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Fort Leavenworth PCS Brief (LEVY) OCONUS ONLY





WELCOME

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Who Completes

Soldiers and Family members, in the Fort Leavenworth Community, notified of **Permanent Change of Station (PCS)** assignment instructions who is within a year of their report date.

Purpose

Provide information and procedures relative to clearing the installation.

Agenda

- Housing
- Transportation
- Army Community Services (Relocation)
- Reassignments
- Finance

Expected Outputs

Informed audience and additional questions answered so that Soldiers and Family members are prepared for their move to a new duty station.



TOUR LENGTHS



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<u>COUNTRY</u>	<u>W/ DEPENDENTS</u>	<u>ALL OTHERS</u>
ALASKA	36	36
BELGIUM	36	24 *
GERMANY	36	24 *
HAWAII	36	36
ITALY	36	24 *
JAPAN	36	24 *
KOREA	24	12
KUWAIT	24	12
NETHERLANDS	36	24 *
QATAR	24	12

NOTES:

* Career soldiers and all officers who have no family members will serve a “with-dependents” tour in long-tour areas, that is, where the tour lengths are both 36 months “with dependents” and 24 months “all others”.



Service Remaining Requirement



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- 12 Months for any PCS
- 12 Months-Unaccompanied (Korea),
24 Months-Accompanied (Korea)
- 36 Months (Alaska, Hawaii, Japan)

Please Note: If you do not meet the Service Remaining Requirement (SRR) for your assignment, You need to contact the Retention NCO



Airborne Assignments

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- Must have 3 years left in the Army.
- Must sign a Statement indicating you will/will not accept assignment.
- If Soldier declines airborne assignment, withdrawal of SQI (P) and deletion of assignment will incur.
- Please see the Reassignments Office if your desire is to decline the Airborne assignment.



Assignment to OCONUS

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REASSIGNMENT TO EUROPE EASI-GATE

European Assignment and Sponsorship Integrated Gateway

- Information on your new duty station
 - Lock in a sponsor
- Prepare for your move

<https://www.updb.eur.army.mil/Portal/Default.asp>

- For sponsorship

<http://www.eur.army.mil/EASIGATE/>



Assignment to OCONUS



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REASSIGNMENT TO KOREA

Temporary Lodging Allowance (TLA) at USAG-Red Cloud

1. **TLA Entitlements – Incoming:** Military and Joint Domicile personnel with command sponsored orders and concurrent travel approved by the Housing Office are authorized up to 60 days TLA; however, TLA may be limited. Military personnel must report to the housing office at the installation to which they are assigned within one working day upon arrival or, if arrival is on a weekend/holiday, the next duty city.

Unaccompanied Military personnel and Joint Domicile on a 1-year tour in the ranks of E-7 and above must report to the housing office prior before making lodging arrangements during regular duty days or TLA will not be authorized. Military personnel E-7 and above arriving after 1700 hours during regular week days or during the weekends and holidays are authorized TLA but must report to the housing office the next working day to be assigned quarters.



Assignment to OCONUS



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REASSIGNMENT TO KOREA

Temporary Lodging Allowance (TLA) at USAG-Red Cloud

1. TLA Entitlements – Incoming cont:

Camp Red Cloud housing office is located at the One Stop; Building 267

Camp Casey housing office is located in Maude Hall, Building 2440

Personnel will be required to attend a briefing on TLA processing procedures and the requirements to actively seek off-post housing.

Housing offices are open from 0730 to 1700 hours at Camp Red Cloud and 0800 to 1700 hours at Camp Casey. Briefing hours are at 0830 and 1330 hours each day Monday through Thursday.



Assignment to OCONUS



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REASSIGNMENT TO KOREA

Temporary Lodging Allowance (TLA) at USAG-Red Cloud

- TLA Entitlements - Outgoing:** Military and Joint Domicile command sponsored personnel living off-post are authorized up to 10 days TLA; however, they must provide a verification of clearance to the housing office prior to making lodging arrangements. TLA will be authorized when quarters are vacated off-post. Verification of clearance documentation is provided by the Housing office.

Unaccompanied Military personnel living in on-post housing are authorized a maximum of 3 days of TLA. TLA is authorized once government quarters are terminated.



Assignment to OCONUS



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REASSIGNMENT TO KOREA

Temporary Lodging Allowance (TLA) at USAG-Red Cloud

- No TLA Entitlements Authorized:** Military personnel requesting a travel change from deferred to concurrent travel through Military Personnel Division (MPD) by providing an address that their family members will reside with family in country will not be authorized TLA.

Non-command sponsored personnel

Early return of dependents (ERD)

TLA outside of Area I will not be authorized

Low cost moves from one installation to another



Total Army Sponsorship Program Fort Leavenworth Sponsorship Coordinator

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684-4391

HQDA EXORD 161-15 ARMY-WIDE IMPLEMENTATION OF THE TOTAL ARMY SPONSORSHIP PROGRAM (TASP) ARMY CAREER SPONSORSHIP MODUELE, ACTIVE COMPONENT.

You are in ACT and must initiate an online DA Form 5434 for sponsorship for your PCS move and for issuance of Installation Clearing Papers.

Steps for requesting sponsorship to your gaining unit.

ACT Portal: <https://actnow.army.mil>

Click on Sponsorship Tab and sub Tab for Create New Form and complete SECTION 1, 2, 4 and 5 and all fields. Leave SECTION 3 blank for your Gaining Installation to complete. After you have completed all sections you must click to check '(I certify)' block below form at the bottom of the page of your rank in Section 1 to save and validate your request. All sections and fields must be answered and filled in (N/A) where applied or the system will not validate your form. You will also need to have DA Form 5434 completed along with the online TASP survey for Out Processing section to obtain your clearing papers.

**If you have questions, concerns or need additional assistance please email us at the address below.
usarmy.leavenworth.imcom-central.mbx.total-army-sponsorship-prg@mail.mil**



DELETIONS/DEFERMENTS

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- Deletions, Deferments, Early Arrivals, and Stabilizations are authorized for Command, Personal, Operational, or Administrative reasons.
- Deferment → situation can be resolved in 120 calendar days
- Deletion → situation can take over 120 days to resolve
- Requests will be submitted as soon as a determination that a deletion or deferment may be needed, or within 30 calendar days of assignment notification, whichever occurs first.



PRO-FILE SURVEY

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Personnel traveling OCONUS are required to complete a PRO-FILE survey prior to departing CONUS. Official policy pertaining to PRO-FILE completion is published in AR 525-28, Chapter 6.

