



U.S.ARMY



Reassignments Levy Briefing

FORT SILL, OKLAHOMA
Military Personnel Division
Personnel Services Branch
Reassignments Section

FEBRUARY 2025



FT SILL Reassignments Levy Brief

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 page of each slide.





ATTENTION :

**ALL INQUIRIES ABOUT YOUR ASSIGNMENT OR ORDERS MUST BE
ROUTED THROUGH YOUR
BATTALION AND BRIGADE S-1 CHANNELS FIRST**

All Levy Briefs are conducted online. Soldiers on assignment must complete Member Elections in IPPS-A and email notification of completion to your S-1 or MPD Reassignments Box to start the process for producing your PCS orders. Once Member Elections are complete and there are no extenuating circumstances during validation, your orders will be processed within 7-10 business days according to **REPORT DATE**. If you are PCSing OCONUS, please start your request for Command Sponsorship ASAP as PCS orders cannot be processed until the request for Command Sponsorship has been approved. You will receive a notice from IPPS-A once your orders have been approved. Orders are available in your IPPS-A under the MY ORDERS tab. Special Instructions (SI) are available to the left of your orders.





FT SILL Reassignments Levy Brief

REASSIGNMENTS SECTION

- **Location:** Fort Sill Welcome Center (BLDG 4700), First Floor
- **Customer Service Hours:** Monday-Friday 0800-1400 / Closed Wednesday 1300-1600
- **Email Group Box:** usarmy.sill.id-training.mbx.reassignments@army.mil

Reassignments Supervisor

Compassionate Actions

Mr. Richard Akpiri

richard.a.akpiri.civ@mail.mil

580-442-2700

Lead HR Specialist

Special Actions/Command

Sponsorship (E-EFMP)

Senior Staff PCS Orders

Mrs. Dianna Brice

dianna.l.brice.civ@mail.mil

580-442-0159

Reassignments HRA

PCS Orders – A-C and P-Z Soldiers

Mrs. Alma Cardenas

alma.r.cardenas.civ@army.mil

580-442-2497

Reassignments HRA

PCS Orders – D-O Soldiers

Mrs. Shanell Swearengen

shanell.r.swearengen.civ@mail.mil

580-442-0153

Reassignments HRA

Mr. Chris Perry

christopher.p.perry.ctr@army.mil

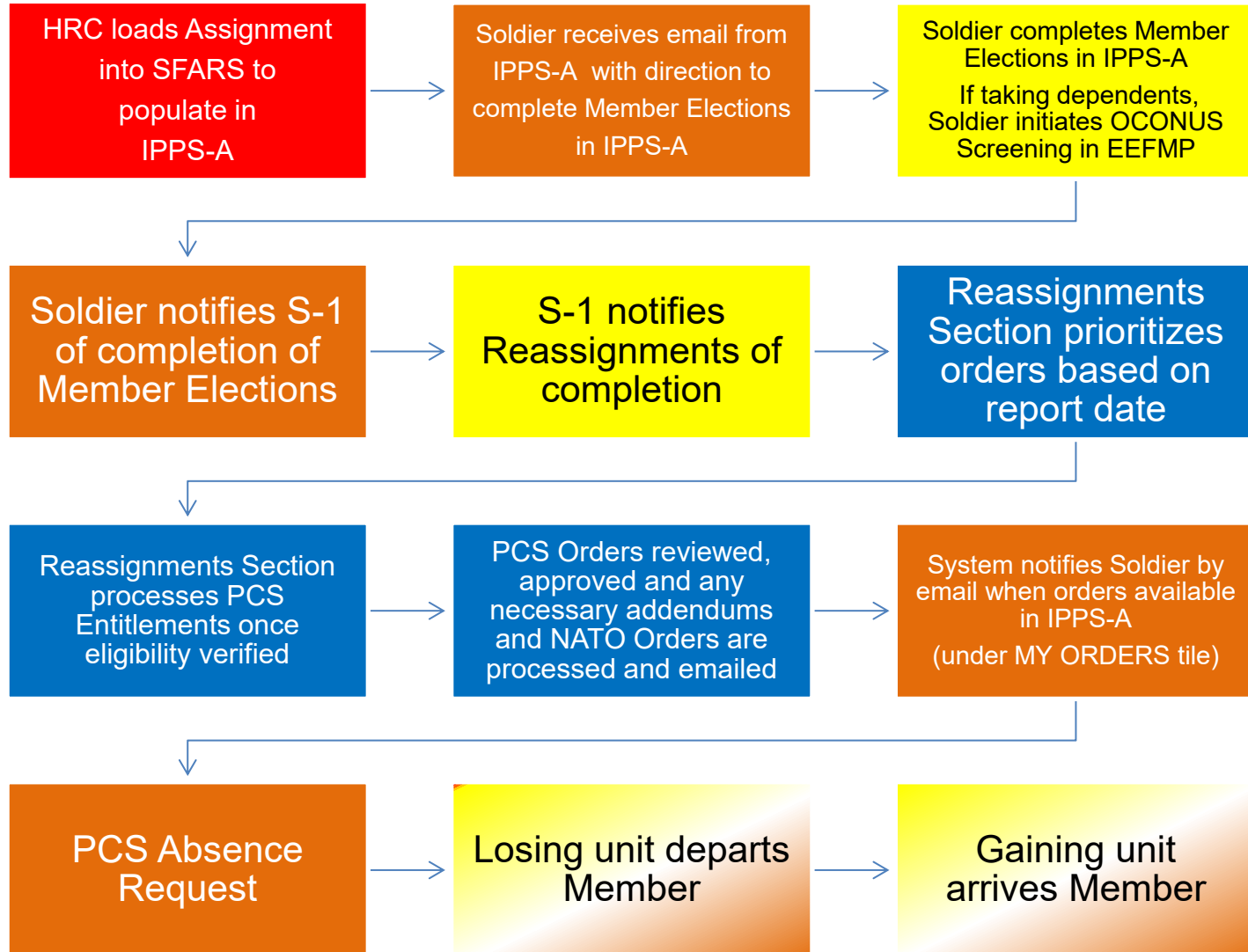
Addendums/NATO

Orders/Clearing/IPERMS





IPPS-A PCS ORDERS PROCESS



■ - HRC ■ - MPD ■ - UNIT ■ - MEMBER





FT SILL Reassignments Levy Brief

References:

- AR 600-8-11 (Reassignment)
- AR 608-1 (Army Community Service)
- MILPER MSG 22-396 (PCS Orders Processing Req Update)

Reassignment Process for PCS Orders

- ✓ Once officially placed on assignment by HRC, Soldiers will receive an email from IPPS-A with link and instructions to complete Member Elections in IPPS-A. Reassignments has provided all S-1s the link to online Levy Brief. The S-1 is required to issue the link to all Soldiers on placed on assignment within 30 days of notification. If you are not provided the link within 5 days of notification, please contact your BN S-1.
- ✓ Suspense for Soldiers to complete Member Elections, online levy brief, and notification to S-1 is within **30 days after notification of assignment through email from IPPS-A. S-1 will notify Reassignments of Soldier's completion of Member Elections.**
- ✓ If PCSing OCONUS, Soldier is required to start the Command Sponsorship request within **30 days** of assignment notification and attend the ACS Overseas Orientation Briefing.
- ✓ Our goal for PCS orders issuance is 120 days or more prior to **report date. Once Reassignments has been notified, PCS orders will be processed within 7-10 business days, PENDING ANY UNFORESEEN SITUATIONS.**





FT SILL Reassignments Levy Brief

Completing Member Elections in IPPS-A

You will receive a notification by email when you have been placed on assignment and must complete your Member Elections for your pending assignment.

