



Fort Leavenworth LEVY (PCS) Briefing for CONUS Assignments





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Welcome!

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

- ❖ Completion of the LEVY Packet
- ❖ Obtaining PCS Orders
- ❖ Clearing the Installation

Read the entire LEVY Brief. Your question(s) may be answered. If not, we have provided a phone listing if you need further 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.

Steps for requesting sponsorship to your gaining unit.

ACT Portal: <https://actnow.army.mil>

Click on Sponsorship tab and sub tab for Create New Form and 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 and 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 in order to obtain your clearing papers.





Soldier Actions/Recruiters/Airborne/Drill Sergeants



Soldier Actions Requests

- Deletions/Deferments/Early Arrivals/Stabilizations – Require command approval
- Deferment – situation resolved within 120 days
- Deletion – situation not resolved within 120 days
- **ALL requests MUST be within 30 days of notification**

Recruiters

- **Provide DA 1059 after school completion**
- Provide DA 2446 for pinpoint assignment (needed to produce orders)
- Call your S1 or AG Reassignments Section if you have further questions

Airborne

- Must have three (3) years left in the Army
- Must sign a statement of acceptance/declination (found online on Reassignments Levy Brief)
- **If Soldier declines airborne assignment, withdrawal of SQI P and deletion of assignment will be initiated**
- Call AG Reassignments Section if you want to decline the airborne assignment

Drill Sergeants

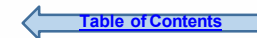
- **Provide DA 1059 after school completion**
- Call your S1 or AG Reassignments Section if you have further questions

Enlisted Soldiers must have 2 years retainability in the Army upon arrival at the new duty station.





Exceptional Family Member Program (EFMP)



- EFMP is a mandatory enrollment program for family members with special needs. This applies to all active duty service members (SM) (e.g., any 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 at least every three years, or sooner when there are substantial changes to medical condition(s) or educational plans.
- Enrollment updates should be initiated at least six months prior to the expiration date.
 - Note: For families with EFMP, no travel decision will be made within 6 months of EFMP expiration. We can help update EFMP as needed.
- Failure to update EFMP enrollment does not equate to disenrollment. Failure to update every three years puts the enrollment into a delinquent status that may affect the Soldier's assignments and other career opportunities.

❖ To update EFMP:

- For Soldiers, EFMP updates and change requests must begin through Enterprise EFMP <https://efmp.army.mil/EnterpriseEfmp/>
- Contact EFMP at **913-684-6770** or email usarmy.leavenworth.medcom-mahc.mbx.efmp@mail.mil to receive current instructions.
- Forms are available at the following link- <http://efmp.amedd.army.mil/forms.html>
- All previously EFMP-enrolled diagnosis must be addressed when updating EFMP status.
- If minor dependent has an IEP with school, a DD Form 2792-1 needs to be completed by the school. Request an IEP.
- When forms are completed, contact the EFMP office for review and submission.

Munson Army Health Center EFMP and FMTS office is located on the 2nd floor of Munson

Hours

Mon - Fri: 8:00 am to 11:00 am **by appointment only**
12:30 pm to 4:00 pm for Family Member Travel Screenings **by appointment only**



(913) 684-6770 EFMP reception desk usarmy.leavenworth.medcom-mahc.mbx.efmp@mail.mil



Out-Processing Guidelines



Contact your servicing S-1/Admin Office to finish the LEVY packet

- Orders will only be processed after receipt of a completed LEVY packet.
 - A checklist on pg 18 is included with this brief for assistance.

- Receive orders via your .mil email address and through your unit

- contact Transportation
 - contact Housing
 - contact Travel Office

- Out-processing appointments will be made by your S-1

- **All Soldiers MUST be in uniform when out-processing. (Garrison Policy Letter #15)**

- Clearing papers will be issued from AG Out Processing Section at your final appointment





On-Post Housing Frontier Heritage Communities (FHC)



Move Out Processes

- The Service Member (SM) or person with Power or Attorney (POA) makes contact with the Housing Community Management Office to start the process of completing a Notice of Intent to Vacate giving FHC at least 30 days notice. Orders are required by final move out date.
- FHC requires that you give a “30-day notice to vacate” as well as scheduling pre-termination and final inspections. Please call the Housing Office at 913-682-6300 or email at fhc@tmo.com. Move out documents can be found on the Fort Leavenworth Frontier Heritage Communities (FLFHC) website as well.
- FHC Pre-Move Out Inspections help guide the resident in preparing for the final move out.
- At the Final Move Out inspection FHC will assess the home for cleanliness and damages.
- If any charges need to be paid, this can be taken care of with the bookkeeper at the housing office over the phone or by completing a payment authorization form.

