



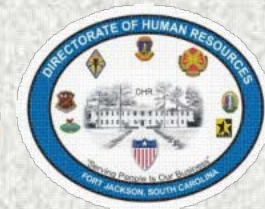
United States Army Student Detachment



Reassignment Briefing
17 June 2016



Overview



Nobody knows your needs or the needs of your Family more than you.

✓ If you are moving to another duty station, you should begin your PCS process approximately 90 days prior to your report date.

✓ If you are separating from service, you should begin your pre-separation process approximately one year from your separation date.

✓ If you are retiring from service, you should begin the pre-retirement process approximately one year from your retirement date.

Plan your departure from Fort Jackson or other Transition Point accordingly. Do not assume you know the answer.

✓ Ask one of the many professionals in the related field; they are here to assist you.

✓ If you cannot resolve a PCS situation through your Human Resources POC contact the Human Resources Senior NCO at (803) 751-3566.



Agenda – Part Three



| <u>Part One</u> | <u>Part Two</u> | <u>Part Three</u> |
|---------------------------------|----------------------|--------------------------------|
| Sponsorship | Report to Unit (APC) | Medical/TRICARE |
| Obtaining Orders CONUS & OCONUS | Finance Entitlements | Army Community Services (ACS) |
| Arranging Flight Tickets | Transportation | Out-processing POC Information |
| General PCS Timeline | Housing | FAQ |



Sponsorship



All Soldiers (O-6 and below) are required to complete and return DA Form 5434 (Sponsorship Program Counseling and Information Sheet) to your HR out-processing POC. Soldiers reassigned to the USASD are excluded from the sponsorship program (AR 600-8-8). Upon assignment notification Soldiers will have 15 days to complete sections 1, 2, 4, and 5 of the DA Form 5434 in the Army Career Tracker (ACT). Soldiers receiving this email have not yet completed their DA Form 5434 located at <https://actnow.army.mil/>. Please logon on to the ACT website and follow the attached power point instructions for assistance in completing this form. After all sections are completed, save the form, print as is and submit with your out-processing packets. You must fill out Sections 1, 2, 4, and 5 completely and then save. Once form is completed it will be sent to the gaining unit for them to complete Section 3 you can then digitally sign this form once they have completed it. DA Form 5434 is required to receive Permanent Change of Station (PCS) orders.

Obtaining Orders CONUS & OCONUS



✓ Assignment notification (Officers- email) will come from the HR Out-processing Section via email. You will be assigned a Human Resources Point of Contact (HR POC) (annotated with email address and phone number noted in the email notification. Once you have been notified of your assignment, complete the documents provided for you by the below website, and forward the completed forms to your HR POC for processing. Your HR POC will be your main point of contact for information. Upon receipt of all signed forms and required steps, your HR POC will review submission and give you an update within 10 – 15 business days. However, due to surges there may be additional days added to the time frame.

• <https://usasd.armylive.dodlive.mil/out-processing/>

✓ Family Members will not be identified on stateside orders.

✓ Soldiers with Family Members: Ensure that your overseas command sponsorship forms are completed accurately. Family Members not command sponsored will NOT appear on your PCS orders. Contact your HR POC for any additional information or questions regarding the completion of the OCONUS PCS Packets.

✓ All Family Members traveling OCONUS must have Government No-Fee Passports. Please contact: The Fort Jackson Port call/passports/personnel movement - phone: 751-7531/6053 or your local Port call/passports/personnel movement office. Permanent Change of Station (PCS) orders are not required. Government No-Fee Passports can be requested based on assignment instructions/RFOs.

Obtaining Orders CONUS & OCONUS CONT.



- ✓ Please ensure that you review your DD Form 93, Record of Emergency Data for accuracy. Contact your HR POC should an update be required.
- ✓ Career/1st term Soldiers that do not meet the assignment service remaining requirement will be briefed on courses of action that they can take to fulfill the PCS requirement.
- ✓ When accompanied or joined by command-sponsored Family members, Soldiers will serve the accompanied tour. They must have enough in-service time remaining to complete an accompanied tour or serve 12 months after arrival of Family members, whichever is longer (AR 614–30).
- ✓ Officers and career enlisted who have no dependent Family members in their household, are not married to another service member, and are assigned to long-tour areas overseas will serve the accompanied tour (AR 614–30).
- ✓ Please consult your HR POC to determine the number of months required for your tour.



Arranging Flight Tickets



- ✓ You can visit your local Transportation Personnel Movement Office up to **30 or more** days before the PCS date to make flight arrangements.

- ✓ You will need orders to reserve your flight and make travel arrangements; Government Travel Card **must** be obtained once notification of PCS assignment is issued. If report date is less than 30 days, SM **cannot** apply for travel card (advance will be issued).

- ✓ If credit limit is less than airfare cost (to incl dependents), SM **must** provide a copy of airfare estimate (from CTO) to the unit APC (Travel Card POC/USASD FINANCE TEAM) for card activation and / or credit limit increase.

