

Reassignment Briefing

FORT EUSTIS, VA



Reassignment Briefing

Welcome

Congratulations on your selection for reassignment! This briefing is provided to fulfill the reassignment briefing requirements of AR 600-8-11 and will provide Soldiers and Family with guidance and useful information to prepare you for reassignment.

Soldiers must provide all required documents for the reassignment packet to the servicing S1, who will review the packet for completion and submit it to the Reassignments Processing Center for orders processing.

Soldiers are strongly advised not to take any irreversible action prior to receiving Permanent Change of Station (PCS) orders.

Regulatory sources are listed in the note's pages of each slide.

****Please ensure all documentation with PII is transmitted with encryption.****





Introduction

This briefing will provide information from the following agencies:

- [Reassignment Section \(PCS Orders\)](#)
- [Out Processing \(Installation clearing papers\)](#)
- [Official Passport](#)
- [Army Community Services \(ACS\)](#)
- [Exceptional Family Member Program](#)
- [Army Military Pay Office \(Finance\)](#)
- [Transportation Personal Property Shipping Office \(HHG\)](#)
- [Government Travel Office \(Plane Tickets\)](#)
- [Housing Service Office](#)





REASSIGNMENTS



<https://www.jble.af.mil/About-Us/Units/Ft-Eustis/JBLE-Military-Personnel-Branch/Enlisted-Reassignments-Actions/>



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SOLDIER SUPPORT CENTER

REASSIGNMENTS

BLDG 650 MONROE AVE

ROOM 100 PERMANENT PARTY (OFFICERS)
757-878-3501

ROOM 130 PERMANENT PARTY (ENLISTED)
757- 878-5392



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Reassignment Briefing Agenda

- Reassignment Process/Requirements
- DA Form 5118 (Reassignment Status and Election Statement)
- Service Remaining Requirements (SRR)
- Reporting timelines/Early Reporting
- Deletions/Deferments
- Compassionate Deletions/Deferments
- Temporary Duty En Route (TDY)
- Home Base or Advanced Assignment Program (HAAP)
- Command Sponsorship (family travel)
- Total Army Sponsorship Program (TASP)
- Training Requirements for Overseas PCS
- Distribution of Orders



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*Reassignment Briefing requirements per AR 600-8-11





Reassignment Requirements

- Service time remaining on contract
- Security Clearance
- Medical Readiness
 - HIV Testing
- Required Training
 - Army Community Service Overseas Orientation Briefing required within 30 days of departure for OCONUS assignment (Chap 4, AR 608-1)
- Government Travel Charge Card (GTCC)



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Reassignment Packet Requirements

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 AAA234 (Individual Losing Assignment) for enlisted or Request for Orders (RFO) for officers



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DA Form 5118 (Reassignment Status and Election Statement)

(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.
- **Part II** is completed by the Battalion S1.
- **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.



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Service Remaining Requirement (SRR)

Soldiers may not depart their current permanent duty station (PDS) unless they have the required SRR

- CONUS to CONUS moves require 24 months' SRR.
- OCONUS to CONUS moves require 6 months' SRR when returning from dependent-restricted areas.
- 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.
- Initial term Soldiers who decline to extend or reenlist in order to meet the SRR will sign a First Term statement indicating they will not extend or reenlist to meet the SRR.
- 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 (Declination of Continued Service Statement).
- Career Soldiers (not in NCO Career Status Program or "Indef") who decline to extend or reenlist in order to meet the SRR must execute a DA Form 4991.



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Reporting Timelines

- The end date on the Absence Request 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 Personnel Action Request (PAR) 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.



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Early Reporting

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



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Deletion/Deferments

Request should be submitted:

- Use a Personnel Action Request (PAR) along with supporting documentation through the BN S1. The request is then forward thru 06 level to HRC.
- Within 30 days of assignment notification or as soon as the determination is made.
- Requests submitted after 30 days due to unforeseen circumstances will not be rejected; however, they must include an explanation of the circumstances result in the late submission.
- If a disqualifying factor can be resolved within 120 days of the report month, then a deferment rather than deletion should be requested.
- Continue with the reassignment process until the action has been completed.



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Compassionate Deletion/Deferments

- A request based on compassionate reasons or extreme family problems.
- Requires a DA Form 3739 (Application for Compassionate Actions) with a colonel/O-6 endorsement.
- Deferment should be used instead of deletion if the extreme family problems can be resolved within 90 days of the report date.
- The request will be submitted to HRC within 45 days of EDAS cycle date. (30 days for officers), or within 72 hours of the deletion or deferment situation occurring (or becomes known to Soldier).
- If the request is based on medical problems of a family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness.
- If the request is based upon legal issues, it must include a signed statement from a licensed attorney stating problems and justification why the Soldier's presence is essential.



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*References:

AR 600-8-11 (Reassignment)

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





Temporary Duty En Route (TDY)

- The TDY Option Form must be completed by the service member
- 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.



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





Home Base and Advance Assignment Program (HAAP)

- 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.

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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*References:

AR 614-100 (Officer Assignment Policies, Details, and Transfers)

AR 614-200 (Enlisted Assignments and Utilization Management)





Command Sponsorship (Family Travel)

Soldiers who desire their family members to accompany them to the new overseas duty station must apply for Command Sponsorship (family travel) for their dependents. The gaining command is the only approving authority. The family travel authorization must be included on your PCS orders.

You must have enough service time remaining on your contract in order to request family travel. If not you must re-enlist or extend.

Command Sponsorship can only be requested 1-6 months prior to your report date. If you cannot request command sponsorship within 30 days of your report date, you will have to apply for command sponsorship once you sign into your new unit.

To request family travel complete the following Personnel Action Request (PAR):

DA Form 5121 (Overseas Tour Election Statement)-electing to serve with dependents.

