



USAG Stuttgart



Military Personnel Division Reassignment Work Center Levy Brief

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I'm Glad I Live Here!



Service Remaining Requirement (SRR)



- CONUS assignment - A minimum of 13 months remaining in service upon DEROS is required in order to PCS back to CONUS.
- OCONUS or special assignments – You must meet the service remaining requirement for the designated overseas tour length or special assignment.
 - ❖ Soldiers who must acquire additional time in service in order to comply with assignment instruction, must either extend or reenlist or decline to extend or reenlist within 30 calendar days of EDAS cycle transmittal date. Contact your Retention NCO.
 - Initial term Soldiers who decline to extend or reenlist will sign a statement indicating they will not extend or reenlist to meet SRRs.
 - Career Soldiers who decline to extend or reenlist in order to meet SRRs will execute a [DA Form 4991-R](#) (Declination of Continued Service Statement).
 - Soldiers who have at least 19 years and 6 months of active Federal service upon alert notification may elect to acquire additional service to complete prescribed tour, retire in lieu of PCS, or execute DA Form 4991-R.



Curtailment, Deferment & Deletions



- DEROS is the driving factor in requests for deletion, deferment, or early arrival for Soldiers currently assigned to OCONUS units. Requests that will result in Soldiers departing OCONUS locations after or prior to their DEROS should be submitted as **foreign service tour extension (FSTE)** or **curtailments**, except in the case of compassionate requests or adverse action.
- Requests for deletion, curtailment or FSTE must be initiated using a DA Form 4187 along with supporting documentation through the Battalion S1.
- Requests will be submitted as soon as the determination is made that a deletion, FSTE, or curtailment is needed, or within 30 days of the EDAS cycle date, whichever occurs first.
- Reassignment processing will continue (except for requesting port call, moving Family members, shipping household goods (HHG)/POV, and terminating quarters) until the deletion or FSTE is confirmed through EDAS or in writing.



The Total Army Sponsorship Program AR 600-8-8



- It is mandatory for Soldiers in the rank of private (E-1) thru colonel (O-6) to be assigned a sponsor. The Sponsorship Program Counseling and Information sheet, DA Form 5434 (Revised), will be used in implementing TASP.
- Complete a [DA Form 5434](#) online, digitally sign, and return completed form to: [USAG-Stuttgart-Reassignments](#)
- The completed form is sent to the gaining installation and forwarded to assigned unit. Gaining unit has 10 days to contact you with sponsor information.
- Contact Army Community Services (ACS) for relocation readiness services or visit <http://www.militaryonesource.mil/moving>

