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# REASSIGNMENTS LEVY BRIEFING

## 4 January 2016

**IMCOM integrates and delivers base support to enable readiness  
for a self-reliant and globally-responsive  
All Volunteer Army**

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**WE ARE THE ARMY'S HOME**



## INTRODUCTION

BRIEFING BY THE FOLLOWING OFFICES:

- TRANSPORTATION OFFICE
- HOUSING OFFICE
- ACS
- TRICARE
- FINANCE
- REASSIGNMENTS SECTION



LRC - Hawaii  
Transportation-PPPO  
*Personal Property Preparing Office*



***402<sup>nd</sup> Army Field Support Brigade***

# Transportation

**Personal Property Preparing Office (PPPO)**

*(Outbound HHG, UB, NTS, POV – for PCS, ETS/Sep, RET)*





# Transportation

- REQUIRED DOCUMENTATION (*what to bring*)
- ARRANGING APPOINTMENTS:
  - 1) **1-on-1 Individual Counseling Appt** (*next available, usually weeks out during peak, only required for Blue-bark, 1<sup>st</sup>-move, Retirees, ETS/Sep, OCONUS PCS, OTO, Deployments*)
  - 2) **1-on-1 Individual SameDay/Walk-in Counseling Appt** (*1<sup>st</sup>-come, 1<sup>st</sup>-serve & same as above*)
  - 3) **DP3/DPS Self-Counseling & Completion/Validation Appt** (*puts some control within your hands – you read & type – shortest type of appt, more openings & availability; now required for all outbound CONUS PCS*)
  - 4) **Group Counseling-Briefing Appt** (*weekly on Wednesdays, slots of available depending on type of move, and other days available during peak/summer times when granted overtime*)
- WHAT HAPPENS AT APPOINTMENTS
- OFFICE LOCATION, HOURS, CONTACT INFO



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## REQUIRED DOCUMENTATION:

### ➤ **COMPLETE set of ORDERS** (*PCS, ETS/Sep, or RET Orders*)

*If you do not have orders we CANNOT see you!*

Name, Rank, SSN, Dependents - ALL Must be Exactly CORRECT

### ➤ **COMPLETE Personal Property Pre-counseling Worksheet,** *with all required information (EXCEPT for DPS Self-Counseling):*

- **Soldiers' full name / Rank / Social Security Number, Email Address**
- **Duty, Home, Cell Phone Numbers (at least 2 working numbers)**
- **Estimated Weight for Pickup(s)** (*Look at Incoming shipment weight(s) –or- roughly estimate approximately 1,000 lbs per furnished room, adding for Large rooms, Garage or Large items*)
- **FULL Pickup address to include Street, Quad / Bldg # & Barracks Rm #, or Apt #**
- **NTS Removal?** (*Only if you have property in NTS & Direct Delivery Address to ship to*)
- **List LARGE ITEMS**
- **Permanent Contact Address & Phone Number**
  - *Friend or Family ANYWHERE that can always reach you!*



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## REQUIRED DOCUMENTATION:

### ➤ **Personal Property Pre-counseling Worksheet, ... what to put for DESTINATION?**

#### **PCS = *authorized to PDS/Next Duty Station***

- ENTER CITY, STATE & ZIP Code of your PCS Assignment on Orders
- Shipping elsewhere could result in excess costs!

#### **ETS/SEPARATION = *authorized to HOR or PLEAD (per Orders)***

- Shipping elsewhere could result in excess costs

#### **RETIREMENT = *authorized to HOS (Home of Selection)***

- HOS can be any of the United States, unless HOR/PLEAD is outside U.S.
- HOS is irrevocable once declared
- You are not ready to see us unless you have made decisions/ready to ship, with a destination address, or made decision/desire to place HHG in (NTS) storage.

***In absence of service member **Special Power of Attorney (SPOA)** or **General Power of Attorney (GPOA)** is required to sign documents and/or turn in personal property for shipment or storage.***



# ARRANGE APPOINTMENTS (1):

## 1-on-1 Individual Counseling Appointment *(if eligible)*

**(a) COME IN** (BLDG 750, Soldier Support Center, back-side area)  
 immediately upon receiving orders, preferably 3months PRIOR to departure, to check on Next Available (1-on-1) Counseling Appt slot

**(b) FAX IN Orders & CALL** (808-655-1868)  
 immediately upon receiving orders, preferably 3months PRIOR to departure, to check on Next Available appointment *(depending on type & eligibility)*

- Monday, Tuesday, Thursday, Friday, 0730-1600 / Closed on Holidays, Wednesdays\*\* & Trainings (as posted) \*\*Wednesday closed for Group Briefings
- Self-Counseling *(now required for all CONUS PCS)* allows YOU to do your own 'counseling' by reading, educating yourself, selecting what you want based on what you are allowed, and then ONLY resulting in a 15min *(per shipment)* appt (+15min for POV) (instead WAITING to secure a 1hr, 2hr, or longer appt)
- **NOTE: During peak/summer, next available 1-on-1 appt slot is often 4-5 weeks out!**



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**ARRANGE APPOINTMENTS (2):**  
**1-on-1 Individual SameDay/Walk-in**  
**Counseling Appt** *(if eligible)*

**\*\*\* FIRST-COME, FIRST-SERVE BASIS \*\*\***

**COME IN**, *stand in line (doors open 0730)*

immediately upon receiving orders, preferably 2-3months PRIOR to departure, to TRY for an available SameDay/Walk-in Counseling slot

- Monday, Tuesday, Thursday, Friday, 0730-1600 / Closed on Holidays, Wednesdays\*\* & Trainings (as posted) \*\*Wednesday closed for Group Briefings
- Self-Counseling (*now required for all CONUS PCS*) allows YOU to do your own 'counseling' by reading, educating yourself, selecting what you want based on what you are allowed, and then ONLY resulting in a 15min (*per shipment*) appt (+15min for POV) (instead WAITING to secure a 1hr, 2hr, or longer appt)
- **NOTE: During peak/summer, next available 1-on-1 appt slot is often 4-5 weeks out!**



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## ARRANGE APPOINTMENTS (3):

### **\*\*\*Self-Counseling\*\*\***

*\*\*\*IF APPLICABLE (see next slide)\*\*\**

(1) At your Home Computer

(2) –or- COME IN to our Self-Counseling Lab

(3) VISIT: MOVE.MIL

- (Request Self-Counseling ‘Completion/Validation’ Appt)
- Watch Video → Register for DPS Account
- Perform DPS Self-Counseling → Enter Shipment info into DPS
- Return for Self-Counseling ‘Completion/Validation’ Appt

➤ Monday, Tuesday, Thursday, Friday, 0730-1600 / Closed on Holidays, Wednesdays\*\* & Trainings (as posted) \*\*Wednesday closed for Group Briefings

➤ Self-Counseling (*now required for all CONUS PCS*) allows YOU to do your own ‘counseling’ by reading, educating yourself, selecting what you want based on what you are allowed, and then ONLY resulting in a 15min (*per shipment*) appt (+15min for POV) (instead WAITING to secure a 1hr, 2hr, or longer appt)

➤ **NOTE: During peak/summer, next available 1-on-1 appt slot is often 4-5 weeks out!**



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# You may NOT be able to use DPS to perform Self-Counseling depending upon the type of your personal property move

Customers in the following categories will NOT be able to use DPS to perform self-counseling  
*If you are in these categories you MUST make an appointment to see a Counselor to initiate your move.*

*We recommended that you register for a DPS account so to track shipment(s), submit claim(s) (if necessary), and complete the CSS (customer satisfaction survey) about your move:*

- If this is your **FIRST** personal property move.
- If this is your **LAST** personal property move (**Retirement or ETS/Separation**).
- If **storing or moving personal property** in conjunction with Contingency Orders. (**Deployment**)
- If **storing or moving personal property** in conjunction with a Designated location for your dependents to an OCONUS or Non-foreign OCONUS location. (**ERD / Dependent Travel**)
- If you are **NOT the property owner** and using a **POA (Power of Attorney)**
- If you are the **"Next of Kin"** or a **SCO (Summary Courts Officer)** or *Casualty Officer or other approved POC*
- AND A FEW OTHER RARE INSTANCES AS WELL...**



