



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON RHEINLAND-PFALZ**  
**UNIT 23175**  
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AMIM-RPH-M

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MEMORANDUM FOR RECORD

SUBJECT: USAG Rheinland-Pfalz Military Personnel Division (MPD) Reassignments and Personnel Actions Work Center Standard Operating Procedures (SOP)

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## 1. References:

- a. AE SUP 1 AR 614-30, Overseas Service
- b. AER 55-46, Travel Overseas
- c. AER 600-70, Status of Forces Agreement Identification in Germany
- d. AER 600-8-11, Army in Europe Paired Communities
- e. ALARACT 020/2021, Reissuance of Change to Overseas Tour Lengths for Certain Locations in Europe and Japan
- f. ALARACT 011/2022, Implementation Guidance for the Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA), and Cost of Living Allowance (COLA) Secretarial Waiver Program
- g. AR 11-6, Army Foreign Language Program
- h. AR 55-46, Travel Overseas
- i. AR 350-100, Officer Active Duty Service Obligations (ADSO)
- j. AR 600-8-2, Suspension of Favorable Actions
- k. AR 600-8-8, The Army Total Sponsorship Program
- l. AR 600-8-10, Leaves and Passes
- m. AR 600-8-11, Reassignment
- n. AR 600-8-105, Military Orders
- o. AR 600-9, The Army Body Composition Program
- p. AR 601-280, Army Retention Program
- q. AR 608-75, Exceptional Family Member Program
- r. AR 614-30, Overseas Service
- s. AR 614-100, Officer Assignment Policies, Details, and Transfers
- t. AR 614-200, Enlisted Assignments and Utilization Management
- u. AR 637-1, Army Compensation and Entitlements Policy
- v. DA Pam 11-8, Army Foreign Language Program Handbook
- w. DA PAM 600-8-105, Military Orders
- x. DOD Instruction (DODI) 1315.18, Procedures for Military Personnel Assignments
- y. DOD Instruction (DODI) 1340.27, Military Foreign Language Skill Proficiency Bonuses
- z. HQDA EXORD 040-16 ISO MEDCOM Warrior Care and Transition Program (WCTP)

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- aa. IMEU-HRD-M, 28 June 2019, Establishing Availability Dates
- bb. IMRM-B, 28 October 2015, Installation Management Command Temporary Change of Station (TCS) Policy
- cc. IPPS-A User Manual, Chapter 7, Personnel Action Request (PAR)
- dd. IPPS-A User Manual, Chapter 8, IPPS-A Orders
- ee. IPPS-A User Manual, Chapter 12, Reassignments
- ff. Joint Travel Regulation (JTR), Chapter 5
- gg. MILPER Message Number 22-030, Personnel Policy Guidance in Support of Army Wide Preparedness and Response to Permanent Change of Station due to Potential Transportation Constraints
- hh. MILPER Message Number 23-069, Implementation of Foreign Language Proficiency Bonus (FLPB) Pay by Modality Table and Requirements for New FLPB Written Agreement
- ii. MILPER Message Number 23-221, Implementation Guidance for Using IPPS-A Adm in Records Correction - Other, Personnel Action Request (PAR) to Process Foreign Language Proficiency Bonus (FLPB) Written Agreements.
- jj. MILPER Message Number 23-504, Reporting Times and Early Arrival During Reassignment
- kk. MILPER Message 24-098, Soldier Actions User-Defined List (UDL) Processing Update
- ll. MILPER Message 24-109, Implementation Guidance to Process Request for Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) Secretarial Waivers

**2. Purpose:** This SOP provides policy and procedural guidance for the USAG Rheinland-Pfalz Reassignments and Personnel Actions Work Center and the unit G1s/S-1s whom they serve.

**3. Applicability:** This SOP applies to all Soldiers assigned to USAG Rheinland-Pfalz and Tenant organizations.

#### 4. Technology

- a. Integrated Personnel and Pay System (IPPS-A): <https://hr.ippsa.army.mil/>
- b. Global Electronic Approval Routing System (GEARS) Version 6.0: <https://gears.army.mil/>
- c. Interactive Personnel Electronic Records Management System (iPERMS): <https://iperms.hrc.army.mil/>
- d. Enterprise Exceptional Family Member Program (E-EFMP): [https://efmp.army.mil](https://efmp.army.mil/)
- e. DAMPS/OCOTCS: <https://mobcop.aoc.army.pentagon.mil/>

## 5. Reassignments - Policy and Procedural Guidance

- a. Reassignment processing is key to ensuring Soldiers complete Permanent Change of Stations (PCS) as directed by Headquarters, Department of the Army (HQDA). Although primary responsibility is the Commander, it is paramount that actions and timelines contained in the policy guidance be followed. This process is critical; no-shows or late arrivals degrade Army readiness.
- b. The goal of the personnel assignment system is to place Soldiers in the right job at the right time. The personnel reassignment process ensures that the eligibility of Soldiers who receive Assignment Instructions (AI) is verified, and Soldiers meet all requirements for movement. AR 614–100 and AR 614–200 provide overviews of the personnel assignment system. Department of the Army (DA) directed enlisted reassignments are in accordance with guidance contained in AR 614–200 and AR 614–30. DA directed officer reassignments are in accordance with guidance contained in AR 614–100. The personnel reassignment process ensures that the eligibility of Soldiers who receive AI is verified, travel assistance is provided, Soldiers are prepared for movement, and their departure is verified. Reassignment processing begins upon receipt of AI and ends with the issuance of PCS Orders in accordance with AR 600–8–105.
- c. IPPS-A assignment orders serve as the official authorization for the relocation.

## 6. Reassignments - Notification and Briefings

- a. Reassignment notification is sent through IPPS-A to Soldier's enterprise email. Soldier must follow instructions and complete Member Elections in IPPS-A.
- b. The following online briefings are required within 15 days of assignment transmission for Officers and within 30 days for enlisted. It is mandatory for all Soldiers to go online and review the USAG Rheinland-Pfalz Reassignment Out-Processing Briefings:

(1) Online 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](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) Online Community Out-Processing Briefing: [home.army.mil/rheinland-pfalz/application/files/6516/8751/1813/USAG-RP\\_Community\\_Out-Processing\\_Briefing\\_Aug\\_21.pdf](https://home.army.mil/rheinland-pfalz/application/files/6516/8751/1813/USAG-RP_Community_Out-Processing_Briefing_Aug_21.pdf)

- c. Soldier suspense for the return of necessary documents and information to the reassignments' processing center is 30 days after reassignment briefing.

- d. The goal for PCS orders issuance is 120 days or more prior to report date, and no later than 10 days after the receipt of required documents and information.

## **7. Reassignments - Process**

- a. See Appendix B: S-1 Duties, Responsibilities, and Roles to Request Orders.
- b. See Appendix C: Soldier's Guidance: How to Request PCS Orders.
- c. Soldiers must wait until HRC uploads the new assignment in IPPS-A.
- d. After Soldiers complete the "Member Elections" in IPPS-A, they must work with their Unit S-1 to build their Levy Packet and complete the online USAG Rheinland-Pfalz Reassignment and Out-Processing briefings.
- e. Once Soldier have gathered all required documents, Soldier must submit the packet to the S-1 for verification and submission to USAG Rheinland-Pfalz MPD.
- f. Levy Packets to request orders are submitted in GEARS 6.0 thru the S-1 for all Soldiers. All packets are processed in the order received.
- g. USAG Rheinland-Pfalz MPD process and approve the PCS orders.
- h. IPPS-A generates PCS orders, automatically transmit orders to iPERMS, and sends an email notification to Soldier. Soldier must print PCS orders and Special Instructions (SI) and present them along to all agencies (see Appendix D for printing instructions).
- i. Soldier must contact SATO and Transportation Office to schedule flight and pick-up of Household Goods (HHG) and/or Privately-Owned Vehicle (POV).
- j. Out-processing Soldier must pick-up installation clearance papers from the Out-Processing Office twelve duty days prior to scheduled flight.

## **8. Reassignments - Required Documents to Request Orders**

- a. Digital Levy Briefing Packet Checklist (Signed by S-1 Reviewer)
- b. Reassignment Travel Elections and SOU (Soldier's signature is required)
- c. DD Form 93 signed within 90 days. ONLY physical address in block 4b. No CMR.
- d. DA Form 5434 / ONLY for E1-E6; O1-O3; CW1-CW2 (Soldier's signature is required in block 1)

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- e. Current STP
- f. DA Form 5118 (Enlisted only - Completed by physician on Page 3, Blocks 54-56)
- g. PCS Absence Request (Officers only)
- h. Proof of Command Sponsorship (CS) for dependents (required to include dependents as CS in PCS orders)
- i. CBA memo from BN Commander (ONLY if Soldier does not have a Government Travel Charge Card/GTCC)
- j. PCS Orders to current station (if Soldier is in Germany serving an unaccompanied or "all others" tour)

## **9. Reassignments - Consecutive Overseas Tour (COT, IPCOT, ITT-COT)**

### **a. OCONUS to OCONUS with Dependents**

(1) Processing procedures are essentially the same for Enlisted and Officers whose PCS results in a Consecutive Overseas Tour (COT). Soldiers on assignment to another OCONUS location, to include Intra-Theater Transfers (ITT-COT), and In-Place COT (IPCOT), will need to provide applicable paperwork and the following additional forms in the Levy Packet if the Soldier has dependents:

(a) DA Form 5888 (Family Member Deployment Screening Sheet) - Prior to issuing orders to another overseas location, dependents must be screened by the EFMP to request Family travel from the gaining station. This is to ensure that any medical/educational services needed for the Family will be available in the new Military community. Soldier must initiate screening online: <https://efmp.army.mil> (form not required to be submitted with Levy Packet).

(b) DA Form 4787 (Reassignment Processing).

(c) DA Form 5121 (Overseas Tour Election Statement).

(d) MFR Soldier's Declaration Concerning Convicted Sex Offenders.

(e) For Korea, also include: The Korea CS Request Form and the AMIM-HM Form 59 Out-of-Country CS checklist.

(2) Upon receipt of the above-mentioned forms, a request will be sent to the Family Travel Office (FTO) of the gaining community to request movement of command sponsored dependents. If a disapproved Family travel message is received, the Soldier can elect a designated location in CONUS to relocate

dependent(s) for the duration of the new overseas tour or request an assignment deletion thru HRC.

