

Installation Reassignment Processing Branch (Levy)

Frequently Asked Questions (FAQ) Sheet

Last Updated: **7 SEPTEMBER 2016**

SECTIONS:

ENLISTED REASSIGNMENTS, OFFICER REASSIGNMENTS, DELETION/DEFERMENTS AND COMPASSIONATE, DRILL SERGEANT/RECRUITING/SPECIAL MANAGEMENT ASSIGNMENTS, AG ORDERS, CUSTOMER SERVICE, FAMILY TRAVEL, PASSPORTS, AND PORT CALL

HOURS OF OPERATION:

CUSTOMER SERVICE DESK ONLY: MON-WED & FRI 0800-1130 AND 1300-1600

THUR: 1000-1130 AND 1300-1600

FAMILY TRAVEL:

MON-WED & FRI 0900-1130 PASSPORT APPLICATIONS PROCESSING

BY APPOINTMENT ONLY

AND

**MON-WED & FRI 1300-1550 WALK-INS FOR ALL OTHER FAMILY TRAVEL MATTERS
(TO INCLUDE PICKING UP AND/OR DROPPING OFF PASSPORTS AND BIRTH DOCUMENTS)**

THUR: CLOSED ALL DAY FOR PROCESSING

ALL OTHER SECTIONS:

MON-WED & FRI 0900-1130 & 1300-1600

THUR: 1000-1130 & 1300-1600

**THIS BRANCH IS CLOSED FOR ALL TRAINING HOLIDAYS IN CONJUNCTION
WITH FEDERAL HOLIDAYS. PLEASE BE SURE TO PLAN ACCORDINGLY.**

The following are frequently asked questions pertaining to matters concerning Permanent Change of Station (PCS) moves. Due to changes brought about while implementing the new On-line Levy Brief, which went into effect on 1 Jul 11, it is vitally important that Soldier's follow the guidance provided to ensure no delays occur in the reassignment process. It is now **required** that **all** actions associated with reassignments will be tracked and monitored through the S-1 Section (to include submission of DA Form's 4187, Reenlistment/Extension documentation, and request for amendments). Units not supported by the Hood Server (MEDDAC and OTC) may schedule a levy briefing by calling 287-2910, all others will receive assistance for the On-line Levy with/through the S-1 Representative. It is also vitally important that S-1 personnel be proactive in handling inquiries and actions for the Soldiers of your commands as the IMCOM-wide downsizing has increased the

processing time. All actions will be processed on a first in, first out basis with a processing time of 7-10 working days. If there is a situation or circumstance which requires an exception for timeliness, it must be coordinated directly with the Reassignment Technician by the S-1 representative to ensure all the required documentation has been received by this office. All documents pertaining to Family Travel will be hand-carried directly to the Family Travel Office by the Soldier or a Family Member for processing during the afternoon walk-in hours of operation **only**. If there are any further questions that are not addressed on this sheet, please see your S-1 personnel immediately who can contact the Technician that services your unit if necessary. **If you contact the Reassignment Branch directly to conduct inquiries, you will be directed back to your S-1 personnel.**

Effective 1 Feb 16, a list of Soldier's names, the unit, and the name of the S-1 personnel provided by the Soldier will be reported to the DHR SGM weekly for non-compliance to the policies stated on this FAQ Sheet.