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## ARRANGE APPOINTMENTS (4):

### **GROUP COUNSELING** *(CONUS PCS or ETS/Sep ONLY)*

**\*\*\* FIRST-COME, FIRST-SERVE BASIS \*\*\***

*Unable to secure 1-on-1 appt, or same-day/walk-in, and/or unable to do Self-Counseling secure*

### **COME IN:** Request next available Group Counseling slot

*(slots fill up fast, only 1x a week, [except more Peak/Summer if OT approved], 3 briefings, 25 per briefing)*

- 0700-1100: Schofield Trans-PPPO office closed & ALL PPPO employees focused on TYPING/PREPARING paperwork & packets for the GROUP(s).
  - 1200-1300: **GROUP (25ea) Counseling Briefing #1.**
  - 1300-1400: **GROUP (25ea) Counseling Briefing #2.**
  - 1400-1500: **GROUP (25ea) Counseling Briefing #3.**
- 1500-1600: With office closed, ALL PPPO employees focused on finishing completed packets, scanning & submitting all in the system.
- *Schofield Barracks Trans-PPPO, Bldg 750 only.*



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## WHAT HAPPENS AT APPOINTMENTS:

### ➤ **COUNSELING on Entitlements**

- HHG (Household Goods) Shipment
- NTS (Non-Temp Storage/ “Long term storage”) **only if authorized & applicable**
- POV (Privately Owned Vehicle) Shipment
  - **ONLY 1 authorized per SM on orders!**
  - **If you shipped POV on ERD (Early Return of Dependents) you CANNOT ship another POV!**

### ➤ REQUEST pack and pickup dates

- Plan ahead and Stay flexible! No Holidays, No Weekends!
- HIGHLY SUGGESTED: Consolidate HHG & UB into 1 shipment, request partial delivery at destination.
- Be sure of dates; NO CHANGES to dates, unless orders amended, or emergency w/ justification and letter from commander.

**\*\*\* Based on Hawaii moving industry workload requirements, and closed out dates during peak times (often closed-out for 3-4 weeks in summer), ALL requested pack/pickup dates can/may/will be adjusted \*\*\***



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**\*\*\*POV\*\*\* arrangements:**

➤ **POV - VPC Worksheet:** Once done submitting ALL required documents, and request for POV shipment with your applicable appointment (including Self-Counseling Completion/Validation), you will receive a VPC worksheet – showing auth VPC & thus be able to turn in POV at the VPC.

- PCS = closest VPC to PDS/Next Duty Station
- ETS/Separations = closest VPC to HOR/PLEAD
- Retirement OR Disability/Separation Pay\* = closest VPC to HOS  
*(\*with at least 8 yrs continuous active service\*)*

➤ **VISIT website to make an appointment as soon as your receive your orders! See PPPO for current shipping times as they vary from location to location.**

**International Auto Logistics (IAL), Pasha Hawaii Terminal,  
Pier 1, Forrest Avenue, Honolulu, HI 96814**

**Monday - Friday / 0800-1500**

*Closed federal holidays & for training (as posted)*

**WEBSITE: <http://www.pcsmypov.com>**

**Questions – Call: (808) 670-3095; Toll Free: (855) 359-9499**



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➤ **TRAVEL – (INFO only)**

- **Travel is arranged directly with the contract travel office (CWT or SATO), either on Schofield or at Fort Shafter.**
- **Travel is based on what is Authorized per your ORDERS only!**
- **Any personal choices (times, locations, pets, airlines, etc...) are discussed with CWT or SATO (if you want to fly somewhere other than authorized, we suggest you see CWT or SATO for your travel arrangements before scheduling your HHG's & POV shipment).**
- **Plan ahead if you have PETS!**

**Carlson Wagonlit Travel**

**Monday - Friday / 0730-1530**

**Closed federal holidays & for training (as posted)**

**For Questions, Call:**

**1-800-349-8231 Schofield / 1-800-695-1388 Shafter**

**NOTE: Travel orders may say each individual is authorized two (2) 50lb suitcases. However, some of the airlines such as Delta still honor four (4) suitcases of 70lb's each so it is worth checking as rules do change.**



# ***RE-DEPLOYMENT (INFO)***

**Upon return from deployment, if Soldier receives (or is expecting to receive) new PCS, ETS/SEP or RETIREMENT Orders in a relative amount of time following Re-deployment - the HHG Storage may be released (and should be released) directly from storage and shipped outbound to the new PDS, HOR/Plead, or HOS on the NEW Orders in lieu of local delivery/ release.**

***Partial release can also be requested***

***(Release some items on inventory needed while transitioning between Assignments, Separation or Retirement in order to ship everything onward)***



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*Please contact your nearest Transportation-PPPO, or for Hawaii:*

## **Schofield Barracks -PPPO**

*Soldier Support Center, Bldg. 750 Rm 140, Ayers Ave.*

*Ph.: (808) 655-1868*

*E-mail: [usarmy.schofield.402-afsb.list.lrchi-trans-pppo@mail.mil](mailto:usarmy.schofield.402-afsb.list.lrchi-trans-pppo@mail.mil)*

### *Hours of Operation*

*Monday-Tuesday & Thursday-Friday*

*0730 – 1600*

***CLOSED:** Wednesdays (**Group Briefings Only**), Federal Holidays, and as otherwise posted for Trainings.*



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*Please contact your nearest Transportation-PPPO, or for Hawaii:*

## **Fort Shafter -PPPO**

*(Satellite DPS Self counseling lab)*

*Aloha Center, Bldg. S-330, Rm 201, 217 Montgomery Dr.*

*Ph.: (808) 438-3276*

*E-mail: [usarmy.schofield.402-afsb.list.lrchi-trans-pppo@mail.mil](mailto:usarmy.schofield.402-afsb.list.lrchi-trans-pppo@mail.mil)*

### *Hours of Operation*

*Monday-Wednesday, 0730 – 1600*

- **0730-1100:** **Pre-Scheduled** Appointments, Questions, and to schedule an appointment
- **1100-1200:** ***CLOSED for LUNCH***
- **1200-1600:** DPS Self Counseling Lab/Validation

***CLOSED: Thu-Fri, Federal Holidays, and as otherwise posted for Trainings.***



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**QUESTIONS??**



# MPD REASSIGNMENTS BRIEF

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# ISLAND PALM COMMUNITIES

# LEVY BRIEF



## MPD REASSIGNMENTS BRIEF



# Island Palm Communities

### DO YOU RESIDE ON POST?:

#### 12 Month Lease is Enforced

PCS, ETS, Deployment Orders will allow for early termination with appropriate documentation if less than 28 days (advisable – 3 business days from receiving orders) with supporting documentation and written request, otherwise, 28 day notice to vacate is required!

### PCS MOVE or ETS MOVE:

- ✓ Determine/Set-Up Departure Date
- ✓ File 28-Day Notice to Vacate with Community Center
- ✓ Meet with Transportation, Set-Up HHG's Ship/Pack Date
- ✓ Book your Flight(s)
- ✓ Secure Temporary Lodging at The Inn at Schofield or other TLA approved lodging facilities

Housing Services Office handles all TLA related matters!

