You must read all required information pertaining to your Permanent Change of Station (PCS) Assignment.
Congratulations on being selected for reassignment. This briefing provides guidance and useful information to prepare you for your reassignment. Ensure you complete the entire brief, gather all required documents, and follow the step by step guidance. The following information is provided to fulfill the levy briefing requirement of AR 600-8-11. You can return to the briefing as often as needed.

Please bring all your required documents for your Levy Packet to your servicing S-1; they will review the packets for completion and turn in the packet to Reassignments Processing Center (RPC) for orders processing.
For enlisted Soldiers who are careerist (have reenlisted at least once), you must have 24 months of service remaining to PCS within CONUS from the date you report into your new unit. Even if early report is authorized, you must have 24 months of service remaining from the original report date to the new unit. Once this has taken place, please have your S1/Retention NCO submit the necessary documents immediately for the orders to be processed.

Careerist must see their Retention NCO and extend/reenlist to meet this requirement. If you do not have 24 months of service remaining and you refuse to reenlist, you must see your Retention NCO and sign a Declination of Continued Service Statement (DCSS) within 30 days of being placed on assignment. Turn this document into your servicing S-1 to have it processed through to the RPC. Signing this form prevents further enlistments and results in your departure from service on your current ETS date.
Soldiers, Noncommissioned Officers, and Officers (E-1 to E-6/O1 to O3/ WO1 to WO2) will require a completed Form 5434 prior to initializing the Installation Clearance Record (DA Form 137-2).

Exception to Policy (ETP) must be signed by first General Officer/Senior Executive Service Equivalent in the Soldier’s chain of command with authority to delegate approval authority no lower than BDE level Cdr.

If you are attending a PCS School (6 months or longer) you are not required to have a Sponsor as the school will be unable to provide incoming students with a sponsor.

Senior commanders may determine that sponsorship is required within their area of responsibility depending on location, type of unit, and the uniqueness or complexity of adapting to the location.
Soldiers on assignment are hereby advised not to take any irreversible action prior to receiving PCS orders (i.e. cancelling rental agreements, selling your house, movement of household goods by private company, or setting up travel for Family members using commercial carriers). Reimbursement for these actions will not be granted.

Once your PCS Order has been published a copy will be emailed to your servicing S-1 and your .mil account. Please be sure to print legibly when filling out your documents to complete your levy packet.

Soldiers requesting air travel must make arrangements through Official Travel Section (Waller Hall), Room 600.
Unless special instructions specifically authorize or prohibit early report, Soldiers may report to the gaining command up to 30 days prior to the report date indicated on the PCS orders.

Soldiers desiring to report to the gaining command earlier than 30 days prior to the report date (i.e. 31, 60, 90 or 120 days) on the PCS orders must submit a DA Form 4187, Request for Early Arrival. The DA Form 4187 must be routed to the Brigade Commander (BDE CMNDR) for signature.

Once the BDE CMNDR has signed the DA Form 4187, the unit S1 must forward the request to Reassignment Processing Section for tracking and processing to HRC for decision.
Request must be submitted as soon as possible upon determination that a deferment or deletion may be needed or within 30 days of the EDAS cycle date, whichever occurs first. However, requests submitted after 30 days due to unforeseen circumstances will not be rejected, but the request must include an explanation of the circumstances causing the late submission. Supporting documentation must be included such as profiles, court documents. Medical requests must have a valid profile along with doctors statement of the medical condition and prognosis.

If a disqualifying factor can be resolved within 120 calendar days of the report month, deferment should be requested instead of a deletion.

Operational deletions and deferments is defined as a request based on the needs of the losing Command to include projected, scheduled, or current deployment.

Requests for operational deletion and deferment applies only to CONUS based units and must be submitted to HRC directly. Please submit Operational Del/Def to joshua.j.walls.civ@mail.mil and “Cc” usarmy.knox.hrc.mbx.epmd- PSA@mail.mil. If a request is disapproved you must comply with the original report date.
EARLY REPORT AUTHORIZED is not a determining factor in establishing order publication and does not mean early report is approved. Be aware that “early report authorized” is a permissive action and not a directive.