**(1) COT Travel**

In conjunction with Consecutive Overseas Tour (COT), Soldiers may be authorized COT-free home travel to home of record (HOR) or alternate location no more expensive than travel to HOR. COT leave travel should occur between the OCONUS tours in connection with PCS (unless deferred).

(a) Deferred COT: If eligible to defer COT travel, Soldier must ensure PCS orders and PCS Absence Request (Remarks block) state COT travel is deferred before departing the losing permanent duty station (PDS). Deferred COT travel must be used anytime during the new overseas tour but before out-processing the new station, otherwise COT travel expires. 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.

(b) Dependent Eligibility: To receive COT travel, eligible dependents must be command sponsored for both tours, located at the old OCONUS PDS, and accompany the Soldier during both tours. COT travel is authorized for a command sponsored dependent born during a COT travel deferral period.

(c) The government paid travel is the only benefit associated with a COT and any leave used is chargeable to the Soldier.

**c. Process to Request COT Travel Order (405 Orders)**

(1) When Soldier defers COT travel and is ready to use the entitlement while serving on the new overseas tour, Soldier must request format 405 COT Orders to use the free-home travel. The required documents are:

(a) PCS Orders to Germany

(b) DA Form 31 or PCS Absence Report (PCS Leave to Germany)

(c) Absence Report (for COT Travel Leave)

(d) DD Form 93 (signed within 90 days)

(2) Request must be submitted in IPPS-A as an Admin Records Correction PAR with supporting documentation to User Defined List (UDL): USAG\_RHEINLAND-PFALZ\_MPD\_REASSIGNMENTS (000000000007670).

- (3) Ensure to insert the UDL as Intermediate Approver AFTER the unit routing.
- (4) The approved PAR will route back to the S-1 Pool; however, the action still requires the COT Travel order, which is currently produced outside of IPPS-A.

#### **10. Reassignments - HQDA directed TDY Schooling in conjunction with PCS (TDY enroute with dependents)**

a. Soldiers who are authorized movement of Family members at government expense and are directed to TDY schooling with PCS assignment will have two options for locating their Family members while they perform their TDY:

- (1) Elect to move dependent(s) from present overseas 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 Soldier's dependent(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. (AR 600-8-11, para 4-2b)
- (2) 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. Soldier may not be given a certificate of non-availability of Government quarters at the TDY station if adequate Government housing is available. Soldier's entitlement for dependent transportation will be based on the most direct routing between the old permanent station and the new permanent station. (AR 600-8-11, para 4-2d).

b. The USAG Rheinland-Pfalz MPD does not provide TDY orders. Soldiers must obtain DTS TDY Orders/DD Form 1610 from their losing unit prior to departure from Germany. Soldiers issued a DD Form 1610 will file a DD Form 1351-2, travel voucher or sub voucher for reimbursement upon arrival at their new duty station.

#### **11. Reassignments - Permanent Change of Assignment (PCA)**

a. The USAG Rheinland-Pfalz MPD only processes funded (cost) assignments. Therefore, PCA moves will not be processed through the USAG Rheinland-Pfalz MPD.

b. Paired Communities:

- (1) Baumholder has no paired communities. (AER 600-8-11, para 11, Table 1)
- (2) Communities are considered "paired" if they are located within a 45-minute commute of each other when traveling during rush-hour traffic and inclement weather.



(3) Commanders may reassign Soldiers, or change the location of their PDS, to anywhere within a 45-minute commute of a Soldier's current residence without authorizing PCS entitlements (no-cost move), specifically without paying to move a Soldier's household goods. If the commuting time is more than 45 minutes, the Soldier must be authorized a government-funded move (PCS) to the new PDS. Soldiers must submit requests for PCS moves to the USAREUR-AF G1 for approval.

(4) If the change will require the Soldier to commute for more than 45 minutes, the Soldier must be authorized a government-funded move and issued PCS orders.

## **12. Reassignments - Low-Cost and Full-Cost Moves (LCM / FCM)**

a. Soldiers will continue to serve their original tours. These operational moves do not require adjustments to the Soldier's original tour completion date. The Soldier's DEROS remains unchanged and tour curtailment is not necessary. COT leave travel is not authorized. Soldiers must not move prior to receiving orders.

(1) Low-Cost Move: A PCS move for which the total expected cost, including the Soldier's travel and transportation entitlements and dislocation allowance, if applicable, does not exceed \$1,000. The MPD will need evidence of an approved LCM to issue orders.

(2) Full-Cost Move: A PCS move for which the total expected cost will exceed \$1,000. The MPD will need evidence of an approved FCM to issue orders.

(3) Soldiers serving an accompanied tour must submit additional documentation. Prior to issuing orders for LCM or FCM for Soldiers with dependents, concurrent Family travel for Family members must be requested and have it approved by IMCOM-E. This is to ensure that any medical/educational services needed for the Family will be available on the new Military community. Soldier must initiate screening online: <https://efmp.army.mil>.

(4) Soldiers will in and out-process (accordingly) through both communities Central Processing Facilities (CPFs).

(5) Soldiers must not move prior to receiving orders. Requests for orders must be submitted by the Soldier through their BN S-1 in GEARS 6.0.

(6) Required documents to request LCM/FCM Orders are:

(a) IPPS-A PAR Approval Report

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- (b) DD Form 93 signed within 90 days. ONLY physical address on block 4b. No CMR Box.
- (c) PCS Orders to Germany & amendments
- (d) Current STP
- (e) Soldiers with dependents: DA Form 5888 (Family Member Deployment Screening Sheet). Soldier must initiate screening online: <https://efmp.army.mil>

### **13. Reassignments - North Atlantic Treaty Organization (NATO) Orders**

NATO travel orders permit individuals and units to pass from one NATO country to another without complying with the regulations of the receiving nation pertaining to passports, visas, and immigration inspections. All Military members directed to travel to or through countries requiring a NATO travel order must have in their possession original NATO travel orders that contain a unit stamp and orders approving official signature prepared in blue ink. The organization that issues the TDY or PCS order will also issue the traveler a NATO travel order. The traveler will be given one copy of the NATO travel order. NATO Orders ICW TCS Orders will be strictly processed by the Unit, using the Department of the Army Mobilization Processing System – Overseas Contingency Operations TCS Orders Application (DAMPS-OCOTCS).

### **14. Reassignments - Date Eligible for Return from Overseas (DEROS)**

- a. The DEROS is important to the Army's strength management systems and is the key element in replacement forecasting, requisitioning, identification, and selection processes. Soldiers that arrive OCONUS will have their initial DEROS recorded. The DEROS will be the date that they are projected to depart for reassignment upon completing of their prescribed tour (24 or 36 months). Unit Commanders and BN S-1s must track and ensure that Soldiers depart their units according to their DEROS date.
- b. Units do not have the authority to do DEROS adjustments. DEROS adjustments are a result of an approved personnel action (i.e., FSTE, curtailment, COT, common DEROS, change of tour, command sponsorship, etc.)
- c. See more information for prescribed tour length to Germany on page 20.

### **15. Reassignments - Availability Date on PCS Orders (AVAL Date)**

- a. Establishing AVAL date is different between Enlisted Soldiers and Officers, see below examples for computing the AVAL dates:

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(1) The AVAL date for Enlisted Soldiers is strictly related to their DEROS. The AVAL date for Enlisted Soldiers is four (4) calendar days before their DEROS. 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 (10 days).

(2) The AVAL 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 ten 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).

## 16. Reassignments - Early Report

Unless special instructions (SI) prohibit early report, OCONUS-based Soldiers departing OCONUS locations may report to their gaining location at any time between their AVAL date and the report date indicated on their orders.

- a. Soldiers must report to their gaining command on or before the report date indicated on their orders.
- b. When orders' SI prohibit early arrival, Soldiers must only report on the report date indicated on their orders.
- c. Losing commanders/S-1s are responsible for ensuring leave, TDY, and travel times are considered so that Soldiers do not report to their gaining installation earlier than authorized above.
- d. Early arrival versus early report. Requests for early arrival are requests to change the report date in IPPS-A and on the Soldier's orders. Early report is the ability to report earlier than their report date without requiring a change to the report date or amendment to orders.
- e. Requests for early arrival must be submitted to USAG-RP MPD for submission to HRC via IPPS-A as an Administrative Records Correction PAR with O6 recommendation. For PAR Reason, select Deletion/Deferment.

(1) Submit to User Defined List (UDL): USAG\_RHEINLAND-PFALZ\_MPD\_REASSIGNMENTS (00000000007670) and insert the UDL as Intermediate Approver AFTER the unit routing.

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(2) Requests denied at any level in the chain of command (S1 Pool or Upper Echelon Group) will not be forwarded to HRC.

f. Inquiries for adjustment of any report dates for reenlistment and reclassification assignments should be directed to the servicing career counselor.

g. The DEROS is the driving factor in requests for early arrival for Soldiers currently assigned to OCONUS units.

### **17. Reassignments - Foreign Service Tour Extension (FSTE) / Curtailments (FSTC)**

Any requests that will result in Soldiers departing OCONUS locations after or prior to their DEROS should be submitted as an FSTE or FSTC, except in the case of compassionate requests or adverse action.

a. FSTE: HQDA, HRC, and USAREUR-AF G1, as appropriate, are authorized to approve requests for FSTE provided Soldiers have not received assignment instructions and the Soldiers' DEROS are greater than twelve months. All other requests for FSTE must be forwarded to HRC.

b. FSTE: Soldiers on assignment instructions are ineligible to extend their OCONUS tours unless approved by HRC assignment authority.

c. FSTC: Curtailments in conjunction with PCS orders (Officers and Enlisted). There is no local approval authority for curtailments. Unless otherwise authorized in AR 614-30, the proper HQDA assignment authority (HRC) is the approval authority for curtailments of overseas tours.

d. The USAG Rheinland-Pfalz MPD is not authorized to approve or process FSTE or FSTC; all requests must be forwarded through the Soldier's chain of command to the appropriate approval authority.

e. The authority to approve an involuntary Foreign Service Tour Extension (IFSTE) is restricted to HRC, HQDA, and the Office of the Secretary of Defense, as appropriate. Authority to approve a voluntary FSTE is restricted to the USAREUR-AF G1, HRC, and HQDA.

f. Requests for OCONUS actions should be routed in IPPS-A to HRC using UDL: AC\_HRC\_OFF\_WO\_ENL\_OCONUS\_Actions (00000000054274).