DA Form 4787 (Reassignment Processing)-listing all of your authorized dependents who will accompany you.

DA Form 5888 (Family Member Deployment Screening Sheet) All family members must be screened by the Exceptional Family Member Program at an Army EFMP clinic. EFMP screening is valid for 1 year.

Soldier Declaration Memorandum (Korea and Japan only if taking dependents).

Once all documents have been received by the family travel section they will forward your request to your request to your gaining command. The gaining command has 30 days to process the request.



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*References:

AR 55-46 (Travel Overseas)





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
- 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.



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*References:

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



Training Requirements for Overseas PCS

- Anti-Terrorism and Force Protection (AT/FP) Training
 - AT/FP training is not required for PCS to Alaska, Hawaii, or U.S. possessions/ territories. The following are required for all other OCONUS locations:
 - AT Level 1 training and Sere 100.2 training are required for all OCONUS locations. Available at <https://jkodirect.jten.mil>.
 - Personnel traveling OCONUS are required to complete an Isolated Personnel Report (ISOPREP) prior to departing CONUS. Available at <https://prmsglobal.prms.af.mil/prmsconv/profile/survey/start.aspx>.
 - Assignments to SOUTHCOM also require Human Rights training, available at <https://jkodirect.jten.mil>.
 - The Foreign Clearance Guide (www.fcg.pentagon.mil) and assignment instructions may list additional training requirements.



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Distribution of Orders

Please provide all required documents within 30 days of assignment notification in order to process orders NLT 120 days of report month. Once all of your required documents have been received by the reassignment section, completely and accurately filled out they will send your PCS orders via email to your military email account and your S1 within 10 business days.

Amendments

You are responsible for informing the Reassignment Section of any changes to your assignment such as:

- Report date
- Adding/removing dependents
- Gov't Travel charge card
- TDY

Once reassignment has received the request, necessary documents if required, and have verified the information they will process your PCS order amendment



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OFFICER MANAGEMENT

SOLDIER SUPPORT CENTER

BLDG 650 MONROE AVE

ROOM 100

(757) 878-3501/4025/1564



<https://www.jble.af.mil/About-Us/Units/Ft-Eustis/JBLE-Military-Personnel-Branch/Officer-Management/>



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OFFICER REASSIGNMENTS

REQUEST FOR ORDERS

- Contact Officer Management once you have received your RFO. Email RFO to gail.e.ligon.ctr@army.mil or call (757) 878-3501.
- Once the RFO is received, a DA 5118 (Reassignment Status and Election Statement) will be sent to you via email. Complete the DA 5118 (Part II, 55a/b), Parts III and IV. Sign, date and return to Officer Management via email.
- Officer Management will process orders once the completed DA 5118 is received.



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OVERSEAS ASSIGNMENTS

Required Forms

- Officer's PCSing overseas must complete the following forms if you are requesting Command Sponsorship:
- DA 4036 (Medical and Dental Preparation for Overseas Movement)
- DA 4787 (Reassignment Processing, (only if family members will be accompanying the service member))
- DA 5888 (Family Member Deployment Screening-EFMP)
- DA 5121 (Tour Election) All Others Tour or With Dependent Tour
- Soldier Declaration (Only required for Korea and Japan)



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OUTPROCESSING PCS FACT SHEET

- Officers can pick up Installation Clearing Papers (ICP) by appointment only. Contact your S1 to make the appointment.
- Clearance days allotted (For the Installation)
- 10 working days- Soldiers residing in base housing & off post
- 3 working days – Intra post reassignments



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REQUIRED DOCUMENTS TO PICK UP INSTALLATION CLEARANCE PAPERS

- Orders and amendments, if applicable.
- Absence Request (Approved) - “To Date” MUST be the reporting date on your orders. Early reporting doesn’t change the reporting date.
- DA 137-1 (Unit Clearance Record) or Company/Battalion/Brigade. Items 1-8, 18-19 must be filled out with your information.



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PASSPORTS

SOLDIER SUPPORT CENTER

BLDG 650 MONROE AVE

ROOM 110

(757) 878-3883



<https://www.jble.af.mil/About-Us/Units/Ft-Eustis/JBLE-Military-Personnel-Branch/More-MPD-Services/>



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Passport/Visa/Travel Document Requirements

Soldiers

- Not all countries require passports; some only require orders and military ID card to enter the country. Check the DOD Foreign Clearance Guide website to verify passport requirement: <https://www.fcg.pentagon.mil>.

Family members

- All command-sponsored, U.S. citizen Family members require a government no-fee passport, and possibly a visa, to PCS to a foreign country.
- Family members who are not U.S. citizens will travel on their personal passport issued by their country.
- For information and instructions on how to apply for a no-fee passport for official government travel, please contact Mrs. Martin at adrienne.l.martin.ctr@army.mil, 878-3883 Bldg. 650, Room #110.
- Family member travel is delayed frequently because of passport processing time. Family member applications for passports should be completed immediately after Family travel has been approved.
- Soldiers traveling with Family through Canada en route to or from Alaska are recommended to apply for no-fee passports.



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*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)





Passport/Visa/Travel Document Requirements

- 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 (10 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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*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)





ENLISTED OUTPROCESSING

SOLDIER SUPPORT CENTER

BLDG 650 MONROE AVE

ROOM 130

(757) 878-5470/5372/5370



<https://www.jble.af.mil/About-Us/Units/Ft-Eustis/JBLE-Military-Personnel-Branch/Enlisted-Personnel-Services-IOP-Records/>



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ENLISTED OUT PROCESSING FACT SHEET

- **Clearing papers issued by Appointment Only through S-1**
 - Enlisted (757) 878-5370/1869
- **Clearance days allotted (For the Installation)**
 - 10 working days – Soldiers residing in base housing & off post.
 - 5 working days – Soldiers residing in the barracks.