Before completing the survey, be sure to review the **privacy/security** information.

The survey can be accessed at:

<https://prmsglobal.prms.af.mil/prmsconv/profile/survey/start.aspx>



DPTM Force Protection AT/FP Brief

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General. Force Protection is the process of integrating the actions of the disciplines of OPSEC, Intelligence, Physical Security, Combating Terrorism, Law Enforcement, and Personal Security to protect friendly personnel, facilities, operations, and activities from loss due to hostile actions.

At Fort Leavenworth, the Directorate of Plans, Training, and Mobilization (DPTM) staffs and manages the Installation Antiterrorism (AT) and Force Protection (FP) related programs. The AT/FP office may be reached by calling (913) 684-0050. All information is listed on the following website:

<http://garrison.leavenworth.army.mil/Services/Services-Directory/Force-Protection-and-Antiterrorism.aspx>

Annual Training Requirements. All Department of Defense (DoD) personnel are required to complete or receive [AT Awareness Level 1](#) training each year as an annual requirement.



DPTM Force Protection AT/FP Brief

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Area of Responsibility (AOR) Travel Requirements for Official Travel

NORTHCOM	SOUTHCOM	PACOM
<ul style="list-style-type: none">• AT Level 1	<ul style="list-style-type: none">• AT Level 1• SERE100• PRO-File• Human Rights	<ul style="list-style-type: none">• AT Level 1• SERE100• PRO-File
CENTCOM	EUCOM	AFRICOM
<ul style="list-style-type: none">• AT Level 1• SERE100• PRO-File	<ul style="list-style-type: none">• AT Level 1• SERE100• PRO-File	<ul style="list-style-type: none">• AT Level 1• SERE100• PRO-File



DPTM Force Protection AT/FP Brief

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Training, Overseas Travel Briefings, and Area of Responsibility (AOR)

Specific Briefing requirements:

All Department of Defense personnel traveling overseas in an **official capacity, on orders**, are required to receive an overseas threat briefing and have a current AT Level 1 certificate. Army Personnel (including family members 14 years of age and older) assigned permanently or temporarily transiting through, or performing exercises or training in an OCONUS AOR within 3 months of travel.

Additionally, all Soldiers, DA Civilians, and Contractors are required to complete a PRO-File Survey and Survival, Escape, Resistance and Evasion (SERE100) prior to departing CONUS for **official duty**, except for personnel traveling within the NORTHCOM AOR.



DPTM Force Protection AT/FP Brief

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Training, Overseas Travel Briefings, and Area of Responsibility (AOR) Specific Briefing requirements cont:

The briefing is conducted each Thursday at Building #77, 296 Grant Avenue, 1st Floor, located at the corner of Reynolds and Grant Avenue.

- Travelers are not required to make an appointment, but must have a brief no less than 1 week prior to travel in order for the production of their specific brief.
- Travelers are required to have completed online training for AT-Level 1 Awareness, PRO-File, and SERE100 prior to the Thursday briefs and provide a copy of AT-level 1 Awareness certificate, PRO-FILE Certificate, and SERE100 Certificate at the briefing.
- Travelers are required to review Department of State and Foreign Clearance guide for changes or additional specific requirements.
- For SERE100 training instructions - **Contact your Training POC or the FP office for instructions at 684-0050.**
- **Point of contact** for this action is the Installation **AT/FP Office 684-0050/1781.**



EXCEPTIONAL FAMILY MEMBERS PROGRAM



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- EFMP is a mandatory enrollment program for all active duty service members (SM) who have Family Members (FMs) with special needs (i.e.: any physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training, or counseling).
- EFMP enrollees are required by Army Regulation to update their enrollments at least every three years, or sooner when there are substantial changes to medical condition or educational plan.
- Enrollment updates should be initiated at least six months prior to the expiration date. Note: Family travel decisions will not be made for Family members whose EFMP enrollment will expire within six months.
- Failure to update EFMP enrollment does not equate to disenrollment. Failure to update every three years puts the enrollment into a delinquent status that may affect Soldier's assignments and other career opportunities.



Assignment to OCONUS



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EFMP/Overseas Screening

Family Members: seeking OCONUS travel (to include Alaska and Hawaii) must have their medical records screened by the EFMP clinic, IAW AR 608-75. The forms listed below must be returned to complete the overseas screening process. Please note that if the items are not fully completed at the time you present for your EFMP screening appointment, your appointment may have to be rescheduled.

DA Form 5888 (Family Member Deployment Screening Sheet) to be completed by

- **Part A, #1-7** the Soldier/Family member
- **Part A, #8** the Service Member's Military Personnel Division representative.
- **Part B, #9** Each dependent's PCM will indicate if EFMP enrollment is "not warranted" or "consideration warranted" by placing their initials under the appropriate response).

DA Form 7246 (EFMP Screening Questionnaire) to be completed by sponsor or spouse on ALL dependent Family members requesting travel.

- Fill out all blocks on this form except the signature block on the bottom of page 2, which is for the provider. The questions that are being answered are only about the individuals listed on the form.
- You must answer all the questions.
- If you do not know the family member prefix, we will find it for you.
- The form must be signed and dated.



EXCEPTIONAL FAMILY MEMBERS PROGRAM



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EFMP/Overseas Screening Family Members

Physical Exam: A recent physical (within one year of the PCS date) is required. If Family Members have received physical exams from Ft. Leavenworth within that timeframe, they do not have to obtain a copy. The EFMP staff is able to review the records through their AHLTA medical records system.

- School Physicals count.
- Immunizations required by the host country must be up to date.

If dependents are seen by a civilian provider, an EFMP physical examination form and Medical clearance statement form are required. Patient needs to provide a copy of the last annual exam, current copy of immunizations, results of last pap smear, last mammogram results (only if dependent is 40 years or older) and notification stating there are no medical or mental health concerns that require mandatory Exceptional Family Member Program enrollment.

- DA Form 5888-1 (Off Post Physical Exam Form)
- Physical Examination Form - pages 2(a), 2(b) and 2(c)

Families must complete screenings before they can be added to orders for PCS.



EXCEPTIONAL FAMILY MEMBERS PROGRAM



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EFMP Enrollments

Family Members for whom EFMP enrollment is warranted (meeting EFMP criteria).

Medical Enrollment/Update Process: DD Form 2792 (EFMP Medical Summary) PCM's and other healthcare providers should initiate and complete the EFMP enrollment form at the time an enroll-able medical condition is diagnosed.