### **18. Reassignments - Service Remaining Requirement (SRR)**

Soldiers may not depart their current PDS unless they have the required SRR, unless PCS orders indicate the SRR has been waived. The USAG Rheinland-Pfalz MPD will

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refer Soldiers to their Servicing Career Counselor if Soldier wants to extend or reenlist to meet additional SRR due to special instructions of assignment.

- a. OCONUS to CONUS moves require 12 months SRR when returning from Germany (from report date to ETS date).
- b. Assignments to certain locations/duties may have a different SRR. For example, Soldiers assigned to Combat Zones or Hostile Fire Areas require six-month SRR.
- c. At 6 months prior to DEROS, OCONUS Soldiers who do not meet the SRR to return to CONUS will have an IFSTE to have their DEROS adjusted to 2 days prior to their ETS.
  - (1) The authority to approve an IFSTE is restricted to HRC, HQDA, and the Office of the Secretary of Defense, as appropriate. IFSTE will be processed (at unit level) as a PAR with O-5 endorsement and copy of reenlistment counselling.
  - (2) OCONUS Command, the USAG Rheinland-Pfalz MPD will only process IFSTE when unit has no local administration support (Non-PSDR).
- d. Initial term Soldiers who decline to extend or reenlist will sign a statement indicating they will not extend or reenlist to meet SRR. DA Form 4991-R (Declination of Continued Service Statement) is not required. If Soldier is on AI, the S-1 must assist Soldiers to request assignment's deletion.
- e. Career Soldiers who decline to extend or reenlist to meet SRR will execute a DA Form 4991-R. If Soldier is on AI, the S-1 must assist Soldiers to request assignment's deletion.
- f. Officers who do not meet the SRR to qualify for the OCONUS to CONUS assignment must request extension of their service agreement within 30 days from the date of HQDA assignment notification. If they fail to request extension, their tour will be adjusted to 2 days prior to expiration of service agreement (ESA) and the assignment instructions will be cancelled.

## **19. Reassignments - Deferral and Deletion of Assignment Requests**

- a. Use this action reason to request a deletion of orders or a deferral for up to 120 days. Deferrals and deletions are authorized for command, personal, operational, or administrative reasons. All requests for deletion (revoke) or deferral must be submitted to USAG-RP MPD for submission to HRC in accordance with applicable guidance, except for requests based on compassionate needs. If a disqualifying factor can be resolved within 120 calendar days of the report month, deferral rather than deletion must be requested.

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b. All requests will be submitted within 30 calendar days of the IPPS-A assignment date or as soon as the determination is made that a deletion (revoke), deferment, or early arrival may be required. Requests submitted after 30 calendar days due to unforeseen circumstances will not be rejected, however, they must include an explanation of the circumstances causing the late submission.

c. OCONUS enlisted Soldiers requesting a deletion (revoke) or deferment which would require a change to their DEROS must include a request for an FSTE or FSTC within the same PAR.

(1) Operational deferment and deletion submission procedures: Requests for operational deferment and deletion apply only to CONUS based units. An OCONUS based unit must request an IFSTE IAW AR 614-30. See Foreign Service Tour Extension (FSTE).

d. All assignments must be in an "Approved" status before submission, all requests where the assignment is still in "Draft" status will be returned.

e. Reassignment processing will continue until the deferment or deletion is confirmed through IPPS-A. If a request is disapproved, the USAG Rheinland-Pfalz MPD will publish PCS orders.

f. Soldier's responsibility: Soldiers are advised not to take irreversible actions (for example, shipment of HHG or POV) while pending a request for deletion, deferment, or early arrival. Soldiers must continue out-processing while pending a decision on their request. If a request is disapproved, the Soldier will comply with the original report date as stated on their PCS orders.

g. USAG Rheinland-Pfalz tenant S-1s will submit requests for assignment deletion and/or deferment to the MPD as follows:

(1) PAR requests are forwarded through the colonel/O-6 level chain of command to the MPD for submission to HRC and may be disapproved at any level in the chain of command without referral to HRC.

(2) Submit requests as an Admin Records Corrections PAR. For Reason, select Deletion/Deferment.

(3) Submit with supporting documentation to the USAG-RP MPD User Defined List (UDL): USAG\_RHEINLAND-PFALZ\_MPD\_REASSIGNMENTS (00000000007670) and insert the UDL as Intermediate Approver AFTER the unit routing.

(4) The completed PAR will route back to the S1 Pool. If approved, HRC will process the approved transaction to reflect on the Assignment Dashboard.

- (5) Note: The deletion, deferment, or early arrival of REENLISTMENT generated reassignment instructions is processed through the unit Career Counselor.

## 20. Reassignments - Suspension of Favorable Personnel Actions (SFPA) FLAG

a. A properly imposed SFPA FLAG prohibits reassignment. Soldiers with a non-transferable SFPA FLAG are ineligible to PCS and will not be authorized to depart current unit and PCS until SFPA FLAG is removed from their IPPS-A records.

b. The USAG RHEINLAND-PFALZ MPD will not issue PCS orders if the Soldier's STP in IPPS-A indicates a non-transferable SFPA FLAG.

(1) Soldier's eligibility to PCS movement will be determined by the current STP.

(2) Soldier's eligibility will not be determined by IPPS-A's eligibility check on Manage Assignment module nor by information given by the unit on the DA Form 5118.

(3) The DA Form 268 will only be accepted as a last resort, with MPD Chief or Deputy Chief approval, if a technical issue prevents the S1 from updating the FLAG in IPPS-A.

c. The In/Out Processing Office will not issue an out-processing checklist if the Soldier has a non-transferable FLAG. Soldiers will be instructed to coordinate with their S1 to remove the non-transferable FLAG and provide an updated STP.

d. The following are non-transferable SFPA FLAGS, IAW AR 600-8-2, Table 2-1 **\*\*CANNOT PCS or OUT-PROCESS\*\***.

(1) Adverse action.

(2) Involuntary separation or discharged (field initiated).

(3) Referred OER/AER or Relief for Cause NCOER.

(4) Security violations or loss of security clearance (field or HQDA initiated).

(5) Delay of promotion or removal from a selection list (HQDA initiated).

(6) AMEDD only- failure to attain or maintain professional licensing, certification, and competency.

(7) Commander's investigation.

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(8) Law enforcement investigation.

(9) USAR only- Noncompliance with 10 USC 10206.

(10) Judge Advocates, Legal Administrators, or Paralegals lack of professional licensing or certification.

(11) Not recommended for automatic promotion to PV2, PFC, or SPC.

(12) Lautenberg Amendment.

(13) Admin Non-Deployable Retention Policy for Administrative Non-Deployable Soldiers.

(14) No approved Family care plan.

(15) Not recommended for automatic promotion to 1LT or CW2.

(16) Drug abuse adverse action.

(17) Alcohol abuse adverse action.

(18) Involuntary separation or discharge (HQDA initiated).

e. FLAGGED Soldiers may only proceed on PCS movement if the SFPA FLAG is transferable. The following are transferable SFPA FLAGS (**\*\*CAN PCS or OUT-PROCESS**)

(1) Punishment phase

(2) ACFT failure

(3) ABCP

f. The following SFPA Reports Type Codes indicates the status of the Soldier's Flag shown on the Soldier's STP:

(1) Code A – Initial (can PCS if transferable) See previous page for types of transferable Flagging actions.

(2) Code C – Final Report – Favorable - Investigation finds no substantiated findings or the charges are dropped, and Soldier is exonerated, or no disciplinary action is taken (Soldier can PCS).



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(3) Code D – Final Report – Unfavorable – this report is prepared when the investigation finds substantiated charges, and the Soldier is in the Punishment Phase (Soldier can PCS).

(4) Code F – Final Report – Specified (Soldier can PCS).

(5) Code Z – Erroneous Report (Soldier can PCS).

g. S1 responsibility: Inform the USAG RHEINLAND-PFALZ MPD if a Soldier is on assignment instructions with a non-transferable FLAG. Indicate if the FLAG is to be removed for the Soldier to PCS to meet the scheduled reporting date or if a deferment or deletion of assignment will be initiated by the unit. See the Deferment and Deletion of Assignment Requests section for more information.

## **21. Reassignments - Total Army Sponsorship Program (TASP)**

a. Soldiers in the rank of PVT-SSG, WO1-CW2, and 2LT-CPT are required to participate in this program, except those on assignment to a PCS length school (more than 20 weeks). An assigned sponsor or an approved exception to policy is required to out-process. Soldiers are now required to log into <https://actnow.army.mil> and complete sections 1, 2, 4, and 5 of the DA Form 5434 in its entirety for sponsorship.

b. Upon receiving Assignment Instructions, the Soldier must login to the Army Career Tracker (ACT) website at: <https://actnow.army.mil> and complete sections 1, 2, 4, and 5 of the DA Form 5434 in its entirety for sponsorship.

## **22. Reassignments - Deployable Ready**

a. Enlisted Soldiers on assignment to a Brigade Combat Team (BCT) or other deployable unit must arrive at the gaining command worldwide deployable. Approved waivers will be included by HRC in assignment's special instructions. If Soldier is not fully eligible for assignment, unit must notify HRC for final disposition.

b. All Soldiers are assigned a Medical Readiness Classification (MRC) of 1 to 4. The MRC code is visible on Soldier's STP, and it also must be included by the physician on DA Form 5118, Section E, block 54.

(1) Non-deployable units: Soldiers may be assigned to any non-deploying unit regardless of their MRC code.

(2) Deployable unit/BCT: MRC 1, 2, or 4 are medically available for assignment to deploying unit/BCT. Soldiers with an MRC 3 code:

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(a) IAW AR 600-8-11, para 2-9, Soldiers with an MRC 3 are not medically ready and non-deployable. Therefore, they are not eligible for assignment to a deploying unit/BCT.

