



U.S. ARMY



CONUS ONLINE LEVY BRIEFING



Concerning PCS orders

**Any questions or concerns about your
PCS orders,
please go through your S-1.
Not Reassignments.**

Thank you!





U.S. ARMY



TOTAL ARMY SPONSORSHIP PROGRAM (TASP)



Reassignment Briefing

References:

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

Total Army Sponsorship Program (TASP)

✓ TASP:

- To obtain a signature/stamp from the Installation Sponsorship Liaison on your PAC Slip *prior* to picking up your clearing papers, you must bring a copy of the 5434 to your BDE level Sponsorship coordinator. They will be located at the S1.
- 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); bring a copy of your orders to obtain a signature.
- . An assigned sponsor or an approved exception to policy is required to out-process.
- Soldiers in the rank of SFC - CSM, CW3 - CW5, & MAJ - COL may opt-in to participate in the program if they wish to request sponsorship.
- Senior Commanders may determine that Sponsorship is required for all incoming Soldiers within their area of responsibility.
- Upon receiving Assignment Instructions, the Soldier must login to the Army Career Tracker (ACT) website at: <https://actnow.army.mil>.
 - Click on the Sponsorship tab and then DA Form 5434 (Sponsorship Program Counseling and Information Sheet). Select “Create new form” and complete sections 1, 2, 4 and 5.
 - Once each section is complete, a check mark will appear. When all sections are complete, select the “submit” button on the bottom of the page.
- Once a sponsor is assigned by the gaining unit, the Sponsor can then log into ACT and complete the DA Form 5434, section 3. The DA Form 5434 can be completed by the Soldier/sponsor simultaneously, you **MUST** bring a copy of your DA Form 4187, Exception to Policy to obtain a signature.

For additional assistance, please contact us at:

usarmy.bliss.imcom-central.mbx.total-army-sponsorship-program@mail.mil





U.S. ARMY



REASSIGNMENTS



Reassignment Briefing

Reassignment Process

Reassignment notification and briefing are required for assignment transmission for officers and enlisted.

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

The goal for PCS orders issuance is 120 days or more prior to report date (14 days for IET Soldiers), and no later than 10 days after the receipt of required documents and information.

Army Community Service Overseas Orientation Briefing required within 30 days of assignment transmission for Soldiers on assignment to OCONUS; may be conducted in conjunction with reassignment briefing. See AR 608-1, Chapter 4.

The reassignments processing center will inform the Battalion S1 of Soldiers who fail to COMPLETE the reassignment and CONUS levy briefing.





Reassignment Briefing

Service Remaining Requirement (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, whether it is accompanied or unaccompanied.
 - **Assignments to certain locations/duties may have a different SRR. For example, assignment to recruiting duty require 36 months' SRR from CONUS and 42 months' SRR from OCONUS.**





Reassignment Briefing

Service Remaining Requirement (SRR)

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





Reassignment Briefing

Service Remaining Requirement (SRR)

✓ Enlisted Airborne Assignments

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





Reassignment Briefing

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).
- ✓ Soldiers who marry during or after advanced individual training (AIT) and have not proceeded to their first unit of assignment, who desire a JD with their spouse, must enroll in the MACP. When enrolled, the Soldiers will be automatically provided JD assignment consideration.
- ✓ When a Soldier enrolled in the MACP is considered for reassignment, the other Soldier is automatically considered for assignment to the same location or area, except when one Soldier is assigned to a dependent restricted location.
- ✓ Enrollment in the MACP only guarantees Joint Domicile (JD) assignment consideration; it does not guarantee that the couple will be assigned together.
- ✓ Favorable consideration for JD assignment will depend on a valid requisition in the same area for both Soldiers and is subject to the needs of the Army. JD assignments will not be considered when one Soldier is attending school in a PCS status; however, consideration will be given upon school completion.
- ✓ Assignment instructions for each Soldier will indicate whether or not a joint assignment is approved.
- ✓ Married Army couples that do not enroll in the MACP or dis-enroll from the MACP indicate that JD assignments are not desired; therefore, this cannot be used as the basis to request deletion from an assignment.





Reassignment Briefing

DESIGNATED PLACE MOVES

✓ Designated Place Moves

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





Reassignment Briefing

Application Requirements for Deletions and Deferments

- ✓ Deletion and Deferment Requests should be submitted:
 - Within 30 days of assignment notification, or as soon as the determination is made that a deletion or deferment is needed. Requests submitted after 30 days will not be rejected; however, they must include an explanation of the circumstances resulting in the late submission.
 - Using a DA Form 4187, along with supporting documentation, through the BN S1. If the commander recommends approval, the request is forwarded through the colonel/O-6 level chain of command to HRC.
- ✓ If a disqualifying factor can be resolved within 120 days of the report month, a deferment rather than deletion should be requested.
- ✓ Soldiers will continue with the reassignment process until the action has been completed (except for requesting port call, moving Family members, shipping household goods (HHG), and terminating quarters).