SPONSORSHIP PROGRAM COUNSELING AND INFORMATION SHEET			
For use of this form, see AR 600-8-8; the proponent agency is ACSIM.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 5, USC Section 301.			
PRINCIPAL PURPOSE: Personnel service support. To counsel Soldier or civilian employee about sponsorship program entitlements, and provide information to gaining battalion or activity of new members.			
ROUTINE USES: None. The DoD Blanket Routine Uses set forth at the beginning of the DoD's compilation of systems of records notices may apply to this system.			
DISCLOSURE: Mandatory for service members. Nondisclosure may prevent participation in the sponsorship program.			
1. NOTE: Soldiers/Family members/Civilians may retrieve information regarding their new assignment at Army Knowledge Online -			
<input type="checkbox"/> I have been counseled on the Total Army Sponsorship Program		FOR CIVILIAN EMPLOYEES ONLY: <input type="checkbox"/> I would like to have a sponsor assigned to me. (Complete remainder of form.)	
		<input type="checkbox"/> I decline the offer of sponsorship. (Complete Section 1 only.)	
Typed or Printed Name: _____		Rank/Grade: _____	
MOS/Branch/Civilian Occupational Series: _____		Signature: _____	
		Date: _____	
2. ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY: If additional space is necessary, please attach your documentation to the form)			
a. I (Rank/Grade and Name): _____, am on assignment to (Gaining Installation): _____ and expect to arrive on/about (Month and Year): _____			
b. Soldier's/Civilian's contact information: Current Unit/Activity Address: _____ DSN Phone number: _____ Cell Phone number: _____ Email address: _____ Other (i.e. Social Media): _____ Leave Address and Phone number at this address until: _____			
c. Status (check one): <input type="checkbox"/> Married-accompanied <input type="checkbox"/> Single-accompanied <input type="checkbox"/> Married-unaccompanied <input type="checkbox"/> Single-unaccompanied			
d. Accompanied by family members: NAME AGE SEX RELATIONSHIP			Exceptional Family Member Program (EFMP)
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
3. GAINING UNIT/ACTIVITY INFORMATION: If additional space is necessary, please attach your documentation to the form)			
a. Gaining Unit/Activity: _____		d. Unit 1SG/Supervisor: _____	
b. Unit CDR/Supervisor: _____		Phone number: _____	
Phone number: _____		Email address: _____	
Email address: _____		e. TASP Unit Coordinator: _____	
c. Unit sponsor: _____		Phone number: _____	
Phone number: _____		Email address: _____	
Email address: _____		f. Date of initial contact: _____	
4. LOSING UNIT/ACTIVITY INFORMATION: If additional space is necessary, please attach your documentation to the form)			
a. Losing Unit/Activity: _____		c. Unit 1SG/Supervisor: _____	
b. Unit CDR/Supervisor: _____		Phone number: _____	
Phone number: _____		Email address: _____	
Email address: _____		d. TASP Unit Coordinator: _____	
		Phone number: _____	
		Email address: _____	
5. FAMILY CONSIDERATIONS: If additional space is necessary, please attach your documentation to the form)			
a. Housing requirements (check one): <input type="checkbox"/> On-post housing <input type="checkbox"/> Off-post housing		b. Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, list pet and type: _____	
d. Spousal Employment info: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Child care requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, list type of work: _____		e. List of local schools: <input type="checkbox"/> Yes <input type="checkbox"/> No	
f. Contact by Unit Family Readiness Group (FRG): <input type="checkbox"/> Yes <input type="checkbox"/> No		g. Additional comments: _____	
If yes, list Email address: _____			

DA FORM 5434, DEC 2012

PREVIOUS EDITIONS ARE OBSOLETE.

APD LP V1 01ES



Departure Availability Date



- The availability date establishes the earliest authorized flight departure date. You may fly up to six (6) days past your availability date.
- Enlisted Soldier - The availability date is set to three (3) calendar days before his/her Date Eligible for Return from Overseas (DEROS).
- Officer - The availability date is based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days leave & PTDY approved by the commander.
- ❖ **Early report authorized does not mean you can leave earlier than the above rules!**
- The availability date is documented as the “AVAL DATE“. It is found on last page of your orders, above the signature block.



Flight Travel Options



- **CBA – Centrally Billed Account**

➤ Your PCS order is used to purchase your tickets to fly directly from current duty location to your next duty station.

- **IBA – Individually Billed Account**

➤ You personally purchase your tickets up front and have the option to fly anywhere. Reimbursement on your travel voucher is limited to the government rate authorized from current duty location direct to gaining unit location. **Tickets have to be purchased through the official government travel office to get reimbursed.**

❖ Contact the [official travel office](#) if you are not sure on what option to choose for your leave in conjunction with PCS travel.



Excess Baggage



All PCS travelers are authorized two pieces of checked baggage, not to exceed 50 lbs per bag. This allowance of 2 pieces @ 50 lbs per PCS is in addition to any free check baggage allowance the carrier provides. Travelers should be directed to contact the air carrier to determine their free checked baggage allowance. **The cost of shipping this baggage must be initially borne by the traveler(s), however, it is a reimbursable expense that may be charged to the Soldier's GTCC. The Soldier must request and retain receipts for the shipment of baggage. These receipts must be provided when submitting the final travel voucher.**



TDY Options for School ICW PCS (Movement of Family Members)



Option 2

Elect to move dependent(s) from present CONUS and/or overseas station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days to settle Soldier's dependent(s), in Government quarters (if available) or on the local economy. Soldier will sign into the new CONUS duty station, then proceed TDY for schooling. Soldier will be authorized Government transportation to and from TDY station.