You must have accrued enough leave time to cover the period of early reporting. Early reporting is accomplished through your DA Form 31. For example, if you are authorized 60 days early reporting and the report date on your order is 10 May 2015 and you choose to report up to 60 days early, the end date on your DA Form 31 MUST reflect the report date on your PCS order.

The start date on your DA Form 31 should reflect the departure date from JBLM. You will only be charged for the days you actually use; for example, if you sign out on leave 10 May and report to your new duty station on 17 May you will have used 7 days of chargeable leave. Finance will subtract authorized travel time and approved PTDY. Your Command determines the number of early reporting days you will be authorized.
Request for Permissive Temporary Duty (PTDY) is done through your servicing S-1. Approval authority is the Battalion Commander. Soldiers authorized PTDY must report directly to the housing office at new duty station if the gaining installation requires it. Check with the gaining installation’s Housing Office for specific directions to ensure you have meant the installation’s requirement. PTDY is only authorized for CONUS assignments. Overseas PTDY is not authorized.

Having an approved DA Form 31 does not mean RPS will generate your orders based off your approved leave dates. Please remember orders are published off of your original report date which is determined by HRC.

The end date on the DA Form 31 MUST MATCH THE REPORT DATE ON YOUR PCS ORDERS. If it does not end on the report date of your orders Central Clearance Section (CCS) will not accept the DA Form 31 until this requirement is met.
Reassignments is not responsible for generating the manual DD Form 1610. Please see your unit S3/BDE/BN Schools NCO to receive this TDY order. While your TDY information is normally in your PCS orders, the funding for the lodging and per diem is contained on your manual DD Form 1610 utilizing MTSA funding.

All Soldiers PCSing or going TDY must have a Government Travel Charge Card (GTCC) to pay for expenses incurred during the PCS/TDY (CONUS and OCONUS). If you do not already have a GTCC, you need to contact the representative in your unit to arrange for issuance of a GTCC.

If you already have a GTCC, you need to coordinate with your unit representative to ensure the card is not deactivated once you depart and that appropriate credit limits are established to cover expenses incurred during your move.
TEMPORARY DUTY (TDY) SCHOOL IN CONJUNCTION WITH PCS ELECTION STATEMENT

For married Soldiers going TDY enroute, please fill out the election statement and submit with your levy packet. There are four options to choose from. Please read each selection carefully to determine which option applies to your situation.

- **OPTION 1 NOTE:** Soldiers electing to serve an “All Others Tour” requesting to have their Family Member(s) remain in government quarters until completion of TDY and assignment must have authorization from Housing to leave Family Member(s) in quarters until completion of TDY/assignment.
TEMPORARY DUTY (TDY) SCHOOL IN CONJUNCTION WITH PCS ELECTION STATEMENT

OPTION 2 NOTE: Elect to move Family Member(s) from present CONUS station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days to settle the Soldier’s Family Member(s), in government quarters (if available) or on the local economy. Soldier will sign into the new CONUS duty station, then proceed TDY for schooling. Soldier will be authorized government transportation to and from TDY station.

OPTION 3 NOTE: Elect to return to present duty station upon completion of TDY to move Family Member(s), who currently live on the local economy (CONUS) to the new duty station. Under this option Soldier is authorized government travel to and from TDY station and the Soldier’s commander may authorize up to 10 duty days upon return from TDY to prepare to move Family Member(s) prior to signing out of the present CONUS station (applies to CONUS to CONUS and CONUS to overseas PCS movements).
OPTION 4 NOTE: Elect to clear current permanent station prior to departure for TDY station and have Family Members(s) at personal expense accompany Soldier to TDY station or travel to some other location. Soldier may not be given a certificate of non-availability of government quarters at the TDY station if inadequate government housing is available. Soldier’s entitlement for Family Member(s) transportation will be based on the most direct routing between the old permanent station and the new permanent station (applies CONUS to CONUS, CONUS to overseas PCS movements). Soldiers who are being reassigned overseas must be medically and dentally qualified for school and follow-on assignment.
Enlisted Soldiers selected to attend Airborne Training, Recruiter, Drill Sergeant or AIT Platoon Sergeant school TDY enroute in conjunction with a permanent change of station (PCS) are no longer authorized to move Family Members, household goods, or execute any portion of their PCS entitlements prior to graduating from the training mentioned above.