1. What is a Levy Brief and how do I get my orders? For Fort Hood, the Levy Brief is conducted on-line through a locally developed web-based program called the Personnel Assignment Management Solution (PAMS). The purpose of the brief is to inform Soldiers of information as it pertains to the Department of the Army (DA) assignment instructions (AI) transmitted by EDAS CAP Cycle. The brief also provides the required form-filled documents with the appropriately affixed signatures and collects information from the Soldier to ensure that **accurate orders may be published** within 90 days of the report date established by HRC. This brief has no connection with clearing papers or the Central Clearance Facility. Every Enlisted Soldier, regardless of grade, is provided an "official notification" from this office within 30 days of the EDAS CAP Cycle and Officers, in the grade of O-6 and below, within 3-15 calendar days of the RFO; so you will not be able to access the system until an initial screening has been performed and access has been granted by this office. The process begins when Soldiers receive an e-mail from the Reassignment Branch directly to their AKO Accounts notifying them that they are on assignment instructions and must report to their S-1 Section to access and complete the On-line Levy Brief. The brief **must** be completed in the **presence of and with the assistance of** the S-1 personnel to ensure all questions are answered, any problems identified are immediately addressed, and all security obstacles embedded in the program are cleared while the Soldier is actively on the system. By assisting the Soldiers through the briefing, it also allows the S-1 the opportunity to complete the DA Form 5118, which is required to be returned to the reassignment technician, while the Soldier is present, ensuring they have met the criteria outlined in the specific AIs. The S-1 should also ensure that Soldiers print all of the documents required to complete the reassignment process. This briefing can only be accessed if a Soldier is "locked-in" on assignment instructions, access has been granted by the Reassignment Technician, and the Soldier **does not** already possess PCS orders. **Once the PCS Order has been published the Soldier cannot access the On-line Levy Brief.** The briefing can only be accessed from a computer connected to the Hood Server. Once the orders are published, an e-mail notification is sent to both the Soldier and the S-1 that the orders have been electronically placed in a unit distribution box (Shared Network Folder) and are ready to be retrieved and distributed to Soldiers by the S-1 personnel listed on the access roster and provided by the command. **The S-1's are the only individuals authorized to conduct inquiries into the status of orders. If Soldiers come to the Reassignment Branch to check on the status of orders, request copies of orders, or attempt to submit request for actions, they will be directed back to their S-1's. Although in the past orders for Officers, Command Sergeants Majors, and**

Sergeants Majors were provided as a courtesy, due to the AG's directive based on the recent budget constraints, this is a courtesy that can no longer be provided; therefore, absolutely no copies are provided by this office. All documentation will be transmitted electronically via the S-1 personnel, to include the Family Travel Order. All orders are placed in the Shared Network Folder. Soldiers and/or Family Members may still visit the Family Travel Section during the afternoon hours of operation (except Thursday-see hours of operation) to conduct all business except passport applications, which are done by appointment only every morning except Thursday (see hours of operation).

2. Do I need to schedule a Levy Briefing? All Levy Briefings are now conducted on-line (except for MEDDAC, DENTAC, and OTC). Go to your S-1 Section and verify that you are on the AAA-234, CAP Cycle, and they will provide you with the instructions to complete the On-line Levy Briefing. You **must** complete the briefing, in the **presence of, and with the assistance of your S-1 personnel**, by the date provided in the e-mail notification that you receive from the IRPB via your AKO account. Make sure that your personnel records are accurate and up to date prior to completing the On-line Levy Brief (marital, dependent, ETS date, security clearance, stop/move codes, medical readiness codes, AEA codes, and flag statuses are correct). Ensure DD93 and SGLI documentation is up to date. Please be sure to refer to question 7 to ensure the proper documentation is provided to publish accurate orders as it pertains to entitlements for dependents. All of these data elements can be updated and corrected at the unit S-1 and will be validated prior to orders being published. Your failure to complete the On-line Levy Briefing will not make the assignment instructions (AI) or the orders go away; what is more likely to occur is, the dependent information will be omitted from the orders, as this is the majority of the information obtained in the levy briefing. **Once the orders are published, it is the S-1's responsibility to retrieve the orders from the Shared Network Folder, review the orders with the Soldier for accuracy, and distribute to Soldiers.** See Note following question # 24 for changes per ALARACT 323/2010 DTG R 151347z OCT 10 for TDY in conjunction with PCS.

3. When can I sign a Declination of Continued Service Statement (DCSS)? There are two conditions that allow Soldiers to sign a DCSS. **(a)** First Term Soldiers (never reenlisted) are allowed to sign a DCSS if they have assignment instructions with a service remaining requirement (SRR) greater than the time period left on their current contract(s) (i.e., Soldier is on AI for Korea, which is a 12 month tour, but only has 8 months left on enlistment contract). This Soldier should pick-up a copy of a First Termers' Declination Statement from their S-1 and seek guidance from their Career Counselor within 30 days of the AKO notification of the assignment from HRC. This type of DCSS is administrative and has no repercussions for the first termer. It is **only** available and valid if the Soldier does not have enough time on the current contract to meet the SRR; if the Soldier has enough time to meet the tour requirement, the Soldier will comply with the assignment instructions. **(b)** A Career or mid-career Soldier must extend or reenlist to meet the SRR for the AI provided from the branch. If a Soldier in this category refuses or fails to extend or reenlist to meet the SRR within 45 days of the EDAS Cycle date, then the DA Form 4991-R (DCSS) must be signed. Seek guidance from Career Counselor and take appropriate action within 45 days of the AKO notification of the assignment from HRC. This is a self-imposed bar and will affect favorable actions.