- Service/Family Member will complete entire first two pages of the DD Form 2792 with the exception of block 6. Do not sign block 6 until you go to the EFMP office to submit the final document.
- Pages 4-7 are completed and signed by the medical provider. Contact the EFMP office to schedule an appointment with your on post PCM to complete their portion of the form. Ensure when the provider completes the form, it is fully completed, is signed at the bottom of page 7, and has the required contact information.
- Pages 8-11, Addenda 1, 2 and 3 need to be completed. If they do not apply, the provider must annotate "NA" and complete the signature block at the bottom of each page.

Note: When updating the EFMP status, provide a copy of the PERnet EFMP enrollment summary, which summarizes FM's enrolled conditions and medical care requirements to the PCM for completion.

****PLEASE NOTE THAT THE EFMP AUTHENTICATED DD FORM 2792 WILL SERVE AS PROOF OF EFMP ENROLLMENT FOR THE PURPOSE OF ECHO SERVICES SUCH AS APPLIED BEHAVIOR ANALYSIS (ABA), AS WELL AS ACS EFMP RESPITE SERVICES****



EXCEPTIONAL FAMILY MEMBERS PROGRAM



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EFMP Enrollments (continued)

Educational Enrollment/Update Process: DD Form 2792-1 (EFMP Educational Summary) must be completed by school personnel for all children who are receiving services via an Individualized Education Plan (IEP) or Individualized Family Services Plan (IFSP).

- Page 2: Demographics Section (blocks)
 - 1-7: will need to be completed, signed and dated by the Sponsor/Guardian.
 - 8: Administrative Review will be completed by EFMP
- Page 3: Special Education/Early Intervention Summary (blocks)
 - 1-2: must be completed, signed and dated by the Sponsor/Guardian
 - 3-8: will need to be completed by the School or Educational Authority
 - A copy of the most recent/updated IEP/IFSP must accompany this form.

Home-schooled and privately-schooled child/student must have blocks 3-8 of page 3 completed and signed by the local public school system.

When all the forms are complete, please scan and email to the EFMP contact that is listed, or you may bring them to your local EFMP office. The forms will be left with the EFMP staff. You will be given an unsigned copy of the forms for your records.



EXCEPTIONAL FAMILY MEMBERS PROGRAM CONT



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The Munson Army Health Center Overseas Screenings and EFMP Processing office is located on the North/Northwest corner of the Munson Army Health Center, 1st floor, Room 1A085.

Hours: Mon – Fri: 8:00 am – 11:00 am – by appointment only

Tue, Wed and Fri: 1:00 pm to 3:30 pm – Walk-ins

No Walk-ins after 1330

Closed: Daily from 1130 - 1300

Thursday afternoon for administrative processing and training.

The 2nd Wednesday of each month from 0800 - 1200 for base wide
Training

Note: When arriving at the EFMP office for your scheduled appointment or walk-in, please check in with the Orthopedic Receptionist personnel:

* The Orthopedic Receptionist personnel will notify the EFMP staff of your arrival and inform you of any delays and possible wait times.

PHONE: 913-684-6250

Fort Leavenworth AG Reassignment 913-684-5588



MEDICAL SCREENING FOR OCONUS TRAVEL



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SM's steps to complete DA Form 4036 Medical Screening for OCONUS travel

1. In order to complete your DA Form 4036, (Medical and Dental Preparation for Overseas Movement), Service Members must have signatures and/or stamps from the (3) clinics listed below prior to their EFMP Office visit.
2. The last Stop is the EFMP Screening Office in Munson Army Health Center, North/Northeast corner of the Munson Army Health Center, 1st floor, Room 1A085. The DA Form 4036 is left with the EFMP staff for processing and submittal to AG for orders.

PRVENTIVE MED	913-684-6539	APPT: Tuesday & Wednesday	1300-1530
MUNSON OPTOMETRY	913-684-6750	WALK-IN	0800-1500
SMITH DENTAL CLINIC	913-684-5516	WALK-IN	0730-1030/1200-1430



MEDICAL SCREENING FOR OCONUS TRAVEL CONT



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3. The DA Form 4036 must be processed by the EFMP Screening Office (even if you are not enrolled in EFMP). The EFMP staff will forward the completed forms to the AG office. **We will not accept forms from anyone except EFMP staff.**

EFMP/OVERSEAS
SCREENING OFFICE

913-684-6250

APPT: MONDAY-FRIDAY
WALK-IN: MON, TUE, WED & FRI

0800-1100
1300-1530



Out-processing Summary



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- Contact your servicing S-1/Admin Office/Adjutants to finish the LEVY packet
 - Orders will only be processed after receipt of a completed LEVY packet.
 - A checklist is included with this brief for assistance.
- Receive orders via your .mil email address and through your unit
 - contact Transportation
 - contact Housing
 - contact Travel Office
- Out-processing appointments will be made by your S-1 for AG
- **All Solders must be in Uniform when out processing IAW Garrison Policy Letter #15.**
- Clearing papers will be issued from AG at your designated appointment



KEEP IN MIND

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- Your primary POC for assistance is your S-1.
- Per Department of Homeland Security Policy, your name and personnel information contained in the orders must match the passport.
- Orders will not be issued without a completed Levy packet on file.
- The Government will only pay travel and transportation expenses for command sponsored dependents
- If you are currently flagged for suspension of favorable actions you cannot receive orders until the flag is removed.



HOUSING

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- Current residents in On Post Housing must visit the Frontier Heritage Communities Community Center, 220 Hancock Avenue, Fort Leavenworth, to submit a Notice to Vacate 30 days in advance. If the Service Member (SM) is unable to visit The Community Center in person, a fully executed and notarized Special Power of Attorney can be used for the person designated to submit the Notice to Vacate. The Special Power of Attorney may be obtained from the FLFHC Community Center.
- When residents are leaving the installation due to the following reasons: PCS, TCS, Deployment, ETS or Retirement; they are responsible to visit the Community Center at 220 Hancock Avenue to submit the correct forms prior to departure. Residents must bring with them a set of their orders that support the move from Fort Leavenworth.
- An Exception to Policy may be granted to allow the Service Member's family to stay in housing while they are absent from the installation. If this option is desired, an Exception to Policy must be submitted and a pre-inspection of the home performed prior to the approval of the Exception to Policy. This can take several days to receive approval. The Approved Exception to Policy must be received in order to Out Process from the Army Housing Services Office in the Resiliency Building. The Service Member's spouse can also receive several benefits as part of FLFHC's Deployed Spouse program. Spouses may request to be placed on the Deployed Spouse list and receive assistance such as mowing the grass in the backyard and having the driveway cleared of snow when the accumulation is over 2". A copy of the Service Member's Orders taking him OCONUS must be submitted at the time of the request to be added to the Deployed Spouse list. There are other support systems in place on post for the spouses that remain in housing during the deployment as well.