•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.



On-post: (913) 682-6300



Off-Post Housing Housing Services Office (HSO)



Information:

- For personnel residing off post, the requirements are normally stated in your lease agreement. Please give 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 at that time and make sure that you have covered all requirements (per your lease) for clearing the property.
- Landlord must return security deposit within 30 calendar days. 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.

- Contact HSO if you own a home we can assist them with listing it for Rent
- **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.**

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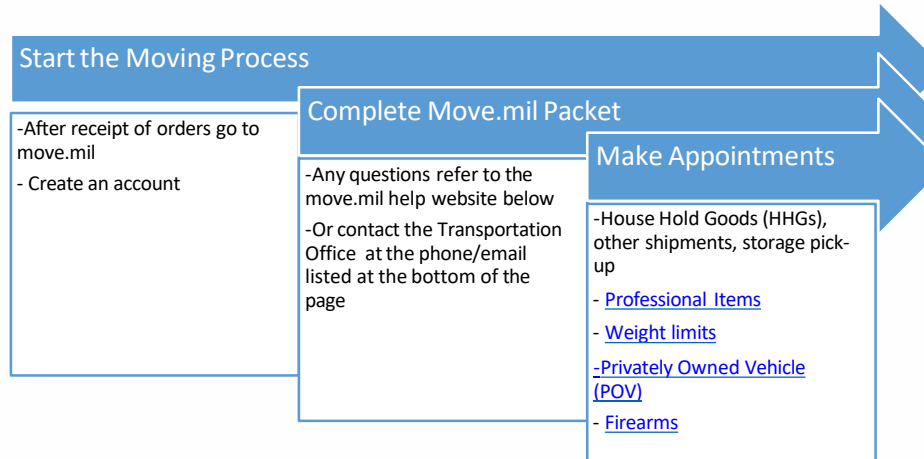
Off-post: (913) 684-3052/5673



Transportation

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Information:



https://www.move.mil/dod/before_you_begin/dps_how_to_guides.cfm

Professional Books, Papers, and Equipment Effective for all orders dated 1 May 2014 or after

•Defined as: HHG's in a member's possession needed for the performance of official duties at your next duty station.

•**When properly listed on the inventory and weighed**, the weight of PBP&E/Pro-Gear does not count against the total weight of your shipment.

• **MAXIMUM** weight authorized **is 2000 LBS**.

•Cubed weight is now 7 pounds per cubic foot, therefore, a 1.5 box is equal to 10.5 pounds, 3.0 box is equal to 21 pounds.



(913) 684-5656/5643



Transportation



Information:

Excess Cost

- This can accrue if you were to exceed your weight allowance or move somewhere other than the next duty station.
- You can also be charged for an attempted pick up. You are required to be available from 0800 – 1700 hrs on your scheduled move dates.

Mode of shipment

- Linehaul truck

Unauthorized items

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





Transportation



Personally Procured Move (PPM)

- Full PPM - you move everything yourself.
- Partial PPM - you move part of your HHG's and the government moves the rest.
- Obtain empty & full weight tickets.
- Keep all fuel and toll receipts.
- If an advance on pay is taken, you will need to submit the voucher with your package (acquire it via My Pay).
- If you are doing a full PPM you need to submit your rental contract for your rental truck.

Types of Shipment

- **Household Goods:** Items associated with home and all personal effects belonging to the member and dependents that may be legally accepted and transported by an authorized commercial transporter
- **Non Temporary Storage:** Long-Term HHG storage in lieu of transportation when separating, retirement or school over 20 weeks

