

MEMORANDUM FOR Adjutant General, Reassignment Section

SUBJECT: Departure Data for Soldiers on PCS Orders

DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRESCRIBING AUTHORITY: AR 600-8-11

AUTHORITY: Title 10, US Code, Section 3012

PRINCIPLE PURPOSE: To request information required to process reassignment instructions for personnel alerted for movement.

ROUTINE USE: Used by the AG Personnel Management Branch in processing assignment instructions resulting in permanent change of station (PCS) orders for individuals assigned to CAC & Ft. Leavenworth, KS

DISCLOSURE & EFFECT: Voluntary. If soldier does not provide information required by completion of form, it may result in the individual not receiving orders and other pertinent data regarding PCS instructions in a timely fashion.

1. The following information is furnished for use in preparation of my PCS orders:

a. Name _____ Rank _____ SSN _____

b. I plan on taking ____ ordinary days of leave enroute to my new duty station.

c. My leave address and phone number will be (“in care of” if applicable): _____

d. I will sign out of my present unit on or about: _____

e. I have submitted a request for deletion/deferment through my unit commander: (Yes) (No) (If “Yes”, explain your reason in the remarks section, item 7)

f. My duty telephone number is: _____

g. My home telephone number is: _____

IMLV-HRM-M

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2. I understand that if my assignment is a BCT assignment, I must complete DA Form 4036-R (Medical and Dental Preparation for Overseas Movement) within 21 days of receiving my Levy Briefing, but no earlier than 6 months prior to my scheduled report date.
3. I understand that if I request a deletion/deferment, or early arrival, the Reassignment Section at the AG must have a completed DA Form 4187 within 30 days of the EDAS cycle date.
4. (ENLISTED ONLY) I understand that if I do not have enough time remaining in order to complete my next duty assignment, that I must extend or reenlist to meet that requirement IAW AR 600-8-11, 2-10. I further understand that if I do not meet this requirement within 30 days of my CAP CYCLE notification, a Declination of Continued Service (DA Form 4991) will be initiated. 24 months Time on Station is required for a CONUS PCS assignment.
5. To the best of my knowledge, all information contained in this memorandum is correct. I will immediately contact my unit S-1 if any unforeseen situation may require changes to my assignment or if I have any questions.
6. I (am) (am not) retiring in lieu of PCS. In the event that I am retiring in lieu of PCS, I (will) (will not) be taking terminal leave.
7. Remarks (use an additional sheet if necessary):

Signature

Name