



U.S. ARMY®



Fort Benning Overseas Online Levy Brief

Donny B. Philips
Chief, Military Personnel Division
DHR / USAG Fort Benning



OCONUS LEVY BRIEF

ALL Soldiers who are on assignment to a new overseas duty station (OCONUS) are REQUIRED to complete this online levy briefing

If you have not received your OCONUS Levy Briefing date via your S1, contact your S1 or visit this website:

[PCS Orders Status](#)

This website can only be accessed from computers on the Fort Benning domain by using your Common Access Card (CAC) or DS Logon

All Soldiers are encouraged and welcomed to view the information contained within this presentation.





Agenda

- **Introduction**
- **Reassignment Processing**
- **Army Military Pay Office (Finance)**
- **Transportation**
- **Housing Services Office**
- **Army Community Services (ACS)/EFMP**
- **Out Processing (Installation Clearing Papers)**





FORT BENNING OVERSEAS ONLINE LEVY BRIEF

Introduction

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

This briefing will provide information from the following agencies cover the following topics:

[Reassignment Section \(PCS Orders\)](#)

Reassignment requirements

Required forms

Command Sponsorship (family travel)

Passport/Visa requirements

[Defense Military Pay Office Finance](#)

Pay entitlements

[Government Travel Office \(Plane Tickets\)](#)

Flight arrangements to next duty station

[Transportation Personal Property Shipping Office \(HHG\)](#)

Housing

Shipping your household goods

Clearing housing

[Army Community Services \(ACS\)](#)

Relocation assistance

Financial Readiness

Exceptional Family Member Program (EFMP)-family support

[In/Out Processing \(Installation clearing papers\)](#)

Installation Clearing Papers

[Exceptional Family Member Program \(EFMP\)](#)

Required medical screening for family members





Military Personnel Division





Reassignment Processing

This briefing will cover the following topics:

- Reassignment Processing
- HIV Testing Requirements
- Early Reporting
- Deletion/Deferment Requests
- Compassionate Deletion/Deferment
- Temporary Duty EnRoute (TDY)
- Homebase and Advance Assignment Program (HAAP)
- Married Army Couples Program
- Command Sponsorship (family travel)
- Passport/Visa Requirements
- Distribution of Orders
- Amendments





Reassignment Processing

Reassignment Requirements

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

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





Human Immunodeficiency Virus (HIV) Testing

- **HIV Testing Requirement**
 - **Annotated on DA Form 4036, Medical and Dental Preparation for Overseas Movement**
 - **Soldiers who receive overseas AI will require an HIV test as part of their Soldier reassignment processing requirements if they have not been tested in the 6 months prior to their port calls.**
 - **Those who are HIV infected will be deleted from AI.**





Reassignment Processing

Early Reporting

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





Reassignment Processing Deletion/Deferment Requests

Requests should be submitted:

- Use 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.
- Within 30 days of assignment notification or as soon as the determination is made that a deletion or deferment is needed, whichever occurs first.
- Requests submitted after 30 days due to unforeseen circumstances will not be rejected; however, they must include an explanation of the circumstances result in the late submission.
- If a disqualifying factor can be resolved within 120 days of the report month, then a deferment rather than deletion should be requested.
- Continue with the reassignment process until the action has been completed.





Reassignment Processing Compassionate Deletion/Deferment

- Compassionate deletion or deferment is defined as a request based on compassionate reasons or extreme family problems.
- Requests for compassionate deletion or deferment require 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 EDAS cycle date. If deletion or deferment situation occurs after the initial 45 days, the request will be submitted 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. Medical statement will list any factors that may have a bearing on the medical condition of the family member, if the Soldier's presence is being requested.
- If the request is based upon legal issues, it must include a signed statement from a licensed attorney stating problems and justification why the Soldier's presence is essential.
- 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.
- If you belong to a PSDR unit, your unit will process the compassionate deletion or deferment.