HSO can be contacted at:



## MPD REASSIGNMENTS BRIEF



# ISLAND PALM COMMUNITIES

### DEPLOYMENT:

If you know someone who is getting ready to leave due to a Deployment & is relinquishing IPC housing:

- ❖ Review "Why Stay Hawaii" Brochure before making decision. (Brochures are available at Community Centers and Regional Offices)
  - Housing Priority, HHG/POV Shipment/Storage, COLA, are all affected
  - No outbound TLA except for approved ERD, No inbound TLA
- ✓ Determine/Set-Up Departure Date
- ✓ File 28-Day Notice to Vacate with Community Center
- ✓ Meet with Transportation, Set-Up HHG's Ship/Pack Date
- ✓ Book your Flight(s)
- ✓ Secure Temporary Lodging at The Inn at Schofield or other TLA approved lodging facilities

\*\*If someone is clearing on your behalf, RCI SPOA  
(or GPOA & Finance SPOA) is required\*\*



# MPD REASSIGNMENTS BRIEF



## Island Palm Communities

### VISIT YOUR COMMUNITY CENTER ASAP:

Provide the following documents/information:

- ✓ Copy of Your Orders
- ✓ Flight Itinerary
- ✓ Date of HHG's Pack Date
- ✓ Complete the Notice to Vacate form

### COMMUNITY CENTER STAFF WILL ADVISE YOU ON THE FOLLOWING:

- ✓ Rent Payment – Is collected in arrears, via allotment
  - PCS/Deployment: DO NOT stop your allotment.
  - ETS: Must pay Pro-Rated Rent up front; BAH ends when SM clears Hawaii.
- ✓ Pro-Rated Rent Refund Process \* 2 weeks from 1st of following month
- ✓ Delinquent Rent & Damage Charges\*\*\* MUST be paid before housing clearance
- ✓ Set-Up a Move Out Brief/ Session Appointment
- ✓ Set-Up a Final Inspection Date/Time of your home
- ✓ Set-Up Loaner Furniture delivery after HHG's goods have been packed
- ✓ Self Cleaning
- ✓ IPC Cleaning (Basic Cleaning Only – Additional Charges May Apply)

\*\*If someone is clearing on your behalf, RCI SPOA  
(or GPOA & Finance SPOA) is required\*\*



## MPD REASSIGNMENTS BRIEF



# Island Palm Communities

### PRIOR TO FINAL INSPECTION:

Call Maintenance on issues that need immediate attention

- ✓ Non-urgent maintenance issues or those you do not feel are necessary while you are still here can be done after you leave
- ✓ Mention these maintenance needs to IPC during the Move Out Brief/Session

Dispose of any unwanted items

- ✓ Hazardous waste/items, such as car battery, a/c unit, propane tank MUST be taken to the appropriate facilities. (Please ask IPC where to take your hazardous waste/materials)

**\*\*DO NOT** leave them on the street or with your regular trash. Normal trash pick up will not dispose these items. Charges applied for disposal.\*\*

Restore yard/lawn area as per instructions

- ✓ Discuss with IPC if improvements in your lawn can be left as is



## MPD REASSIGNMENTS BRIEF



# Island Palm Communities

Aloha (Loaner) Furniture can be left behind

- ✓ IPC will verify number of pieces and condition
- ✓ Charges may apply for damaged items

Clean the Home

- ✓ Do it Yourself – See Community Center for cleaning instructions
- ✓ Mop, Sweep Floors, Vacuum, Possible Carpet Steam Cleaning, Clean Kitchen, Refrigerator/Range Clean Thoroughly, Laundry Room, Bathrooms, etc...
- ✓ Additional cleaning charges may apply for heavily soiled/dirty items (Oven Range/Refrigerator, etc..)
- ✓ Additional charges may apply for removal of personal items

Additional information can be found at [www.IslandPalmCommunities.com](http://www.IslandPalmCommunities.com)

**\*\*If someone is clearing on your behalf, RCI SPOA  
(or GPOA & Finance SPOA) is required\*\***



## MPD REASSIGNMENTS BRIEF



# Island Palm Communities

### HOUSING CLEARANCE:

IPC will stamp your Installation Clearance Document

- ✓ If you requested Housing Clearance stamp prior to the Final Inspection, IPC will note that it is “Pending Final Inspection,” and you will not be cleared from the installation; therefore you must get the 2nd stamp.
  - ✓ Housing Termination Letter will be given after Final Inspection
  - ✓ Charges must be paid (if any) before clearance is obtained
- Provide Us Feedback of your Housing Experience with IPC
    - IPC’s Move Out Survey
  - Bring Termination Letter to Housing Services Office (HSO) for TLA
    - ✓ Will also need Copy of Orders
    - ✓ Flight Itinerary
    - ✓ DA-31 Leave Form

HSO Schofield -- BLDG 950, 215 Duck Road (808) 655-3073

HSO Ft. Shafter – BLDG 1004, 111 7th St., Ft. Shafter (808) 438-1518



## MPD REASSIGNMENTS BRIEF



# Island Palm Communities

### IF YOU LIVE OFF POST:

Visit the Housing Services Office at Schofield or Fort Shafter and be sure to provide the following documents/information:

- ✓ Copy of Your Orders
- ✓ Flight Itinerary(s)
- ✓ Date of HHG Pack Date (DD 1299)
- ✓ Leave Form (DA31)

HSO will stamp your Installation Clearance document  
TLA = Housing Services Office handles all TLA related matters

HSO Schofield -- BLDG 950, 215 Duck Road (808) 655-3073

HSO Ft. Shafter – BLDG 1004, 111 7th St., Ft. Shafter (808) 438-1518



# MPD REASSIGNMENTS BRIEF



## Island Palm Communities

### Questions?

Aliamanu 275-3840	AMR 275-3860	Ft. Shafter 275-3820
Tripler 275-3820	Canby 275-3760	Helemano 275-3780
Hamilton 275-3720	Kalakaua 275-3740	Porter 275-3770
Santa Fe 275-3730	Wheeler 275-3790	

Schofield Barracks: (808) 655-3073

Ft. Shafter: (808) 438-1518

*On behalf of all the Team Members of Island Palm Communities, we thank you for living with us & we wish you a Safe Trip to your new home!*



# Planning for Relocation



## Relocation Readiness

Building 2091, Schofield Barracks

655-4227

0730 - 1630



## ACS Areas of Assistance

- Relocation planning
- Overseas Orientations (Required to out-process)
- Lending closet
- Financial Counseling
- Exceptional Family Member Support
- Employment Readiness Program



## Relocation Planning

Schedule a one-on-one appt. with an ACS Counselor to receive planning assistance & information in the following areas:

Housing, education, child care, mini phone book, installation overview, benefits/entitlements, moving with pets, motor vehicles, sponsorship, and moving checklist.





# Relocation Planning (Cont.)



Plan your own move using the Military Homefront website.

You can create a calendar and “to do list” as well as get gaining installation information.

Go to the following website:

<http://www.militaryhomefront.dod.mil/>



## Things to consider:

- When to ship your Household goods and POV
- Temporary lodging
- Shipping your Pets
- Hand-carry your important documents
- Your Mail – Change of Address
- Pre-Departure and Start-Up Costs





## Overseas Orientation

Required to contact ACS when making an overseas move prior to clearing.

- Information on Europe/Korea/Japan
- Culture Adaptation/Shock
- Unaccompanied Assignment





## Lending Closet

- Temporary loan of household items
- Requires ID Card, copy of orders, and clearing papers.
- Must bring back items prior to clearing ACS





# MPD REASSIGNMENTS BRIEF



## Lending Closet Items:

- Dishes
- Silverware
- Pots and Pans
- Cookware



- High Chairs
- Coffee Pot





## EFMP Relocation Support

- Exceptional Family Member Program can help with the following:
  - Housing
  - School – Special Education
  - CYSS – Child Care





## PCS Financial Counseling

### Things to Consider:

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- Are you keeping your current bank account?
  - Update all your Financial Institutions and TSP with your new address.
  - Balance your checking account before you close it.
- Do you have an emergency fund?
  - Recommended to have 2 months of base pay saved.
- Have you saved for PCS expenses (hotel, rental car, shipping pet)?



# Financial Considerations

## Pay Changes:

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- Loss of COLA
- Lower BAH
- Loss of spouse's income



## How ACS Can Help:

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- Projected LES
- Budget



## Know Your Benefits

- Dislocation Allowance
- Travel Allowances
  - Per diem rates
  - Government meal rates
  - Mileage rates
- <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>





## It's Your PCS Move

- Start saving now for a stress-free move
- Establish a spending plan, write it down & stick to it (involve your spouse)!
- Know your benefits and use them to your advantage





## MPD REASSIGNMENTS BRIEF



# Out-Processing Briefing

## Exceptional Family Member Program (EFMP)

If *no* Family members registered with EFMP, Army Community Service (ACS) office will clear Soldier when out-processing.