4. If I already have a security clearance, why can't I get my orders published without going through my S-2 Office? IAW AR 600-8-11 and III Corps & Fort Hood policy, Soldiers that have a requirement for a Personnel

Security Investigation (PSI) on their assignment instructions will have a notification provided to their S-1 personnel and the Installation Security Office. Upon receipt of the notification from this office, the Installation Security Office makes a determination or interprets the language of the requirement and notifies the Soldier's S-2 of the requirement. Once the requirement for validation has been passed to the Installation Security Office, this office can take no action until written approval to "ship" the Soldier has been received. As such, it is pertinent that Soldiers go directly to their unit S-2 office and began the necessary processing required. Upon meeting the criteria of the AI, the Installation Security Office will notify this office in writing that the Soldier meets the shipping criteria and the orders will be published for the S-1 to retrieve and distribute to the Soldier via the Shared Network Folder. **Do not bring written documents from the unit S-2 (J-PAS printouts)**; this will not get orders published. The policy requires the Installation Security Office provide the validation and that is the only office that validation is accepted from as prescribed.

5. My Schools NCO is telling me that I have to go TDY enroute because of the code in ATRRS, but I want to go TDY and return. How can I change my TDY option? There is a default setting in the ATRRS system for coding TDY. If the mode of travel is not selected at the time the training is reserved by the branch (95% of the time it is not because they have no way of knowing what the Soldier will elect), then the system will automatically default to enroute; however, that has no bearing on the entitlement for Soldiers. IAW AR 600-8-11, the TDY travel option is determined by marital/dependency status **regardless** of the code in ATRRS. **Single Soldiers are only authorized to travel in TDY enroute status, as it is not cost effective to the government to return to the losing station. Single Soldiers will not be authorized TDY and return at government expense.** If the TDY is 30 days or longer in length the orders must state that the TDY Site is responsible for the Port Call and the Soldier needs to ensure the S-1 provides this election information to the Reassignment Branch, especially if a Soldier with dependents elects to travel enroute. If the Soldier elects TDY enroute and chooses to take their dependents to the TDY location, they should understand that the TDY site is only authorized to ticket them (the Soldier), and not their dependents. The dependents will be ticketed by the Fort Hood Port Call Office from Dallas, Austin, or Killeen only. Soldiers will need to ensure they are in receipt of their ticket for mode of travel prior to leaving the TDY Site if it is so stated on the orders. If a single Soldier fails to completely clear and sign out of the installation prior to reporting to TDY, there are a few options available to the Soldier. **1)** They may obtain a Power of Attorney for a trusted friend, **2)** have the unit commander appoint someone to clear for them, or **3)** know/understand that, if the Soldier returns to the installation to clear themselves, **it will not be at the government's expense, but at their own expense and the Port Call Section will not issue tickets to the Soldier if they are not authorized to return to the installation.** Soldiers who are married or are the primary custodian of minor children may elect to travel enroute or return as **they (the Soldier)** determines, regardless of the code reflected in ATRRS. **It is the Soldier's responsibility, through coordination with the S-1, to communicate the elected TDY travel status of Soldier's with dependents to ensure the accuracy of the order prior to beginning the installation clearing process.**

6. My Schools NCO is telling me that I cannot get my DD Form 1610 or Defense Travel System (DTS) orders for TDY until I have received a copy of my PCS orders, but some orders aren't published until 30 days from the report date. This seems like a "catch 22". Why is this? No office should be making policies that contradict Army Policy. ALARACT 323/2010 Training Travel Orders in Conjunction with a Permanent Change of Station, DTG 151347Z Oct 10, specifically tasked the unit/respective command with initiating and approving all

institutional training TDY travel orders. This message reminds (PCS) orders issuing officials not to include funding authorization for travel to and from the training base to the new permanent station. Since there is no funding and TDY is only mentioned as courtesy information on the PCS order, why is it required to issue TDY orders? We have heard about this problem and contacted the Fort Hood Installation Schools Office to find out why this policy was being implemented. In short, we were informed, that this is not a requirement, nor should the units be implementing this type of policy. If Soldiers are being hampered from obtaining their DD Form 1610 or DTS orders from the unit, they should contact the Installation Schools Office at 288-3998 and request assistance.

