

JBLM REASSIGNMENT PROCESSING CENTER (RPC)

“FREQUENTLY ASKED QUESTIONS (FAQ’s)”

Submit your question to usarmy.jblm.imcom.list.dhr-mpd-reassignments-help-desk@mail.mil

Q. Hours of Operation for S-1’s ONLY

A. Monday-Friday 1230-1530 (limited service on DONSA’s in conjunction with Federal Holidays and Closed on Federal Holidays)

Q. Is Sponsorship Mandatory?

A. DA 5434 Sponsorship Form with Part 1, 2, 4 and 5 filled out grades **E-1 to E-6/O1 to O3/ WO1 to WO2 will require Sponsorship at the unit upon initiation of DA 137-2 (Installation Clearance Record). If you are attending a 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.** Questions can be sent to Outbound Sponsorship at: usarmy.jblm.imcom.list.dhr-mpd-es@mail.mil

Q. When do I conduct the Levy Briefing?

A. Enlisted no later than 30 days after release of HRC Assignment Notification. Officers no later than 15 days after receipt of Request for Orders (RFO’s); on line at: <https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/reassignments>

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 PCS, OCONUS requirements, Home-base Advanced Assignment Program (HAAP), Passports, Exceptional Family Member Program (EFMP), Family Travel, and Deletion/Deferment, etc. Average time to complete slides depends on you and your understanding of information presented.

Q. When can I expect Permanent Change of Station (PCS) Order?

A. Orders are 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). Human Resources Command (HRC) does not determine the priority for orders publication on JBLM. This policy is determined by the current mission **Note:** Soldiers leave days must cover period of early reporting to their actual report date on their orders.

Q. How will I receive my PCS Order?

A. PCS Orders are sent from RPC, via military email to the Soldier and BN S1’s (if unable to open email or attachment contact your unit S1 for assistance).

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

A. **“First”** verify Soldier Name Line (SNL), Name, SSN, Rank and Unit. **Read** you’re complete PCS (Permanent Change of Station) Order and or Amendment all 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** a Request for Orders (RFO) identifying 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 Unit S1/S3/Unit School NCO.

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

A. **No.** RPC will only accept levy packets from authorized S1 personnel. This applies to Soldiers in the ranks of Private through Colonel.

Q. How do I request a Deletion, Deferment, Change of Report Date or Early Report?

A. Request action within 30 days of 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. Request must be submitted through RPC using a DA Form 4187 signed by Commander. **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. If doing an Intra Installation Reassignment, do I have to conduct a Levy Briefing?

A. **No.** However, for Reassignment to generate an order, you must submit a **DA Form 5118** (Reassignment Status and Election

Statement) containing all required signatures. It must also include both the **Levy Notification for Intra-Installation** and **Intra-Installation Assignment Notification sheets**. Officers must submit the above documents and a copy of their RFO. **Note:** Sponsorship is **NOT** required for Intra Installation Reassignments.

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 or date of separation from service, Soldier's must conduct the online clearance briefing and complete the required documents. For more information visit JBLM Out-Processing online at: <https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/outprocessing>

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 RPC. **Note:** justification and or an amendment order could be required.

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 Overseas Command. For more information visit: Outprocessing at: <https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/outprocessing>. **Note:** A valid DA Form 4036-R for overseas movement is required when requesting the Installation Clearance Record (DA Form 137-2).

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

Yes. Soldiers serving in the Continental US (CONUS) who receive AI's requiring a "Confidential, Secret, or Top Secret" clearance will depart for assignment after PSI 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

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

A. Yes. All Soldiers requesting dependent Family travel for OCONUS Travel (to included 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. Solders eligible for overseas Family travel must apply within 120 days prior to report month through Soldier Actions, JBLM's Official Passport and Family Travel Section, RM 207A.