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# Fort Gordon Online Levy Briefing



## **\*Welcome\***

You are required to read all information pertaining to your Permanent Change of Station (PCS) Assignment.



# Fort Gordon Online Levy Briefing



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- Congratulation on your selection for reassignment! This briefing provides guidance and useful information to prepare you for your reassignment. Ensure you complete the entire brief. The following information is provided to fulfill the levy briefing requirement In Accordance With (IAW) AR 600-8-11.
- Your S1 will issue all required documents and step by step guidance in order to get your PCS orders processed.
- Once all your required documents are complete for your Levy Packet turn them into your servicing S-1; they will review the packets for completion and turn in the packet to the Military Personnel Division (MPD) for orders processing.
- **You can return to the briefing as often as needed.**

# Fort Gordon Online Levy Briefing



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- During this briefing you will learn what is needed in order to complete your Permanent Change of Stations (PCS) process 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 are to help you and your family have a smooth transition to your new duty station.

# Fort Gordon Online Levy Briefing



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- This briefing will provide information from the following agencies covering the following topics:
- Reassignment Process
- Tour election\*
- Service Remaining Requirements (SRR)
- Finance travel entitlements\*
- TDY options for schooling in conjunction with PCS\*
- Exceptional Family Member Program (EFMP)\*
- Married Army Couples Program (MACP)\*
- Home base or Advanced Assignment Program (HAAP)\*
- Family travel application requirements\*
- Passport requirements\*
- Human Immunodeficiency Virus (HIV) testing\*
- Application requirements for deletions and deferments\*
- Availability Date
- Reporting timelines
- Transportation entitlements
- Spouse employment
- Total Army Sponsorship Program (TASP)
- Housing Flexibility options
- Reassignment packet requirements
- DA Form 5118 (Reassignment Status and Election Statement)

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- Installation/location-specific requirements
  - Army Community Service (ACS)
    - Exceptional Family Member Program (EFMP)-family support
    - Relocation assistance
    - Financial Readiness
  - Central Issue Facility (CIF)
  - Housing/Balfour Beatty
  - Dental
  - Retention

# Fort Gordon Online Levy Briefing



## Re-assignment Points of Contact

➤ Enlisted Re-assignment Clerks:

- Mr. Brown, Joseph
- Mrs. Obrien, Nicole

➤ Officer Permanent Party Re-assignment Clerk:

- Ms. Williams, TaReon

➤ Student Officer Re-assignment Clerk (Signal):

- Mrs. Nibbs, Tomika

➤ Student Officer Re-assignment Clerk (Cyber):

- Ms. Bell, Chyniqua

➤ We are located at:

**Darling Hall, Room 262**  
**307 Chamberlain Ave, Building 33720**  
**Fort Gordon, GA 30905**

- Personnel Management Branch email address: [usarmy.gordon.imcom.list.fg-pmb@mail.mil](mailto:usarmy.gordon.imcom.list.fg-pmb@mail.mil)



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# PCS Orders



- **Soldiers on assignment are hereby advised not to take any irreversible action prior to receiving PCS orders** (i.e. cancelling rental agreements, selling your house, movement of household goods by private company, or setting up travel for Family members using commercial carriers). Reimbursement for these actions will not be granted.
- Once your PCS Orders have been published a copy will be emailed to your government email account. Your servicing S-1 will receive an emailed copy and will pick up a hardcopy via regular distro pickup procedures.



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# Report Changed Information



- Information changes must be reported to your S-1. The S-1 will notify the Reassignments Office.
  
- Changes Include:
  - Change in Rank
  - Dependent Status
  - Flagged Status
  - Barred from Reenlistment
  - Pending Chapter
  - Medical Boards Reviews
  - Retirement
  
- Verify DEERS. Make sure your dependents are listed correctly in your DEERS record. Access your DEERS account through:

## **RAPIDS Self-Service Portal:**

[https://www.dmdc.osd.mil/self\\_service/rapids/](https://www.dmdc.osd.mil/self_service/rapids/) (requires CAC reader)





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# Reassignment Process

## References:

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



## ➤ Reassignment Process

- Reassignment notification and briefing are required within 15 days of receipt of assignment instructions for officers; within 30 days for 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, 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 receipt of assignment instructions 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 attend reassignment and overseas orientation briefings.



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# TOUR ELECTION

References:

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



## ➤ Tour Election for Overseas Assignments

- If you are on assignment to an overseas duty station, you must elect to choose either an “all others (unaccompanied)” tour or a “with dependents (accompanied)” tour.
- ❖ Complete DA Form 5121, Overseas Tour Election Statement.
- ❖ Read each statement on the form carefully and make your decision.

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

AND

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



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# Early Report



## REASSIGNMENTS AR 600-8-11 AND MILPER 21-180.

- Unless special instructions specifically authorize or prohibit early reporting, Soldiers may report to their gaining command up to 30 days prior to the report date indicated on their orders.
- Soldiers desiring to report to their gaining command earlier than 30 days prior: (31 up to 60 days) to the report date indicated on their orders must submit a request for early arrival prior to being arrived at the gaining installation/unit of assignment. Upon approval, orders must be amended to reflect early report is authorized.
- When special instructions authorizing early report are included in assignment instructions, Soldiers may report up to 60 days prior to the report date indicated on their orders. Soldiers desiring to report to their gaining command earlier than 60 days prior to the report date indicated on their orders, must submit a request for early report prior to being arrived at the gaining installation. Upon approval, Human Resources Command (HRC) will post new order date to gaining command (ORDTGC) and orders must be amended to reflect the new report date.
- Soldiers desiring to report to their gaining command after the report date indicated on their orders, must submit a request for deferment. Upon approval, HRC will post new ORDTGC and orders will be amended to reflect the new report date.



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# Early Report cont.



## REASSIGNMENTS AR 600-8-11 AND MILPER 21-180.

- Early report authorized is not a determining factor in establishing order publication and does not mean early report is approved. **Be aware that “early report authorized” is a permissive action and not a directive.**
- You must have accrued enough leave time to cover the period of early reporting. Early reporting is accomplished through your DA Form 31. For example, if you are authorized 60 days early reporting and the report date on your order is 10 May 2020 and you choose to report up to 60 days early, the end date on your DA Form 31 **MUST** reflect the report date on your PCS order.
- The start date on your DA Form 31 should reflect the departure date from Fort Gordon. You must allow 10 days to clear installation prior to the start of your leave. Finance will subtract authorized travel time and approved permissive temporary duty (PTDY). Your Command determines the number of early reporting days you will be authorized.



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# Early Arrival



## REASSIGNMENTS AR 600-8-11 AND MILPER 21-180.

- Requests for early arrival must be initiated by submitting 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 the MPD/personnel reassignment work center for submission to HRC.
- Date eligible for return from overseas (DEROS) is the driving factor in requests for early arrival for Soldiers currently assigned to OCONUS units.
- Requests will be submitted as soon as the determination is made that an early arrival is needed, or within 30 days of the assignment cycle date, whichever occurs first.
- Early arrival requests will include all relevant supporting documentation or justification which will be maintained for 90 days following the decision by HRC.
- Soldiers will be advised not to take irreversible actions (for example, shipment of HHG or a privately owned vehicle (POV)) while pending a request for early arrival.
- **If a request is disapproved, Soldiers will comply with the ORDTGC. If necessary, HRC will adjust ORDTGC.**

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# LEAVE AND PASSES



## AR 600-8-10

- Request for Permissive Temporary Duty (PTDY) is done through your servicing S-1. Approval authority is the Battalion Commander. Soldiers authorized PTDY must report directly to the housing office at new duty station, if the gaining installation requires it. Check with the gaining installation's Housing Office for specific directions to ensure you have met the installation's requirement.