IPPS-A: <https://hr.ippsa.army.mil>

To access your Member Elections:

- NavBar (Compass icon in top right)
 - Navigator (blue page icon)
 - Self Service
 - My Assignment Elections
 - Click anywhere on your assignment row to open your elections

Complete the elections, ensuring all tabs are completed. The status on your Assignment Elections page should show as “Completed”. If you are going **OCONUS** and select to serve an **Accompanied** tour, another tab is inserted for Overseas Approval. This will be completed receipt of final disposition of your Command Sponsorship request from the gaining location.

Please ensure you complete and save the Levy Brief Completion Certificate at the end of this brief as this certificate is required as an outprocessing document.

You must notify your S-1 when you complete your Member Elections. Your S-1 will notify the Reassignments Section who will work to complete your Entitlements and process your PCS orders according to report date.

NOTE: If you are PCSing OCONUS and taking dependents, you cannot fully complete your Member Elections.

Please complete all available options. Your HRA will mark your Member Elections complete once your request for Command Sponsorship has been approved by the gaining location.

Once your orders have been approved, you will receive an email notification. To view your orders, click on the **My Orders** tile of the **Self-Service** Home Screen.

NOTE: If you will be serving an accompanied OCONUS tour, **Family Travel Screening must be completed and approved by gaining location before orders can be generated.**





FT SILL Reassignments Levy Brief

References:

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

Reporting Timelines

Absence Requests: Soldier must see Battalion S-1 for details regarding submission in IPPS-A

- **Reporting Early:** Soldiers must report to their gaining command on or before the report date in accordance with their PCS orders.
 - Unless special instructions specifically authorize or prohibit early report, Soldiers departing:
 - **To CONUS locations,** Soldiers may report to the gaining command up to 30 days prior to the report date indicated on the PCS orders without early reporting authorized IAW AR 600-8-10. If more than 30 days is desired, HRC must authorize and indicate such in Special Instructions so PCS orders can be amended.
 - **To OCONUS locations ,** Soldiers may report to the gaining command at any time between the availability date (10 calendar days prior to report date) and the report date indicated on PCS orders unless early reporting is authorized by HRC which will reflect in Special Instructions and on PCS orders.
 - Soldiers desiring early reporting authorized to the gaining command more than 30 days prior to the report date on the PCS orders must submit a Personnel Action Request (PAR) through their S-1 or Retention if reenlisted for assignment, to request early reporting from HRC. If approved, the report date will be changed and orders amended.
- **Report Date Change**
 - Soldiers desiring to report to the gaining command after the report date indicated or to change their report date to an earlier date (more than 60 days) must initiate a PAR in IPPS-A through their S-1 or Retention if Soldier reenlisted for the assignment, to request a deferment or change the report date to an earlier date.



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FT SILL Reassignments Levy Brief

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)

Service Remaining Requirement (SRR)

- ✓ 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.
- ✓ 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 for gaining location, whether it is accompanied or unaccompanied (24-36 months, depending on gaining location).
 - Assignments to certain locations/duties may have a different SRR. For example, assignment to recruiting duty, Drill Sergeant, Instructor, or Airborne unit requires 36 months of SRR from CONUS to CONUS location.





FT SILL Reassignments Levy Brief

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)

Service Remaining Requirement (SRR)

- ✓ 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.
- ✓ **PLEASE BRING OR EMAIL A COPY OF YOUR REENLISTMENT/ EXTENSION DOCUMENTS TO REASSIGNMENTS UPON COMPLETION – This is the only way your HRA will know you have completed this requirement and are able to process your PCS orders!**



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OCONUS PCS

**If you are not PCSing
to OCONUS location,
PLEASE SKIP TO SLIDE # 45**





FT SILL Reassignments Levy Brief

References:

- AR 608-75 (Exceptional Family Member Program)
- AR 55-46 (Overseas Travel)

Exceptional Family Member Program (EFMP) / Overseas Family Member Travel Screening (FMTS)

- ✓ 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 ensure the Army PCS Family members only to duty stations where care is known to be available.
- ✓ In many overseas locations, 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 will result in a delinquent status notification to the command, which will interfere with release of PCS orders.
- ✓ **Enrollment update can be completed online at <https://efmp.army.mil>.**





FT SILL Reassignments Levy Brief

References:

- AR 608-75 (Exceptional Family Member Program)
- AR 55-46 (Overseas Travel)

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 in the Enterprise-EFMP system (EEFMP) and apply for Command Sponsorship for their dependents as soon as possible. The gaining command is the only Command Sponsorship approving authority.
- Family travel authorization must be included on Soldiers' PCS orders with Family members listed by name. Soldiers who acquire dependents after publication of orders must complete the Family Travel/Command Sponsorship process and receive amended orders before taking dependents OCONUS – including Hawaii and Alaska.
- 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.



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References:

- AR 55-46 (Overseas Travel) para 4-4
- Joint Travel Regulation, 050814

Family Travel Application Requirements for 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.

***Designated place may be:**

- Any location in CONUS
- Alaska, Hawaii, Puerto Rico, or US territory/possession (requires losing installation commander's approval)
- Follow-on PDS
- Any OCONUS location must be approved by the Secretary of the Army





FT SILL Reassignments Levy Brief

References:

- AR 608-75 (Exceptional Family Member Program)
- AR 55-46 (Overseas Travel)

Family Travel Application Requirements for Overseas Tour

- ✓ **Process of Overseas Family Member Travel Screening (FMTS):**
 - Soldiers already enrolled in EFMP when considered for reassignment have their potential 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 each authorized dependent who is travelling overseas complete Family Member Travel Screening (FMTS).
 - If a Family member has a medical/mental health condition that warrants being seen by a specialist or by their primary care provider more than once a year, a DD Form 2792 (Family Member Medical Summary) is completed by their provider to address their medical conditions.
 - If a Family member has an Individualized Education Plan (IEP), a DD Form 2792-1 (Special Education/Early Intervention Summary) is to be completed by their school.
 - If an infant receives services through an Early Childhood Intervention (ECI) program, a DD Form 2792-1, is completed by ECI, along with a copy of their evaluation/IFSP (Individualized Family Service Plan).





FT SILL Reassignments Levy Brief

References:

- AR 608-75 (Exceptional Family Member Program)
- AR 55-46 (Overseas Travel)

Exceptional Family Member Program (EFMP) / Overseas Family Member Travel Screening (FMTS)

- ✓ New guidance from Office of The Surgeon General issued MAY 2024 regarding Family travel for pregnant Family members:

“There have been no changes in the inability to get Family members that are pregnant into care upon arrival in Europe, Japan, and Okinawa. At this time, the limited capabilities are causing concurrent travel to be denied. Okinawa is unable to recommend anyone that is pregnant past first trimester. That said: recommend that Soldiers with assignments to those locations request deferment of orders until after the baby is born and screened. Understanding this will not work in every case, however, be aware and please advise the Soldiers of the situation. Some timelines in Europe will be able to be accommodate however but the report date will most likely need to be in the first trimester. HRC is aware of the situation and has been assisting as able to defer or delete Soldiers with pregnant dependents.”