Enlisted Soldiers selected to attend Recruiter School can scan the Request for Orders (RFO), DD Form 1059, and SQI Orders to the following email address upon graduation. Enlisted Soldiers selected to attend Drill Sergeant/Platoon SGT School can scan the DD Form 1059 and SQI Orders to the following email address upon graduation.

usarmy.jblm.imcom.list.dhr-mpd-reassignments-help-desk@mail.mil

As such, travel options are limited to Option “1” or “3” above. Failure to complete any of the above training may result in a cancellation of your pending change of assignment and PCS location. This action is being taken to reduce the Army’s PCS costs due to high failure rates of the fore mentioned schools.
In accordance with MILPER MESSAGE 13-198

(2) THE FOLLOWING STATEMENT WILL BE INCLUDED IN ALL ORDERS AUTHORIZING THE USE OF THE GTCC:

"USE OF THE INDIVIDUAL BILLING ACCOUNT (IBA) / GOVERNMENT TRAVEL CHARGE CARD (GTCC) IS AUTHORIZED IN ACCORDANCE WITH THE OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT AND COMPTROLLER) MEMORANDUM DATED 9 JUNE 2009, SUBJ: USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES. THE FOLLOWING CHARGES ARE AUTHORIZED WHILE IN A PCS STATUS: (A) TRANSPORTATION, (B) LODGING, (C) MEALS, (D) TEMPORARY QUARTERS SUBSISTENCE EXPENSES AND (E) APPROVED HOUSE HUNTING EXPENSES. REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WILL BE LIMITED TO THE MOST DIRECT GSA CITY PAIR FARE AVAILABLE BETWEEN THE OLD AND NEW PERMANENT DUTY STATION. IF GSA FARES ARE NOT AVAILABLE REIMBURSEMENT WILL BE BASED ON THE MOST COST EFFECTIVE, GOVERNMENT PROCURED, TRANSPORTATION AVAILABLE BETWEEN THE OLD AND NEW PERMANENT CHANGE OF STATIONS. THE GTCC WILL NOT BE USED TO PURCHASE DISCRETIONARY TRAVEL (IE LEAVE), CIRCUITOUS ROUTINGS OR TRAVEL TO/FROM DUTY LOCATIONS NOT STATED IN THE ORDERS. THE SOLDIER MUST USE A GOVERNMENT TRAVEL OFFICE TO PERSONALLY PROCURE TRAVEL ARRANGEMENTS. PURCHASE OF TRAVEL THROUGH A COMMERCIAL ON-LINE SERVICE OR COMMERCIAL TRAVEL AGENT IS NOT AUTHORIZED."

B. THE ABOVE PROCEDURES FOR THE USE OF THE INDIVIDUAL BILLING ACCOUNT OR THE GTCC DO NOT APPLY TO ACCESSION OR SEPARATION TRAVEL.
For all Married Soldiers on an OCONUS assignment choosing to complete an unaccompanied “All Others Tour” in areas where Command Sponsorship (CS) and Family Travel (FT) are normally permitted MUST fill out DA Form 5121 (Overseas Status and Election Statement) and select the appropriate tour of duty they will complete.

These Soldiers should also understand that electing to serve an unaccompanied “All Others Tour” is not the same as serving an unaccompanied “Restricted Tour” as these assignments restrict Command Sponsorship/Family Travel.

ANY SOLDIER currently living in on-post housing with a pending OCONUS assignment desiring to leave their Family Member(s) in on-post housing during their unaccompanied tour MUST apply for Retention of Housing with the housing manager servicing their area.

Soldiers should also understand that their Family member(s) may not be granted permission to remain in on-post housing regardless of the type of unaccompanied tour the Soldier is serving, as housing retains the jurisdiction on occupancy. This means your Family maybe required to move prior to your departure from JBLM!
Upon notification of an OCONUS assignment the Soldier must apply for Command Sponsorship NLT 120 days prior to departure date. The Command Sponsorship decision can take 4-6 weeks. Please contact Soldier Actions Section (SAS) located in Bldg: 2140 (Waller Hall), Rm #207A, to initiate this requirement.