# TEMPORARY DUTY (TDY) SCHOOL IN CONJUNCTION WITH PCS

References:  
• AR 600-8-11  
(Reassignment)



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- These options are not available for single Soldiers.
- For married Soldiers going TDY enroute, complete the election statement to submit with your levy packet.
- 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.

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# TEMPORARY DUTY (TDY) SCHOOL IN CONJUNCTION WITH PCS

References:  
AR 600-8-11  
(Reassignment)



- **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.**



## TEMPORARY DUTY (TDY) SCHOOL IN CONJUNCTION WITH PCS (cont.)



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- The Reassignment Work Center is not responsible for generating the manual DD Form 1610 for TDYs. Please see your unit S3/BDE/BN Schools NCO to receive this TDY order. While your TDY information is normally in your PCS orders, the funding for the lodging and per diem is contained on your manual DD Form 1610 utilizing MTSA funding.
- All Soldiers PCSing or going TDY must have a Government Travel Charge Card (GTCC) to pay for expenses incurred during the PCS/TDY (CONUS and OCONUS). If you do not already have a GTCC, you need to contact the representative in your unit to arrange for issuance of a GTCC.
- If you already have a GTCC, please coordinate with your unit representative to ensure the card is not deactivated once you depart the unit and that appropriate credit limits are established to cover expenses incurred during your move.

# MARRIED ARMY COUPLES PROGRAM (MACP)

References:

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



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- 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 and 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.

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# FAMILY TRAVEL

References:

- AR 55-46 (Travel Overseas)



## ➤ 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)

*MIPD, Fort Gordon, Georgia*



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# FAMILY TRAVEL

References:

- AR 55-46 (Travel Overseas)



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



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# FAMILY TRAVEL

References:

- AR 55-46 (Travel Overseas)



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



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# APPLICATION REQUIREMENTS FOR DELETIONS AND DEFERMENTS

## References:

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



## ➤ **Deletion and Deferment Requests should be submitted:**

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



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# APPLICATION REQUIREMENTS FOR DELETIONS AND DEFERMENTS

- 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)



## ➤ **Compassionate Deletion or Deferment**

- A request based on compassionate reasons or extreme family problems.
- Requires 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. 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.
- If you belong to a PSDR unit, your unit will process the compassionate deletion or deferment.

# DA APPROVED SCHOOLS IN CONJUNCTION WITH PCS



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- Enlisted Soldiers selected to attend Airborne Training, Recruiter, Drill Sergeant or AIT Platoon Sergeant school, who are TDY enroute in conjunction with a permanent change of station (PCS), are no longer authorized to move Family Members, household goods, or execute any portion of their PCS entitlements prior to graduating from the training mentioned above.
- Soldiers selected to attend Recruiter School will turn in the Request for Orders (RFO) to their servicing S1 upon graduation. Soldiers selected to attend Drill Sergeant/Platoon SGT School will turn in the DD Form 1059 to their servicing S1 upon graduation.
- The servicing S1's will submit RFO to the Military Personnel Division's Re-assignments section. Orders will be processed within 10 business days of being received.





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# AVAILABILITY DATE

References:

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



## ➤ OCONUS Availability Date

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

# REPORTING TIMELINES

## References:

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



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

# COMMAND SPONSORSHIP AND PASSPORT/VISA REQUIREMENTS



- Upon notification of an OCONUS assignment, the Soldier must apply for Command Sponsorship not later than (NLT) 120 days prior to departure date. S-1 will submit the required documents along with the levy packet to the Reassignment Work Center.
- Once Command Sponsorship is approved by the OCONUS command and you have received your PCS Orders, you can contact the Passport section located in Darling Hall, Building 33720 Room 262 at 706-791-4349 or DSN: 780-4349 and make an appointment to apply for your Family Members Government No-Fee Passports.
- **It can take 6-8 weeks to complete this process and receive the Passports/Visa.**
- **All Family members applying, must be present at the time of their appointment.**

## Note:

For Soldiers with approved Family travel, your Family member(s) will be required to have a current DEERS Identification Card(s), Official Passport, and Visa (if required) in order to travel OCONUS.

# PASSPORT PROCESSING



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- All family members traveling with Service member on assignment overseas are required to have Government No-Fee official passports. The only exceptions are Hawaii and Alaska.
- In order to meet stringent audit accountability requirements within Department of Defense (DOD), there is NO LONGER the issuance of passports for "**JUST IN CASE**," "**POSSIBLE**" or "**MAYBE**." Agents WILL REQUEST "ALL" applicants to provide orders or travel justification and the destination of required travel. The destination of travel is not "classified", only the mission and nature of the order. Applicants unable to provide sufficient justification will be asked to return with the necessary proof of travel and supporting documents. There are many types of orders documentation accepted for processing of passports to include, but not limited to: TCS, PCS, TDY, TAD, RIF, RAD, RFO, TEMADD, MOB, CTO airline reservation or itinerary Form 1610, Form 1614/1617, Med Form 555, and ENG Form 4960.
- **Scheduling appointments for passport processing and photos:**
  - All passport/visa applications and passport photos are done by **APPOINTMENT ONLY, 706-791-4349 / DSN 780-4349**. Walk-ins will be rescheduled for a later time.
- The passport/visa office is located in:

**Darling Hall, Building 33720, Room 262  
DHR MPD STRENGTH MANAGEMENT  
307 Chamberlain Ave  
Fort Gordon, GA 30905-5730**

**MPD, Fort Gordon, Georgia**

# PASSPORT PROCESSING Cont.



- **When to apply for a government no-fee passport:**
  - All active duty military personnel, dependents, DOD Civilians should apply for a government “no-fee” passports after receiving notification of their pending overseas assignment requiring an Official Passport for travel. Determination will be made at that time as to what type of passport(s) and/or visa(s) are required for overseas travel.
  
- **ANYONE APPLYING FOR A PASSPORT MUST APPEAR IN PERSON REGARDLESS.**
  - This includes every family member that is applying for passport and their sponsor
  
- **Processing time for all passports and passports requiring visas:**
  - Passports without visas: approximately 4-6 weeks.
  - Passports with visa requirement: approximately 6-8 weeks.

(Additional processing time may be required during peak season, **March through July** and depending on the assignment.)
  
- **Required documentation for government no-fee passport (s) as follows:**
  - **An original birth certification** with raised seal or multi-colored seal from state vital statistics office is required. If you do not have this, you may use the following web address to obtain one: <http://www.vitalchek.com> **Birth Certificate(s) will accompany application packet, but will be returned when Passport(s) are signed for.**
  - The following documents are not acceptable birth evidence: Birth registrations, birth notifications, abstract or hospital birth certificates and **NO** notarized birth evidence.



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# PASSPORT PROCESSING Cont.

## References:

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



- **Official passports may not be used for personal leisure travel to foreign countries. OCONUS passport offices present long delays in processing. The Department of State recommends individuals desiring a tourist passport for leisure travel obtain one prior to departing CONUS.**
- **Please be advised some assignments require a Visa in addition to Passports. A Visa will require additional time to process and cannot be requested until all Passports are received.**
- **Family members are required to have a current DEERS ID Card (14 years of age or older), Official Passport, and Visa (if required) in order to travel OCONUS.**
- **Soldiers moving from OCONUS to CONUS for the first time with a foreign spouse must obtain an Immigration Visa. Information is available at the United States Citizenship and Immigration Services website at <https://www.uscis.gov/>.**
- **NATO Travel Orders. NATO travel orders are required for U.S. Military travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom.**



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# PASSPORT PROCESSING Cont.