Reassignment Briefing

References:

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

Application Requirements for Deletions and Deferments

✓Compassionate Deletion or Deferment

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





Reassignment Briefing

Reporting Timelines

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





Forms Completion





Loose/Stapled Packet in Folder

- ◎ SOU/GTCC
- ◎ DA Form 5118 (Pg. 3). Enlisted and Officers.
- ◎ DA Form 4036-R

*These forms will go with you
after the Levy Briefing.*



SOU / GTCC

Statement of Understanding for Reassignments (ENLISTED ONLY) (INDEF - N/A)

MID CAREER/CAREER SOLDIERS: Soldiers that have reenlisted on active duty or have more than 4 years for pay purpose at ETS (except if on initial enlistment).

Soldier meets service remaining requirements for this assignment _____

I understand that I must extend my current enlistment or reenlist to meet service remaining

I officially state that I will not reenlist or extend to meet service remaining requirements and will contact my Retention NCO to set up an appointment to sign a Declination of Continued Service Statement (DA Form 4991-R)

Soldier's Signature

Date

Enlisted

Enlisted
complete
entire
form

Career
Counselor

Career Counselor

Name/Rank

Signature

Date

Enlisted
&
Officers

Officers
Complete
only this
portion

GTCC Verification (Enlisted and Officers)

I have a Government Travel Charge Card (GTCC). Yes No

MEMBERS SIGNATURE: _____ DATE: _____

Agency Program Coordinator (APC)
for GTCC validation:

Name/Rank

Signature

DATE:

APC
Coordinator



PART II - BATTALION STATUS

INSTRUCTIONS: The Battalion S1 will answer all the questions in Part II (Sections D and E). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, Review or possible removal from this assignment. If a question does not apply, check "N/A" block. The Battalion S1 must sign the completed statement and return it to the MPD/Personnel Service Company with the completed Soldier Status Election Statement attached.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT		8. CURRENT UPC	
9. GAINING UNIT		10. EDAS CYCLE NO.	11. TODAY'S DATE (YYYYMMDD) 20210125	
12. ARRIVAL DATE (YYYYMMDD)	13. AI MOS	14. AI ASI	15. AI LANGUAGE	

Section D - Duty Status

	YES	NO	N/A
37. Is the soldier currently attached to another installation for the purpose of processing a personnel action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Is the soldier currently assigned to another unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Is the soldier currently assigned to a unit scheduled for permanent overseas deployment (other than unit TDY movement such as REFORGER)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Is the soldier in an AWOL status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Is the soldier presently confined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Is the soldier currently TDY from his/her home station and not scheduled to return at least 60 days prior to the first day of the arrival month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Is the soldier presently undergoing any medical or dental treatment that would prevent this reassignment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Is the soldier awaiting court or trial appearance as a defendant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section E -Duty Status

45. Is the soldier pending an early release from active duty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Is the soldier pending a Medical Evaluation Board (MMRB/PEB)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Is the soldier pending MOS reclassification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Is the soldier under suspension of favorable personnel actions (FLAGGED)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Is the soldier enrolled in Phase III of the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Is the soldier scheduled for any schooling not in conjunction with this assignment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Has the soldier applied for specialized training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Is the soldier being delayed from complying with these assignment instructions due to administrative processing errors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Are there any circumstances not listed above that would preclude the soldier from complying with these assignment instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Medical Readiness Code (MRC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

55a. I am I am not aware of any medical conditions that would prevent me from worldwide deployability

Initials: _____ 55b. Date (YYYYMMDD): _____

56a. DEPLOYABILITY CERTIFICATION: I certify that this Soldier's deployable status is: Ready Not Ready

56b. Physician's name and title or position: _____

56b. Physician's Signature: _____ 56d. DATE (YYYYMMDD) _____

57. REMARKS (Annotate any additional information or discrepancies): _____

57. REMARKS (Annotate any additional information or discrepancies): _____

57. REMARKS (Annotate any additional information or discrepancies): _____

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57. REMARKS (Annotate any additional information or discrepancies): _____

57. REMARKS (Annotate any additional information or discrepancies): _____

57. REMARKS (Annotate any additional information or discrepancies): _____

**BN S-1
COMPLETION**

**PA
PHYSICIANS
SIGNATURE
DATE**

**BN CMDR
SIGNATURE
DATE**





MEDICAL

Walk-Ins / Appointments

APPOINTMENTS for Providers / Case Management - will be given a slip with the section, appointment time & person to see

MON-FRI 0800-1500

Please Call for hours

MONDAY

Please Call for hours

TUESDAY

Please Call for hours

WEDNESDAY

Please Call for hours

THURSDAY

Please Call for hours

FRIDAY

Please Call for hours

**Concerning
DA Form 4036-R,**

SRPC Site

Information:

**Vogel Hall,
1717 Marshall Rd.
Fort Bliss, Texas 79916**

915-742-4153





Next - Left Side of Folder

- ⦿ These forms will be completed right now.
- ⦿ Starting from top to bottom.



TO-1 Statement

NAME: _____ SSN: _____ GRADE: _____
Enterprise e-mail address: _____@mail.mil
Contact phone number: (____) _____ - _____
Emergency POC: Name: _____ phone number: (____) _____ - _____

TO-1 Statement

1. I will apply for voluntary retirement in lieu of PCS: () YES () NO
2. I will () Accept () Decline the Airborne Assignment: () N/A
3. I will comply with PCS assignment instructions: () YES () NO
4. I will apply for a Deletion or a Deferment: () YES () NO
5. I am TDY en-route, have **family members** and elected TDY Option number: _____
6. I will request _____ days of leave (PCS LEAVE ONLY) not including days for clearing, nor permissive TDY
7. I have a Government Travel Charge Card (GTCC): () YES () NO
8. I elect to serve the following tour: () With family member () Without family members
9. If you elected to serve in an "All Other" or Dependent Restricted short tour and have family members but will not be taking them with you, select options that best applies to you.