- ✓ If your spouse recently gave birth, screening cannot take place until after your spouse's postpartum checkup and after newborn's first checkup with shots.
- ✓ If you need to request a deferment, please ensure you give enough time to accommodate timing of screening and for processing. Refer to Slide # 8 for information to request a deferment/deletion (Report Date Change).



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FT SILL Reassignments Levy Brief

References:

- AR 608-75 (Exceptional Family Member Program)
- AR 55-46 (Overseas Travel)

Exceptional Family Member Program (EFMP) / Overseas Family Member Travel Screening (FMTS)

- ✓ Families in remote areas (not near MTF) in CONUS, 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.
- ✓ Military special needs Families with situations requiring extensive PCS move medical support may qualify for special conveyance air transport (air ambulance). The Office of the Surgeon General (OTSG), EFMP Office, must approve each case, and provide order amendment language to the servicing reassignments processing center.

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 POC or commercial air
- Other than economy/coach accommodations are required





- AR 608-75 (Exceptional Family Member Program)
- AR 55-46 (Overseas Travel)

Family Member Travel Screening for Command Sponsorship

This process **must** be started as soon as
you are notified of your OCONUS
assignment to avoid any potential delays





FT SILL Reassignments Levy Brief

References:

- AR 608-75 (Exceptional Family Member Program)
- AR 55-46 (Overseas Travel)

Process to Initiate Overseas Family Member Travel Screening (FMTS)

- After completion of this levy brief, you will need to initiate the Overseas FMTS packet immediately in the Enterprise-Exceptional Family Member Program (EEFMP) system at <https://efmp.army.mil/EnterpriseEfmp/> (Use Google Chrome). Directions are at the end of this levy brief on the **IMPORTANT DOCUMENTS** slide and available during the ACS OCONUS Briefing. Your BN and BDE S-1 have these directions. **DO NOT DELAY – This process can take 2-6+ MONTHS to complete!**
- Once the packet has been validated by Reassignments, you will receive an email from the Reassignments Team with instructions and the administrative documents required for your packet. You will need to complete these documents for your appropriate gaining location. Documents required by each OCONUS location are listed on the next slide and can be found at the end of this briefing on the **FORMS** slide. Please email completed/signed documents to usarmy.sill.id-training.mbx.reassignments@army.mil. Please enter the following in the subject of your email: LAST NAME, First Name (gaining location), Report Date. This will help the Reassignments Team to easily identify your packet. **DO NOT DELAY OR WAIT FOR SCREENING!**
- Once the packet has been validated by Reassignments, the EFMP office at Reynolds Army Health Clinic (RAHC) will reach out to you within 3-5 business days for the next requirement – If your Army email is not accessible or you do not receive a call, please CALL their office (contact info on next slide) as there are required documents needed prior to scheduling your appointment.





FT SILL Reassignments Levy Brief

References:
• AR 608-75 (Exceptional Family Member Program)

Family Member Travel Screening (FMTS)

Fort Sill's Military Treatment Facility (MTF) is Reynolds Army Health Clinic. The EFMP office located on the first floor in the Integrity Clinic near the East Entrance and Pharmacy.

Phone: 833-286-3732 (APMT Line) or 580-558-8229

dha.sill.dha.list.rach-efmp@health.mil

Hours: Monday-Friday, 0730-1600

(closed 1200-1300)

***For OCONUS FMTS requests:** Orders are NOT required for this screening. This screening is required for ALL Family members, regardless if enrolled in EFMP or not. Once the EEFMP packet has been completed online, you should receive an email or phone call within 5 business days. If not received, please reach out to the RAHC EFMP office at the contact information above to schedule an appointment for the Family Member Travel Screening for Command Sponsorship.



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FT SILL Reassignments Levy Brief

REQUIRED ADMINISTRATIVE FORMS FOR COMMAND SPONSORSHIP

Below are the **REQUIRED ADMINISTRATIVE DOCUMENTS** that must be returned to Reassignments ASAP. **NOTE:** These are separate from any of the medical documents required by the EFMP Office at RAHC.

ALASKA / HAWAII / ALL of EUROPE:

DA Form 4787 - Reassignment Processing – Family Member Data ****PLEASE NOTE:** The Soldier will need to complete all personal information in **PART A** although the form states MPD will enter the information - Ensure addresses are complete and UICs are included in 6A and 7A and report date is in 7D - Complete ALL applicable blocks in PART B including 15a/b and 16a/b**

DA Form 5121 - Overseas Tour Election Statement ****PLEASE NOTE:** Ensure the correct number of months is entered for #8b**
Soldier Talent Profile – Available from IPPS-A

KOREA:

DA Form 4787 - Reassignment Processing – Family Member Data ****PLEASE NOTE:** The Soldier will need to complete all personal information in **PART A** although the form states MPD will enter the information - Ensure addresses are complete and UICs are included in 6A and 7A and report date is in 7D - Complete ALL applicable blocks in PART B including 15a/b and 16a/b**

DA Form 5121 - Overseas Tour Election Statement ****PLEASE NOTE:** Ensure the correct number of months is entered for #8b**

AMIM-HM Form 49 - Korea Command Sponsorship Checklist

Soldier Declaration Memo – This is a fillable form

Korea Command Sponsorship Family Member Statement – This is a fillable form

Soldier Talent Profile – Available from IPPS-A

JAPAN:

DA Form 4787 - Reassignment Processing – Family Member Data ****PLEASE NOTE:** The Soldier will need to complete all personal information in **PART A** although the form states MPD will enter the information - Ensure addresses are complete and UICs are included in 6A and 7A and report date is in 7D - Complete ALL applicable blocks in PART B including 15a/b and 16a/b**

DA Form 5121 - Overseas Tour Election Statement ****PLEASE NOTE:** Ensure the correct number of months is entered for #8b**

