12-month repayment schedule
- Payment earlier than 30 days before departure
- Soldiers without dependents, regardless of grade will need to itemize expenses and must show justification in writing that extenuating circumstances exist.

The justification must be in writing and must itemize expenses incurred, extenuating circumstances, or severe hardship that would be considered exceptions to normal circumstances. The commander or a designated officer in the chain of command "senior" to the requestor must approve the request.

Reassignment Briefing

Army Military Pay Office

✓**The following entitlements will stop or start upon departure from KOREA:**

- **COLA** – will **stop** effective the day before your departure.

- **OHA** – will **stop** effective the day lease is terminated.

- **BAH** – will **continue** if you are geographical bachelor and will be changed upon arrival to your next duty station.

- **BAH Transit Rate**– Starts upon your departure from Korea. The Rate is based on your pay grade at the with or without dependent rate.

- And any other **Special Pay Entitlements** while in Korea (i.e. Assignment Incentive Pay, Special Duty Assignment Pay, Family Separation Allowance).

Reassignment Briefing

Army Military Pay Office

- ✓ **Travel Advance Payments – may be authorized for the below entitlements if the member is NOT a Government Travel Charge Card (GTCC) holder.**

- ✓ **Advance DLA (Dislocation Allowance) - paid at 80%**

- ✓ **All the Advance payments can be requested from SMART VOUCHER https://smartvoucher.dfas.mil/voucher/**

- ✓ **If a member is a card holder, the GTCC must be used for all PCS travel related expenses and advances are not authorized except for DLA.**

Reassignment Briefing

Army Military Pay Office

- ✓ After signing in to your next duty station, settle your travel through your gaining Army Military Finance Office (AMPO) by submitting your voucher through SmartVoucher

  - https://www.dfas.mil/MilitaryMembers/travelpay/armypcs/Army-PCS-2/

- ✓ Required documents are
  - PCS Orders and amendments
  - DD 1610 if TDY en-route
  - GTCC statement
  - Absence Request
  - Official Flight Itinerary(ies) for all those traveling
  - TLE receipts
  - Receipt is required for all expenses of $75.00 or above
  - Pet Expense receipts

- ✓ Rental Car is NOT a reimbursable expense on PCS

Reassignment Briefing

Army Military Pay Office

Documents required for your Finance Out-Processing Final Out

- ❑ PCS Orders and all amendments/addendums
- ❑ IPPS-A Absence Request(**Absence Start Date MUST match with flight departure date**)
- ❑ Housing Termination Memo for Family Quarters or Private Lease
- ❑ Flight Itinerary(ies) for all those traveling
- ❑ DA Form 5960 signed by Commander(If lived in Family Quarters)
- ❑ Completed Installation Clearing Papers (Except Finance and MPD)

Soldiers can out-process **NO EARLIER than three business days prior** to their flight date.

Reassignment Briefing

Army Military Pay Office

Contact

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  DSN: 315-757-2656

- For inquiry, please submit a CRM case to AMPO Provider Group
  - ✓ ACP8O AMPO-Camp Casey
  - ✓ ACP8O AMPO-Camp Walker
  - ✓ ACP8O AMPO-Camp Humphreys

U.S. ARMY

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Thank You!

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Recommendations/Feedback

- ✓Recommendations for update and feedback on this briefing may be sent to the Enlisted Procedures and Soldier Actions Branch (AHRC-EPO-P), Operations Management Division, Enlisted Personnel Management Directorate, Human Resources Command, at usarmy.knox.hrc.mbx.epmd-psa-branch@mail.mil, and to the Human Resources Directorate, Installation Management Command G1, at usarmy.jbsa.imcom-hq.mbx.g1-front-office@mail.mil.