



## REASSIGNMENT PROCESSING FLOW OFFICER

Request for Orders (RFO) are retrieved three times a week (Monday, Wednesday and Friday) from TOPMIS. There is no need for Officers to hand carry or send their RFO to the MPD. Reassignment notifications will be forwarded to the BN/BDE S1 within 3 calendar days upon receipt of the RFO.

OCONUS Reassignment briefings are not mandatory for Officers, but they may attend if desired. Briefings are held on Fort Myer every other Wednesday (see briefing schedule). For Officers being reassigned in CONUS, briefings are conducted at their agency/unit.

### **After briefing is completed:**

Requests for deletion/deferment/unqualified resignation must be submitted within 30 days from the date of Officers notification of reassignment.

For Officers being reassigned to an OCONUS location, DA Form 4036 (Medical and Dental Preparation for Overseas Movement), DA Form 7415 (Exceptional Family Member Program Querying Sheet), DA Form 5121 (Overseas Tour Election Statement), DA Form 4787 (Reassignment Processing), DA Form 5888 (Family Member Deployment Screening Sheet), Soldier Declaration Statement and OCONUS Checklist must be completed prior to receiving PCS orders.

If Officer's dependent(s) are enrolled in the Exceptional Family Member Program (EFMP) or are coded (Consideration Warranted) in Part B of the DA Form 5888, Officer must also attach DD Form 2792 (Family Member Medical Summary) or IEP (Individualized Education Program) if applicable.

All Soldiers being reassigned to Korea Must provide certificate of completion of the USFK Theater required training (<http://www.usfk.mil/usfk/theaterrequiredtraining.aspx>) prior to orders being published.

Once all documentation is received by the Reassignment Section, request for command sponsorship will be forwarded to the gaining command NET 180 days prior to the report date for approval. Approval can take up to 30 days for Officers with dependents enrolled in EFMP. PCS orders will be prepared within 7 working days (non-peak) and 10-15 working days (peak) from receipt of documentation above.

## ENLISTED

Assignment instructions are received from the CAP cycle (weekly on Wednesday) or EDAS queries. Individual assignment instructions will be screened for data accuracy (PMOS, PULHES, ETS, security clearance, AEA code, stabilization date and RCP).

Reassignment notifications will be forwarded to the BN/BDE S1 within 7 calendar days of receipt of the EDAS cycle. Reassignment briefings will be scheduled within 7 calendar days of receipt of the EDAS cycle.

Soldiers scheduled to attend the reassignment briefing should report on the date they are scheduled. If Soldier is unable to attend, written notification must be submitted to the Reassignment Section NLT the day prior to the reassignment briefing.

### **After briefing is completed:**

Requests for deletion/deferment requests must be submitted within 30 days from the date of Soldier's briefing/receipt of CONUS or OCONUS packet.

For Soldiers being reassigned to an OCONUS location, DA Forms 4036 (Medical and Dental Preparation for Overseas Movement), 7415 (Exceptional Family Member Program Querying Sheet), 5121 (Overseas Tour Election Statement), 4787 (Reassignment Processing), 5888 (Family Member Deployment Screening Sheet), 5118 (Reassignment Status and Election Statement), Soldier Declaration Statement and OCONUS Checklist must be completed prior to receiving PCS orders.

If Soldier's dependent(s) are enrolled in the Exceptional Family Member Program (EFMP) or are coded (Consideration Warranted) in Part B of the DA Form 5888, Soldier must also attach DD Form 2792 (Family Member Medical Summary) or IEP (Individualized Education Program) if applicable.

Once all documentation is received by the Reassignment Section, request for command sponsorship will be forwarded to the gaining command NET 180 days prior to the report date for approval. For Soldiers with dependents enrolled in EFMP, approval can take up to 30 days.

PCS orders will be prepared within 7 working days (non-peak) and 10-15 working days (peak) from receipt of documentation above.

## **TCS ORDERS**

BDE/BN S1 will notify the Reassignment Section when Soldiers are selected for deployment through the Worldwide Individual Augmentation System (WIAS) Tasker or RFO.

Agency will provide the WIAS tasker or DA Form 2446 (Request for Orders), DA Form 4036, AT Level 1 certificate, memorandum from the Security Manager with clearance verification and phone number of the Security Manager and updated DD Form 93 and SGLI.

When above documentation is received, TCS orders will be published within 3 working days, but NET 60 days prior to the report date to the Conus Replacement Center, Fort Bliss, TX.