Soldier Declaration Memo – This is a fillable form

Soldier Talent Profile – Available from IPPS-A





FT SILL Reassignments Levy Brief

DA Form 4787

Reassignment Processing Sheet

All required blocks are highlighted

This form is required for **ALL** Command Sponsorship requests

Part B #12 – Economy Quarters refers to off post housing

REASSIGNMENT PROCESSING				
For use of this form, see AR 600-8-11; the proponent agency is DCS, G-1				
PRIVACY ACT STATEMENT				
Authority:		Title 10, USC, Sections 3010, 8012, and 5031; Title 5, USC, Section 301; and EO 9397 (SSN).		
Principal Purpose:		To make assignment decisions, evaluate family member travel to overseas commands and assign family housing.		
Routine Uses:		General disclosures permitted by the Privacy Act and the Army's systems of records notices apply.		
Disclosure:		Disclosure of information is voluntary. If the information is not provided, commanders will not be aware of family member travel and housing requests, and will result in no government travel and housing for family members.		
PART A - PERSONNEL AND ASSIGNMENT MANAGEMENT DATA (To be Completed by Losing MPD/PSC)				
1. TO		2. FROM		
GAINING LOCATION		FORT SILL, OKLAHOMA		
3. NAME (Last, Middle, First)	4. SSN	5. GRADE	6. PMOS	
7A. CURRENT UNIT/STATION		7B. REASSIGNED TO (Unit/LOC/AFD/Country)		
Please list current UIC, Battalion, and Brigade Fort Sill, OK 73503		Please list gaining location information to include UIC		
8B. TELEPHONE NO. (Include Area Code)		7B. RSG AUTH	7C. PERS CON NO.	7D. REPORT DATE (YYYYMM)
8C. APO EMAIL ADDRESS				
8. TDY Enroute (Complete only if applicable)				
A. MOS/SSS/QUASI		B. PURPOSE OF TDY		C. GRAD/TERM DATE (YYYYMMDD)
9. Married Army Couples Program (Complete only if joint domicile will be requested)				
9A. NAME OF MILITARY SPOUSE		9B. SSN	9C. GRADE	9D. PMOS
9E. CURRENT UNIT/STATION		9F. TELEPHONE NO. (Include Area Code)		
PART B - HOUSING AND FAMILY TRAVEL DATA				
10. I do <input type="checkbox"/> do not <input type="checkbox"/> have family members with physical, emotional, developmental or intellectual problems.				
11. <input type="checkbox"/> I am a sole parent. (Check only if applicable)				
12. Application for Family Member Travel to Overseas Command (Check only one)				
a. <input type="checkbox"/> I desire concurrent travel and will accept economy quarters if government quarters are not available.				
b. <input type="checkbox"/> I desire concurrent travel but will not accept economy quarters.				
13. Family Members Who Will Travel to Next Permanent Duty Station (If more space is needed, continue on a separate sheet.)				
A. NAME (Last, First, MI)		B. RELATIONSHIP	C. SEX	D. DATE OF BIRTH (YYYYMMDD)
14. ANY RELATIVE IN GAINING OVERSEAS AREA WHERE FAMILY MEMBERS MAY RESIDE PENDING AVAILABILITY OF HOUSING AT OR NEAR DUTY STATION (Include name, relationship, address and phone number)				
** Only if applicable**				
15A. ADDRESS WHERE MY FAMILY IS CURRENTLY LOCATED		15B. ADDRESS WHERE MY FAMILY MAY BE CONTACTED WHILE ON LEAVE		
15C. TELEPHONE NO. (Include Area Code)		15D. TELEPHONE NO. (Include Area Code)		
17. The soldier is administratively qualified and available for assignment. Control sheets/forms prescribed by the regulation (or their equivalents) have been completed. A request for deletion or deferment is <input type="checkbox"/> anticipated <input type="checkbox"/> not anticipated.				
17A. SOLDIER'S SIGNATURE	17B. MPD/PSC OFFICIAL'S SIGNATURE	17C. REASSIGNMENT WORK CENTER EMAIL ADDRESS (Agency Specific)		17D. DATE (YYYYMM)

DA FORM 4787, MAR 2007

PREVIOUS EDITIONS ARE OBSOLETE

AFD LC v1.1



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FT SILL Reassignments Levy Brief

DA Form 5121

Reassignment Processing Sheet

Block 8 – Please refer to TOUR LENGTH Slide for guidance

This form is required for **ALL**
Command Sponsorship requests

OVERSEAS TOUR ELECTION STATEMENT		
For use of this form, see AR 600-9-1; the proponent agency is DCS, G-1.		
PRIVACY ACT STATEMENT		
Authority:	Title 10, USC, Sections 3010, 5012 and 5031, and Title 5, USC, Section 301.	
Principal Purpose:	For personnel service support.	
Routine Uses:	(1) To conduct initial screening of reassignment cycle to determine soldier's eligibility to comply; and (2) basis for initiating specific assignment processing (detail/deferments; additional service; or any other special processing required).	
Disclosure:	Disclosure of information is voluntary. However, failure to disclose this data may result in unnecessary hardship on the soldier and/or family members. Failure to disclose data will not automatically exempt soldier from selected reassignment.	
INSTRUCTIONS: Prepare this form in two copies. Place the original in the Action Pending section of the soldier's MPRJ and place the copy in the soldier's Reassignment File.		
1. NAME	2. SSN	3. GRADE/RANK
4. FOR ALL SOLDIERS		
Having been advised that I am scheduled for a permanent change of station assignment to _____ (ENTER GAINING LOCATION), I understand that I must elect to serve either an "all others" or a "with dependents" tour.		
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.		
5. FOR INVOLUNTARY EXTENSION		
I further understand that I will be involuntarily extended in the overseas command if: I am an obligated volunteer officer (OBV) and do not wish to extend my Active Duty Service Obligation (ADSO) and the end date of my ADSO follows my date eligible for return from overseas (DEROS) within 11 months (long tour area) or six months (short tour area). I will be returned to the continental U.S. (CONUS) transition point in sufficient time to process my separation. To be reassigned to CONUS at my normal DEROS, I must be eligible for and take action to acquire sufficient service to have the required months remaining at DEROS.		
6. FOR ALL ARMY SOLDIERS MARRIED TO OTHER ARMY SOLDIERS		
I have been briefed and understand the joint domicile requirements.		
7. FOR USAR OBV OFFICERS		
I understand that if I currently have insufficient remaining service to complete the "with dependents" tour, that by electing the "with dependents" option below, I am concurrently volunteering herewith to extend my ADSO until completion of the prescribed tour.		
8. FOR ALL SOLDIERS		
Regarding my option to elect either the "all others" or the "with dependents" tour, I choose the following actions, to include any additional involuntary extended time in the overseas command.		
a. <input type="checkbox"/> I elect to serve a tour for a period of _____ months in an "all others" status.		
b. <input checked="" type="checkbox"/> I elect to serve a tour for a period of <u>Enter Tour Length</u> months in an "with dependents" status.		
9. SIGNATURE OF SOLDIER	10A. SIGNATURE OF WITNESS	B. DATE (YYYYMMDD)

DA FORM 5121, MAR 2007

PREVIOUS EDITIONS ARE OBSOLETE

APD LC-13115



FEBRUARY 2025



FT SILL Reassignments Levy Brief

SOLDIER DECLARATION MEMO

Required for
KOREA and JAPAN
ONLY

(This is a fillable form)



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT SILL
4700 MOW-WAY ROAD, SUITE 120
FORT SILL, OK 73503

AMIM-SIH-MPS

MEMORANDUM FOR USAG-H, MPD Team CSP, APO AP 96205

SUBJECT: Soldier Declaration

1. In accordance with Army Regulation 614-30 Para 3-5a(5), I make the following declaration:
2. The Family member(s) for whom I am requesting command sponsorship does not have any qualifying convictions for offenses listed under 42 USC 16911, or Army Regulation 27-10. I understand that if I am granted command sponsorship and my Family member(s) is convicted of a qualifying offense at anytime during the overseas tour, the command sponsorship will be revoked. Furthermore, I understand that the identified Family member(s) will be processed for early return from the overseas location.

