

DEPARTMENT OF THE ARMY
HEADQUARTERS, FOURTH REGION (ROTC)
U.S ARMY CADET COMMAND
BOX 339500, MS 83
FORT LEWIS, WA 98433-9500

ATOD-PM

S:
5 February 2003

MEMORANDUM FOR

SUBJECT: Reassignment Notification Packet (CONUS)

1. The Reassignment Processing Center has received Assignment Instructions for the following individual:
2. Please complete the enclosed paperwork and return to region headquarters by the suspense indicated above. If you have any questions about how to complete the forms, contact the undersigned. Your levy packet must be signed by the PMS (page 2). Also, the PMS must complete and sign page 5 of the packet.
3. If paperwork is not completed and returned to Reassignment Section, Fort Lewis within 30 days of region's receipt, orders will be published on the individual without levy information. If you request a deletion or deferment, it must reach the Reassignment Processing Center NLT 30 days after EDAS Cap Cycle notification (officers must contact their Branch Manager).
3. For additional reassignment information or paperwork, please log on to the 4th Region web page, Personnel and Administration Division, Out-Processing Section. You will find the necessary forms and out-processing checklist as a guide to ensure a smooth PCS.
<http://www.lewis.army.mil/4rotc/>
4. Point of contact is the undersigned at (253) 967-9615 or slayc@4rotc.lewis.army.mil.

Encl

CRYSTAL A. SLAY
SGT(P), U. S. Army
Administrative Sergeant

_____(AFZH-AGI-R/_____) (614-200b) 1st End _____
(Office Symbol) (Date of Memo) (Action Officer 's Tel #)

SUBJECT: Reassignment Notification of _____

Commander, _____ (Unit/Activity) _____ (Date)

FOR: Chief, Reassignments Processing Center, ATTN: AFZH-AGI-R

1. The above soldier (is) (is not) assigned to a unit supported by this headquarters. The soldier was reassigned as directed by enclosed reassignment order.
2. The soldier and the unit commander have been informed of the requirement to attend a Levy Briefing within 30 days of the EDAS Cap Cycle notification. The soldier (will) (will not) attend. If soldier will not attend, indicate reason:

-
3. Request for (Deletion) (Deferment) (is) (is not) requested.
 4. The soldier has been advised of the "SERVICE REMAINING REQUIREMENT" for this assignment. The soldier is scheduled to (extend) (reenlist) on or about _____ or
__ a. Soldier is a first term soldier and declines to reenlist/extend. Soldier is required to attend Levy Briefing and sign a "First Termer's Statement". After completing statement, soldier will be released from briefing.
__ b. Soldier is not a first term soldier and declines to extend/reenlist. Soldier is required to be counseled and sign DCSS (DA Form 4199-R). Counseling is required by Unit Retention NCO and Unit Commander. Signed DCSS must be returned to the Reassignment Processing Center within seven (7) duty days or NLT 30 days from the EDAS cycle date indicated o assignment instructions.
 5. The soldier (has) (has not) applied for Joint Domicile.
 6. The following additional information furnished:

(Commander/Adjutant)

REASSIGNMENT STATUS AND ELECTION STATEMENT

For use of this form, see AR 600-8-11; the proponent agency is ODCSPER

PRIVACY ACT STATEMENT

Authority: Title 10, USC, Sections 3010, 8012 and 5031, and Title 5, USC, Section 301.
Principal Purpose: For personnel service support.
Routine Uses: (1) To conduct initial screening of reassignment cycle to determine soldier's eligibility to comply; and (2) basis for initiating specific assignment processing (*deletion/deferments; additional service; or any other special processing required*).
Disclosure: Disclosure of information is voluntary. However, failure to disclose this data may result in unnecessary hardship on the soldier and/or family members. Failure to disclose data will not automatically exempt soldier from selected reassignment.