Relocating family members: () YES () NO (Family members will remain at Fort Bliss, TX)

If relocating family members please provide information below:

Names of family members	Relationship	DOB
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Exact address: (Street Address, City, State and Zip Code). NOTE: Your BAH will be based of this address.

Ensure this
is complete
& correct

All must be completed.
If not applicable "N/A"
or "None"

Signature _____

Soldier's signature

MPD, Reassignments Rep initials: _____





Reassignment Briefing

TDY Options for Schooling in Conjunction with PCS

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





Reassignment Briefing

TDY Options for Schooling in Conjunction with PCS

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



(Completed by Individual if going TDY en-route with PCS)

TDY/Schools Form

NAME (Last, First, MI) _____

SSN _____

GRADE _____

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

____ OPTION 1. Elect that dependent(s) currently residing in Government quarters be permitted to remain in Government quarters until completion of TDY period. Under this option Soldier is authorized Government travel to and from TDY station and his or her commander may authorize up to 10 duty days to prepare to move dependent(s) upon return from TDY prior to signing out of the present CONUS station (applies CONUS to CONUS, and CONUS to overseas PCS movements).

____ OPTION 2. Elect to move dependent(s) from present CONUS and/or overseas station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days to settle Soldier's dependent(s) in Government quarters (if available) or on the local economy. Soldier will sign into the new CONUS duty station, then proceed TDY for schooling. Soldier will be authorized Government transportation to and from TDY station (applies to CONUS to CONUS, and overseas to CONUS PCS movements).

____ OPTION 3. Elect to return to present duty station upon completion of TDY to move dependent(s), who currently live on the local economy (CONUS), to the new duty station. Under this option Soldier is authorized Government travel to and from TDY station, and his or her commander may authorize up to 10 duty days upon return from TDY to prepare to move dependent(s) prior to signing out of the present CONUS station (applies to CONUS to CONUS, and CONUS to overseas PCS movements).

____ OPTION 4. Elect to clear current permanent station prior to departure for TDY station; and have dependent(s), at personal expense, accompany Soldier to TDY station or travel to some other location. Soldier may not be given a certificate of non-availability of Government quarters at the TDY station if adequate Government housing is available. Soldier's entitlement for dependent transportation will be based on the most direct routing between the old permanent station and the new permanent station (applies CONUS to CONUS, CONUS to overseas, and overseas to CONUS PCS movements). Soldiers who are being reassigned overseas must be medically and dentally qualified for assignment.

This form is only for Soldiers attending school "TDY Enroute" with dependents.

Ensure this is complete & correct

Only initial 1 option

Signature _____

Signature of Service Member

Date _____

Date

Signature of Witness _____



REASSIGNMENT PROCESSING

For use of this form, see AR 600-8-11; the proponent agency is DCS, G-1

Block 1 through 35 must be completed by the Military Personnel Division/Personnel Service Company. If additional Action is required, blocks 36 through 40 will be completed as applicable. Prepare this form in two copies. Place one in the Reassigned File and one in the MPRJ.

1. NAME		2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE		7. CURRENT UNIT OF ASSIGNMENT		8. CURRENT UPC	
9. GAINING UNIT PROCESSING CODE		10. GAINING UNIT			
11. ARRIVAL DATE		12. AI MOS		13. AI ASI	
15. AI LANGUAGE		16. EDAS CYCLE NO.		17. TODAY'S DATE #17 20210125	
18. DATE OF EDAS CYCLE (For Enlisted)		19. DATE OF RFO (For Officers)		20. DATE REASSIGNMENT NOTIFICATION FWD	
22. DATE PCS BRIEFING/ INTERVIEW SCHEDULED #22		23. DATE PCS BRIEFING/ INTERVIEW CONDUCTED #23		24. DATE ACS BRIEFING SCHEDULED #24	
26. DATE DA FORM 4036 FORWARDED TO MTF		27. DATE DA FORM 4036 RECEIVED		25. DATE ACS BRIEFING CONDUCTED #25	
28. DATE PINPOINT ASGMT/FAM TVL REQUEST FWD TO OVERSEAS COMMAND		29. DATE PINPOINT ASGMT/FAM TVL DECISION RECEIVED		30. ANTICIPATED DATE OF LOSS	
31. DATE "DLOS" SUBMITTED		32A. PCS ORDERS NO.		32B. DATE	
33A. PCS AMENDMENT ORDER NO.		33B. DATE		34. REPORT DATE TO OUTPROCESSING	
35. DATE SOLDIER DEPARTED UNIT		36. IF REENLISTMENT/EXTENSION IS REQUIRED (Enlisted Only)			
A. DATE REENLISTMENT OFFICE NOTIFIED		B. DATE REENLISTMENT/EXTENSION COMPLETED			
37. IF SECURITY REQUIREMENTS ARE REQUIRED					
A. DATE REQUEST FOR SECURITY INVESTIGATION/CLINIC FORWARDED TO G2/SECURITY MANAGER		B. DATE SECURITY INVESTIGATION/CLINIC RECEIVED			
38. IF DELETION/DEFERMENT IS REQUIRED					
A. REASON CODE		B. DATE DELETION/DEFERMENT REQUESTED		D. APPROVAL AUTH.	
				(1) HQDA	
				(2) MPD/PSC	
C. DATE DELETION/DEFERMENT FORWARDED TO APPROVAL AUTH.		DATE DELETION/DEFERMENT APPROVED		DATE DELETION/DEFERMENT DISAPPROVED	
39. IF PASSPORT/VISA IS REQUIRED					
A. DATE DD FORM 1056 AND FORM DSP 11 FORWARDED		B. DATE PASSPORT/VISA RECEIVED			
40. IF PORT CALL IS REQUIRED					
A. DATE INITIAL PORT CALL REQUESTED		B. DATE INITIAL PORT CALL RECEIVED			
C. DATE INITIAL PORT CALL CANCELLED		D. DATE SECOND PORT CALL REQUESTED			
E. DATE SECOND PORT CALL RECEIVED		F. DATE SECOND PORT CALL CANCELLED			

