REASSIGNMENTS
Travel Elections Worksheet and Statement of Understanding (SOU)

Full Name: Rank:

IPPS-A EMPL ID: Current Unit:

Gaining Unit: Report Date:

DEROS Date: Marital Status: Select an option

Government Email:

Type of Move: PCS CONUS ☐ PCS OCONUS☐ Low Cost Move☐ Full Cost Move☐

DEPENDENT'S INFORMATION

List all dependents who are part of your household:

Full Name	Relationship	Date of Birth (children only)	Command Sponsored Y/N	Dependent's Location (city, state)
			Select an op	
			Select an op	
			Select an op	
			Select an op	
			Select an op	

Select ONE of the following statements that applies to you:

☐ I have no dependents.
☐ My dependents are present at my current duty station.
☐ I have dependents but served an Unaccompanied Tour.
** (Note: PCS orders must state Designated Location. Include a copy of your PCS orders in your Levy Packet)
☐ My dependents returned back to CONUS due to ERD.
**(Note: include a copy of ERD orders in your Levy Packet)

☐ **Check here if you are Dual Military.** If Yes, what branch? Select an option
Name of spouse_____ Rank _____ IPPS-A EMPL ID

PCS to OCONUS ASSIGNMENTS ONLY

1) Are you a single Soldier with no dependents and PCSing to KOREA in selected MOS/AOC 15Q, 15T, 31K, 31D, 35L, 35N, 311A: *No* ☐ *Yes*☐ *will serve the accompanied tour length of 24 months*

2) If you are PCSing to an **OCONUS** Assignment with dependents, select ONE of the following options:

☐ I elect to serve an **Accompanied Tour**. I understand that I must complete all Command Sponsorship requirements before PCS orders can be generated.

***I have started the EFMP Screening at* https://efmp.army.mil/ Yes ☐ No*☐ *must initiate immediately*

☐ I elect to serve an **Unaccompanied Tour**. My dependents will be at the following Designated Location: City: State: Zip Code:

☐ I will serve a **Dependent Restricted Tour**. My dependents will be at the following Designated Location: City: State: Zip Code:

COT ENTITLEMENTS (FREE HOME TRAVEL)

Soldiers who are serving two consecutive OCONUS tour are authorized free home travel to Soldier's home of record. If COT leave travel is deferred, the Soldier must travel directly from the old PDS to the new PDS. No leave or other absence may be authorized enroute, except for 4 days to drop off and/or pick up dependents if they are residing at an approved designated location (AR 600-8-10, para. 4-8j). **COT leave travel is not authorized for Low Cost Move/Full Cost Move.*

☐ I elect to take my COT entitlement prior to my next duty station (enroute).
☐ I elect to defer my COT entitlements. **(Must be approved by losing or gaining Commander if traversing through CONUS. Deferred free home travel must be used prior to the end of second tour).

Home of Record: City: State: Zip Code:

TDY FOR SCHOOLING IN CONJUNCTION WITH PCS (HQDA-DIRECTED)

To be considered as an authorized TDY enroute, all class information MUST be included in assignment's Special Instructions (SI). If this information is missing, please contact your Branch Manager. The omission of this information may affect Soldier's entitlements. ***ATRRS reservation is not accepted.

☐ I do NOT have dependents and have TDY enroute.

☐ I have dependents and have TDY enroute. Please select ONE of the following options (AR 600-8-11, para 4-2):

- ☐ **OPTION B:** Elect to move dependents to new CONUS duty station prior to reporting to the TDY station. Gaining CDR may authorize up to 10 duty days to settle Soldier's dependents, in Government quarters or on the local economy.
- ☐ **OPTION D:** Elect to clear current permanent station prior to departure for TDY station; and have dependent(s), at personal expense, accompany Soldier to TDY station or travel to some other location.

GOVERNMENT TRAVEL CARD (GTC)

It is Army policy that if an individual has a GTC, the Individually Billed Account (IBA) will be used for all relocation expenses associated with PCS up to the limit of their entitlements. Individuals must register for the program with their respective unit GTC coordinator prior to departure. This option is also used to purchase "out-of-pocket" expenses and receive reimbursement up to the cost of the government's rate from old PDS to new PDS.

☐ **Individually Billed Account (IBA):** The use of the Individually Bill Account (IBA) with a GTC is mandatory to pay for all authorized travel relocation expenses associated with your PCS. It is the Soldier's responsibility to ensure their GTC account is active and valid PRIOR to purchase of tickets and PCS movement. This includes card replacement, activating account, and in good standing with the GTC program.

☐ **Centrally Billed Account (CBA):** This option is only used as an exception to policy for Soldiers who are not in possession of a Government Travel Card (GTC).