Front Desk (913) 684-5656

QC Inspector (913) 684-8911

PPPO email: usarmy.Leavenworth.407-afsb-lrc.mbx.ppso@mail.mil



(913) 684-5656/5643



TRICARE

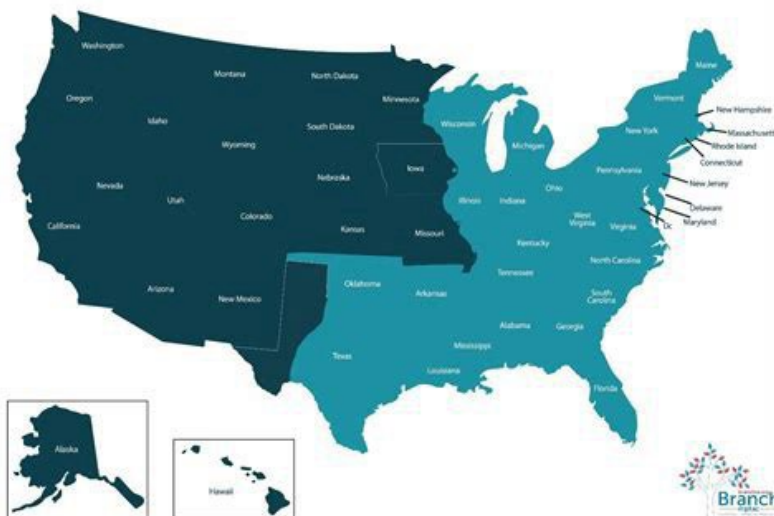


Information:

West Region
East Region

1-844-866-9378 www.hnfs.com
1-800-444-5445 www.HumanaMilitary.com

New Tricare Regions



Eurasia-Africa Area
International SOS
+44-20-8762-8384
1-877-678-1207 (Stateside)
www.tricare-overseas.com
Latin America and Canada Area
International SOS
+1-215-942-8393
1-877-451-8659 (Stateside)
www.tricare-overseas.com
Pacific Area International SOS
+65-6339-2676 (Singapore)
+61-2-9273-2710 (Sidney)
1-877-678-1208/1209 (Stateside)
www.tricare-overseas.com



See Region for phone numbers



Army Community Service (ACS)

Information:



- Installation Information - Learn all you need about your new duty location at www.militaryonesource.com
- Military Installations page – Find a PDF full of information on your new location
- Plan My Move Page – Print off “To-Do” lists & more
- PCS Workshops
- Smooth Moves, School Transitions, Moving With Kids
- Lending Closet – Use household items for free until you leave
- Military & Family Life Counseling (MFLC) - Need to talk? They’re ready to listen
- Individual Relocation Consultations - Get personalized assistance for your move!
- Service Members with EFM's will complete the ACS EFMP Out-processing form and provide a copy of their orders when they out-process. AR 608-75 Exceptional Family Member Program, requires the EFMP Manager to send the document to the gaining command for continuity of care.

Resiliency Center: 600 Thomas Ave. Bldg. 198, M-F 0730 to 1630



(913) 684-5710



Finance (AMPO) Travel Advances

Travel Advances (Per Diem, Mileage, DLA) are authorized for Soldiers and dependents traveling in accordance with a PCS order. If the PCS order states the Soldier has an Individually Billed Account (IBA) only DLA is authorized. Travel advance requests may be submitted via SmartVoucher 30 calendar days prior to the PCS leave start date (IAW DA31).

[Dislocation Allowance](#)

[Per Diem](#)

[Dependent Travel](#)

[Temporary Lodging Expense](#)

[AMPO Milsuite](#)

- ✓ The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the household on a PCS, ordered for the Government's convenience, or incident to an evacuation.
- ✓ Service members are authorized per diem for themselves and per diem for authorized dependents (identified on the PCS Order) 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](#) (Mileage) for POC Travel, plus per diem for the required travel days between authorized points. PCS Flat per diem is \$157.00 a day for each day of authorized travel, dependents 12 and older are entitled to 75% (\$117.75) of the service members entitlement, dependents under 12 are entitled to 50% (\$78.50) of the service members entitlement. Mileage allowance for each authorized vehicle is \$0.22 cents a mile.
- ✓ 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 PCS move.
- ✓ This site provides many of the documents needed to assist with your PCS transfer and arrival.