If Family members *are* registered with EFMP, ensure registration is up to date.

- Contact EFMP Tripler Office at (808) 433-4441 to check status
- To update EFMP records:

Medical enrollment, use DD Form 2792, completed by physician

Educational enrollment, use DD Form 2792-1, completed by child's school

- Obtain forms at link below or visit Army Community Service EFMP  
<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>



## MPD REASSIGNMENTS BRIEF



# Out-Processing Briefing Exceptional Family Member Program (EFMP)

For EFMP enrollment, updating, or medical questions:

EFMP Tripler Army Medical Center  
7<sup>th</sup> Floor, A Wing, Ocean Side  
(808) 433-4441

For EFMP resources or assistance at gaining installation:

EFMP Army Community Service – Schofield Barracks  
2091 Kolekole Avenue  
(808) 655-4ACS

EFMP Army Community Service – Ft. Shafter  
217 Montgomery Drive  
(808) 438-4ACS



# TRICARE<sup>®</sup>

## *Your Military Health Plan*

### Permanent Change of Station

Updated February 2015

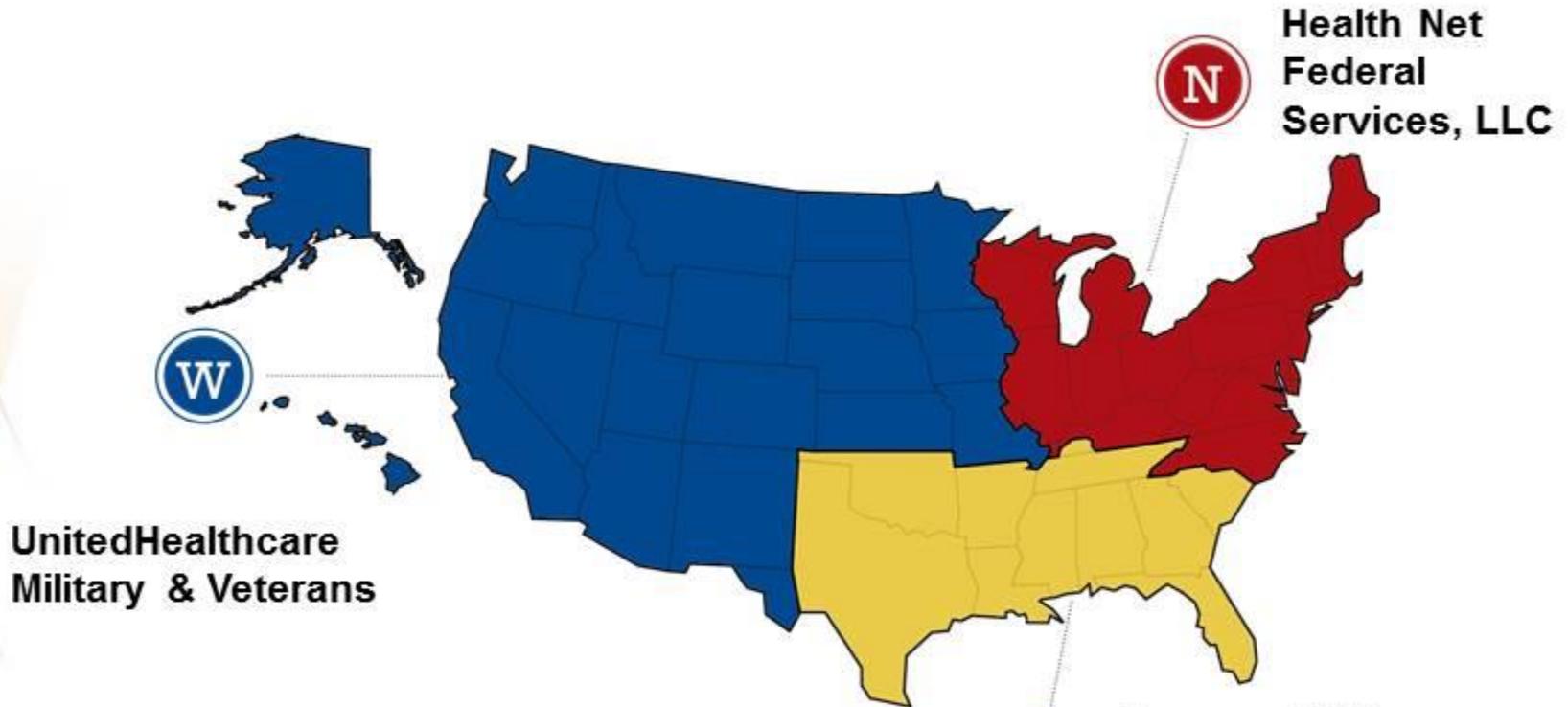


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Defense Health Agency. All rights reserved.

What Is TRICARE?

## TRICARE Stateside Regions

TRICARE is available worldwide and managed regionally.



UnitedHealthcare  
Military & Veterans

Humana Military,  
a division of  
Humana  
Government  
Business



What Is TRICARE?

## TRICARE Overseas Program

The TRICARE Overseas Program is managed through three geographic areas.



### Latin America and Canada

Canada, the Caribbean Basin, Central and South America, Puerto Rico, and the U.S. Virgin Islands

### Eurasia-Africa

Africa, Europe and the Middle East

### Pacific

Asia, Guam, India, Japan, Korea, New Zealand, and Western Pacific remote countries



## Planning for Your Move

# Staying Covered When Moving

- ADSMs must be enrolled in a TRICARE Prime option.
- Do **not** disenroll from TRICARE Prime or TRICARE Prime Remote. Your current coverage will continue until your enrollment transfer is completed after you arrive at your new location.
- Verify your current information in the Defense Enrollment Eligibility Reporting System (DEERS).
- Inform your current regional contractor about your upcoming move.
- Learn about TRICARE options in your new location.



## Ongoing Medical Care

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### **Before moving, sponsors and dependents should:**

- Request copies of medical and dental records
- Fill/refill prescriptions
- Plan ahead for routine medical care
- Keep a list of providers' phone numbers
- Coordinate services for family members with special needs



## Getting Care While Traveling

# How to Get Care During Your Move

Type of Care	TRICARE Prime	TRICARE Standard and TRICARE Extra
Emergency ( <i>immediate</i> )	Call 911 or go to the nearest emergency room	
Urgent ( <i>within 24 hours</i> )	Contact your primary care manager (PCM)	See any TRICARE-authorized provider
Prescriptions	<ul style="list-style-type: none"><li>• Military treatment facility pharmacy: <a href="http://www.tricare.mil/mtf">www.tricare.mil/mtf</a></li><li>• TRICARE retail network pharmacy: <a href="http://www.express-scripts.com/TRICARE">www.express-scripts.com/TRICARE</a> or 1-877-363-1303</li></ul>	



## TRICARE Benefit at Your New Location

### Keep DEERS Up to Date

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- Make sure your military orders reflect your correct information and unit of assignment.
- Remember to update DEERS whenever there is a change in the family (*e.g. marriage birth, adoption, divorce, death*) or when you move. New family members must be registered in DEERS.
- Update your contact information in DEERS within 30 days:
  - Online: <http://milconnect.dmdc.mil>
  - Phone: 1-800-538-9552
  - Fax: 1-831-655-8317
  - By visiting a uniformed services ID card-issuing facility:  
[www.dmdc.osd.mil/rsi](http://www.dmdc.osd.mil/rsi)
  - More information: [www.tricare.mil/deers](http://www.tricare.mil/deers)



## TRICARE Benefit at Your New Location

# TRICARE Prime Enrollment

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- Updating DEERS does **not** transfer your TRICARE Prime enrollment.
- You may call your current regional contractor to transfer TRICARE Prime enrollment

**OR**

- Complete the *TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form (DD Form 2876)*.
- Ways to access the form:
  - Beneficiary Web Enrollment (BWE) Web site:  
[www.tricare.mil/bwe](http://www.tricare.mil/bwe)
  - Online: [www.tricare.mil/forms](http://www.tricare.mil/forms)



## TRICARE Benefit at Your New Location

# TRICARE Prime and TRICARE Prime Remote

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- TRICARE Prime:
  - Available near a military treatment facility (MTF) and other areas with established TRICARE networks, or in areas where the US Family Health Plan (USFHP) is offered
- TRICARE Prime Remote (TPR) and TRICARE Prime Remote for Active Duty Family Members (TPRADFM):
  - Available to ADSMs who live and work in remote locations (*more than 50 miles from an MTF*) and eligible family members residing with them
  - Find out if you live in a remote area at [www.tricare.mil/TPRZipCode](http://www.tricare.mil/TPRZipCode).