Soldier will pick up instruction packet from SAS to assist in Command Sponsorship. Once Command Sponsorship is approved by the OCONUS command the Family member(s) can submit passport/Visa application(s) DS-11 requests. It can take 4-6 weeks to complete this process and receive the passports/Visa.
After the Soldier brings the passport request forms with supporting documents to the SAS, an appointment will be made for Soldier’s Family member(s) for passport processing. Please do not bring in Family Member(s) until the scheduled appointment time, seating in the lobby area is very limited.

All Family members applying must be present at the time of their appointment.

Please be advised some assignments require a Visa in addition to passports. A Visa will require additional time to process and cannot be requested until all passports are received.

The Amendment to the PCS Order authorizing the Family Member(s) to travel to the OCONUS location, schedule household goods will be published once approval for the Command Sponsorship has been received.
EGYPT PCS

You will need to have a passport and Visa. Some assignments will require an [MFO (Multi-National Force Observer) Endorsement](#). This is a requirement prior to clearing the installation and you will be deferred until the endorsement is received.
For Soldiers with approved Family Travel your Family Member(s) will be required to have a current DEERS Identification Card(s), Official Passport, and Visa (if required) in order to travel OCONUS.

Dependent(s) **10 years old or older** must have a DEERS ID Card, Official Passport, Visa (if required) or the child will not be able to board the flight to the OCONUS location.
For Soldiers on assignment to CENTCOM Areas of Responsibilities (AORs) you are required to receive immunizations thirty (30) days prior to arriving in country.

**NOTE:** Please schedule appointment times for the Soldier Readiness Process (SRP) to be completed by the Soldier Readiness Center through your servicing S-1. **Reassignment orders will not be issued until the required SRP/immunizations for the respective overseas locations have been completed and validated.**

For Soldiers on overseas assignments to Korea and Japan you are required to receive the Japanese Encephalitis Vaccine (JEV). This a two (2) shot series. Soldiers must receive the first (1st) shot 40 days prior to PCS and the second (2nd) shot 12 days prior to PCS.

All Soldiers desiring to bring Family Member(s) on a Command Sponsored Overseas Tour, please visit the EFMP Section, located in MADIGAN HOSPITAL TOWER, ROOM 1-28-17, and request immunization screening during consultation.
FIRST TERMER STATEMENT

1ST TERMER’S STATEMENT

1. _______________________________, refuse to re-enlist or extend for this assignment at this time. This is my first enlistment in the United States Army. I have not re-enlisted or extended prior to signing this statement.

NOTE: You must be in compliance with below statements before signing.

1. Soldiers who are on their 1st enlistment and have not re-enlisted are considered as a First Termer.
2. Soldiers with less than 180 days of consecutive active duty service, National Guard or Reserves are considered as a First Termer.
3. Prior Service Soldier’s are not considered as a First Termer if they have served more than 180 days of active duty.
4. If you already have enough time remaining to serve the assignment HRC selected you for, you cannot turn it down. This statement is only for those who must reenlist to meet the time in service requirement for an assignment.

Signature of 1st Termer

First 1st Termers (Soldier’s) Name

WITNESS SIGNATURE (Honesignatures Presenter)

Today’s Date

Only applies to Soldiers who are on their initial enlistment and declines to extend or reenlist to meet the requirements for Permanent Change of Station (PCS).

➢ Click on the image on the left to print a copy of this sheet.

➢ If you are a first term Soldier and do not have 24 months of service remaining you may sign a First Termer Statement which does nothing but delete the upcoming assignment. If you want to keep the assignment you MUST extend or reenlist in order to meet the Service Remaining Requirements (SRR). If this is the case, please see your unit Retention NCO for assistance.

➢ Soldiers should understand, if there is enough time remaining on their current enlistment, they will be required to complete the upcoming PCS assignment. You will not be able to submit the First Termer Statement and will continue to PCS to the next duty station.
Soldiers with Family members in high school may request stabilization from PCS movement for the child’s senior year.

The intent of the program is to provide stability to Soldiers with Family members in their junior and senior years of high school.