3. Point of contact for this action is the undersigned at :
or email:
Email Address Contact Phone #

Soldier's Printed Name

Signature

DATE



FEBRUARY 2025



FT SILL Reassignments Levy Brief

Command Sponsorship Memo

Required for KOREA ONLY

(This is a fillable form)



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT SILL
4700 MOW-WAY ROAD, SUITE 120
FORT SILL, OK 73503

AMIM-SIH-MPS

MEMORANDUM FOR Military Personnel Division USAG Humphreys, Command Sponsorship Program, APO, AP 96271-5228

SUBJECT: Command Sponsorship Statement

1. I understand that all Family Members are to be listed on my DA Form 5888 and screened by the authorized medical personnel IAW AR 608-75. (SM Initials)
2. I understand that Command Sponsorship will not be requested until the DA Form 5888 has been completed for all Family Member physically residing with me. (SM Initials)
3. I understand that my student dependent must be Command Sponsored to request Dependent Student Travel IAW AR 55-46 and the Joint Travel Regulation. (SM Initials)
4. IAW AR 614-30 Table 3-1, Rule 51 If a dependent Family member is convicted of a sexual offense, covered by 42 USC 16911, the Soldier is ineligible for an accompanied overseas assignment if that family member is accompanying the Soldier. (SM Initials)
5. IAW AR 608-75, PARA 1-8, Soldiers who knowingly and willfully disregard or provide false information may be subject to Uniform Code of Military Justice (UCMJ, Art 92 and Art 107). (SM Initials)
6. I have read and understand these statements. (SM Initials)
7. Point of contact for this memorandum is the MPD that completed the Family Travel request.

Soldier's Printed Name

Signature

Date

Name and Signature of MPD Family Travel Representative



FEBRUARY 2025



FT SILL Reassignments Levy Brief

Korea Command Sponsorship Packet Checklist

Required for
KOREA ONLY

(This is a fillable form)

Korea Command Sponsorship Packet Checklist

[Clear Form](#)

Full Name: DoDID:
Arrival Date: (example: 24 May 2018) Rank:
Number of Requested CSP Dependents / School Age Children: (example: 3 / 1)
Soldier's Email:

Documents Required

Please submit all documents in the order listed below

- ☐ DA Form 5888 (Processed through Enterprise-EFMP, <https://efmp.army.mil>)
- ☐ DA Form 4787
- ☐ DA Form 5121
- ☐ Soldier Talent Profile
- ☐ Command Sponsorship Statement
- ☐ Soldier Declaration Memorandum

Please note that MPD-Korea is not an approval authority; our role is to accept the request, enter the information into the tracker, and generate the appropriate Memo once a travel decision is rendered.

Please submit all command sponsorship packets to MPD-Korea at:
usarmy.humphreys.id-pacific.mbx.csp@army.mil

Questions, status checks or general inquiries should be submitted to:
usarmy.humphreys.8-army.mbx.g1-csp-korea@army.mil

Be advised that if Family Members are EFMP warranted, the EFMP section can take up to more than 30 days for processing.



FEBRUARY 2025



FT SILL Reassignments Levy Brief

References:

- AR 608-75 (Exceptional Family Member Program)
- AR 55-46 (Overseas Travel) (Overseas Travel)

Process after Packet is Initiated

- ✓ After completion of Overseas Family Medical Travel Screening by the Reynolds AHC EFMP office is received at MPD, Reassignments will upload the required administrative documents to the EEFMP system and forward to the gaining location for further processing and final determination. This process can take 30+ days to finalize the screening.
- ✓ You are able to track your Overseas FMTS at any time in the EEFMP system. Be mindful that although the E-EFMP system may show you that the “case has been closed and a final determination has been made”, please understand this is only the medical portion; the packet must then be forwarded to the gaining location’s MPD Family Travel for final disposition.
- ✓ **Once the gaining location has received your complete request, the final decision can take up to 30+ days for a final determination, depending on the gaining location.** FT Sill’s Reassignments Section will receive the final decision memo in the EEFMP system; at that time, your Command Sponsorship request will be complete. As a reminder, until the Command Sponsorship approval memo has been received by Reassignments, your PCS orders cannot be processed.
- ✓ Once the final approval memo has been received, the Reassignments Team will work to process your PCS orders within 7-10 business days. You will receive an email notification from IPPS-A to let you know your orders are available in the MY ORDERS tile.





FT SILL Reassignments Levy Brief

Army Community Service Relocation Readiness PCS OCONUS Briefings



ACS
Relocation Readiness
PROGRAM

**2025
SCHEDULE**

**OVERSEAS
BRIEFINGS**

PCSing overseas doesn't have to be a burden. Most of the "mystery" can be solved by preparing in advance with the information and tools from the overseas briefings.

**LOCATION: WELCOME CENTER
(BLDG 4700, RM 227)**

TUESDAYS • 10AM

**For All Soldiers and Family Members
Preparing to PCS Overseas!**

JANUARY 7 & 21
FEBRUARY 4 & 18
MARCH 4 & 18
APRIL 1 & 15
MAY 13 & 27
JUNE 10 & 24
JULY 8 & 22
AUGUST 5 & 19
SEPTEMBER 2 & 16
OCTOBER 7 & 21
NOVEMBER 4 & 18
DECEMBER 2 & 16

Topics Include:

Military Family Life Counselor

Command Sponsorship

Travel/Passports

HHG In/Outbound

School Liaison

ACS Arrival/Post Arrival

RAHC (Medical care between duty stations)

This briefing is Single Soldiers and Soldiers taking their dependents.

Spouses are encouraged to attend.



FOR MORE INFORMATION:
SILL.ARMYMWR.COM • (580) 442-4916



FEBRUARY 2025



FT SILL Reassignments Levy Brief

References:

- AR 55-46 (Overseas Travel) para 4-5
- Joint Travel Regulation, 050806 D

Unaccompanied Tour - Family Travel

- ✓ Designated Place* Moves
UNACCOMPANIED TOUR means a Soldier is at an OCONUS Permanent Duty Station (PDS) without command sponsored dependents.
- ✓ Soldiers who elect to serve an UNACCOMPANIED TOUR may:
Choose to leave their Family members at their current location OR choose to move Family members to a designated place other than the new PDS, **however, reimbursement is limited to the cost of the move from the old PDS to the new PDS.**
- ✓ Family members cannot be moved again at government expense until subsequent PCS orders are issued or the Soldier serves an In Place Consecutive Overseas Tour (IPCOT).

*Designated place may be—

- (1) Any place in CONUS the Soldier designates
- (2) Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States if approved by the losing Senior Commander. This may not be further delegated. Consideration will be on a case-by-case basis before government funds will be used to move a Family OCONUS.



FEBRUARY 2025



FT SILL Reassignments Levy Brief

References:

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

Assignment to the Republic of Korea

✓ Soldiers must complete training IAW USFK Reg 350-2

- Please access the following website:
<http://www.usfk.mil/Newcomers/Training.aspx>.
- Click on “Required Training”
- Your AKO Username / Password is required
- CAC Users Level I Antiterrorism Awareness Training:
<https://jkodirect.jten.mil/> and search for “Antiterrorism”



FEBRUARY 2025



FT SILL Reassignments Levy Brief

References:

- Joint Travel Regulation Supplement-Orders-Tour Lengths

Dependent Restricted Tour

NOTE: This is not an inclusive list – please refer to the Joint Travel Regulation (JTR) Supplement “Orders” for complete list of Tour Lengths and Tours of Duty OCONUS

Republic of Korea - Dongducheon (Camps Casey, Castle, Hovey, and Mobile)
and Uijongbu (Camps Jackson, Red Cloud, and Stanley)

Saudi Arabia

Qatar

United Arab Emirates (UAE)

Hungary

Iraq

Japan – Kuma Shima, Kyoga-Misaki, Ie Shima, Okuma, Shariki, Seburiyama

SOURCE: Joint Travel Regulation (JTR) - Locations subject to change at any time



FEBRUARY 2025



FT SILL Reassignments Levy Brief

References:

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

Homebase and Advance Assignment Program (HAAP)

- ✓ HAAP assignments are available and determined by HRC Branch Manager for Soldiers 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.