Option 4

Elect to clear current permanent station prior to departure for TDY station; and have dependent(s), at personal expense, accompany Soldier to TDY station or travel to some other location. Soldier may not be given a certificate of nonavailability of Government quarters at the TDY station if adequate Government housing is available. Soldier's entitlement for dependent transportation will be based on the most direct routing between the old permanent station and the new permanent station.



OCONUS Assignment



- Additional documents are needed if you have assignment instructions for a consecutive overseas tour (COT) assignment.

- 1. DA Form 4036 – Medical and Dental Preparation for Overseas Movement

- 2. DA Form 5888 – Family Member Deployment Screening Sheet (if applicable), with DA Form 2792 for EFMP enrolled dependents.

- 3. DA Form 4787 – Reassignment Processing (Request for Family travel clearance/command sponsorship)

- 4. DA Form 5121 – Overseas Tour Election Statement. – You must elect to serve the “with dependents” or “all others” (unaccompanied) tour.

- ❖ Command Sponsorship does not transfer to other overseas locations.



Exceptional Family Member Program (EFMP)



- Family members are required to be medically screened when on assignment instructions to an OCONUS area for which command sponsorship/family member travel is authorized and you elect to serve the accompanied tour. This applies to CONUS-to-OCONUS and OCONUS-to-OCONUS reassignments.
- Complete DA Form 5888 blocks 1 thru 7. Block 8 needs to be signed by the unit S-1 or MPD prior to scheduling a screening appointment with a Military Treatment Facility. Complete DA Form 7246, Exceptional Family Member Program Screening Questionnaire, prior to screening appointment.
- EFMP Screening Process – Links to assist you with the process based on your situation and Family location.
 - [Soldiers Located on/or Near Army Post](#)
 - [Families in Remote Areas \(Not Near MTF\) in U.S](#)
 - [Soldier is Overseas, But Family is in the U.S.](#)
 - [Soldiers in Defense Attaché Program at Remote Overseas Locations](#)



Consecutive Overseas Tour Travel



- Soldiers who serve a COT or IPCOT are authorized government funded round-trip transportation to their home of record (HOR). Travel to an alternate location may be provided, however, the cost to the government for travel to the alternate location may not exceed the cost of the travel to the Soldier's HOR. **Unless deferred, COT travel must occur in conjunction with the Soldier's PCS travel between the old and new permanent duty stations.**
- The intent of the COT entitlement is to provide the Soldier and eligible family members a respite (a break) to visit family and friends between two consecutive overseas tours. **When travel to the new overseas duty station is through the United States the COT entitlement must be used unless deferred for operational reasons by losing or gaining command.**
- If leave is taken in CONUS between assignments, in any amount, the COT entitlement is considered to have been used, regardless of what is stated in the Soldier's orders.



Passport / Visa Requirements



- Non-U.S. Family members
 - If they possess a Green Card: No further action required
 - ❖ If they DO NOT possess a Green Card, see Passport Agent ASAP!!
 - ✓ VISA process takes ~120 days
 - ✓ Family members must stay in Germany until VISA approved – even if Soldier departs



Admin Notes



- Ensure that your Emergency Data form (DD 93) is up to date with dependents current physical address.
- Dependents must be command sponsored for funded travel back to CONUS .
- CIF gear is transferrable, so coordinate with the CIF facility prior to Transportation unaccompanied baggage/HHG pickup.
- Contact the Central Processing Facility (CPF) at **431-2559** to schedule a **PCS Brief**. (Briefers include: ACS, Vehicle Registration, Customs, Transportation, Housing, Medical, TRICARE, Dental & Finance)
- Your PCS order will be issued after the documents on the Levy Checklist are completed and submitted through your unit S1/Admin office to the MPD/PSB Reassignment section (usarmy.stuttgart.imcom-europe.list.usag-stuttgart-reassignments).