**** Memo from first O5 (or above) in Chain of Command authorizing the use of CBA is required in your Levy Packet****

AIRBORNE ACCEPTANCE/DECLINATION STATEMENT

Having been advised that I am scheduled for a PCS assignment on an airborne position, I understand that I must either accept or decline the assignment. I understand that if I accept this assignment, I incur an obligation to serve a minimum of 12 months in the airborne position. I also understand that I cannot voluntarily terminate my airborne status except for physical disability or extreme family problems as provided in AR 614-110. I understand that if I decline this assignment, I am deliberately terminating my airborne status, and the appropriate SQI/ASI will be withdrawn

from my PMOS/SSI. I further understand that reinstatement to airborne status at a later date is not authorized. ☐ **Not Applicable** ☐ **Accept** ☐ **Decline**

COMMERCIAL TRAVEL OFFICE (CTO)

All official travel arrangements must be made through the Commercial Travel Office (CTO). Contact your servicing travel management office (SATO) to arrange official travel. Purchase of official travel through a commercial on-line service or commercial travel Agent is not authorized without prior approval.

AVAL DATE

The availability date is documented on the "Aval date" line of the orders and will establish the first date the Members can depart from the current station. **Soldiers cannot depart prior to the Aval date listed on the PCS orders.** The availability window for a port call for a Member (Officer or Enlisted) PCSing is 10 days (starting on the Aval date and ending nine (9) days after). Establishing Aval date is different between Enlisted Members and Officers, see below examples for computing the Aval dates:

- **ENLISTED MEMBERS:** The availability date for Enlisted Members is strictly related to their DEROS. The Aval date for Enlisted Members is four (4) calendar days before their DEROS and five (5) calendar days after. EXAMPLE: Member has a DEROS of 15 June 2025. The Member's PCS orders will indicate an "Aval date" of 11 June 2025 and the Member's port call may be anytime between 11 June and 20 June.

  DEROS date: **Subtract 4 days =** **AVAL Date**

- **OFFICERS:** The availability date for Officers is not calculated in connection with their DEROS.

  ****OFFICERS ONLY-** Provide projected PCS leave start date**:

  **To establish Aval date.

_____ (initials) I understand that SATO will use the AVAL date do determine my 10-day port call window and I MUST depart my current location during this time.

EARLY REPORT

Early report is authorized as outlined in MILPER Message Number 23-504, Para 4d; "Unless SI prohibits early report, OCONUS-based Soldiers departing OCONUS locations may report to their gaining location at any time between their availability date and the report date indicated on their orders".

PET TRANSPORTATION ALLOWANCE

An eligible Soldier may be authorized reimbursement for the costs related to the relocation of one household pet (a cat or a dog) due to a PCS. The Soldier is responsible for following rules for importing and exporting a pet to and from the United States to be eligible for reimbursement. *OCONUS PCS:* For transoceanic travel, use of Government or Government-procured transportation must be used if available or reimbursement for transportation costs is not authorized. The reimbursement is limited to $2,000 per PCS move (JTR, para 050107).

- The allowance will be authorized in the orders as: "Pet Transportation/Fees authorized per JTR" (there is no need to include pet's name in the orders).

- **Do you have PETS?** ☐Yes ☐No

USAG RP ONLINE REASSIGNMENT AND COMMUNITY OUT-PROCESSING BRIEFINGS

Statement of Understanding Regarding the USAG Rheinland-Pfalz Online Reassignment and Community Out-Processing Briefings.

*****In accordance with AR 600-8-11 requirements, ALL Soldiers must review the USAG-RP Reassignment and Out-Processing briefings PRIOR to submitting the Levy Packet.**

1. Reassignment Briefing: https://home.army.mil/rheinland-pfalz/application/files/9416/4147/7592/Army-Wide_Standard_Reassignment_Briefing_v1.4_25_October_2021_USAG-RP_Edits.pdf
2. Community Out-Processing Briefing: https://home.army.mil/rheinland-pfalz/application/files/5816/4189/2352/USAG-RP_Community_Out-Processing_Briefing_Aug_21.pdf

I hereby acknowledge the following: (initials next to each item)

a. _____ I have read and understand all the information contained in the USAG Rheinland-Pfalz Online Reassignment and Community Out-Processing Briefings. I further understand my responsibilities while out-processing.

b. _____I understand that I must provide a copy of this signed memorandum to my S1 or the Military Personnel Division (MPD) Reassignments Work Center in order to receive my PCS orders.

c. _____I understand that I must provide a copy of this signed memorandum to the Central Processing Facility (CPF) Out-Processing Office in order to receive my out-processing clearing papers.

The information above is true and correct to the best of my knowledge. I understand that it is my responsibility to complete all PCS requirements and submit my Reassignment Levy to my S1 in a timely manner. I agree to comply with all special instructions and take all necessary actions to make a smooth transition from my present duty assignment to my new assignment.

Soldier's Printed Name

Cell Phone Number
In the event the MPD office has questions

Signature

Date