TYPES OF HAAP:

- ✓ **Homebase**: Return to previous duty station prior to dependent restricted tour.
- ✓ **Advanced Assignment**: Soldier will return to a designated location that is not the previous duty station prior to dependent restricted tour.
- ✓ The home base or advanced assignment may be changed or cancelled 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 SGM Course.

****NOTE: Not every Soldier serving a dependent restricted tour is offered a HAAP by HRC!****





FT SILL Reassignments Levy Brief

References:

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

DEPENDENT RESTRICTED Tour - Family Travel

- ✓ Soldiers must email the Reassignments Team with their decision to accept or decline the HAAP assignment and provide the location where dependents (city, state, zip) where dependents will reside based on the following:
- ✓ **Soldier declines HAAP:**
 - Family can remain at current location **OR**
 - Family can be relocated to a designated place of choice within continental US; travel and transportation allowances for travel of Family members are authorized from old duty station to designated location. Family members cannot be moved again at government expense until subsequent PCS, or if the Soldier serves a consecutive overseas tour
- ✓ **Soldier accepts HAAP:**
- ✓ **Homebase Assignment:** Return to the installation where they were PCS'd from - Soldiers **cannot** relocate Family members at government expense
- ✓ **Advanced Assignment:** Return to a different installation than they were previously stationed - Soldiers can leave Family members at current location **OR** only relocate Family members at government expense to the HAAP location.





FT SILL Reassignments Levy Brief

References:

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

HAAP LOCATION CODES

AC	FORT CHAFFEE, ARK	GH	HUNTER ARMY AIRFIELD, GA	NM	FORT MONMOUTH, NJ
AG	FORT MCPHERSON, GA	GM	FORT McPHERSON, GA	NR	FORT DRUM, NY
AH	FORT HUACHUCA, AZ	GS	FT STEWART, GA	NT	FORT TOTTEN, NY
AM	FORT MCCLELLAN, AL	IS	FORT SHERIDAN, IL	NU	FORT WADSWORTH, NY
AN	REDSTONE ARSENAL, AL	KC	FORT CAMPBELL, KY	NW	WHITE SANDS MISSILE RANGE, NM
AR	FORT NOVASEL, AL	KK	FORT KNOX, KY	OS	FORT SILL, OK
AY	YUMA PROVING GROUNDS, AZ	KL	FT LEAVENWORTH, KS	PR	FORT INDIANTOWN GAP, PA
CC	FORT CARSON, CO	KR	FORT RILEY, KS	SJ	FORT JACKSON, SC
CD	FORT ORD, CA	LP	FORT JOHNSON, LA	TB	FORT BLISS, TX
CF	FITZSIMONS AMC, CO	MD	FORT DETRICK, MD	TH	FORT CAVASOS, TX
CI	FORT IRWIN, CA	ME	EDGEWOOD ARSENAL, MD	TS	FORT SAM HOUSTON, TX
CP	PRESIDO OF MONTEREY, CA	MH	FORT HOLABIRD, MD	VB	FORT BELVOIR, VA
CS	PERSIDIO OF SAN FRANCISCO, CA	MM	FORT GEORGE G. MEADE, MD	VE	FORT EUSTIS, VA
CT	LETTERMAN AMC, CA	MP	ABERDEEN PROVING GROUND, MD	VH	FORT WALKER, VA
DM	FORT MCNAIR, DC	MR	FORT RITCHIE, MD	VA	FORT GREGG-ADAMS, VA
DU	WASHINGTON, DC	MV	FORT DEVENS, MA	VM	FORT MONROE, VA
DW	WALTER REED AMC, DC	MW	FORT LEONARDWOOD, MO	VS	FORT STORY, VA
FM	MCDILL AIR FORCE BASE, FL	NB	FORT LIBERTY, NC	VY	FORT MYER, VA
FP	PENSACOLA, FL	ND	FORT DIX, NJ	WD	MADIGAN AMC, WA
GA	FORT GILLEM, GA	NE	FORT TIDEN, NY	WL	FORT LEWIS, WA
GB	FORT MOORE, GA	NG	FORT WINGATE ARMY DEPOT, NM		
GC	USAMC, FORT GORDON	NH	FORT HAMILTON, NY		
GG	FORT EISENHOWER, GA	NK	FORT HANCOCK, NJ		





PASSPORT INFORMATION AND REQUIREMENTS





FT SILL Reassignments Levy Brief

Passport/Visa/Travel Document Requirements

- There are 2 types of passports: No-Fee Passport and Tourist Passport
- No-Fee Passports are only processed by the Family Travel Office.
- Tourist Passports are processed off post at the nearest Post Office.
- Please see the Family Travel Office in the Welcome Center **before** applying for a Tourist Passport as original documents are required for submission of the No-Fee Passport.





FT SILL Reassignments Levy Brief

References:

- AR 55-46 (Overseas Travel)
- <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 PCS and/or NATO 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 are required to have 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 may 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 if the Foreign Clearance Guide (FCG) states that a SOFA Certificate or Visa is not required.
- For information and instructions on how to apply for a no-fee passport for official government travel, visit the below website and the Family Travel Office to get the proper directions on requesting a passport:
<https://travel.state.gov/content/travel/en/passports/need-passport.html>.
- Frequently, Family member travel is delayed because of passport processing time. Family member applications for passports should be completed immediately after PCS orders are received with dependents added by name.
- Soldiers traveling with Family through Canada enroute to or from Alaska are highly recommended to apply for no-fee passports. Children under 12 will not require passports to travel through Canada.



FEBRUARY 2025



FT SILL Reassignments Levy Brief

References:
• AR 55-46 (Overseas Travel)
• <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 can have 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 a Passport. 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), Tourist 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, Netherlands, Norway, Portugal, Turkey, or the United Kingdom. **NATO Orders are issued by email once PCS orders have been processed. See your S-1 if you do not receive an email with your NATO Orders.**
- ✓ **NOTE**: ORIGINAL documents are required when applying for any passport – this includes original birth and marriage certificates, copy tourist passports, if your dependents already have one.



FEBRUARY 2025



FT SILL Reassignments Levy Brief

Passport/Visa/Travel Document Requirements

Who Requires a No-Fee Passport ???