HOUSING CONT

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- Should the Service Member be relocating the family from the installation, a Notice to Vacate must be submitted 30 days prior to vacating along with scheduling a pre-move out inspection as well as a final move out inspection. Service Members will be advised as to the expectations for the final move out inspection, during the initial visit to the Community Center.
- Submitting a Notice to Vacate without giving FLFHC the required 30 day notice, will cause the resident to pay additional rent for the short notice up to 30 days. There are occasions that a Service Member will receive short orders, which would **not** allow you a 30 Day Notice, however the date on the Orders must support this. Service Members on Short Orders are not obligated to pay the additional rent. However, if the Short Orders are dated prior to the 30 day window in which the resident is attempting to leave, and there was a failure to submit the 30 Day Notice to Vacate on time, the resident will be penalized by having to pay an additional 15 days of rent.
- If you have any questions regarding this information, please do not hesitate to call Frontier Heritage Communities Community Center at 913 682 6300.



HOUSING CONT



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- For any off post housing related issues contact the Housing Services Office (HSO) office at 684-3052/5681.
- For personnel residing off post, the requirements are normally spelled out in your lease agreement. Please give your Property Manager a written Letter of Termination to terminate, by mail or email.
- Schedule a move out inspection at that time and make sure that you have covered all requirements (per your lease) for clearing property.
- Property manager must return security deposit within 14 day, no later than 30 day, if any money is taken out for damages, they must provide an itemized listing. Provide landlord with your forwarding address.
- Assistance from HSO is available if necessary pertaining to issues with lease or clearing.



HOUSING CONT

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- **Permissive TDY:** Your DA 31 must be stamped by your gaining HSO at the beginning or you will be charged annual leave.
- If you own your home and want to rent it, for assistance contact the Housing Services Office.
- **Whether you live on post or off post, you must clear ISM through the Housing Services Office. For those living on post, please bring in your termination letter or your Exception to Policy from FHC.**



HOUSING CONT

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Please contact your Housing Service Office at your new duty station before you make housing arrangements for renting, leasing, or purchasing any off post housing.

Please check the following homepage on the Internet for further housing info:

<http://www.myarmyonesource.com>

And

www.housing.army.mil

Housing Services Office is located at:

600 Thomas Avenue, Bldg 198

Delorise Lee: 913 684-3052, email delorise.lee.civ@mail.mil



TRANSPORTATION

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HOUSEHOLD GOODS APPLICATION
ARE DONE THROUGH

WWW.MOVE.MIL



HOW TO REGISTER FOR DPS



What is DPS? DPS Login/Registration Process Locator Maps Contact Us FAQ Customer PPSO TSP



Move.mil
Official DPS Portal

DPS Dashboard Status ■

Click Here to Search Move.mil Search

LATEST NEWS PPSO reminder to Select "Yes" to "IS PACKING" ⏪ ⏩

DOD

Service Members and Civilians

Before You Move

Claims

Customer Satisfaction Survey

FAQ

New to Move.mil

[First Time Users Click Here!](#)

Returning DPS Users

[Login to DPS](#)



Useful Tools

- [Moving Resources](#)
- [Travel Information](#)
- [Acronyms](#)
- [Glossary](#)

Quick Links

- [Check your Browser](#)
- [Retirement and Separation](#)
- [Personally Procured Move](#)
- [It's Your Move Pamphlets](#)
- [DPS and ETA Help](#)

What's New

Department of State (DOS) Shipments
Updated 28 August 2013

Alcoholic Beverages to the UK
Updated 13 June 2013

GUAM Custom Process for Firearms and Motorcycles
Updated 16 Jan 2013

DPS Screen Freeze
Updated 18 Dec 2013

Prev **1** Next

System Response Center

24/7 Helpdesk

Phone
Toll-Free (800) 462-2176
Commercial 618-589-9445

Email
sddc.safb.dpshd@us.army.mil

Submit a ticket online
<https://www.sddc-srchelpme.com>

Move.Mil is a publicly accessible DOD website. Content updates to this website are required to undergo a public affairs and legal review prior to being posted. Therefore please be patient with any requested changes. This process is in compliance with DOD policy.



OPR for this page JPMO-HHGS

Contact Webmaster

Last Modified: 6/21/2013

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Fort Leavenworth AG Reassignment 913-684-5588

3:09 PM
1/23/2014



U.S. ARMY



HOW TO REGISTER FOR DPS

LATEST NEWS PPSO reminder to Select "Yes" to "IS PACKING REQUIRED?"

DOD
Service Members and Civilians

Before You Move Claims Customer Satisfaction Survey FAQ

First Time Users

Step by step process to move your Household Goods

1. Browser Compatibility
2. Validate Branch of Service Requirements
3. Obtain User ID and Password
4. Login to DPS

Check your Browser Compatibility

Ensure the Personal Computer (PC) used has Internet access.

- a. DPS Compatibility
DPS is compatible with Internet Explorer (IE) 6, IE 7, IE 8, Firefox 3.6, and Safari 4.x on the following Operating System given the perspective browser

Firefox: Windows, UNIX, Linux
Safari: Mac OS X
Internet Explorer: Windows, XP, Vista
- b. Pop Up Blocker must be turned off for DPS to function properly.
- c. Hardware Requirements
Processor Speed of 1GHz with 1GB of RAM
Screen Resolution 1024 x 768 pixels
Internet connection at least 56K
- d. Software Requirements
Adobe Acrobat Reader(r)

Check Your Browser

- Ensure you have a valid civilian electronic email account (yahoo, hotmail, gmail, etc.). Any email account that is not an official government or a military email account is a civilian account. If you do not have a civilian account, you should create one before you start your self counseling.