Soldiers should contact their servicing S1 for guidance. The Soldiers assigned to non-Army agencies or units must comply with all directives and regulations that apply to their command before submitting their request (for example, Soldiers assigned to the Defense Courier Service must comply with DODD 5200.33–R) for submission.
Soldiers will request stabilization using a DA Form 4187 or memorandum. The request will be forwarded to the CG, HRC (AHRC–EPO–P) and will include the following:

- A letter and/or memorandum from the high school with the student’s name, SSN, and projected graduation date included as an attachment to the request.
- A statement on the Soldier’s request: “Student (child’s full name) is enrolled in DEERS.” All students must be enrolled in Defense Enrollment Eligibility System (DEERS) and must be under the direct care and/or custody of the Soldier submitting the request.
- A copy of the DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment) will be attached to the Soldier’s request, if the student’s last name is different from the Soldier.

POC for High School Stabilizations: Mr. Brett Duffendack
Phone:(502) 613-5057
Email: brett.m.duffendack.civ@mail.mil and “Cc” usarmy.knox.hrc.mbx.epmd-psabranche@mil
DA Form 5434 (Sponsorship) with Part 1, 2, 4 and 5 filled out for grades E-1 to E-6/O1 to O3/WO1 to WO2. If you are attending a PCS School (6 Months or longer) you do not need to submit a DA Form 5434 with the levy packet.

Noncommissioned Officers and Officers in the grades of E-7 to E-9/WO-3 to WO-5/O4 to O6 may request Sponsorship.

For Commissioned Officers a copy of their Request for Orders (RFO) and any other forms needed to complete the levy packet.

ALL Soldiers with an OCONUS assignment desiring Command Sponsorship/Family Travel MUST APPLY AT THE SOLDIER ACTIONS SECTION, ROOM 207A, LOCATED IN WALLER HALL.

Soldiers with an OCONUS assignment MUST HAVE A COMPLETED DA FORM 4036 (Medical and Dental Preparation for Overseas Movement) signed and dated within 6 months of the reporting date. The completed and signed DA Form 4036 is needed in order to obtain Installation Clearance Papers. (This is not needed for the Levy Packet)

Soldiers that have a TDY School in conjunction with a PCS, must complete the TDY Option Statement indicating their preference included in the Levy Packet.

BN S-1’s will assist ALL Soldiers to include Officers in completing the DA Form 5118 (Reassignment Status and Election Statement) and ensure that the form is signed to include signature block of the Medical Provider and Battalion Commander and any other forms needed to complete the levy packet.
LEVY PACKET
REQUIRED DOCUMENTS

- Notification of Permanent Change of Station
- Levy Brief (you will receive this at the end of this briefing) and Levy Brief Agreement Slip (you will receive this at the end of this briefing)
- Levy Notification Information Sheet
- DA Form 5118 (Reassignment Status and Election Statement) (ALL SOLDIERS, see S1 for assistance)
- DA Form 5434 Sponsorship Form with Part 1, 2, 4 and 5 filled out grades E-1 to E-6/O1 to O3/WO1 to WO2. If you are attending a PCS School (6 Months or longer) you are not required to submit a DA Form 5434 with the levy packet.
- Current MEDPROS printout no more than 1 week old.
- Home Base Advance Assignment Program (HAAP) election, if applicable.
- TDY in Conjunction with PCS Option Statement, if applicable.
- DA Form 5121 (Overseas Tour Election Statement, if applicable.
- Required documents can also obtained by visiting the Reassignments webpage at http://www.lewis-mcchord.army.mil/dhr/ag/reassignment.htm
Soldiers must complete the entire sheet by answering and or circling all that are applicable.

- Click on the image on the left to print a copy of the sheet.
- Particular attention should be given to Q#2. Is Soldier required to extend or reenlist to met the requirements of the assignment. If so paperwork must accompany Levy Packet.
- Q#8. Family Status
- Q#11. Do you have a TDY in conjunction with your PCS
- Q#16. If Soldier has elected to complete an “All Others” Tour, YOU MUST GIVE location where Family Members will be residing (city, state and zip code while Soldier is on OCONUS assignment.
Pages 1 and 2 are pre-filled out by an HR Assistant in RPS.

Page 3 is filled out by the Battalion S-1 using source documents (ERB, MEDPROS, MODS) to answer questions.

Line 55a, 56a, 56b, 56c must be initialed, signed and dated by the Medical Provider (needs to have legible name block and signature).