- ✓Based on PCS Assignment and Foreign Clearance Guide (FCG), the most common places requiring Family members to have No-Fee Passports are Germany, Italy, United Kingdom, Korea, and Japan
- ✓Alaska is a US State and does NOT require a passport however, it is strongly recommended and is required if driving through Canada to Alaska
- ✓Hawaii is a US State and does NOT require a passport
- ✓Soldiers may be require to have an Official or Diplomatic Passport only if directed on Special Instructions and reflected on PCS orders
- ✓Dependents who are not US citizens must contact the Family Travel Office for further guidance





Passport/Visa/Travel Document Requirements

Most Common Forms

DS-11: Initial U.S. Passport Application

DS-82: Renewal U.S. Passport Application

DS-3053: Consent Form required for minors under the age of 16 IF one biological parent is not available to sign the application

<https://travel.state.gov/content/travel/en/passports/requirements/forms.html>

***PLEASE CONTACT FAMILY TRAVEL OFFICE FIRST
BEFORE PROCESSING ANY APPLICATION!!!***





Passport/Visa/Travel Document Requirements

Visa Application

- ✓ **Not all countries require a Visa – Please consult the Foreign Clearance Guide – it will state if a Visa is needed.**
- ✓ **Passport and Visa applications cannot be processed at the same time.**
- ✓ **Once our office receives the passport, the Visa application can be processed.**

Please contact the Passenger Travel Office for assistance before processing paperwork





FT SILL Reassignments Levy Brief

Passport/Visa/Travel Document Requirements

**Once you receive PCS orders, DO NOT WAIT TO
PROCESS PASSPORTS/VISAS !**

ESTIMATED time for passport application processing:

OCTOBER to JANUARY 4-6 weeks

FEBRUARY to MARCH 6-8 weeks

APRIL to SEPTEMBER 8-11 weeks

VISA application process: 1-4 weeks

****Processing times are approximate - Unforeseen factors such as
workload can directly impact processing times**





FT SILL Reassignments Levy Brief

Fort Sill Family Travel Office Information

LOCATION: Welcome Center, Building 4700
First Floor, Suite 107 (beside the elevators)

OFFICE HOURS: Monday, Tuesday, Thursday, Friday – 0730-1600
CLOSED 1200-1230 for Lunch
Wednesday – 0730-1130
CLOSED 1130-1600 for Training

CONTACT INFORMATION: 580-442-4853/2965





FT SILL Reassignments Levy Brief

References:

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

Travel Information

✓ **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 Family 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.





FT SILL Reassignments Levy Brief

Travel Information

References:

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

✓ Flights to Germany:

Army personnel travelling in a PCS status are not authorized to arrive in Germany on weekends or US Federal Holidays.

✓ Flights to Korea:

Soldiers and Families PCSing to Korea are required to arrive Sunday through Thursday and NOT ON A FRIDAY, SATURDAY, or the DAY BEFORE a Federal HOLIDAY. If the report date identified on your orders falls on one of these previously stated days, you will be required to arrive on the last day of the weekend or federal holiday.





CONUS AND OCONUS PET TRANSPORTATION INFORMATION

Shown on orders as: 140 - Pet Transportation/Fees authorized per JTR





FT SILL Reassignments Levy Brief

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>
- Joint Travel Regulations (JTR), Chapter 050107

Pet Transportation

- As of 1 January 2024, for Soldiers on a PCS move, CONUS and OCONUS pet transportation fees are now a reimbursable expense up to a limit for items such as airplane tickets and pet-friendly hotels. Keep in mind, these are REIMBURSABLE expenses. Keep your receipts as you will need them to file with your travel voucher. If any expense is not reimbursable, you may be able to claim certain expenses when filing taxes – discuss this with your tax preparer. This is for dogs and cats only – limit 2 pets.
- 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. Soldiers must contact the new PDS before making plans to travel with pets. Unaccompanied Soldiers – please check with your gaining location to ensure pets are allowed if you are in barracks!
- 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 via the Patriot Express Air Mobility Command Flight.
- More information is available at:

<https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/>



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Pet Travel Reimbursement

- ✓ Soldiers may be eligible for reimbursement of pet relocation expenses **FOR ONE PET**
- ✓ For this entitlement, eligible pets are cat and dog
- ✓ **CONUS** - Reimbursement limit is \$550: Reimbursable expenses can include:
 - Mandatory microchipping
 - Boarding fees
 - Hotel pet fees
 - Licensing fees at new duty station
 - Pet shipping fees (if flying)
- ✓ **OCONUS** - Reimbursement limit is \$2,000: In addition to the **CONUS**, reimbursable expenses can also include:
 - Quarantine fees
 - Pet shipping fees (if flying)
 - Testing vaccine titer levels for entry
- ✓ **ALL COSTS MUST BE REASONABLE AND SUBSTANTIATED**, meaning costs must be in line with typical cases of the same service. You must have receipts in order to be reimbursed.
- ✓ **Shown on PCS Orders as 140 - Pet Transportation/Fees authorized per JTR. If not on your PCS orders, please contact Reassignments for Addendum.**





FT SILL Reassignments Levy Brief

References:

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

Pet Travel Reimbursement FAQ

What if I have multiple household pets, may I use the allowance to ship more than one?

No, the allowance may only be used for one household pet per PCS order. Any additional pets will need to be shipped at your expense.

I have two household pets and plan to PCS with both. I was able to fly with one pet on the Patriot Express (a Government-procured airline), but had to ship the other commercially. I have a nonavailability letter stating the Patriot Express did not have space for the other pet. The commercially shipped pet were more expensive to ship. Can I choose which pet to apply the allowance?

Yes, you may choose to apply the allowance to either pet. If you ship a pet for \$250 on Patriot Express and ship the second for \$1,000, you may choose whether to request reimbursement for either the \$250 or the \$1,000.

I am a mil-to-mil couple, are we both able to take advantage of this allowance?

Yes, if a mil-to-mil couple are traveling on separate PCS orders, then both are authorized to pet transportation allowances (two household pets total).

Can I be reimbursed the hotel pet fees using this allowance?

Yes, hotel pet fees are a valid expense to be reimbursed.

What is considered a household pet?

The JTR defines a household pet as a cat or dog.

What documents do I need for reimbursement?

You must provide required receipts and a non-availability letter from the office processing the transportation request if Government transportation is not available. See Service-specific guidance for additional voucher requirements.

What is a Government transportation non-availability letter?

A letter provided to the Service member from the office processing the transportation request that authorizes the Service member to personally procure their own commercial travel. Additional questions should be directed to your Transportation Office.

When can I ship my pet?

If the effective date of your PCS order is on or after January 1, 2024, you may ship your pet any time after you are in receipt of orders.

The effective date of my PCS orders is before January 1, 2024, and I incurred pet expenses for my PCS, can I seek reimbursement for those expenses?

No, pet transportation allowances are only authorized if the effective date of the PCS order is on or after January 1, 2024.

I'm using circuitous travel (indirect) to my new OCONUS duty station, Government Transportation was not available, I have a non-availability letter, and my pet traveled with me. Are my pet transportation costs reimbursement limited?

Yes, your pet transportation allowance is limited to the costs of pet transportation directly from old PDS to new PDS (or the limits identified in JTR, par. 050107).





FINANCE INFORMATION for PCS





Finance Travel Entitlements

✓ **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. Reimbursement for 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>.





Finance Travel Entitlements

✓ 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 permanent duty station (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.
- Current mileage and per diem rates are available on Defense Travel Management Officer website at <https://www.defensetravel.dod.mil/index.cfm> under Travel and Transportation Rules.





Finance Travel Entitlements

✓ **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.





Finance Travel Entitlements

✓ **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.





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 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.





FT SILL Reassignments Levy Brief

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> (Joint Travel Regulations (JTR), Chapter 050812)
- AR 614-30 (Overseas Service)

Finance Travel Entitlements

✓ **CONUS COLA (CONUS only)**

- Authorized in CONUS only in high-cost locations.

✓ **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.

✓ **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.



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Finance Travel Entitlements

✓ **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





Finance Travel Entitlements

✓ **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.





Finance Travel Entitlements

✓ **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 (i.e., taxes, allotments, etc).
- Advance Pay amount will be paid back over 12 months.