Quick Links

- Check your Browser
- Retirement and Separation
- Personally Procured Move
- It's Your Move Pamphlets
- DPS and ETA Help

Useful Tools

- Moving Resources
- Travel Information
- Acronyms
- Glossary

System Response Center

24/7 Helpdesk

Phone
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Commercial 618-589-9445

Email
sddc.safb.dpshd@us.army.mil

Submit a ticket online
<https://www.sddc-srchelpme.com>

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3:12 PM 1/23/2014



HOW TO REGISTER FOR DPS



What is DPS? DPS Login/Registration Process Locator Maps Contact Us FAQ Customer PPSO TSP

Move.mil
Official DPS Portal

DPS Dashboard Status ■ Search

LATEST NEWS PPSO reminder to Select

DOD Service Members and Civilians Before You Move Claims Customer Satisfaction Survey FAQ

First Time Users

Step by step process to move your Household Goods

1. Browser Compatibility
2. Validate Branch of Service Requirements
3. **Obtain User ID and Password**
4. Login to DPS

Obtain User ID & Password

Obtain a Log In from Electronic Transportation Acquisition (ETA) at <https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx>

DOD Service Member and Civilian Registration

Quick Links

- Check your Browser
- Retirement and Separation
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- DPS and ETA Help

Useful Tools

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System Response Center

24/7 Helpdesk

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Toll-Free (800) 462-2176
Commercial 618-589-9445

Email
sddc.safb.dpshd@us.army.mil

Submit a ticket online
<https://www.sddc-srchelpme.com>

Move.Mil is a publicly accessible DOD website. Content updates to this website are required to undergo a public affairs and legal review prior to being posted. Therefore please be patient with any requested changes. This process is in compliance with DOD policy.



HOW TO REGISTER FOR DPS



Browser address bar: <https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx>

Browser tabs: ETA SSO Portal v.4.16.1, DPS - Prod - 1.6.8 - K, DPS DOD Customer Re...

If you have a DPS account already, you may log on to [DPS](#).
[Forgot password?](#)

If you do not receive your account confirmation within the next 48 hours, please contact the SRC at Toll Free 1-800-462-2176 Option 6/Comm 618-589-9445 Option 6.

Social Security Number
(Coast Guard, use EIN)

Re-Enter Social Security Number
(Coast Guard, use EIN)

First Name

Last Name

Phone Number

Email Address

Personal Email \not gov't

Branch of Service

Spouses Info

**Current Supervisor/Additional
Emergency Contact Name**

**Current Supervisor/Additional
Emergency Contact Email**

Spouses Info

**Current Supervisor/Additional
Emergency Contact Phone**

Please select 7 different questions and provide responses.

- Duplicate responses are not permitted.
- Responses must be at least 3 characters long.
- Special characters not permitted: < > ' ' % :) (& + -

-- Select a question --

Answer:

Security Questions



SIGNING IN

Browser address bar: <https://eta.sddc.army.mil/ETASSOPortal/SSO/PortalLogin.aspx>

Browser tabs: ETA SSO Portal v.4.16.2, Yahoo, Move.mil - Before Your Be...

ETA Electronic Transportation Acquisition

[here](#)

OCONUS users requiring toll free access to the SRC:
From a DOD installation phone with DSN access, dial 94 809-4-OFF-DSN (809-463-3376); once you receive a second dial tone, dial SRC's toll free number, 1-800-462-2176.
No records to display.

ETA Notes

ETA Login

Digital Certificate / Smart Card Users

 [Click here to log in with your digital certificate](#)

ETA User-ID and Password Users

DPS Users: Turn off your Pop-Up blocker if using IE7, IE8 or IE9. Currently, DPS supports IE6, IE7, IE8, Firefox 3.6 and Safari 4.X.

Enter ETA User-ID / Password Credentials

ETA User ID:

Password:

[Change Password](#)

 **Need a new password!
Forgot your password!
Click here to reset it.**

Windows Taskbar: Fort Leavenworth AG Reassignment 913-684-5588 | 12:58 PM 1/27/2014



Browser address bar: <https://eta.sddc.army.mil/etassoportal/default.aspx>

Navigation: Home Links Support Help **Logout (ferg0089)**

ETA Electronic Transportation Acquisition

ETA User ID: ferg0089
Last Login: 23 Jan 2014 @ 1334 CST

My Approved Applications

- Defense Personal Property System (DPS)**
- GFM Training Simulator (GFMSIM)
- Global Freight Management (GFM)

Request Additional Applications

ISALUTE Counterintelligence Reporting
Click the image link to report suspicious activity

Welcome to ETA version 4.16.1
Turn off your Pop-up blocker before logging in. Click [here](#) for instructions to turn off pop-up blocker.

Outages
No records to display.

Notices

CAS	CAS 3.5 Release	The CAS team is pleased to announce the release of CAS v3.5 scheduled for the evening of 23 Jan 2014. To read about the latest features and enhancements, please click on the following link: CAS v3.5 Release Notes
ETA	ETA 4.16.2 Release	The ETA Team is pleased to announce the release of ETA v4.16.2 scheduled for 23 January 2014, 1700hrs CST. To see a summary of the latest enhancements and features, please click on the following link, ETA v4.16.2 Release Notes

UNCLASSIFIED//FOUO

Fort Leavenworth AG Reassignment 913-684-5588

3:33 PM 1/23/2014



Move.mil helpful hints

http://www.move.mil/

What is DPS? DPS Login/Registration Process Locator Maps Contact Us FAQ Customer PPSO TSP

Move.mil
Official DPS Portal

DPS Dashboard Status [Click Here to Search Move.mil](#) Search

LATEST NEWS Alcoholic Beverages to the UK.

DOD Service Members and Civilians **Before You Move** Claims Customer Satisfaction Survey FAQ

New to Move.mil
[First Time Users Click Here!](#)

Returning DPS Users
[Login to DPS](#)

Quick Links
[Check your Browser](#)
[Retirement and Separation](#)
[Personally Procured Move](#)
[It's Your Move Pamphlets](#)
[DPS and ETA Help](#)

What's New
Department of State (DOS) Shipments
Updated 28 August 2013
Alcoholic Beverages to the UK
Updated 13 June 2013
GUAM Custom Process for Firearms and Motorcycles
Updated 16 Jan 2013
DPS Screen Freeze
Updated 18 Dec 2013

Useful Tools
[Moving Resources](#)
[Travel Information](#)
[Acronyms](#)
[Glossary](#)

System Response Center
24/7 Helpdesk
Phone
Toll-Free (800) 462-2176
Commercial 618-589-9445
Email
sddc.safb.dpshd@us.army.mil
Submit a ticket online
<https://www.sddc-srchelpme.com>

Prev 1 Next

Move.Mil is a publicly accessible DOD website. Content updates to this website are required to undergo a public affairs and legal review prior to being posted. Therefore please be patient with any requested changes. This process is in compliance with DOD policy.

OPR for this page JPMO-HHGS Contact Webmaster Last Modified: 6/21/2013
This is a Department of Defense (DOD) computer system. Please read our Privacy, Accessibility, Use, and Non-Endorsement Disclaimer Notice.