PART I - MILITARY PERSONNEL DIVISION/PERSONNEL SERVICE COMPANY

INSTRUCTIONS: The Military Personnel Division/Personnel Service Company will answer all the questions in Part I (*Sections A, B, and C*) after comparing the EDAS Cycle with the Personnel Qualification Record (*DA Form 2A*) of the soldier. A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. This form pertains to enlisted soldiers only.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT	8. CURRENT UPC		
9. GAINING UNIT	10. EDAS CYCLE NO.	11. TODAY'S DATE		
12. ARRIVAL DATE	13. AI MOS	14. AI ASI	15. AI LANGUAGE	

Section A - Special Management Command Status

YES	NO	N/A
-----	----	-----

16. Is the soldier being assigned to a special management command (<i>table 2-5</i>)?			
---	--	--	--

Section B - General Eligibility Status

17. Is the soldier currently assigned to another installation?			
18. Has the soldier already received assignment instructions from which he/she has not been officially deleted?			
19. Does the soldier have less than 120 days notice to prepare for this assignment?			
20. Will the soldier be reassigned during the same fiscal year of his/her last "cost" PCS?			
21. Will the soldier be reassigned before completing at least 12 months at his/her current duty station?			
22. Will the soldier's stabilization period terminate after the assignment arrival date?			
23. Does the soldier's PULHES contain a "3" or "4"?			
24. Does the soldier's PMOS differ from the assignment MOS?			
25. Are the special qualifications required for this assignment different from those currently possessed by the soldier?			
26. Are the prerequisites for TDY schooling or training required for this assignment different from those currently possessed by the soldier?			
27. Are the PRP requirements for this assignment different from those currently possessed by the soldier?			

Section C - Time in Service Requirements Status

28. Will the soldier who is being reassigned from CONUS to CONUS have less than 24 months service remaining (<i>as of the last day of the arrival month</i>) until his/her ETS?			
29. Will the initial term soldier have insufficient service remaining (<i>as of the last day of the arrival month</i>) to complete at least the "all others" tour prior to ETS upon arrival in the gaining overseas area?			
30. Will the career soldier have sufficient service remaining (<i>as of the last day of the arrival month</i>) until his/her ETS to serve the "all others tour" for the overseas area?			
31. Will the soldier who is being reassigned from OCONUS (<i>long tour area</i>) to CONUS have less than 13 months service remaining from his/her DEROS until his/her ETS?			
32. Will the soldier who is being reassigned from OCONUS (<i>short tour area</i>) to CONUS have less than 7 months service remaining from his/her DEROS until his/her ETS (<i>less Johnston Island and Enewetak</i>)?			
33. Will the soldier be reassigned prior to the completion of his/her Foreign Service Tour Extension (<i>FSTE</i>)?			
34. Is the soldier's DEROS after the assignment arrival date?			

35. REMARKS *(Annotate any additional information or discrepancies)*

36a. REASSIGNMENT CLERK'S SIGNATURE

36b. DATE

PART II - BATTALION STATUS

INSTRUCTIONS: The Battalion S1 will answer all the questions in Part II (*Sections D and E*). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. The Battalion S1 must sign the completed statement and return it to the MPD/Personnel Service Company with the completed *Soldier Status and Election Statement* attached.

NAME		2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT			8. CURRENT UPC	
9. GAINING UNIT			10. EDAS CYCLE NO.	11. TODAY'S DATE	
12. ARRIVAL DATE		13. AI MOS	14. AI ASI		15. AI LANGUAGE

Section D - Duty Status

	YES	NO	N/A
37. Is the soldier currently attached to another installation for the purpose of processing a personnel action?			
38. Is the soldier currently assigned to another unit?			
39. Is the soldier currently assigned to a unit scheduled for permanent overseas deployment (<i>other than unit TDY movement such as REFORGER</i>)?			
40. Is the soldier in an AWOL status?			
41. Is the soldier presently confined?			
42. Is the soldier currently TDY from his/her home station and not scheduled to return at least 60 days prior to the first day of the arrival month?			
43. Is the soldier presently undergoing any medical or dental treatment that would prevent this reassignment?			
44. Is the soldier awaiting court or trial appearance as a defendant?			

