**REASSIGNMENTS**

Reassignments: The goal of the personnel assignment system is to place the right Soldier in the right job at the right time. AR 614–100 and AR 614–200 provide overviews of the personnel assignment system. Department of the Army (DA) directed enlisted reassignments are in accordance with guidance contained in AR 614–200 and AR 614–30. DA directed officer reassignments are in accordance with guidance contained in AR 614–100. The personnel reassignment process ensures that the eligibility of Soldiers who receive AI is verified, that travel assistance is provided, that Soldiers are prepared for movement, and that their departure is verified. Reassignment processing begins upon receipt of AI, and ends with the issuance of PCS orders in accordance with AR 600–8–105.

The Reassignment Work Center (RWC) processes the following orders:

* PCS orders (including amendment and revocations)
* North Atlantic Treaty Organization (NATO) Travel orders
* IPCOT (In Place Consecutive Overseas Tour) orders
* SRU (Soldier Recovery Unit) orders
* Confinement orders
* Excess Leave orders
* TCS (deployment) orders
* Casualty orders

**You have been notified that you are on assignment, how do you get your PCS Orders?**

**STEP 1. INSTALLATION LEVY BRIEF SLIDES**

\*After viewing the levy briefing, you have **30 days** to gather and submit all required documents.

* LEVY BRIEF SLIDES

#### STEP 2: BEGIN WORKING ON FAMILY TRAVEL/OCONUS DOCUMENTS (IF APPLICABLE). SUBMIT FAMILY TRAVEL DOCUMENTS (DA FORMS 5121, 4787, 5888, 2792 / 2792-1, SEXUAL OFFENDER DECLARATION MEMO AND REGIONAL HEALTH COMMAND MEMO (IF APPLICABLE) IMMEDIATELY UPON COMPLETION. ALL OTHER OCONUS DOCUMENTS, ARE TO BE SUMBITTED WITH YOUR LEVY PACKET.

* DA FORM 31
* DA FORM 4036
* DA FORM 4787
* DA FORM 5121
* DA FORM 5888
* SEXUAL OFFENDER DECLARATION MEMORANDUM
* REGIONAL HEALTH EUROPE MEMORANDUM

Required for Family Travel: DA Form 5121, DA Form 4787, DA Form 5888, sexual offender declaration memo and regional health command memo (if applicable).

**STEP 3:** **COMPLETE THE REASSIGNMENT CHECKLIST AND GATHER APPLICABLE DOCUMENTS**

* REASSIGNMENT CHECKLIST

Note: The DA Form 5118 is provided by the Military Personnel Division Reassignment Work Center to your S1.

\*Ensure that you let us know if anything has changed in regards to your dependency status i.e. married or divorced after departing previous unit or during your current tour in Korea

**STEP 4**: **SUBMIT COMPLETE REASSIGNMENT PACKET WITH ALL REQUIRED DOCUMENTS TO YOUR S1**

\*Incomplete packets will only delay the receipt of your orders.

Once your reassignment packet has been received by MPD, it will be worked in the order received. We have 10 days from the receipt of your packet to produce your orders. Again, an incomplete/inaccurate packet will only delay the receipt of your orders. We will review your reassignment packet when we begin to prepare your orders. Any incomplete packets will be returned at that time, thus delaying the process.

### **YOU RECEIVED YOUR PCS ORDERS, WHAT IS NEXT?**

First, please verify that your PCS orders are correct. Are you dependents listed if Command sponsored or going to another OCONUS assignment? If married or you have dependents and you are going CONUS if there a city, state and zip code of your dependents location on your orders?

If any changes are needed to your PCS Orders, you will require an amendment. Please submit a copy of your orders along with the documents to support the requested changes to your S1. If you are recently married (during this tour) please provide a DD Form 1172.

Please note that if you are going FROM, THROUGH or TO a restricted area a waiver will be required at your final out. Please ensure that you get with your S1 to determine if a waiver is required and if so that they are processing it.

Out-Processing / Final Out-Processing

**OUT-PROCESSING:** Soldiers are allowed 10 working days to clear the installation. PCS orders are sent to the Battalion S1 and the Soldier via email along with notification of the date to attend the out-processing briefing.

**FINAL-OUT PROCESSING:** Soldiers will report to the MPD for Final Out-Processing no earlier than 3 days from their date of departure as listed on their flight itinerary. Unit clearance papers (DA Form 137-1) and installation clearance paper (DA Form 137-2) must be complete and signed by the appropriate personnel for all agencies, S1and unit commander prior to Final Out-Processing MPD. The MPD is the last stop.