



U.S. ARMY®



OCONUS Reassignment Briefing

USAG Fort Leonard Wood DHR

Reassignments

**Human Resources Personnel
Support Center
DHR/MPD**



Reassignment Briefing

Welcome



Congratulations on your selection for reassignment! This briefing is provided to fulfill the reassignment briefing requirements of AR 600-8-11, and will provide Soldiers and Family with guidance and useful information to prepare you for reassignment.

Soldiers must provide all required documents for the reassignment packet to the servicing S1, who will review the packet for completion and submit it to the Reassignments Processing Center for orders processing.

Soldiers are strongly advised not to take any irreversible action prior to receiving Permanent Change of Stations (PCS) orders.

Regulatory sources are listed in the notes pages of each slide.





Reassignment Briefing

Reassignment Briefing Agenda

- ✓ Reassignment Process
- ✓ Tour election*
- ✓ Service Remaining Requirements (SRR)
- ✓ Finance travel entitlements*
- ✓ TDY options for schooling in conjunction with PCS*
- ✓ Exceptional Family Member Program (EFMP)*
- ✓ Married Army Couples Program (MACP)*
- ✓ Home base or Advanced Assignment Program (HAAP)*
- ✓ Family travel application requirements*
- ✓ Passport requirements*
- ✓ Human Immunodeficiency Virus (HIV) testing*
- ✓ Application requirements for deletions and deferments*
- ✓ Availability Date
- ✓ Reporting timelines
- ✓ Transportation entitlements
- ✓ Spouse employment
- ✓ Total Army Sponsorship Program (TASP)
- ✓ Housing Flexibility options
- ✓ Reassignment packet requirements
- ✓ DA Form 5118 (Reassignment Status and Election Statement)
- ✓ Installation/location-specific requirements

*Reassignment Briefing requirements per AR 600-8-11





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)
- AR 608-1 (Army Community Service)
- MILPER Message 20-342 (PCS Orders Processing)

Reassignment Process

✓ Reassignment Process

- Reassignment notification and briefing are required within 15 days of assignment transmission for officers; within 30 days for enlisted.
- Soldier suspense for the return of necessary documents and information to the personnel reassignment work center is 30 days after reassignment briefing.
- 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.
- Army Community Service Overseas Orientation Briefing required within 30 days of assignment transmission for Soldiers on assignment to OCONUS; may be conducted in conjunction with reassignment briefing. See AR 608-1, Chapter 4.
- The personnel reassignment work center will inform the Battalion S1 of Soldiers who fail to complete the Online Reassignment Briefing.
- The Fort Leonard Wood CONUS Reassignment Briefing will begin on slide 57 and will include all required information and documentation complete your Fort Leonard Wood reassignment process.





Reassignment Briefing

Tour Election

References:

- AR 600-8-11 (Reassignment)
- AR 614-30 (Overseas Service)
- AR 55-46 (Travel Overseas)

- ✓ Tour Election for Overseas (OCONUS) Assignments
 - Soldiers on assignment to an overseas duty station must elect either an “all others (unaccompanied)” tour or a “with dependents (accompanied)” tour*.
 - Complete DA Form 5121, Overseas Tour Election Statement.
 - Read each statement on the form carefully before making the decision.

If I elect to serve the "all others" tour, I understand that Government transportation of my family members to or from my overseas duty station will not be authorized during the tour. I also understand that if my family members travel at their own expense to reside at or near the area of my assignment (*except for a visit for a period not exceeding 3 continuous months*), I will no longer be entitled to Family Separation Allowance. I also understand that under this tour election, I am authorized movement of my family members to a designated location at Government expense. However, after my family members make a move to a designated location at Government expense, I cannot request to change my tour to the "with dependents" tour in order to request movement of my family members to my overseas area unless extreme personal problems arise which are fully documented.

AND

If I elect to serve the "with dependents" tour, I understand I am not authorized to move my family members and/or household goods to a designated location in CONUS. I understand that I must apply promptly for concurrent travel of my family members in order to receive Family Separation Allowance in the event concurrent travel is not approved. I understand that, if concurrent/deferred travel is not approved, I may apply for nonconcurrent travel for my family members after I arrive in my overseas area, if I am able to obtain suitable quarters, or I may elect to have my family members remain in CONUS. I understand I must have sufficient remaining service to complete the "with dependents" tour length requirements upon my arrival in the overseas area. If not, I will be required to serve an "all others" tour and will not be entitled to Government transportation of my family members to my overseas duty station.

*Officers and career enlisted with no dependents who are not married to another Service-member and are assigned to long-tour areas overseas will serve the accompanied tour. First-term Soldiers with no dependents who are not married to another service-member on assignment to 36-month accompanied tour locations in Germany, Italy, Belgium, or Japan will serve the 36-month accompanied tour.





Reassignment Briefing

Service Remaining Requirement (SRR)

References:

- AR 600-8-11 (Reassignment)
- AR 601-280 (Army Retention Program)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

- ✓ Soldiers may not depart their current permanent duty station (PDS) unless they have the required SRR, unless PCS orders indicate the SRR has been waived.
 - CONUS to CONUS moves require 24 months' SRR.
 - OCONUS to CONUS moves require 12 months' SRR when returning from accompanied areas, and 6 months' SRR when returning from dependent-restricted areas. At 6 months prior to Date Eligible to Return from Overseas (DEROS), OCONUS Soldiers who do not meet the SRR to return to CONUS will have their DEROS adjusted to 2 days prior to their ETS.
 - CONUS to OCONUS or OCONUS to OCONUS moves require the Soldier to meet the prescribed tour, whether it is accompanied or unaccompanied.
 - Assignments to certain locations/duties may have a different SRR. For example, assignment to recruiting duty require 36 months' SRR from CONUS and 42 months' SRR from OCONUS.





Reassignment Briefing

Service Remaining Requirement (SRR)

References:

- AR 600-8-11 (Reassignment)
- AR 601-280 (Army Retention Program)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

- ✓ Soldiers with sufficient service remaining to complete the prescribed tour or serve the unaccompanied tour will comply with the assignment.
- ✓ Soldiers who must acquire additional time in service in order to comply with assignment instructions must either extend or reenlist, or decline to extend or reenlist, within 30 calendar days of the assignment transmittal date.
- ✓ Career Soldiers (not in NCO Career Status Program or “Indef”) who decline to extend or reenlist in order to meet the SRR must coordinate with their Career Counselor to execute a DA Form 4991 (Declination of Continued Service Statement). Signing this form has many implications, including the Soldier’s departure from service at the current ETS date.
- ✓ Initial term Soldiers who decline to extend or reenlist in order to meet the SRR will not execute a DA Form 4991; however, they must sign a statement indicating they will not extend or reenlist to meet the SRR. This statement does not prevent further reenlistment.
- ✓ Soldiers who have at least 19 years and 6 months of active Federal service upon assignment notification may elect to acquire additional service to complete the prescribed tour, retire in lieu of PCS, or execute DA Form 4991.
- ✓ Soldiers who decline to meet the SRR for assignment may still be eligible for other assignments (CONUS and OCONUS) provided they have sufficient SRR for the new assignment. For example, a Soldier who declines to extend/reenlist to meet the SRR for a 36-month assignment may be placed on assignment to a location requiring only 12 months’ SRR.





Reassignment Briefing

References:

- AR 614-200 (Enlisted Assignments and Utilization Management)

Service Remaining Requirement (SRR)

✓ Enlisted Airborne Assignments

- Soldiers on assignment instructions to an airborne position or unit will be utilized for at least 3 years in an airborne position/unit unless physically disqualified, exempted by general court-martial authority, separated, reassigned by DA or accepted for another airborne, airborne ranger, special forces, or other training/assignment which is considered by DA to have higher priority.
- Soldiers who have less than 3 years to ETS are still eligible for the assignment; this is not a service remaining requirement.
- Before issuing assignment orders, the Soldier must initial the airborne option statement, indicating acceptance or declination of the airborne assignment.
- If the Soldier declines the assignment, withdrawal of SQI (P) and deletion of assignment will be submitted IAW AR 614-200.





Reassignment Briefing

Finance Travel Entitlements

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 050205

✓Travel Time

- A Soldier and/or dependent is authorized travel time to complete a PCS move.
- If the ordered travel is 400 or fewer miles and the traveler uses a POV, then 1 day of travel is authorized for the official distance. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed.
- If travel is by commercial air, one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).





Reassignment Briefing

Finance Travel Entitlements

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 050203

✓ Mileage and Transportation Allowance

- Use of a privately owned vehicle (POV) is reimbursed at a per-mile rate rather than actual operating expenses. Distances are determined by the Defense Table of Official Distances (DTOD).
- A Soldier authorized travel for a dependent can be reimbursed when they use two POVs. More than two POVs may only be approved through the Secretarial Process (HQDA, DCS G1, Compensation and Entitlements Branch).
- Mileage and per diem rates are available on the Defense Travel Management Officer website, under Travel and Transportation Rules, at <https://www.defensetravel.dod.mil/index.cfm>.





Reassignment Briefing

Finance Travel Entitlements

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 0503
- <https://www.defensetravel.dod.mil/index.cfm> (Defense Travel Management Officer Website)

✓ Per Diem

- The per diem allowance is a daily rate meant to cover living expenses (lodging, meals, and incidental expenses). It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses at a specific location (official duty location or authorized stopover).
- When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS. PCS allowances are not authorized for dependent travel to, from, or while at an en-route TDY location.
- When dependents travel with the Soldier, dependent per diem is paid at 75% of the Soldier rate for dependents 12 years or older, and at 50% for dependents under 12.
- When dependents travel separately from the Soldier, per diem is paid at 100% for the first dependent, with additional dependents paid at 75% if 12 years or older, and at 50% if under 12.

Mileage and per diem rates are available on the Defense Travel Management Officer website at <https://www.defensetravel.dod.mil/index.cfm> under Travel and Transportation Rules.