Pages 4 and 5 must be signed and dated by the Soldier (needs to have legible name block and signature).
### PART B - BATTALION STATUS

**INSTRUCTIONS:** The Battalion 5 will answer all the questions in Part II (sections B and C). A checkmark in any of the "YES" boxes will require a comment in the "Remarks" block including the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "NA" box. The Battalion 5 must sign the completed statement and return it to the MSP/Reserve Service Company with the completed Soldier status and election statement attached.

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**Section D - Duty Status**

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<td>37. Is the Soldier currently attached to another installation for the purpose of processing a personnel action?</td>
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<td>38. Is the Soldier currently assigned to another unit?</td>
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<td>39. Is the Soldier currently assigned to a unit scheduled for permanent overseas deployment, other than unit TDY movement such as &quot;REPORT FOR&quot;?</td>
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<td>40. Is the Soldier in an AWOL status?</td>
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<td>41. Is the Soldier present for duty?</td>
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<td>42. Is the Soldier currently TDY from his/her home station and not scheduled to return at least 60 days prior to the first day of the arrival month?</td>
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<td>43. Is the Soldier presently undergoing any medical or dental treatment that would prevent this reassignment?</td>
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<td>44. Is the Soldier awaiting deactivation or that appearance as a dependent?</td>
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**Section E - Pending Action Status**

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<td>45. Is the Soldier pending an army release from active duty?</td>
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<td>46. Is the Soldier pending a medical evaluation board (MEB)?</td>
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<td>47. Is the Soldier pending a PMOS reclassification?</td>
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<td>48. Is the Soldier under suspension of deductible personnel actions (P-SCOD)?</td>
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<td>49. Is the Soldier resident to phase III of the Alcohol and Drug Abuse Prevention and Control Program (ADCAP)?</td>
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<td>50. Is the Soldier scheduled for any schooling not in connection with this assignment?</td>
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<td>51. Has the Soldier applied for specialized training?</td>
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<td>52. Is the Soldier being delayed from completing the assignment instructions due to administrative proceeding delay?</td>
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<td>53. Are there any circumstances not listed above that would preclude the Soldier from complying with these assignment instructions?</td>
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<td>54. Medical Readiness Code (MRC):</td>
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<td>55a. I am</td>
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<td>55b. Not aware of any medical conditions that would prevent me from combat deployability.</td>
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**EMPLOYMENT CERTIFICATION:** I certify that the Soldier's deployable status is: [ ] Ready [ ] Not Ready

58. Physician's Name and title or position:

59. Physician's Signature: [ ] [ ]

60. DATE (YYMMDD):

61. BATTALION COMMANDER'S SIGNATURE: [ ] [ ]

62. DATE (YYMMDD):

DA FORM 5118, OCT 2012
The intent of the HAAP is to reduce PCS costs and the number of moves made by Soldiers and their families. Under AR 614-200, Soldiers will elect to participate or refuse HAAP by selecting one of the three options. (Soldiers who participated in the HAAP may also request a change of homebase or advance assignment. Each request will be considered on a case–by–case basis. (NOTE: Not everyone is offered a HAAP by HRC!)

- OPTION 1: Homebase Assignment. HRC offers you a return assignment to Joint Base Lewis-McChord. If the Soldier accepts, Soldier understands the intent of the program and acknowledges that he/she is not entitled to Family travel or shipment of household goods (HHG) except the items shipped to the overseas area for personal use.

- OPTION 2: Advance Assignment. HRC offers an Advance Assignment to somewhere other than Joint Base Lewis-McChord. If the Soldier accepts, Soldier understands the intent of the program and acknowledges that he/she is not entitled to Family travel or shipment of household goods (HHG) except to relocate family members to the location of the advance assignment, or to remain in the local area. This does not include HHG shipped to the overseas area for personal use. Government Quarters are not normally authorized for Advanced Assignment.

- OPTION 3: Refusal to participate in the HAAP. Soldier elects not to participate in the program and understands his/her PCS orders will reflect his refusal. Soldier is allowed to relocate family members and household goods (HHG) to a designated location within the Continental United States, however, Government Quarters are not authorized at the designated location. Soldier’s ultimate return assignment will be based on the needs of the Army.

(NOTE: Soldiers who voluntarily extend their overseas tour may have their HAAP assignment canceled by HRC.)