## TRICARE Benefit at Your New Location

# US Family Health Plan (USFHP)

- USFHP is a TRICARE Prime option available in six service areas across the United States.
- USFHP enrollees may not use military treatment facilities (MTFs) (*except in emergencies*).
- Web site: [www.usfhp.com](http://www.usfhp.com)



## TRICARE Overseas Program Options

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- ADSMs and **command-sponsored** family members:
  - TRICARE Overseas Program (TOP) Prime
  - TOP Prime Remote
  - TOP Standard (*for family members only*)
- Family members who are **not** command sponsored:
  - TOP Standard
- International SOS Government Services, Inc. administers the overseas program benefit.
- Web site: [www.tricare-overseas.com](http://www.tricare-overseas.com)



## TRICARE Benefit at Your New Location

# Active Duty Dental Benefits

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- No enrollment is necessary.
- Where possible, care is provided by military dentists.
- Active Duty Dental Program (ADDP):
  - Benefit administered by United Concordia® Companies, Inc.
  - Available with military dentist referrals or to those living and working in remote locations
  - Need an Appointment Control Number (ACN) to get care
  - Web site: [www.addp-ucci.com](http://www.addp-ucci.com)



TRICARE Benefit at Your New Location

## **TRICARE Dental Program (TDP)**

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### **When moving:**

- Do **not** disenroll family members from TDP.
- Update your account with MetLife®.
- Find a participating dentist at [www.metlife.com/tricare](http://www.metlife.com/tricare) or by calling 1-855-638-8371.



## Benefit Information

# TRICARE Pharmacy Program

Pharmacy Option	Formulary Drugs		Non-Formulary Drugs <sup>1</sup>
	Generic	Brand Name	
Military Pharmacy (up to a 90-day supply)	\$0	\$0	Not available
TRICARE Pharmacy Home Delivery (up to a 90-day supply)	\$0	\$16	\$46
TRICARE Retail Network Pharmacy (up to a 30-day supply) <sup>2</sup>	\$8	\$20	\$47 <sup>3</sup>

1. Approval is required for ADSMs. Non-formulary drugs may be obtained free of charge by ADSMs only if medical necessity is established. All other beneficiaries will pay the copayments listed above. Medical-necessity information should be submitted along with the prescription. For more information, visit [www.tricare.mil/pharmacy](http://www.tricare.mil/pharmacy).
2. To have a 90-day supply of a prescription filled, pay the copayment for each 30-day supply.
3. Some non-formulary drugs are only covered through home delivery. Check with Express Scripts, Inc. before filling prescriptions for non-formulary drugs at a retail network pharmacy.



Benefit Information

## TRICARE Pharmacy Program (*continued*)

Pharmacy Option	Formulary Drugs		Non-Formulary Drugs
	Generic	Brand Name	
Non-Network Pharmacy ( <i>up to a 30-day supply</i> )	<b>TRICARE Prime options:</b> 50% cost-share applies after point-of-service (POS) deductible is met		<b>TRICARE Prime options:</b> 50% cost-share applies after POS deductible is met
	<b>All other beneficiaries:</b> \$20 or 20% of the total cost, whichever is greater, after the annual deductible is met		<b>All other beneficiaries:</b> \$47 or 20% of the total cost, whichever is greater, after the annual deductible is met



## Other Important Information

# TRICARE Self-Service Options Online

Easily manage benefits at home or on the go via secure Web sites. On **www.tricare.mil**, the “I want to ...” section allows you to:

- Enroll in or purchase a plan
- File or check a claim
- View referrals and prior authorizations
- Find a doctor

... and **much more!**



## Your Checklist

# Moving with TRICARE

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### Before You Move:

- Do **not** disenroll from TRICARE Prime.
- Contact your current regional contractor to begin transferring enrollment.
- Verify DEERS information.
- Fill prescriptions.
- Get copies of medical and dental records.
- Make sure you have your current PCM's phone number.
- Coordinate special care needs.



## Your Checklist

# Moving with TRICARE

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### On the Road:

- For urgent and routine care, call your PCM to coordinate care.
- For emergency care, no referral is required; call 911 or go to the nearest emergency room.

### At Your New Location:

- Update DEERS.
- Finish transferring TRICARE Prime enrollment, if applicable.
- If you are enrolled in the TRICARE Dental Program, provide your new contact information to MetLife.





## MEDICAL RECORDS

All Records **MUST** be mailed

No one is allowed to Hand Carry Records

### Active Duty Health Records – Bldg 679, Phone 808-433-8200

- To begin the process of transferring medical records to your next duty station, you will need orders, dental records and clearing papers.
- Your records will be mailed to your next duty station

### Family Member Records – Bldg 676, Phone 808-433-8483

- To begin the process of transferring medical records to the next duty station, you will need a Military ID and your sponsor's orders.
- You records will be mailed to the next duty station.

## For Information and Assistance

### Stateside Regional Contractors

#### TRICARE North Region

Health Net Federal Services, LLC  
1-877-TRICARE (1-877-874-2273)  
www.hnfs.com

#### TRICARE South Region

Humana Military, a division of  
Humana Government Business  
1-800-444-5445  
Humana-Military.com

#### TRICARE West Region

UnitedHealthcare Military & Veterans  
1-877-988-WEST (1-877-988-9378)  
www.uhcmilitarywest.com

### General Contact Information

TRICARE Web Site: [www.tricare.mil](http://www.tricare.mil)

Contacts: [www.tricare.mil/contactus](http://www.tricare.mil/contactus)

Defense Health Agency—Great Lakes:  
[www.tricare.mil/greatlakes](http://www.tricare.mil/greatlakes)

### Overseas Regional Contractor

International SOS Government Services, Inc.  
[www.tricare-overseas.com](http://www.tricare-overseas.com)

#### Eurasia-Africa:

+44-20-8762-8384 (*overseas*)  
1-877-678-1207 (*stateside*)

#### Latin America & Canada:

+1-215-942-8393 (*overseas*)  
1-877-451-8659 (*stateside*)

#### Pacific:

Singapore: +65-6339-2676 (*overseas*)  
1-877-678-1208 (*stateside*)  
Sydney: +61-2-9273-2710 (*overseas*)  
1-877-678-1209 (*stateside*)

### Connect with TRICARE Online!



[www.tricare.mil/media](http://www.tricare.mil/media)