Reassignment Processing

Temporary Duty En Route (TDY)

- The TDY Option Form must be completed by the service member who are scheduled in ATRRS for TDY “en route” and who are authorized movement of family as stated on your PCS orders.
- Option 2 is not authorized as it pertains to a new CONUS duty station.
- Do not complete the TDY Option Form if you are not moving your dependents from Fort Benning.
- Option 1: I elect to return to the present duty station upon completion of TDY to prepare family members/dependents residing in government quarters for relocation to the new permanent duty station or designated location prior to departing the present duty station.
- Option 3: I elect to return to my present duty station upon completion of TDY to prepare family members/dependents residing on local economy for relocation to the new permanent duty station or designated location prior to departing the present duty station.
- Option 4: I elect to clear my current permanent station prior to departure for school and move the family members/dependents to the TDY station at personal expense, some other location at personal expense, or to a designated location at government expense.





Reassignment Processing

Homebase and Advance Assignment Program (HAAP)

- **Homebase and Advanced Assignment Programs (HAAP) assignments are available for Soldiers selected for a dependent-restricted tour.**
- **Participation in the HAAP is optional.**
- **Soldiers must complete the HAAP Statement to accept or decline the Homebase or Advance Assignment.**
 - (1) **Advanced Assignment Program-Return to a different installation than they were stationed.**
 - (2) **Can only relocate family members to location of advanced assignment.**
 - (3) **Homebase Program-Return to the installation where they were stationed. Cannot relocate your family members.**





Reassignment Processing Married Army Couples Program (MACP)

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





FORT BENNING OVERSEAS ONLINE LEVY BRIEF

Reassignment Processing

Command Sponsorship (Family Travel)

- **Soldiers not selected for a dependent-restricted tour and desire their family members to accompany them to the new overseas duty station must apply for Command Sponsorship (family travel) for their dependents. The gaining command is the only approving authority. The family travel authorization must be included on your PCS orders.**
- **You must have enough service time remaining on your contract in order to request family travel. If not you must re-enlist or extend.**
- **Command Sponsorship must be requested in sufficient time prior to your report date.**

To request family travel complete the following:

- **DA Form 5121 (Overseas Tour Election Statement)-electing to serve with dependents.**
- **DA Form 4787 (Reassignment Processing)-listing all of your authorized dependents who will accompany you.**
- **DA Form 5888 (Family Member Deployment Screening Sheet)-All family members must be screened by the Exceptional Family Member Program at an Army EFMP clinic. EFMP screening is valid for 1 year.**
- **Soldier Declaration Memorandum (Korea and Japan only if taking dependents).**
- **Submit the documents to the Reassignment Section ASAP. Once all documents have been received by the reassignment section they will forward your request to your gaining command. The gaining command has 30 days to process the request.**





Reassignment Processing Passport/Visa Requirements

Active duty members:

- Not all countries require passports and may only require orders and military ID card to enter their country. Check the following website to verify passport requirement: <https://www.fcg.pentagon.mil/> click on “ENTER THE SITE” and then type in the country you are going to. You will need to be on a .mil network (government network) with a CAC ID in order to view the contents of this webpage.

Family members:

- All command-sponsored, U.S. citizen dependents will require a government no-fee passports, and possibly a visa, to PCS to a foreign country.
- Family members who are not U.S. citizens will travel on their personal passport issued by their country. For visa or SOFA card information regarding family members who are not U.S. citizens, please contact our office.
- If you plan to drive your family members to Alaska through Canada, it is recommended that your family apply for government no-fee passports.
- For information and instructions on how to apply for a no-fee passport for official government travel, please go to our website: <https://travel.state.gov/content/travel.html>.