Fort Leavenworth AG Reassignment 913-684-5588

11:30 AM
1/27/2014



Move.mil helpful hints



What is DPS? DPS Login/Registration Process Locator Maps Contact Us FAQ Customer PPSO TSP

Move.mil
Official DPS Portal

DPS Dashboard Status Search

LATEST NEWS [Begin](#)

DOD
Service Members and Civilians

[Before You Move](#) [Claims](#) [Customer Satisfaction Survey](#) [FAQ](#)

Before Your Move

Step by step process to move your household goods.

- Accessing DPS
- DPS How-to Guides**
- Weight [DPS How-to Guides](#)
- Privately Owned Vehicles (POV)
- Firearms
- It's Your Move Pamphlets
- General
- Retirement and Separation

- Spouse Pro-Gear
Definition and examples of Professional Books, Papers, and Equipment (PBP&E).
- Alcoholic Beverage Shipment
See the pamphlet "It's Your Move".
- Gypsy-Moth
Important - USDA PDF
- Flat Panel Television
Helpful information regarding flat panel TVs and monitors.
- Front-Loading Washer
Front-loading washer handling tips before shipment.
- Plastic Totes
Helpful info regarding use of plastic storage totes when you move.

Quick Links

- Check your Browser
- Retirement and Separation
- Personally Procured Move
- It's Your Move Pamphlets
- DPS and ETA Help

Useful Tools

- Moving Resources
- Travel Information
- Acronyms
- Glossary

System Response Center

24/7 Helpdesk

Phone
Toll-Free (800) 462-2176
Commercial 618-589-9445

Email
sddc.safb.dpshd@us.army.mil

Submit a ticket online
<https://www.sddc-srhelpme.com>

Move.Mil is a publicly accessible DOD website. Content updates to this website are required to undergo a public affairs and legal review prior to being posted. Therefore please be patient with any requested changes. This process is in compliance with DOD policy.

http://www.move.mil/dod/before_you_begin/dps_how_to_guides.cfm

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Move.mil helpful hints

The screenshot shows the Move.mil website interface. At the top, there are navigation tabs: "What is DPS?", "DPS Login/Registration Process", "Locator Maps", "Contact Us", "FAQ", "Customer", "PPSO", and "TSP". Below these is the "Move.mil Official DPS Portal" header with a search bar and "DPS Dashboard Status". A "LATEST NEWS" section follows, with a sub-heading "Frequently Asked Questions From the System Response Center (SRC)".

The main content area is titled "DOD Service Members and Civilians" and includes a "Before You Move" section. Under "Before Your Move", there is a list of links: "Accessing DPS", "DPS How-to Guides" (circled in red), "Weight Allowance", "Privately Owned Vehicles (POV)", "Firearms", "It's Your Move Pamphlets", "General", and "Retirement and Separation".

To the right of this list is a "Quick Links" section with links for "Check your Browser", "Retirement and Separation", "Personally Procured Move", "It's Your Move Pamphlets", and "DPS and ETA Help". Below that is a "Useful Tools" section with links for "Moving Resources", "Travel Information", "Acronyms", and "Glossary".

At the bottom of the main content area is a "System Response Center" section with a "24/7 Helpdesk" and contact information for phone, email, and online ticket submission.

The footer of the page contains a disclaimer: "Move.Mil is a publicly accessible DOD website. Content updates to this website are required to undergo a public affairs and legal review prior to being posted. Therefore please be patient with any requested changes. This process is in compliance with DOD policy." and a contact number: "Fort Leavenworth AG Reassignment 913-684-5588".



COUNSELING CHECKLIST



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ENTITLEMENTS:

- Move from current duty station to the new duty station

WEIGHT ALLOWANCE:

- Service Members - Based on your rank and if you have dependents

WEIGHT RESTRICTION: CONUS – None

OCONUS - Korea 50%, Germany- NONE



COUNSELING CHECKLIST

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- **Excess Cost-** This can accrue if you were to exceed your weight allowance or move somewhere other than next duty station.
- You can also be charged for an attempted pick up. You are required to be available from 0800 – 1700 hrs on your scheduled move dates.
- Mode and method of shipment - tractor trailer.



COUNSELING CHECKLIST

UNCLASSIFIED



Unauthorized items

- Automobiles, trucks, vans and similar motor vehicles, airplanes, mobile homes, camper trailers, horse trailers, and farming vehicles.
- Perishable articles including frozen foods, articles requiring refrigeration or perishable plants.
- Items for resale, disposal, or commercial use.
- Cordwood and building material for resale, disposal, or commercial use.
- Live ammunition.
- Hazardous items including explosives, flammable and corrosive materials, poisons, propane tanks.



COUNSELING CHECKLIST

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Professional Books, Papers, and Equipment Effective for all orders dated 1 May 2014 or after

- Defined as: HHG'S in a member's possession needed for the performance of official duties at your next duty station.
- **When properly listed on the inventory and weighed**, the weight of PBP&E/Pro-Gear does not count against the total weight of your shipment.
- **MAXIMUM** weight is authorized **is 2000 LBS.**
- Cubed weight is now 7 pounds per cubic foot, therefore a 1.5 box is equal to 10.5 pounds, 3.0 box is equal to 21 pounds.



COUNSELING CHECKLIST

UNCLASSIFIED



The following items are considered PBP&E/Pro-Gear:

SIF issued gear, Specialized clothing such as diving suits, flight suits, astronaut's suits, flight helmets, band uniforms, chaplain's vestments.

Instruments, tools and equipment peculiar to technicians, mechanics, medical professionals members of the of the professions.

Communication equipment used by a Defense Department civilian employees or DOD members in association with MARS.

Individually issued field clothing and equipment and Gov't or uniformed service-owned accountable organizational clothing issued to the member.



COUNSELING CHECKLIST

UNCLASSIFIED



Professional Books, Papers, and Equipment cont

NOTE: Excluded from PBP&E/Pro-Gear are commercial products for sale/resale used in conducting a business, sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E/Pro-Gear.

Personal computer equipment, Memorabilia including awards, plaques or other objects presented for past performances.

Table service including flatware (including serving pieces), dishes and other utensils and glassware. Other items of professional nature that will not be necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a professional reading program or course of instruction and reference material that ordinarily would be available at the next PDS either in hard copy or on the Internet.

Uniforms to include Class A's, ACU's, Boots, etc....



COUNSELING CHECKLIST

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Servicing\ Deservicing your Appliances

- It is your responsibility to disconnect the hoses from appliances
- Front Washer: provide the bolts for front load washers
- Disconnect\ breakdown your stereo components
- Defrost your freezers
- It is required to be done prior to the movers arrival
- You will need to disassemble any swing sets, trampolines, sheds or other outside play equipment.