Reassignment Briefing

Finance Travel Entitlements

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 0505

✓ Dislocation Allowance (DLA)

- DLA is a flat amount that partially reimburses a Soldier for expenses incurred in moving a household.
- Soldiers with dependents who relocate in connection with the PCS are entitled to with-dependents rate DLA. Authorization to relocate dependents must be included in the orders. Soldiers are entitled to without-dependent rate when they have dependents who do not move.
- DLA is not authorized for assignment to the first PDS unless dependents move with the Soldier.
- DLA is not authorized for Soldiers without dependents who move into government quarters at the new PDS.
- Dual military members without dependents may be eligible for DLA, if living in separate dwelling due to military orders, or when both are without dependents and are moving into family-type government quarters at the new PDS.
- If paying child support, DLA without-dependent rate is payable.





Reassignment Briefing

Finance Travel Entitlements

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 0506

- ✓ Temporary Lodging Expense (TLE) (CONUS only)
 - TLE is an allowance intended to partially reimburse Soldiers for lodging/meal expenses incurred by a Soldier/dependent(s) while occupying temporary lodging in CONUS in association with a PCS move.
 - TLE is authorized at the old CONUS Permanent Duty Station (PDS) and/or the new CONUS Permanent Duty Station, and is limited to 10 days total (5 days if the new PDS is OCONUS).
 - The Soldier/dependent(s) temporary lodging must be in the vicinity of the old or new PDS.
 - TLE may be split between locations, for example 4 days near the losing PDS and 6 days near the gaining PDS.
 - TLE is calculated based on the locality per diem rates, the number of dependents and their ages, and the actual lodging expenses.
 - When a Soldier or dependent stays with friends or relatives, no lodging reimbursement is authorized. The TLE meal portion is payable.





Reassignment Briefing

References:

- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 6804

Finance Travel Entitlements

- ✓ Temporary Lodging Allowance (TLA) (OCONUS only)
 - TLA is intended to partially pay a Soldier for higher than normal expenses incurred by a Soldier or dependent while occupying temporary lodging in the vicinity of the old or new OCONUS PDS.
 - The amount of the TLA payment depends on the expenses incurred at the temporary lodging. The Soldier must obtain and keep receipts for lodging expenses to support TLA payment.
 - TLA Upon Arrival. TLA authorization for a PDS assignment to OCONUS ordinarily should not exceed 60 days. Additional periods may be approved in increments of 15 or fewer days when HHG are delayed or housing is not available.
 - TLA Upon Departure. The TLA period cannot start more than 10 days before the Soldier leaves the PDS (3 days when clearing government housing), unless housing is terminated early or departure is delayed.
 - Lodging expenses are not allowed while staying with friends or relatives, but the meal and incidental expense rate (M&IE) is payable for the eligible TLA period.





Reassignment Briefing

References:

- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26

Finance Travel Entitlements

- ✓ Basic Allowance for Housing (BAH) during PCS
 - Old PDS in the United States. A Soldier's old PDS is the PDS for BAH purposes from the day the Soldier departs the old PDS through the day before the Soldier reports to the new PDS in compliance with a PCS order.
 - Old PDS Outside the United States. The day the Soldier departs the Soldier is authorized BAH-Transit, if not receiving a with-dependent housing allowance for a dependent residing separately. If the Soldier is being paid BAH at the with-dependent rate for a dependent residing separately, that BAH rate continues until the Soldier arrives at the new PDS.
- ✓ BAH Waivers-When government quarters are not assigned, a Soldier is entitled to housing allowance based on the Soldier's grade, dependency status, and location. A Soldier may be eligible to receive a housing allowance for dependents at a location other than his/her PDS when movement of dependents is authorized. Waiver approval authority for the active component has been delegated to HRC; reserve and national guard Soldiers on active duty are managed by ARNG G1 and the Office of the Chief of Army Reserve G1.





Reassignment Briefing

Finance Travel Entitlements

References:

- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26,
- Chapter 6803, Chapter 67
- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 050812
- AR 614-30 (Overseas Service)

- ✓ Overseas Housing Allowance (OHA) (OCONUS only)
 - Paid monthly to help offset housing expenses for a Soldier or dependent authorized to live in private-sector leased or owned housing at an assigned overseas location outside the United States.
- ✓ OCONUS Cost of Living Allowance (OCONUS COLA) (OCONUS only)
 - A non-taxable allowance that offsets the higher prices of goods and services, excluding housing, in foreign countries, U.S. territories, Alaska, and Hawaii.
- ✓ CONUS COLA (CONUS only)
 - Authorized in CONUS only in high-cost locations.
- ✓ Consecutive Overseas Tours (COT) Entitlements
 - Soldiers who volunteer to serve two full consecutive OCONUS tours are authorized government paid travel for themselves and command sponsored Family members to leave locations equal to the distance to the Soldier's home of record.





Reassignment Briefing

Finance Travel Entitlements

References:

- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 27, paragraph 2704
- AR 55-46 (Travel Overseas)

✓ Family Separation Allowance (FSA)

- FSA provides compensation for added expenses incurred because of an enforced family separation.
- FSA is payable in the following situations:
 - When a Soldier is assigned to a dependent-restricted tour.
 - When a Soldier receives approved concurrent travel, but the Family is delayed by the service for more than 30 days.
 - When a Soldier receives approved deferred travel.
 - When a Soldier is denied concurrent travel.
 - Entitlement to FSA upon CONUS PCS is authorized only when movement of a Soldier's dependents to the new PDS is not authorized at government expense, or when dependents cannot accompany the Soldier at that PDS due to certified medical reasons.





Reassignment Briefing

Finance Travel Entitlements

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 050106, 050603

- ✓ Isolation or Quarantine After Signing Out of Old PDS
 - If a Soldier and a Soldier's dependents are ordered to isolate or quarantine after signing out of the unit, then per diem may be authorized for both the Soldier and dependents at the location specified in the orders. If lodging in kind or meals in kind are provided, then per diem is not payable.
- ✓ Isolation or Quarantine Required after Arrival at the New PDS and Before TLE Begins
 - If a Soldier and a Soldier's dependents are ordered to isolate or quarantine after arrival at the new PDS and before TLE begins, then the Soldier and dependents may be authorized per diem in accordance with JTR Chapter 5, Part A. If lodging in kind or meals in kind are provided, then per diem is not payable.





Reassignment Briefing

Finance Travel Entitlements

- References:
- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 010204
 - DoD 7000.14-R (Financial Management Regulation), Volume 9

- ✓ Individually Billed Account (IBA) vs Centrally Billed Account (CBA)
 - All PCS orders must state that either IBA or CBA (not both) is authorized.
 - IBA-Mandatory for all Soldiers with a Government Travel Charge Card (GTCC) (unless exempt) and must be included in the PCS order.
 - If travelling by air, the Soldier must contact the supporting Commercial Travel Office (CTO) or Travel Management Center (TMC) to make air travel reservation arrangements.
 - The GTCC eliminates the need for an advance of travel entitlements and reduces the traveler's dependency on personal funds.
 - If IBA is authorized in the PCS order, the Soldiers will contact their unit travel charge card Agency Program Coordinator (APC) to register into the PCS program to increase spending limits.
 - The GTCC will be used for all expenses associated with the PCS.
 - CBA-If the Soldier does not possess a GTCC, or IBA is not authorized, CBA is authorized and must be included in the PCS order.
 - The Soldier is not responsible for personally purchasing airline tickets. The Soldier must contact the supporting CTO or TMC to make air travel reservation arrangements.





Reassignment Briefing

Finance Travel Entitlements

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 010204, 0505, 050602

✓ Advance Travel Pay

- GTCC holders are not authorized Advance Travel Pay, except advance DLA. The GTCC must be used for all PCS travel related expenses unless the GTCC is not authorized at the new PDS.
- Soldiers without a GTCC may request a Travel Pay advance of up to 80% of Per Diem and Mileage, and 100% of DLA, if eligible.

✓ Advance Base Pay

- To assist Soldiers in meeting extraordinary expenses related to a PCS. Advance Pay is intended to assist with some of the out of pocket expenses related to PCS relocation, not typical of day to day military living.
- Soldiers may be paid an advance of base pay not to exceed 3 months, minus deductions (ie taxes, allotments, etc).
- Advance Pay amount will be paid back over 12 months.





Reassignment Briefing

References:

- NDAA FY16
- Department of Defense Instruction 1322.21 (Common Military Training)
- DTM 19-009 (Financial Literacy Common Military Training Requirements)
- EXORD 140-21 (The Army Financial Literacy Training Program)

Financial Readiness Common Military Training Requirement

- ✓ Soldiers in the ranks of PVT-SPC/CPL, WO1-CW2, and 2LT-CPT are required to take the HQDA “Permanent Change of Station” financial readiness course upon receipt of orders or within 60 days of reporting to a new installation.
- ✓ Options to take the training:
 - Face-to-Face: At the installation with a Personal Financial Manager or counselor.
 - Group Training: At the installation in a classroom environment.
 - Distributed Learning: <https://olms.armyfamilywebportal.com/>
 - Use an updated browser (ie Chrome, Safari, etc)
 - Individual log-in
- ✓ Provide certificate of completion to Unit Training Manager (S3) to assist with expedient out-processing.





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)

TDY Options for Schooling in Conjunction with PCS

- ✓ Soldiers who are authorized movement of Family members at Government expense and are directed to TDY schooling of less than 20 weeks in conjunction with PCS assignment will have the following options for locating their Family members while they perform their TDY:
- **Option 1** (CONUS to CONUS and CONUS to OCONUS only): Family in government quarters remain in government quarters until completion of TDY. The Soldier is authorized Government travel to and from the TDY station and the commander may authorize up to 10 duty days to prepare to move Family upon return from TDY prior to signing out of the present CONUS station.
 - **Option 2** (CONUS to CONUS and OCONUS to CONUS only): Move Family member(s) from present CONUS station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days for the Soldier to settle the Family 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 is authorized government transportation to and from TDY station.
 - **Option 3** (CONUS to CONUS and CONUS to OCONUS only): Return to present duty station upon completion of TDY to move Family who currently live on the local economy to the new duty station. The Soldier is authorized Government travel to and from the TDY station and the commander may authorize up to 10 duty days to prepare to move Family upon return from TDY prior to signing out of the present CONUS station.
 - **Option 4** (CONUS to CONUS, CONUS to OCONUS, OCONUS to CONUS): Clear current duty station prior to departure for TDY and, at personal expense, move Family to the TDY station or to some other location. Soldier may not be given a certificate of non-availability of government quarters at the TDY station if inadequate government housing is available. The entitlement for Family member(s) transportation will be based on the most direct routing between the old PDS and the new PDS.