## MPD REASSIGNMENTS BRIEF



# USAHC-SB MEDICAL OUT PROCESSING

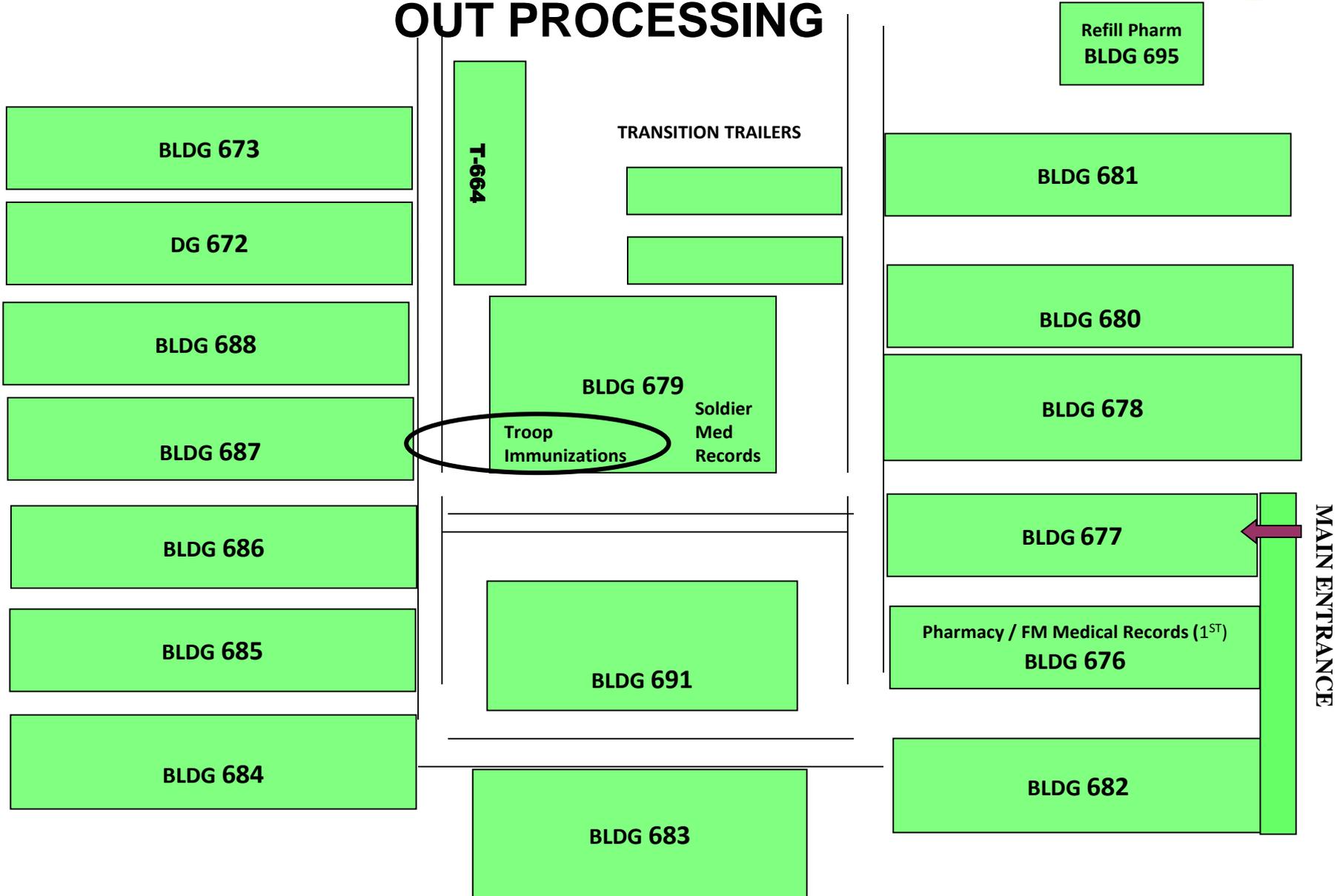
- Soldiers medically out process each TUES 1300 hrs and FRI 0900 hrs at USAHC-SB
- All will start at Troop Immunizations, bldg 679
  - All Soldiers must be in a military uniform IAW Post Policy
- All out processing Soldiers will be screened for mandatory assessments and medical readiness requirements
- All out processing Soldiers will sign for their medical records
- Please start out processing at least 2 weeks prior to final date
- Please start Retirement/ETS Physical exams at least 2 months prior to final date



# MPD REASSIGNMENTS BRIEF



## USAHC-SB MEDICAL OUT PROCESSING





# USAHC-SB MEDICAL OUT PROCESSING

- All out processing Soldiers will be screened for the following mandatory assessments and medical readiness requirements

ALL- Periodic Health Assessment (PHA)

ALL- Post Deployment Health Re-Assessment (PDHRA)

ALL Female Soldiers- Well Woman exam

ALL- Out-processing Behavioral Health checks

PCS/RC- Vision Readiness screening

PCS/RC- Hearing test

PCS/RC- Routine Immunizations and PPD skin test

PCS/RC- Readiness related lab requirements



## MPD REASSIGNMENTS BRIEF

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# USAHC-SB MEDICAL OUT PROCESSING

- SOLDIER MEDICAL RECORDS OUT PROCESSING
- Soldiers must provided 1 copy of orders for the medical records (MEDREC) to be shipped
- ETS-Retirement Soldiers must sign out dental records and turn in when out processing medical records
  - USAHC-SB each TUES 1300-1600 and FRI from 0900-1200, 1300-1600 hrs at Bldg 679.



# USAHC-SB MEDICAL OUT PROCESSING

- FAMILY MEMBER MEDICAL RECORDS OUT PROCESSING
- Soldiers with Family members (FM) must provide 1 copy of orders with FM names shown for the FM medical records to be shipped
  - USAHC-SB each TUES and FRI 1300-1600 hrs at Bldg 676.
  - Completed and signed FM MEDREC request in TCS folder.
  - Soldier must have ID Card of Spouse and FMs 18 yrs/older at time of MEDREC pick up.



# USAHC-SB MEDICAL OUT PROCESSING

TRICARE Transferring to a new duty station

- It is the Sponsor/Family Members responsibility to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations. If Sponsor/Family members have questions they should call

TRIWEST @ 1-888-874-9378

TRICARE Info for ETS and Retirements are part of the DHR Separation Briefings



## MPD REASSIGNMENTS BRIEF



# USAHC-SB MEDICAL OUT PROCESSING

- TRICARE Info Sheet

TRICARE Information for

Soldiers and Families Leaving Hawaii

• **PCS**- Be sure to transfer Prime enrollments for Soldiers and Family members at next duty station-

1. Only Emergency care is authorized when traveling- (seen in Emergency Room)
2. Routine care not authorized-
3. Questions call 1-888-874-9378 (Quick Access Tip- when recording begins say Customer Service)

• **Retiring**- Attend VA Separation & TRICARE Retirement Briefing at ACAP- Contact ACAP @ 655-1028 for dates and times of briefings.



## MPD REASSIGNMENTS BRIEF



### •ETS –

1. Without TAMP-Eligibility- Soldiers and family members are no longer eligible for care in military system or with TRICARE Program at midnight on date of separation

2. With TAMP eligibility

- If you qualify for the Transitional Assistance Management Program (TAMP) it will state TAMP eligibility on separation orders
- TAMP provides health coverage for 180 days as you transition to civilian life. Under TAMP Soldiers and Family Members are eligible for TRICARE Standard, Extra or Prime.
- Must up date DEERS on date of separation or later- Take orders and DD 214 with picture ID to ID/DEERS Office, Bldg 750, (Old Nehelani) Room 122. Soldier, spouse and children 10 years and up will receive ID card with TA over stamp. \*Prime members must re-enroll, if TAMP eligible. Be sure to check for Prime availability in your area.
- **Disability Questions** –Contact VA @ 1-800-827-1000



## 125<sup>TH</sup> FMSU FINANCE OUT PROCESSING BRIEFING

Bldg 750, Room 103



# MPD REASSIGNMENTS BRIEF

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## 125<sup>th</sup> FMSU IN/OUT PROCESSING HOURS OF OPERATION

### Office Hours:

Monday-Wednesday & Friday 0900 – 1600

PHONE NUMBERS:

(808) 655-0094/0095

CLOSED THURSDAY'S, USARPAC DONSA's,  
TRAINING/FEDERAL HOLIDAYS



# Entitlements Review

- See your unit S-1 (PAC Clerk) to review your pay entitlements based off the latest Unit Commanders Finance Report (UCFR).
- If your entitlements are incorrect you will need to bring the correct documentation with you and notify finance of the changes required.
  - If changes are needed, please see S-1 about required documentation to fix your military pay account



## MPD REASSIGNMENTS BRIEF

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# CLEARING FINANCE

- Wounded Warriors must out-process through the Wounded Warrior Program Office (WWPO) which is located in the main finance office

