



## **JOINT BASE MYER-HENDERSON HALL REASSIGNMENT PROCESSING CENTER**



### **FREQUENTLY ASKED QUESTIONS (FAQ's)**

*Submit any additional questions to:  
[usarmy.jbmhh.asa.mbx.hrd-actions-reassignments@mail.mil](mailto:usarmy.jbmhh.asa.mbx.hrd-actions-reassignments@mail.mil)*

#### **Q. Hours of Operation**

**A.** The Military Personnel Division is located at 106 Custer Road in Building 202 on Fort Myer VA. We are open Monday-Friday 0800-1600 (limited service on DONSA's in conjunction with federal holidays and closed on all federal holidays).

#### **Q. Is Sponsorship Mandatory?**

**A.** Yes, a DA Form 5434 is required with parts 1, 2, 4 and 5 completed for grades E-1 to E-6, O1 to O3/, and WO1 to WO2. Personnel attending a military school (6 months or longer) are not required to submit a DA Form 5434 with the levy packet. Military schools do not assign individual sponsors.

#### **Q. When do I conduct the Levy Briefing?**

**A.** Enlisted Soldiers on assignment to an OCONUS area must attend no later than 30 days after the release of their HRC Assignment Notification. CONUS briefings are only mandatory for Soldiers assigned to The Old Guard. It is not a requirement for Officers to attend either briefing, but they are welcome to for informational purposes.

#### **Q. What is covered in the Levy Briefing and how long does it take to complete?**

**A.** Assignment procedures/requirements, Temporary Duty (TDY) in conjunction with Permanent Change of Station (PCS), OCONUS requirements, Home Base Advanced Assignment Program (HAAP), Passports, Exceptional Family Member Program (EFMP), Family Travel, Deletions, Deferments, Finance, Transportation and Army Community Services. The completion time depends on the audience's questions and understanding of information presented.

#### **Q. When can I expect my Permanent Change of Station Order?**

**A.** During peak season (Feb – Aug) orders are cut within 10-15 working days from receipt of reassignment packet (taking report dates and TDY into consideration). For OCONUS assignments, requests for Command Sponsorship cannot be forwarded for family travel determination by the gaining command prior to 180 days before the report date. Orders will be cut when family travel decision is received by our office. All other orders will be processed based on report month (early report authorized is a permissive action, **NOT** a directive and is **NOT** a determining factor in establishing orders publication). Generally, orders are published 6 months prior to the report date. Human Resources Command (HRC) does not determine the priority for orders publication on JBM-HH. This policy is determined by the current mission.

**Q. How will I receive my PCS Order?**

**A.** PCS Orders are sent via military email to the Soldier and Battalion S1s.

**Q. I received my PCS Order, what do I do now?**

**A.** First, verify Soldier Name Line (SNL), SSN, Rank and Unit. Read the entire PCS order and any amendments then complete all assignment requirements.

**Q. What additional documents are required to process PCS Orders for Drill Sergeants and Recruiters?**

**A.** DA Form 1059 (Service School Academic Evaluation Report), and Skill Identifier Orders. **Note:** Recruiters must have DA Form 2446 (Request for Orders) identifying the new unit of assignment.

**Q. How do I obtain my Temporary Duty (TDY) Order?**

**A.** TDY Orders are processed at the Soldier's unit of assignment. Refer to your battalion S1/S3/Schools NCO.

**Q. When my levy packet is complete, can I bring it directly to RPC for processing?**

**A.** No. We will only accept LEVY packets from authorized S1 personnel. This applies to Soldiers in the ranks of Private through Colonel in attempts to streamline service.

**Q. How do I request a deletion, deferment, change of report date or early report?**

**A.** Request the applicable action within 30 days of receiving your HRC Assignment Notification date or as soon as possible (managed through your unit S1). Request deletion if Soldier is found to be unqualified for new assignment. If a disqualifying factor can be resolved within 120 calendar days of the report month a deferment should be requested instead of a deletion. Requests must be submitted through the MPD using a DA Form 4187 signed by the Commander. Requests for retirement in lieu of PCS must be submitted NLT 30 days after the date of the CAP Cycle or RFO. **Note:** Operational deletion and deferments is defined as a request based on the needs of the losing Command, and request must be submitted through G1 to HRC.

**Q. When will I receive Installation Clearance Papers?**

**A.** You can initiate your DA 137-2 (Installation Clearance Record) 30 days prior to the start of leave. Requests for Clearance Papers will be submitted by the BN S1 to the In/Out-Processing mailbox at: [usarmy.jbmhh.asa.mbx.hrd-clearing-papers@mail.mil](mailto:usarmy.jbmhh.asa.mbx.hrd-clearing-papers@mail.mil)

**Q. Can I procure travel arrangements for myself and Family through a commercial or on line travel agency?**

**A.** No. Soldiers must use a Government Travel Office to personally procure travel arrangements. **Note:** Purchase of travel through a commercial on line service or commercial travel agent is **NOT** authorized.

**Q. What should I do, if I miss my airline flight?**

**A.** Contact your unit S1 and Chain of Command immediately, Official Travel, (where arrangements were made) and MPD. **Note:** Justification and or an amendment order could be required to rebook travel.

**Q. Who is required to get a HIV screening prior PCSing?**

**A.** If PCSing overseas, a DA Form 4036-R (Medical/Dental Preparation for Overseas Movement) is required. HIV test must be done within 6 months of reporting date to the overseas Command.

**Q. Can I PCS if my Assignment Instructions (AI's) require a Security Clearance and it's not completed prior to report date?**

**A.** Yes. Soldiers serving in the Continental United States (CONUS) who receive AI's requiring a "Confidential, Secret, or Top Secret" clearance will depart for assignment after personnel security investigation is initiated, verified and request filed in the Military Personnel File (MPF). Soldiers assigned in CONUS who receive AI's requiring SSBI can depart for assignment on receipt of favorable results of the national agency check (unless AI state otherwise).

**Q. Can I PCS if I am flagged?**

**A.** Yes, if flag is *Transferable*. The flagged Soldier may be reassigned to another unit by following guidance in AR 600-8-2 (Suspension of Favorable Personnel Actions).

Contact your Unit S1, and Chain of Command for further information and guidance.

**Note:** Soldiers with *Nontransferable Flags* may be reassigned on a case-by-case basis when the Personnel Management Division at HRC directs the transfer.

**Q. What is a SRR?**

**A.** Service Remaining Requirement (SRR) is a HQDA prerequisite for a Soldier to have a specified amount of remaining contractual service (reenlistment/extension) for a PCS assignment. Contact your Unit Career Counselor or Retention for assistance.

**Q. If PCSing to Alaska or Hawaii is EFMP screening required for my Family Members?**

**A.** Yes. All Soldiers requesting dependent Family travel for OCONUS Travel (to include Alaska and Hawaii) must have their Family member's medical record screened by the EFMP provider IAW AR 608-75. All overseas screening and enrollments are mandatory. The purpose is to identify Family members with medical or educational needs that may not be available in certain overseas areas

**Q. When should I request Family travel for OCONUS Assignments?**

**A.** Soldiers eligible for overseas Family travel must apply for concurrent travel within 180 days prior to their report month through the Fort Myer, VA MPD.