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INSTALLATION CLEARANCE PAPERS REQUIRED DOCUMENTS

- Orders/Amendments and (Exception to Policy (ETP) if applicable)
- Absence Request (Approved) – “To date” must be the Report Date on orders. Early report doesn’t change the date.
- Bde/Bn or Unit Clearance Record DA Form 137-1 filled out with your information.



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FINAL OUTPROCESSING

- Documents required- NO EXCEPTIONS
- Installation Clearing Papers
- Orders /Amendments and ETP
- Approved Absence Request w/control number
- BDE/BN/CO Clearance Papers (must be signed)
- Last page of Out-processing survey (E-6 & below, W01-CW2, and 2LT-CPT)

- Additional documents required: OVERSEAS
- Antiterrorism Level 1 Training (SM and dependents age 14+)
- Theater Specific Required Training (Korea)
- NATO Orders (Europe)
- DA 4036-R (HIV) Medical Screening stamped by medical personnel
- Proof of negative COVID-19 results or Vaccination Card (last shot 2 wks passed)
- Traveling OCONUS, you must have proof of a negative COVID-19 PCR to fly.



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MUST BE IN UNIFORM



Soldiers **must** be in duty uniform or have an exception to policy signed by unit commander.



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Army Community Service (ACS)

BLDG 650 MONROE AVE



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650 Monroe Ave
(757) 878-3638

Email: eustis.acs@gmail.com



<https://jble-eustismwr.com/army-community-services-acs/>



forteustisacs



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Army Community Service

Relocation Support

- ✓ Relocation Counseling available at ACS, call 757-878-3638 to make an appointment.
- ✓ Loan Locker: ACS has basic kitchen supplies and sleeping mats available for checkout. Call ACS at 757-878-3638 for more information and to make an appointment.

ACS

**Waiting for your HHG?
(Household Goods)**
Fort Eustis Loan Locker is
OPEN FOR BUSINESS

Call ACS at 757-878-3638
for more information or to
make an appointment

We offer dishes, pots, pans, cots,
toasters, coffee pots, irons and
ironing boards

Be sure to bring your orders.

Logos for ACS, Facebook, Instagram, and Twitter are shown at the bottom.

Military One Source: Relocation Tools and Resources

- ✓ Moving & PCS - <https://planmymove.militaryonesource.mil>
- ✓ Moving & PCS -Benefits - <https://www.militaryonesource.mil/moving-housing/moving/moving-benefit>
- ✓ Moving & PCS -Resources - <https://www.militaryonesource.mil/moving-housing/moving/moving-resources>



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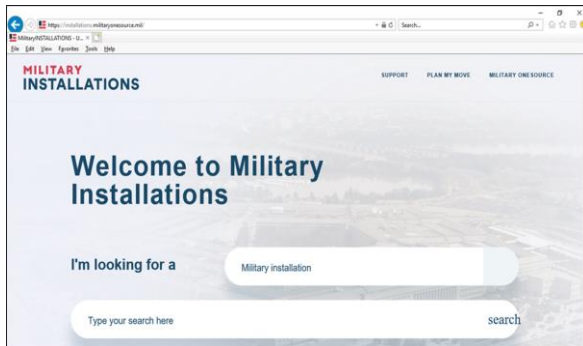
Army Community Service

Installations.militaryonesource.mil

The **Military Installations** website is your one-stop shop for information on DOD installations worldwide. Check out how easy it is to find resources and contacts for your new installation.

You can:

- Search a directory of installations and services, complete with websites, maps, program offices, phone numbers and email addresses.
- Create your own downloadable personalized installation booklet with the information you are most interested in, such as check-in procedures, housing, child and youth programs, transportation and more.
- Get local community information about schools, amenities and home values.





Army Community Service



Plan My Move

A Defense Department online tool that simplifies the moving process, breaking it down into clear, manageable steps for both experienced and first-time movers!

- Personalized moving checklist
- Tips about housing, transportation, finances and more

<https://planmymove.militaryonesource.mil>



Contact ACS at 757-878-3638 for more information



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Army Community Service Financial Readiness Program

- Do you have a written Financial Plan?
- Do you have an Emergency Savings?
- Anticipate and Plan for changes – Pay, Allowances, Housing, Cost of Living, Spouse Income.
- Track all expenses the first month at new location and update your Financial Plan. Contact ACS at your new duty station and schedule an appointment to speak to a Financial Counselor.
- Check your LES and Spending - While in route/at new duty station ensure you are not overpaid or underpaid.



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Army Community Service Financial Readiness Program

Army Touchpoint – Permanent Change of Station

Go to the Army Family Web Portal - <https://www.armyfamilywebportal.com> to register and access the online training. **Only for Soldiers in the grade of E4/03/WO2 and below.**

Complete the training, printout certificate, retain a copy and give a copy to your Unit Training Manager

Printout the Resources

- ✓ Estimated Travel Cost for a PCS Move
- ✓ Army Spending Plan
- ✓ Financial Planning Worksheet for PCS Move
- ✓ Army PCS Soldier Checklist
- ✓ Permanent Change of Station Resource Guide

For additional information or to schedule a PCS Financial Counseling Appointment Please Contact Army Community Service.



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Army Community Service

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://msepjobs.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>.



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Army Community Service

Relocation Readiness

Virtual ACS Out Processing: <https://jble-eustismwr.com/acs/acs-out-processing/>

Do not complete the process before you get your clearing papers

The Relocation Readiness Program helps soldiers and families reduce or eliminate problems related to frequent Permanent Change of Station (PCS) moves and offers a variety of services and support to assist Members and Families with the challenges associated with moving to a new location. If you have questions or need assistance contact ACS at (757) 878-3638.



Out Processing



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EFMP

Exceptional Family Member Program



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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.