BLDG 74, 425 McPherson Avenue
Mon, Tue, Thur, and Fri 0800-1600 Wed 1130-1600

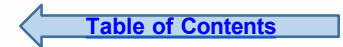


(913) 684-5710





G8 Government Travel/Credit Card



USE OF GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR PCS EXPENSES

1. Mandatory Program for cardholders with an open travel card account. Account must be in good standing with bank. Contact Citibank or the Travel Support Office to verify..
2. Mandatory purchase of airfare, with a current government credit card.
3. Must contact Agency Program Coordinator to enroll and provide copy of PCS orders. If you are TDY enroute, provide a copy of TDY orders.
4. Account is modified to indicate they are in a PCS status and placed in a Mission Critical status.
5. While in a PCS status, accounts will not suspend, incur late fees or be reported against the Command as delinquent.
6. Accession and Separation PCS are excluded from this program.
7. Transportation, Lodging, Meals, Temporary Quarters Subsistence, and Approved House Hunting Expenses are authorized expenses in the GTCC/PCS program.
8. Credit and cash limits can be increased accordingly if needed.
9. Cash advances will be obtained using the GTCC. Participants of this program may not obtain advances from the Finance Office.

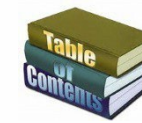
415 Sherman Ave. Bldg. 52, Rm. B4
usarmy.leavenworth.cac.mbx.stds@mail.mil

The CAC Travel Support Office assists travelers assigned to the Combined Arms Center. We do not manage the travel card for TRAC, MEDDAC, 15th MP BDE, or 902nd. Please see your unit for assistance with the PCS program

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(913) 684-1818/1850



Key Points of Contact

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Information:

Agency	Phone Number
AG-Reassignment Section	684-5588
Transportation-Family Travel/Passports	684-4066/4078
Transportation-Personal Property	684-5656/5651
Transportation-Quality Control	684-5650
Finance-Out Processing Appointment	684-5721
Finance-Travel Section	684-5710
Family Housing	684-3052/6300
Legal Assistance	684-4944
Army Community Services	684-4357/2800
MEDDAC Medical Records	684-6605/6642
EFMP Screening Office	684-6250
Veterinary Services	684-6510
Carlson Wagonlit Travel	1-866-832-8692
Travel Lodging	1-800-GO-ARMY1



HOW DO I GET MY PCS ORDERS?

How do I get my PCS Orders?

Complete the online CONUS LEVY Briefing

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

- ☐ LEVY Brief Certificate of Completion (mandatory for **ALL** Soldiers)
- ☐ CONUS Reassignment Questionnaire (mandatory for **ALL** Soldiers)
- ☐ DA 7415 EFMP Querying Sheet (mandatory for **ALL** Soldiers)
- ☐ TDY Option Statement (if applicable)
- ☐ Airborne Accept/Decline Memo (if applicable)
- ☐ DA 5434 Sponsorship Program Counseling and Information Sheet (if applicable)



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Total Army Sponsorship Program (TASP)

Soldiers in the rank of **PVT-SSG, WO1-CW2, and 2LT-CPT** are required to participate in the program, except those on assignment to a PCS length school. A sponsor or an exception to policy is required to out-process.

Soldiers in the rank of **SFC - CSM, CW3 - CW5, & MAJ - COL** may participate in the program if they wish.

Senior Commanders may determine that Sponsorship is required for all Soldiers incoming to their area of responsibility.

Upon receiving Assignment Instructions, the Soldier must login to the Army Career Tracker (ACT) website at: <https://actnow.army.mil>.

- Click on the Sponsorship tab and then create new DA Form 5434 (Sponsorship Program Counseling and Information Sheet) and complete sections 1, 2, 4 and 5.
- After completing those sections, check the “I certify” block in section 1 and save the form at the bottom of the page.

Entering this information in the ACT system will generate the DA Form 5434 while sending the Soldier’s information to the gaining installation. The gaining installation will then return the DA Form 5434 with section 3 completed and an identified sponsor.



Installation Voter Assistance Office

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Please remember to change your voting registration address once you get relocated.

If you have any questions please contact the local Installation Voter Assistance Office

(913) 684-2496

usarmy.leavenworth.incom-central.mbx.vote@mail.mil

**Located at 120 Dickman Ave., Rm. 11
Fort Leavenworth, KS 66027**





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Fort Leavenworth CONUS PCS Levy Briefing

Certificate of Completion

for

print rank and full name

This certificate acknowledges that the undersigned has thoroughly read and understands the USAG Fort Leavenworth PCS LEVY Briefing and understands their responsibilities while clearing Fort Leavenworth Garrison.

Soldier Signature

Date