Section E - Pending Action Status

45. Is the soldier pending an early release from active duty?			
46. Is the soldier pending a Medical Evaluation Board (<i>MMRB/PEB</i>)?			
47. Is the soldier pending a PMOS reclassification?			
48. Is the soldier under suspension of favorable personnel actions (<i>FLAGGED</i>)?			
49. Is the soldier enrolled in Phase III of the Alcohol and Drug Abuse Prevention and Control Program (<i>ADAPCP</i>)?			
50. Is the soldier scheduled for any schooling not in conjunction with this assignment?			
51. Has the soldier applied for specialized training?			
52. Is the soldier being delayed from complying with these assignment instructions due to administrative processing errors?			
53. Are there any circumstances not listed above that would preclude the soldier from complying with these assignment instructions?			
54. REMARKS (<i>Annotate any additional information or discrepancies.</i>)			

55a. BATTALION S1 SIGNATURE

55b. DATE

PART III - SOLDIER STATUS AND ELECTION STATEMENT

INSTRUCTIONS: You will answer all the questions in Part III (*Sections F and G*). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. You must sign the completed statement and return it to the Battalion S1.

1. NAME	2. SSN	3. GRADE	4. PMOS.	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT			8. CURRENT UPC
9. GAINING UNIT		10. EDAS CYCLE NO.		11. TODAY'S DATE
12. ARRIVAL DATE	13. AI MOS	14. AI ASI		15. AI LANGUAGE

Section F - Personal Status

	YES	NO	N/A
56. Do you have an approved retirement date?			
57. If you are being assigned to an airborne position, do you wish to terminate your airborne status?			
58. Are you being assigned to a duty or an area for which you have a reassignment restriction for the reason of prior sensitive duty assignment?			
59. Do you have an enlistment or reenlistment commitment for other than the areas of this assignment?			
60. Are you a pregnant soldier?			
61. Are you a sole parent or married to an Army soldier?			
62. Is your spouse pregnant?			
63. Do you have an extreme family situation that meets the requirements outlined in table 2-1, AR 600-8-11?			

Section G - To and From OCONUS Status

64. Do you have any family members with a physical, emotional, developmental or intellectual disorder who are not enrolled in the Exceptional Family Member Program?			
65. Have you failed to complete initial entry training (<i>12 weeks military training or its equivalent</i>) required before your overseas movement?			
66. If you have received assignment instructions to Turkey, are you or your spouse a Turkish or dual U.S.-Turkish national?			
67. Are you being assigned overseas to a country where you committed a crime that resulted in civil or military imprisonment or conviction by a foreign tribunal?			
68. Are you being involuntarily reassigned to an unaccompanied short tour area following 12 cumulative months TDY during a 24-month period?			
69. Do you desire to report in early to the gaining oversea command?			
REDACTED			
71. If you have received assignment instructions to a dependent restricted area (<i>short tour area</i>), do you want to participate in the Advanced Assignment Program?			
72. REMARKS (<i>Annotate any additional information or discrepancies.</i>)			

73a. SOLDIER'S SIGNATURE

73b. DATE

PART IV - WARTIME STATUS

INSTRUCTIONS: You will answer all the questions in Part IV (Section H). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. You must sign the completed statement and return it to the Battalion S1.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT			8. CURRENT UPC
9. GAINING UNIT		10. EDAS CYCLE NO.	11. TODAY'S DATE	
12. ARRIVAL DATE	13. AI MOS	14. AI ASI	15. AI LANGUAGE	

Section H - Personal Status

	YES	NO	N/A
74. Have you applied for Conscientious Objector status?			
75. Are you a sole surviving son or daughter?			
76. Are you being reassigned to a hostile fire area and have immediate family members whose service in that area resulted in death, disability, missing in action, or prisoner of war status?			
77. Are you a former Peace Corps member being reassigned to the country in which you have served?			
78. Are you a former Prisoner of War or Hostage being reassigned to the country where you were held captive?			
79. Have you been hospitalized at least 30 days outside a hostile fire area due to a wound received in that area?			
80. REMARKS (Annotate any additional information or discrepancies.)			

81a. SOLDIER'S SIGNATURE

81b. DATE

Levy Notification Information Sheet (Part I)

1. Name: _____ SSN: _____ Rank: _____
(Last, First, MI)

2. Is soldier required to re-enlist/extend? NO YES _____
(ETS must be at least)

*If soldier is required to re-enlist/extend, photo copies of the completed re-enlistment/extension documents must be submitted to Reassignments Processing Center (RPC) prior to the suspense date listed above.

3. Is a security clearance required? NO YES
If a security clearance is needed the soldier must contact his/her S-2 Security Officer to verify status of clearance.