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Exceptional Family Member Program

Army Medical Treatment Facility/EFMP- Enrollments, updates, dis-enrollments, EFMP summary reports and overseas screenings.

Army Community Service/EFMP- Family Support: information & referral, education/outreach, warm handoffs and non-clinical case management.

Military Personnel Branch/Human Resources- Assignment Coordination.



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Exceptional Family Member Program

ARMY Enterprise EFMP (E-EFMP)

On 31 August 2022 all Army EFMP offices are transitioning to Enterprise EFMP (E-EFMP). The new digital platform is expected to streamline enrollment, make assignment coordination and family support access easier, and synchronize all aspects of care for families with special needs. EFMP packets (EFMP enrollment, updates, and Family Member Travel Screenings) will continue to be process without unnecessary delays.

Key features of the new E-EFMP system include:

- Automated DD Form 2792 (Family Member Medical Summary) enrollment & overseas family screening process.
- A case management component that allows Soldiers and families to initiate and monitor career long EFMP enrollment – including paperwork storage so no more carrying documents.
- A forum feature which allows EFMP families to connect, share information, & create an online community.
- Mobile capability with 24/7 access to the E-EFMP, compatible with both the iPhone and Android
- Centralized content management DS Login, multi-factor authentication and Common Access Card accessible

To access the new site

- You will need to register in the new system to start any EFMP process and to get an EFMP Medical appointment.
- GO to the NEW Enterprise EFMP System at <https://efmp.army.mil/EnterpriseEfmp> using Chrome.
- Please ensure you list a good contact phone number when registering in E-EFMP.
- The EFMP Medical Case Manager located in the Pediatric Lion Clinic of McDonald Army Health Center (MAHC) Bldg. 576, Jefferson Ave. Ft Eustis, VA should contact you after you register to further assist with making an appointment.



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Exceptional Family Member Program

Conditions for Enrollment:

- 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.



EFMP Exceptional Family Member Program

E- EFMP ENROLLMENT INSTRUCTIONS

All Army EFMP enrollments and updates must be completed at an Army Medical Treatment Facility (MTF). The Fort Eustis MTF EFMP Office is located in MAHC, Pediatric Lion Clinic, Bldg. 576, Jefferson Avenue, Ft. Eustis. EFMP forms can be found on the McDonald Army Health Center's website. <http://mcdonald.narmc.amedd.army.mil>

TO ENROLL OR UPDATE AN ADULT OR CHILD FOR MEDICAL CONDITIONS

- You or your spouse should complete the Medical EFMP enrollment paperwork- DD Form 2792 pages 1-3 and write the Family Member's/Patient's name at the top of pages 4-8. NOTE: Page 3 will be filled out by the Army Med EFMP Staff during your appointment.
- The doctor(s) who treats the Family Member/Patient for the specific condition(s) should complete pages 4-8.

TO ENROLL OR UPDATE A CHILD WHO IS RECEIVING SPECIAL EDUCATION OR EARLY INTERVENTION

- You or your spouse should complete the Educational EFMP enrollment paperwork- DD Form 2792-1 Page 2 and (sections 1-2) of page 3.
- The school personnel or early intervention personnel should complete and sign page 3 (sections 3-8)
- Attach a copy of your child's IEP or IFSP to the form.

TO UPDATE EXISTING EFMP PAPERWORK

A copy of your EFMP summary must be attached to the DD Form 2792 paperwork prior to the Doctor completing the paperwork. ALL DIAGNOSES FROM THE SUMMARY REPORT MUST BE LISTED AND ADDRESSED BY THE DOCTOR IN ORDER TO UPDATE YOUR DD FORM 2792. COPIES OF THE EFMP SUMMARY ARE AVAILABLE BY REQUEST FROM THE EFMP/MAHC OFFICE; located in the Pediatric Lion Clinic. Call the EFMP Medical Case Manager (757) 314-7611.

TO DISENROLL DUE TO DIVORCE OR DEPENDENT NO LONGER ON DEERS

- Provide supporting documentation to the EFMP/MAHC office. For divorce- the Divorce Decree or DD Form 1172 is required. For dependents no longer on DEERS the DD Form 1172 is required.

TO MAKE AN APPOINTMENT UPON COMPLETING ALL THE REQUIRED FORMS

- ***IF YOUR FAMILY MEMBERS ARE NOT SEEN AT MAHC, GO TO MAHC MEDICAL RECORDS TO REGISTER THEM TO MAHC***
- As of 31 Aug 22 all Army EFMP offices transitioned to new EFMP digital platform- Enterprise EFMP. Therefore once you have all the necessary documents for enrollment; You will need to Register in that system to start the process and to get an apt. GO TO NEW Enterprise EFMP System <https://efmp.army.mil/EnterpriseEfmp> using Chrome. Please ensure you list a good contact phone number when registering. The EFMP Medical Case Manager located in the Pediatric Lion Clinic of McDonald Army Health Center (MAHC) Bldg. 576, Jefferson Ave. Ft. Eustis, VA should contact you after your register to further assist with making an apt. For more info regarding this new process call (757)314-7611 or 757-314-7500 & wait for the Pediatric prompt.
 - At the appointment with EFMP/MAHC, you will check in with the EFMP Medical Case Manager and then Ms. Shoemaker will review the paperwork and sign off. The EFMP/MAHC office will do the E-EFMP administrative part and forward for coding. You should be able to track the process in The new E-EFMP digital platform.

For any questions or concerns regarding enrollment, update, disenrollment and overseas screening: Email usarmy.tblc.medcom-mcach.list.mcahc-efmp-eustis@health.mil or call (757) 314-7611

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Exceptional Family Member Program

Requirements for EFMP Screening

- Soldiers who are already enrolled in the EFMP have their assignments screened for EFMP support as part of the initial HRC assignment process.
- 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.
- As of 31 Aug 22 all Army EFMP offices transitioned to a new EFMP digital platform: Enterprise EFMP (E-EFMP). To complete the necessary forms, you will need to register in this System to start the process and to get an appointment.
- GO to NEW Enterprise EFMP System using Chrome @ <https://efmp.army.mil/EnterpriseEfmp> Please ensure you list a good contact phone number when registering.

