REASSIGNMENT
Travel Elections Worksheet and Statement of Understanding (SOU)

Full Name: _____ Rank: _____

IPPS-A EMPL ID _____ Gaining Location: _____

Report Date: _____ DEROS Date: _____

Government Email: _____

Marital Status: Select an option _____

DEPENDENT'S INFORMATION

List all dependents who are physically residing in Germany:

Full Name	Relationship	Date of Birth (for children only)

Select ONE of the following statements that applies to you:

☐ I have no dependents.
☐ I have Command Sponsored dependents physically present in Germany listed on block 1.
☐ I have Non-Command Sponsored dependents physically present in Germany listed on block 1.
☐ I have dependents but served an Unaccompanied or "All Others" Tour.
My dependents are located at: City:_____ State:_____ Zip Code:_____
** (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. Location of Dependents:
City:_____ State:_____ Zip Code:_____
**(Note: include a copy of ERD orders in your Levy packet)

☐ **Check here if you are Dual Military.** If Yes, what branch? _____
Name of spouse_____Rank _____IPPS-A EMPL ID _____

PCS to OCONUS ASSIGNMENTS ONLY

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 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 tours 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).

☐ 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 new tour).

Home of Record: City:_____ State:_____ Zip:_____

TDY ENROUTE (WITH DEPENDENTS)

If you are attending a class enroute to you next Permanent Duty Station **AND** have Family members, please select **ONE** of the following options (AR 600-8-11, Ch. 4-2).

***TDY enroute for single Soldiers; do **NOT** make an election.

☐ **OPTION B:** Elect to move dependent(s) from present overseas station to new CONUS duty station prior to reporting to the TDY station.

☐ **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 CHARGE CARD (GTCC)

It is Army policy that if an individual has a GTCC, 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 GTCC 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 GTCC is mandatory to pay for all authorized travel relocation expenses associated with your PCS. It is the Soldier's responsibility to ensure their GTCC 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 GTCC 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 Charge Card (GTCC).

**** 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 Soldier 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 Soldier (Officer or Enlisted) PCSing is 10 days (starting on the Aval date and ending 9 days after). Establishing Aval date is different between Enlisted Soldiers and Officers, see below examples for computing the Aval dates:

- **ENLISTED SOLDIERS:** The availability date for Enlisted Soldiers is strictly related to their DEROS. The Aval date for Enlisted Soldiers is 4 calendar days before their DEROS and 5 calendar days after. EXAMPLE: Soldier has a DEROS of 15 June 2024. The Soldier's PCS orders will indicate an "Aval date" of 11 June 2024 and the Soldier's port call may be anytime between 11 June and 20 June.
- **OFFICERS:** The availability date for Officers is not calculated in connection with their DEROS. An Officer's "Aval date" is based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days approved leave, minus 10 days for the port call window. EXAMPLE: Officer has a 15 June 2024 report date. The officer has 30 days of approved PCS leave. The Aval date should be 5 May 2024 (15 June minus 30 days of leave would be 15 May and then subtract the 10 days for the port call window, which would be 5 May).
  ****OFFICERS ONLY-** Provide projected PCS leave start date**:_____
  **To establish Aval date.

EARLY REPORT

Early report is authorized as outlined in MILPER Message Number 22-336, 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".

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, Soldiers must review the USAG-RP Reassignment and Out-Processing briefings.

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

*** If link does not allow you to open in web view, right click and select open as a new document or copy and paste the link address in a web browser.*

I hereby acknowledge the following:

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 packet 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.

_____
Typed/Printed Name

_____
Cell Phone Number
In the event the MPD office has questions

_____
Signature

_____
Date