



CONUS LEVY Briefing

**Fort Myer Military Personnel Division
Reassignments Branch**

1 February 2020

“We are America’s Post. A History of Innovation. A Future of Success.”

AGENDA

- [Welcome](#)
- [School Liaison](#)
- [Army Community Services](#)
- [Exceptional Family Member Program](#)
- [Medical and Dental](#)
- [Tricare](#)
- [Housing](#)
- [Legal](#)
- [Finance](#)
- [Transportation](#)
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- [Government Travel Card](#)
- [Sponsorship](#)
- [Soldier Actions and Duty Assignments](#)
- [Requesting Orders and Clearing Papers](#)
- [Out-Processing Procedures](#)
- [Out-Processing Map](#)



WELCOME

The purpose of this briefing is to provide information and procedures regarding:

- Completing a LEVY packet
- Requesting PCS Orders and Installation Clearance Papers
- Clearing Fort Myer

If you are a local area or no cost move please contact the MPD directly for guidance. You will not need to attend this briefing.

For those of you departing the National Capital Region please read the entire brief. Your question(s) may be answered. If not, please refer to the commonly used phone numbers for additional assistance.



SCHOOL LIAISON OFFICER

Support Services Components

Transition and Deployment Support
Home School Connection
Installation/School Communication
Partnerships in Education
Post Secondary Opportunities

Transition Services

Assists Family with next duty location
Facilitates between school and parent
Provides information on school policies
Assistance with special education support
Connects youth to sponsors

Helpful Documents

Checklist for School Out-processing
Checklist for Student Transfers
Checklist for Transitioning a Special Needs Student

Location

102 Custer Road
Building 203, Room 301
Fort Myer, VA 22211
703-696-7620



ARMY COMMUNITY SERVICES

Programs and Services

- Army Emergency Relief
- Employment Readiness Program
- Exceptional Family Member Program
- Family Advocacy Program
- Financial Readiness Program
- Lending Closet
- Survivor Outreach Services
- Military Family Life Counselor



Front Desk: (703) 696-3510

**202 Custer Road, Bldg. 201
Fort Myer, VA 22211**

**Office Hours: 0730 – 1600
Open Monday through Friday
Closed Federal Holidays**



ARMY EMERGENCY RELIEF

A private, non-profit organization that assists Soldiers, Retirees, Family Members and Surviving Spouses in emergency situations.

Services Offered:

- **Emergency Financial Assistance** (Includes initial rent, deposits, funeral costs, food, and car repairs)
- **Army-wide annual AER campaign 1 March – 15 May**
- **Partnership with American Red Cross for after-hour emergencies**
- **AER scholarship fund for military spouses and dependents**

POC: Trina Reliford, (703) 696-8435



EMPLOYMENT READINESS

- **Employment Strategies & Career Counseling**
- **Networking includes Job Fairs, Hiring Events, and How to Work a Job Fair**
- **Workshops include Resume writing, Job Search for Newcomers to the National Capital Region, and Interviewing**
- **Computers for On-Line Job Search**
- **Military Spouse Employment Partnership (MSEP) with Corporations**

POC: Judy Joyner, (703) 696-3047



FAMILY ADVOCACY PROGRAM

FAP provides Educational Programs and Support Services to strengthen interpersonal and family relationships to alleviate stress of everyday family life.

- **Professional and Troop Trainings (Child and Spouse Abuse Prevention)**
- **Life Skills Classes (Anger Management, Stress Management)**
- **Parenting Classes**
- **New Parent Support Program**
- **Victim Advocacy Program**

POC: Michelle Walker, (703) 696-1200



FINANCIAL READINESS

The Financial Readiness Program promotes readiness by counseling and educating Soldiers and Families in all areas of consumer and financial topics.

The financial programs include:

- **Short and Long-Range Financial Planning**
- **Consumer Information, Advocacy and Classes**
- **Debt Liquidation**
- **Money Management Training**
- **Investment Resources**
- **Retirement Planning**
- **Emergency Financial Assistance**



POC: Arcelio Alleyne, (703) 696-2177



LENDING CLOSET

- **Pre and Post Move Assistance**
- **Lending Closet**
 - **Dinnerware/Utensils**
 - **Electric Items**
 - **Cookware/Bakeware**
 - **Tables/Chairs**
 - **Baby Items**
 - **Sleep Mats**
 - **Miscellaneous**

POC: (703) 696-3510



MILITARY FAMILY LIFE COUNSELOR

- **Masters or Ph.D. level licensed clinical counselors**
- **Works with families, individuals, couples, and children to provide non-medical problem identification and counseling services.**
- **Addresses relationships, stress management, grief after loss, occupational and other individual and family issues, providing crisis intervention when needed.**
- **Works with existing Military Family Support programs to complement services provided.**

Confidential line: (571) 733-0251



EXCEPTIONAL FAMILY MEMBER PROGRAM

- The Exceptional Family Member Program (EFMP) is a **MANDATORY** *enrollment program* that works with military and civilian agencies to provide medical, educational, housing, community support, and personnel services to families with special needs.