7. I have PCSed several times in my career and never had to prove that I was the custodial parent to have my dependents placed on my orders. Why is Fort Hood the only installation that requires this? We cannot definitively state what any other installation is doing as far as orders are concerned, but Fort Hood is interpreting the regulation properly per guidance from Chapter 5 of the Joint Travel Regulation (JTR) and a legal read and interpretation from HQDA, DCS, G-1, Compensation & Entitlements Division, 703-692-5945. Perhaps what causes the confusion on this matter is the action being established, which is “an entitlement to relocate Family Members, specifically minor children, at government expense.” Receiving an entitlement to relocate Family Members is the only action that is being determined by this office and the published order, and that is determined by the Soldier with the appropriate documentation. The question that answers this determination is “Who has the court established and determined as the custodial or domicile parent?” The following are the categories and the required documentation needed in order to obtain orders that include Family Members:

Rule	If the Soldier is—	And has—	Then Soldier must—
1	A single female	Never been married	Sign a statement to the effect that the she is single, has not given guardianship of children to anyone else, and the children are not the product of a marriage.
2	A divorced female	Been established by the courts to be the custodial or domicile parent	Provide all pages of the divorce decree determining the custodial rights of the Soldier.
3	A divorced female	Children that were not the result of the resolved union	Provide all pages of the divorce decree stating that the children are not a result of the marriage and sign a statement that she has not given guardianship of children to anyone else and that the children are not the result of a marriage.
4	A single or divorced male	Been established by the courts to be the custodial or domicile parent	Provide all pages of the court order/divorce decree determining the custodial rights of the Soldier.

Please keep in mind the purpose of this entitlement determination is not to affect BAH/BAQ, whether a dependent has an ID Card, or is enrolled in DEERS; but only as an entitlement to relocate Family Members at government expense.

8. Why was I sent to see my Career Counselor when I requested a change in my report date instead of Levy processing my request? Orders or assignment instructions (AI) are provided in two ways: Branch directed or Retention directed. If a Soldier is placed on AI by branch direction, then this office will process the request, as submitted by the S-1 personnel, through EDAS IAW MILPER Message 15-179 and the regulatory guidance; however, if the AI is directed by retention (Soldier or spouse reenlisted for AI or mandatory MOS reclassification is directed), then any changes must be requested through the retention channels. All requested changes for AI must be maintained in the same channels in which they were generated.

9. Why do I have to submit a DA Form 4187 to request changes to my orders? Soldiers are required and afforded ample opportunities to ensure their records are kept up to date. It is even more vitally important that our Soldiers take advantage of those opportunities with the back to back deployments. Every Soldier is also provided an official notification and an opportunity to complete a levy briefing to ensure they receive accurate orders. Since these opportunities are provided, orders are published from data in the personnel system from EDAS (top of the system) or from information obtained through the On-line Levy Briefings where the information is provided directly by the Soldier. The purpose of the DA Form 4187 in this case is to establish a documented record and to ensure that the chain of command is aware of the actions Soldiers are requesting that involve their PCS movement. An increase in these actions could also be a trigger that informs the chain of command Soldiers are not maintaining and updating records as they should be. **This is only required for Soldier requested changes; if changes are directed from the branch, it does not require any action or request from the Soldier.**