Temporary storage:

Service Members are entitled to 90 days of storage at destination.



COUNSELING CHECKLIST

UNCLASSIFIED



Checking your inventories at origin and destination

- It is your responsibility to check the inventories to insure they are correct. You will need to insure the headings are completely filled out, insure all your electronic items are listed by make, model and serial number, and you need to insure that your PRO GEAR is correctly listed on there as well.
- At destination do not sign any paperwork until the movers have done their job to your satisfaction, they are required to reassemble all items that were disassembled at origin, i.e.; tables and beds. They will do a one time placement of the boxes and furniture. If you want them to unpack they can do that for you as well, whatever they unpack they will take away the boxes and debris.



COUNSELING CHECKLIST

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- Members responsibility to contact the TSP to arrange for the delivery of your HHG'S.
- Member responsibility contact the TMO office if there is any changes in your orders.
- Extra pick up \ delivery – as long as it is within the local area. Will not p/u from a store
- Designated agent- Spouses are not automatically authorized to release and receive your HHG's.
- Quality Control form – SDDC/DPS will send an email at the completion of your move for you to fill out a survey.
- Soil and pest infestation.
- Items of extraordinary value.



PERSONAL PROPERTY MOVEMENTS



UNCLASSIFIED

- Full PPM - you move everything yourself.
Partial PPM- you move part of your HHG's and the government moves the rest.
- Obtain Empty & Full weight tickets.
- Keep all fuel and toll receipts.
- If an advance is taken you will need to submit the voucher with your package (acquire it via My Pay).
- If you are doing a full PPM you need to submit your rental contract for your Rental Truck.



U.S. Passport Information

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OFFICIAL (NO-FEE) PASSPORT

Authorized under the [Foreign Clearance Guide](#) (FCG)

Only used when traveling on orders

Required for DoD civilian employees

Required with appropriate SOFA/Visa for military and command sponsored civilian dependents

Required for specific country visa inclusion on official travel (PCS, TDY, etc.)

**** Leisure travel (holiday travel) to a foreign country other than the country of assignment on a official (no-fee) passport is not authorized. Associated risks in presenting a false travel status to a foreign country is the responsibility of the traveler.**

TOURIST (FEE) PASSPORT

Processing the application, and cost are the responsibility of the traveler

Recommended for overseas assignment if you intend to travel between countries on leisure (holiday) travel

PASSPORT VALIDITY

MILITARY PERSONNEL: Check the FCG for your visa/SOFA requirements. Your requirements will likely be deferent than your dependent's.



U.S. Passport Information

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Passport/Visa Contact Information

Customer Service Hours: 0730 - 1600

Mon – Fri

Building 168, 450 Pope Avenue

684-4066



Transportation Contacts

UNCLASSIFIED



Customer Service Hours: 0730 - 1630;

Mon – Fri

Building 168, 450 Pope Avenue

Front Desk 913-684-5656

Outbound 913-684-5651

QC Inspector 913-684-8911

FAX 913-684-2351

Office Email: usarmy.leavenworth.imcom-central.mbx.pps0@mail.mil



TRICARE as you PCS

UNCLASSIFIED



TRICARE North

1-877-TRICARE

www.hnfs.com

(1-877-874-2273)

Connecticut, Delaware, District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, and Wisconsin.

TRICARE South

1-800-444-5445

www.humana-military.com

Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, South Carolina, Tennessee, and the eastern portion of Texas.

TRICARE West

1-877-988-WEST

www.triwest.com

(1-877-988-9378)

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, the western portion of Texas.



ARMY COMMUNITY SERVICE

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All Service Member's going OCONUS are required to attend a briefing at ACS. The briefing is held every Tuesday from 1000-1100 at the Resiliency Center, 1st floor, Room 157. You must attend the brief to receive a stamp on your certificate. The certificate is later turned-in by your S-1 to AG for orders.

- Resiliency Center– 600 Thomas Ave BLDG 198 – M-F 0730-1630
913 684-2800
- On the web
www.fortleavenworthmwr.com





RELOCATION SERVICES

UNCLASSIFIED



- Installation Information (Learn all you need about your new duty location)
www.militaryhomefront.dod.mil
- Military Installations page – find a PDF full of info on your new location
 - Plan My Move Page – Print off “To-Do” lists & more
 - PCS workshops
 - Smooth Moves, School Transitions, Moving With Kids
 - Lending Closet
 - Check out items for free until you leave
 - MFLC
 - Need to talk? They’re ready to listen
 - Individual Relocation Consultations
 - Get personalized assistance for your move!





Anticipate Moving Expenses

UNCLASSIFIED



- Rent/security/pet deposits
- Renter's/homeowners insurance
- Utility deposits
- Purchase appliances
- Temporary transportation
- Driver's license and plates
- If you are taking leave in conjunction, budget for the extra time and expenses





DMPO

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PCS FACT SHEET

PRIVATELY OWNED CONVEYANCE (POC)

A Service Member entitled to transportation of Family Member(s) is authorized mileage rates for travel performed by POC, exclusive of transoceanic travel, at the mileage rates listed below for dependents for the use of one or two POCs for each household, provided the Service Member and/or Family Member(s) own or have a long term lease for the POCs.

Authorized 1 vehicles at \$.23 each per mile

Authorized 2 vehicles at \$.46 each per mile

In most cases, per diem rates are as follows:

SERVICE MEMBER = \$129.00/day

SPOUSE/DEP 12 & OVER = \$ 96.75/day

DEPENDENTS 11 & UNDER = \$ 64.50/day

Other rates are applicable when commercial or government transportation modes are used.

DAYS OF PER DIEM

One day of travel time is allowed for each 350 miles of the official distance of the ordered travel when travel is by POC. One additional day of travel time is allowed for any distance in excess of multiples of 350 miles if the excess is 51 miles or more. When the total official distance is 400 miles or less, one travel day is allowed. Please note that you may be allowed a maximum number of travel days but you will only be paid for travel days you actually use.



DMPO CONT

UNCLASSIFIED



PCS FACT SHEET

COMMERCIAL/GOVERNMENT TRANSPORTATION

Service Member and authorized Family Member(s) are authorized commercial airfare (limited to government costs) or a government issued airline ticket. Tickets you paid for can only be reimbursed if orders authorize IBA tickets!

TDY ENROUTE

Service Members are authorized transportation from old permanent duty station to TDY site; per diem for the TDY performed, and transportation from the TDY site to the new permanent duty station. Family Members are entitled to transportation from the old permanent duty station direct to the new permanent duty station. Current mileage rate is \$.555 cents per mile for TDY.