ARMY E- EFMP OVERSEAS SCREENING INSTRUCTIONS

An Overseas Screening for your dependents is **REQUIRED**

If you receive an overseas assignment and desire to have your dependents accompany you on the overseas assignment.

An Overseas Screening must be completed at an **ARMY Medical Treatment Facility.**



Permanent Party Soldiers

TO MAKE YOUR OVERSEAS SCREENING APPOINTMENT YOU WILL NEED

a 2-3 years of medical records for each dependent (If medical care is received at a Military Treatment Facility; paper records are not needed.)

b An updated physical (not over a year old) for each dependent.

c A copy of your assignment instructions.

As of 31 Aug 22 all Army EFMP offices transitioned to a new EFMP digital platform: Enterprise EFMP (E-EFMP). To complete the necessary forms, you will need to register in this System to start the process and to get an apt.

d GO to NEW Enterprise EFMP System using Chrome @ <https://efmp.army.mil/EnterpriseEfmp> Please ensure you list a good contact phone number when registering.

d DA 5888 Form Family Member Deployment Screening Sheet (Part A -1- 7 completed by the Soldier in the E-EFMP) (Section 8 completed/signed by the Military Personnel Office in E-EFMP).

e DA 7246 Form EFMP Screening Questionnaire (Completed by the Soldier in E-EFMP).

f Once you have completed the necessary documents in E-EFMP, the EFMP Medical Case Manager located in the Pediatric Lion Clinic of McDonald Army Health Center (MAHC) Bldg. 576, Jefferson Ave. Ft Eustis, VA will contact you to further assist with making an apt. For more info regarding this new process call (757)314-7611 or 757-314-7500 & wait for the Pediatric prompt.

****If your family members are not seen at MAHC, go to Medical Records to register them to MAHC before scheduling the appointment***

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Exceptional Family Member Program

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.



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Exceptional Family Member Program

Exceptional Family Member Program

To Out Process ACS/EFMP-FS



- ✓ You: Complete online ACS EFMP PCS Coordination Letter <https://jble-eustismwr.com/acs-out-processing>
- ✓ EFMP Staff: will Complete a EFMP Family Needs Assessment with you to ensure a warm handoff to the gaining installation.
- ✓ For EFMP FS questions call ACS (757) 878-3638 or email merlin.choice.2@us.af.mil



PREPARING FOR YOUR MOVE



EFMP Exceptional Family Member Program

What should you consider when planning to move?

- Connect with your relocation point of contact, or POC, at your local Military Family Support Center, and visit MilitaryINSTALLATIONS, <https://installations.militaryonesource.mil/>, for more information.
- Connect with your local Exceptional Family Member Program Family Support office to initiate a warm handoff of EFMP Family Support services to your gaining installation EFMP Family Support office.

	THREE TO SIX MONTHS BEFORE YOUR MOVE	AS YOU LEAVE YOUR DUTY STATION	AS YOU ARRIVE AT YOUR NEW DUTY STATION
MEDICAL	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain your child or adult dependent's medical records, including shot records, prescriptions and dosages. <input type="checkbox"/> Connect with your TRICARE provider if you are changing TRICARE regions to facilitate an easy transition. <input type="checkbox"/> Review Medicare, Medicaid and Supplemental Security Income, or SSI, information available at your new location, as appropriate. 	<ul style="list-style-type: none"> <input type="checkbox"/> Collect any supplies that your child or adult dependent may need upon arrival at your new duty station, including medication refills and supplies – for example, hearing aid batteries. <input type="checkbox"/> Talk to your medical provider about securing necessary prescriptions and medications for your transition. <input type="checkbox"/> Hand-carry a copy of your child or adult dependent's medical records, as applicable. 	<ul style="list-style-type: none"> <input type="checkbox"/> Connect with your new TRICARE provider to communicate your family's medical needs. <input type="checkbox"/> Schedule appointments with your family's primary care providers and specialists. <input type="checkbox"/> Connect with a legal representative to reestablish conservatorship. <input type="checkbox"/> Call ahead to ensure availability of TRICARE PLUS for dependents, as applicable.
EDUCATIONAL	<ul style="list-style-type: none"> <input type="checkbox"/> Connect with your local school liaison to ask for a warm handoff to the school liaison at the new installation and inquire about the possibility of preregistration. <input type="checkbox"/> Notify your school or early intervention agency of your impending move and request a copy of your child's records, including transcripts and assessments. <input type="checkbox"/> Request your child's latest Individualized Education Program, or IEP, or Individualized Family Service Plan, or IFSP, including IEP and IFSP meeting minutes and the most recent progress report. 	<ul style="list-style-type: none"> <input type="checkbox"/> Hand-carry hard copies and thumb drives of any educational information, including IEP, IFSP and 504 Plan. <input type="checkbox"/> Keep contact information of your child's current teacher or early intervention specialist in case there are questions at your new school or your new early intervention agency. <input type="checkbox"/> Provide the staff at your child's current school with the contact information for the special education staff at your child's new school to speed the transfer of information. 	<ul style="list-style-type: none"> <input type="checkbox"/> Take the hand-carried educational information, including immunization records, with you to enroll your child in the local school. <input type="checkbox"/> Notify the new school of your child's educational needs, and sign appropriate releases so they can request copies of your child's records, if applicable. <input type="checkbox"/> Connect with your new local EFMP Family Support staff and school liaison. <input type="checkbox"/> Visit your state education website and the Office of Special Education Programs for timelines and for additional information.