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)

TDY Options for Schooling in Conjunction with PCS

- ✓ CONUS enlisted Soldiers selected to attend Airborne Training, Recruiter school, or Drill Sergeant school TDY in conjunction with PCS are not authorized to move Family members, household goods, or execute any portion of their PCS entitlements prior to graduating from training.
- ✓ As such, travel options are limited to Option 1 or 3. Failure to complete any of the above training may result in a cancellation of PCS to the new PDS. The intent is to reduce the Army's PCS costs due to high failure rates at these schools.





Reassignment Briefing

References:

- AR 608-75 (Exceptional Family member Program)

Exceptional Family Member Program (EFMP)

- ✓ AR 608-75 (Exceptional Family Member Program) requires that Soldiers enroll all DEERS beneficiaries who have special medical or educational needs into the 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.
- ✓ The Army wants to ensure Soldiers are assigned to locations where Family members with special needs can receive necessary care. In many locations overseas, the Army also considers the availability of host nation health care in the decision. Family member travel may be denied when a Soldier has a Family member with special needs and the services to meet those needs are unavailable at the overseas location. When Family travel is denied, Soldiers may request a deletion from the assignment or serve an unaccompanied tour.
- ✓ Soldiers enrolled in the program are responsible for updating EFMP enrollment information every 3 years, or upon changes in their dependent's needed services, whichever occurs first.
- ✓ EFMP does not expire; failure to update enrollment every 3 years results in a delinquent status notification to the command, which will interfere with release of PCS orders.





Reassignment Briefing

References:

- AR 608-75 (Exceptional Family member Program)

Exceptional Family Member Program

✓ Process of screening Family members

- Soldiers who are already enrolled in the EFMP when considered for reassignment have their assignments pre-screened for EFMP support as part of the initial HRC assignment process.
- All Soldiers, whether enrolled in EFMP or not, on assignment to OCONUS, to include Alaska and Hawaii, who elect an accompanied tour (with dependents) are required to have every authorized dependent who is going overseas complete Family Member Travel Screening (FMTS), and return documents to the Reassignments Processing Center within 30 days of the reassignment brief.
- As soon as possible, schedule an appointment for FMTS for all Family members traveling with the sponsor. Children 72 months and under must be present for the overseas appointment.
- Items to bring to the appointment include:
 - ☐ DA Form 5888 (Family Member Deployment Screening Sheet) with section 1-8 completed and signed by the reassignments processing center
 - ☐ DA Form 7246 (EFMP Screening Questionnaire)
 - ☐ Military Dependent ID Card
 - ☐ Shot Records





Reassignment Briefing

References:

- AR 608-75 (Exceptional Family member Program)

Exceptional Family Member Program

- ✓ Additional documents needed for appointment, if applicable
- If a Family member has a medical/mental health condition that warrants them being seen by a specialist or by their primary care provider more than once a year, a DD Form 2792 (Family Member Medical Summary) completed by their provider to address their medical conditions.
- If a Family member has an Individualized Education Plan (IEP) or 504 Plan in school, a DD Form 2792-1 (Special Education/Early Intervention Summary), completed by the school with a copy of the most recent IEP or 504 plan.
- If an infant receives services through an Early Childhood Intervention (ECI) program, a DD Form 2792-1, completed by ECI, along with a copy of their evaluation/IFSP (individualized Family service plan).
- ✓ The losing Reassignment Processing Center submits all FMTS documents to the gaining installation to determine if Family members can be supported. Determination at the gaining installation can take more than 30 days. PCS orders will be published upon receipt of Family travel decision.
- ✓ Families in Remote Areas (Not Near MTF) in U.S.
 - Families in remote areas should refer to the AMEDD EFMP website at <https://efmp.amedd.army.mil/tools/contacts.html> for instructions on who to contact for assistance with FMTS.





Reassignment Briefing

Exceptional Family Member Program

References:

- AR 608-75 (Exceptional Family member Program)
- <https://efmpandme.militaryonesource.mil>
(Military One Source, EFMP & Me, Website)

✓ EFMP & Me

- An online tool that allows Soldiers to create checklists to ensure all documents are completed and concerns are considered for Family members during a PCS. Website: <https://efmpandme.militaryonesource.mil>.
- ✓ Military special needs Families with situations requiring extensive PCS move medical support may qualify for special conveyance air transport (air ambulance).
 - The following are some situations that may qualify:
 - Ventilator-dependent Family member
 - Family member must travel with around the clock medical care/support
 - Family member must travel with special medical equipment/DME
 - Family member cannot travel via POV or commercial air
 - Other than economy/coach accommodations are required
- ✓ The Office of the Surgeon General (OTSG), EFMP Office, must approve each case before any scheduling or coordination ensues.
- ✓ OTSG will provide guidance and order amendment language to the servicing reassignments processing center at the appropriate time.





Reassignment Briefing

Married Army Couples Program

References:

- AR 612-201 (Initial Military/Prior Service Trainee Support)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

- ✓ Married Army couples desiring joint assignment to establish a common household or joint domicile (JD) must request such assignment by enrolling in the Married Army Couples Program (MACP).
- ✓ Soldiers who marry during or after advanced individual training (AIT) and have not proceeded to their first unit of assignment, who desire a JD with their spouse, must enroll in the MACP. When enrolled, the Soldiers will be automatically provided JD assignment consideration.
- ✓ When a Soldier enrolled in the MACP is considered for reassignment, the other Soldier is automatically considered for assignment to the same location or area, except when one Soldier is assigned to a dependent restricted location.
- ✓ 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. JD assignments will not be considered when one Soldier is attending school in a PCS status; however, consideration will be given upon school completion.
- ✓ Assignment instructions for each Soldier will indicate whether or not a joint assignment is approved.
- ✓ Married Army couples that do not enroll in the MACP or dis-enroll from the MACP indicate that JD assignments are not desired; therefore, this cannot be used as the basis to request deletion from an assignment.





Reassignment Briefing

References:

- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

Home Base and Advance Assignment Program (HAAP)

- ✓ HAAP assignments are available for Soldiers (E4-E8, WO1-O5) selected for a dependent-restricted tour. The HAAP provides advanced notice of follow-on assignment after a dependent-restricted tour.
- ✓ Participation in the HAAP is optional. Soldiers must complete a HAAP Statement to accept or decline the HAAP assignment. Soldiers who decline participation in the HAAP will be reassigned according to the needs of the Army following their dependent-restricted tour.
- ✓ Home Base
 - Return to the installation where they were stationed. Soldiers cannot relocate Family members at government expense.
- ✓ Advanced Assignment
 - Return to a different installation than they were stationed. Soldiers can only relocate Family members at government expense to the location of the advanced assignment.
- ✓ The home base or advanced assignment may be changed or canceled due to changing needs of the Army, or because the Soldier declines to participate, voluntarily extends their foreign service tour, or is selected to attend the SGM course.





Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)

Family Travel

✓ Designated Place Moves

- Soldiers on assignment to dependent-restricted tours are authorized to move Family members to a designated place, unless participating in the HAAP.
- Soldiers who elect to serve an unaccompanied tour are authorized to move Family members to a designated place.
- Family members cannot be moved again at Government expense until subsequent PCS, or if the Soldier serves a consecutive overseas tour.
- Soldiers authorized deferred travel for Family members are not authorized to move Family members to a designated place, unless travel is expected to be delayed by 20 weeks or more (nonconcurrent travel). Family members will then be authorized to travel from the designated place to the new PDS at government expense provided the Family members are command sponsored and the Soldier has at least 12 months remaining in the OCONUS command.
- The designated place may be:
 - any location in CONUS
 - Alaska, Hawaii, Puerto Rico, or US territory/possession (losing installation commander approval)
 - The follow-on PDS (dependent-restricted and unaccompanied tours only)
 - Any OCONUS location approved by the Secretary of the Army (dependent-restricted tours only)





Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)

Family Travel Application Requirements for Overseas Tour

✓ Family Travel/Command Sponsorship

- Soldiers who desire their Family members accompany them to the new overseas duty station (not a dependent-restricted tour) must initiate Family Member Travel Screening (see EFMP slides) and apply for Command Sponsorship for their dependents as soon as possible. The gaining command is the only Command Sponsorship approving authority.
 - The Family travel authorization must be included on Soldiers' PCS orders, with Family members listed by name.
 - The overseas commander will approve concurrent travel when the Family members can be accommodated within 60 days after the sponsor's arrival in the overseas command. Deferred travel normally will be approved when the Family members can be accommodated within 61–140 days after the sponsor's arrival in the overseas command (for U.S. Army Europe only, deferred travel is between 31 and 140 days).
- ✓ Some Host Nations do not recognize a same-sex spouse as an authorized Family member. Command Sponsorship that violates an applicable Status of Forces Agreement (SOFA) will not be approved.
- ✓ Command sponsorship will not be granted to a Family member who is a registered sex offender.





Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)

Family Travel Application Requirements for Overseas Tour

- ✓ Requests for Family Travel must include
 - DA Form 5121 (Overseas Tour Election Statement) electing to serve with dependents.
 - DA Form 4787 (Reassignment Processing) listing all authorized dependents who will accompany the Soldier.
 - DA Form 5888 (Family Member Deployment Screening Sheet): All Family members must be screened at an Army EFMP clinic. EFMP screening is valid for 1 year.
 - DD Form 2792 (Family Member Medical Summary) and or DD Form 2792-1 (Special Education/Early Intervention Summary), if applicable.
 - DD Form 1172-2 (Application for Identification Card/DEERS Enrollment).
- ✓ Once all documents have been received by the Family travel section they will forward the request to the gaining command. The gaining command may take up to 30 days to process the request.
- ✓ Once Command Sponsorship is approved by the OCONUS command the Family member(s) can submit Passport/Visa application(s). It can take 4-6 weeks to complete this process and receive the Passports/Visa.





Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)
- <https://travel.state.gov/content/travel/en/passports/need-passport.html> (Department of State Website)

Passport/Visa/Travel Document Requirements

✓Soldiers

- Not all countries require passports; some only require orders and military ID card to enter the country. Check the DOD Foreign Clearance Guide website to verify passport requirement: <https://www.fcg.pentagon.mil>.

✓Family members

- All command-sponsored, U.S. citizen Family members require a government no-fee passport, and possibly a visa, to PCS to a foreign country. Family members arriving overseas without a no-fee passport/visa when required will be denied entry and returned to CONUS at personal expense.
- Family members who are not U.S. citizens will travel on their personal passport issued by their country of citizenship.
- For information and instructions on how to apply for a no-fee passport for official government travel, visit <https://travel.state.gov/content/travel/en/passports/need-passport.html>.
- Family member travel is delayed frequently because of passport processing time. Family member applications for passports should be completed immediately after Family travel has been approved.
- Soldiers traveling with Family through Canada enroute to or from Alaska are recommended to apply for no-fee passports.





Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)
- <https://travel.state.gov/content/travel/en/passports/need-passport.html> (Department of State Website)
- <https://www.uscis.gov/> (U.S. Citizenship and Immigration Services Website)

Passport/Visa/Travel Document Requirements

- ✓ Official passports may not be used for personal leisure travel to foreign countries. OCONUS passport offices present long delays in processing. The Department of State recommends individuals desiring a tourist passport for leisure travel obtain one prior to departing CONUS.
- ✓ Please be advised some assignments require a Visa in addition to Passports. A Visa will require additional time to process and cannot be requested until all Passports are received.
- ✓ Family members are required to have a current DEERS ID Card (10 years of age or older), Official Passport, and Visa (if required) in order to travel OCONUS.
- ✓ Soldiers moving from OCONUS to CONUS for the first time with a foreign spouse must obtain an Immigration Visa. Information is available at the United States Citizenship and Immigration Services website at <https://www.uscis.gov/>.
- ✓ NATO Travel Orders. NATO travel orders are required for U.S. Military travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom.





Reassignment Briefing

Passport/Visa/Travel Document Requirements

References:

- <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Official-Travel-Page/> (Air Mobility Command Website)
- AR 525-13 (Anitterrorism)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)

✓Patriot Express

- Patriot Express flights are commercially contracted aircraft that have the same standards as other commercial airlines.
- It is mandatory to use Patriot Express flights for PCS to many OCONUS locations, unless an exception has been approved. The Installation travel office can provide guidance.

✓Anti-Terrorism and Force Protection (AT/FP) Training

- AT/FP training is not required for PCS to Alaska, Hawaii, or U.S. possessions/territories. The following are required for all other OCONUS locations:
 - AT Level 1 training and Sere 100.2 training are required for all OCONUS locations. Available at <https://jkodirect.jten.mil>.
 - Personnel traveling OCONUS are required to complete an Isolated Personnel Report (ISOPREP) prior to departing CONUS. Available at <https://prmsglobal.prms.af.mil/prmsconv/profile/survey/start.aspx>.
- Assignments to SOUTHCOM also require Human Rights training, available at <https://jkodirect.jten.mil>.
- The Foreign Clearance Guide (www.fcg.pentagon.mil) and assignment instructions may list additional training requirements.





Reassignment Briefing

Passport/Visa/Travel Document Requirements

References:

- <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/> (AMC Pet Travel Website)
- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> (The Joint Travel Regulations (JTR)), Chapter 050107

✓Pets

- For Soldiers on a PCS move, there is no entitlement or reimbursement for pet transportation fees, like airplane tickets, pet-friendly hotels, or kennels. Pets or animals may travel with Soldiers at personal expense.
- Moving companies cannot ship any live animals.
- Soldiers must review the new PDS website to learn about any vaccines and special quarantines pets may have to undergo. These requirements may take months to satisfy; therefore, Soldiers should act quickly.
- For OCONUS: Some host countries/international bases may limit the animal species and dog breeds allowed and may have specific quarantine requirements for some animals. In some cases, quarantine fees may be reimbursable, up to \$550 per move. This is for dogs and cats only. Soldiers must contact the new PDS before making plans to travel with pets.
- Airlines may deny pet shipments during the summer/winter months due to the heat and cold.
- Soldiers may be eligible to ship dogs and cats at personal expense via the Patriot Express Air Mobility Command Flight.
- More information is available at:
<https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/>.





Reassignment Briefing

References:

- AR 600-110 (Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus)
- AR 614-30 (Overseas Service)

Human Immunodeficiency Virus (HIV) Testing

✓ HIV Testing Requirement

- Soldiers who receive overseas AI are required to take an HIV test as part of their Soldier reassignment processing requirements if they have not been tested in the 6 months prior to their departure.
- Date, time, and location of test will be annotated on DA Form 4036, Medical and Dental Preparation for Overseas Movement
- Those who are HIV infected will be deleted from AI.





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)
- <https://www.hrc.army.mil/content/10939> (Assignment Deletions, Deferments, Early Arrival, and Reporting Failures to Gain Website)

Application Requirements for Deletions and Deferments

- ✓ Deletion and Deferment Requests should be submitted:
 - Within 30 days of assignment notification, or as soon as the determination is made that a deletion or deferment is needed. Requests submitted after 30 days will not be rejected; however, they must include an explanation of the circumstances resulting in the late submission.
 - 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/O-6 level chain of command to HRC.
- ✓ If a disqualifying factor can be resolved within 120 days of the report month, a deferment rather than deletion should be requested.
- ✓ Soldiers will continue with the reassignment process until the action has been completed (except for requesting port call, moving Family members, shipping household goods (HHG), and terminating quarters).
- ✓ DEROS is the driving factor in requests for deletion, deferment, or early arrival for Soldiers currently assigned to OCONUS units. Requests that will result in Soldiers departing OCONUS after or prior to their DEROS should be submitted as foreign service tour extensions or curtailments, except for compassionate requests or adverse action.





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)
- <https://www.hrc.army.mil/content/10677> (Enlisted Compassionate Actions Website)

Application Requirements for Deletions and Deferments

✓ Compassionate Deletion or Deferment

- A request based on compassionate reasons or extreme Family problems.
- Requires DA Form 3739 (Application for Compassionate Actions) with a colonel/O-6 endorsement.
- Deferment should be used instead of deletion if the extreme Family problems can be resolved within 90 days of the report date.
- The request will be submitted to HRC within 45 days of assignment notification (30 days for officers), or within 72 hours of the deletion or deferment situation occurring (or becomes known to Soldier).
- If the request is based on medical problems of a Family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must be included. If illness is terminal, life expectancy must be included. The medical statement will list any factors bearing on the medical condition, and if the Soldier's presence is requested.
- If the request is based on legal issues, it must include a signed statement from a licensed attorney and include the problems and justification for the Soldier's presence.
- If the request is based upon other than medical or legal problems, supporting statements from responsible persons, such as clergy, social workers, or local law enforcement officials, must be included.





Reassignment Briefing

References:

- AR 600-8-105 (Military Orders)
- DA PAM 600-8-105 (Military Orders)

Availability Date

✓ OCONUS Availability Date

- Availability date establishes the earliest authorized flight departure date.
- Enlisted Soldiers
 - Availability date is set to three (3) calendar days prior to the Soldier's Date Eligible for Return from Overseas (DEROS)
- Officers
 - Availability date is based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days travel time, leave, and any approved Permissive TDY.
- Soldiers may fly up to nine days past their availability date, unless otherwise stated in orders.
- The availability date is documented as the "Avail date" on the last page of PCS orders.





Reassignment Briefing

Reporting Timelines

References:

- AR 600-8-11 (Reassignment)
- <https://www.hrc.army.mil/content/10939> (Assignment Deletions, Deferments, Early Arrival, and Reporting Failures to Gain Website)

- ✓ The end date on the DA Form 31 must match the PCS orders report date.
- ✓ Early Reporting
 - Soldiers must report to their gaining command on or before the report date indicated on their PCS orders.
 - Unless special instructions specifically authorize or prohibit early report, Soldiers departing:
 - CONUS locations may report to the gaining command up to 30 days prior to the report date indicated on the PCS orders.
 - OCONUS locations may report to the gaining command at any time between their availability date and the report date indicated on the PCS orders.
 - Soldiers desiring to report to the gaining command earlier than 30 days prior to the report date on the PCS orders must submit a DA Form 4187 to request early arrival. If approved, the report date will be changed.
- ✓ Soldiers desiring to report to the gaining command after the report date indicated on the PCS orders must request a deferment.





Reassignment Briefing

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 0513-0534

PCS Transportation Entitlements

✓ Household Goods (HHG) Entitlements:

- Soldiers are authorized HHG transportation due to a PCS. Soldiers must contact the local Transportation Office as soon as orders are received. Soldiers who move or store HHG are encouraged to download the Army PCS Move APP from Google Play Store or Apple Store.
- Soldiers on a PCS are entitled to ship the authorized weight allowance of HHG from the old permanent duty station to the new permanent duty station, or to any other place, not to exceed what it would have cost the government if the authorized weight allowance would have been shipped in one lot from the old PDS to the new PDS.
- Unaccompanied baggage (UB) is part of the Soldier's authorized HHG weight allowance. UB transportation is authorized by an expedited transportation mode (air) on OCONUS PCS when necessary to enable the Soldier to carry out assigned duties or to prevent undue hardship on the Soldier or a dependents.
- A Soldier, who is authorized shipment of HHG or UB, is also entitled to 90 days temporary storage in transit in conjunction with such shipment.
- Soldiers authorized movement of Family to a designated place are authorized HHG shipment to the designated place and non-temporary storage (NTS). If a Soldier elects to participate in the HAAP, movement of HHG to designated location is not authorized.





Reassignment Briefing

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 0513-0534

PCS Transportation Entitlements

✓HHG Entitlements (continued)

- Soldiers are authorized Professional Books, Papers, and Equipment (PBP&E) shipment when he or she certifies that the PBP&E are necessary for official duty at the next PDS. Soldier PBP&E will not exceed 2,000 lbs. Spouse PBP&E will not exceed 500 lbs. PBP&E must be weighed separately from the HHG shipment and does not count against the Soldier's maximum weight allowance.
- Weight allowances can be administratively restricted at a PDS OCONUS based on factors at that location. When the new PDS is an administrative-weight-limited location, the Soldier is authorized HHG transportation to a designated place or to NTS for the remainder of the HHG weight allowance that could not be shipped to the new PDS.