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



- Patriot Express
  - Patriot Express flights are commercially contracted aircraft that have the same standards as other commercial airlines.
  - It is mandatory to use Patriot Express flights for PCS to many OCONUS locations, unless an exception has been approved. The Installation travel office can provide guidance.
- Anti-Terrorism and Force Protection (AT/FP) Training
  - AT/FP training is not required for PCS to Alaska, Hawaii, or U.S. possessions/territories. The following are required for all other OCONUS locations:
    - AT Level 1 training and Sere 100.2 training are required for all OCONUS locations. Available at <https://jkodirect.jten.mil>.
    - Personnel traveling OCONUS are required to complete an Isolated Personnel Report (ISOPREP) prior to departing CONUS. Available at <https://prmsglobal.prms.af.mil/prmsconv/profile/survey/start.aspx>.
  - Assignments to SOUTHCOM also require Human Rights training, available at <https://jkodirect.jten.mil>.
  - The Foreign Clearance Guide ([www.fcg.pentagon.mil](http://www.fcg.pentagon.mil)) and assignment instructions may list additional training requirements.



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# PASSPORT PROCESSING Cont.

References:

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



## ➤ Pets

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





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# PASSPORT PROCESSING Cont.

References:

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



## ➤ Previously issued passports:

- (Tourist, no-fee, official or diplomatic) may be used as birth evidence in lieu of original birth certification except for children under the age of 16, who must submit the original birth certificate with one or both parent’s full name on it. (Various situations may require additional documentation). In addition, if there was a previously issued no-fee passport of any kind that too must be submitted.

## ➤ Applicant (s) must log onto the following Web address:

- ▶▶▶ <https://travel.state.gov/> ◀◀\*\*\*\* If you just have a “Tourist” passport please select “NO” when asked do you have a passport. Regardless if you already have a tourist passport or not fill out the online form DS-11 (Application for Passport. If you have a previous government no fee passport fill out the information on application (BRING PASSPORT) and the online form DS-82 will print for renewal. Once you complete the application on line: you must then print a hard copy.
- YOU ONLY NEED TO BRING PAGES 5& 6 for your appointment. Print in single sheets
- only; document will be signed in presence of the passport agent. Suggest you re-verify all information on your application prior to printing the forms. **DO NOT SIGN THE HARD COPY APPLICATION UNTIL YOU COME IN FOR YOUR PASSPORT APPOINTMENT.** Be sure to use a quality Inkjet or Laser jet printer.
- \*\* Select “Apply for Passport Book\*\*”. Complete form, disregard the fees noted at the end of application. Click the “Create Form” button. Print out last two pages of application. Must have bar code in upper left corner of page five.

## ➤ ALL government issued passport(s) must be mailed back to the following address:

(In Care Of)      DHR/AG  
 (Street Address) 307 CHAMBERLAIN AVE (BLDG 33720 RM 262)  
 (City, State, Zip) FORT GORDON, GA 30905-5730

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# PASSPORT PROCESSING Cont.



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## POC(s):

- **Larry O. Washington, Passport Agent (706) 791-2914/DSN 780-2914**  
Email: [larry.o.washington.civ@mail.mil](mailto:larry.o.washington.civ@mail.mil)
- **Mrs. Vidella B. Jenkins, Passport Agent (706) 787-1767/DSN 780-1767**  
Email: [vidella.b.jenkins.civ@mail.mil](mailto:vidella.b.jenkins.civ@mail.mil)
- **Mrs. Antoinette C. Noble-Webb, Passport/Family Travel Administrative Assistant (706) 791-4349/DSN 780-4349**  
Email: [antoinette.c.noble-webb.ctr@mail.mil](mailto:antoinette.c.noble-webb.ctr@mail.mil)



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# HOMEBASE/ADVANCE ASSIGNMENT PROGRAM :

References:

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



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



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# HUMAN IMMUNODEFICIENCY VIRUS (HIV) TESTING

## References:

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



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



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# ACS – Exceptional Family Member Program (EFMP)

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



- AR 608-75 (Exceptional Family Member Program) requires that Soldiers enroll all DEERS authorized dependents who have 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.
- The Army wants to ensure Soldiers are assigned to locations where Family members with special needs can receive necessary care. In many locations overseas, the Army also considers the availability of host nation health care in the decision. Family member travel may be denied when a Soldier has a Family member with special needs and the services to meet those needs are unavailable at the overseas location.
- Soldiers enrolled in the program are responsible for updating EFMP enrollment information every 3 years, or upon changes in their dependent's needed services, whichever occurs first.
- EFMP does not expire; failure to update enrollment every 3 years results in a delinquent status notification to the command, which will interfere with release of PCS orders.
- ***For more information or to virtually out-process contact Army Community Service EFMP program at 706-791-3579.***



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- Process of Exceptional Family Member Screening
  - Soldiers who are already enrolled in the EFMP have their assignments screened for EFMP support as part of the initial HRC assignment process. Additionally, all Soldiers on assignment to OCONUS, to include Alaska and Hawaii, who elect an accompanied tour (with dependents) are required to have every authorized dependent who is going overseas complete EFMP overseas screening.
  - Make an appointment for an overseas screening for all Family members traveling with the sponsor. Children 72 months and under must be present for the overseas appointment. Items to bring to the appointment include:
    - DA Form 5888 (Family Member Deployment Screening Sheet) with section 1-8 completed and signed by the reassignments processing center
    - DA Form 7246 (EFMP Screening Questionnaire)
    - Military Dependent ID Card
    - Shot Records
    - Copy of medical physicals (within one year)
- ***For more information or to virtually out-process contact Army Community Service EFMP program at 706-791-3579.***



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# ACS – Exceptional Family Member Program (EFMP)

- References:
- AR 608-75 (Exceptional Family member Program)



- Additional documents needed for appointment, if applicable
  - If a Family member has a medical/mental health condition that warrants them being seen by a specialist or by their primary care provider more than once a year, a DD Form 2792 (Family Member Medical Summary) completed by their provider to address their medical conditions.
  - If a Family member has an Individualized Education Plan (IEP) or 504 Plan in school, a DD Form 2792-1 (Special Education/Early Intervention Summary), completed by the school with a copy of the most recent IEP or 504 plan.
  - If an infant receives services through an Early Childhood Intervention (ECI) program, a DD Form 2792-1, completed by ECI, along with a copy of their evaluation/IFSP (individualized Family service plan).
  - EFMP approval at the gaining installation can take more than 30 days after Family screening.
  - Families in Remote Areas (Not Near MTF) in U.S.
    - Families in remote areas, far from an Army Military Treatment Facility (MTF), should refer to the AMEDD EFMP website at <https://efmp.amedd.army.mil/tools/contacts.html> for instructions on who to contact.
- ***For more information or to virtually out-process contact Army Community Service EFMP program at 706-791-3579.***

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# ACS – Exceptional Family Member Program (EFMP)

References:

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



## ➤ EFMP & Me

- An online tool that allows Soldiers to create checklists to ensure all documents are completed and concerns are considered for Family members during a PCS. Website:  
<https://efmpandme.militaryonesource.mil>.
- Military special needs Families with situations requiring extensive PCS move medical support may qualify for special conveyance air transport (air ambulance).
  - The following are some situations that may qualify:
    - Ventilator-dependent Family member
    - Family member must travel with around the clock medical care/support
    - Family member must travel with special medical equipment/DME
    - Family member cannot travel via POV or commercial air
    - Other than economy/coach accommodations are required
- The Office of the Surgeon General (OTSG), EFMP Office, must approve each case before any scheduling or coordination ensues.
- OTSG will provide guidance and order amendment language to the servicing reassignments processing center at the appropriate time.
- ***For more information or to virtually out-process contact Army Community Service EFMP program at 706-791-3579.***





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# ACS – Financial Readiness

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



## *Financial Readiness Common Military Training Requirement*

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

### **Location:**

**Command Support Center  
271 Heritage Park Lane  
Bldg. 35200  
Fort Gordon, GA 30905**

***For more information or to virtually out-process contact Army Community Service (ACS) Army Emergency Relief (AER) program at 706-791-3579.***

***MPD, Fort Gordon, Georgia***

# ACS – Relocation Readiness Program



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- The Relocation Readiness Program(RRP) provides community information, pre & post relocation counseling and referral services to include:
  - Community Information
  - Pre & Post Relocation Counseling
  - Welcome Packets
  - Newcomer’s Orientation
  - Multicultural & Waiting Families Information
  - Overseas Briefings
  - **Lending closet (currently closed)**
  
- RRP also offers online services through Military OneSource <https://www.militaryonesource.mil/>. The site provides information on housing services for new arrivals, check-in procedures, schools, and other services.