Reassignment Processing

Distribution of Orders

- Once all of your required documents have been received by the Reassignment Section, completely and accurately filled out, Reassignment Section will post your PCS orders to DHR Portal Admin Orders SharePoint for your S1 to download and distribute to you within three business days.
- S1s visit this DHR Portal to track the status of your PCS orders.
- *This site can only be accessed from computers on the Fort Benning domain*

Amendments

- You are responsible for informing the Reassignment Section of any changes to your assignment such as:
 - Report date
 - Adding/removing dependents
 - Government Travel Charge Card
 - TDY
- Send all requests for amendments to your brigade/battalion S1 personnel.
- Once reassignment has received the request, necessary documents if required, and have verified the information they will post your PCS orders amendments to DHR Portal within three business days.





Army Military Pay Office





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)**
- **PCS Out-Processing Digital Processing**





FORT BENNING STATESIDE ONLINE LEVY BRIEF

Army Military Pay Office

Dislocation Allowance (DLA)

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

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

in the orders.

Dual Military Members - varies based upon PCS orders.

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

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

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





FORT BENNING STATESIDE ONLINE LEVY BRIEF

Army Military Pay Office

Temporary Lodging Expense (TLE)

- TLE is an allowance intended to partially reimburse members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in **CONUS** in association with a PCS move.
- TLE is only authorized at the old Permanent Duty Station (PDS) and/or the new Permanent Duty Station; and is limited to 10 days total. TLE lodging location must be within 50 miles radius of the losing/gaining Permanent Duty Station.
- TLE claims must be submitted to the gaining Finance Office.
- Following documents are needed when submitting your TLE Claim:
 - (1) Original lodging receipt - itemized/detailed with a zero balance.
 - (2) Copy of PCS orders (front/back/amendments).
 - (3) DD Form 1351-2 (travel voucher).
- **No advances authorized for this entitlement**





Army Military Pay Office

Per Diem

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

Current rates per travel day:

By POV/Bus/Train		Vehicle Mileage Rates		By Plane	
Service Member	\$151.00	One vehicle	\$0.20 per mile	Service Member	\$44.25
Dependent(s) under age 12	\$113.25	2nd vehicle	\$0.20 per mile	Dependent(s) under age 12	\$33.18
Dependent(s) age 12 and older	\$75.50	Authorized Travel Day is 350 miles		Dependent(s) age 12 and older	\$22.12
				* 1 Day of travel authorized to most destinations	





FORT BENNING STATESIDE ONLINE LEVY BRIEF

Army Military Pay Office Advance Travel Pay

- If you are a Government Travel Charge Card (GTCC) holder, you can request a travel advance for DLA ONLY. The GTCC must be used for all PCS travel related expenses.
- If you do not have a GTCC, you can request a full travel advance. Travel advances will be paid at 80% of PCS Travel Allowances for Per Diem & mileage. DLA is paid at 100%.
- Advance form with a complete set of orders, amendments, and DA 31 (with a leave control number and signed by Company Commander) can be submitted up to 14 days prior to sign out date.
- Advance will be calculated based on the mode of travel and dependent information provided on the Advance Request form.
- All payments are processed by DFAS-Rome Travel Pay Office and is paid directly into the member's account. Soldier needs to ensure their Travel EFT account is correct via MyPay.





Army Military Pay Office Advance of Basic Pay

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

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

Can be requested from losing installation, enroute, or at gaining installation.

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

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

Soldiers E-6 and above:

Itemization required only for Single SSGs and above

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

Married Soldiers – E-5 and below:

Itemization not required

Must have Commander's signature

Single Soldiers – E-5:

Only authorized if assigned to Recruiting Command

Must be Itemized

Must have Commander's signature

Per AR 37-104-4 must justify expenses

Example of how Advance Pay is computed:

Base Pay	\$2,000.00
Minus all deductions in LES	- \$600.00
Total Advance Pay	\$1,400.00





FORT BENNING STATESIDE ONLINE LEVY BRIEF

Army Military Pay Office

Basic Allowance for Housing (BAH)