✓Excess Charges

- Transportation-related costs incurred by the Government due to the negligence of the Soldier, such as attempted pickup or delivery charges when the Soldier missed the appointment as scheduled, are considered excess charges and are the Soldier's responsibility.
- The Government may pay the total transportation cost and other applicable charges for any weight that exceeds the weight allowance. Soldiers must repay the Service for the cost of transporting HHG in excess of the specified weight allowance or authorized distance.
- The Joint Travel Regulations allows for a weight allowance increase due to hardship. When the Soldier receives notification of exceeding the maximum weight allowance, they should contact the local Transportation Office to submit an exception to policy (ETP) to the Army G-4. The ETP contains all actual HHG shipment weights, PCS orders, and Soldier statement requesting a higher weight allowance (not to exceed 18,000 lbs.) and financial hardship impact. Army G-4 adjudicates the ETP with a decision to the local Transportation Office for notification of the Soldier and U.S. Financial Management Command.





Reassignment Briefing

References:
• www.militaryonesource.mil
(Military One Source Website)

PCS Transportation Entitlements

- ✓ Military OneSource is the Soldier's connection to information, answers and support.
 - www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves.
 - The official DOD customer moving portal, provides numerous moving guides, tutorials, FAQs, customer service links, and valuable tools and resources.
 - Installation Information Booklets and available services at installations worldwide.
 - Plan My Move-create a custom calendar to organize the move!
- ✓ Military OneSource provides access to the Defense Personal Property System (DPS)
 - A DPS account is required whether Soldiers schedule an in-person appointment with a Transportation Office or not. Some of the actions that can be completed in DPS are:
 - Online self-counseling
 - Create shipment applications for HHG/UB
 - Upload shipment documents to the DPS system
 - Print out and digitally sign the DD forms generated by DPS
 - Request temporary storage extension with the Transportation Office
 - Complete an online Customer Satisfaction Survey to rate the moving company's performance
 - File a claim for loss and damage with the moving company for full replacement value
 - Soldiers executing their first or final move will not be able to perform self-counseling and must make an appointment to see a counselor.





Reassignment Briefing

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 051502

PCS Transportation Entitlements

✓ Personally Procured Moves (PPM):

- Soldiers can personally arrange HHG transportation and NTS and receive a monetary allowance as reimbursement with Transportation Office counseling and approval. Soldiers must not conduct a PPM prior to issuance of PCS orders.
- Requires obtaining a full weight ticket for each vehicle/trailer used, and an empty weight ticket, unless the empty weight is listed on the vehicle registration or the commercial empty weight is available online.
- Full PPM: The Soldier moves everything themselves or personally arranges movement with a non-government arranged moving company.
- Partial PPM: The Soldier coordinates government transportation of part of their HHGs, and moves/coordinates the remainder themselves.
- The Soldier may receive reimbursement of the actual expenses, or payment of a monetary allowance equal to 100% of the Government's constructed "Best Value" cost for the actual HHG weight (not estimated weight), even when the actual cost of the HHG shipment is less.
- Advance of Funds. Advance payment equal to 60% of the PPM monetary allowance is authorized for PPMs. Soldiers with GTCC are not authorized advance of PPM funds.
- During peak-season HHG industry capacity issues, the Transportation Office may issue a non-availability memo or actual cost memo for actual cost reimbursement, which requires Soldier submission of 2 or 3 commercial invoice estimates. Weight tickets are required.
- Soldiers who hire a commercial company should select a mover registered with the Federal Government at <https://www.fmcsa.dot.gov/protect-your-move>.





Reassignment Briefing

References:

- <https://icss.eta.sddc.army.mil> (Survey Website)

PCS Transportation Entitlements

✓HHG Customer Satisfaction Survey (CSS):

- In a combined effort with United States Transportation Command (USTRANSCOM) to provide better customer service, we are asking Soldiers to evaluate the customer service provided to them by the moving company during their personal property move through a customer satisfaction survey taken by logging into DPS.
- The results of this 8 question survey will affect how the government distributes future shipments to the moving company used during the personal property move and will provide valuable information regarding the service received to the Transportation Office.
- DPS will send reminder emails to complete the survey on-line after 7, 14, 21, and 180 days.
- Soldiers who cannot access DPS can complete the survey by phone via the US Transportation Command Help Desk at 1-800-462-2176, select option 5 and option 1.
- It is critical the completed survey is received after delivery of shipments. A survey needs to be completed for each personal property shipment as Soldiers may have different moving companies assigned.





Reassignment Briefing

References:
• AR 27-20 (Claims)

PCS Transportation Entitlements

✓HHG Claims:

- If HHG or UB is lost, damaged, or destroyed while being transported by the Government, full replacement/repair value of the lost/damaged items may be claimed with the moving company.
- Claims are generally payable if the damage occurred during the transportation or storage and is not the result of a preexisting defect, is not due to normal usage, and is not the result of normal deterioration during storage.
- Soldiers with damaged or missing HHG or UB must file a Notice of Loss or Damage AT Delivery or a Notice of Loss or Damage AFTER Delivery with the Transportation Service Provider (TSP) within 180 days of delivery, and a claim in DPS within 9 months of delivery. The Notice of Loss or Damage is provided by the TSP at delivery.
- Visit <https://www.jagcnet.army.mil/PCLAIMS> for 3 informational HHG claims videos:
 - Pre-Move and Moving Day: <https://youtu.be/EL0eMaN7mHU>
 - Delivery Day and Filing Your Claim: <https://youtu.be/Bk288sGwUPM>
 - Transferring Your Claim to the Army: <https://youtu.be/DdKiMiswT20>
- Soldiers disputing any or all of the moving company's claim settlement offer or denial must transfer the claim to the U.S. Army Center for Personnel Claims Support at: usarmy.knox.hqda-otjag.mbx.cpcs@mail.mil, phone 502-626-3000 (DSN 464).





Reassignment Briefing

References:
• www.move.mil (Move.mil Website)
• <https://dps.sddc.army.mil/cust/standard/user/home.xhtml>
(DPS Landing Page)

PCS Transportation Entitlements

✓ Inconvenience Claims

- Are separate from loss or damage claims. Inconvenience claims are a payment to the Soldier by the moving company to offset expenses because the Soldier cannot use necessary items from their HHG shipment due to the inability of the moving company to meet required pickup and delivery dates.
- The Soldier notifies the moving company of the intent to file a claim, and the moving company provides the Soldier an inconvenience claim form. The moving company acknowledges the Soldier's intent to file an inconvenience claim within 5 business days.
- The maximum amount payable without receipts is limited to the equivalent of 7 days of meals & incidental expense per diem rates. When receipts are provided, the amount payable is equal to the amount supported by the receipts.
- Soldiers must contact their moving company prior to making purchases for necessary items to ensure they are both in agreement on reimbursable expenses. Necessary household items include, but are not limited to, laundry service, furniture and/or appliance rental (to include rental of a television), air mattresses, towels, linens, pillows, and necessary kitchen items (such as pots, pans, dishes, paper plates, plastic ware, etc). Groceries and alcohol are not eligible for reimbursement. The list allows the moving company and Soldier the ability to determine those items which are deemed necessary.
- The moving company should reimburse within 30 days of receipt of the claim.
- Soldiers should contact their local Transportation Office if assistance is needed.





Reassignment Briefing

References:

- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 0529-0532

PCS Transportation Entitlements

✓ Privately Owned Vehicle (POV)

- Authorization to ship POV must be on the PCS orders. Each Soldier is authorized to ship only one POV, either an automobile or a motorcycle. A motorcycle may also be shipped in HHG.
- When a POV is not authorized for shipment to the gaining OCONUS PDS, Soldiers are authorized POV storage at government expense or travel mileage to a designated place. Information on POV storage may be found at www.pcsmypov.com/storage.
- Soldiers are authorized reimbursement to deliver or pick up the POV from the designated Vehicle Processing Center (VPC) or storage.
- Locations and contact information for contractor operated VPCs can be found at www.pcsmypov.com/locations.
- POVs with a lien may require a lien-holder authorization letter.
- Shipment of a POV within CONUS may be authorized by a Transportation Office for Soldiers with driving restrictions or short notice report date.
- Additional information available at www.pcsmypov.com.





Reassignment Briefing

References:
• AR 27-20 (Claims)

PCS Transportation Entitlements

✓POV Claims:

- Soldiers with POV damage must list the damage on the DD Form 788 (Vehicle Shipping Document) at the time of pickup, or notify the installation legal office within 48 hours if additional damage is discovered after pickup.
- POV Claim types:
 - Site Settlement. These claims are done at the Vehicle Processing Center (VPC).
 - IAL Claim. These claims are filed with the International Auto Logistics (IAL) Claims office.
 - Military Claim. These claims are filed with the U.S. Army Center for Personnel Claims Support at:
usarmy.knox.hqda-otjag.mbx.cpcs@mail.mil, phone 502-626-3000 (DSN 464).
 - Inconvenience Claim. Inconvenience claims provide reimbursement for out of pocket expenses associated with a missed required delivery date.
- Visit <https://www.jagcnet.army.mil/PCLAIMS> for more info.





Reassignment Briefing

Spouse Employment

References:

- AR 608-1 (Army Community Service)
- ALARACT 036/2019 (Announcement of Army Directive (AD) 2019-18 and Filing Instructions for Spouse State Licensure and Certification Costs Reimbursement)
- National Defense Authorization Act for Fiscal Year 2018
- Public Law No. 115-91, section 556, 131 Stat. 1403-1405

✓ Spouse Employment

- Military Spouse Employment Partnership (MSEP) is a resource for spouse employment with private sector companies, non-profits, and other government agencies.
Website: <https://msejobs.militaryonesource.mil/msep/home>.
- Employment Readiness Program (ERP) is an Army Community Service program providing employment assistance to military Spouses, Soldiers, DoD Civilians, and all immediate Family members.
Website: <https://www.armymwr.com/programs-and-services/personal-assistance/employment-readiness-program/army-spouse-employment-career-and-education>.
- Military One Source, My Career Advancement Account (MyCAA) - Spouses of service members on active duty in pay grades E1 to E5, W1 to W2, and O1 to O2 can take advantage of a scholarship program that provides up to \$4,000 in financial assistance to eligible military spouses who are pursuing a license, certification, or Associate's degree in a portable career field or occupation. Career Coaches are available by calling 1-800-342-9647.
Website: <https://mycaa.militaryonesource.mil/mycaa/>.