(b) If Soldier has a permanent profile of P3 or P4, Soldier must have been reviewed by an MEB/PEB/MAR2 and have been found fit to retain in their current PMOS. If Soldier has not appeared before an MEB/PEB/MAR2, one should be scheduled, and assignment deferment/deletion should be requested as appropriate. If Soldier has MRC 3 due to temporary profile, request assignment deferment to adjust report date until after termination of temporary profile. If Soldier has MRC 3 due to other than temporary profile, request assignment deletion.

c. DA Form 5118, Section E, blocks 54-57, are used to determine Soldier's deployability status and assignment's medical eligibility requirements. This section must be completed by a physician (or physician assistant or nurse practitioner).

(1) For Soldiers with an MRC 3, physicians must annotate any additional information on the remarks box on block 57.

### **23. Reassignments - Security Clearance**

Assignment instructions from HRC will include personnel security requirements. Soldiers must meet the security clearance requirements for follow-on positions prior to executing a PCS. Soldiers will not be held at the home station pending results of the investigation unless such guidance is in the AI.

### **24. Reassignments - Overseas Assignments for Pregnant Soldiers**

a. IAW AR 614-30, para 3-3f, pregnant Soldiers are not eligible for overseas assignment unless HRC approves an exception. To proceed and issue orders for this Soldier, the assignment must comply with the following:

(1) Joint Domicile authorized in the special instructions by HRC.

(2) Assignment must be to a position authorized for an accompanied tour. No exceptions are approved for Soldiers assigned to dependent-restricted areas.

(3) HRC must include in the special instructions that this is an approved exception.

### **25. Reassignments - Pet Transportation Allowances**

a. IAW JTR, para 050107, 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. A Soldier is responsible for following rules for importing and exporting a pet to and from the United States to be eligible for reimbursement.

- b. A Soldier may be authorized the reasonable and substantiated cost of mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer levels for entry, and pet shipping fees if the Soldier flies rather than drives, or the pet is shipped separately. For transoceanic travel, use of Government or Government-procured transportation must be used if available or reimbursement for transportation costs is not authorized.
- c. Reimbursement for the pet expenses due to PCS is limited to \$2,000 per PCS move.

## **26. Reassignments - Home Base and Advance Assignment Program (HAAP)**

- a. Enlisted Soldiers are eligible to participate in the HAAP when they are issued AI to a dependent restricted 12-month OCONUS short tour area. Soldier participating in HAAP is authorized to leave Family member at current location or send Family members to advanced assignment location or to home of record city and state or to a place no farther distant than home of record while serving in a dependent-restricted area.
- b. Soldiers may decline to participate as participation in the HAAP is optional. Upon completion of the dependent restricted short tour, Soldiers who declined participation in the HAAP will be reassigned according to the needs of the Army.
- c. The two types of assignments in the HAAP are:
  - (1) Home base assignment. Soldiers are projected to return to their previous PDS.
  - (2) Advance assignment. Soldiers are projected to return to a different installation than where they were stationed.

## **27. Reassignments - PCS Absences**

- a. PCS Absences must be submitted with the reason of "02-Abs in Conjunction with PCS" to process correctly in IPPS-A. Absence Request will cover from the date of physical departure from the losing unit to the day prior to the report date on the PCS assignment orders to include any TDY enroute.
- b. If the arrival date is not equivalent to the begin date of the assignment, IPPS-A will check for Discretionary Entitlements to ensure early arrival is allowed and automatically modify the assignment begin date to match the new arrival date.

- c. When processing an arrival with an approved "Absence in Conjunction with PCS", the HR Professional (Soldier's home unit) is afforded the opportunity to modify the Authorized Travel (AT) days in the In-Transit Grid, if required.

## **28. Reassignments - Compassionate Reassignments**

- a. Soldiers may be considered for a compassionate action when they have extreme Family problems. A compassionate action may be a request for reassignment, deletion, deferment, or permissive attachment based on the Soldier's circumstances.
- b. To be considered for a compassionate action, Soldiers must submit their requests through their chain of command on a DA Form 3739, Application for Compassionate Actions, for Extreme Family Problems. Other individuals cannot initiate such action on behalf of the Soldier.
- c. Approval authority for a compassionate reassignment rest with Human Resources Command (HRC). Only General Courts-Martial Convening Authorities (GCMA) can return a compassionate reassignment request if they believe documentation is insufficient. Otherwise, all requests will be forwarded to HRC for decision. Soldiers are not authorized to submit more than one request for reconsideration for the same or similar extreme Family problems.
- d. Soldiers may be authorized a reassignment when extreme Family problems are a factor and are temporary in nature (to be resolved in less than one year) and when illness, death, or extreme and unusual circumstances necessitate the Soldier's presence with his/her Family and no other possibility exists for resolution of Family difficulties.
- e. Soldiers may be authorized a deletion or deferment from an overseas assignment when extreme or unusual problems require the presence of the Soldier in the U.S. for a relatively short period of time. Approval normally is not granted if the problem is chronic in nature and cannot be resolved within a reasonable period.
- f. For enlisted, all requests for compassionate actions will be forwarded via email using a Compassionate Attachment Request Form to: [usarmy.knox.hrc.mbx.epmd-compassionate-section@army.mil](mailto:usarmy.knox.hrc.mbx.epmd-compassionate-section@army.mil). HRC will respond to compassionate requests via email. Processing of compassionate requests takes approximately 30 working days to complete. Soldiers should check with their S-1 for status of request.
- g. For officers, all requests for compassionate actions will be submitted in IPPS-A as a Personnel Action Request (PAR) to UDL: HRC\_OPMD\_COMPASSIONATE REASSIGNMENT

## 29. Reassignments - Tour Length for Germany

- a. Tour length for accompanied Soldiers in Germany is 36 months.
- b. Tour length for singles (with no dependents), dual Military, and Soldiers with dependents serving an unaccompanied tour in Germany:
  - 1) The ALARACT 020/2021 establishes the current policy for these types of Soldiers. This is an exception to policy to the Tour Lengths and Tours of Duty OCONUS, JTR Supplement, that authorizes a change to the 24-month unaccompanied tour in Germany. The policy states the following:
    - (a) All first term and career Soldiers who have no dependents, are not married to other Service Members, and are on a PCS order to Germany will serve the accompanied tour length of 36 months.
    - (b) Soldiers who have dependents but select to serve an unaccompanied tour in Germany, or dual Military not assigned at the same location may chose the option to serve 24 months unaccompanied.
- c. Unit S-1 must ensure DEROS are recorded on Soldier's "Profile Management" in IPPS-A accordingly to prescribed tour length.

## 30. Reassignments - Change of Tour

- a. Change of Tour from **Accompanied to Unaccompanied**:

The OCONUS ACOM/ASCC/DRU is the approval authority for change of tours from accompanied to unaccompanied. See below circumstances in which a Soldier may request a change of tour:

- 1) Family members failed to travel at Government expense to OCONUS or to become command sponsored. The request must be made within 12 months after the Soldier's arrival.
- 2) Command Sponsored dependents and Government did not pay for Family members OCONUS travel (not authorized if accepted housing or OHA). The OCONUS Garrison Commander is the authority for approval of the request.
- 3) An early return of command sponsored Family members to CONUS at Government expense normally does not change the sponsor's tour length. However, tour length changes may be approved when command sponsored Family members are:

- (a) Moved to a safe haven area or returned to CONUS according to the JTR and do not rejoin their sponsor.
- (b) Return to CONUS for cause, according to the JTR. Sponsor may submit a request through channels to HQDA.
- 4) An officer or career enlisted who marries while serving in a long-tour area OCONUS may request a change to the unaccompanied tour, if the spouse is not command sponsored. Soldier may also continue to serve the accompanied tour and apply for command sponsorship.
- 5) In certain situations, in which a Soldier marries another Soldier (AR 614-30, table 4-1).

b. Change of Tour from **Unaccompanied to Accompanied**:

The most common change of tour from unaccompanied to accompanied, occurs because of an approved command sponsorship. In these cases, the Garrison Commander or the MPD (as the delegated authority), are the approval authority. For all other cases, Soldiers may request a change of tour through OCONUS ACOM/ASCC/DRU for the circumstances mentioned below:

- 1) If an unaccompanied officer or career enlisted becomes divorced while serving in a long-tour area, the unaccompanied tour is changed to an accompanied tour and prorated unless the Soldier continues to have legal custody and or financial responsibility for Family members.
- 2) In certain situations, in which a Soldier marries another Soldier (AR 614-30, table 4-1).
- 3) DEROS changes normally will not be made when an unaccompanied Soldier's spouse dies during the OCONUS tour.

c. How to submit a request for change of tour when OCONUS ACOM/ASCC/DRU is the approval authority:

- 1) Submit as an Admin Records Corrections PAR. For the Reason select OTHER, and for the Other Type, type CHANGE OF TOUR. Submit with supporting documentation thru the proper command channels to the OCONUS ACOM/ASCC/DRU UDL as Intermediate Approver AFTER the unit routing.
- 2) If approved, this action must result in an update for the end date of Soldier's current assignment and/or DEROS in IPPS-A.

### 31. Reassignments - Temporary Change of Station (TCS) Orders

- a. An Extended Temporary Duty (TDY) is designated as a Temporary Change of Station (TCS).
- b. The purpose of TCS orders is to temporarily reassign Soldiers as individual augmentees or deploying unit in support of a named contingency operation. These Soldiers remain members of their home station units and will return to their permanent home stations upon redeployment unless otherwise directed by HQDA.
- c. TCS orders are authorized for temporary duty of more than 179 days and not to exceed 365 days. TCS orders support the duration of the deployment, from departure from PDS to return to PDS. Duration of the deployment is determined by the authorizing command or agency IAW mission requirements and governed by appropriate policy for boots on ground durations. Orders will be issued for the actual anticipated duration of the Soldier's mission to ensure sufficient funds are obligated. The deployment duration must account for days at the Combat Readiness Center, mission days, and return travel to ensure sufficient but not excessive days are authorized.
- d. IMCOM funded TCS orders require the use of Centrally Billed Account methods. Soldiers deploying to contingency operations are exempt from the requirement to use a GTCC.
- e. The generation of TCS orders will be 60 days from proceed date of the order. RFOs may be prepared in advance of the proceed date with no limitation, but the generation of the order will not be available in DAMPS OCOTCS until 60 days prior to the proceed date.