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Exceptional Family Member Program

EFMP Medical

**Pediatric Lion Clinic of McDonald Army Health Center (MAHC)
Bldg. 576, Jefferson Ave. Ft Eustis, VA**

- GO to NEW Enterprise EFMP System <https://efmp.army.mil/EnterpriseEfmp> using Chrome.
- **Please ensure you list a good contact phone number when registering in E-EFMP.**
- The EFMP Medical Case Manager will contact you after you register to further assist with making an appointment.
- For more info regarding this new process call (757)314-7611 or 757-314-7500 & wait for the Pediatric prompt or email usarmy.jble.medcom-mcach.list.mcahc-efmp-eustis@health.net



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FINANCE

SOLDIER SUPPORT CENTER

BLDG 650 MONROE AVE

ROOM 101

(757) 878-2526/2616



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PCS OUTPROCESSING

No appointment is needed with Finance

See your S-1 to pick up your finance Out-Process Package

You will be electronically cleared as long as you provide the below listed documents to this email:

usarmy.jble.fin-mgt-cmd.mbx.ampo@army.mil

- PCS Orders (including all amendments, DD-1610 for TDY, and recruiter's duty assignment orders)
- PCS DA 31. Ensure blocks 1-13 are completed
- Any supporting documents if you are making any changes to your pay account.

You will submit the above documents to the AMPO digitally no earlier than 10 days prior to your leave/detaching start date.



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*Reassignment Briefing requirements per AR 600-8-11





PER DIEM RATES

Includes Meals & Lodging For Travel Days

Soldier: \$157.00 per travel day

Dependents ages 12 & above: \$117.75 per travel day

Dependents ages 11 & under: \$78.50 per travel day

Soldiers and dependents receive 75% of per diem on the first and last day, regardless of travel conveyance.



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*Reassignment Briefing requirements per AR 600-8-11



MILEAGE REIMBURSEMENT

- POV mileage is \$0.22 per mile. (mileage one way from Ft. Eustis to next duty station)
- No more than 2 POV authorized. Must have an authorized dependent of driving age to be reimbursed for the 2nd POV.
- When travelling by other than POV (such as bus, plane, train, etc.), Soldier and dependents only receive the M&IE portion of the per diem, as usually lodging is not required, except for layovers. If lodging is required, then the lodging portion is applied (must provide hotel receipt).



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*Reassignment Briefing requirements per AR 600-8-11





AIRFARE

Commercial tickets will only be reimbursed if orders state:

TRANSPORTATION WILL BE PURCHASED UTILIZING INDIVIDUALLY BILLED ACCOUNT (IBA).

Tickets will only be reimbursed at the rate of what the government would have paid for the tickets.

NO ADVANCES ARE AUTHORIZED FOR AIRFARE



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TEMPORARY LODGING EXPENSE (TLE)

Partial reimbursement for lodging while at your departing losing duty station and/or at your gaining duty station.

- Stateside: 14 days authorized
- Overseas: 7 days authorized
- Maximum Entitlement: \$290.00 per day
(Most soldiers do not receive full amount)

Must have itemized receipt with \$0.00 balance.



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*Reassignment Briefing requirements per AR 600-8-11





DISLOCATION ALLOWANCE (DLA)

Soldiers authorized to receive DLA may elect an advance even though they possess an IBA in their orders or possess Government Travel Credit Card (GTCC) via Smart Voucher Program. The GTCC must be used for all other authorized travel expense. Rates are at Defense Travel Management Office website

<https://www.defensetravel.dod.mil/site/travelreg.cfm>

Authorized only for:

- Soldiers relocating family members to new duty station with them.
- Soldiers authorized to relocate their family members to designated location, NOT LOCALLY.
- Single Soldiers in grade E-6 and above.
- Single Soldiers E-5 and below with assignments that don't provide government quarters.



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INTRANSIT ENTITLEMENTS

- Basic Allowance for Housing (BAH) entitlement for dependents will continue during in-transit period between stations.
- Basic Allowance for Subsistence (BAS) Soldier's rations will continue during in-transit period between stations. No meal deductions will be collected during this period.
- Family Separation Hardship (FSH) will stop date prior to departure if you were authorized.



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BAH WAIVER

Any Soldier that is authorized to move their dependents to their permanent duty station and is requesting BAH for a different location other than their new permanent duty station has to request a waiver from Headquarters [Department of the Army. See ALARACT message 011/2022\(most current\).](#)

Start this process once you receive your orders.



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TRAVEL ADVANCE

Effective July 25, 2014, use of the GTCC will be used for all official relocation expenses, for those travelers authorized Individually Billed Account (IBA).

Soldiers that do not have a GTCC or new recruits may request an advance for all authorized travel via Smart Voucher Program.

- Advance will not be paid out no more than 10 days prior to the start of your PCS leave.
- If IBA is in orders a statement is required or annotated on your request form, stating you do not have a government travel card.
- Soldiers that are requesting funds to assist in traveling to their next duty station will be paid 80% of their per diem and mileage.
- Travel advances include: Per Diem, DLA, and mileage.



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ADVANCE PAY REQUEST (DD 2560)

The advance pay is to give funds to a member to meet extraordinary expenses incident to a government ordered relocation. The member's commander has a responsibility to ensure that an advance pay is used only to help with the financial burden of PCS. Monthly deduction will be taken out your pay.

- Soldiers may receive 1 month advance pay not to exceed three months less deductions.
- Soldiers with dependents on their first months advance pay do not have to itemize their expenses.
- Soldiers E-3 and below and all Soldiers requesting a 2nd or third advance pay, must obtain their Commander's signature and must itemize their expenses.



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ADVANCE PAY REQUEST (DD 2560)

(Continued)

- DD FORM 2560 Advance Pay Certification/Authorization is required along with a copy of orders and approved DA 31 with request.
- Request for advance pay can be made 30 days prior to start of leave. And should be submitted to your *S-1.