✓ Spouse Relicensing

- The Army has implemented policies to reimburse Army spouses for license/certification fees when they PCS. The Army strongly supports the work of the DoD in promoting license reciprocity in all states.
Website: <https://myseco.militaryonesource.mil/portal/content/view/8576>.





Reassignment Briefing

References:

- AR 600-8-8 (The Total Army Sponsorship Program)

Total Army Sponsorship Program (TASP)

✓TASP:

- Soldiers in the rank of PVT-SSG, WO1-CW2, and 2LT-CPT are required to participate in the Sponsorship 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 in the rank of SFC - CSM, CW3 - CW5, & MAJ - COL may opt-in to participate in the program if they wish to request sponsorship.
- Senior Commanders may determine that Sponsorship is required for all incoming Soldiers within their area of responsibility.
- Upon receiving Assignment Instructions, the Soldier must login to the Army Career Tracker (ACT) website at: <https://actnow.army.mil>.
 - Click on the Sponsorship tab and then DA Form 5434 (Sponsorship Program Counseling and Information Sheet). Select “Create new form” and complete sections 1, 2, 4 and 5.
 - Once each section is complete, a check mark will appear. When all sections are complete, select the “submit” button on the bottom of the page.
- Once a sponsor is assigned by the gaining unit, the Sponsor can then log into ACT and complete the DA Form 5434, section 3. The DA Form 5434 can be completed by the Soldier/sponsor simultaneously.





Reassignment Briefing

Housing Flexibility Options

References:

- Department of Defense Instruction 1315.18 (Procedures for Military Personnel Assignments), Enclosure 3 (Procedures), Chapter 10
- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26, para 261014.

✓Housing Flexibility:

- Soldiers may request flexibility options for government owned/leased Family housing while undergoing a PCS within the United States (including Alaska and Hawaii).
- Soldiers are eligible if they:
 - Have a dependent enrolled in the Exceptional Family Member Program, or
 - at the beginning of the covered relocation period: have a spouse who is gainfully employed or enrolled in a degree, certificate, or license-granting program; have a dependent attending an elementary or secondary school; or are caring for an immediate Family member with a chronic or long-term illness.
- The covered relocation period begins 180 days before the date of the PCS, which is the date the Soldier leaves the current PDS, and ends 180 days after the date of PCS.
- Housing Flexibility Options include:
 - Continuation in Family housing at the losing PDS during the covered relocation period. Approval cannot adversely affect other Soldiers who arrive at the losing PDS during the relocation period.
 - Early Family housing eligibility and housing assignment at the gaining PDS for the Family, even if the Soldier has not arrived at the new PDS.
 - Occupancy of unaccompanied housing by a Soldier with dependents, at either the losing or gaining PDS, when the Family relocates at a different time than the Soldier. Occupancy is provided on a “space-available” basis and will not displace an eligible Soldier with no dependents.
 - Equitable BAH, when the Family relocates at a different time than the Soldier. BAH may be based on the rate of the gaining PDS, the losing PDS, or the actual location of the Family at the time the Soldier departs.





Reassignment Briefing

Housing Flexibility Options

References:

- Department of Defense Instruction 1315.18 (Procedures for Military Personnel Assignments), Enclosure 3 (Procedures), Chapter 10
- DoD 7000.14-R (Financial Management Regulation), Volume 7A, Chapter 26, para 261014.
- <https://www.housing.army.mil/> (Army Housing Online User Services)

✓Housing Flexibility (continued):

- Eligible Soldiers can apply for privatized and government-owned/government-leased Family housing while undergoing a PCS.
- Privatized Family Housing:
 - Soldiers can submit an advance application for housing prior to departing the losing PDS, requesting for Family to be approved to move into housing prior to the Soldier's arrival.
 - Submit housing application, PCS Orders authorizing Family to travel in advance of the Soldier, and DA Form 31 (Request and Authority for Leave) to the Residential Communities Initiative (RCI) project company.
 - Subject to availability of housing and RCI project company approval.
 - Rental rate for assigned housing at the new PDS is determined by new PDS BAH rate.
- Government-owned/government-leased Family Housing:
 - Soldiers can submit an advance application for placement on the waiting list prior to signing out of the losing PDS.
 - Obtain dependent travel authorization for OCONUS.
 - Submit DD Form 1746 (Application for Assignment to Housing), PCS Orders, and DA Form 31 or DA Form 137-2 (Installation Clearance Record).
- Consult the Housing Office at the losing PDS on local policies to retain assigned housing after PCS.
- Visit <https://www.housing.army.mil/> for more information on Army Housing.





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)

Reassignment Packet Requirements

- ✓ The following documents will be included in each Soldiers' reassignment packet, as applicable.
 - ☐ Updated Soldier Records Brief/Officer Records Brief/Enlisted Records Brief
 - ☐ DA Form 4036 (Medical and Dental Preparation for Overseas Movement), if on assignment to OCONUS
 - ☐ DA Form 4787 (Overseas Reassignment Processing), if on assignment to OCONUS
 - ☐ DA Form 5117 (Reassignment Control Sheet)
 - ☐ DA Form 5118 (Reassignment Status and Eligibility Statement)
 - ☐ DA Form 5121 (Overseas Tour Election Statement), if on assignment to OCONUS
 - ☐ DA Form 5434 (Sponsorship Program Counseling and Information Sheet)
 - ☐ DA Form 5888 (Family Member Deployment Screening Sheet), if on assignment to OCONUS
 - ☐ Form AAA234 (Individual Losing Assignment) for enlisted or Request for Orders (RFO) for officers
 - ☐ Copies of all reassignment management forms, including any reclassification, medical examination board, physical evaluation board actions, or reenlistment contract that relate directly to the reassignment action, and documents qualifying the Soldier for PCS movement, deletion, or deferment.





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)

DA Form 5118 (Reassignment Status and Election Statement)

✓ DA Form 5118

- This form is used to conduct initial screening of assignment instructions to determine the Soldier's eligibility for the assignment.
- Part I is completed by the Reassignments Processing Center, and is used to determine:
 - If the Soldier meets general assignment eligibility, such as stabilization, time on station, and MOS qualification.
 - if the Soldier requires additional security clearance/background investigation processing.
 - If the Soldier must acquire additional service to comply with the assignment.
- Part II is completed by the Battalion S1, and is used to determine if the Soldier meets general assignment eligibility, such as duty status, adverse actions, and separation processing.
- Parts III and IV are completed by the Soldier and is used to determine:
 - If the Soldier intends to retire or decline an airborne assignment.
 - If the Soldier meets general eligibility requirements for OCONUS assignment and assignment to hostile fire areas.
 - If the Soldier's Family requires any special consideration.
 - If the Soldier desires to participate in the HAAP.
- Part V is completed by the Soldier's medical treatment facility, as is used to determine if the Soldier meets medical requirements for the assignment.





U.S. ARMY®



OCONUS Reassignment Briefing

USAG Fort Leonard Wood DHR

Reassignments

**Human Resources Personnel
Support Center
MPD/DHR**



OCONUS REASSIGNMENT BRIEFING

AGENDA

- Welcome
- Soldier Responsibilities
- Transportation
- Housing
- Barracks
- Finance
- Army Community Service (ACS)
- Exceptional Family Member Program (EFMP)
- Command Sponsorship
- Additional Information
- PCS Procedures
- Attachments
- Conclusion
- POCs
- Certificate of Completion





OCONUS REASSIGNMENT BRIEFING

WELCOME

This briefing is designed to provide you with easy access to the information and documents needed to complete your PCS move. At the end of this briefing you will find all the necessary documents and links in order to complete your Reassignment Processing folder.

Plan your departure from Fort Leonard Wood accordingly. If you have any questions after the Reassignment Processing Briefing, Please:

- * See your S1 for any questions you might have**
- * Ask one of the human resources professionals, they are here to assist you**
- * You can find attachments at the end of the briefing with more information**





OCONUS REASSIGNMENT BRIEFING

SOLDIER RESPONSIBILITIES

Soldiers are responsible for completing their own Online Reassignment Processing Brief. All information needed in order to successfully PCS to a new assignment will be provided. At the end of the brief the Soldier will be required to print out a Certificate of Completion that will be submitted with the Reassignment Processing folder. Soldiers will report to their S1s in order to get further guidance on all required documents. Once all documents have been completed by the Soldier they will return them to their S1 for review and electronic submission to the Reassignment Processing Section.





OCONUS REASSIGNMENT BRIEFING

SOLDIER RESPONSIBILITIES (continued)

Single Soldiers or Serving an "All others" (without dependents) Tour

- ✓ Complete OCONUS PCS Worksheet (provided by your S1)
- ✓ DA Form 5118 (Reassignment Status and Election Statement) (provided by your S1 or via email from the HRPSC) **ENLISTED SOLDIERS ONLY**
- ✓ DA Form 4036 (Medical and Dental Preparation For Overseas Movement)
- ✓ ATL1/ISO Prep
- ✓ DA Form 5434 (Sponsorship Program Counseling and Information Sheet) if applicable
- ✓ Re-enlistment/Extension if applicable
- ✓ TDY School - TDY Option form and DD Form 1610 if applicable
- ✓ Commercial Travel Statement if applicable
- ✓ Alaska POV if applicable
- ✓ Homebase Advance Assignment Program (HAAP) if applicable

Soldiers serving a "With Dependents" Tour, in addition to the above documents, you will also need:

- ✓ DA Form 4787 (Reassignment Processing)
- ✓ DA Form 5888 (Family Member Deployment Screening Sheet)
- ✓ DA Form 5121 (Oversea Tour Election Statement)





OCONUS REASSIGNMENT BRIEFING

TRANSPORTATION

[Transportation Brief PDF](#)

Shipping Entitlements

Make sure that you read all of the information in the self-counseling screens located in the link listed below because that is where all of your information will be regarding authorizations, shipping entitlement, and other helpful information.