10. What are the criteria to request a deletion or deferment of assignment? Per AR 600-8-11 and MILPER Message 16-230, Processing Request for HRC Issued Active Component Enlisted Deletion, Deferment, Early Arrival, and Reporting Failures To Gain (Update) — requests defined as being based on **a personal need of the individual Soldier**, will be submitted through the Enlisted Distribution and Assignment System (EDAS) from the S-1 personnel IAW with regulatory and MILPER message guidance as soon as possible or within 30 calendar days of the EDAS cycle date, whichever occurs first. Requests submitted after the 30 calendar days **due to unforeseen circumstances** will not be rejected; however, they **must include** an explanation of the circumstances (letter of justification) causing the late submission and the supporting documentation. Please ensure these requests are submitted to this office as soon as possible. Do not attempt to process these request outside this office as HRC will simply send the request back to our office with a notice that they were processed improperly (through improper channels) and should be resubmitted through the proper channels IAW prescribed guidance . Although requests may be disapproved at any level in the chain of command without referral to HRC, excluding requests based on medical reasons, recommendations for disapproval are not considered to be a disapproval decision. Commands may not disapprove a request for deletion or deferment and not allow the Soldier to depart the installation. Request for compassionate deletions and deferments , defined as being **based on compassionate reasons or extreme family problems for the Family Members, not the Soldier**—will be submitted within 45 days of the EDAS cycle date or within 72 hours after a situation occurs (or becomes known to the Soldier). **Requests for operational deletions and deferments, defined as being based on the needs of the losing command, are processed through the G-1 Office.**

Rule	If Soldier is assigned to—	And has requested a(n)—	Then a DA Form 4187 requesting the specific action is signed by the Soldier, Commander, and the <u>first O-6 in the Chain of Command</u> is submitted to— * For a Compassionate request a DA Form 3739 signed by the Soldier and <u>the first O-6 in the Chain of Command</u> , with accompanying documentation is submitted to— (**See note for documentation needed for rule 4.)
1	Any unit on Fort Hood	30, 60, 90, or 120 days deletion or deferment (not to exceed 120 days total)	To this office within 30 calendar days of the EDAS cycle date. Action will be processed within 24 working hours of receipt and a response can be expected from HRC within 7-14 working days.
2	III Corps or any Non-divisional unit on Fort Hood	* Compassionate deletion or deferment	To this office within 45 calendar days of the EDAS cycle date. Action will be processed within 24 working hours of receipt and a response can be expected from HRC within 10-14 working days.
3	1 st Calvary Division	Compassionate deletion or deferment	The 1CD G-1 Office for processing. See 1CD for their procedures of processing this action
4	Any unit on Fort Hood	Operational deletion or deferment	See your G-1 for processing procedures. This type of action is <u>not</u> processed through the Reassignment Branch (Levy) under any circumstances; however, this office must be notified of the pending action if it will prohibit the Soldier from reporting IAW the report date established by HRC.

****Note: Check with your G-1 for documentation need to process operational deletions or deferments**

11. Why are some Soldiers allowed to PCS with flags and others are not? As with most situations, it depends on the flag and the circumstances surrounding the flag. Some flags are transferable, meaning a Soldier may PCS with the flag in place. Some flags are not transferable, meaning the flag must be resolved or removed prior to a Soldier being allowed to move. If, however, a Soldier needs to extend or reenlist and a flag is in place, the flag will have to be removed in order to reenlist—if the flag is not removed, of course, the Soldier will not be able to reenlist. Also know that if you have received a flag for adverse action (9X or 9B) or pending a medical board procedure (9H) after receiving PCS orders, your orders may have to be deferred or deleted until the flag is resolved. **S-1 personnel must refer to AR 600-8-2, chapter 2 to be in compliance with the regulatory guidance and be sure to monitor and track all personnel actions/matters affecting a Soldier's ability to PCS until the Soldier has officially cleared the Installation.**

12. Can I elect to retire in lieu of PCS if I receive assignment instructions? What actions must be taken if I elect this option? Yes, if you meet the criteria. A Soldier having 19 years and 6 months or more of Active Federal Service (AFS) **at the time of notification of assignment instructions** (this is the CAP Cycle date) may request a retirement in lieu of PCS. This action should be discussed with a Reassignment Technician within 30 days of the EDAS cycle date, and prior to completing the On-line Levy Briefing. Upon the Soldier signing Part 6 of

the levy brief documentation selecting this option, they must then see the S-1 to initiate a retirement package to be submitted to the Transition Office. **Soldiers electing this option must understand that this option is not like a request for voluntary retirement.** Soldiers retiring under this provision will have a retirement date no later than 6 months from the date of the EDAS cycle date or the first day of the month following the month in which 20 years of AFS is completed, whichever is the later. **All service obligations must be fulfilled not later than the approved retirement date.**