### 32. Personnel Actions - Command Sponsorship (CS)

**a. Command Sponsorship:** CS is the authorization needed to have Family members accompany a Soldier and receive Military benefits during an overseas assignment. If approved, CS may authorize additional entitlements to Family members, such as: housing, health care, Cost of Living Allowance (COLA), schooling, travel, and transportation. Once approved, CS is only authorized for the Soldier's assigned duty station. This means that if a Soldier is reassigned to another overseas location, CS must be requested and approved before the Family can accompany the Soldier. CS will not be granted to dependents registered as sex offenders.

(1) CS takes full effect once the dependents arrive in the Command.

(2) For CS dependents located outside of Germany, soldier must request Family Travel Authorization (see more detailed information in paragraph 32h below).

**b. CS Eligibility Criteria:**

- (1) ETS date must support the completion of a 36-month accompanied tour length.
- (2) Soldier must have at least 12 months' time remaining on station AFTER the arrival of the Family members or approval of CS, whichever is later.
- (3) Family members must be screened by an Army Medical Treatment Facility (MTF) for EFMP enrollment.
  - (a) Soldier must initiate screening at: <https://efmp.army.mil>
  - (b) Soldier can check status of screening on the EFMP website.

**c. Dependency Status Eligibility Criteria:**

- (1) Spouse.
- (2) Unmarried child under the age of 21, includes:
  - (a) Stepchild (court order granting full legal custody).
  - (b) Adopted child (court adoption decree).
  - (c) Unmarried child under age 23, enrolled full time in an accredited institution of higher education.

**d. Authorized Secondary Dependents (must be approved by DFAS and submit DFAS Memo):**

- (1) Parent, parent-in-law, stepparent, adoptive parent, "in loco parentis".
- (2) Ward (court order granting full legal custody).
- (3) Unmarried child of any age incapable of self-support due to mental or physical incapacity that occurred while the child was considered a dependent.

**e. Acquired Dependents:**

- (1) Soldiers who acquire Family members after arrival to current station - Soldiers who are serving an unaccompanied tour and who acquire dependents through birth, marriage, adoption, or other action, after the member's effective date of orders to the overseas duty station:



(a) Soldiers are not authorized government funded travel entitlements for acquired dependents even if the dependents are subsequently granted command sponsorship. This means that if dependents are command sponsored, the Family Travel Authorization will only authorize Space Available travel (*see more detailed information in para. 28h below*).

(b) If CS is approved, once Soldier is ready to PCS to next duty station, the dependents will be included in the new orders and will be entitled to transportation at Government expense.

(1) *Child born to command sponsored spouse:*

(a) Children born to a command sponsored spouse are command sponsored at birth. However, Soldier must provide supporting documentation to update records and list the child as command sponsored.

(b) No EFMP screening is required. Soldier must only provide updated DD Form 93, birth certificate, proof of spouse CS, and STP.

(2) *Child born to a non-command sponsored spouse:*

(a) For children born in command to a NON-CS spouse, Soldier must meet tour requirements and, if applicable, custody requirements.

(b) Soldier must submit complete CS Packet, including DA Form 5888 (EFMP screening).

(3) *Child born to command sponsored dependents other than spouse:*

(a) Are not eligible for command sponsorship unless they become legal dependents through separate action (conservatorship rights, ward). These children may be provided medical care in accordance with DoD and Service regulations.

(4) *Marriage to Foreign Nationals:*

(a) A Soldier who marries a local or third-country national may request command sponsorship, providing the Soldier meets tour requirements. The Soldier must have at least 12 months remaining on his or her overseas tour as of the date the Family member arrives or the effective date of command sponsorship approval, whichever is later (the 12-month time-on-station requirement is non-waiverable).

(5) Adoption:

(a) Soldiers may apply for command sponsorship of Family members they adopt while stationed in Europe. Soldiers must meet tour requirements but the requirement to have 12 months remaining in the overseas command after the date of adoption does not apply.

(6) Single Soldier Pregnancy:

(a) Conditional CS for unborn child may be granted to receive housing allowances. Soldier is eligible to request conditional CS at the beginning of 3<sup>rd</sup> trimester (28 weeks). Soldier must submit PCS Orders, DD Form 93, STP, and Physician's Flight Memo (stating expected due date). The 12-months' time-on-station requirement does not apply.

(b) After the baby is born, regular CS must be requested. For the first acquired dependent, the Soldier must meet tour requirements and submit a complete CS Packet (including DA Form 5888). The 12-months' time-on-station requirement does not apply.

(7) Dual Military:

(a) CS can only be granted to one of the Soldiers.

(b) The 12-months' time-on-station requirement does not apply.

(c) First acquired dependent: Change of tour to "Accompanied Tour".

(d) Soldier must meet tour requirements and submit a complete CS Packet (including DA Form 5888).

(8) Separation of one half of dual Military couple:

(a) Separation from Active Duty of one of the Soldiers, the Soldier remaining on Active Duty must request CS for the one separating to stay overseas.

(b) The 12-months' time-on-station requirement does not apply.

(c) Soldier must meet tour requirements and submit complete CS Packet (including DA Form 5888) and DD Form 214.

(9) Transfer of Dependents:

(a) Both Soldiers must be on Active Duty to transfer a CS among them.

(b) The 12-months' time-on-station requirement does not apply.

(c) Soldiers must submit a separate PAR request in IPPS-A. One Soldier relinquishing CS and transferring to the other; and the other Soldier requesting the transfer of CS. If eligible, no other supporting documentation is needed (only the two PAR requests).

(d) Once transfer is authorized, Soldier will receive a CS Memo. Soldier must update changes in DEERS and with Finance for COLA entitlements. Also, if the spouse relinquishing CS is separating, Soldier must notify this change to the Transition Office to not include the Family member in the Separation Orders.

**f. Custody:**

(1) Family members must qualify as dependents according to the definition in the JTR, Appendix A.

(2) For situations involving custody or guardianship, only official, signed, court-ordered documents from a U.S. court (for U.S. citizens) or judge (for non-U.S. citizens) stating that the Soldier or Soldier's spouse is granted sole or primary physical custody of Family member for a period of at least 12 continuous months. No Affidavit nor Power of Attorney will be accepted.

**g. EFMP Screening:**

(1) In accordance with AR 608-75, EFMP, the Army must ensure that Family members who are enrolled on EFMP ("Warranted") with any special needs (medical or educational) can receive necessary care. CS requests for EFMP warranted dependents will need approval determination from Medical Readiness Command – Europe (MRC-EUR) to be sure that those services needed are available and will be provided on the assigned Military community. The determination may take up to 30 days (starting once the request is received by the MRC-EUR).

(2) The medical needs of Family members will be reviewed before granting approval of any CS. Dependents will be screened to determine the existence of any special medical needs, before authorizing CS. If a special medical need cannot be accommodated at the overseas location, CS will not be approved. MRC-EUR is responsible for determining the adequacy of medical care.

(3) The EFMP screening (DA Form 5888) is valid for 12 months from the date signed by a medical provider.

(4) If Family include members enrolled in the EFMP, the MPD will not process the request for movement to Europe until the United States Army Regional

Health Command Europe (RHC-E), the Department of Defense Dependents Schools (DODDS), or both grant clearance and the Family Travel Section, IMCOM-Europe (FTS) approves the request. The FTS must verify all requests for travel and transportation involving EFMP members.

**h. Family Travel Authorization:**

(1) Soldier must request Family Travel Authorization for command sponsored dependents who are located outside of Germany. These types of orders will authorize the Family members to travel after the sponsor arrives in the overseas station. Family travel is not authorized before a Family travel authorization is issued.

(2) Eligibility for dependent travel and transportation allowances is based on whether the individual is a dependent on the effective date of the PCS order. If an individual is not a dependent when a Soldier begins travel, then there is no authorization for travel and transportation allowances at Government expense unless specifically authorized within the JTR.

(3) For authorized secondary dependents, to qualify for space-required travel, DFAS must have approved a dependency determination before the effective date of the PCS orders. If a dependency determination is approved after the effective date of the PCS orders, only space-available travel is authorized.

(4) Types of Travel Authorization:

(a) Space required deferred travel is government funded and authorized for eligible dependents on the effective date of the PCS order.

(b) Space available travel is authorized for "acquired dependents" (Family member was not a dependent when travel began). Family travel is only based on space availability (Space-A on the Rotator-category 5) on the Army Mobility Command (AMC). The travel is not government funded. Soldier will bear all travel expenses and will not be reimbursed. The movement of any HHG, POV or unaccompanied baggage for Family members to the overseas command will be at the Soldier's personal expense. CS dependents will be entitled to transportation at Government expense to the sponsor's next (subsequent) PCS location. Travel must be completed within 60 days of AVAL date.

(5) To request Family Travel Authorization, follow the guidance below. Family travel authorization requests must be submitted as a PAR in IPPS-A.

(6) Required Documents:

- (a) PCS Orders and amendments.
- (b) Family Travel 4001 Worksheet.
- (c) Housing Memo for on-post housing/Leasing Agreement for off-post housing.
- (7) See below specific circumstance:

(a) PCS orders authorizing “Concurrent Travel” for dependents: Family is authorized to travel within 30 days of Soldier’s arrival to new station. For dependents traveling 31-140 days after Soldier’s arrival, Soldier will need an amendment to PCS orders authorizing deferred travel. Once obtained, Soldier must submit a request to obtain Family Travel Authorization to their servicing MPD.

(b) PCS orders authorizing “Deferred Travel” for dependents: Family is authorized to travel 31-140 days after Soldier’s arrival to new station. Soldier must submit a request to obtain Family Travel Authorization to their servicing MPD. For travel after 140 days, Soldier’s previous CS is expired, and new CS request is needed (DA 5888 valid for 12 months). Soldiers must initiate a new request for CS and for Family Travel Authorization with their servicing MPD.

(c) PCS orders with dependents but on *“all others tour” or unaccompanied tour*: Soldiers must initiate request for CS and for Family Travel Authorization. No amendment to orders needed.

(d) PCS orders with no dependents: Soldiers who acquired dependents after arrival to Germany and dependents are located outside of Germany: Soldiers must initiate request for CS and for Family Travel Authorization. No amendment to orders needed.