PLEASE VISIT: <http://www.move.mil/>

[Move.mil Information Guide](#)





OCONUS REASSIGNMENT BRIEFING

TRANSPORTATION

- ✓ Once you have all your required documents please come to Passenger Travel (Bldg 470 Room 1220).
- ✓ Our passport agent will review all your documents.
- ✓ If there are no issues and the Soldier has all required documentation an appointment will be scheduled.
- ✓ If more information or documentation is needed the Soldier will need to make those corrections and comeback to have their paperwork reviewed. Once everything is correct an appointment will be made.
- ✓ The appointment is with our passport agent. The passport application is prepared/finalized to be submitted to the State Department for processing.





OCONUS REASSIGNMENT BRIEFING

TRANSPORTATION

**If you need assistance with any aspect of the
Transportation move please contact the
Transportation Office.**

[Household Goods Spread Dates](#)

Personal Property (Household Goods)

Location: BLDG 470, Room 1219

Hours of Operation: Mon, Tue, Thu, Fri: 0830-1500

Wed: 1000-1500

POC: Mr. Mark Stretch/Mr. Daniel Mayfield

Phone Number: (573) 596-0904





OCONUS REASSIGNMENT BRIEFING

HOUSING

ON POST HOUSING BRIEFING

Inform Housing you are leaving Fort Leonard Wood and to provide you all the information needed to efficiently get moved and cleared from your On Post Residence. You must give a 30-day notice to clear residence.

You must clear Housing in order to have your clearance papers completed.

Phone Number: (573) 596-1080





OCONUS REASSIGNMENT BRIEFING

HOUSING BRIEFING

OFF POST HOUSING

All Soldiers residing off post need to make sure they give their Landlords/Property Managers adequate notice before they are due to leave Fort Leonard Wood for their new Duty Station (check your Lease Agreement for further information). There is likely a packet of Moveout and Notice of Vacating you will need to complete.

The Housing Office is located in BLDG 470 Room 1217.

Housing Office Phone Number: (573) 596-0984





OCONUS REASSIGNMENT BRIEFING

BARRACKS

All Soldiers residing in the barracks need to contact their Brigade or Battalion Barracks Program Manager to clear their barracks. You will be provided a barracks Cleaning and Clearing Checklist. You will be assigned an Inspection date prior to your PCS move.

You must clear your Single Soldier Housing and bring your Termination letter and Clearing checklist that are provided by your Program Manager, in order to have your clearance papers completed.

Phone Number: (573) 596-0973





OCONUS REASSIGNMENT BRIEFING

FINANCE

Finance out-processing is done individually as each Soldier PCS move may vary. CIF and Housing must be cleared before our office. Bring one copy of your PCS Orders, to include all amendments, and your approved DA Form 31.

NOTE: All DA Form 31s must cover from the day you depart Fort Leonard Wood through the report date as stated in your orders. If TDY enroute, you may use two DA Form 31s. See MILPER Message # 19-329.





OCONUS REASSIGNMENT BRIEFING

FINANCE (continued)

- ✓ If you have had a life changing event (marriage, divorce, child birth, etc.), make sure you have updated your Basic Allowance for Housing (BAH) with your S-1 and Commander; then provide Finance a copy prior to out processing
- ✓ If you are TDY enroute, ensure you have an approved DD Form 1610 prior to departure
- ✓ If you have a Government Travel Charge Card (GTCC) you must see your Agency Program Coordinator (APC) to register into the PCS program, see PCS Fact Sheet # 13 for more details
- ✓ Temporary Lodging Expense (TLE) - see PCS Fact Sheet # 6
- ✓ Temporary Lodging Allowance (TLA) - OCONUS Soldiers may be entitled, see your OCONUS housing office
- ✓ Advances: Pay - see PCS Fact Sheet # 5
Travel - see PCS Fact Sheet # 12
- ✓ Ensure you physically sign out on your DA Form 31, block 14a-f, prior to your departure





OCONUS REASSIGNMENT BRIEFING

FINANCE (continued)

Army Military Pay Office (AMPO) Customer Service

- ✓ If you have any questions regarding your PCS move, the AMPO is located in Bldg 470, Suite 1121. Our hours of operation are: Mon, Tue, Thu, Fri 0730-1600 and Wed 1200-1600
- ✓ We can be reached at (573) 596-8306/3101/8353/2927
- ✓ The AMPO milBook page contains our PCS Fact Sheet, it can be located at: [PCS Fact Sheet](#)





OCONUS REASSIGNMENT BRIEFING

Army Community Service (ACS) Financial/PCS Briefing

All Soldiers in the Grade of E-4 and O2 below and 1st time PCS are required to attend the ACS Finance Brief (AR 608-1, Para 4-39).

All other Ranks are invited to attend but it is not mandatory. This briefing is now provided by one-on-one via Microsoft (MS) Teams or Telephonic.

Contact: (573) 596-2078 to schedule your training





OCONUS REASSIGNMENT BRIEFING

Exceptional Family Member Program (EFMP)

EFMP is a mandatory enrollment program for Soldiers with dependents who have specialized medical, mental health, developmental needs and/or special educational needs that require an Individualized Education Plan (IEP).

This program ensures dependents will have access to the needed services at the gaining installation.

Soldiers enrolled in the program are responsible for updating EFMP enrollment information every 3 years or upon changes in their dependent's needed services.

***Note-** failure to update enrollment every 3 years results in a delinquent status notification to command which will interfere with release of PCS orders/ Reenlistment opportunities. Also, if not all services needed are listed in your dependent's enrollment, it could lead to a PCS location without the needed services.

Enrolled Soldiers: Please come to ACS EFMP to clear once you have received your PCS orders.

ALL SOLDIERS:

You must complete the DA Form 7415, at the end of this brief in the required documents section for the Reassignment Processing folder. (This does not enroll you into the EFMP Program)

[DA Form 7415 Link \(With Attachment Questions\)](#)



Army Community Service (ACS)

Building 486
(573) 596-2784

Questions? Contact ACS EFMP
POC email:
Cynthia.k.Holloway.civ@mail.mil





OCONUS REASSIGNMENT BRIEFING

Exceptional Family Member Program (continued)

Below are 4 questions to determine if you may qualify for the Exceptional Family member program. If ANY answer is "yes" – mark # 6 yes and continue with the DA FORM 7415.

1. Does any member of your Family in DEERS take medication on a daily basis (excluding vitamins or birth control, this does include over the counter meds such as Claritin, Zyrtec, Zantac, Benadryl, Prevacid, and Prilosec)?
2. Does any member of your Family in DEERS need to see a doctor two (2) or more times a year for the same thing excluding, well baby checks and pregnancy?
3. Does any member of your Family in DEERS need to see a specialist (somebody with an "ologist" in their title or a Psychiatrist, Orthopedic, or Allergist even if its once a year)?
4. Does any of your children in DEERS require any out of the regular classroom assistance such as, remedial reading, LO classroom, resource room, special education, any curriculum changes, any therapy such as, speech, occupational, physical, sensory, developmental, behavioral, vision, or hearing. Do they have an Individual Education Program or an Individual Family Service Plan?





OCONUS REASSIGNMENT BRIEFING

COMMAND SPONSORSHIP PROGRAM (CSP)

If taking your family to your overseas assignment, you must apply for Command Sponsorship. Your family members need to have a medical screening completed to make sure your gaining installation has medical facilities available to accommodate your family's medical needs.

- ✓ Complete the DA 5888 return it to the reassignments processing center clerk or S1 to verify and sign. Do not take an unsigned DA5888 to EFMP for your medical screening appointment.
- ✓ Call (573) 596-2784 to schedule an Overseas Screening for Dependents.
- ✓ You will take the DA 5888 with you to the medical screening appointment.
- ✓ The EFMP office will return the DA 5888 to Reassignments electronically.





OCONUS REASSIGNMENT BRIEFING

COMMAND SPONSORSHIP DOCUMENTS

To request Command Sponsorship Soldier will complete the following documents and return to the S-1:

- ✓ **DA Form 4787** (Reassignments Processing) Family Member Data
- ✓ **DA Form 5121** (Oversea Tour Election Statement)
- ✓ **Sex Offender Declaration (Korea and Japan)**
- ✓ ****DA Form 5888 (Family Member Deployment Screening Sheet)** - EFMP form will return to the Reassignment Processing Section after the family medical screening.**





OCONUS REASSIGNMENT BRIEFING

COMMAND SPONSORSHIP PASSPORTS

Dependent No Fee Passport Guidance

The following documents below are required to apply for Official/Diplomatic Passports:

1. Provide the Passport Agent the following: PCS Orders listing dependents on overseas assignment such as (Germany, Italy, Japan, Korea, and Alaska) require a passport for dependents. Italy also will require a Visa.
2. Form DS-11 or DS-82. This must be typed and not handwritten. Must show 2ndBarcode in the upper left hand corner when printed out. Go to <https://travel.state.gov> for passport application. Do not sign application. Must be signed in presence of a Passport Agent.
3. Photo copy of Military CAC front and back (mandatory for Government issued passports) - CAC information must match the passport application.
4. Children 10 years and older must have a military ID card to also fly on AMC Patriot Express Flights.
5. Photo copy of driver's license, front and back.
6. Passport photos(2): Photos can be done at Wal-Mart, Waynesville Post Office, Walgreens or CVS. Pictures must be taken in presentable clothing. No halter tops, low cut tops, face piercings, glasses or military gear.
7. Original colored and a photo copy of the State birth certificate/Naturalization Certificate or previous passport. The colored originals will be sent with your packet, but will be returned with the passport.
8. Original or certified copy of the Marriage License.

[Passport Information Sheet](#)





OCONUS REASSIGNMENT BRIEFING

COMMAND SPONSORSHIP PASSPORTS

If only one Parent appears in person, the following must be presented:

- 1) A Notarized Department of State (DS-3053) Parent Consent Form or a signed/notarized statement from the non-applying parent consenting to the issuance of a passport for a minor child. A copy of their ID with photo used for the notarization must match the DS-3053 and be sent with the form.
- 2) A court order/divorce decree/other legal document granting sole-primary legal custody to the parent who is making out the application for the minor.
- 3) An adoption decree which lists the name of only the parent making the application and the new birth certificate for the minor.

