

Reassignment and Travel Election Worksheet

Name/Rank: _____ IPPS-A EMPL ID _____

Required

Gaining Location: _____ Report Date: _____

DEPENDENT'S INFORMATION

List all dependents who are physically residing in Italy:

Full Name	Relationship	Date of Birth (for children only)

Select ONE of the following statement that applies to you:

☐ I have no dependents.

☐ I have Command Sponsored physically residing in Italy listed on block 1.

☐ I have Non-Command Sponsored physically residing in Italy listed on block 1.

☐ I have dependents and served an Unaccompanied Tour. My dependents are located at

_____ (Note: PCS orders must state Designated Location or provide proof of BAH location.)

(City, State and Zip Code)

☐ My dependents returned back to CONUS due to ERD. Location of Dependents:

_____ (Note: Include a copy of ERD orders in your levy packet)

(City, State and Zip Code)

☐ Check here if you are Dual Military.

Enter Rank and Name of spouse _____ IPPS-A EMPL ID _____

Required

PCS to OCONUS ASSIGNMENTS ONLY

If you are PCSing to an **OCONUS** Assignments with dependents, select ONE of the following options:

☐ I elect to serve an Accompanied Tour. I understand that I must complete all Command Sponsorship requirements before PCS orders can be generated.

☐ I elect to serve an Unaccompanied Tour. My dependents will be moved to a Designated Location at

_____ (City, State and Zip Code)

☐ I will serve a Dependent Restrict Tour. My dependents will be moved to a Designated Location at

_____ (City, State and Zip Code)

COT ENTITLEMENT:

Soldiers who are serving two consecutive OCONUS tour are authorized free home travel to Soldier's home of record. Dependents are eligible if they are command sponsored for both tours. Select one of the following:

☐ I elected to take my COT entitlement enroute to my next duty station.

☐ I elected to **DEFER** my COT entitlements. I understand that I must travel directly to my next duty station. If I use any chargeable leave during my PCS that I forfeit my COT entitlements. (Free home travel must be used prior to the end of second tour.) (AR 600-8-10, Chapter 4-8 i-j)

☐ Please indicate Home of Record (HOR) location. _____

City, State, Zip Code

TDY ENROUTE (WITH DEPENDENTS)

If you are attending a class enroute to your next Permanent Duty Station **AND** have Family members, please select **ONE** of the following options (AR 600-8-11, Ch4-2).

All single Soldiers are TDY enroute. Do not make an election.

☐ **OPTION B:** Elect to move dependent(s) from present overseas station to new CONUS duty station prior to reporting to the TDY station.

☐ **OPTION D:** Elect to clear current permanent station prior to departure for TDY station; and have dependent(s), at personal expense, accompany Soldier to TDY station or travel to some other location.

GOVERNMENT TRAVEL CARD (GTC)

It is Army policy that if an individual has a GTC, it will be used for all relocation expenses associated with PCS up to the limit of their entitlements. Individuals must register for the program with their respective unit GTC coordinator prior to departure. This option is also used to purchase "out-of-pocket" expenses and receive reimbursement up to the cost of the government's rate from old PDS to new PDS.

Select ONE of the following statement that applies to you:

☐ **Centrally Billed Account (CBA):** This option is for Soldiers who are not in possession of a Government Travel Card (GTC). SATO will purchase travel transaction using the Soldier's PCS orders.
**** Memo from Commander is required in your levy packet ****

☐ **Individually Billed Account (IBA):** It is the Soldier's responsibility to ensure their GTC account is active and valid PRIOR to purchase of tickets and PCS movement. This includes card replacement, activating account and in good standing with the GTC program.

I certify that I have attended the In-Person Reassignment Levy Briefing (E6 and below) or viewed the Reassignment Slides (E7 and above, including Officers) on _____.

I fully understand all my PCS entitlement and assignment instructions.

The information above is true and correct to the best of my knowledge. I understand that it is my responsibility to complete all PCS requirements and submit my Reassignment Levy packet to my S1 in a timely manner.

S-1 Group Email Address

SM Email Address

Typed/Printed Name

Phone Number

Signature

Date