### **33. Personnel Actions - How to Submit a CS Request Packet in IPPS-A:**

- a. Soldier initiates request by submitting a CS Request Packet through their S-1.
- b. Unit S-1 will review to ensure packet is complete and all required documents are present.
- c. Unit S-1 will submit CS Request in IPPS-A as an Admin Records Corrections PAR:
  - (1) For Reason, select “OTHER”.
  - (2) For Other Type, use “Command Sponsorship”.

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(3) Attach all required supporting documentation in PDF format and uploaded as one single file.

(4) Go to User List and insert: 000000000007629 (USAG\_RHEINLANDPFALZ\_MPD\_ACTIONS) and insert it as Intermediate Approver after the unit routing.

NOTE: The approved PAR will route back to the S-1 Pool, however, stills require the CS Memo, which is currently issued outside of IPPS-A. Once completed, the CS Memo will be uploaded to the PAR in the attachment tab.

**34. Personnel Actions - Provide the following information in the Command Sponsorship PAR “More Information” box and number the information exactly as shown below, #1 through #5:**

1. I request command sponsorship for the following dependent Family members according to the JTR, AR 55-46, and AER 55-46:

a. NAME: First MI Last	RELATIONSHIP: Spouse	DOB: YYYYMMDD
b. NAME: First MI Last	RELATIONSHIP: Daughter	DOB: YYYYMMDD
c. NAME: First MI Last	RELATIONSHIP: Son	DOB: YYYYMMDD

2. Justification: The reason for the request is – event (i.e., marriage, birth, adoption). The effective date (of event) is: YYYYMMDD

3. Soldier Data: Date arrived overseas: YYYYMMDD, DEROS: YYYYMMDD, ETS: YYYYMMDD, Officers state INDEF.

4. Family Member Data: Date Family member(s) arrived overseas: YYYYMMDD if applicable, otherwise state NA.

Current physical address of Family member is state full address with zip code.

5. To the best of the Soldiers' knowledge, all the following are true as of the date the Soldier signed this request:

a. Soldier is not on assignment instructions & has no reenlistment or school obligation that prevent serving 12 months in command.

b. The current ETS date allows Soldier to serve a 36-month tour with 12 months remaining in the command after approval.

c. Family members were EFMP screened and are EFMP cleared (no management required).

d. Family members meet the criteria to qualify as dependents according to the definition in the JTR, Appendix A.

### **35. Personnel Actions - Command Sponsorship Checklist:**

1. Command Sponsorship Digital Packet Checklist (completed and signed by S-1/HR)
2. DA Form 5888 (signed digital form; complete screening through: <https://efmp.army.mil>; Form not required to be submitted with CS packet)
3. DD Form 93 (physical address listed (no CMR/ Box #); signed within 90 days)
4. PCS Orders & amendments
5. Current STP
6. Marriage certificate (in English or translated into English)
7. Birth certificate (in English or translated into English)
8. Custody documents, if applicable:
  - a. Legal Custody Court Order
  - b. Final Adoption Decree
  - c. Ward of the Court Order
9. Reenlistment or extension contract (if applicable, to meet regulatory requirements; 36 months tour and 12 months remaining on station)
10. Spouse's Separation orders or DD Form 214 (if applicable, when request is for spouse who is separating from active duty)

### **36. Personnel Actions - Early Return of Dependents (ERD)**

- a. The USAG Rheinland-Pfalz MPD processes ERD requests for all Soldiers assigned within the Kaiserslautern and Baumholder communities.
- b. An ERD action authorizes transportation of a Soldier's dependents and the shipment of HHG at government expense to a designated place in the CONUS, Alaska, Hawaii, Puerto Rico, territory, or possession of the United States, or if the dependents are foreign nationals, to a place in the country of their origin prior to the

completion of the Soldier's overseas tour. ERDs may be approved for official or personal situations which have an adverse effect on the command and Soldier's performance in duty. The Garrison Commander will carefully evaluate each case and determine if the early return of Family members serves the best interest of the government, the Soldier and/or Family members.

c. Circumstances warranting an ERD (Supporting documentation will be added to the packet by the requestor to support justification of ERD):

(1) Official Situations: When a command sponsored dependent becomes involved in an incident which:

(a) Is embarrassing to the U.S. Government.

(b) Is prejudicial to order, moral and discipline in the command.

(c) Dependent's safety can no longer be ensured.

(2) National Interest: Determined to be necessary for reasons by the Secretary concerned or higher authority or directed by the foreign government concerned.

(3) Personal Situations:

(a) Essential medical treatment is not available on site.

(b) Death or illness of dependent caring for minor dependents occurs.

(c) Education or housing for dependents is inadequate.

(d) International situation concerning safety of dependents exists.

(e) Compelling personal reasons such as financial difficulties, which adversely affect the Soldier's performance of duties.

(f) Dependent gets orders from Selective Service Board.

(g) There is a lack of employment for dependent children 18 years or older.

(h) Other situations involving Soldier court-martial or prison term are found.

(4) Divorce or Annulment: ERD may be authorized for a former command sponsored dependent of a Soldier stationed within the USAG Rheinland-Pfalz community. An ERD for this reason is time restricted and must be completed within one year of final decree of divorce/annulment or six months after the Soldier (sponsor) PCS'd, whichever occurs first. The approval authority in these



cases is the Assistant Secretary of the Army (Deputy Chief of Staff, G1, Compensation and Entitlements Division).

NOTE: It must be determined that the Family's problem or situation occurred after arrival to Germany and cannot be resolved in the overseas command. All available resources on and off post must be exhausted before an ERD request can be granted. ERD should be used only as a last resort. In each of the above circumstances, recommendations from religious, mental health, financial management, Family counseling, and/or legal agencies should be obtained and added to the packet. If the Soldier's situation does not meet the criteria, the request will be denied.

d. Approval Authority:

(1) ERD to CONUS location: Garrison Commander

(2) ERD to OCONUS location: Assistant Secretary of the Army (Deputy Chief of Staff, G1, Compensation and Entitlements Division). A complete request packet must be sent to USAG Rheinland-Pfalz MPD for further processing through the Secretarial Process.

(3) ERD after divorce/annulment: Assistant Secretary of the Army (Deputy Chief of Staff, G1, Compensation and Entitlements Division). A complete request packet must be sent to USAG Rheinland-Pfalz MPD for further processing through the Secretarial Process.

e. ERD's will not be authorized for the following:

(1) If the submitted situation does not meet any of the circumstances listed above.

(2) To be used in lieu of a Soldier's Family Care Plan during deployment or temporary duty.

(3) If the Soldier is on assignment instructions or has been officially notified of PCS assignment.

(4) If the Soldier has already been issued separation or retirement orders.

(5) For personal desire or conveniences or if required support documentation for justification is missing.

f. How to Submit an ERD Packet: An ERD is requested via an IPPS-A Admin Records Correction PAR, either by the Soldier or the command.

(1) Soldier initiates request through unit S-1.

(2) Unit S-1 assists with preparation of the IPPS-A Admin Records Correction PAR and ensures proper supporting documents are included.

(3) Unit S-1 will route the IPPS-A Admin Records Correction PAR with all required supporting documents attached, through the Company Commander to the first O-5 (or above) Commander as intermediate approvers.

(4) Forward the ERD PAR to the USAG Rheinland-Pfalz Workflow Template: USAG\_RHEINLAND-PFALZ\_ERD (000000000042105)

### **37. Personnel Actions - Early Return of Dependents Checklist**

Provide the following information in the ERD PAR "More Information" box and number the information exactly as shown below, #1 through #6:

1. Reason for request (circumstance must meet qualifications listed in the JTR, Chapter 5, Para 050804; ERDs will not be used in place of a Soldier's Family Care Plan during temporary duty (TDY) or deployment).
2. Family member/s information (name, relationship, DOB, passport #, country of issue)
3. Current location of Family members (full German address needed for shipments)
4. Requested destination address (full physical address)
5. If household goods/POV will be shipped (yes/no)
6. Whether or not the Soldier is on assignment instructions (yes/no)
7. Whether or not the Soldier has been issued separation or retirement orders (yes/no).

The following documents must be attached to the ERD PAR (mandatory):

- a. Statement of Understanding (SOU) signed by the Soldier, spouse (if applicable) and the Company Commander.
- b. Proof of command sponsorship (PCS orders, command sponsorship orders)
- c. Soldier Talent Profile (STP)
- d. Copies of Family Member(s) passports (green card if applicable)

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- e. Documentation to support justification/reason (#1 above) for request, which shows that all available local resources have been exhausted and the situation remains unresolved (memorandum from a doctor, an attorney, legal separation agreement, a marital counseling professional, etc.)

The following documents must be attached to the ERD PAR if applicable:

- a. Assumption of Command orders
- b. AE Form 55-46A (if Soldier will face a hardship because of the ERD for personal reasons; not required for Command-directed ERD)
- c. Copy of flight itinerary/boarding passes (if request is for an ERD after-the-fact)
- d. Statement from Soldier with a reason of why Family members departed country prior to an approved ERD (if request is for an ERD- after the fact)

### **38. Personnel Actions - Foreign Language Proficiency Bonus (FLPB)**

- a. The Soldier must initiate the request if eligible for FLPB. There are separate written agreements depending on how a Soldier qualifies to receive FLPB by MOS/Branch/AOC and/or by language-coded billet. The USAG Rheinland-Pfalz MPD will only process FLPB when unit has no local administration support (Non-PSDR).
- b. The FLPB written agreement will be requested through IPPS-A as an Admin Records Correction-Other PAR. The Soldier will submit the PAR along with the DA Form 330 to the first Commander in the chain of command. The first Commander in the Soldier's chain of command is responsible to verify eligibility (in accordance with AR 11-6, Chapter 4 and DA Pam 11-8, Chapter 6) and sign.
- c. The PAR in IPPS-A is non-transactional and does not update anything in the system once approved. Hard copy approval of the FLPB written agreement will need to be submitted to the servicing finance authority according to their standard operating procedures.
- d. To receive these entitlements, the Soldier must make a written agreement regarding FLPB. Therefore, requests originated by anyone other than the Soldier are not valid and will be returned.
- e. Steps to request FLPB:
  - (1) Soldier must submit request as an Admin Records Correction PAR - OTHER TYPE entry must be 1 of the 3: FLPB-CLANG, FLPB-POSITION, or FLPB-ASLL.

