

INFORMATION PAPER

IMHW-HRM

15 December 2014

SUBJECT: Permanent Change of Station (PCS) /Reassignments & Levy Briefing

PURPOSE: To provide information concerning Reassignment's On-line and One-On-One Levy Brief to Soldiers with Assignment Instructions (AI). The objective is to ensure that all Soldiers on AI be allowed to have a smooth and timely PCS transition.

FACTS:

Soldiers are notified of their AI within 120 days of their DEROS through their AKO. Reassignments retrieve AI and special instructions from eMILPO and EDAS for Enlisted Soldiers and TOPMIS for Officers.

COURSE OF ACTIONS:

Upon receipt of the AI, Soldiers are required to complete the following:

1. Review the On-Line Levy brief slides to familiarize with Reassignment information along with details of what is required from each individual to support his or her PCS process: Visit the website below and click on the Reassignments tab:

[http:// www.garrison.hawaii.army.mil/dhr/default.htm](http://www.garrison.hawaii.army.mil/dhr/default.htm)

a. Enlisted Soldiers are required to complete the DA Form 5118, complete items 53 - 56b and signed by a physician or unit medical representative (see the website link)

b. Officers complete DA Form 5117; please complete numbers 1-10 (see the website link)

2. Attend the One-on-One Levy Briefing;

The Reassignment Section emails the Unit S1, the list of the scheduled Soldiers for the One-on-One Levy Briefing. Briefings are held on Thursdays at 0800 hours located at the Soldiers Support Center Bldg. 750, Lanai area. Reassignment staff and Soldier reviews and validates Family Members information and AI requirements.

Soldiers unable to attend must contact their unit S1 to reschedule. Commanders are notified of the two-time no-shows and orders are processed.

For timely and accurate processing of the PCS orders, Soldiers are required to bring applicable documents; Command Sponsorship Documents (i.e. orders bringing Family Members to Hawaii, Marriage Certificates, Birth Certificates, Court/Custody Orders, etc.), Leave forms signed by an O-5 if taking more than 30 days chargeable leave; Extension/Reenlistment contracts; Page 1 of the Enlistment Contract (4-1) for Soldiers going OCONUS, promotion orders if recently promoted and security memorandums, if AI requires a clearance.

First-termers (Soldiers who have not reenlisted, and do not plan to reenlist) from a non-PSDR unit, need to attend the levy briefing in order to sign their folders to be processed for deletion.

Career Soldiers, not intending to extend or reenlist to meet tour requirements, are required submit a DA Form 4991-R **Declination of Service Statement** to their Retention NCO and provide a copy to the reassignments.

Assigned to an Airborne slot: Soldiers will need to Accept/Decline the assignment by signing the AAA-234 (eMILPO Cap Cycle print out)

Recruiting Assignment: PCS orders will only be published upon receipt of the RFO from the Recruiting Command.

PCS orders will be published upon meeting the requirements. Orders will be distributed in the unit box and available for authorized Unit S1 pick up only.

Soldiers must coordinate with their Unit S1's for amendments.

Deletion/deferment Requests: Submit a DA Form 4187 within 30 days of assignment notification. Request must be signed and approved by an O-6 or above, justification and documents IAW AR 600-8-11. All Non-PSDR unit requests will be submitted directly to the MPD Reassignments. PSDR unit requests are submitted through USARPAC G-1. Please visit the MPD reassignments website for more information/examples and checklist.

<http://www.garrison.hawaii.army.mil/dhr/default.htm>

Points of contact:

Family Movements	655-1974
Reassignments	655-4728
Supervisor	655-6242

Enlisted Reassignments:

Levy A-L	655-1845
Levy M-Z	655-1845

Officers Reassignments:

Levy A-L	655-4629
Levy M-L	655-4629