13. If I am on assignment instructions for Recruiting, Drill Sergeant, or Special Management what action must be taken to receive orders? All Soldiers on assignment instructions for Recruiting, Drill Sergeant, or Special Management assignments **must attend a mandatory levy briefing with Ms. Schroeter.** Do not complete the On-line Levy Briefing if your assignment is in this category, because you will still need to personally see Ms. Schroeter to obtain specific documentation, and it will make the process a bit redundant. These briefings are conducted on a walk-in, first come-first served basis IAW the posted hours of operation. If you have questions about these assignments prior to attending the briefing, Ms. Schroeter can be contacted at 287-4105.

14. Where can I get a personal passport? If a Soldier is not on official travel orders and wants to obtain a personal passport, the Main Post Office in Killeen (10th Street) or the Coryell County Courthouse in Gatesville are two of several places passports for personal use can be obtained. This office is responsible for obtaining and providing **official no-fee passports** in conjunction with official government **PCS** travel orders. Upon completion of the On-line Levy Brief, and if a Soldier is relocating to an OCONUS station and elects to serve an accompanied tour, be sure to contact the Customer Service Section at 287-2910 to schedule an appointment in the morning (closed on Thursday) to complete the passport application process **only** when all required documentation (birth certification/documentation) has been acquired. **If an official passport is obtained through this office, it will not be released until the Soldier/Family Member is clearing the installation and all entry requirements to the OCONUS destination has been met.** This office will take all official passport photos for passport applications that we process at no cost; however, photos for personal passports may be purchased at Wal-Mart, Target, or Walgreens. **For official Passports needed in support of unit deployments or mission requirements, contact Mr. Jerry Hernandez at 254-553-0692, located in the Copeland Soldier Service Center (CSSC), room A311.**

15. What is needed to clear the Port Calls Section (effective 3 May 16)? The following items are required to be in your possession in order to obtain clearance from the Port Calls Section, located Copeland Soldier Service Center, A210A:

(a) Installation Clearing Papers

(b) DA Form 31 (Leave form with Control Number)—**the flight date cannot exceed the leave termination date; nor can the leave end prior to the flight date.**

(c) Two (2) complete copies of orders (be sure the orders are complete with all additional instructions and the affixed seal). Due to budget constraints, no agency in the Copeland Soldier Service Center is able to make copies of your orders. Be sure you have the necessary copies prior to your visit. You are welcome to ask questions of this section at any time (287-5255), but tickets will only be issued when you have met the requirement listed above.

16. Where am I authorized to fly from as I PCS from Fort Hood? Fort Hood has 3 authorized ports that we are contracted to schedule flight departures from: Killeen, Austin, and Dallas. There are no shuttle buses to Austin

or Dallas. See your unit for a ride to the Killeen Airport. **Make sure contact is made with the Port Calls Section prior to scheduling or purchasing a ticket for any flight of any kind while PCSing. If the action is not approved and authorized in a published order prior to the Soldier taking the action, it will not be reimbursed by the government.** The Port Calls Office can be contacted by calling 287-5255.

17. If I am taking leave in another state prior to PCSing to my next duty station, why do I have to return to Killen, Austin, or Dallas to travel on to my gaining station when it is inconvenient and out of my way? Per the JTR, U2120 Personal Convenience Travel, a traveler may not be provided contract city pair airfares provided under GSA contract (App P) or any other airfares intended for official government business for any portion of a route traveled for personal convenience. Therefore, Soldiers and Family Members are authorized travel from the three servicing airports for Fort Hood which are Killeen, Austin and Dallas Fort Worth. The authority for travel is the order. Soldiers are not authorized travel from their leave location at government expense. As such, Soldiers travelling to Korea and Japan will depart from Killeen (GRK), Austin (AUS) or Dallas-Fort Worth (DFW) to Seattle (SEA) for their Port Call. A Soldier travelling to Germany will depart from Killeen (GRK), Austin (AUS), or Dallas-Fort Worth (DFW) to Baltimore Washington (BWI). Soldiers travelling to other locations will be ticketed from Killeen (GRK), Austin (AUS), or Dallas-Fort Worth (DFW) to their PCS location via the route determined by Carlson Wagonlit, utilizing the route which is most cost effective to the Government. For any changes requested, **the Soldier** must coordinate the exchange directly with Carlson Wagonlit Travel Office and will incur all of the additional charges without reimbursement from the government. Soldiers must also be aware that if you coordinate any personal changes, for your convenience, that cause you to miss the AMC Patriot Express flight reserved by the government, will acquire the responsibility of arriving to your duty location at your own expense.