**\*\*Building 689 next to the commissary\*\***

- SMs belonging to Fort Shafter need to clear Finance via Fort Shafter



# ADVANCE PAY

- ONE Month's advance pay may be requested at the losing duty station or the gaining duty station
  - Calculated as SM's base pay minus deductions to include TSP, Alimony, Child Support, etc.
  - Recouped over a 12 month period
  - Can be requested at IOP 30 days prior to PCS departure OR 60 days after your PCS arrival at next PDS



# ADVANCE PAY

- Who is entitled:
  - E3 and Below **with** Dependents are authorized with CDR's signature
  - E4 and above with Dependents are authorized to sign and approve their own request for advance pay
  - E5 and below without dependents are authorized with CDR's signature.
  - \*\*All single Soldiers are required to itemize expenses to justify the advance pay. (DFAS Guidance Letter January 8, 2016)\*\*



# ADVANCE PAY

- Required Documents to request Advance Pay
  - DD Form 2560 (Advance Pay form)
  - 1 copy of your PCS orders
  - 1 copy of DA 31 (Leave Form)
  - 1 copy of most current LES
  - **\*\*ALL single Soldiers will itemize expenses to justify the authorization of an advance pay\*\***



## ADVANCE DLA

- ADVANCE DISLOCATION ALLOWANCE (DLA)
  - Payable based on JFTR Regulations

**SOLDIERS WHO HAVE A FUNCTIONING GTCC WILL NOT RECEIVE ADVANCE DLA** (DOD FMR Volume 4, Chapter 5)

Request for advance will be paid at 100%

- Note: This is a travel advance and must be claimed on the PCS travel voucher (DD Form 1351-2) upon arrival at your new duty station

"The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. See Section 0406 for exemptions to mandatory use. Official government travel is defined as travel under official orders while performing duties pertaining to official government assignments such as temporary duty (TDY) and permanent change of station (PCS). The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian). Refer to the Joint Travel Regulations (JTR), Chapters 3-7 and Appendix G for information on authorized travel expenses. Use of the card for expenses not authorized by the JTR is prohibited. Refer to the Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264 for additional information regarding mandatory use of the travel card. Benefits of the GTCC Program include but are not limited to the following:

A. Increases data capture, providing business intelligence to improve travel programs, reduce overall travel costs and expand strategic sourcing opportunities B. Improves audit readiness and program management C. Reduces the need (and costs to the Department) for travel advances and related reconciliation/collection" (DOD FMR Volume 4, Chapter 5)



# ADVANCE DLA

- ADVANCE DISLOCATION ALLOWANCE (DLA)
  - SM must be moving household goods and/or dependents
  - E5 and below w/out dependents are NOT entitled to Advance DLA (Unless Dual Military and you are on a Joint Domicile Assignment)
  - Only one SM of a Dual Military Couple, who are relocating together, is entitled to DLA
  - SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE DLA



## MPD REASSIGNMENTS BRIEF



# ADVANCE DLA

- Can be requested at IOP 30 days prior to departure
- DFAS will deposit request prior to SM's flight date
- Advance DLA requires 10-15 Business days to be processed
- DLA Rate is figured according to rank and w/ or w/out dependents
- SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE DLA



## ADVANCE DLA

- Required documents to request Advance DLA:
  - 1 copy of PCS Orders (w/ dependents' names listed, if applicable)
  - 1 copy of DA 31 (leave form)
  - 1 copy of Flight Itinerary (including dependents' flight itinerary, if applicable)
  - **SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE DLA**



## ADVANCE TRAVEL

- SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE TRAVEL
- Can be requested at IOP 30 days prior to departure
- DFAS will deposit request prior to SM's flight date
- Advance travel requires 10-15 Business days to process



## MPD REASSIGNMENTS BRIEF



# ADVANCE TRAVEL

For each day of authorized travel, the following Per Diem rates apply:

- SM – **\$140** per day
- Dependents 12 and older – **\$105** per day per dependent
- Dependents under 12 – **\$70** per day per dependent

**SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE  
ADVANCE TRAVEL**



## ADVANCE TRAVEL

- Required documents to request Advance Travel:
  - 1 copy of PCS Orders (w/ amendments, if applicable)
  - 1 copy of DA 31 (Leave form)
  - 1 copy of Flight Itinerary (including dependents' flight itinerary, if applicable)
  - 1 copy of your POV Shipment form
  - **SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE TRAVEL**



## DEPARTURE TLA

### Departure Temporary Lodging Allowance (TLA)

- Departure TLA is a **partial reimbursement**, not an advance payment for OCONUS lodging.
- The Housing Services Office (HSO) authorizes Departure TLA. **SMs must coordinate with HSO for authorization.**
- SMs not living in Single-Type Quarters (barracks) are authorized up to but not to exceed 10 days of Departure TLA.



## DEPARTURE TLA

- ALL Departure TLA PAYMENTS will be paid on Mid Month or End of Month Direct Deposits based on when it is processed by the Finance office.
- All TLA packets will be turned into the Main Finance office (building 689) prior to scheduled departure . If Staying at the Inn at Schofield Barracks, submit at the front desk.



## MPD REASSIGNMENTS BRIEF



# DEPARTURE TLA

Required documents to process Departure TLA authorization letters are:

- 1 copy of PCS, ETS, or Retirement Orders (w/amendments, if applicable). Family must be listed on PCS orders and be Command Sponsored to be entitled to Departure TLA
- 1 copy of DA 31 (Leave Form) with approval signature and control number. Soldier Start leave date should be same as departure flight
- 1 copy of Flight Itinerary for SM (including dependents' flight itinerary, if applicable). Late departure authorized after 1800 hrs.
- DD Form 1299 (Household Goods Shipment)
- IPC Housing Termination Letter (On-post)



## MPD REASSIGNMENTS BRIEF

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# DEPARTURE TLA

Take the documents listed to the Housing Services Office (HSO), Schofield Barracks, Bldg 950, 215 Duck Road. ALL Departure TLA will be authorized through the HSO office.



## DEPARTURE TLA

Required documents to process Departure TLA by Finance:

- Housing Memorandum (Departure TLA letter)
- Statement of Non-Availability (if assigned to Oahu North)
- 1 copy of an Itemized Hotel receipt w/balance paid in full
- 1 copy of PCS Orders (w/amendments, if applicable)
- 1 copy of DA 31 (Leave Form) with approval signature and control number
- 1 copy of Flight Itinerary for SM (including dependents' flight itinerary, if applicable and are listed on orders and Command Sponsored)

**DEPARTURE TLA WILL NOT BE PAID FOR ANY DAY SOLDIER ON PCS, ETS OR TERMINAL LEAVE AND STILL ON ISLAND**



# MPD REASSIGNMENTS BRIEF



## CLEARING FINANCE

**SM MUST clear CIF prior to clearing Finance Office**

**\*If issued a statement of charges by CIF it MUST BE stamped by CIF to be processed by finance\***

Clear our office 3 BUSINESS days prior to the date of your Final Out appointment. Required documents to clear:

- Clearing Papers
- DA Form 5960 (Recertify BAH)
- 1 copy of PCS Orders (w/amendments, if applicable)
  - **DA Form 31 start date (block 10a) must match AVAL date on PCS orders**
- 1 copy of DA 31 (Leave Form)
  - **Note:** A Leave Form is required for **ALL** travel days
- 1 copy of Flight Itinerary for SM (w/dependents, if applicable)



# MPD REASSIGNMENTS BRIEF



## COLA/BAH/FSH

### COLA

- COLA stops at the day prior of unit's departure date (DA31 block 10.a)

### BAH

- BAH remains at the Hawaii rate until SM signs into new Permanent Duty Station
- If TDY-en-route, BAH still remains at the Hawaii rate until signing into new Permanent Duty Station

### FSH

- For Dual BAH or FSH, the Hawaii rate BAH stops the day prior to the day you depart your unit
- FSA will terminate upon departure on PCS leave



## FINANCE ADMIN NOTES

### TDY Enroute

- All SM going TDY enroute to their next duty station must ensure they have a DD 1610, providing accounting classification(s), to accompany any PCS orders. Failure to do so may prohibit reimbursement for any expenses incurred during TDY period.