***Unless it is within 10 days of your departure, in which case it may be submitted with your Out-Processing Package.**



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*Reassignment Briefing requirements per AR 600-8-11



OVERSEAS ENTITLEMENTS

- When you in-process at your next duty station the local finance office will inform you of your overseas entitlements and required documents.
- Permanent Change of Station to Wainwright Alaska need to check in with housing first.
- Temporary Lodging Allowance (TLA) is not paid until you sign into Post. It is not authorized while on LEAVE or PERMISSIVE TDY.



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REMINDERS

- See your S-1 to receive Out-processing packet with information brief sheet.
- Email requested documents to the AMPO no more than 10 days prior to PCS to be cleared virtually.
- Advance pay (DA 2560) can be requested up to 30 days prior to PCS.
- Travel advance to be submitted via Smart Voucher Program.



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Questions?

Contact us at 757-878-2526 or 2616

Mon-Wed & Fri 0900-1600 & Thurs 1300-1600



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TRANSPORTATION

SOLDIER SUPPORT CENTER

BLDG 650 MONROE AVE

Room 102



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TRANSPORTATION OFFICE

BLDG 650 Monroe Ave

ROOM 102

Phone: (757)878-4664

HOURS OF OPERATION:

OFFICE HOURS: 0730-1630 (Closed 1130-1230 for lunch)

WINDOW HOURS: 0730-1400

All communication after 1400 up until 1630 will be via phone call or email only.

Household Goods Email Address:

733MSG.LGRD.HouseHoldGoods@us.af.mil



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Transportation Travel Entitlements

HHG Entitlements:

- Soldiers are authorized to ship HHG from Duty station to Duty station or from/to a designated location only if stated in PCS orders, not to exceed their entitled weight allowance.
- Members are authorized **ONE** move from their listed Home Of Record.
- Weight restrictions are possible for some overseas locations (**EX: South Korea, Japan, Kuwait**). May be authorized non-temporary storage (NTS) during your tour overseas if going unaccompanied or dependents are being relocated to a designated location.
- When shipping pro gear (PBP&E) within a HHG shipment pro gear weight cannot exceed 2,000 lbs. **Pro gear must be weighed separately by your TSP in your HHG shipment.**
- Unaccompanied baggage (UB) is part of the Soldier's authorized HHG weight allowance UB is a small shipment of personal items including pro gear (PBP&E) that can be shipped overseas with you, there will be no furniture allowed in this shipment and it cannot exceed 1,000lbs.
- Soldiers are authorized up to 90 days of temporary storage in transit (SIT) at destination once the property has arrived.



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Transportation Travel Entitlements

Personally Procured Moves (PPM/DITY):

- PPM shipment **MUST** be built in the DPS system and submitted to our office to be reviewed by a counselor prior to being out-processed with the Transportation Office.
 - Soldiers are authorized either a FULL or PARTIAL PPM in connection with government move.
 - 60% Advance authorized to soldiers without a GTCC if utilizing Rental Truck to complete your PPM. **(If you are a GTCC holder you are not authorized an advance for PPM funds through the Transportation Office.)**
- (Our office does not offer or handle Travel Pay ex: POV gas, POV tolls, mileage)**
- You are paid out for the weight you move yourself **ONLY**, you are not reimbursed for any of your Operating Expenses you may incur during your move.
 - PPM requires you obtain a EMPTY and FULL weight ticket for each vehicle/trailer used.
 - Reimbursement of up to 90 days for self procured commercial storage (SIT) authorized at destination with approval of Transportation Office.



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Transportation Travel Entitlements

Defense Personal Property System (DPS)

- Go to www.militaryonesource.mil to register for DPS as soon as you receive a hard copy of your orders.
- Some of the actions that can be completed in DPS are:
 - Online self-counseling
 - Create shipment applications for HHG, UB and Storage.
 - Upload shipment documents to the DPS system
 - Print out and sign the DD forms generated by DPS
 - Complete an online Customer Satisfaction Survey to rate the moving company's performance
 - File a claim for loss and damage with the moving company



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SHIPMENT REQUEST

1. You will need to start your shipment application in DPS.

****PLEASE CREATE A USERNAME AND PASSWORD ON DPS, DO NOT USE YOUR CAC CARD TO LOG IN.****

****If you have any technical issues like accessing your account please contact the DPS Help Desk: 800-462-2176****

2. Once you have completed your applications on DPS for all shipments, please print, SIGN and date the DD1299 & DD1797 for each shipment you create. ****UPLOAD DOCUMENTS BACK INTO THE DPS SYSTEM WITH A FULL COPY OF YOUR ORDERS.****

REQUIRED DOCUMENTS/INFORMATION FOR SHIPMENT REQUEST :

- ✓ Copy of your orders and ALL amendments
- ✓ DD1299 requires signature in block 15a and 15b.
- ✓ DD1797 requires signature in block 9c and 9d.
- ✓ DoD ID #
- ✓ ERB (**ONLY** if you are moving from your HOR)

The DD1299 and DD1797 forms are generated from the information you put into the DPS system.



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SHIPMENT REQUEST CONTINUED:

DPS DOES NOT NOTIFY ANY COUNSELING OFFICES ONCE A REQUEST IS BUILT OR SUBMITTED!!

3. Once shipment request is submitted in DPS, you **MUST** provide our office with the required documents: you **MUST** walk them into our office between the hours of 730-1400 MON-FRI (closed 1130-1230 for lunch) **OR** you may email all required documents to 733MSG.LGRD.HouseHoldGoods@us.af.mil

REQUIRED DOCUMENTS/INFORMATION FOR PPM REQUEST:

- Copy of your orders and ALL amendments
- DOD ID #



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Transportation Travel Entitlements

HHG Claims:

- If HHG or UB is lost, damaged, or destroyed while being transported by the Government, full replacement/repair value of the lost/damaged items may be claimed.
- Claims are generally payable if the damage occurred during the transportation or storage of your property 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** in the DPS system within 180 days of delivery. The Notice of Loss or Damage is provided by the TSP at the time delivery.
- Visit <https://www.jagcnet.army.mil/PCLAIMS> for more info.