DA FORM 5117

Date Format:
YYYYMMDD

Annotate today's date.
If prefilled date is not today,
cross it out and annotate
today's date

Annotate today's date



OVERSEAS TOUR ELECTION STATEMENT

For use of this form, see AR 600-8-11; the proponent agency is DSC, G-1

PRIVACY ACT STATEMENT

Authority: Title 10, USC, Section 3010, 8012 and 5031, and Title 5, USC, Section 301.
Principle 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 (deletion/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.

Table with 3 columns: 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 _____, I understand that I must elect to serve either an "all others tour" 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 that I am not authorized to move my family 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 other" 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 OBC OFFICERS

I understand that 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. 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.

- b. a. [] I elect to serve a tour for a period of _____ months in an "all others" status.
b. [] I elect to serve a tour for a period of _____ months in an "with dependents" status.

Signature _____ Date _____

DA FORM 5121

Ensure this is complete & correct

Location of PCS Assignment





Reassignment Briefing

DA Form 5118 (Reassignment Status and Election Statement)

✓ DA Form 5118

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





Enlisted Only

DA Form 5118 Page 4

PART III - BATTALION STATUS

INSTRUCTIONS: You will answer all the questions in Part III (Sections F and G). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review or possible removal from this assignment. If a question does not apply, the "N/A" block. You must sign the completed statement and return it to the Battalion S1.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT		8. CURRENT UPC	
9. GAINING UNIT	10. EDAS CYCLE NO.		11. TODAY'S DATE (YYYYMMDD) 20210125	
12. ARRIVAL DATE (YYYYMMDD)	13. AI MOS	14. AI ASI	15. AI LANGUAGE	

Section F - Personal Status

	YES	NO	N/A
59. Do you have an approved retirement date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. If you are being assigned to an airborne position, do you wish to terminate your airborne status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Are you being assigned to a duty or an area for which you have a reassignment restriction for the reason of prior sensitive duty assignment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Do you have an enlistment or reenlistment commitment for other than the area of this assignment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Are you a pregnant soldier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. Are you a sole parent or married to an Army soldier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Is your spouse pregnant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66. Do you have an extreme family situation that meets the requirements outlined in table 2-1, AR 600-8-11?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section G - To and From OCONUS Status

	YES	NO	N/A
67. Do you have any family members with a physical, emotional, developmental or intellectual disorder who are not enrolled in the Exceptional Family Member Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68. Have you failed to complete initial entry training (12 weeks military training or its equivalent) required before your overseas movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. If you have received assignment instructions to Turkey, are you or your spouse a Turkish or dual U. S.-Turkish national?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70. Are you being assigned overseas to a country where you committed a crime that resulted in civil or military imprisonment or conviction by a foreign tribunal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71. Are you being involuntarily reassigned to an unaccompanied short tour area following 12 cumulative months TDY during a 24-month period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72. Do you desire to report in early to the gaining oversea command?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73. If you have received assignment instructions to a dependent restricted area (short tour area), do you want to participate in the Home base Assignment Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74. If you have received assignment instructions to a dependent restricted area (short tour area), do you want to participate in the Advance Assignment Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75. REMARKS (Annotate any additional information or discrepancies)			

59 - 75
Mark either
(Yes, No, or N/A)

DA Form 5118 Page 5

PART III - BATTALION STATUS

INSTRUCTIONS: You will answer all the questions in Part III (Sections H). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review or possible removal from this assignment. If a question does not apply, the "N/A" block. You must sign the completed statement and return it to the Battalion S1.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT		8. CURRENT UPC	
9. GAINING UNIT	10. EDAS CYCLE NO.		11. TODAY'S DATE (YYYYMMDD) 20210125	
12. ARRIVAL DATE (YYYYMMDD)	13. AI MOS	14. AI ASI	15. AI LANGUAGE	

Section H - Personal Status

	YES	NO	N/A
77. Have you applied for Conscientious Objector status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78. Are you a sole surviving son or daughter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79. Are you being reassigned to a hostile fire area and have immediate family members whose service in that area resulted in death, disability, missing in action, or prisoner of war status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80. Are you a former Peace Corps member being reassigned to the country in which you have served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81. Are you a former Prisoner of War or Hostage being reassigned to the country where you were held captive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82. Have you been hospitalized at least 30 days outside a hostile fire area due to a wound received in that area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83. REMARKS (Annotate any additional information or discrepancies)			