Finance Travel Entitlements

DFAS SmartVoucher

The Army Military Pay Offices are implementing the (SV) Workflow system across CONUS installations and Japan NLT 31 Dec 21. SV is a TurboTax-like version of the Military PCS Voucher, which a Soldier can complete on either a government computer with CAC or on their own personal communication device with myPay Login ID and Password. It is a web-based system which walks the Soldier through a series of questions to complete their voucher during in processing and allows for virtual submission. Soldiers can access SV at <https://smartvoucher.dfas.mil/voucher/>.





FT SILL Reassignments Levy Brief

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)

Finance 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 (S-3) to assist with expedient out-processing.



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FT SILL Reassignments Levy Brief

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)

Army Military Pay

The Army Military Pay Office (<https://sill-www.army.mil.ampo>) is located in BLDG 4700, first floor, across from ID Card Desk

OFFICE HOURS

Walk In Hours: Monday-Friday 0830-1030

Available via Phone: 0830-1530 at 580-442-9167/9159/4907/9163

Closed for Training every Wednesday at 1130

PCS Outprocessing Briefs will be conducted online or in person:

Briefings are held every Tuesday at 1300, BLDG 4700, Room 140A

For emergencies or travel returns, please contact 580-442-9151

ADVANCE DLA REQUESTS must be submitted through <https://smartvoucher.d.fas.mil> or scan the QR Code below. Select Travel Advance, answer questions, attach orders to include any addendums and amendments and your IPPS-A Absence Request



DFAS Indianapolis Customer Service - 888-332-7477 Option 4, then Option 1



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TRANSPORTATION OF HOUSEHOLD GOODS





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. **If** your orders are an amended, you will need to go to your IPPS-A to print the most current orders. These orders will also include the original AND the amended order – you cannot schedule HHG pickup without both. Soldiers who move or store HHG are encouraged to download the Army PCS Move APP from Google Play Store or Apple Store.
- Soldiers on PCS orders 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, in accordance with the Joint Travel Regulation (JTR).
- 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.





Household Goods (HHG) Entitlements (continued)

- 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) at origin, one or both. If a Soldier elects to participate in the HAAP, movement of HHG to designated location is not authorized.
- 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.





PCS Transportation Entitlements

✓ **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.





Military OneSource for Moves

- ✓ 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 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.





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>.





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.





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).





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.





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.





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).
 - International Auto Logistics (IAL) Claim. These claims are filed with the 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.





Contact Information

TRANSPORTATION SECTION

- **Location:** Fort Sill Welcome Center (BLDG 4700), First Floor, Room 110
- **Customer Service Hours:** Monday-Friday 0730-1530
- **POC:**

Ms. Linda Taff	580-442-3107
Ms. Rhonda Scammahorn	580-442-3983





HOUSING





FT SILL Reassignments Levy Brief

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 Options

✓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.





FT SILL Reassignments Levy Brief

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 Options

✓ 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 Absence Request 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, Absence Request 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.





FT SILL Reassignments Levy Brief

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)

Outprocessing for Housing

- ✓ Provide written notice to your landlord and a copy of your orders, preferably with **at least a 30-day notice**. Notice must be hand-delivered or mailed using return receipt requested or through a private business carrier. **If you complied with the requirements of the SCRA, your lease should end 30 days *after* your next monthly rent payment is due.**
- ✓ Schedule final moveout inspection **AFTER** your HHG have been shipped
- ✓ If you reside on post, ensure any/all charges for damages are to be paid **PRIOR TO CLEARING POST**



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SOLDIER SPONSORSHIP





FT SILL Reassignments Levy Brief

References:

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

Total Army Sponsorship Program (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 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.



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FT SILL Reassignments Levy Brief

PCS to Europe or Africa? Not connected with your Sponsor?

If you need assistance getting
connected to your Unit/Sponsor,
contact USAREUR-AF
Sponsorship office.



Use the QR code to open email directly –
usarmy.wiesbaden.usareur.mbx.usareur-tasp@army.mil

Include your rank, name, gaining UIC, and contact information in
your email request for assistance.



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PCS ACTIONS





FT SILL Reassignments Levy Brief

References:

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

Assignment 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.
 - Soldier must process PAR through their S-1 along with supporting documentation. If the commander recommends approval, the request is forwarded through the Colonel/O-6 level chain of command to HRC.
 - If the Soldier reenlists for the assignment, the request must process through their Retention NCO.
- ✓ 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 requesting port call, moving Family members, shipping household goods (HHG), and terminating quarters).



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FT SILL Reassignments Levy Brief

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 COMPASSIONATE Deletion or Deferment

- A request based on compassionate reasons or extreme Family problems. Please refer to the references above to see if your situation qualifies.
- 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.
- This action is processed OUTSIDE OF IPPS-A. 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.
MEDICAL RECORDS CANNOT BE ATTACHED TO THE REQUEST.
- If the request is based on legal issues, the request 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.



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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 transportation for Family member(s) will be based on the most direct routing between the old PDS and the new PDS.



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TDY Options for Schooling in Conjunction with PCS

- ✓ CONUS enlisted Soldiers selected to attend a reclass school, 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.





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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 Program

- ✓ 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).
- ✓ When a Soldier enrolls 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 will be **AUTOMATICALLY ENROLLED** in the MACP by taking their marriage certificates to DEERS to update their information. DEERS will update IPPS-A with this information.
- ✓ In order to **DISENROLL** from MACP, after DEERS has been updated, Soldiers must submit a PAR (Personnel Action Request) in IPPS-A through their S-1. This action will process to HRC for final action and removal of MACP and JD in IPPS-A.



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OUTPROCESSING PROCEDURES





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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)

Outprocessing Brief

- ✓ **Soldiers are required to attend an Outprocessing Brief no more than 10 business days prior to the start date of their leave. You will receive your Post Clearing Checklist at this briefing.**
- ✓ **Briefings are held Monday, Wednesday, and Friday (except training and federal holidays) in the Welcome Center, BLDG 4700, Room G31 at 1030**
- ✓ **The following documents are required:**
 - **PCS Orders** – 2 copies
 - **Absence Request** – 2 copies
 - **Levy Brief Completion Certificate** (available at the end of this briefing)
 - **DA Form 5434** (Sponsorship Program Counseling and Information Sheet)
 - **DA Form 4036** (Medical and Dental Preparation for **Overseas** Movement), if on assignment to **OCONUS** location

****PLEASE ENSURE YOU CLEAR YOUR BATTALION AND BRIGADE
PRIOR TO LEAVING POST****



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FORMS and INSTRUCTIONS





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FORMS and INSTRUCTIONS

Please print and or save all necessary documents now

[DA Form 4036](#)

[DA Form 5434](#)

COMMAND SPONSORSHIP –

Instructions to Start Command Sponsorship Request in Enterprise-EFMP System

ALL - [DA Form 4787](#)

ALL - [DA Form 5121](#)

ALL – Soldier Talent Profile (STP) – Pull from IPPS-A

KOREA - [AMIM-HM Form 59 – Command Sponsorship Checklist](#)

KOREA - [Soldier Declaration Memo](#)

KOREA / JAPAN - [Command Sponsorship Memo](#)

Please print all necessary documents now





CERTIFICATE

**BE SURE TO PRINT CERTIFICATE BEFORE
CLOSING**

***** PRINT YOUR CERTIFICATE OF COMPLETION *****