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(2) Submit PAR with supporting documentation to User Defined List (UDL): USAG\_RHEINLAND-PFALZ\_MPD\_ACTIONS (00000000007629). Ensure to insert the UDL as Intermediate Approver AFTER the unit routing.

(3) The approved PAR will route back to the S-1 Pool. Unit should then provide the completed PAR to Finance and update the Soldier's profile in IPPS-A.

### **39. Personnel Actions - Exception to Policy (ETP) 90 days Individual Logistic Support (ILS)**

PCSing Soldiers who want their dependents to depart Germany 90 days after the sponsor's departure may apply as an exception to policy for the retention of Government-Controlled Quarters, continuation of SOFA status and associated ILS, and monetary allowances. Each request is submitted individually to the respective agency and in sequence (i.e., first to Housing, second to NATO SOFA, third to Finance). Soldiers are to retain all ETP approvals. PCS orders will not reference any ETP approvals nor will amendments be published to refer to any ETP approvals. The ETP approvals (memorandums) themselves are sufficient to confirm any associated entitlements.

- a. These requests are exceptions to policy and therefore must be thoroughly justified.
- b. The reassignment process will not be delayed while Soldiers are processing ETPs or awaiting determination.
- c. For Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA), Soldiers may submit a separate ETP request through the servicing Finance Office for determination.
- d. The approval authority for an ILS ETP for up to 90 days is the Garrison Commander. Leaving Family in Germany for more than 90 days requires a Secretarial Waiver.
- e. Requests to stay beyond 90 days must be sent to the NATO SOFA Customs Office.
- f. Steps to request a 90-Day ILS ETP:

(1) Submit as an Admin Records Correction PAR with supporting documentation to Workflow Template: USAG\_RHEINLAND-PFALZ\_ILS\_ETP (000000000044111)

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(2) The approved PAR will route back to the S-1 Pool; however, the action still requires the approval memo, which is still produced outside of IPPS-A.

#### 40. Personnel Actions - Identification Tags

a. The ID Tag issuance will be requested through IPPS-A as an Admin Records Correction-Other PAR or with a DA Form 4187.

(1) Non-PSDR Soldiers will submit a PAR using the following UDL:  
USAG\_RHEINLAND-PFALZ\_MPD\_ACTIONS (000000000007629)

(2) PSDR Soldiers will request issuance of ID Tags through their servicing S-1.

b. The request must include the following Soldier's information:

(1) Full Name

(2) DODID

(3) Blood Type

(4) Religion Preference

c. Soldier must come to MPD and bring approved PAR, blank ID tags, and provide a PAC Slip from their S-1.

#### 41. Contact Information

##### USAG Rheinland-Pfalz MPD Work Centers

##### **Kaiserslautern (KMC)**

Kleber Kaserne Bldg. 3245 Room 201/202

##### *Reassignments:*

DSN: 314-541-1030/1033/1035

COMM: +49-631-541-1030/1033/1035

Email: [usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-reassignments@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-reassignments@army.mil)

##### *Actions:*

DSN: 314-541-1038

COMM: +49-611-143-541-1038

Email: [usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-actions@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-actions@army.mil)

##### **Baumholder (BMC)**

Smith Barracks Bldg. 8660 Room 118/119

##### *Reassignments:*

DSN: 314-531-2415/2412/2416

COMM: +49-611-143-531-2415/2412/2416

Email: [usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-reassignments@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-reassignments@army.mil)

##### *Actions:*

DSN: 314-541-1038

COMM: +49-611-143-541-1038

Email: [usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-actions@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-actions@army.mil)

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Website: <https://home.army.mil/rheinland-pfalz/about/directorates-support-offices/directorate-human-resources-dhr/military-personnel-division-mpd>

**Mailing Address**

USAG Rheinland-Pfalz  
ATTN: MPD MILPER (Kaiserslautern)  
Unit 23175  
APO AE 09227

USAG Rheinland-Pfalz  
ATTN: MPD MILPER (Baumholder)  
Unit 23746  
APO AE 09034

**Street Address**

Kleber Kaserne  
Mannheimer Strasse  
67657 Kaiserslautern  
Germany

Smith Barracks Baumholder  
Avenue B  
55774 Baumholder  
Germany

FOR THE COMMANDER:



A handwritten signature in black ink, consisting of a stylized, cursive "I" followed by a long horizontal line that tapers to the right.

IVOR WATSON  
Chief, Military Personnel Division

## **APPENDIX A**

### **MILITARY PERSONNEL DIVISION (MPD), DIRECTORATE OF HUMAN RESOURCES (DHR) DUTIES AND RESPONSIBILITIES**

#### **A-1. Function**

DHRs accomplish the non-tactical HR functions for Soldiers and Families on an installation or geographical area of support. Some functions include in-out processing, transition services, mobilization, and Family member DEERS support. The MPD of a DHR provides limited HR support to units either not supported by a brigade, PSDR or geographically separated from their headquarters.

#### **A-2. Purpose**

To better serve Soldiers assigned to the USAG Rheinland-Pfalz footprint.

#### **A-3. Instructions**

The USAG Rheinland-Pfalz MPD:

- a. May provide local training and conduct local courses of instruction addressing various aspects of HR support. This method of training is especially suited in assisting HR professionals in identifying and complying with local requirements.
- b. Provide On-the-job training (OJT). This method of training is best suited for developing skills and improving S-1/MPD performance. OJT emanates from the supervisory chain and will include supervisory assessments, open communication, planning and preparation.
- c. Process Assignment Instructions (PCS & TCS).
- d. Process Overseas Tour Election.
- e. Process and issue HQDA Reassignment orders.
- f. Publish orders within 10 days of receiving a complete Levy packet.
- g. Process Personnel Actions (Command Sponsorship, Family Travel, Early Return of Dependents, Individual Logistic Support ETP, ID Tags, and FLPB).

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## **APPENDIX B**

### **S-1 DUTIES, RESPONSIBILITIES, AND ROLES TO REQUEST ORDERS**

#### **B-1. Purpose**

To better service Soldiers and individuals.

#### **B-2. Duties and Responsibilities**

The S-1 will:

- a. Ensure regulatory guidance is applied and enforced for all HR actions.
- b. Determine and record Soldier DEROS upon arrival.
- c. Create gains and loss rosters.
- d. Prepare Levy Packet for PCS, ensure Soldiers update DEERS, as required.
- e. Submit MILPER requests on behalf of Soldiers following proper guidelines.
- f. Assist Soldiers in updating their Soldier Talent Profile as needed.
- g. Provide a PAC Slip to Soldiers for inquires to the MPD.

#### **B-3 S-1's Roles to Request Orders**

- a. S-1 assists Soldier with building the Levy Packet required to request PCS orders.
  - (1) Soldiers must wait until HRC uploads the new assignment in IPPS-A.
  - (2) Once the assignment is showing in IPPS-A, Soldiers will receive an IPPS-A notification by email instructing them to complete "Member Elections".
  - (3) After Soldiers complete the "Member Elections" in IPPS-A, they must work with their Unit S-1 to build their Levy Packet and complete the online USAG Rheinland-Pfalz Reassignment and Out-Processing briefings.
  - (4) For overseas assignments, Soldiers must initiate Family screening immediately: <https://efmp.army.mil>
- b. S-1 Reviewer verifies Levy Packet for accuracy and ensures all required information is included for the specific authorized PCS move.



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- (1) S-1 Reviewer is responsible in making sure all documents are legible, accurate, signed and packaged accordingly before submission to MPD.
  - (2) S-1 Reviewer must sign checklist.
- c. Once Levy Packet is completed, S-1 will start the request for PCS orders.
- d. Levy Packets to request orders are submitted in GEARS 6.0 thru the S-1 for all Soldiers. Documents with specific instructions are required for Enlisted and Officers depending on Soldier's special instructions or dependency status.
- (1) S-1 Reviewer will submit a separate packet for each Soldier via GEARS 6.0 <https://gears.army.mil/>
  - (2) "Packet Name": "DEROS Month- RANK Last, First Name- Request for PCS Orders". Example: "OCT- PFC Doe, John- Request for PCS Orders". For Baumholder ONLY, identify the packet belong to BMC as following example: "(BMC) OCT- PFC Doe, John- Request for PCS Orders".
  - (3) "Organization": select unit S-1's group box (contact NETCOM G6 to be added in the listing). If your organization is not listed within the GEARS 6 listing, please select the most appropriate organization level offered for packets while NETCOM process new organization requests.
  - (4) "Packet Type": Other
  - (5) Soldiers must be included as "Packet Observers" in GEARS in order to track the status.
  - (6) Upload documents in "Packet Files" under "Support Files" as one single file. All documents must be scanned in a PDF format.
  - (7) Route packet to MPD GEARS' Group Name: USAG R-P MPD Reassignments.
  - (8) If Levy Packet is incomplete and/or corrections are needed, MPD will return the packet in GEARS 6.0 to the GEARS POC.
- e. MPD will process and issue PCS orders in IPPS-A. Once orders are approved, Soldiers will receive an IPPS-A notification by email and a copy of their PCS orders will be automatically transmitted to iPERMS. PCS orders will be available in IPPS-A for Soldiers and S-1 distribution.