77 - 82
Mark either
(Yes, No, or N/A)

84a. SOLDIER'S SIGNATURE

Signature

84b. DATE (YYYYMMDD)

Date

DA FORM 5118, OCT 2012

Page 5 of 5
APD If v1.00E5

76a. SOLDIER'S SIGNATURE

Signature

76b. DATE (YYYYMMDD)

Date

DA FORM 5118, OCT 2012

Page 4 of 5
APD If v1.00E5



NAME: _____ SSN: _____ GRADE: _____

DHR, Reassignments (Overseas) LEVY briefing Checklist

The following information and forms were covered during your Overseas LEVY briefing:

- Int: _____ 1. Statement of Understanding - (Enlisted only)
- Int: _____ 2. TO-1 Statement (All)
 - a. Deletion/Deferment requests (DA 4187)
 - b. TDY Enroute Options (Soldier's TDY enroute with family members only)
 - c. Overseas: with family members or "All Others" tour.
 - d. Homebase/Advance Assignment Program (HAAP)
- Int: _____ 3. DA Form 5117 (Reassignments Processing) (All)
- Int: _____ 4. DA Form 5121 (Overseas Tour Election Statement) (All)
- Int: _____ 5. DA Form 5118 (Reassignments Status and Election Statement) - Enlisted only
- Int: _____ 6. DA Form 5434 (Sponsorship Program counseling and Information Sheet) (All)
Note: You must go into ACTnow and complete blocks 1, 2, 4, & 5) - Verification of initial action required
- Int: _____ 7. DA Form 4036-R (Medical and Dental Preparation for Overseas Movement) (All)
Note: This form must be completed at the Soldier Resilience & Readiness Center (SRRC).
- Int: _____ 8. AT Level 1 (All) Note: Must be within six (6) months of your report date. (All)
- Int: _____ 9. DA Form 888 (Family Member Deployment Screening Sheet)
Note: This form is automatically forwarded to the Mendoza Clinic by Reassignments Family Travel Rep.
- Int: _____ 10. DA Form 4787-R (Reassignments Processing) (To be completed by soldier who are trying to take family members overseas).
- Int: _____ 11. VPC (Vehicle Processing Center) - Designated drop off point is Dallas, TX.
- Int: _____ 12. Family Travel Request (EFMP packet)
Note: Family Travel Request or Request for Command Sponsorship is done by Reassignments upon receipt of EFMP packet from Mendoza Clinic.
- Int: _____ 13. No Fee Passport applications.
Note: You do not need orders to submit No Fee passport applications. You must complete applications according to our instructions from the Department of State and schedule appointment via e-mail with our passport office.

** By signing this page, you concur with all documents covered and acknowledge the information is correct and true and also that you are aware of what is required to receive your PCS orders.

Signature

Soldier's signature

Date

Date

MPD/Reassignments Rep signature

Date

Note: Please go through your 51's for any questions pertaining to your PCS orders.

Reassignments Checklist

REVISED VERSION JAN 11, 2017
ALL PREVIOUS VERSIONS ARE OBSOLETE

Reassignments Checklist

Initial all

1 - 13

This form will be
completed at the
end of the
Levy Briefing





U.S. ARMY



OUTPROCESSING



Fort Bliss Reassignment Briefing

Out Processing (Installation clearing papers)

Installation clearing papers can be issued 10 business days (including DONSAS, excluding Federal Holidays) prior to their PCS leave start date.

Phone: (915) 568-2482/7714 or 569-7369/7348

Location: Bldg. 505 Pershing Road, **room 154, MON-FRI 07300-1600** or email required documents to the following:
usarmy.bliss.imcom-central.mbx.fb-inproc@mail.mil

THE FOLLOWING DOCUMENTS ARE REQUIRED IN ORDER TO PICK UP:

1. An Installation PAC Slip (version dated 1/24/2023 – with all required signatures)
2. PCS Orders (with any Amendments if applicable)
3. **DA 31 w/control# if approved prior to 17 Jan 2023 (if applicable)**
4. **IPPS-A “Absence in Conjunction with PCS” form if approved after 17 Jan 2023 (if applicable)**
5. Proxy Memo (if you are within 2 days of your leave start date)

****Installation clearing papers will be emailed to the Soldier’s military email only.****

Final out-processing appointment will be scheduled when Installation clearing papers are issued and will not be scheduled more than 2 business days prior to start of PCS leave.





U.S. ARMY



DPW HOUSING DIVISION



DPW HOUSING DIVISION

OFF-POST Rental

- **Off-post rental property;**
 - ✓ **Submit termination notice in writing to your property manager.**
 - 30 days prior to termination
 - Attach a copy of orders
 - Schedule your pre/final inspection
- **Rental Partnership Program;**
 - ✓ **Submit a “Notification of Tenant’s Intent to Vacate” to your property manager. (this notice can be picked up from the Housing Services Office)**
 - 30 days prior to termination
 - Attach a copy of orders
 - Schedule your pre/final inspection
 - Cancel allotment 30 days prior to termination

The lease contract will be terminated under the military clause 30 days after the date on which your next rental payment is due. Ensure all debt has been cleared with the property manager. Also provide a forwarding address to the manager.