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Transportation Travel Entitlements

Privately Owned Vehicle (POV)

- Shipment of one POV per service member is authorized to specific overseas locations only.
- Authorization to ship POV must be on the PCS orders. A motorcycle may 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 if designated location is stated in orders. Information on POV storage may be found at www.pcsmypov.com/storage.
- Locations and contact information for contractor operated VPCs can be found at www.pcsmypov.com/locations.
- Additional information available at www.pcsmypov.com.



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Passenger Travel/Port Call

SOLDIER SUPPORT CENTER

BLDG 650 MONROE AVE

Room 102



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Passenger Travel/Port Call

LOCATION

- The Port Call office is located at building 650, ROOM #102, phone number 757-878-4664
- **EMAIL:** 733MSG.LGRD.TravelOffice@us.af.mil

ORDERS: [DA Form 31 – Leave Form]

- Email one full set of orders and amendments, and Leave Form (DA 31).
- Please read your orders carefully, make sure name, rank, social security #, avail/report date and the Destination (APO) are correct.
- **Do not wait until the last minute to email your orders to the port call office.** Air Mobility Command (AMC) books reservations up to three months in advance. **Do not purchase leisure tickets until your port call information has been obtained.**

GOVERNMENT TRAVEL CHARGE CARD [GTCC]

- Service members on **PCS status** have to contact the Unit Travel Charge Card Agency Program Coordinator (APC) to register into the PCS program to activate the card for PCS travel. If you are a Government Travel Card Holder please make sure by the time you fly your GTCC is activated.

CONCURRENT TRAVEL

- **Must be authorized in your orders. Dependents' names should be listed with the date of birth, citizenship, and relationship.**

DEFERRED TRAVEL

- Travel of dependents is not expected for **61 to 140** days after member departs. Separate orders for dependents will be issued once Housing and Command Sponsorship are obtained. **Reservations will be made when the family member presents the orders, SSN#'s and Government No-Fee Passports.**



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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.**



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Travel Requirements

DESIGNATED LOCATION

- Your orders must authorize you to accompany your dependents to the designated location for the purpose of settling them and include city and state. You will then be authorized a ticket from the designated location to your next duty station.

PASSPORTS: [Mrs. A. Martin, 757-878-3883 – Bldg. 650, Room #110]

- **Government No-Fee passports are mandatory for all dependents traveling overseas. **NO TOURIST PASSPORTS WILL BE ACCEPTED.** This will be stated in your orders.**

LEAVE

- **Leave time does not take priority over the report date in your orders.** No government tickets are authorized **to** or **from** a leave point. Home Town Recruiting (HRAP) is considered a leave point.

PETS: [FT. Eustis VET Clinic, 878-5824] < Dogs & Cats ONLY >

Service members may reserve up to two pet spaces (**if available**). **Any cost for shipping a pet is at the member's expense.** All Health Certificates and immunizations required are the responsibility of the member. Pet cages must be hard sided and airline approved. **Any pets exceeding 150lbs will not be shipped. In cabin pets cannot exceed 10LBS.** Restrictions on dangerous dog breeds may apply depending on the country.



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Travel Requirements

Pets Continued

- 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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Appendix 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





(Not Including Hawaii and Alaska)

Please email a full copy of your orders to 733MSG.LGRD.TravelOffice@us.af.mil with the following information:

Name/Rank:

Personal Email:

Phone:

DOD:

DOB:

Date of Travel:

Dependents traveling? Y/N:



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HOUSING

SOLDIER SUPPORT CENTER

BLDG 650 MONROE AVE

ROOM 113



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UNACCOMPANIED HOUSING (UH)

Civil Engineer Squadron

Permanent Party Barracks

Bldg 650, Room 113

757-878-5858

<https://jble-eustismwr.com/home/services/housing>



- Permanent Room Assignments for Soldiers E1 – E5 without dependents.
- Furnishings and Maintenance
- Processing Exceptions to Policy (ETP)
- In/Out Processing
- Soldiers must schedule barracks move out inspection as early as possible (or as soon as they know their final out day)
- Final room inspection is usually the same day of departure from Eustis. Soldier must turn in all keys.



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Appendix Cont.

*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 Services Office

Civil Engineer Squadron

Bldg 650, Room 114

757-878-2977/ 5579

<https://jble-eustismwr.com/home/services/housing>

MAKING A DIFFERENCE



Fort Eustis, VA

- Current and Next duty station assistance.
- Landlord-Tenant Issue Resolution.
- Monthly Home Buying and Selling Seminars.
- In/Out Processing.
- Whether renting on or off post, Soldiers are required to give a “written notice to vacate” 30 days in advance and provide a copy of orders.
- *A Notice to Vacate is effective 30 days after the first date on which the next rental payment is due.



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Appendix Cont.

*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.





Conclusion

**Congratulations on completing the
Fort Eustis Levy Briefing!**

Please print and fill out the next slide
as proof of completion.



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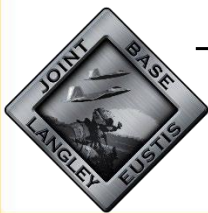
Certificate of Completion

Rank, Last Name, First Name, MI

I have viewed and understand the contents of the JBLE Online Levy Brief that was taken on

DD/MM/YY

I will print this certificate and turn it into my Battalion S1 with all the required documentation for further processing.



Soldier's Signature



S1 NCO's Signature





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