4. PMOS: _____ 5. ETS DATE: _____
(Primary MOS) (Enlisted Only)

6. Current Unit of Assignment: _____

7. Gaining Unit/Country: _____
(Name of Installation, State, or Country)

8. Soldier's P.O.C. number: Work: _____ Home: _____

9. Report date: _____ / _____ / _____
(Year) (Month) (Date)

This is the report year and month directed by DA. It will appear on the Assignment Instruction. For Enlisted soldiers, the day to report will always be on the 20th of the report month. If the soldier is going to a school this is not the report year and month to the school, but it is the report year and month to the actual PCS assignment. Reporting after the 20th of the month is not authorized. Soldiers requesting an Early Report or Deferment must use the year and month directed by DA to complete this form and only after verification of an approved Early Report or Deferment is received will the soldier be allowed to choose a date in the requested year and month. OFFICERS have been given a specific date to report, which is on the RFO.

10. Number of Days Leave Requested: _____

11. Anticipated Date of Loss: _____ / _____ / _____
(Year) (Month) (Date)

The anticipated date of loss is the date RPC Admin Team tentatively expects the soldier to go on leave. To calculate this date starts on the date the soldier chooses to report (item #9) then count backwards on the calendar the number of days leave the soldier intends to take. The date you arrive at is the anticipated date of loss. Please keep in mind that this date is tentative. Soldiers that chose TDY schooling option "Enroute" will list the date that they intend to depart Fort Lewis to go to school or to begin PCS leave prior to school as their anticipated date of loss.

12. Family Status (circle one): Single Single w/dependents Married

Married to Service Member: With OR Without Dependents (Who's claiming Dependents)

Joint Domicile: (Married Army Couples Program): only if the Assign. Instr. indicates joint Domicile.
REMARKS: _____

13. Family Travel Status of Soldiers w/dependents going OCONUS only (circle one):

With Dependents Without Dependents Joint Domicile

Levy Notification Information Sheet (Part II)

NAME (Last, First, MI)

SSN

Current Unit

Leave Address: _____

2. Leave Telephone Number: _____

3. I will (apply for voluntary retirement in lieu of PCS) _____
Soldiers with 19 1/2 years of service Initials

OR

(comply with PCS assignment instructions) _____
Initials

4. I elect to choose TDY options: (TDY in return) OR (TDY en-route) _____
Soldiers with TDY status to include Drill/Recruiters only (Initials)

5. I (Decline) OR (Accept) the airborne assignment. _____
Soldier's on an Airborne Assignment only (Initials)

SOLDIER'S SIGNATURE

DATE

PRINT SOLDIER'S NAME

****Soldiers that have a TDY schooling in conjunction with PCS assignment must complete a DA form 5120-R (TDY schooling in conjunction with PCS Option.**

TDY SCHOOLING CONJUNCTION WITH OCS OPTION STATEMENT
For use if this form, see DA Pamphlet 600-8-10; the proponent agency is MILPERCEN.

NAME (Last, First, MI) SSN GRADE/RANK

OPTION 1. I elect to **return** to the present duty station upon completion of TDY to prepare family members/dependents residing in government quarters for relocation to the new permanent duty station or designated location prior to departing the present duty station. This option applies to CONUS to CONUS or CONUS to overseas PCS moves.

OPTION 2. I elect to **depart** the present CONUS or overseas station and travel the new CONUS duty station, sign in, and settle family members/dependents before traveling the TDY station. This option applies to CONUS to CONUS and overseas to CONUS PCS moves.

OPTION 3. I elect to **return** to the present duty station upon completion of TDY to prepare family members/dependents residing on the local economy for relocation to the new permanent duty station or designated location prior to departing the present duty station. This option applies to CONUS to CONUS or CONUS to overseas PCS moves.

OPTION 4. I elect to **go TDY enroute**. U understand that I must clear my present duty station and prepare family members/dependents residing in either government quarters or on the local economy for relocation to new permanent duty station or designated location prior to departing for TDY. I further understand that if I choose to relocate my family members/dependents to the TDY area it will be at personal expense. This applies to CONUS to CONUS or CONUS to overseas PCS moves.