Off-Post Rental (Continued)

Ensure all debt has been cleared with the property Manager

Please provide a forwarding address to the property manager.

Security deposits can't be used as your last month's rent

Any damages you caused during your tenancy will be deducted from your security deposit and the balance refunded to you.

You must follow the instructions in your lease to get your security deposit refunded.

Security deposits are to be returned to you between 14 to 30 days of terminating your lease.





DPW HOUSING DIVISION

On-Post Rental

All Soldiers assigned to the Fort Bliss Community Housing must clear the HSO or provide a copy of their scheduled termination appointment prior to receiving the housing clearing stamp.

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

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

A pre-inspection and a final inspection appointment will be scheduled at that time

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

These options cannot be handled via the telephone!





DPW HOUSING DIVISION

T-0070 Carter Road.
Fort Bliss, Texas 79916
(915) 568-2898

Hours of Operation:
Monday-Friday 0730-1600
Closed for Lunch 1200-1300 and
Every 3rd Thursday of the month 1200-1600
Closed Federal Holidays and weekend

Email: usarmy.bliss.id-readiness.mbx.imcom-dpw-housing@mail.mil





Questions





U.S. ARMY



Army Community Service (ACS)



Army Community Service

Army Community Service (ACS)

Financial Readiness Program

The Army Community Service [Financial Readiness Program](#) is here to provide free education, counseling and support services, whether it's your first move or the last of many. We provide information and resources to help you and your family navigate your next military move. Please call for an appointment: (915) 568-4227, so we can help you with: planning and budgeting for PCS, understanding entitlements and budgeting expenses and developing a PCS financial plan. Below are some projected expenses:

Prior to moving

- House hunting expenses
- Moving out expenses
- Military clause on existing lease
- Leave en route
- Credit reports
- Miscellaneous expenses
- Loss of spouse's income
- Car preparation
- Change of address (ID theft)

At new duty station

- Temporary lodging etc.
- Deposits, rent/utilities
- Changes in cell phone bill
- Restocking supplies
- Vehicle cost (insurance/licensing)
- New clothes if climate change

HELPFUL INFORMATION

[Army Emergency Relief for applications and Special Power of Attorney](#)

Budget and repayment plans:
(See ACS)

Credit reports: (See ACS)

Relocation budget planner and currency conversion:
www.militaryonesource.com

American Red Cross: (Call 1-877-272- 7337 after ACS duty hours for AER financial assistance)





Army Community Service

Army Community Service (ACS)

Relocation Services

- The Army Community Service [Relocation Readiness Program](#) is here to help with a comprehensive support system, whether it's your first move or the last of many. We have an array of information and resources to help you and your family navigate your next military move.
- Your first stop should be your local Army Community Service to meet with a Relocation Readiness Program Manager who can get you started.
- Location: Bldg 2494 Corner of Carter Rd and Ricker Rd on main post. Call (915) 568-4227, ext 0

Services Offered

- Lending Closet
- Information and Referral
- Pre- and Post-Move Counseling
- Relocation Packet Requests
- Waiting Families Group
- Total Army Sponsorship Program
- Citizenship, ESL, Newcomers





Army Community Service

Army Community Service (ACS) Employment Readiness Program

The [Employment Readiness Program](#) (ERP) provides information and referral services on employment, education, training, transition, and volunteer opportunities to give Family members the competitive edge needed to secure meaningful employment. ERP offers up-to-date information on available employment opportunities, market and job trends, education, and volunteer resources to help individuals make informed decisions when seeking employment. **Please call 915-569-5838 for more information.**

Services offered by the ERP include classes and seminars related to employment:

Job fairs and other hiring events

Resume writing

Interviewing techniques

Dressing for success

Networking

Entrepreneurship

Helpful Websites:

<https://www.armymwr.com/programs-and-services/personal-assistance/employment-readiness-program>

<https://www.armyfamilywebportal.com/content/employment-readiness-program>

<https://www.usajobs.gov>

<https://myseco.militaryonesource.mil>

<https://msepjobs.militaryonesource.mil/msep/>

<https://www.dol.gov/agencies/vets/veterans/military-spouses>





Army Community Service

Army Community Service (ACS)

Exceptional Family Member Program

IAW AR 608-75 it is mandatory for Soldiers to enroll authorized dependents in DEERS with special medical or educational needs into the [Exceptional Family Member Program \(EFMP\)](#). The EFMP is intended to assist the military in ensuring services are available for family members when a Soldier is transferred to a new duty station.

ACS services offered for families enrolled in the EFMP (915) 568-8210/569-5062/569-4227 Option 5

Information and Referral

Education

Links to civilian agencies

Advocacy Support

Respite Care

Support Groups

EFMP Family Activities

Systems Navigation

✓ **Website:** <https://williambeaumont.tricare.mil/clinics/mendoza-center/exceptional-family-member-program>

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

- Copies of IEP/IFSP for each dependent child enrolled in school/EDIS
- Copies of school transcripts/records for each dependent enrolled in school
- Copies of medical records for self and dependents
- Medication/medical supplies to meet your family's needs until arrival in new community (at least 90 days worth)
- Clearing ACS EFMP
 - No appointment is needed.
- Out-processing Soldiers who have family members enrolled in the EFMP must complete DA Form 7415 and the "Needs Assessment for Relocating Soldiers" form and provide a copy of their orders to EFMP staff.
- Additional assistance and resources are provided as required. In addition, the EFMP staff prepares a memo to the gaining installation informing them of the Soldier's report date and possible need for assistance.
 - EFMP staff pre-clear Soldiers who are not enrolled in the EFMP weekly.