### Commercial Plane Tickets

- Orders must state that SM is authorized to purchase commercial plane tickets utilizing their Individual Billing Account (IBA) established for reimbursement. Tickets must be purchased through Government Travel Office for reimbursement. Can not purchase tickets on-line or through travel agent.

### Baggage Claim

- DFAS will reimburse for the first two bags charged that meet the requirements for reimbursement.



# MPD REASSIGNMENTS BRIEF

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## 125<sup>th</sup> FMSU

IN/OUT PROCESSING POC:

SSG Tay, Harry

655-0094/0095

HARRY.T.TAY.MIL@MAIL.MIL

Building 750, Room 103

TLA POC:

SSG MASGA, SHANE

**PHONE # TBP**

SHANE.A.MASGA.MIL@MAIL.MIL

Bldg 950, 215 Duck Road



# MPD REASSIGNMENTS BRIEF

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US ARMY GARRISON HAWAII

DIRECTORATE OF HUMAN RESOURCES  
MILITARY PERSONNEL DIVISION

REASSIGNMENTS SECTION



## MPD REASSIGNMENTS BRIEF



# ENLISTED PCS RETAINABILITY

- Soldiers PCSing to CONUS must have 1 year retainability as of NLT Report Date established by HRC.
- Must have 36 months for OCONUS long tour areas and 12 months for Korea



## MPD REASSIGNMENTS BRIEF



# ENLISTED PCS RETAINABILITY

FIRST TERMERS: If you do not want to reenlist or extend to meet the retainability requirements, Sign the bottom of the folder which states: “I AM A FIRST TERM SOLDIER AND DECLINE TO OBTAIN RETAINABILITY FOR THIS ASSIGNMENT”

CAREER SOLDIERS: If you do not want to reenlist or extend to meet the retainability requirement, See Retention NCO and sign a Declination of Continued Service Statement (DCSS) DA Form 4991-R. The ERUP Code must reflect 9Q.

Must submit DCSS to **S-1** ASAP.

Enlisted Soldiers who Reenlisted for the assignment, see your Retention NCO for any changes.



# REQUIREMENTS

Documents for Service Members with dependents:

1. Copy of PCS orders bringing dependents to Hawaii
2. Dependent Travel Order/Space A
3. Command Sponsorship memorandum
4. Newly married: Copy of Marriage Certificate.
5. New born child: Copy of Birth Certificate.
6. Early Return of Dependent Orders (ERD)  
(If applicable)

If Security Clearance is required, see your **S-2**.

If recently promoted a copy of promotion order.



# COMMAND SPONSORSHIP

1<sup>st</sup> Term Soldiers must serve a 36 month “accompany tour” to be eligible for Command Sponsorship Benefits.

Bona Fide Local Residents spouse maybe authorized Command Sponsorship without having 12 months remaining on the 36 month tour.

Dual Military or Single Parent must request Command Sponsorship for 1<sup>st</sup> Child born on Island.

Command Sponsorship is not automatic. You must apply for  
CSP.



## OVERSEAS ASSIGNMENTS

Required documents for all Soldiers:

- DA Form 4036: Medical & Dental Preparation for Overseas Movement
- DA Form 4787: Reassignment Processing

Required documents for Soldiers taking dependents:

- DA Form 5121: Overseas Tour Election Statement
- DA Form 5888: Family Member Deployment Screening Sheet. Must be completed, signed and stamped by **EFMP physician** at **Tripler Hospital**.

For appointments, call EFMP Clinic @ **433-4441**



## MPD REASSIGNMENTS BRIEF



# PASSPORTS

Passports issuance applies only to the following:

For PCS moves only

Dependents

US citizens

Click on the following link to access the application:[http://travel.State.Gov/passport/forms/ds11/ds11\\_842.Html](http://travel.State.Gov/passport/forms/ds11/ds11_842.Html)

Upon completion, a bar code will appear on the first page, top left corner. **Do not sign the application!** Passport agent will witness signature and verify documents during interview process

Provide **only** original documents

Contact passport agent at (808) 655-7182 or schedule appointment  
Passports are issued only after receiving approved concurrent/deferred travel and dependents are listed on service member's pcs orders



# PASSPORT

Forms of original documents required:

- Current passport holder, provide passport along with application
- Birth certificate
- Naturalization certificate (if applicable)/military ID/driver's license



## MPD REASSIGNMENTS BRIEF



# LEAVE TIME

To take leave over 30 days and 10 days Permissive TDY, you must provide a copy of DA 31 signed by an O-5 or above.

Select options of “Fly and Drive” or just “Fly”

Fly and Drive (CONUS only) - Fly from Hawaii to Los Angeles and drive POV to gaining location.

Fly Only - Fly to your gaining location. POV is shipped to closest Vehicle Processing Center.



## MPD REASSIGNMENTS BRIEF

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All Soldiers must bring the listed documents to your scheduled one on one appointment.

Officers: DA 5117-filled out

Enlisted: DA 5118-Page 3 filled out, MRC verified and signed by Medical Personnel and/or S1. Page 4&5 filled out/signed by the Soldier.

Any Soldiers without the required documents will be rescheduled.



## MPD REASSIGNMENTS BRIEF



# AFTER THE LEVY BRIEF

Orders are published based on AVAL dates. AVAL/DEROS date is the date you will depart Hawaii.

Orders are picked up by your S-1 only.

Please contact S-1 for any PCS orders or amendments.

Question?





# MPD REASSIGNMENTS BRIEF



## Contact Information

Officers Reassignments: 655-4949/4629

Enlisted Reassignments: 655-9490

Soldiers Support Center

Ayres Ave Bldg 750 Room 109





# SPONSORSHIP

ACT Sponsorship website: <https://actnow.army.mil>.

Completion of the DA Form 5434, request for sponsor, located in the ACT Sponsorship Module.

Please complete SECTION # 1, 2, 4 & 5. After you have completed all sections, please check (I certify) block below your rank in section 1 and save your form at the bottom of the page.

Your Gaining Installation will complete SECTION # 3 on line with sponsor information.

For further questions or assistance contact your brigade or battalion sponsorship liaison.



# MPD REASSIGNMENTS BRIEF



## Army Career Tracker (ACT)



**Actors:**  
 - PCSing Individual  
 - Sponsor

The screenshot shows the ACT interface for a DA Form 5434. The top navigation bar includes 'SOLDIER', 'CAREER RESOURCES', 'SEARCH', and 'SPONSOR'. The main content area displays a 'Welcome!' message and a progress bar with five sections: Section 1 (checked), Section 2, Section 3, Section 4, and Section 5. Below the progress bar, there are fields for 'ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY' and a 'Sponsorship Notification' section. A blue arrow points from the 'Actors' box to the 'Section 3' area of the form.

- The DA Form 5434 is what drives the program
- Notification are sent to PCSing individual to complete their DA Form 5434
- Sections 1, 2, 4, and 5 are completed by the PCSing Individual. Section 3 is completed by the Sponsor
- Clearing papers are being held until Sponsor completes Section 3 of DA Form 5434 or [ETP 4187](#) and [Out-processing Survey](#)



## MPD REASSIGNMENTS BRIEF



### **Out-processing Section**

#### **Office Hours**

**Mon, Tues, Wed, Fri - 0900-1130; 1300-1530**

**Thursday - 0800-1130**

**(Issue Clearing papers and Final Out)**

Soldiers of all Ranks must be in uniform when clearing.  
Exceptions are Soldiers who are pregnant, or an agent of  
the Criminal Investigation Division (CID)

AR 600-8-101 & Policy Memo USAG-HI 58, IOP procedures.

DA 5434 is completed on ACT website

Bring copy of out processing survey

For assistance during non-operational hours call 655-6845.



## Out-processing Section

1. Clearing papers are issued upon Assigned Sponsor completing DA Form 5434 or ETP 4187 signed by O6.
  2. PCSing Individual will access their In-Processing and Out-Processing Surveys from the ACT Sponsorship Portal.
  3. PCSing Individual will print Out-Processing Survey Certificate of Completion.
- ACT Sponsorship website: <https://actnow.army.mil>