***Relocation Readiness Program services are available Monday-Friday, 0730-1600. We can be reached at 706-791-3579. To out-process with Army Community Service (ACS), Army Emergency Relief (AER) the ACS Exceptional Family Member Program and Family and MWR call 706-791-3579.***

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# CIF BRIEFING



**CIF is located in building #25709 and is off of Chamberlain (26th Ave and B St).**

**CIF Hours: Monday – Thursday: 0630 to 1600      Friday: 0730 to 1130**

All issue's, turn-in's, and direct exchange transactions to individuals or classes are conducted on an appointment basis. Appointments and OCIE records can be obtained by using the ISM System via [https://ism.army.mil/ism/SelfServiceServlet?nav.nav\\_id=ssMyClothing](https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing). using the steps below or **call 791-7412**.

Step 1. Select CIF appointment (left side of screen)

Step 2. Select Create appointment

Step 3. CIF to Schedule appointments: Select Fort Gordon.

Step 4. Select Transaction Type

Step 5. Go to week you wish to schedule (Look for the shaded blocks) EXAMPLE of available Slot: 12:00 – 4/0 means 4 slots available and 4/4 means no slot available.

Step 6. Select the date and time

Step 7. Select Save

**Note:** Selecting the CIF appointment date and time that is convenient for the Soldier at least 30 days out from the Finance Final Out appointment. If the Soldier does not have Installation Clearance Papers, the Company commander can provide the Soldier with a memorandum that authorizes the Soldier to turn-in OCIE without an "Installation Clearance Record". For Emergency appointments such as Chapters and casualty assistance **call the CIF at 791-4781** to be scheduled immediately. **Walk-ins are not allowed due to the high volume of appointments.**

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# CIF BRIEFING Cont.



- It is imperative that you reconcile your OCIE record and clean your OCIE prior to your turn-in appointment; otherwise your equipment will be rejected. If you have unserviceable OCIE, you will have to provide a Damage Statement, signed by your Commander with the NSN, Nomenclature, Quantity and the reason for the damage OCIE. If OCIE is missing the SM will notify their chain of command immediately in order to have a DA Form 362 Statement of Charges or a DD Form 200 Financial Liability Investigation of Property Loss (FLIPL) initiated.
- All Statement of Charges are initiated at the unit level. Soldiers must take it to their Commander for signature, then to CIF for a document number. The next step is to Finance for their stamp and last to CIF to be finalized.
- Below are all OCIE items that all SM's will retain while out processing CIF. The SM must review the OCIE records before shipping Household Goods. If SM ship non-retained OCIE a DA Form 362 Statement of Charges or a DD Form 200 Financial Liability Investigation of Property Loss (FLIPL) will be initiated.



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# CIF BRIEFING Cont.



Appendix A: Soldier OCIE Retained Issue					
LIN	LEAD NSNS	ITEMS	BOI	UNIT PRICE	TOTAL PRICE
<b>Ballistic Head Protection</b>					
H53175	8470-01-529-6329	Helmet, Advanced Combat Helmet (any generation)	1	\$273.40	\$273.40
<b>Two (2) Component of Advanced Combat Helmer</b>					
DA7005	8470-01-506-6626	Pads, Helmet ACH (included in ACH Complete)	1		
DA7019	8470-01-539-3851	Helmet, Retention System (included in ACH Complete)	1		
DA155N	8415-01-641-7118	Cover Helmet, ACH (OCP)	1	\$16.76	\$16.76
HA4084	4240-01-504-0994	Ballistic Spectacles	1	\$99.26	\$99.26
<b>Soft Ballistic Vest</b>					
DA7098	8470-01-629-5250	Improved Outer tactical Vest (BA) GEN III or IV w/o Plates	1	\$715.77	\$715.77
<b>Load Carrying System</b>					
DA657R	8465-01-673-3364	MOLLE 4000 OCP	1	\$218.25	\$218.25
<b>Six (6) Components of Molle 4K</b>					
DA6500	8465-01-673-3510	Strap, Bag Carrier, Individual Equipment			
DA6517	8465-01-673-3449	Belt, Individual Equipment			
DA657A	8465-01-673-3521	Strap, Bag Carrier, Individual Equipment Right			
DA6522	8465-01-673-3517	Strap, Bag Carrier, Individual Equipment Left			
DA652F	8465-01-673-3374	Field Pack			
DA650F	8465-01-673-3400	Frame, Field Pack			
B15625	8465-00-261-6909	Bag Waterproof	1	\$25.31	\$25.31
NA4578	8545-01-F90-2317	Individual First Aid Kit (IFAK), OCP	1	\$146.32	\$146.32
<b>Three (3) Components of IFAK, OCP</b>					
DA65A8	8465-01-F90-0701	Pouch, IFAK II OCP	1		
DA657F	8465-01-F05-1965	Insert Individual Utility	1		
DA6539	8465-01-F90-2337	Pouch, Individual Utility	2		
R05015	8465-01-641-3485	Rifleman set OCP w/TAP Complete (components listed below)	1	\$314.44	\$314.44
<b>Eleven (11) Components of Rifleman Set OCP w/Tap</b>					
DA657E	8465-01-641-6358	Assault Pack	1		
DA659Q	8465-01-641-8924	Tactical Assault Panel	1		
DA6588	8465-01-641-9310	Pouch, Canteen	2		
DA6593	8465-01-641-9377	Carrier, Grenade	2		
DA658H	8465-01-641-9389	Pocket, Ammunition Magazine	2		
DA6508	8465-01-641-9395	Waist Pack	1		
DA6529	8465-01-641-9413	Bag, Ammunition	1		
DA6563	8465-01-641-9419	Flash Bang Pouch, Grenade	1		
DA6562	8465-01-641-9431	Pocket, Ammunition Magazine	3		
DA6684	8465-01-641-9423	Hydration System (Component listed below), Part of Rifleman Set)	1		
<b>Two (2) Components of Hydration System</b>					
DA652Q	8465-01-641-9671	CARRIER Hydration System	1		
DA651E	8465-01-641-9698	Bladder, Hydration System	1		
DA6545	8465-01-641-9405	Carrier, Entrenching Tool	1		
MC20CH	5120-01-476-7566	Entrenching Tool	1	\$28.85	\$28.85
<b>Water Systems</b>					
C96536	8465-01-115-0028	Canteen Plastic 1QT(w/M1 NBC Cap)	2	\$5.96	\$11.92
F54817	8465-00-185-8838	Cup Canteen w/Handle	1	\$14.74	\$14.74
(Continued Next Page)					

