UNCLASSIFIED

Fort Leavenworth
PCS Brief (LEVY) CONUS ONLY

Fort Leavenworth AG Reassignment 913-684-5588
usarmy.leavenworth.imcom-west.mbx.leav-orders@mail.mil

WELCOME

Who Attends

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.

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Total Army Sponsorship Program
Fort Leavenworth Sponsorship Coordinator

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

- 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.

EXCEPTIONAL FAMILY MEMBERS PROGRAM

- 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.

EXCEPTIONAL FAMILY MEMBERS PROGRAM CONT

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The Munson Army Health Center Overseas Screenings and EFMP Processing office is located on the 2nd floor of Munson

Hours: Mon – Fri: 8:00 am – 11:00 am – by appointment
12:30 pm to 4:30 pm – Walk-ins

PHONE: 913-684-6250, ask for EFMP

Airborne Assignments

- 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.

Out-processing Summary

- 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

HOUSING

- 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

- 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

- 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

- **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

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
913 684-3052

TRANSPORTATION

HOUSEHOLD GOODS APPLICATION
ARE DONE THROUGH

WWW.MOVE.MIL

HOW TO REGISTER FOR DPS

http://www.move.mil/

ETA SSO Portal v.4.16.1 | DPS - Prod - 1.6.8 - K | 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: PPSO reminder to Select "Yes" to "IS PACKING

DOD | Before You Move | Claims | Customer Satisfaction Survey | FAQ

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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
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  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

Useful Tools
- Moving Resources
- Travel Information
- Acronyms
- Glossary

System Response Center
24/7 Helpdesk
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Email
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https://www.sddc-srchelpme.com

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HOW TO REGISTER FOR DPS

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

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24/7 Helpdesk

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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

http://www.move.mil/dod/first_time_users/obtain_user_pass.cfm

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Move.mil
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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

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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
- 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-srchelpme.com

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HOW TO REGISTER FOR DPS

https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx

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	
Branch of Service	-Select Service-
Current Supervisor/Additional Emergency Contact Name	
Current Supervisor/Additional Emergency Contact Email	
Current Supervisor/Additional Emergency Contact Phone	
Security Questions	**Please select 7 different questions and provide responses.** ▪ Duplicate responses are not permitted. ▪ Responses must be at least 3 characters long. ▪ Special characters not permited: < > " ' % :) (& + - -- Select a question -- Answer: -- Select a question -- Answer: -- Select a question -- Answer: -- Select a question --

Personal Email \not gov't

Spouses Info

Spouses Info

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1/23/2014

SIGNING IN

https://eta.sddc.army.mil/ETASSOPortal/SSO/PortalLogin.aspx

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:

Log In

Change Password

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

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U.S.ARMY

SUSTAIN SUPPORT DEFEND

https://eta.sddc.army.mil/etassoportal/default.aspx

ETA SSO Portal v.... | DPS - Prod - 1.6.8 ... | Move.mil - First Ti... | ETA SSO Portal...

ETA Electronic Transportation Acquisition

Home | Links | Support | Help | New Password | Logout (ferg0089)

Login Status

Logout

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 Janauary 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

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3:33 PM 1/23/2014

Move.mil helpful hints

http://www.move.mil/

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LATEST NEWS Alcoholic Beverages to the UK.

DOD
Service Members and Civilians

Before You Move | Claims | Customer Satisfaction Survey | FAQ

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Quick Links
- Check your Browser
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Useful Tools
- Moving Resources
- Travel Information
- Acronyms
- Glossary

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Prev | 1 | Next

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

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

Move.mil helpful hints

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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: Frequently Asked Questions From the System Response Center (SRC).

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 Allowance
- Privately Owned Vehicles (POV)
- Firearms
- It's Your Move Pamphlets
- General
- Retirement and Separation

Here are the step-by-step guides to complete your household goods shipments using DPS from start to finish. More detailed training materials are available in DPS. After you log in to DPS, click the "Training" tab on the menu bar.

1. DPS_Registration and Access
2. Logging into DPS
3. DPS Welcome Section
4. Self Counseling
5. Shipment Status Check
6. Personal Info Update
7. Requesting a Reweigh
8. Requesting Delivery
9. Customer Satisfaction Survey
10. Filing a Claim

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

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11:42 AM
1/27/2014

COUNSELING CHECKLIST

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

COUNSELING CHECKLIST

- **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

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

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

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

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 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

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

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

- 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

- 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.

Transportation Contacts

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.ppso@mail.mil

TRICARE as you PCS

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

ACS Services can be accessed at the following location:

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

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 on Tuesday or Thursday from 1000-1100 at the Resiliency Center, 1st floor, room 157. You must attend the brief to receive a signature on your certificate.

- Resiliency Center– 600 Thomas Ave BLDG 198 – M-F 0730-1630
  913 684-2800

- On the web
  www.fortleavenworthmwr.com

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RELOCATION SERVICES

- 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

- 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

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

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 is at $.23 cents per mile
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 if In and Around mileage is Authorized.

DMPO CONT

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 9114.

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

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

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

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

KEY PHONE NUMBERS

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

1. If you are PCSing within ***CONUS*** (Stateside) the following forms are needed prior to cutting your orders.

	Airborne Acceptance/Declination Form (only for airborne assignments)
	Reassignment Questionnaire (required/completed w/name on top)
	Exceptional Family Member Program (EFMP) **DA FORM 7415 (required/completed) (EVERYONE)**

2. If you have a **TDY in conjunction with your PCS**, you will need to fill out the forms below. **A copy of the Option Statement must be turned-in to AG.** PCS orders **DO NOT** pay for your TDY, you must have a manual 1610 or a DTS order (issued by your S-1) in hand when you go to your TDY location.

REASSIGNMENT/LEVY PACKET CHECKLIST

IF APPLICABLE

	Option Statement

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)

PLEASE SIGN AND PRINT OUT YOUR COMPLETION CERTIFICATE AND TURN IN TO YOUR S-1 TO BE ADDED TO YOUR LEVY PACKET

UNCLASSIFIED

Fort Leavenworth

PCS Brief (LEVY) CONUS ONLY

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.

_____ _____

Rank/Print Name **Signature/Date**