I elect the following option:

___ OPTION 1. I have been offered and accept a return assignment to Joint Base Lewis-McChord

___ OPTION 2. I have been offered and accept an advance assignment by HRC to

HAAP Assignment:

Family members will (Choose one option)

___ Will remain in the local area

___ Will relocate to the advance assignment location.

___ OPTION 3. I refuse to participate in the HAAP. I will relocate my family members to:

(____ City, State, and Zip Code)

Soldier’s Printed Name

Soldier’s Signature

Click on the image on the left to print a copy of the sheet.

- The intent of the HAAP is to reduce PCS costs and the number of moves made by Soldiers and their Families. Under AR 614-200, Soldiers will elect to participate or refuse HAAP by selecting one of the three options. Soldiers who participate in the HAAP may also request a change of homebase or advance assignment. Each request will be considered on a case–by–case basis.

- NOTE: Not everyone is offered a HAAP by HRC!
OVERSEAS TOUR ELECTION STATEMENT

If you are on assignment to an overseas duty station, you must elect to choose either an “all others” tour or a “with dependents” tour.

Click on the image on the left to print a copy of the form.

Read each statement on the DA Form 5121 carefully and make your decision.
You must read all required information pertaining to your Out-Processing Procedures.

Current Office Hours Of Operation:
MON-FRIDAY 0730-1600

Closed on DONSAs and Federal Holidays.
IAW ESTABLISHED POLICIES OF AR 670-1:
INSTALLATION CLEARANCE IS A MILITARY DUTY CONDUCTED IN DUTY UNIFORM

If you have a medical issue, have your medical profile on hand.
FOR ALL PCS AND SEPARATING SOLDIERS:

Central Clearance is located in Bldg: 2140 (Waller Hall), Rm 206B, if there of ANY changes to your orders or departure date please notify Central Clearance IMMEDIATELY!

Clearance papers will be initiated 30 calendar days from your reporting date or from the start of your leave. Please ensure you provide us with your documentation in a timely manner so we can start the process. You must have a copy of your Out-processing Sponsorship survey in order to pick up clearing papers.

(AR 600-8-101 Chapter 3-5)

DA FORM 137-2 (INSTALLATION CLEARANCE RECORD) IS ONLY GOOD FOR 30 CALENDAR DAYS!!
REQUIRED DOCUMENTS TO PICK UP CLEARANCE PAPERS:

- ONE Copy of Orders
- All Amendments (if it affects the reporting date)
- DA Form 31 with Control Number and Signatures or DRAFT COPY
- DA Form 4036 with signature and date 6 months prior to reporting to gaining command (if on an OCONUS assignment).
- DA 5434 Sponsorship Form with Part 1 thru 5 filled out grades E-1 to E-6/O1 to O3/WO1 to WO2 will require Sponsorship at the unit level prior to conducting their final out at the losing installation. If you are attending a PCS School (6 Months or longer) you are not required to submit a DA 5434 WITH YOUR LEVY PACKET, as you are not required to have a Sponsor. The schoolhouse will be unable to provide incoming students with a sponsor.
- Print out of your Completed Out-processing Sponsorship Survey for Tier two Soldiers which can be done by login into: https://actnow.army.mil/, if required.
- COPY of MEDPROS Print out showing PHA has been completed 60 days prior to arriving at gaining command if on assignment to BCT or Deployable unit.
Date of results must be posted there
DA Form 31 MUST end on your Report Date (NOT THE DAY BEFORE OR THE DAY AFTER) even if you are authorized Early Report. All PCS Soldiers must have a DA form 31 even if you are not taking chargeable leave in order to cover non-chargeable leave days for travel.

**DO NOT** sign out on leave until you have finaled out through Central Clearance. You will turn in a completed copy of your Clearing Packet to your Battalion S-1.

**NOTE:** If a Soldier does not have a control number and approval signature on the DA Form 31 it will not be accepted.
YOU WILL BE ISSUED AN APPOINTMENT SLIP WITH TWO DATES:

- Date you initially pick up your DA Form 137-2
- Date when you Final Out
  Your Final Out Date can be up to two (2) business days prior to your leave start date.

**DO NOT LOSE THIS SLIP!**
You will need to have it for your appointment.
All Soldiers will have up to **Seventeen (17)** calendar days to clear.