Sleep System					
M60733	8465-01-547-2757	Modular Sleeping System, 5 Piece Complete OCP	1	\$325.34	\$325.34
<b>Five (5) Components of Modular Sleep System</b>					
DA658R	8465-01-547-2644	Cover, BIVVY	1		
DA6534	8465-01-547-2656	Stuff Sack, Small	1		
DA659E	8465-01-547-2670	Stuff Sack, Large	1		
DA654N	8465-01-547-2694	Sleeping, Bag, Urban Gray	1		
DA658Z	8465-01-547-2706	Sleeping, Bag, Foliage Green	1		
<b>Sleeping Mat</b>					
M24944	8465-01-383-6515	Inflatable Sleeping Mat	1	\$52.50	\$52.50
M37042	8465-01-109-3369	MAT Sleeping (SGI)	1	\$9.54	\$9.54
DA150J	<b>Top - Extended Cold Weather Clothing System GEN III OCP</b>				
	8415-01-641-1710	Undershirt, Lightweight Cold Weather (Layer 1)	2	\$18.71	\$37.42
	8415-01-641-1816	Shirt, Midweight Cold Weather (Layer 2)	1	\$40.86	\$40.86
	8415-01-638-6742	Jacket, Fleece, CW, FG, ECWCS Gen III (Layer 3)	1	\$68.88	\$68.88
	8415-01-638-6067	Jacket, Wind, Lightweight, OCP, ECWCS Gen III (Layer 4)	1	\$69.91	\$69.91
	8415-01-638-6813	Jacket, CW, Mid Weight (Soft Shell), OCP (Layer 5)	1	\$107.10	\$107.10
	8415-01-638-7012	Jacket, Wet /Cold Weather, OCP, Gen III (Layer 6)	1	\$119.61	\$119.61
	8415-01-638-6289	Parka (Layer 7)	0	\$116.45	\$0.00
DA153J	<b>Bottom - Extended Cold Weather Clothing System GEN III OCP</b>				
	8415-01-641-0980	Drawers, Lightweight Cold Weather (Layer 1)	2	\$14.92	\$29.84
	8415-01-641-0971	Drawers, Midweight Cold Weather (Layer 2)	1	\$28.53	\$28.53
	8415-01-638-6766	Trousers, CW Mid Weight (Soft Shell), OCP ECWCS GenIII (Layer 5)	1	\$96.03	\$96.03
	8415-01-647-4194	Trousers, Wet/Cold Weather, OCP, Gen III (Layer 6)	1	\$100.94	\$100.94
	8415-01-638-6695	Trousers (Layer 7)	0	\$106.44	\$0.00
<b>Miscellaneous</b>					
DA658P	8465-01-699-7051	Elbow / Knee Pad Set OCP	1	\$27.94	\$27.94
DA1581	8415-01-F00-1361	Glove, Combat	1	\$23.95	\$23.95
G39744	8440-01-387-8509	Neck Gaiter (Brown)	1	\$2.29	\$2.29
B13907	8465-00-530-3692	Bag, Barracks	1	\$11.22	\$11.22
B15825	8465-01-117-8699	Bag, Duffel	1	\$23.31	\$23.31

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U.S. ARMY

# Housing



## Off Post Housing

- **Submit termination notice in writing to your property manager:**
  - 30 day prior to termination
  - Attach a copy of Orders
  - If you do not have orders, you may use a Memorandum from your Command confirming your PCS in lieu of orders; provide the landlord with the orders once they are received.

## On Post Housing

- **All Soldiers assigned to Belfour Beatty Community (BBC) Housing, must provide a 30 day notice to BBC prior to clearing Housing /Billeting and bring the Housing Termination Form to the Housing office for clearing.**
- **Permanent Party Barracks – must clear barracks and be cleared in the eMH system to clear the housing office. You must bring the Check Out form from eMH with you to clear Housing.**
- **Housing is here to help you with all of your housing needs; advance applications, etc. You can also go to [www.housing.army.mil](http://www.housing.army.mil) to find contact information for Housing at your next duty station.**
- **Contact number: 706-791-5116**
- **Location:**

**Personnel Support Center  
Darling Hall, Bldg. 33720, Room 129  
307 Chamberlain Avenue  
Fort Gordon, GA 30905**

**MPD, Fort Gordon, Georgia**



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# Transportation Travel Entitlements

References:

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



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

➤ Household Goods (HHG) Entitlements:

- Soldiers are authorized HHG transportation due to a PCS. Soldiers must contact the local Transportation Office as soon as orders are received. Soldiers who move or store HHG are encouraged to download the Army PCS Move APP from Google Play Store or Apple Store.
- Soldiers on a PCS are entitled to ship the authorized weight allowance of HHG from the old permanent duty station to the new permanent duty station, or to any other place, not to exceed what it would have cost the government if the authorized weight allowance would have been shipped in one lot from the old PDS to the new PDS.
- Unaccompanied baggage (UB) is part of the Soldier's authorized HHG weight allowance. UB transportation is authorized by an expedited transportation mode on OCONUS PCS when necessary to enable the Soldier to carry out assigned duties or to prevent undue hardship on the Soldier or a dependent.
- A Soldier, who is authorized shipment of HHG or UB, is also entitled to 90 days temporary storage in transit in conjunction with such shipment.
- Soldiers authorized movement of Family to a designated place are authorized HHG shipment to the designated place and non-temporary storage (NTS). If a Soldier elects to participate in the HAAP, movement of HHG to designated location is not authorized.
- Soldiers are authorized Professional Books, Papers, and Equipment (PBP&E) when he or she certifies that the PBP&E are necessary for official duty at the next PDS. PBP&E will not exceed 2,000 lbs. PBP&E must be weighed separately from the HHG shipment.

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# Transportation Travel Entitlements

References:

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



- HHG Entitlements (continued)
    - Soldiers are authorized Professional Books, Papers, and Equipment (PBP&E) shipment when he or she certifies that the PBP&E are necessary for official duty at the next PDS. Soldier PBP&E will not exceed 2,000 lbs. Spouse PBP&E will not exceed 500 lbs. PBP&E must be weighed separately from the HHG shipment and does not count against the Soldier's maximum weight allowance.
    - Weight allowances can be administratively restricted at a PDS OCONUS based on factors at that location. When the new PDS is an administrative-weight-limited location, the Soldier is authorized HHG transportation to a designated place or to NTS for the remainder of the HHG weight allowance that could not be shipped to the new PDS.
  - Excess Charges
    - Transportation-related costs incurred by the Government due to the negligence of the Soldier, such as attempted pickup or delivery charges when the Soldier missed the appointment as scheduled, are considered excess charges and are the Soldier's responsibility.
    - The Government may pay the total transportation cost and other applicable charges for any weight that exceeds the weight allowance. Soldiers must repay the Service for the cost of transporting HHG in excess of the specified weight allowance or authorized distance.
    - The Joint Travel Regulations allows for a weight allowance increase due to hardship. When the Soldier receives notification of exceeding the maximum weight allowance, they should contact the local Transportation Office to submit an exception to policy (ETP) to the Army G-4. The ETP contains all actual HHG shipment weights, PCS orders, and Soldier statement requesting a higher weight allowance (not to exceed 18,000 lbs.) and financial hardship impact. Army G-4 adjudicates the ETP with a decision to the local Transportation Office for notification of the Soldier and U.S. Financial Management Command.
- 
- Upon receipt of your **ORDERS** you should **IMMEDIATELY** set time aside to coordinate your household goods briefing and pick-up
  - **DO NOT** schedule a final out date for your home or apartment until you have completed the transportation appointment