Army Community Service

- **Exceptional Family Member Program**
 - Army Community Service EFMP

- **AR 608-75**

- **Since 1986, it has been **Mandatory** for Soldiers to enroll Family members listed as dependents on DEERS with special medical or educational needs**
- **Intended to assist the military in ensuring services are available for Family members when a Soldier is transferred to a new duty station**





Army Community Service

- **Exceptional Family Member Program**

- **Army Community Service EFMP**

- **Information and Referral**

- **Education**
- **Links to civilian agencies**
- **Advocacy Support**
- **Respite Care**
- **Support Groups**
- **EFMP Family Activities**
- **Systems Navigation**
- **Transfer and Continuity of Services**





Army Community Service

Exceptional Family Member Program

- Army Community Service EFMP
- Copies of IEP/IFSP or 504 plan for each dependent child enrolled in school/EDIS
- Copies of school transcripts/records for each dependent enrolled in school
- Copies of medical records for self & dependents
- Copies of EFMP forms (summary sheet, DD2792 or DD2792-1)
- Medication/medical supplies to meet your Family's needs until arrival in new community (recommended 90 days worth)





Army Community Service

- **Exceptional Family Member Program**
 - **Contact Information**
- **Army Community Service EFMP Office**
 - **Walk-ins or Appointments**
 - **Bldg. 2494 Ricker Road**
 - **915-569-4227 option 1**





U.S. ARMY



DEFENSE MILITARY PAY OFFICE

DEFENSE MILITARY PAY OFFICE



IN/OUT PROCESSING LOCATION:



Soldier Support Center, BLDG 505

Room 129

HOURS: M-W&F 0900-1200 & 1300-1600

THUR: 1200-1500

MAIN FINANCE OFFICE

BLDG 2 Sheridan Rd



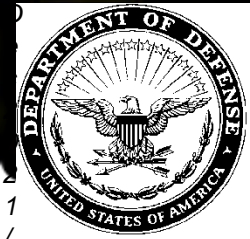


Army Military Pay Office

This briefing will provide information on the following PCS Entitlements

- Dislocation Allowance (DLA)/Travel Advance
- Temporary Lodging Expense (TLE)
- Per Diem Entitlements/Rates
- Advance Travel Pay
- Advance Pay of Basic Pay
- Basic Allowance for Housing (BAH)
- Personally Procured Moves (PPM)
- Permissive TDY (PTDY)
- Finance Website
- PCS Out-Processing Procedure





FORT BLISS STATESIDE ONLINE LEVY BRIEF

Army Military Pay Office Per Diem

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

Current rates per travel day:

By POV/Bus/Train		Vehicle Mileage Rates		By Plane	
Service Member	\$157.00	One vehicle	\$0.22 per mile	Service Member	\$44.25
Dependent(s) under age 12	\$78.50	2nd vehicle	\$0.22 per mile	Dependent(s) under age 12	\$14.75
Dependent(s) age 12 and older	\$117.75	Authorized Travel Day is 350 miles		Dependent(s) age 12 and older	\$29.50
				* 1 Day of travel authorized to most destinations	





DISLOCATION ALLOWANCE (DLA)

DLA defrays the costs of relocating to the new PDS

- **Members with authorized dependents are entitled to DLA at the with dependent rate & the dependents authorization to relocate must be included in PCS orders**
- **Dual Military – only one member will be entitled to DLA**
- **Single E-5s and below are not entitled to DLA unless being assigned to a Recruiting Command.**
- **To claim DLA, complete DD Form 1351-2 and submit PCS orders to your gaining Finance Office**
- **For DLA rates go to <http://www.defensetravel.dod.mil>**





Dependent Travel/DLA & POV Drop Off - VPC



- **Dependents who travel separately from sponsor to a designated location (other than member's new PDS) must be authorized and directed in the PCS orders. Sponsor must file a separate dependent/DLA travel voucher (DD Form 1351-2) with the gaining Finance Office.**
- **POV drop off at authorized designated VPC (Vehicle Processing Center) locations.**





DEFENSE MILITARY PAY OFFICE



TEMPORARY LODGING EXPENSE (TLE)



- **CONUS entitlement based on current Locality Rate**
- **CONUS to CONUS moves – allowed up to 14 days**
 - **may be split between losing and gaining duty station for dependents authorized to relocate to new PDS.**
- **CONUS to OCONUS moves - allowed up to 7 days MAX at losing duty station (Fort Bliss, TX)**
- **TLE must be claimed at the gaining Finance Office**





TEMPORARY LODGING EXPENSE (TLE) (continued)



- **Following documents are needed when submitting your TLE Claim:**
 - **original paid lodging receipt with a zero balance**
 - **a full set of your PCS orders (front/back/amends)**
 - **completed DD Form 1351-2 (travel voucher)**
 - **Copy of DA 31 with sign in date**
- **No advances authorized for this entitlement**
- **Pet Fees are NOT reimbursable expenses**





DEFENSE MILITARY PAY OFFICE



Travel Pay Temporary Lodging Allowance (TLA)