18. Why can't I end my leave and fly any date prior to my report date? All Soldiers must be covered by a DA Form 31 (Leave Form) when in a transitional status. Orders published by this office always provide a "window" to allow for flight scheduling and "no arrival" policies of the gaining commands. Some flights, especially during the summer surge, are booked more quickly than others; therefore, it is our responsibility to ensure that all Soldiers arrive to their gaining stations prior to the report date—this sometimes requires Soldiers to leave earlier or later in the period allowed by the "window". Be aware that Korea does not allow Soldiers to arrive in country on Friday, Saturday, or Holidays and Europe does not allow Soldiers to arrive in country on Saturday, Sunday, or Holidays. The sooner you make the proper arrangements, the more likely you are to get the flight date you seek.

19. I am assigned to one unit and attached to another. How do I get my orders? Orders are published and distributed according to where Soldiers are assigned in EDAS/TOPMIS. If you are attached to another unit, it is the responsibility of the assigned unit to get the orders to the Soldier or the unit in which the Soldier is attached. Usually, this is accomplished by the assigned unit further distributing the orders to the attached unit; however, if this fails to occur, the Soldier may contact their assigned unit's S-1 and request their orders from them in person.

20. What is the priority for orders publication and when can Soldiers expect their PCS Orders? It is the goal of the Installation Adjutant General (IAG) that Soldiers can expect their orders to be published at least 90 days from the established report date (ORDTGC) as stated in the assignment instructions from the Soldier's Branch (HRC); however, actual publication timelines may vary based on workload and staffing levels available due to IMCOM-wide reductions in staffing. **The HRC authorization of 60 days early report does NOT affect a change to the Soldier's report or orders publication date.** Orders are published based on the HRC established report date and the publication timeline will not be adjusted to accommodate optional early report desires. Soldiers should not make leave or other movement plans until they have orders in hand. This office publishes orders by the

following precedence: Assignments for overseas areas with TDY in conjunction, overseas areas with no TDY, stateside assignments with TDY in conjunction, stateside assignments with no TDY, and finally on post moves. Currently, on post move orders are usually published within 30 days of the established report date or NLT the first day of the established report month (as the mission permits). **Effective 7 May 12, exceptions to this policy can only be made with proper justification and communication from the S-1 OIC directly to the Installation Adjutant General. This action requires a memorandum, stating the justified, emergency reason why the requested order should be published “out of cycle”, and the IAG will determine the course of action.** A disapproved request will be returned to the unit with an explanation; and an approved request, with the approved publication date, will be forwarded to the Reassignment Chief from the IAG for action. This policy addresses the orders publication cycle for the **original order**, amendments, depending on the reason, are published IAW the need (date of departure) as the mission allows.

21. If I have early report authorized, will that get my orders published any sooner? No. Over 95% of assignment instructions have “early report authorized” included; therefore, this criteria is not a determining factor in establishing orders publication dates. It is the responsibility of the Soldier’s Branch to establish the “NLT” date to report or “ORDTGC” in the AI. **Soldiers and their commands should be aware that “early report authorized” is a permissive action and not a directive. This means all the criteria pertaining to the reassignment process must be met in order for the action to be executed. If any step in the process cannot be met, by any agency, then the action may not be executed. Please be sure to make all travel plans IAW approved documentation on hand. This is especially important when travel is planned during the “summer surge” (Mar-Aug) and at the end of the fiscal year (Aug-Dec) when often funding is suspended or government contracts are being renegotiated. The report date does not change on the order because early report is authorized. HRC does not determine the priority for orders publication on the installation. That policy is determined by the current mission and the personnel staff available to complete the mission.** As with most policies, there are exceptions that can be made with the proper justification as communicated by the S-1 OIC to the IAG as stated in question 20 above.