- The earliest you will be able to pick up your clearing packet will be 48 hours from the day you drop off your orders and DA Form 31 if you are within your clearing window.
- Packets are picked up from the CCS Counter, Bldg 214 (Waller Hall), Room 206B, at 1100 on Monday-Tuesday-Wednesday and Friday; 1230 on Thursday’s.
ADDITIONAL DOCUMENTS NEEDED TO FINAL OUT

- DA Form 137-1 Unit Clearance Papers completed and signed by the required representatives
- DA 5434 Sponsorship Form with Part 3 filled out grades E-1 to E-6/O1 to O3/ WO1 to WO2 will require Sponsorship at the unit level prior to conducting their final out at the losing installation.
- Government Travel Charge Card (GTCC) or Memorandum signed by commander stating SM is unable to receive a GTCC at the present time
- DD 1610 Request and Authorization for TDY Travel (if applicable)
Relocation Readiness
253-967-3633

Helping you plan a smooth and successful move!

Located in Waller Hall

- Lending Closet – Borrow small kitchen appliances / cookware, once HHG have been picked up.
- Going Overseas? We offer personal assistance and mandatory briefings to better prepare you for an OCONUS move!
- Use Plan My Move and MilitaryInstallations for moving assistance
  - Offers Customizable Moving Calendar, To Do Lists, Departure & Arrival Checklists, Overseas Specific Information and a link to your new installations website.

Plan My Move/MilitaryInstallations website link: https://apps.militaryonesource.mil

For more information, please visit: http://jblmmwr.com/acs/acs_rrp.html
JOINT PERSONAL PROPERTY SHIPPING OFFICE – NORTHWEST

3 EASY STEPS TO FOLLOW...

PREPARE TO MOVE AND AVOID EXTRA COSTS, LOST TIME, AND DELAYS???

"AS SOON AS YOU GET YOUR ORDERS – DON’T WASTE TIME"

PREPARING TO MOVE:

- Create your move in "DPS" and visit your transportation office at once.
- Plan! Plan! Plan! – Clean out your trash before the packers arrive. Once
t  is decided, communicate with the tar. Very important!!! Any issues
call your transportation office. If the Tar can’t pick up your goods due to your
house condition, it will delay your pick-up and may cost extra if you can’t
clear house on time!! $$$$$$$
- Communicate and be flexible .... (Dates and times)

DURING THE MOVE: (PACKING)

- Communicate with your Tar up until pick-up date. You handle pick-up/loads
  dates with the Tar. If the Tar does not show up first day call your QA/QC at
  the JPPSO-NW.
- Read all documents before you sign!!! $$$$$$
- Make sure all your boxes are numbered and professional goods identified
- Any issue with packers call your JPPSO-NW or QA/QC

AT YOUR DESTINATION: (UNLOADING)

- Tar will unload all items. Make sure each box is taken to appropriate
  location in the house
- Use your documentation and make sure all boxes are accounted for
- Document and report any damage to your Tar and QA/QC. Ensure you have
  correct address to claims!!! $$$$$$
- Fill out the customer satisfaction survey (CSS) as soon as possible
  (Mandatory)

"YOUR MOVE DEPENDS ON YOU!!! MAKE THE BEST OF IT BY BEING PROACTIVE AND PREPARED"

Mark Buschell, JPPSO-NW QA/QC
605-375-6953
email: mark.h.buschell.2civ@mail.mil

Stacy Napier, Chief Personal Property Div.
313-267-8996
email: stacy.napier.5 civ@mail.mil
This concludes the Online Joint Base Lewis-McChord Central Clearance Brief.

**DO NOT CLOSE THE BRIEFING YET.**

**Click on this link to open the Certificate of Completion and Briefing Agreement Slip.**

Type your name on the Certificate of Completion and fill in all information on the Briefing Agreement Slip.

Print both the Certificate and the Agreement Slip and include them in your Levy Packet when submitting it in to your S1.
Certificate of Completion

This is to certify that you have completed the On-Line Levy Briefing

I have read and acknowledge the levy instruction as described by the Joint Base Lewis-McChord Reassignments Processing Center

Sign ____________________________  Nikkia Russell
Print ____________________________  Chief, RPC/Central Clearance