- **BAH is paid at the losing duty station rate until the day before signing into your gaining duty station for members in receipt of BAH at the with or without rate. Barracks Soldiers will receive the in transit rate while on PCS leave.**
- **Fort Benning Housing is “Privatized” housing paid through your allotment. Ft. Benning Housing will stop the Housing Allotment effective the date you clear quarters. Please confirm your refund date with Balfour Beatty.**





FORT BENNING STATESIDE ONLINE LEVY BRIEF

Army Military Pay Office

Personally Procured Moves (PPM) Formerly known as Do-It-Yourself (DITY)

- **Transportation (only) will process your PPM/DITY settlement and/or advance claims. Transportation will provide the needed information and/or documentation in order for the PPM claim to be paid by DFAS-Rome Travel Pay Office.**
- **Transportation is located in Building 6 room 105. Telephone number is (706) 545-4900**





FORT BENNING STATESIDE ONLINE LEVY BRIEF

Army Military Pay Office

PCS Out-Processing Procedure

- Finance PCS out-processing documents is scanned to our Customer Care Center@ dfas.benning.jfl.list.dmpo-benning
- Please provide the following
 - (1) Unit clearance papers
 - (2) PCS Orders with any amendments
 - (3) DA 31 with leave control number (Block 10b on DA 31 should match the report date of gaining installation).
 - (4) If early report is authorized, end date on DA 31 - block 10b - cannot be prior to earliest authorized report date





Fort Benning Transportation Branch





Household Goods Shipment

- In order to arrange for shipment of your household goods, all service members must self counsel and perform the following once they receive their orders to facilitate their household goods pick up:
- Go to www.move.mil or <https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx>
- Register or log into the Defense Personal Property System (DPS)
- Make your transportation arrangements
- Print out and sign the DD forms generated by DPS
- After completing self counseling:
 - Bring a copy of your PCS orders with any amendments,
 - DD 1299, and DD 1797 to the Transportation Office: (706) 545-4900.
- You must schedule your pack dates within 7-10 business days after you self counsel.
- Spouses will require a power of attorney (POA) to submit paperwork and
- question status of any and all shipment(s) **NO EXCEPTIONS!**





Fort Benning Transportation Branch

Shipment of POV

- In general, if you are traveling overseas (OCONUS), the government will pay to ship one POV to your new location, but you will need to arrange for it to be dropped off at the designated drop-off center before departing.
- Note: There may be some overseas bases, such as Japan, where it is not possible to have a car. In these cases, the government will pay to store your POV stateside for the length of your tour.
- Privately owned vehicle shipments can be booked at www.pcsmypov.com
- If you are authorized to ship your POV, the entitlement must be on your PCS orders. You are only entitled per diem from your current duty station to the authorized designated vehicle processing center (VPC). For Fort Benning this will be the VPC in Atlanta, Georgia.





Government Travel Office / Overseas

- **Use of a Government Commercial Travel Office (CTO) is mandatory when purchasing tickets for official travel, failure to use a Government CTO when obtaining tickets for official travel will result in the Soldier not being reimbursed, and even though travel is purchased through a Government CTO the Soldier's reimbursement will be limited to the amount the government would have spent had the government arranged and purchased the tickets.**
- **If you are a Government Travel Charge Card (GTCC) holder, the GTCC must be used to purchase plane tickets. Make sure the card is active before purchasing tickets.**
- **Some overseas locations will require you to fly into country via Air Mobility Command (AMC). This will be your port call. The requirement and location of your port call will be on your PCS orders.**





Government Travel Office / Overseas

Step 1: Schedule your port call with Official Travel - Bldg 35, 3rd Floor

Requirements to book flights:

Must visit office at least 10 days prior to the report date

Soldiers and family members must have:

- 1 Copy of PCS/TCS orders, DA 31 (if applicable).
- PCS orders and/or family travel message and SSN (DEP)
- No-fee passports in their possession, prior to making reservations (except Hawaii and Alaska)

Step 2: Official Travel will submit your port call (if applicable) to SATO to book your commercial flight

Requirements to book flights:

Must visit Official Travel office at least 10 days prior to the report date

Soldiers and family members must have:

- 1 Copy of PCS/TDY orders, DA 31 (if applicable) – TCS usually port call unless specified commercial travel authorized
- PCS orders and/or family travel message and SSN (DEP) TDY overseas required approved DD 1610
- No-fee passports in their possession, prior to making reservations (except Hawaii and Alaska)





Government Travel Office / Overseas

Service Animals

- Are authorized to accompany passengers with disabilities in the cabin of the aircraft. You must have proper documentation when arranging port call.
- Identification cards and written documentation must be issued by an agency verifying the animal has been trained as a service animal.
- Transportation is subject to country quarantine procedures.
- Specific information can be found by accessing: <http://travel.state.gov>
- Contact your local Official Travel office to ensure your service animal can be accommodated.

Pets

- Families in permanent change of station status are authorized to take two pets (dogs and cats only), as long as pet containers with pets do not exceed 150 pounds and are being transported with two adults.
- Pet spaces are limited to first come first serve.
- Member is responsible for coordinating flights for accompanying pets to AMC terminal.





HOUSING SERVICES OFFICE





HOUSING SERVICES OFFICE

Fort Benning Community

- All Soldiers assigned to Fort Benning Community Housing must clear 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!**





HOUSING SERVICES OFFICE

OFF POST-Rental Property

- **Off-post rental property:**
 - (1) **Submit termination notice in writing to your property manager.**
 - (2) **30 days prior to termination**
 - (3) **Attach a copy of order**
 - (4) **Schedule your pre/final inspection**

- **Rental Partnership Program:**
 - (1) **Submit a “Notification of Tenant’s Intent to Vacate” to your property manager.(this notice can be picked up from the Housing Services Office)**
 - (2) **30 days prior to termination**
 - (3) **Attach a copy of orders**
 - (4) **Schedule your pre/final inspection**

- **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. Please provide a forwarding address to the property manager.**





HOUSING SERVICES OFFICE

Applying for On-Post Housing Overseas

- **Overseas housing procedures differ slightly from stateside policies. The Soldier must be physically present, reported in for duty, and signed in with their unit in order to be offered housing. The Soldier will receive the same housing requirements as is customary in the states (i.e., number of bedrooms is designated by the Soldier's rank and number of dependents).**
- **Housing Services Offices in Europe, and other locations overseas, are ready and willing to assist you with any questions you might have on the type of housing that is available on and off the installation.**
- **To find specific information for your next duty station log on to <https://www.housing.army.mil>**





Army Community Service (ACS)





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 all kinds of information and resources to help you and your family navigate your next military move.
- Your first stop should be your local Army Community Service Family Center to meet with a Relocation Readiness Program Manager who can get you started. (706) 545-0403/4485.

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 (ACS) Financial Readiness Program

The Army Community Service [Financial Readiness Program](#) is here to provide free education, counseling and support services. We provide information and resources to help you and your family navigate your next military move. Please call for an appointment: (706) 545-0403/4485, 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](#)

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

American Red Cross: www.redcross.org/about-us/our-work/military-families (Call 1-877-272-7337 after ACS duty hours for AER financial assistance)





FORT BENNIG OVERSEAS ONLINE LEVY BRIEF

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 (706) 545-5521

Information and Referral

Education

Links to civilian agencies

Advocacy Support

Respite Care

Support Groups

EFMP Family Activities

Systems Navigation

Website: <https://martin.tricare.mil/Health-Services/Medical-EFMP/>

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.