SIGNATURE OF SERVICE MEMBER SIGNATURE OF WITNESS DATE

DA FORM 5120-R Jul 83

**SOLDIERS THAT CHOOSE TDY SCHOOLING OPTION 1 OR 3
(TDY IN RETURN) MUST COMPLETE THE FOLLOWING:**

OPTION A. I elect to fly to TDY station.

OPTION B. I elect to drive my privately owned vehicle (POV) to the TDY station. I Understand that if I elected to go TDY in return I will only be authorized one day travel to and from the TDY station and reimbursement for travel will not exceed that of the MAC tariff rate.

SIGNATURE OF SERICE MEMBER DATE

**REASSIGNMENT PROCESSING CENTER (RPC)
INFORMATION SHEET**

LOCATED IN BUILDING # 2140, WALLER HALL
SSG AND BELOW ARE **REQUIRED** TO HAVE A PAC SLIP BEFORE CONTACTING
REASSIGNMENTS IN PERSON.

REENLISTMENT/EXTENTION REQUIREMENT:

Soldiers required to extend or reenlist, to meet the tour length requirement, must do so within 30 days of the CAP cycle date (Reference soldier's assignment instructions). Soldiers who fail to do so, MAY have a Declination of Continued Service Statement (DCSS) initiated without their consent.

ORDERS:

Our goal is to have orders to the soldiers 120 days prior to the soldier departing on PCS leave (DLOS). If you are 60 days out and have not received your orders, contact you S-1/PAC Office. If they do not respond, contact RPC. *(SSG AND BELOW ARE REQUIRED TO HAVE A PAC SLIP)*. Soldiers who are required to reenlist or extend to meet tour requirements will not receive orders nor have any action taken to their assignment until we have received copies of reenlistment/extension documents.

If you have applied for family travel, your orders will NOT be completed until Madigan Army Medical Center has returned Family Member Medical Screening Sheets to us. This pertains to soldiers being assigned to Alaska and Hawaii.

SM must apply for a military passport for dependents for none US territories.

**REQUEST FOR DELETION, DEFERMENT, OR EARLY ARRIVAL: AR 600-8-11 CH 5
PARA 6-14**

- Request must be submitted within 30 days of the EDAS CAP Cycle date.
- Soldier must meet tour requirements before any action can be taken (except deletions).
- Submit requests on a DA Form 4187, including the following information:
 1. The year and month soldier is required to report (deletions excluded).
 2. The year and month soldier wishes to report (deletions excluded).
 3. The reason why soldier is requesting the change. Attach any documentation with supporting reason for the request.
 4. Make sure soldier signs the DA Form 4187.
 5. DA Form 4187 must be signed by Company Commander.
 6. **DA Form 4187 must also have a letter of endorsement by an O-5 or above in the soldier's chain of command.**
 7. Once finalized, submit the DA Form 4187 to Reassignment Processing Center.
- If a situation occurs outside the 60 day window and soldier needs to request a Deletion, Deferment, or Early Arrival, the unit has 72 hours, from the occurrence of the situation to submit the request. The reason(s) must be documented.
- **Soldier must still report to Out Processing Briefing and continue the out processing procedures EXCEPT FOR: Clearing Government Housing, Transportation, Final Finance and Unit Clearance until Deferment or Deletion has been approved by the Department of the Army (DA).**

ACS PRE-MOVE ORIENTAITON

The briefing is held every Tuesdays before the levy briefing, BLDG 2140 (Waller Hall). This briefing is **MANDATORY**. No appointment is necessary. Family members are welcome.

SPONSORSHIP AND PIN POINT ASSIGNMENT INFORMATION

Soldiers desiring to find out more information about sponsorship and Pin Point Assignment can go on line to find out more information about their new duty station

- A. GERMANY: Soldier coming to USAREUR should be directed to the S-GATE web site at <https://www.sgate.hqusareur.army.mil> to make contact with the sponsor and to view important information.
- B. KOREA: Soldier coming to Korea should be directed to the S-GATE web site at <http://www-8perscom.korea.army.mil/sgate/index.htm> to make contact with the sponsor and to view important information.
- C. CONUS: In the Internet address: Type the New station: **Example: Fort Hood**
Then look for the subject that you are inquiring about.
- D. Go to PERSCOM on line for other information.