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U.S. ARMY

# Transportation Travel Entitlements

## References:

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



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



U.S. ARMY

# Transportation Travel Entitlements

## References:

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



- Please read instructions thoroughly, failure to do so may result in the delay of processing your shipment request. We ask that you not skim but read them carefully.
- Documents that will need to be submitted to our office for the processing of your shipment request:
  - Copy of PCS/retirement/separation Orders- It is required that orders are submitted with ALL shipment request.
  - DD Form 1299 & 1797- (For HHG/NTS/UB Shipments)
  - DD Form 2278- (For PPM requests) .
  - ERB/SRB/ORB (-if moving property from Home of record)
  - Motorcycle registration (If applicable)
- All DD forms will be generated for you at the end of each application on [www.move.mil](http://www.move.mil) (Please refrain from pulling DD Forms from the internet they will not be accepted) Instructions on completing the application are below.
- For all technical issues call 1-800-462-2176 (Login Trouble, Password reset assistance, locked accounts)



U.S. ARMY

# Transportation Travel Entitlements

References:

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



➤ **\*\*IMPORTANT\*\*\*\* IMPORTANT\*\*\*IMPORTANT\*\*\*\* IMPORTANT\*\***

➤ THE DPS system does NOT communicate with our office when shipments are submitted. It is the member's responsibility to email documents back to our office OR upload the documents in Your Documents Folder and notify us that they are signed & uploaded You will receive an automated email from DPS stating our office has received your shipment AGAIN It does NOT communicate with our office.

➤ **\*\* IMPORT ANT\*\* \*\* IMPORTANT\*\* \*\* IMPORT ANT\*\* \*\* IMPORT ANT\*\***



U.S. ARMY

# Transportation Travel Entitlements

## References:

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



## ➤ INITIATING YOUR REQUEST:

- 1- Register for account at [www.move.mil](http://www.move.mil) or Log into account
- 2- Click the "DOQ Customer" link and set up profile or update if needed
- 3- Look for "Start New move" box Click this
- 4- Enter the orders information (This is NOT the shipment request) simply answer questions for orders. (You may be prompted to upload orders, if you are unable to upload orders, choose your type of orders with ".HHG Shipment permitted" and click next
- 5- Verify orders information is correct. At this point you will be given shipment options.

## ➤ SHIPMENT OPTIONS:

- • HHG (BULK FURNITURE) Click HHG and No for shipment created as PPM.
- PPM (Property You plan to move) Click HHG and yes for shipment created as PPM.

## ➤ SHIPMENT.OPTIONS:

- • NTS (Property being Stored locally) Click NTS
- • UB (Small items, Gear, Clothing) Click UB.
- • NTSR: Do not choose ask Office for additional information.



U.S. ARMY

# Transportation Travel Entitlements

## References:

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



- Choose your application type and complete application.
  - 1- Enter requested Pick -up date (remember to allot time for them to pack) Carriers do not work over weekends or holidays
  - 2- Enter a requested pick up address (this is where the property is located) the authorized pick-up address will be the same address.
  - 3- Enter a requested delivery address (this is where you want the property delivered) if you do not have an address (city and state will suffice)
- Emergency contact can be address of close relative, Releasing agent is the Adult that will be present to release the property, to the carriers on the pack/pick up date
  - 4- Enter the weight you think the carrier will be moving (a weight estimator is there to assist you with this)
  - 5- The questions regarding TSP's click "No" for both and depending on where your property is located Fort Gordon PPO may or may not generate for the office to submit your forms to.
  - 6- View and print the DD Forms generated for your shipment application. (PPM instructions area attached for printing)



U.S. ARMY

# Transportation Travel Entitlements

## References:

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



- 3 ways to submit your Shipment request
  - 1- Print DD forms, sign, date and email to. distro email with orders and other applicable documentation
  - 2- Sign, date DD forms and upload the documents into your documents folder in DPS with orders and other applicable documentation (You must call to notify our office they are uploaded)
  - 3- Print DD forms and bring back to our office with orders and other applicable documentation
- Fort Gordon TMO's Distro Email Address:  
[USARMY.GORDON.IMCOM.MBX.AKIMA-TRANSPORT-PP-HOUSEGOOD@MAIL.MIL](mailto:USARMY.GORDON.IMCOM.MBX.AKIMA-TRANSPORT-PP-HOUSEGOOD@MAIL.MIL)

If you encounter problems once signed in please feel free to contact our office at 706-791-4184

## STEP ONE:

AFTER SUBMITTING APPLICATION LOOK TO THE LEFT OF SCREEN AND CLICK 1-PPM UNDER CURRENT SHIPMENTS.

STEP TWO: CLICK THE PRINTER ICON TO ACCESS YOUR GENERATED PPM DOCUMENTS.



U.S. ARMY

# Transportation Travel Entitlements

References:

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



## ➤ Personally Procured Moves (PPM):

- Soldiers can personally arrange HHG transportation and NTS and receive a monetary allowance as reimbursement. Soldiers must not conduct a PPM prior to issuance of PCS orders.
- Full PPM: The Soldier moves everything themselves or personally arranges movement with a non-government arranged moving company.
- Partial PPM: The Soldier coordinates government transportation of part of HHGs, and moves/coordinates the remainder themselves.
- The Soldier may receive reimbursement of the actual expenses, or choose payment of a monetary allowance equal to 100% of the Government's constructed "Best Value" cost for the actual HHG, even when the actual cost of the HHG shipment is less. Prior to May 26, 2020, Soldiers were authorized 95% of the Government's "Best Value" for PPMs.
- Advance of Funds. Advance payment equal to 60% of the PPM monetary allowance is authorized for PPMs. Soldiers with GTCC are not authorized advance of PPM funds.
- Requires obtaining a full weight ticket for each vehicle/trailer used, and an empty weight ticket, unless the empty weight is listed on the vehicle registration or the commercial empty weight is available online.

**MPD, Fort Gordon, Georgia**

# Transportation Travel Entitlements

References:  
• AR 27-20 (Claims)



U.S. ARMY

## ➤ HHG Claims:

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

**MPD, Fort Gordon, Georgia**





U.S. ARMY



### ➤ Inconvenience Claims

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



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# Transportation Travel Entitlements

References:

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



## ➤ Privately Owned Vehicle (POV)

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

**MPD, Fort Gordon, Georgia**



U.S. ARMY

# Transportation Travel Entitlements

References:

- AR 27-20 (Claims)



## ➤ POV Claims:

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



U.S. ARMY

# Transportation Travel Entitlements

References:

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



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



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# Transportation Cont.



## JOINT TRAVEL REGULATIONS (JTR) WEIGHT ALLOWANCE

Pay Grade	Without Dep	With Dep
O-6 to O-10	18,000	18,000
O-5	16,000	17,500
O-4	14,000	17,000
O-3	13,000	14,500
O-2	12,500	13,500
O-1	10,000	12,000
E-9	13,000	15,000
E-8	12,000	14,000
E-7	11,000	13,000
E-6	8,000	11,000
E-5	7,000	9,000
E-4	7,000	8,000
E-1 to E-3	5,000	8,000

**NOTE:** Authorized weight entitlement is determine by the host country instructions, accompanied or unaccompanied tour and overseas duty station.