OCONUS TRAVEL

The authorized AMC port of embarkation for Germany from the Fort Leavenworth area is Atlanta, or Baltimore/Washington International. The authorized AMC port for Korea is Seattle and LAX. As long as you are shipping your POV AT GOVERNMENT EXPENSE, you may drive it to any other authorized port in the DIRECTION OF YOUR OFFICIAL ORDERED TRAVEL and receive mileage and per diem.



DMPO CONT

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PCS FACT SHEET

DISLOCATION ALLOWANCE (DLA)

The purpose of DLA is to partially reimburse Service Members for the expenses incurred in relocating his/her household in connection with a PCS move. Service Members with dependents are entitled to DLA when their dependents relocate the household to the new duty station or by orders authorizing a designated location. Service Members without dependents receive DLA when they in- process at the new duty station and government quarters are not assigned. DLA is claimed as part of your dependent travel voucher when in-processing at your new permanent duty station. You may request a DLA advance on the PCS Travel Advance Request form DD Form 2560.

ADVANCES

Travel and dislocation advances are paid at 80 percent of the maximum rate for mileage and per diem and 100 percent DLA.

PERMISSIVE TDY FOR HOUSE HUNTING

You are authorized up to ten (10) days permissive TDY for house hunting if government housing or quarters will not be immediately available or you choose not to occupy them. Permissive TDY is requested on DA 31 (leave form) and should be approved prior to departing old duty station or reporting to new duty station and the Permissive TDY date must be annotated in the remarks section. The DA 31 (leave form) must be signed by a Lieutenant Colonel or above or have a Assumption of Command Letter along with the DA-31 (leave form). You must report to the gaining on post housing office on the first available duty day prior to starting house hunting and have the DA Form 31 verified/stamped. Failure to do so will result in leave being charged for the entire period.



DMPO CONTACT

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Defense Military Pay Office (DMPO) can be accessed at the following location:

West end of BLDG 87
823 McClellan Ave
Mon, Tue, Thur, and Fri 0730-1630
Wed 1130-1630
913 684-5710



G8 GOVT CREDIT CARD

UNCLASSIFIED



USE OF GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR PCS EXPENSES

1. Voluntary Program.
2. Mandatory Purchase of airfare, with a current government credit card.
3. Must contact Agency Program Coordinator to enroll and provide copy of PCS orders. If you are TDY enroute, provide a copy of TDY orders.
4. Account is modified to indicate they are in a PCS status and placed in a Mission Critical status.
5. While in a PCS status, accounts will not suspend, incur late fees or be reported against the Command as delinquent.
6. Accession and Separation PCS are excluded from this program.



G8 GOVT CREDIT CARD

UNCLASSIFIED



USE OF GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR PCS EXPENSES

7. Transportation, Lodging, Meals, Temporary Quarters Subsistence, and Approved House Hunting Expenses are authorized expenses in the GTCC/PCS program.
8. Credit and cash limits can be increased accordingly if needed.
9. Cash advances will be obtained using the GTCC. Participants of this program may not obtain advances from the Finance Office.

415 Sherman Ave Bldg 52 Room B4 684-1818/1850



U.S. ARMY

KEY PHONE NUMBERS

UNCLASSIFIED



AG-Reassignment Section	684-5588
Transportation-Family Travel/Passports	684-4066/4067
Transportation-Personal Property	684-5656/5651
Transportation-Quality Control	684-5650
Finance-Out Processing Appointment	684-5721
Finance-Travel Section	684-5710
Family Housing	684-3052/6300
Legal Assistance	684-4944
Army Community Services	684-4357/2800
MEDDAC Medical Records	684-6641/6642/6640
EFMP Screening Office	684-6681
Veterinary Services	684-6510
Carlson Wagonlit Travel	1-866-832-8692
Travel Lodging	1-800-GO-ARMY1



REASSIGNMENT/LEVY PACKET CHECKLIST

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1. If you are PCSing **OCONUS** (Outside the United States) the following forms are needed prior to cutting your orders. All medical documents will be forwarded by the EFMP office.

Airborne Acceptance/Declination Form (only for airborne assignments)
Reassignment Questionnaire pg1 & pg 2 (required/completed w/name on top)
Departure Data for Soldiers on PCS Orders pg1 & pg2 (required/completed)
DA FORM 7415 Exceptional Family Member Program (EFMP) (required/completed) (EVERYONE)
DA FORM 5118 Reassignment Status and Election Statement
DA FORM 5121-R Overseas Tour Election Statement
DA FORM 4787 Reassignment Processing Form
DA FORM 7246 EFMP Screening Questionnaire
HAAP (Home base/Advanced/Sequential Assignment) Memorandum (if applicable)
Anti-Terrorism/Force Protection (AT/FP) Training Memo



REASSIGNMENT/LEVY PACKET CHECKLIST

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2. If you have a **TDY in conjunction with your PCS**, you will need to fill out the forms below. Turn-in completed forms along with a copy of your RFO (OFFICERS) or Assignment Instructions (ENLISTED; S-1/S-3 can find the School Dates in EDAS) to your unit S-1/S-3 for processing. **A copy of the Option Statement must be turned-in to AG along with the above forms.** PCS orders **DO NOT** pay for your TDY, you must have a manual 1610 or a DTS order in hand when you go to your TDY location.

	Budget Travel Worksheet
	Option Statement
	Copy of your RFO (OFFICERS)/ AI (ENLISTED)



REASSIGNMENT/LEVY PACKET CHECKLIST

UNCLASSIFIED



3. If you are going to **Drill sergeant/ Recruiter School** please provide a copy of the following documents after graduation so that orders can be cut.

	Drill Sergeant (DA FORM 1059)
	Recruiter (DA FORM 1059/ DA FORM 2446)



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PLEASE PRINT AND SIGN YOUR
COMPLETION CERTIFICATE; HAVE
ACS STAMP YOUR CERTIFICATE
DURING YOUR BRIEF (TUE 10:00)
THEN TURN-IN TO YOUR S-1 TO BE
ADDED TO YOUR LEVY PACKET



Fort Leavenworth
PCS Brief (LEVY) OCONUS ONLY



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CERTIFICATE OF COMPLETION

This certificate acknowledges that the undersigned has thoroughly read and understands the USAG Fort Leavenworth PCS LEVY Briefing and their responsibilities while clearing Fort Leavenworth Garrison.

Signature/Date

Rank/Print Name

Signature/ACS