Exceptional Family Member Program

Overseas Family Member Screening

- **All Soldiers on assignment outside of the continental United States (OCONUS), to include Alaska and Hawaii, who elect an accompanied tour (with dependents) are required to have every dependent (enrolled in DEERS) who is going overseas (regardless of EFMP enrollment) complete the EFMP overseas screening.**
- **The purpose of the screening is to identify potential medical, mental health and/or educational issues so that those concerns will be considered in the assignment process.**
- **The Army wants to ensure Soldiers are assigned to locations where family members with special needs can receive necessary care. In many locations overseas, the Army also considers the availability of health care from the host nation.**





Exceptional Family Member Program

Process of Overseas Family Member Screening

- **Pick up overseas screening packet for each family member who will be traveling on orders from the EFMP office BEFORE your appointment. Have the paperwork completed BEFORE appointment for ALL family members.**
- **Call (762) 408-2423 and make an appointment for an overseas screening for ALL family members traveling with the sponsor (by appointment only, NO WALK-INS, no exceptions). Children 72 MONTHS and under must be present for the overseas appointment.**
- **All dependent family members should have a regular physical/checkup through their primary care doctor. If they have had one in the last year we can use it. If it was done off post please bring a copy of the ACTUAL physical to the appointment with you (cannot accept a memo).**
- **Submit the paperwork to EFMP the day of your appointment; we are located on the 1st floor of the Martin Army Community Hospital (Bldg. 9250).**
- **EFMP office will forward the completed overseas packet(s) to your reassignments POC.**





Exceptional Family Member Program

Overseas Family Member Screening

Additional documents needed for appointment if applicable

- **If your family member has a medical condition that warrants them being seen by a specialist or by their primary care provider more that once a year, we will need them to have a DD Form 2792 completed by their provider to address their medical conditions. (ensure it is dated Aug 2014).**
- **If your children have an IEP or 504 Plan in school, we will need a DD Form 2792-1 completed by the school with a copy of the most recent IEP or 504 plan. (ensure it is dated Aug 2014).**
- **If you have an infant who receives services through ECI we will need a DD Form 2792-1 completed by ECI, along with a copy of their evaluation/IFSP.**
- **If you have a family member who is receiving ABA therapy, will also need the same form with the evaluation. The family members medical records will be reviewed if anything is missing or warrants enrollment additional medical information will be requested from the family.**





Exceptional Family Member Program

Families in Remote Areas (Not Near MTF) in U.S.

Families in remote areas, far from an Army Military Treatment Facility (MTF), should contact the Exceptional Family Member Program (EFMP) office closest to the family for guidance.

EFMP process may vary slightly due to COVID recommendations and HEPCON level changes.





Out Processing (Installation Clearing Papers)





Out Processing (Installation Clearing Papers)

- CLEARING PAPERS WILL BE ISSUED BY UNIT S1s. YOU CAN CONTACT THEM NO EARLIER THAN 30 DAY PRIOR TO YOUR LEAVE START DATE TO REQUEST CLEARING PAPERS
- To obtain Installation clearing papers your S1 must submit the Outprocessing Questionnaire Form along with the following documents:
 - (1) Unit Clearing Papers (Initiated with Sections A & B complete. To final clear the entire form be complete and signed)
 - (2) Approved DA Form 31 with proper signatures and control number
 - (3) Copy of orders with amendments
 - (4) Soldier's Port Call Information (Bldg 35, 3rd Floor, Rm 302)
 - (5) Completed DA Form 4036-R (Soldier should receive at their Levy Brief)
 - (6) Completed DA Form 5434 from the ACT modular, no handwritten or typed (Sponsorship Program Counseling and Information Sheet) or an approved DA Form 4187 requesting an Exception to Policy (Grades E1-E6, O1-O3, and W01-W2) (PCS Soldiers)

NOTE: Soldiers going to Europe or Korea must request sponsor regardless of rank using DA Form 5434.

- (7) Out-processing Survey Certificate (All PCS Soldiers)
- (8) A travel Exception to Policy (ETP) or waivers may be required depending on current Army travel restrictions in place (Your S1 will notify you if applicable)





Certificate of Completion





Congratulations on completing the Fort Benning Overseas online levy briefing.

[Click on this link to receive your Certificate of Completion](#)

Complete the form and submit.

Print out the certificate and include it with your levy packet to your S1.