**MPD, Fort Gordon, Georgia**



U.S. ARMY

# Transportation Cont.



## Privately Owned Vehicle (POV)

When planning to ship or store your vehicle, please be sure to review the important information at <https://www.pcsmypov.com/>

- Shipping Your POV
  - (1) POV may be shipped if authorized on orders
  - Authorized VPC: Atlanta, GA
  
- Storing Your POV
  - Must be stored at a commercial facility or Vehicle Processing Center (VPC)
  - (1) POV may be stored if authorized on orders

**NOTE:** If you are authorized to ship a POV, you are **NOT** authorized to store your POV.

**For questions, please contact the Fort Gordon, GA Transportation office at: 706-791-4184**

**Location:**

**Personnel Support Center  
Darling Hall, Bldg. 33720, Room 111-A  
307 Chamberlain Avenue  
Fort Gordon, GA 30905**

***MPD, Fort Gordon, Georgia***



U.S. ARMY

# SPOUSE EMPLOYMENT

## References:

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



- Spouse Employment
  - Military Spouse Employment Partnership (MSEP) is a resource for spouse employment with private sector companies, non-profits, and other government agencies. Website: <https://msejobs.militaryonesource.mil/msep/home>.
  - Employment Readiness Program (ERP) is an Army Community Service program providing employment assistance to military Spouses, Soldiers, DoD Civilians, and all immediate Family members.  
Website: <https://www.armymwr.com/programs-and-services/personal-assistance/employment-readiness-program/army-spouse-employment-career-and-education>.
  - Military One Source, My Career Advancement Account (MyCAA) - Spouses of service members on active duty in pay grades E1 to E5, W1 to W2, and O1 to O2 can take advantage of a scholarship program that provides up to \$4,000 in financial assistance to eligible military spouses who are pursuing a license, certification, or Associate's degree in a portable career field or occupation. Career Coaches are available by calling 1-800-342-9647. Website: <https://mycaa.militaryonesource.mil/mycaa/>.
- Spouse Relicensing
  - The Army has implemented policies to reimburse Army spouses for license/certification fees when they PCS. The Army strongly supports the work of the DoD in promoting license reciprocity in all states.  
Website: <https://myseco.militaryonesource.mil/portal/content/view/8576>.

# FINANCE



U.S. ARMY

## Army Military Pay Office

Fort Gordon, GA 30905

### Permanent Change of Station (PCS) Out Processing Guide

- Out-processing is done on a first come first served basis. You must come to the DMPO and bring 1 copy of PCS orders, amendments and DD Form 1610 TDY Orders (if applicable) at least 24 hours before your anticipated sign-out date. Any travel advances must be done 20 days prior to sign-out date.
  
- **Mandatory Documents:**
  - **DA Form 31**, Request and Authority for Leave. All Soldier are required to bring 1 copy of their DA Form 31 and copy of orders to clear the Finance Office. The from date on the form cannot be earlier that the date you are authorized to depart from your unit. The to date on the form must reflect your availability date or reporting date as stated in your PCS orders
  - **Installation Clearance Papers**
  
- **PCS Travel Payments:**
  - Travel by Privately Owned Vehicle (POV) is reimbursable by Monetary Allowance in Lieu of Transportation (MALT) and a flat per diem rate for authorized travel time (days). Flat per diem rates are currently \$142.00 per day for Soldier, \$106.50 per day for any Family member 12 years old and older, and \$71.00 for any Family Member under the age of 12. Mileage is payable at \$.17 per mile per vehicle (limited to 2 vehicles at \$.34 per mile) Advance Travel Pay Request: DFAS Form 9114

**MPD, Fort Gordon, Georgia**



# FINANCE Cont.



- **Advance Payment: DA Form 31 (leave form) is required to request advance pay. (Caution: This will be collected from your pay. Get it only if you need it.)**
  - The purpose of this payment is to provide funds for extraordinary expenses incident to a government ordered relocation. It is intended to assist with out-pocket expenses that are not reimbursed by another payment(i.e. Travel, DLA, TLE, or TLA). An advance Pay is not an interest free loan from the U.S. Army. Payment to E-4 and Below requires Command approval. Only one month payable at losing station. Payment made within 30 days before PCS or up to sixty days after arrival at new duty station. Repayment time will normally be 12 months or time remaining in service; whichever is shorter. Single Soldiers, under normal circumstances, do not qualify for an advance pay at losing station. Advance pay Request: DD Form 2560
- **Contact Phone number: 706-791-1511/1558**
- **Location:**
  - Army Military Pay Office**
  - Darling Hall, Bldg. 33720, Room 330**
  - 307 Chamberlain Avenue**
  - Fort Gordon, GA 30905**



U.S. ARMY

# FINANCE Cont.

References:

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



## ➤ Travel Time

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



U.S. ARMY

# FINANCE Cont.

References:

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



## ➤ Mileage and Transportation Allowance

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



U.S. ARMY

# FINANCE Cont.

References:

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



## Per Diem

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

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

**MPD, Fort Gordon, Georgia**



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# FINANCE Cont.

References:

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



## ➤ Dislocation Allowance (DLA)

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



U.S. ARMY

# FINANCE Cont.

References:

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



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



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# FINANCE Cont.

References:

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



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



U.S. ARMY

# FINANCE Cont.

References:

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



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





U.S. ARMY

# FINANCE Cont.

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



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



U.S. ARMY

# FINANCE Cont.

References:

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



## ➤ Family Separation Allowance (FSA)

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



U.S. ARMY

# FINANCE Cont.

References:

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



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



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# FINANCE Cont.

References:

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



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



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# FINANCE Cont.

References:

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



- Advance Travel Pay
  - GTCC holders are not authorized Advance Travel Pay, except advance DLA. The GTCC must be used for all PCS travel related expenses unless the GTCC is not authorized at the new PDS.
  - Soldiers without a GTCC may request a Travel Pay advance of up to 80% of Per Diem and Mileage, and 100% of DLA, if eligible.
- Advance Base Pay
  - To assist Soldiers in meeting extraordinary expenses related to a PCS. Advance Pay is intended to assist with some of the out of pocket expenses related to PCS relocation, not typical of day to day military living.
  - Soldiers may be paid an advance of base pay not to exceed 3 months, minus deductions (ie taxes, allotments, etc).
  - Advance Pay amount will be paid back over 12 months.



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# DENTAL



- Dental exams are required in order to PCS (IAW AR 600-8-101; Chapter 3 and Chapter 5)
- You must be a Dental category 1 or 2 to PCS.
  - Dental Classifications (IAW AR 40-3; Chapter 6)
    - (1) Class 1 are patients with a current dental examination, who do not require dental treatment or reevaluation. Class 1 patients are worldwide deployable.
    - (2) Class 2 are patients with a current dental examination, who require non urgent dental treatment or reevaluation for oral conditions which are unlikely to result in dental emergencies within 12 months. Class 2 patients are worldwide deployable.
    - (3) Class 3 patients who require urgent or emergent dental treatment. Class 3 patients are normally not considered to be worldwide deployable.
    - Class 4 are patients who require dental examinations. This includes patients who require annual or other required dental examinations and patients whose dental classifications are unknown.
- NOTE: . The Dental Clinic will provide a dental exam to class 4 patients and will treat only the Symptomatic Class 3 needs at this time.
- Contact phone number: 706-787-7050
- Location:
  - 25501 Brainard Ave.
  - Fort Gordon, GA 30905



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## SERVICE REMAINING REQUIREMENT (SRR)

References:

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



- **If you do 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.**

**CONTACT YOUR SERVICING CAREER COUNSELOR FOR MORE INFORMATION**



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## SERVICE REMAINING REQUIREMENT (SRR)

References:

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



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

**CONTACT YOUR SERVICING CAREER COUNSELOR FOR MORE INFORMATION**





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# SERVICE REMAINING REQUIREMENT (SRR)

References:

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



## ➤ 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.

**CONTACT YOUR SERVICING CAREER COUNSELOR FOR MORE INFORMATION**



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# RETENTION / SRR (continued)