NOTE: If an applicant is an arrears back child support of \$2500.00 or more, based on Section 51.60 (a)(2) of Title 22 of the Code of Federal Regulations and the certificate of the Secretary of Health and Human Services (HHS), you will not be entitled to a Government issued Passport until the amount is satisfied through HHS and then cleared with the State Department.

For a list of Child Support Enforcement Agencies, their contact information can be found online at:

<https://ocse.acf.hhs.gov/int/directories/index.cfm?fuseaction=main.extivdlist>





OCONUS REASSIGNMENT BRIEFING

COMMAND SPONSORSHIP PASSPORTS

BIRTH CERTIFICATES

No Abstract Birth Certificates.

To obtain a New Birth Certificate, please visit this website: <http://www.cdc.gov/nchs/w2w.htm> Save the receipt and any extra fees. You may file on a travel voucher once you arrive in country for reimbursement.

To obtain a Born of Birth Abroad, please contact the Passport Vital Records Office in Washington, D.C. at (202) 955-0307 or visit the following website at: www.travel.state.gov/vital_records_services.html. Cost is normally \$50.00 per copy and is also reimbursable.

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OCONUS REASSIGNMENT BRIEFING

COMMAND SPONSORSHIP PASSPORTS

ONLINE PASSPORT APPLICATION PROCEDURES

The Passenger Travel Office is located in Building 470, Room 1220. Before coming to apply for passports, please read and follow the procedures for applying for a passport online. This application must be typed out and each applicant present when applying.

Step 1: Go to <https://travel.state.gov> and click on new passport

Step 2: Check the Privacy Statement box that you have read the Privacy and Computer Fraud and Abuse Act, click on Submit and then click to Submit the form online.

Step 3: Fill out the required information for “each” passport Applicant. Fill in your Name, Social, birth information, etc.

Step 4: Where Should the Passport be Mailed to: please add the following address first. (Do not put your home address, there will be a step for that next)

Street Address: 13486 Replacement Ave. Suite 1220

City: Fort Leonard Wood

Country: United States

State: MO

Zip Code: 65536

In Care of: LRC Transportation Office





OCONUS REASSIGNMENT BRIEFING

COMMAND SPONSORSHIP PASSPORTS

Passport Procedures (continued)

Step 5: Check the box “NO” for this is NOT your Permanent Address. (This opens up another box for your residence address. Now you may fill in your home address.)

Step 6: Check your Preferred Method of Communication/your Email address and your Phone Number information. Click Next

Step 7: Travel Plans: Enter the date of your travel, enter the return date of your travel, enter the Country you are being assigned to (for Alaska, type in both Alaska/Canada) Click next.

Step 8: Enter your Emergency contact information

Step 9: Enter your most recent Passport information if applies: (if you enter any previous passport information for a minor, please bring in both the birth certificate and the previous passport to our office) otherwise select None: Click next

Step 10: Parent & Spouse information (all blanks, DOB's State of Birth must be filled in please)

Step 11: Enter Spouse information if you have ever been married-select next

Step 12: Enter any additional names you are known by (maiden names, adopted names, divorced names) select next





OCONUS REASSIGNMENT BRIEFING

COMMAND SPONSORSHIP PASSPORTS

Passport Procedures (continued)

You now come to the Passport Application Review Page. This is where you can edit any information you may have entered wrong. Select next.

Step 13: Passport products and fees page: (this passport is no cost to you, but please select the PASSPORT BOOK (\$110 or \$80 for minors). What this does is place the 2nd barcode upon the upper left hand corner of this application form when it is printed. No other boxes need to be checked.

Step 14: Scroll down to the shaded box that states: "I HAVE READ AND ACKNOWLEDGE THE STEPS AND INFORMATION CONTAINED ABOVE".

Step 15: Select Create Form/Select Open/Print (Please bring this form and all of the additional documents on the previous page to our office. **DO NOT SIGN THIS FORM.** You will be asked to sign in front of the Passport Agent).

If you have any questions, please give one of our Passport Agents a call at (573) 596-6974.





OCONUS REASSIGNMENT BRIEFING

PASSPORT APPOINTMENT PROCESS CONT.

- ✓ Once you have all the requested documents and your passport photos please come to the Passenger Travel Office (Building 470, Room 1220).
- ✓ The Passport Agent will review your documents to ensure everything is correct.
- ✓ If everything is correct an appointment will be scheduled with the Passport Agent to submit your passport request.
- ✓ If corrections need to be made you will need to make the necessary corrections and return to have your documents reviewed an appointment will be made with the Passport Agent.





OCONUS REASSIGNMENT BRIEFING

PORT CALL

- ✓ Portcall for every Soldier is St. Louis, MO. Unless you are going TDY enroute to school prior to PCSing, then your portcall is the school location. The only exceptions are the Soldiers who are serving in an "All Others" Tour (Not taking dependents), moving their dependents to another CONUS location and flying overseas from that location. We can put a "via statement" on your orders which will allow you to do that. Please notify your reassignment processing specialist if you plan on doing this.
- ✓ All other Soldiers wishing to fly out of another location besides St. Louis, MO will have to purchase their own tickets through a Military Scheduled Travel Office and get reimbursed later for the difference if there is one. You must sign a Commercial Travel Statement if you plan on doing this.





OCONUS REASSIGNMENT BRIEFING

ADDITIONAL INFORMATION

Service Member Medical Screening (DA Form 4036):

After you receive this briefing you will take the DA Form 4036 to the Soldier Readiness Processing (SRP) Site located at the GLWACH Hospital BLDG 310, Room 111-01 to be completed.

5TH EN Soldiers ONLY: You will take the DA Form 4036 to your PA.

This needs to be completed No Earlier than 6 months prior to report date. Hours of Operation: Tuesday, Wednesday & Friday from 0730-1400, and Thursday 0730-1200.

Soldier Sponsorship Program Counseling and Information Sheet (DA Form 5434):

You should have already received an email from Army Career Tracker (ACT) stating that you are on assignment. Go to <https://actnow.army.mil> log in with your CAC. Click on the bell at the top of the page. You should have a message that you need to initiate DA Form 5434. Complete sections 1, 2, 4 and 5. Do not leave anything blank. Once completed, your gaining installation will complete section 3. Please see your S1 for further assistance.

Who is required to have a Sponsor in ACT?

Soldiers, Noncommissioned Officers, and Officers in the grades of E-1 to E-6/O1 to O3/W1 to W2 will require sponsorship at the unit level prior to conducting their final out at the losing installation.

[DA Form 4036](#)





OCONUS REASSIGNMENT BRIEFING

ADDITIONAL INFORMATION (continued)

Re-enlistment/Extension Documents:

- ✓ If you do not meet the Service Remaining Requirements for this assignment, you must complete the process within 30 days after you complete this briefing. See a Career/Retention NCO in your chain of command and have the Career/Retention NCO or your S1 send a copy of your contract. Your orders **cannot** be completed without turning in this document.





OCONUS REASSIGNMENT BRIEFING

PCS PROCEDURES

School TDY Enroute/TDY and Return

- ✓ If you are going TDY to school in conjunction with your PCS you must get a DD Form 1610 before you can depart for school. To obtain this travel document please contact your BN/BDE Schools NCO. Airborne School will be TDY and Return.

PCS Orders

- ✓ Orders will be sent to your official email address and S-1 once all required documents are completed and returned ELECTRONICALLY.
- ✓ After you have your PCS Orders, you may set up appointments with transportation and housing. Contact your S-1 to schedule your initial clearing appointment and complete your DA Form 31. Orders will not be released without all required forms (contact your S1 for further guidance).





OCONUS REASSIGNMENT BRIEFING

PCS PROCEDURES CONT.

Installation Out-Processing Briefing (IAW AR 600-8-101 para 3-5 a. 3)

All Soldiers leaving Fort Leonard Wood must attend the mandatory out-processing briefing 10 to 5 working days prior to the start of your PCS leave. All Soldiers in the grades of E-1 to E-6, WO1-CW2, and O-1 to O-3 must have a sponsor assigned in the Army Career Tracker (ACT) prior to departure. Bring 2 copies of your orders and 2 copies of your approved DA Form 31. Certificate of Completion of eSAT Training.

<http://www.myarmyonesource.com/outprocessing>





OCONUS REASSIGNMENT BRIEFING

ATTACHMENTS

[OCONUS PCS Worksheet](#)

[DA Form 4036 \(Medical and Dental Preparation For Overseas Movement\)](#)

[DA Form 5888 \(Family Member Deployment Screening Sheet\)](#)

[DA Form 4787 \(Reassignment Processing\)](#)

[DA Form 5121 \(Oversea Tour Election Statement\)](#)

[DA Form 7415 \(Exceptional Family Member Program \(EFMP\) Querying Sheet\)](#)

[Sex Offender Memo \(Korea\)](#)

[Sex Offender Memo \(Japan\)](#)

[Korea Command Sponsorship Family Member Statement](#)

[Passports](#)

[Passport Information Sheet](#)

Please print all necessary documents now





OCONUS REASSIGNMENT BRIEFING

CONCLUSION

Now that you have completed this Online Reassignment Processing Briefing. We hope that we have provided the necessary information in order for you to have a successful PCS move. If by chance you still have questions about your move, please feel free to contact the Reassignment Processing Team for assistance.

NOTE: Please feel free to go back through this briefing to print any slide you need for your information.





OCONUS REASSIGNMENT BRIEFING

REASSIGNMENT PROCESSING POC's

Reassignment Processing Team

Ms. Tracy Jackman(Supervisor)

(573) 596-2246

Mr. William Crail

(573) 596-7128

Mrs. Angela Merritt

(573) 596-6047

Mr. Brian Enicar

573-596-0133





OCONUS REASSIGNMENT BRIEFING

CONGRATULATIONS!

**You have completed the online Reassignment
Processing Briefing**

*****BE SURE TO PRINT YOUR CERTIFICATE
BEFORE CLOSING*****

[Print Your Certificate of Completion](#)