- **Overseas entitlement only**
- **Payable through overseas Finance Office location**
- **Must have prior approval from Housing Services Office at overseas location**
- **Authorized in 10 day increments at new PDS**
- **No advances authorized for TLA**
- **Pet Fees are NOT reimbursable expenses**





DEFENSE MILITARY PAY OFFICE



Out Processing Brief

TRAVEL NOTE

PERMISSIVE TDY (PTDY)



- **Up to 10 days of non-chargeable leave in order to relocate household to new PDS.**
- **No longer required to report to the Housing Service Office for Housing Stamp – CONUS to CONUS only.**
- **If you are authorized Permissive TDY (PTDY), you MUST have your DA 31 signed by the Battalion Commander (OCONUS PCS).**
- **PTDY in conjunction with PCS must have the approved dates of PTDY in the remarks section (block #17) of the DA 31 along with the mandatory statement:
“Soldier arrived at the new PDS on date to start PTDY”**





DEFENSE MILITARY PAY OFFICE



PPMs/Do-It-Yourself (DITY) Move



- **Transportation will provide needed information and/or documentation in order for DITY/PPM claim to be paid by DFAS-Rome**
- **Transportation is located in Building 504, 1st floor @ (915)568-3668/3338**
- **Transportation (only) will process your request for PPM/DITY advance and/or settlement claims**





**If you are a Government Travel Charge Card holder, you cannot request an advance for travel – no exceptions!
(Per Diem/Mileage)**

Ensure your card is in “Mission Critical” status through your unit GTA representative prior to your departure.

IBA – Individually Billed Account





DEFENSE MILITARY PAY OFFICE



Travel Pay Advance if not GTC holder



- Travel advances will be paid at 80% of PCS Travel Allowances for Per Diem &/or mileage.
- DLA paid at 100% rate
- Complete the advance form or complete via SmartVoucher and attach a complete set of orders, amendments, and DA 31 - can be submitted **up to 30 days prior to sign out date**
- Advance will be calculated based on the mode of travel and dependent information provided on the Travel Advance Request form
- All payments are processed by DFAS-Rome and paid directly into the account for Travel on your *MyPay* web site

CBA CENTRALLY BILLED ACCT





DLA Advance if GTCC holder



- **DLA paid at 100% rate**
- **Complete the advance form OR complete advance DLA via smartvoucher and attach a complete set of orders, amendments, and DA 31 - can be submitted **up to 30 days prior to sign out date****
- **Advance will be calculated based on the dependent information provided on the Travel Advance Request form**
- **All payments are processed by DFAS-Rome and paid directly into the account for Travel on your *MyPay* web site**





DEFENSE MILITARY PAY OFFICE



Military Pay - Advance of Basic Pay



- **1 month of Basic Pay minus Federal taxes, deductions, collections, gov't loans, and all other debts**
- **Can be requested from old PDS, or en route to gaining installation, or upon arrival at your new PDS**
- **Expenses must relate to PCS costs not covered by other advance payments such as: Travel/DLA/PPM**





DEFENSE MILITARY PAY OFFICE



Military Pay - Advance of Basic Pay



- **Submit your Advance Pay request (DD Form 2560), DA 31 (w/lv control #), & PCS orders to the Soldier Support Center Bldg 505 RM 129**
- **Example of how Advance Pay is computed:**
 - **Basic Pay** **\$6,000.00**
 - **Minus all deductions on LES** **\$600.00**
 - **Total Advance Pay** **\$5,400.00**
- **Advance will be released 3 – 5 business days once the payment is approved by AMPO**



DEFENSE MILITARY PAY OFFICE



Military Pay – Requesting Advance of Basic Pay



- **All Married Soldiers & Dual Military member claiming w/dependent rate BAH:**
 - **Itemization/explanation not required on the form**
- **Single SSGs and above & Dual Military member claiming w/out dependent rate BAH:**
 - **Must itemize PCS related expenses**
 - **Per AR 37-104-4, you must justify PCS related expenses**





Military Pay

Basic Allowance for Housing (BAH)

- **BAH is paid at the Fort Bliss rate while on PCS leave up to the report date of the new PDS.**
- **Balfour Beatty Housing is “Privatized” (Contractor) Housing paid by you to them through an allotment. Balfour Beatty will stop the housing allotment effective the date you clear/terminate their quarters. Finance does not stop allotments for the privatized housing.**





DEFENSE MILITARY PAY OFFICE



Military Pay Basic Allowance for Housing (BAH)



PCS BAH

- **Paid to Soldiers who were residing in the barracks - you will receive BAH at the without dependent rate for Fort Bliss while on PCS leave**
- **Soldiers receiving BAH-Diff are entitled to receive BAH at the with dependent rate (must have Birth certificate(s) and DA Form 5960 completed appropriately)**





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FINANCE WEBSITES



- <http://www.dfas.mil> for:
 - general questions relating to Military and Travel Pay as well as other useful information plus access to the *myPay* web site
- Go to <http://www.defensetravel.dod.mil> for:
 - BAH rates for your new location
 - COLA rates for OCONUS
 - DLA rates
 - Per Diem rates
 - Computation of TLE and TLA





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QUESTIONS



CONCLUSION



U.S. ARMY

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S-1 for processing.

Thank you!