- **If you reenlisted for the assignment you have to go through your Retention NCO / Career Counselor to request for either a deletion, deferment or early report.**
- **Declination of Continued Service Statement (DCSS)**
  - **Soldiers, other than those in their initial term, having 4 or more years service for pay purposes at ETS, must take action to meet SRRs. This action is required regardless of the SRR start or report date, to include those after the soldier's current ETS. Soldiers eligible, but refusing to take action to satisfy military SRRs will be denied further service through the DA Form 4991-R.**
  - **Soldiers not willing to reenlist or extend to meet an SRR will be advised of the impact of their decision by the servicing Career Counselor within 7 to 30 days from the EDAS transmittal date. The Servicing Career Counselor will initiate a DA Form 4991 (DCSS) after the Soldier has elected not to take action to meet the SRR but not later than 45 days from notification of assignment.**

**CONTACT YOUR SERVICING CAREER COUNSELOR FOR MORE INFORMATION**



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# FIRST TERMER STATEMENT



- **First termer statement only applies to Soldiers who are on their initial enlistment and declines to extend or reenlist to meet the requirements for Permanent Change of Station (PCS).**
- **If you are a first term Soldier and do not have 24 months of service remaining, you may sign a First Termer Statement which does nothing but delete the upcoming assignment. If you want to keep the assignment you **MUST** extend or reenlist in order to meet the Service Remaining Requirements (SRR). If this is the case, please see your unit Retention NCO for assistance.**
- **Soldiers should understand, if there is enough time remaining on their current enlistment, they will be required to complete the upcoming PCS assignment. You will not be able to submit the First Termer Statement and will continue to PCS to the next duty station.**



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# Total Army Sponsorship Program (TASP)

References:

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



## ➤ TASP:

- **Soldiers in the rank of PVT-SSG, WO1-CW2, and 2LT-CPT are required to participate in the Sponsorship program, except those on assignment to a PCS length school (more than 20 weeks). An assigned sponsor or an approved exception to policy is required to out-process.**
- **Soldiers in the rank of SFC - CSM, CW3 - CW5, & MAJ - COL may opt-in to participate in the program if they wish to request sponsorship.**
- **Senior Commanders may determine that Sponsorship is required for all incoming Soldiers within their area of responsibility.**
- **Upon receiving Assignment Instructions, the Soldier must login to the Army Career Tracker (ACT) website at: <https://actnow.army.mil>.**
  - **Click on the Sponsorship tab 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.**

# Total Army Sponsorship Program (TASP) CONT.



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## EXCEPTION TO POLICY (ETP):

- The approval authority for ETP to this requirement, thus requiring assignment of a reactionary sponsor, is the first General Officer/Senior Executive Service equivalent in the Soldier's chain of command unless the first General Officer/Senior Executive Service equivalent delegates this authority to the BDE Commander or equivalent leaders of similar organizations. Commanders will not hold outbound Soldiers past report date pending sponsor assignment. In situations where gaining command has failed to assign a sponsor prior to Soldier's final clearance from losing installation, the Soldier will be allowed to proceed with ETP (DA Form 4187 (Personnel Action)). The reason for ETP will be recorded in the TASP Module in ACT.



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# Housing Flexibility Options

References:

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



## ➤ Housing Flexibility:

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



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# Housing Flexibility Options

References:

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



## ➤ Housing Flexibility (continued):

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



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# Reassignment Packet Requirements

References:

- AR 600-8-11 (Reassignment)



- The following documents will be included in each Soldiers' reassignment packet, as applicable.
- Updated Soldier Records Brief/Officer Records Brief/Enlisted Records Brief
- DA Form 4036 (Medical and Dental Preparation for Overseas Movement), if on assignment to OCONUS
- DA Form 4787 (Overseas Reassignment Processing), if on assignment to OCONUS
- DA Form 5117 (Reassignment Control Sheet)
- DA Form 5118 (Reassignment Status and Eligibility Statement)
- DA Form 5121 (Overseas Tour Election Statement), if on assignment to OCONUS
- DA Form 5434 (Sponsorship Program Counseling and Information Sheet)
- DA Form 5888 (Family Member Deployment Screening Sheet), if on assignment to OCONUS
- Form AAA 234 (Individual Losing Assignment) for enlisted or Request for Orders (RFO) for officers
- Copies of all reassignment management forms, including any reclassification, medical examination board, physical evaluation board actions, or reenlistment contract that relate directly to the reassignment action, and documents qualifying the Soldier for PCS movement, deletion, or deferment.





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# DA Form 5118 (Reassignment Status and Election Statement)

References:

- AR 600-8-11 (Reassignment)



## ➤ 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.

*MPD, Fort Gordon, Georgia*



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# Installation Out Processing (PCS)



- **ALL SOLDIERS ARE AUTHORIZED 10 BUSINESS DAYS TO CLEAR.**
- **Installation clearance papers are provided for permanent party Soldiers in room 271 (Enlisted) and 262 (Officers).**
- **Request clearance papers at a minimum of 2 business days prior to the anticipated start date to begin clearing. The following documents are needed, unit clearing papers, copy of orders, DA Form 31 (leave document) and DA Form 5434 from Army Career Tracker (ACT).**
- **CIF must be cleared at least 5 days before final out processing.**
- **Cyber Center of Excellence Units and 35th Signal Brigade must clear security in Darling Hall, Room 307. All other units will clear security within their S2.**
- **NOTE: For final out-processing, Section 3 of the DA Form 5434 must be completed to indicate sponsor information at the gaining unit or have an Exception to Policy (ETP) IAW FRAGO 1 to EXORD 161-15 (if applicable).**
- **Soldiers clearing Fort Gordon must be in military duty uniform.**



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# HELPFUL LINKS



## ➤ Housing

- <https://www.housing.army.mil/Default.aspx>: Army Housing Website
- <http://www.militaryonesource.mil/>: is the web site for universal housing assistance
- <http://www.ahrn.com/>: is the web site for identifying currently available properties in the local area. You can list local home as a rental, or list your house For Sale by Owner. Research rental properties at gaining installation

## ➤ Credit Reports

- <https://www.annualcreditreport.com/> 1-877-322-8228
- <https://www.optoutprescreen.com/> 1-888-5OPT-OUT
- <http://www.myfico.com/>
- <http://www.equifax.com/> 1-800-685-1111, To Report Fraud: 1-800-525-6285
- <http://www.experian.com/> 1-888-experian, To Report Fraud: 1-800-Experian
- <http://www.transunion.com/> 1-800-916-8800, To Report Fraud: 1-800-680-7289

## ➤ Budgeting

- <http://www.bankrate.com/>: Fico Score estimator, Financial Calculators, MMA
- <http://www.msn.com/en-us/money>
- <https://powerpay.org/> (Budget and repayment plans)
- <https://www.mint.com/> Financial tools and Goal assistance

## ➤ DFAS

- <http://www.dfas.mil/> - for general questions relating to Military and Travel Pay and other useful information access to MyPay web site
- <http://www.defensetravel.dod.mil/> - for BAH Rates for your location, COLA Rates for CONUS and OCONUS, DLA Rates, Per Diem rates, Computation of TLE and TLA



U.S. ARMY

# Fort Gordon Online Levy Briefing



**Congratulations on completing the Fort Gordon online levy briefing.**

Fill out the certificate on the next slide with your name and today's date, sign and provide a copy to your S1. Your S1 will submit a signed copy to the MPD reassignments section. We will not process orders without the signed Levy Briefing Certificate of completion!

**"Your S1 will provide you with all required documents needed to publish orders."**



U.S. ARMY



# Certificate of Completion

THIS ACKNOWLEDGES THAT

HAS SUCCESSFULLY COMPLETED  
THE FT GORDON ONLINE LEVY BRIEFING

SIGNATURE:

TODAY'S DATE



DOMINIC GASTON, Chief, Personnel Management Branch/(706) 791-4449 (DSN 780-4449)

*MPD, Fort Gordon, Georgia*