Physical

Emotional

Developmental

Intellectual Disorder

Anything that requires special treatment, therapy, education, training, or counseling.

❖ **Mandatory DoD Enrollment Program requires all in-processing Soldiers complete a EFMP Query, DA Form 7415**



EXCEPTIONAL FAMILY MEMBER PROGRAM

Services

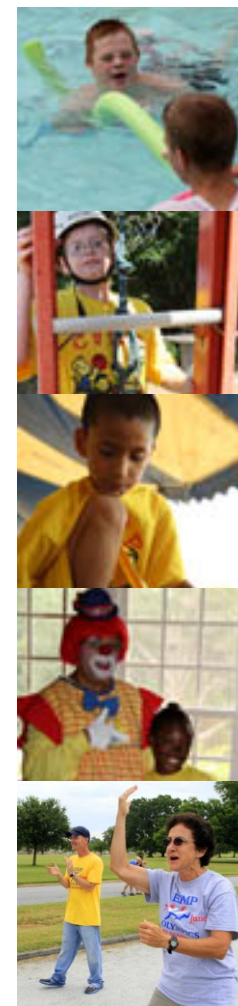
Support Groups	Non-Medical Case Management	Information and Referral
Medical and Educational Workshops	Advocacy	Recreational Events
Relocation Assistance	IEP Assistance	Enrollment/ Disenrollment

Respite Care

EFMP Respite Care – IMCOM	Tricare Extended Healthcare Option (ECHO)
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❖ *For ACS Support contact Robin White: (703) 696- 8467/0783*

❖ *For Enrollment contact Rader Clinic: (703) 696-7965*



EXCEPTIONAL FAMILY MEMBER PROGRAM

- EFMP is a mandatory enrollment program for all active duty service members with family members with special needs (e.g., any medical, physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training, or counseling).
- EFMP enrollees are required by Army Regulation to update their enrollments every three years, or sooner, if there are substantial changes to the plan.
- Enrollment updates should be initiated at least six months prior to the expiration date.
- For families with EFMP, no travel decision will be made within 6 months of EFMP expiration.
- Failure to update EFMP enrollment does not equate to disenrollment. Failure to update every three years will result in a delinquent status that may affect the Soldier's future assignments and career opportunities.
- The EFMP office will schedule PCM appointment (if appropriate) to complete **DD Form 2792** for EFMP medical diagnosis.
- If a minor dependent has an IEP with school, a **DD Form 2792-1** needs to be completed by the school. Request a copy of the IEP.
- When all forms are completed, contact the EFMP office for review and submission.



EFMP: CONUS SCREENING

Active Duty Service Member:

- DA 5118

Family Member:

- If enrolled in EFMP, ensure everything is up to date or orders will be delayed.

EFMP Coordinator at Rader Clinic

DA 5118 Requirements:

For Active Duty Service Members:

- Before signing on Page 3 Medical Readiness will complete a review of medical records and MEDPROS to ensure Soldier is deployable based on MRC status.

For Families:

- If enrolled into EFMP, enrollment status will be checked with the EFMP Medical Coordinator at Rader Clinic.



EFMP POINTS OF CONTACT

Yaelmie Gomez, EFMP Coordinator

Overseas Suitability Screener

Special Needs Coordinator

Readiness Specialist

(Teleworking)

Contact #: 410-320-8215

Email: Yaelmie.Gomez.civ@mail.mil



Denise Kolasch, LPN

Located in the Readiness Clinic at Radar Army Medical Clinic

Contact #: 703-696-0073

Email: denise.a.kolasch.civ@mail.mil



MEDICAL

Andrew Rader U.S. Army Health Clinic

Building 525, 1st Floor
401 Carpenter Road
Fort Myer, VA 22211

Main Phone: 1-833-853-1392

Website: <https://rader.nrmc.amedd.army.mil/>

Appointment Scheduling: 1-855-227-6331

Hours: Monday - Friday: 7:30 a.m. - 4:00 p.m.

Closed for training on the first Wednesday of each month (except Nov and Dec)

Closed weekends and federal holidays.

**Visit the Readiness Clinic on the 1st floor across from the Pharmacy
for out-processing assistance.**



DENTAL

Andrew Rader U.S. Army Dental Clinic

Building 525, 2nd Floor, Room 2095

401 Carpenter Road

Fort Myer, VA 22211

Main Phone: 703-696-3460/3461

Website: <https://rader.nrmc.amedd.army.mil/>

Appointment Scheduling: 1-855-227-6331

Hours: Monday – Thursday 7:30 a.m. - 4:00 p.m.

Friday 7:30 a.m. – 3 p.m.