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## APPENDIX C

### SOLDIER'S GUIDANCE - HOW TO REQUEST PCS ORDERS

#### C-1. General

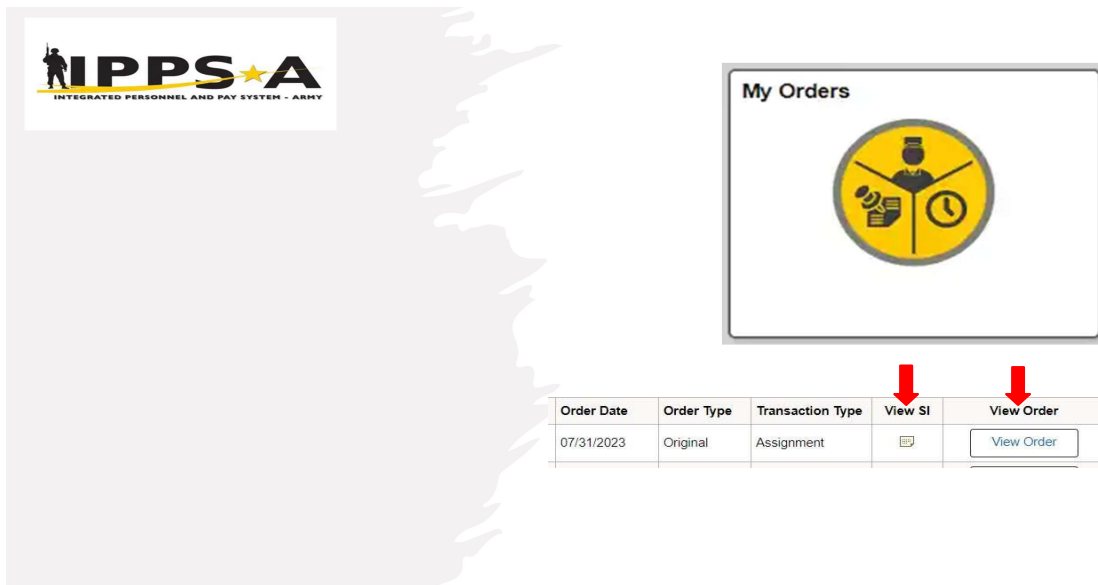
- a. Soldiers must wait until HRC uploads the new assignment in IPPS-A.
- b. Once the assignment is showing in IPPS-A, Soldiers will receive an IPPS-A notification by email instructing them to complete "Member Elections". For overseas assignments, initiate Family screening immediately: <https://efmp.army.mil>
- c. After Soldiers complete the "Member Elections" in IPPS-A, they must work with their Unit S-1 to build their Levy Packet and complete the online USAG Rheinland-Pfalz Reassignment and Out-Processing briefings.
- d. Once Soldiers complete their Levy Packet, they submit it to their S-1. S-1s will review to ensure it is complete and all required documents are present. S-1s will submit request for orders to MPD through GEARS 6.0. Soldiers must be included as "packet observers" in GEARS to track the status.
- e. MPD will process and issue PCS orders in IPPS-A. If corrections are needed MPD will return the packet in GEARS 6.0 to the unit GEARS POC.
- f. Once orders are approved, Soldiers will receive an IPPS-A notification by email and a copy of their PCS orders will be transmitted to iPERMS.
- g. Soldiers must retrieve PCS orders in IPPS-A.
- h. Soldiers must print both PCS orders and special instructions (SI).
- i. Soldiers may view their orders from the "My Orders" tile on the Self-Service homepage in IPPS-A.

## APPENDIX D

### IPPS-A – HOW TO VIEW AND PRINT ORDERS

#### D-1. View Orders and Special Instructions (SI) in IPPS-A

- a. Soldiers may view their Orders and SI from the “My Orders” tile on the Self-Service Homepage. Soldiers must print SI and present them along with their PCS Orders to all agencies.
- b. To View and Print Orders:
  - (1) Click the “My Orders” Tile
  - (2) Go all the way to the right and find "View Order"
  - (3) Click the “View Order” button by the orders required and print.
- c. To View and Print SI:
  - (1) Click the “My Orders” Tile
  - (2) Go all the way to the right and find "View SI"
  - (3) Open "SI" and click "CTRL" + "A" (this will select all)
  - (4) Click "CTRL" + "P" (to print as Microsoft PDF and save)
  - (5) Print PDF and present to all agencies to receive entitlements.



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## **Section I**

### **Glossary**

#### **Abbreviations**

##### **BN**

Battalion

##### **CONUS**

Continental United States

##### **COT**

Consecutive Overseas Tour

##### **DEERS**

Defense Enrollment Eligibility Reporting System

##### **DEROS**

Date Eligible for Return from Overseas

##### **EFMP**

Exceptional Family Member Program

##### **ERD**

Early Return of Dependents (Family members)

##### **ETS**

Expiration Term of Service (date)

##### **GTCC**

Government Travel Charge Card

##### **HRC**

U.S. Army Human Resources Command

##### **IAW**

In Accordance With

##### **IPCOT**

In-Place Consecutive Overseas Tour

##### **JTR**

Joint Travel Regulations

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**MPB**

Military Personnel Branch

**MPD**

Military Personnel Division

**MRC**

Military Readiness Classification

**MRD**

Mandatory Removal Date

**OCONUS**

Outside the Continental United States

**PAR**

Personnel Action Request

**PCA**

Permanent Change of Assignment

**PCS**

Permanent Change of Station

**PDS**

Permanent Duty Station

**STP**

Soldier Talent Profile

**TCS**

Temporary Change of Station

**TDY**

Temporary Duty

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## **Section II**

### **Terms**

#### **Accompanied Tour**

An overseas duty station assignment where the Service member may be authorized to be accompanied by command sponsored dependents. The tour length for accompanied tour in Germany is 36 months.

#### **Acquired Dependent**

A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include dependents or children born of a marriage that existed before the beginning of a current tour.

#### **Advance Return of Family Members**

The movement of Family members out of an OCONUS location, prior to the movement of the Soldier, when the Soldier is on assignment instructions or in receipt of separation or retirement orders. Soldiers must submit a secretarial waiver IAW ALARACT 11/2022 for the associated BAH, OHA, COLA entitlements. Soldiers must contact their servicing finance office for specific guidance prior to initiating an IPPS-A PAR. The request for this waiver must follow guidance IAW MILPER Message 24-109.

#### **Assignment Deletion**

Cancellation of a Soldier's previously announced assignment instructions because the Soldier is either ineligible, unqualified, or unavailable for the assignment.

#### **Command Sponsored Dependents**

Dependents of a Service member residing with the member at his or her duty station OCONUS, where the accompanied tour is authorized and the Service member is authorized to serve said tour, and where dependents meet these conditions: Dependents are authorized by the appropriate authority to be at the Service member's duty station. The Service member is authorized cost of living allowance and temporary lodging allowance at the "with dependents" rate, because of his or her dependents' residence in the vicinity of the member's duty station.

#### **Concurrent Travel**

Family member travel performed within 30 days of Soldier's arrival to station.

#### **Consecutive Overseas Tour (COT)**

The PCS reassignment of a Soldier between or within the overseas areas.

#### **Date Eligible to Return from Overseas (DEROS)**

The date the Soldier is eligible to return from overseas upon completion of the prescribed overseas tour for the country in which serving.

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**Deferment**

Adjustment of a Soldier's previously announced arrival month up to 120 days as computed from the required arrival month to accommodate a temporary condition or situation.

**Deferred Family Travel**

Non-concurrent travel of a command sponsored Family member from a designated place or PDS within 31-140 days after the sponsor arrives in the overseas area.

**Dependent**

The term "dependent" is defined by 37 USC §401. Except for transportation to obtain OCONUS medical care, any of the following individuals are a dependent:

- a) A member's spouse.
- b) A member's unmarried child under age 21. This includes an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations:
  - 1. Because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or
  - 2. For other official reason(s) such as awaiting completion of the school year by other children in the Family.
- c) A member's unmarried stepchild under age 21. This includes a member's spouse's illegitimate child.
- d) A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.
- e) A member's unmarried adopted child under age 21. This includes a child placed in the member's home by a placement agency for the purpose of adoption.
- f) A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW Service regulations.
- g) A member's unmarried child who is under 23 enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned and is in fact dependent on the member for more than one half of his/her support. This includes step, adopted, and illegitimate children.
- h) A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support. This includes a member's child by blood, a stepchild, an adopted

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child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW Service regulations.

### **Dependent-Restricted Tour**

An overseas duty station with an established tour that does not permit command sponsored Family members. Also referred to as unaccompanied hardship overseas tour or remote tour.

### **Designated Place**

A location in the United States, the Commonwealths of Puerto Rico, the Northern Mariana Islands, Guam, or another U.S. territory or possession chosen to establish a residence until further U.S. Government transportation of dependents is authorized. Can also include the previous overseas PDS the dependents have not yet departed, a follow-on overseas PDS to which the dependents' sponsor has orders to report, and a foreign-born spouse's native country if specifically authorized in this instruction.

### **Early Return of Dependents (ERD)**

A sponsor-requested (command approved) or a command-directed move of dependent Family members out of an OCONUS location before the sponsor is in receipt of permanent change of station instructions or is in receipt of separation or retirement orders.

### **Exceptional Family Member Program (EFMP)**

A program that supports military Families with special medical and educational needs. The program has three components: identification and enrollment of a Family member with special medical or educational needs; assignment coordination to determine the availability of services at the projected duty station; and Family support to help Families identify and access programs and services.

### **Expiration of Term of Service (ETS)**

The date a Soldier is expected to complete the military Service required by the enlistment contract.

### **Suspension of Favorable Personnel Actions (SFPA FLAG)**

A FLAG is an administrative tool that prevents a Soldier from receiving certain favorable personnel actions while in an unfavorable status (FLAGGED).

### **In-place COT (IP-COT)**

Upon completion of his or her initial overseas tour, to include voluntary extensions, the Soldier agrees to serve another complete tour at the same duty station. No PCS movement is involved.

### **Inter-Theater COT**

A PCS reassignment between theaters (e.g., from the Pacific to the European theater).



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**Intra-Theater COT (ITT-COT)**

A PCS reassignment within a particular theater (e.g., from Germany to Spain).

**Non-Command Sponsored Dependents**

Dependents of a Service member residing with the Service member at his or her duty station OCONUS where the accompanied tour may or may not be authorized. These dependents are not provided transportation to and from the Service member's overseas duty station at U.S. Government expense. Their presence does not entitle the Service member to a cost-of-living allowance or temporary lodging allowance at the "with dependents" rate. These dependents may be either acquired dependents or individually sponsored by the Service member into the command without endorsement by the appropriate authority. Depending on individual SOFAs, U.S. statutes, congressional guidance, DoD policy, or Service regulations, these dependents may be denied access to certain dependent support facilities.

**Prescribed Tour Length**

The period established for tours in specific geographic locations in the CONUS, overseas, or at sea.

**Unaccompanied Tour**

The authorized tour length at a specific overseas duty station for Service members who are not accompanied by command sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour.