



Fort Stewart / Hunter Army Airfield On Line Levy Brief (OL2B)





Introduction

During this briefing you will learn what you will need to do in order to complete your Permanent Change of Stations (PCS) to relocate to your next Permanent Duty Station (PDS) as instructed by your assignment manager. Moving can be a stressful time for you and your family, the goal of this briefing and the agencies involved are to help you and your family have a smooth transition to your new duty station.

This briefing will provide information from the following agencies:

- **Reassignment Section (PCS Orders)**

Reassignment requirements

- **Defense Military Pay Office Finance (Finance)**

Pay entitlements

- **Transportation Personal Property Shipping Office (HHG)**

Shipping your household goods

- **Government Travel Office (Plane Tickets)**

Flight arrangements to next duty station

- **Housing/Balfour Beatty**

Clearing government housing

- **Army Community Services (ACS)**

Relocation Assistance

Financial Readiness

Exceptional Family Member Program (EFMP) – Family Support

- **Out Processing (Installation Clearing Papers)**

Installation Clearing Papers (ICPs)





Reassignments Section

Agenda

This briefing will also cover the following topics:

- Sponsorship
- Early Reporting
- Deletion/Deferment Requests
- Temporary Duty Enroute (TDY)
- Married Army Couples Program
- Compassionate Reassignments
- Distribution of Orders
- Amendments





Reassignments Section

Reassignment requirements

All Soldiers are responsible for fulfilling the requirements of assignment instructions:

- Service time remaining on contract
 - Security clearance
 - Medical readiness
 - Required training
- Government Travel Charge Card (GTCC)
 - Sponsorship Requirements





Reassignments Section

Total Army Sponsorship Program (TASP)

It is your individual responsibility to insure that you have a sponsor prior to signing out of the installation.

Sponsorship is MANDATORY for all Soldiers E1-E6, WO1-CW2 and O1-O3. All others are optional.

IF YOU ARE NOT MANDATORY, DO NOT INITIATE A DA FORM 5434 IN ACT UNLESS YOU ARE REQUESTING A SPONSOR. ONCE INITIATED, ALL ACTIONS BELOW MUST BE COMPLETED.

If you have not done so already:

- Go to the Army Career Tracker (ACT) and complete your sponsorship form (DA Form 5434).
- Select SPONSORSHIP from the left navigation, then click DA Form 5434.
- On the DA FORM 5434 page, click the CREATE NEW FORM button.
- Complete sections 1, 2, 4 and 5. Leave section 3 blank for Gaining Installation Sponsor to complete.
- Digitally sign the form with your CAC.
- Once all fields are complete and you have signed the form, click SAVE.

You must have a sponsor assigned and verifiable on your DA Form 5434, **OR** an Exception to Policy DA Form 4187 signed by your BDE Commander and a copy of your eSAT training completion, before you are allowed to final out from the installation.





Reassignments Section

Early Reporting

- If you Re-enlisted for an assignment the request must be submitted to your Career Counselor/Retention NCO.
- If early reporting is not authorized, you can request early reporting in 30 day increments not to exceed 60 days by submitting a DA Form 4187 to your S1.
- If you are authorized early reporting, your current chain of command has the discretion to reduce the amount of early report you may take.
- You cannot sign into your new duty station before your report date unless you have early reporting authorized on your PCS orders.





Reassignments Section

Deletion / Deferment Requests

Submitting Requests:

- If you reenlisted for this assignment, and you need a Deletion or Deferment, STOP! YOU MUST SEE YOUR RETENTION OFFICE first. Officers must contact there branch for any changes.
- Using a DA Form 4187 along with supporting documentation through the BN S1. If the commander recommends approval, the request is forwarded through the Colonel/O6 level chain of command to HRC.
- If within 30 days of assignment notification or as soon as the determination is made that a deletion or deferment is needed, whichever occurs first the request flows through the Military Personnel Division (MPD)
- Requests submitted after 30 days due to unforeseen circumstances will not be rejected; however, they must include an explanation of the circumstances result in the late submission are submitted by the BDE S1 to HRC.
- If a disqualifying factor can be resolved within 120 days of the report month, then a deferment rather than deletion should be requested.
- **Continue with the reassignment process until the action has been completed.**





FT STEWART/HAAF ONLINE LEVY BRIEF



Temporary Duty Enroute (TDY)

The TDY Option Form must be completed by the Service member who are scheduled in ATRRS for TDY enroute and who are authorized movement of Family as stated on your PCS orders.

OPTION 1: I elect to return to the permanent duty station upon completion of TDY to prepare dependent(s) currently residing in GOVERNMENT QUARTERS for relocation to the new permanent duty station or designated location. Under this option Soldier is authorized Government travel to and from TDY station (DD1610). Applies to CONUS to CONUS, and CONUS to OCONUS PCS movements.

OPTION 2: I elect to clear the present CONUS or OCONUS duty station and travel to the new CONUS duty station, sign in, and settle Family Members before traveling to the TDY station. Under this option soldier is authorized Government Travel to PCS location (PCS ORDERS) and travel to and from TDY location (DD form 1610) at Government expense, however gaining command (PCS LOCATION) may/may not allow soldier to sign in off PCS leave status. This option applies to CONUS to CONUS, and overseas to CONUS PCS movements.

OPTION 3: I elect to return to present duty station upon completion of TDY to move dependent(s), who currently live on the LOCAL ECONOMY (CONUS), for relocation to the new Permanent station or designated location. Under this option Soldier is authorized Government travel to and from TDY station (DD1610). This option applies to CONUS to CONUS, and CONUS to OCONUS movements.

OPTION 4: I elect to clear the current permanent duty station prior to departure for TDY station; and move my dependents to the TDY station at my own personal expense, or travel to some other location at my expense, or to a designated location at Government expense if I am assigned to a dependent restricted tour overseas. This option applies to CONUS to CONUS, CONUS to OCONUS movements.





FT STEWART/HAAF ONLINE LEVY BRIEF



Married Army Couples Program (MACP)

- When a Soldier enrolled in the Married Army Couples Program (MACP) is considered for reassignment, the other Soldier is automatically considered for assignment to the same location or area.
- Enrollment in the MACP only guarantees Joint Domicile (JD) assignment consideration; it does not guarantee that the couple will be assigned together.
- Favorable consideration for JD assignment will depend on a valid requisition in the same area for both Soldiers and is subject to the needs of the Army.
- If one Soldier is considered for assignment, and the other Soldier does not have sufficient time remaining to ETS for an assignment, and does not reenlist or extend, the provisions of the MACP do not apply.
- Married Army couples that do not enroll in the MACP indicate that JD assignments are not desired; therefore, this cannot be used as the basis to request deletion from an assignment.
- Assignment instructions for each member will indicate whether or not a joint assignment is approved.





Reassignments Section

Once all of your required documents have been received by the Reassignment section completely and accurately filled out they will send your PCS orders via email to your military email account and your Brigade S-1 mailbox within 5 business days, but no earlier than 180 days prior to report date.

Amendments

You are responsible for informing the S-1 section of any changes to your assignment such as:

- Report date
- Adding/removing dependents
- Gov't Travel charge card status change
- TDY





Army Military Pay Office

PCS Entitlements

This briefing will provide information on the following topics:

Dislocation Allowance (DLA)
Temporary Lodging Expense (TLE)
Per Diem Entitlements / Rates
Travel Advance / Advance of Basic Pay
Basic Allowance for Housing (BAH)
Clearing





Army Military Pay Office



Dislocation Allowance (DLA)

DLA is to assist defraying the costs of relocating authorized dependents.

Soldiers with dependents are entitled to DLA. Authorization to relocate dependents must be included in the orders.

Dual Military Members - varies based upon PCS orders.

Single E-5s are not entitled to DLA unless being assigned to a Recruiting Command.

Submit a copy of your PCS orders and complete a DD 1351-2 with the gaining Finance Office.

If you are a Government Travel Charge Card (GTCC) holder you **cannot** request advance DLA.

[Click for the most current rates](#)

Temporary Lodging Expense (TLE)

TLE is an allowance intended to partially reimburse members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in **CONUS** in association with a PCS move.

TLE is authorized at the old Permanent Duty Station (PDS); it is limited up to 10 days for CONUS to CONUS PCS, and only 5 days at losing duty station for CONUS to OCONUS PCS.

TLE claims must be submitted to the gaining Finance Office.

Following documents are needed when submitting your TLE Claim:

Original lodging receipt - itemized/detailed with a zero balance.

Copy of PCS orders (front/back/amendments).

DD Form 1351-2 (travel voucher).

NO ADVANCES AUTHORIZED FOR THIS ENTITLEMENT





Army Military Pay Office



Advance of Basic Pay

Services members may request 1 month of basic pay minus taxes, deductions, allotments, and other debts to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations.

The expenses must relate to PCS costs not covered by other advance payments (i.e. Travel Advance/DLA/DITY)

Can be requested from losing installation, en route, or at gaining installation.

Submit your Advance Pay request (DD Form 2560), DA 31 (with leave control number and Company Commander's signature), & PCS orders

Advance will be deposited within 72 – 96 hours once the payment is released by DMPO

Soldiers E-6 and above:

Itemization only required for Single Soldiers

Commander's signature not required unless requesting pro-ration exceeding 12 months

Married Soldiers – E-5 and below:

Itemization not required

Must have Commander's signature

Single Soldiers – E-5 and below:

Only authorized if assigned to Recruiting Command

Must be Itemized

Must have Commander's signature

Example of how Advance Pay is computed:

| | |
|-----------------------------|-------------------|
| Base Pay | \$2,000.00 |
| Minus all deductions in LES | <u>- \$600.00</u> |
| Total Advance Pay | \$1,400.00 |





Army Military Pay Office



Per Diem

Per Diem is the daily amount for expenses of meals/lodging/mileage incurred while traveling for a PCS

Current rates per travel day:

| By POV/Bus/Train | | Vehicle Mileage Rates | | By Plane | |
|-------------------------------|----------|------------------------------------|-----------------|---|---------|
| Service Member | \$151.00 | One vehicle | \$0.16 per mile | Service Member | \$41.25 |
| Dependent(s) age 12 and older | \$113.00 | 2nd vehicle | \$0.16 per mile | Dependent(s) age 12 and older | \$30.94 |
| Dependent(s) under age 12 | \$75.50 | Authorized Travel Day is 350 miles | | Dependent(s) under age 12 | \$20.63 |
| | | | | * 1 Day of travel authorized to most destinations | |

Advance Travel Pay

Travel advances will be paid at 80% of PCS Travel Allowances for Per Diem & mileage. DLA is paid at 100%.

Advance form with a complete set of orders, amendments, and DA 31 (with a leave control number and signed by Company Commander) must be submitted up to 20 days prior to sign out date.

Advance will be calculated based on the mode of travel and dependent information provided on the Advance Request form.

All payments are processed by DFAS-Rome and paid directly into the member's account.

Defense travel pay website





Army Military Pay Office



Basic Allowance for Housing (BAH)

BAH is paid at the losing duty station rate until the day before signing into your gaining duty station for all members

Balfour Beatty is “Privatized” housing paid through your allotment. Balfour Beatty will stop the Housing Allotment effective the date you clear quarters. Please confirm your refund date with Balfour Beatty.

Clearing

To clear Finance you do not need an appointment. Hours of Operations Monday – Friday 0930– 1200-1300-1430 hours are effective April 12,2021. Current hours are 0800-1200

- All agencies with the exception of Bulldog must be cleared prior to clearing finance.

Please provide the following:

- PCS Orders with any amendments
- DA 31 with leave control number (Block 10b on DA 31 should match the report date of gaining installation.
If early report is authorized, end date on DA 31 – block 10b - cannot be prior to earliest authorized report date)
Soldiers cannot sign out on DA 31 prior to receiving their Bulldog stamp.

We will not make copies of your documents. Please have copies to provide to the technician.

- Soldiers that have taken leave within the last 60 days and the leave has not been processed must provide a completed copy of the DA 31 with control number and sign out and sign in dates.
- Soldiers still receiving deployment entitlements will not be cleared without a DA 4187 requesting to stop deployment entitlements signed by the Company Commander.





Fort Stewart Transportation Branch



Household Goods Shipment

In order to arrange for shipment of your Household goods, all Service Members must **Self counsel** and perform the following once they receive their orders to facilitate their Household Good pick up:

Go to www.move.mil or <https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx>

Register or log into the Defense Personal Property System (DPS)

Make your transportation arrangements

Print out and sign the DD forms generated by DPS

After completing self-counseling:

Bring a copy of your PCS orders with any amendments,

D1299, and DD1797 to the Transportation Office

Ft. Stewart location: 55 Pony Soldier Ave Building 253 RM 2004

HAAF 171 Haley Ave Building 1286 Rm # 229

You must schedule your pack dates within 7-10 business days after you self counsel.

Spouses will require a power of attorney (POA) to submit paperwork and question status of any and all shipment(s). ! NO EXCEPTIONS !

Helpful information: <https://move.mil/resources>





Fort Stewart Transportation Branch

Government Travel Office

Flights/PASSPORTS

Use of a **Government Commercial Travel Office (CTO)** is **mandatory** when purchasing tickets for official travel, failure to use a Government CTO when obtaining tickets for official travel may result in the Soldier not being reimbursed.

If you are a Government Travel Charge Card (GTCC) holder, the GTCC must be used to purchase plane tickets. Make sure IBA card is active and placed in mission critical status.

Requirements to book flights:

PCS/TDY Orders are required to visit office. 90 days or more prior to the report date will prevent delays in scheduling.





Balfour Beatty Community (BBC)



"Holding Down the Fort"

All Soldiers assigned to Balfour Beatty Community (BBC) Housing, must clear BBC in order to receive BBC Clearing Stamp.

The Sponsor or a designated POA must come into our Community Management Office to complete a 30-60 Day Notice to Vacate (check your lease agreement).

We request that prior to coming to our office that you arrange with Transportation for packing and pick up dates of your household goods

A Pre Inspection and a Final Inspection appointment will be scheduled when scheduling your 30 day notice.

The Sponsor or Designated POA must come into the Community Management Office to schedule, reschedule or cancel appointments

These options cannot be handled via the telephone!





HOUSING SERVICES OFFICE



"Holding Down the Fort"

OFF POST-Rental Property

- ❖ Off-post rental property;
Submit termination notice in writing to your property manager.
 - 30 days prior to termination
 - Attach a copy of Orders
 - Schedule your pre/final inspection

The lease contract will be terminated under the military clause 30 days after notice is given. Ensure all debt has been cleared with the property Manager. Please provide a forwarding address to the property manager. Your deposit can be held up to 30 days after you move out.





Army Community Services (ACS)



Relocation Services

The Army Community Service **Relocation Readiness Program** is here to help with a comprehensive support system, whether it's your first move or the last of many. We have all kinds of information and resources to help you and your family navigate your next military move.

Your first stop should be your local Army Community Service Family center to meet with a Relocation Readiness Program Manager who can get you started. Call (912) 767-5058

Services Offered

Lending Closet
Pre and Post Relocation Counseling
Relocation Site Packet Requests
Hearts Apart/Foreign Born Spouse Social
Total Army Sponsorship Training
Overseas Briefings





Army Community Services (ACS)



Financial Readiness Program

The Army Community Service Financial Readiness Program is here to provide education, counseling and support services, whether it's your first move or the last of many. We provide information and resources to help you and your family navigate your next military move. Your first stop should be your local Army Community Service Family center to meet with a Financial Readiness Program Manager who can get you started. Call (912) 767-5058.

Below are a list of Services Offered: However, Soldiers and Family Members are encouraged to address any financial concerns with the Financial Readiness Program Manager

Before departing for next duty station

- Financial Planning for PCS
- Budgeting for PCS expenses
- Lease termination for PCS
- Credit Report Review
- POV Maintenance
- Unexpected expenses

Arrival to new duty station

- Temporary Lodging
- Deposit/Rent/Utilities
- Food/Gas
- POV Payment/Insurance
- Furniture
- Miscellaneous expenses





Army Community Services (ACS)



Exceptional Family Member Program

Since 1986, IAW AR 608-75 it is Mandatory for Soldiers to enroll DEERS enrolled Family members with special medical or educational needs into the Exceptional Family Member Program (EFMP). The EFMP is intended to assist the Military in ensuring services are available for Family members when a Soldier is transferred to a new duty station.

ACS Services Offered for families enrolled in the EFMP (912) 767-5058 / 5059

Information and Referral

Education

Links to civilian agencies

Advocacy Support

Respite Care

Support Groups

EFMP Family Activities

Systems Navigation

The following are items that will need to be hand carried to your next duty station:

- Copies of IEP/IFSP for each dependent child enrolled in school/EDIS
- Copies of school transcripts/records for each dependent enrolled in school
- Copies of medical records for self & dependents
- Medication/medical supplies to meet your Family's needs until arrival in new community (at least 90 days worth)

Clearing ACS EFMP

- Bldg. 86, no appointment is needed
- Soldiers with Family members enrolled in EFMP must complete the EFMP out-processing packet
- EFMP staff will conduct a needs assessment to determine any additional supports or needs for Family members at the gaining installation

EFMP will forward the Soldier's out-processing packet to the gaining installation





Korea Assignments



- If on assignment to Korea you **MUST** include the HAAP FORM and the AIP form with your levy packet. Both forms can be found on the Ft. Stewart Levy page under required documents.





Overseas Requirements



- If PCSing Overseas and requesting family travel, you must fill out a DA Form 5888 which is Overseas Family Medical Screening form and a DA Form 4787 which is a overseas housing request form (on or off post).
- Alaska and Japan assignments both require the submission of a DA Form 5121. **must be submitted with the levy packet.**





Out Processing PCS Pre-Clearing

Pre-clearing through Fort Stewart Out Processing Section allows you to be inputted into the Installation Support Module (ISM). By doing so, this allows installation agencies on Fort Stewart to pre-clear you prior to receiving your ICPs and reduces the number of agencies you will have to clear in person.

To pre-clear, your S1 is required to send an email with the following information to **usarmy.stewart.id-readiness.mbx.dhr-outprocessing@mail.mil** within 30 days of your sign out date for PCS. S1 will receive a response acknowledging receipt. Within 24 to 48 hrs the S-1 and the Soldier will receive a copy of the clearing papers. The earliest that the Soldier can final out is 1 business day prior to the departure date/fly date.

Rank

Full Name (Last, First and Middle)

Full SSN

Current Unit

PCS Leave dates (if applicable)

Proceed Date (located on PCS orders)

Report date

Port Call date (if applicable)

Gaining Installation

Home/Cell & Duty phone numbers

Enterprise email address

Date clearing ON POST housing (if applicable)





OL2B Certificate Example

Certificate of Completion

SGT MARNE, Rock E.

Rank Last name, First Name MI

I have viewed and understand the contents of the
FSGA / HAAF On Line Levy Brief that was taken on
12 AUG 21 .
dd mmm yy

I will print this certificate and turn it into my
Battalion S1 with all the required documentation
required for further processing.

U.S. ARMY

Soldier's Signature

S1 NCO's Signature

Version 3.1
141100APR21