Closed weekends and federal holidays.



NATIONAL CAPITAL REGION MTFs

Visit <https://www.capmed.mil/SitePages/Home.aspx> for a complete list of military medical/dental facilities, services, hours of operation and contact information.

National Capital Region Military Health System



Andrew Rader Army Health Clinic

401 Carpenter Road | Bldg 525
Fort Myer, VA 22211 (703) 696-3467
kacc.narmc.amedd.army.mil/sites/rader

M-F 0730-1600; closed Thurs after 1500

DiLorenzo TRICARE Health Clinic

(Active Duty Only)
The Pentagon | Corridor 8 | Washington, D.C. 20310
(703) 692-8810
www.dthc.capmed.mil

M-F 0700-1600

Dumfries Health Center

3700 Fetter Park Drive | Dumfries, VA 22025
(703) 441-7500 | Appts: (703) 441-7600
www.tbch.capmed.mil/about/dumfries.aspx

M-F 0700-2000; Sat 0700-1400

Fairfax Health Center

10580 Arrowhead Drive | Fairfax, VA 22030
(571) 432-2600 | Appts: (571) 432-2700
www.tbch.capmed.mil/about/fairfax.aspx

M-F 0700-2000; Sat 0700-1400

Fort Belvoir Community Hospital

9300 DeWitt Loop | Fort Belvoir, VA 22060
(571) 231-3224 | TTY: (571) 231-1799
Appts: (855) 227-6331
www.tbch.capmed.mil

**Inpatient facility open 24 hours a day.
See website for locations and hours
of clinics and pharmacies.**

Fort McNair Army Health Clinic

114 1st Ave | Bldg 58, Washington, D.C. 20319
(202) 685-3100

M-F 0630-1500

Joint Base Anacostia-Bolling Clinic

238 Brookley Ave | Building 1300
Washington, D.C. 20032
Appts & Telephone Consults: (888) 999-1212
www.airforcemedicine.af.mil/MTF/Joint-Base-Anacostia-Bolling

M-F 0730-1630

Walter Reed National Military Medical Center Bethesda, MD

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Andrew Rader Army Health Clinic Fort Myer, VA

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Fairfax Health Center Fairfax, VA

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

DiLorenzo TRICARE Health Clinic Washington, DC

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Fort Belvoir Community Hospital Fort Belvoir, VA

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Dumfries Health Center Dumfries, VA

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Naval Health Clinic Quantico Quantico, VA

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Kimbrough Ambulatory Care Center Fort Meade, MD

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Naval Health Clinic Annapolis Annapolis, MD

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Fort McNair Army Health Clinic Washington, DC

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Naval Health Clinic Washington Navy Yard Washington, DC

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Joint Base Anacostia-Bolling Clinic Washington, DC

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

Malcolm Grow Medical Clinics and Surgery Center Joint Base Andrews, MD

Primary Care, Specialty Care, Dental Care, Pharmacy, Laboratory & Radiology, Inpatient Care, Surgery Services, Emergent Care, Urgent Care, Active Duty Only

HEALTHCARE SERVICES LEGEND

- Primary Care
- Specialty Care
- Dental Care
- Pharmacy, Laboratory & Radiology
- Inpatient Care
- Surgery Services
- Emergent Care
- Urgent Care
- Active Duty Only

Kimbrough Ambulatory Care Center

2480 Llewellyn Ave | STE 5800
Fort George G. Meade, MD 20755
(301) 677-8800
kacc.narmc.amedd.army.mil

M-F 0730-1630

Malcolm Grow Medical Clinics and Surgery Center

1060 Perimeter Road
Joint Base Andrews, MD 20762
(240) 612-1152/4866/2391 | Appts: (888) 999-1212
www.airforcemedicine.af.mil/MTF/Joint-Base-Andrews

M-F 0730-1600

Emergency Department open 24 hours a day.

Naval Health Clinic Annapolis

250 Wood Road | Annapolis, MD 21402
(410) 293-2273
www.med.navy.mil/sites/annapolis

M-F 0730-1600

Naval Health Clinic Quantico

3259 Catlin Ave | Quantico, VA 22134
(888) 784-1802 | (703) 784-1725
www.med.navy.mil/sites/nhcc/Clinics/Main

M-F 0730-1800

Navy Health Clinic Washington Navy Yard

(Active Duty Only)
915 N Street S.E. | Bldg 175
Washington D.C. 20374
(202) 433-3132
www.med.navy.mil/SITES/NHCC/CLINICS/WNY

M-F 0700-1530; closed after 1200 every 1st and 3rd Thurs of the month

Walter Reed National Military Medical Center

8901 Rockville Pike | Bethesda, MD 20889
(800) 526-7101 | (301) 295-4000
Appts: (855) 227-6331
www.wmrmc.capmed.mil

**Inpatient facility open 24 hours a day.
See website for locations and hours
of clinics and pharmacies.**



Find the MTF closest to You at www.capmed.mil/FindYourMTF



TRICARE

New Tricare Regions



<https://www.tricare.mil/Plans/Enroll/Prime>

West Region: 1-844-866-9378 or www.hnfs.com

East Region: 1-800-444-5445 or www.HumanaMilitary.com



ON-POST FAMILY HOUSING

Move Out Process

- Soldiers that reside in the barracks will out-process through their company and the First Sergeants Barracks Program on Fort Myer.
- Personnel that reside on post in family housing will need to clear Executive Management Housing Office (EMHO) at 703-696-3557/3558.
- HSO requires that you give a “30-day notice to vacate” as well as scheduling pre-termination and final inspections.
- Pre-Move Out Inspections help guide the resident in preparing for the final move out.
- At the Final Move Out inspection the home will be assessed for cleanliness and damages.
- If any charges need to be paid, this can be taken care of at the housing office.

• Whether you live on post or off post you must clear the Installation Support Module (ISM-digital database) through the Housing Services Office.

• Permissive TDY: Validation stamp is no longer required if DA 31 states PTDY approval from your losing unit.



OFF-POST HOUSING

- For personnel residing off post, the requirements are normally stated in your lease agreement. Provide written notice (mail, in-person, email) at least 30 days before the date upon your termination is to be effective.
- If you are in a month to month lease you are still required to give a 30 day notice to vacate.
- your landlord a written letter of termination, by mail or email, at least 30 days in advance on the rent paying day.
- Schedule a move out inspection and make sure that you have covered all requirements (per your lease) for clearing the property.
- The landlord shall return the security deposit within 30 calendar days of termination. If any money is taken out for damages they must provide an itemized listing of the charges. Provide your landlord with your forwarding address.
- If you have issues with your lease or clearing the property assistance from HSO is available.

• Whether you live on post or off post you must clear the Installation Support Module (ISM-digital database) through the Housing Services Office.

• Permissive TDY: No longer required to receive validation stamp if DA 31 states PTDY approved from your losing unit.



LEGAL

Military District of Washington Office of the Staff Judge Advocate U.S. Army Legal Assistance and Claims

Phone
703-696-0761

Location
202 Custer Road, Building 201
Between MPD and ACS after Patton Hall

Hours of Operation
0800 – 1600
Closed 1200 to 1300 for lunch
and
Closed Thursday 0800 - 1300 for training



LEGAL

Walk-In Services

Notary Services

- Available for affidavits and other documents.

Powers of Attorney

- Specific powers of attorney allow you to designate an agent:
 - To receive HHGs
 - To register a vehicle for guardianship
 - To manage real estate
 - To sign for a tax return

Appointment Services

- Wills & trusts
- Landlord/tenant law
- Consumer law (car purchases)
- Tax law issues
- Special victim counsel
- Family law
- Administrative matters

Call our office at (703) 696-0761 to schedule an appointment



FINANCE

Dislocation Allowance

The purpose of DLA is to partially reimburse the expenses incurred in relocating the household during a PCS, ordered for the Government's convenience, or incident to an evacuation.

Per Diem

PCS Flat per diem is \$XX a day for each day of authorized travel, dependents 12 and older are entitled to 75% of the service members entitlement, dependents under 12 are entitled to 50% of the service members entitlement. Mileage allowance for each authorized vehicle is 20 cents a mile.

Dependent Travel

Service members are authorized dependent PCS travel and transportation allowances when completing a PCS move including:
Transportation-in-kind plus per diem, Reimbursement for common carrier transportation procured at personal expense plus per diem, [MALT](#) for POC Travel, plus per diem for the required travel days between authorized points.

Temporary Lodging Expense

TLE is an allowance intended to partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in the Continental United States (CONUS) in association with a Permanent Change of Station (PCS) move.



FINANCE

Defense Military Pay Office, Fort Myer

Phone

703-696-3042/3522

Location

106Custer Road, Building 202, Room B-101
Between MPD and ACS after Patton Hall

Hours of Operation

0730 – 1500

Closed 1130 to 1230 for lunch
and

Only open from 0730-1100 on Wednesdays



TRANSPORTATION

Receipt of PCS Orders

- Review the moving guide at <https://move.mil>
- New user or returning user registration

Create a Shipment

- <https://move.mil/tutorials/create-a-shipment>

Make Appointments

- HHG, PPM/DITY, storage unit pick-ups
- Professional Items
- Weight limits
- Privately Owned Vehicles (POV)
- Motorcycles
- Firearms
- Air Travel

Distribution Management Office

(Henderson Hall on Marine side of base)

Location: Building 29, Room 302

Phone: 703-614-7191

Hours: 0730-1630

Email: M_HNHL_HQBN_DMO@USMC.MIL

For Office Visits

- Apr to Aug is peak season
- Provide 6 copies of orders
- Bring POA if someone other than SM is handing move



TRANSPORTATION

Authorized CONUS Shipments

- Household Goods (HHG)
- Personally Procured Move (PPM or DITY where you pack and move HHG)
- Partial Personally Procured Move (PPM or DITY where you move some HHG)

Authorized OCONUS Shipments (Includes Alaska and Hawaii)

- Household Goods (HHG)
- Unaccompanied Baggage (UB)
- Non-Temporary Storage (NTS)
- POV Shipment (if tour is 12 months or longer)

PPM Notes:
Obtain empty & full weight tickets.
Keep all fuel and toll receipts.
Submit rental contract for the rental truck or trailer.

Shipping Items Via Postal Service

- This is considered a PPM or DITY move
- Postal receipts must have the weights listed and be signed by a postal worker
- You cannot claim reimbursement for any insurance you pay out of pocket for items shipped via postal service



TRANSPORTATION

Estimating Your HHG Weight

- An easy and fairly dependable method for making this estimate is to account for 1000 pounds per room (not including storage rooms or bathrooms) then add the estimated weight of large appliances and items in the residence.
- This is only a planning tool and not official. Grade and dependency status determine weight allowances.

Pack and Pick Up Days:

0 to 4999 lbs	=	1 Day (pack and pickup same day)
5000 to 9999 lbs	=	2 Days (1 day pack and 1 day pick up)
10000 to 14999 lbs	=	3 Days (2 days pack and 1 day pick up)
15000 and up	=	4 Days (3 days pack and 1 day pick up)

Excess Costs

- If you exceed weight allowances or move to an unauthorized duty station you may be charged.
- You may also be charged for an attempted pick up if you are are not ready for pick up. You are required to be available from 0800 – 1700 hrs on your scheduled move date(s).

Unauthorized Items for Shipping

- Airplanes, mobile homes, camper trailers, and farming vehicles.
- Perishable articles including frozen foods, articles requiring refrigeration, or plants.
- Items for resale, disposal, or commercial use.
- Cordwood and building material for resale, disposal, or commercial use.
- Live ammunition.
- Hazardous items including explosives, flammables, corrosives, poisons, and propane tanks.



TRANSPORTATION

Professional Books, Papers and Equipment (PBP&E)

- Items that are in the service member's possession and will be used in support of duties at your next duty station.
- Weight that is not charged against your authorized allowance.
- This is not a separate shipment. It is included with other shipments.
- Max weight allowance of PBP&E is 2,000 pounds.
- Spouses may be approved up to 500 pounds of PBP&E.

Privately Owned Vehicle (POV)

- One POV is entitled to be shipped at the governments expense
- POVs can not exceed 20 measurement tons
- There is no entitlement to store POVs for DoD civilians
- For more information on shipping your POV, visit: www.pcsmypov.com.

Motorcycle

- Motorcycles can be shipped as a POV or can be shipped as part of your HHG depending on the host nation importation rules if going OCONUS
- If shipped with HHGs, you may exceed your authorized weight allowance
- For OCONUS shipment, it will be crated separately from HHGs.



TRANSPORTATION

Privately Owned Firearms

- Firearms can be shipped, however, you should always verify host nation rules and regulatory guidance.

Shipping Pets

- Shipping pets is at your own expense. There is no entitlement for pets.
- For overseas assignment check for host nation pet restrictions.
- Check commercial airlines for requirements and pet restrictions.



TRANSPORTATION

Air Travel to New Duty Station

- DMO can provide travel assistance to DOD military, civilian and authorized dependents.
- If your duty station is OCONUS and supported by Air Mobility Command Patriot Express flights, it is DoD policy that you are booked on those flights.
- If your duty location is not supported by Air Mobility Command Patriot Express flights or if there are no seats available, you will be issued commercial tickets to your OCONUS duty station.
- Your PCS orders will be used to cover the cost of flights issued out of DMO.



Central Issuing Facility

Please call to schedule all PCS equipment turn ins

Location

Building 313
113 Stewart Rd
Fort Myer, VA 22211

Phone

703-696-3344

Hours of Operation

Monday:	0700-1200 and 1300-1500
Tuesday:	0700-1200
Wednesday:	Closed for New Soldier In-processing
Thursday:	0700-1200 and 1300-1500
Friday:	0700-1200



GOVERNMENT TRAVEL CARD

- The Government Travel Card (GTC) is a mandatory program for cardholders with an open travel card account. Accounts must be in good standing with the bank.
- If you do not have a GTC, contact your Agency Program Coordinator to enroll. Provide a copy of your PCS or TDY orders.
- Must use the GTC to purchase airfare for PCS.
- Accounts must be modified to show you in a PCS and mission critical status to avoid suspension, late fees or delinquent reporting.
- Accession and separation PCS moves do not apply to the information above.
- Credit and cash limits may be increased accordingly if needed.
- Cash advances may be obtained using the GTCC, not the finance office.
- See your unit GTC representative for more assistance.



SPONSORSHIP

HQDA EXORD 161-15 ARMY-WIDE IMPLEMENTATION OF THE TOTAL ARMY SPONSORSHIP PROGRAM (TASP) ARMY CAREER SPONSORSHIP MODULE, ACTIVE COMPONENT

The Army has approved a tiered approach to sponsorship. Soldiers will be required to have an assigned sponsor based on the following business rules:

TIER I: Advanced Individual Training and Officer Basic Course Graduates.

TIER II: E-1 to E-6, O-1 to O-3, & W-1 to W-2 will require Sponsorship at the unit level prior to conducting their final out at the **losing installation**.

TIER III: E-7 to E-9, O-4 to O-6, & W-3 to W-5 **may request sponsorship**.

Senior Commanders may determine that sponsorship is required within their area of responsibility.

If you fall under TIER I and/or TIER II please follow the instructions below:

You are in ACT and must initiate an online DA Form 5434 for sponsorship for your PCS move and for issuance of installation clearing papers.

Go to the ACT Portal: <https://actnow.army.mil>

Click on Sponsorship tab and sub tab for Create New Form. Complete SECTIONS 1, 2, 4, and 5 (all fields). Leave SECTION 3 blank for your gaining installation to complete. After you have completed all sections you must click to check '(I certify)' block below form at the bottom of the page of your rank in Section 1 to save and validate your request. All sections and fields must be answered/filled in (N/A where applicable) or the system will not validate your form. You will also need to have DA Form 5434 completed along with the online TASP survey for the Out Processing Section of MPD in order to obtain your clearing papers.



SOLDIER ACTIONS AND SPECIAL DUTY

Soldier Actions Requests

- Requests for deletions, deferments, early reporting, compassionate reassignments, and stabilizations require O6 command endorsement on DA 4187 to HRC
- Request a deferment if the situation will be resolved within 120 days
- Request a deletion if the situation will not be resolved within 120 days
- **All requests must be submitted to HRC within 30 days of reassignment notification (Including UQR Officers)**

Airborne

- Must have three (3) years left in the Army
- Must sign a statement of acceptance or declination
- **If Soldier declines airborne assignment, withdrawal of SQI P and deletion of assignment will be initiated**
- Inform the MPD Reassignments Section if you want to decline the airborne assignment

Recruiters

- Submit LEVY Packet before going to school
- Provide DA 1059 after school completion
- **Provide DA 2446 for pinpoint assignment (needed to produce orders)**
- **TDY and return status**
- Contact your S1 with further questions

Drill Sergeants

- Submit LEVY Packet before going to school
- **Provide DA 1059 after school completion**
- **TDY and return status**
- Contact your S1 with further questions

Warrant Officers

- **Provide DA 1059 after WOBC graduation for Orders production**
- Contact your S1 with further questions

Service Remainder Requirement

Enlisted Soldiers must have two (2) years retainability in the Army upon arrival at the new duty station. If they do not, they must contact a Career Counselor for reenlistment or extension options upon notification.



REQUESTING ORDERS

How Do I Get My PCS Orders?

- ✓ Complete the CONUS LEVY Briefing

Provide the following to your S1 for submission to AG Reassignments:

- ✓ LEVY Brief Certificate of Completion (mandatory for **TOG Enlisted**)
- ✓ CONUS Reassignment Questionnaire (mandatory for **ALL**)
- ✓ DA 7415 EFMP Querying Sheet (mandatory for **ALL**)
- ✓ TDY Option Statement (if applicable)
- ✓ Airborne Accept/Decline Memo (if applicable)



REQUESTING CLEARING PAPERS

How Do I Get My Installation Clearing Papers?

Provide the following to your S1 for submission to AG Reassignments:

- ✓ Copy of PCS Orders
- ✓ PCS Leave Form with Control Number

Clearing papers will be emailed to the S1. Soldier's will not receive clearing papers more than 10 days prior to the start of PCS leave.



OUT-PROCESSING STEPS

Contact your servicing S-1/Admin Office to finish the LEVY packet
Orders will only be processed after receipt of a completed LEVY packet.

After you receive orders via your government email address and through your unit

- Contact Transportation to set up house hold goods pick up
 - Contact Housing to clear if applicable
 - Contact Travel Office if applicable
-
- Installation clearing papers are emailed to the S1 ten days prior to start of PCS leave.
 - All Soldiers must be in OCP/ASU uniform when out-processing.
 - Process finance before reporting to MPD for your final out stamp.
 - Final out-processing is conducted at MPD the duty day before PCS leave starts.

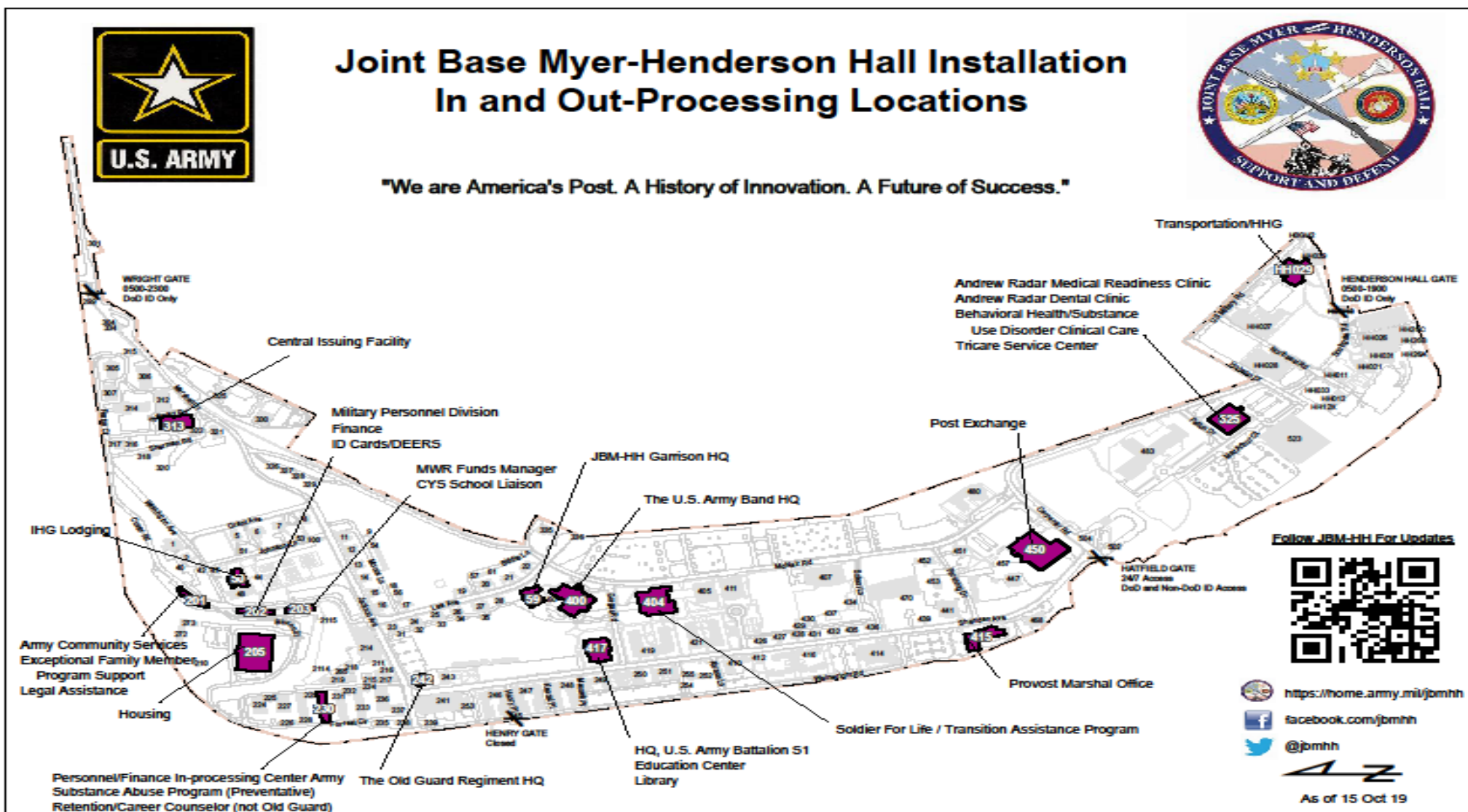


FINAL OUT STEPS

- Once you have your installation clearing papers proceed to visit the installation activities in block 9 of the DA Form 137-2.
- If a name is printed in black 13 for that activity you **DO NOT NEED** to go there. You have been precleared in the automated clearing system.
- Be sure you clear you unit with their clearing papers as well.
- Ensure you have a copy of your OER/NCOER and PCS award.
- Process Finance the day before you come to MPD.
- You may only final out from MPD the last duty day before your PCS leave begins.



OUT-PROCESSING MAP



POINTS OF CONTACT

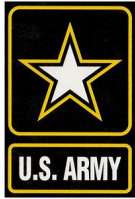
Common Joint Base Myer-Henderson Hall Installation In and Out-processing Locations

	INSTALLATION ACTIVITY	PHONE	BLDG	ADDRESS	HOURS OF OPERATION
1	AAFES, (PX) Customer Service	703-522-4575	450	106 McNair Road	Mon-Sat: 0900-1900 Sun: 1000-1800
2	Army Community Services, (ACS)	703-696-3510	201	202 Custer Road	Mon-Fri: 0730-1600
3	Army Emergency Relief, (ACS)	703-696-3510	201	202 Custer Road	Mon-Fri: 0730-1600
4	Army Substance Abuse Program, (ASAP- Preventative is not an outprocessing station)	703-696-6860	230	122 Forrest Circle, Room 108	Mon-Fri: 0800-1600 Closed for lunch: 1130-1230
5	Behavioral Health/Substance Use Disorder Clinical Care (SUDCC)*	703-696-3456	525	401 Carpenter Road, Room 2022	Mon-Fri: 0730-1600 Closed 1st Wed for training
6	Central Issuing Facility, (CIF)	703-696-3344	313	106 Stewart Road, 3rd Floor	Mon: 0730-1145 & 1300-1445 Tue: 0730-1145 only Wed: Inprocessing appts only Thur: 0730-1145 & 1300-1445 Fri: 0730-1145 only
7	Child & Youth Services (CYS) School Liaison Officer	703-696-6720	203	102 Custer Road, Room 301	Mon-Fri: 0730-1500
8	DEERS/ID Card Facility, (MPD)	703-696-3030	202	106 Custer Road, B-102	Mon-Fri: 0800-1530 Use rear entrance 1130-1230
9	Dental Clinic, Andrew Radar*	703-696-3460 703-696-3461	525	401 Carpenter Road, Room 2095	Mon-Thu: 0730-1600 Fri: 0730-1500
10	Education Center	703-696-1653	417	239 Sheridan Avenue, Room 216	Mon-Fri: 0730-1545
11	Exceptional Family Member Program, (ACS)	703-696-3510	201	202 Custer Road	Mon-Fri: 0730-1600
12	Family Advocacy Program, (ACS)	703-696-3510	201	202 Custer Road	Mon-Fri: 0730-1600
13	Finance	703-696-3042 703-696-3522	202	106 Custer Road, B-101	Mon/Tue/Thu/Fri: 0730-1500 Closed for lunch: 1130-1230 Wed: 0730-1100 only
14	Financial Readiness Program, (ACS)	703-696-2177	201	202 Custer Road	Mon-Fri: 0730-1600
15	Fort Myer Legal Assistance & Claims	703-696-0761	201	202 Custer Road	Mon-Fri: 0800-1600 Closed for lunch: 1200-1300
16	Housing, Off Post**	703-696-3557	205	101 Bloxon Street, Room 139	Mon-Fri: 0800-1530
17	HQ, U.S Army Command Battalion S1	703-696-8169 703-696-8875	417	239 Sheridan Avenue, Room 219	Mon-Fri: 0730-1600
18	Library	703-696-3555	417	239 Sheridan Avenue, Room 120	Mon-Thu: 1000-1600 Sun: 1200-1700
19	Lodging, (IHG)	703-696-3576 703-696-3577	48/50	318 Jackson Ave	24 hours/7 days a week
20	Medical Records, Andrew Radar*	703-696-7984	525	401 Carpenter Road, Room 1017	Mon-Fri: 0730-1600 Closed first Wed for training
21	Medical Readiness Clinic, Andrew Radar*	703-696-3630, Select Option 5	525	402 Carpenter Road, 1st Floor	Mon-Fri: 0730-1600 Closed first Wed for training
22	Morale, Welfare & Recreation Funds, (MWR)	703-696-4444 703-696-5377	203	102 Custer Road, Room 303	Mon-Fri: 0730-1500
23	Personnel/Finance In-processing Center (New Arrivals Only)	703-696-0343 703-696-3688	230	122 Forrest Circle, Room 117	Sign in is 0745-0800 Briefing starts at 0800
24	Military Personnel Division, (MPD)				
	Record Management/EMILPO/Arrivals	703-696-0343			
	Reassignments	703-696-0005			
	Retirement Services	703-696-5948			
	Transition/Seperation	703-696-0886			
25	Provost Marshal Office, (PMO)	703-696-2809	415	108 Sheridan Avenue	Mon-Fri: 0600-1500
26	Soldier for Life -Transition, (SFL-TAP)	703-696-0973	404	232 McNair Road	Mon-Fri: 0730-1600
27	Transportation, Marine Side	703-614-7190	29	1555 Southgate Road, Room 302	Mon-Fri: 0730-1600
28	Trocare Service Center	571-320-4166 800-444-5445	525	401 Carpenter Road, Room 2093 Door is after physical therapy	Hours vary weekly

* See NCR Military Health/Dental System sheet for other locations

** Housing stamp is no longer needed for PTDY as of 29 March 2018





Fort Myer CONUS Levy Briefing



Certificate of Completion

for

Print Rank Full Name

This certificate acknowledges that the undersigned has thoroughly read the online Fort Myer LEVY Briefing and understands the responsibilities required to successfully clearing Fort Myer.

Date

Soldier's Signature