22. My report date is in Oct or Nov and I have early report authorized, but I’m being told the earliest I can report is the first of October because I cannot report early if it causes me to cross over into the next fiscal year. Is this correct? Not anymore. IAW MILPER Message 11-155, when special instructions authorizing early report are included in the assignment instructions, Soldiers may report up to 60 days prior to their assignment report date (ORDTGC) to the gaining command. If otherwise eligible, early report may not cross fiscal years. That message has been superseded by MILPER Message 15-179 and that criteria is no longer stated as policy.

23. I am being told that I must have my amended Family Travel orders before I can make my appointment to have my household goods picked up. Is this true? No, that is not true. Household goods can be picked up at any time upon receipt of a published PCS order; however, the property will be placed in storage until the amendment for Family Travel is received. This is the normal process for all OCONUS property shipment, either the property is placed in storage on the front end or the back end; but it will be placed in storage at some point in the process. If you have any other questions, you may contact the Transportation Office at 287-2200, option 2 for non-temporary storage or option 3 for outbound or ask to speak with a supervisor.

24. I am coming to Fort Hood from another installation and I need my orders amended. Why can’t the Fort Hood Reassignment Branch amend my orders from my last duty station instead of directing me to contact my last station? IAW AR 600-8-105, only the organization that published the original order may amend, rescind, or revoke the order. There are exceptions to this policy; however, PCS orders do not fall in the category for exceptions.

25. Where can I get help or assistance in matters pertaining to immigration? Although the Reassignment Branch does not perform any actions pertaining to immigration, you may call 1-877-247-4645 for assistance or go to the Oveta Culp Building, (bldg. 18000) on Fort Hood, every 3rd Tuesday of the month from 0900-1200 hours has a representative available to provide assistance.

NOTE: ALARACT 323/2010 Training Travel Orders in Conjunction with a Permanent Change of Station (effective 15 Oct 10) prohibited the orders issuing authority from including funding authorization for travel to and from the training base to the new permanent station. This message directs the unit/respective commands (Schools) to produce a DD Form 1610 for Soldiers traveling TDY enroute or DTS Order for Soldiers traveling TDY and return. This office does not process either of these documents and it is not necessary for a Soldier to possess PCS orders to obtain either of these documents from the Schools NCO. Schools NCO's should be contacting the S-1 sections to verify if the Soldier has a follow on assignment if there is a school reflected in ATAARS. Schools NCOs should also know that if the follow on assignment is on this installation (on-post move), regardless of the code in ATAARS or marital/dependency, as stated in QUESTION #5, the Soldier can only travel in a TDY and return status.

NOTE: ALARACT 213/2014 Airborne Training Travel Guidance for Active Component Enlisted Soldiers (effective 5 Sep 14) prohibits all Enlisted Soldiers from traveling in a TDY enroute status to Airborne Training, regardless of marital/dependency status as stated in AR 600-8-11, which required single Soldiers to attend all TDY enroute when the TDY was in conjunction with a PCS. The unit/command is directed to process the Soldier's TDY orders in DTS, TDY and return, and charge the appropriate travel and per diem costs to their Military Training Specific Travel Allotment (MTSA) Financial Management Account. If the Airborne Training (TDY) is in conjunction with a PCS, one of the additional instructions on the PCS orders will read as follows: "Soldier will not take any irreversible action or execute any PCS entitlement to include transportation, shipment of household goods, or any other PCS entitlement, until successful completion and graduation from Airborne Training. Failure to do so may result in a personal hardship and/or debt to the government." Enlisted Soldiers who fall into this category will not clear the installation prior to attending the training.

NOTE: Pet shipment is not an entitlement and is at the traveler's expense.

For the most accurate information pertaining to passenger movement please go to the Airlift Mobility Command's (AMC) website <http://www.amc.af.mil/index.asp> . For specific questions pertaining to pet shipment, go to <http://www.amc.af.mil/shared/media/document/AFD-120103-003.pdf> . Please be sure to seek the current guidance provided by AMC at all times, as they are the responsible agency (Passenger Policy Branch, (618) 229-4593) for all information contained on their site. This link is provided as a courtesy. Changes to policy can and may occur without prior notice.