- ✓ Travel arrangements can be made through the Transportation Personnel Movement Office, here at Fort Jackson or through your local Government Transportation Personnel Movement Office.

- ✓ **Things to consider when planning your flight:**
 - Airline for pets & baggage restrictions
 - Leave dates and location {affects how your flight ticket(s) are paid}
 - Only govt authorized locations are reimbursable
 - Dependent(s) airfare expenses



Arranging Flight Tickets Cont



- ✓ In selecting the best options for your Family, contact the Transportation Personnel Movement Office, 5450 Strom Thurmond Blvd, Rm 107, at (803) 751-7531/6053 and/or Finance, 5450 Strom Thurmond Blvd, Rm 244, at (803) 751-5564/6542.
- ✓ For those not near a Transportation Personnel Movement Office please contact SATO at 1-800-229-6078



General PCS Timeline



| <u>Event</u> | | <u>Action</u> | | |
|---|--|--|--|---|
| <u>Timeline</u> | <u>Title</u> | <u>Where</u> | <u>What</u> | <u>How</u> |
| <u>60-90 days prior to assignment report date (if applicable)</u> | <u>Receive assignment notification</u> | <u>Microsoft Outlook</u> <u>Email account</u> | <u>Request for orders</u> | <u>Complete Required Out-processing packet. (Located via USASD Website)</u> |
| | | | | <u>Submit out-processing packet</u> |
| | | | | <u>Complete DA Form 31 IAW USASD Policy Letter # 10</u> |
| | | | | <u>Review and Verify DD Form 93 and SGLV</u> |
| <u>Within 30 days of assignment notification</u> | <u>Reassignment briefing</u> | <u>At your desk or forward to your home</u> | <u>Review Electronic Reassignment Briefing</u> | <u>Sent to you via email from your HRA POC</u> |
| | | | | <u>Apply for passports (if required)</u> |
| | | | | <u>Medical appointments</u> |
| | | | | <u>Dental appointments</u> |
| | | | | <u>For additional information, contact your HR POC.</u> |
| <u>Not earlier than 90 120 days of email notification</u> | <u>Receive orders</u> | <u>Microsoft Outlook</u> <u>Email account</u> | <u>Begin to schedule appointments</u> | <u>Housing (on-post/off-post)</u> |



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Part Two

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Report to Unit Agency Program Coordinator (APC)



✓ SM is entitled to use their govt travel card for PCS travel expenses by completing the registration for the PCS Enrollment Program. SM will report to unit APC for guidance. If travel card is not obtained, SM will receive a memo to authorize Dislocation Allowance (DLA) advance.

✓ Only authorized purchases may be charged to the govt travel card:

- Transportation (mileage, moving vehicles)
- Lodging (if SM has cleared housing and / or en Route to PCS location)
- Meals (to include dependents)
- Temporary Quarters Subsistence Expense (PCS location)

****NOTE:** Any unauthorized purchases will be reported to gaining unit command. Travel card balances should be paid by account reconciliation date (PCS end date + 30 days) Your Finance office will assist with settling your PCS voucher(s)



Finance Entitlements



✓ Dislocation Allowance Advance (DLA) applies to Soldiers, who are not able to obtain a govt travel card, traveling with command sponsored Family Members. If requesting DLA, you must provide finance the following documents:

- Copy of all PCS Orders
- DA Form 31, Leave Form

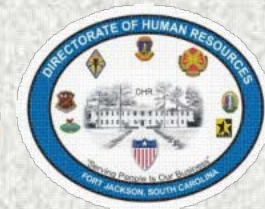
**DLA advances are processed 10 days prior to your sign out date located on your PCS DA 31.

✓ Advance Pay applies to all Soldiers PCSing. Advance pay is one month base pay minus deductions and collected/prorated for 12 months. All E-4 and below Soldiers and single E-5/E-6 Soldiers must have commander's signature. All E-5 and above Soldiers with Family Members may sign for themselves.

✓ Temporary Lodging (TLA) applies to all departing Soldiers living in on-post (3 days maximum) or off-post (10 days maximum) housing. Housing generates your authorization for this entitlement. Finance will need the original TLA memorandum and a complete copy of your PCS orders with the itemized lodging receipt prior to your sign out date on your PCS DA 31.



Finance POC Information



✓ For additional questions for information in reference to Finance Travel Entitlements please contact our Finance Team Below:

USASD FINANCE TEAM

SGT Price, Sharen

•By Phone: (803) 751-5393

usarmy.jackson.CAC.mbx.usasd-finance@mail.mil

SPC Hanson, Todd

•By Phone: (803) 751-6542

usarmy.jackson.CAC.mbx.usasd-finance@mail.mil

PFC Porter, Lacey

•By Phone: (803) 751-4340

usarmy.jackson.CAC.mbx.usasd-finance@mail.mil

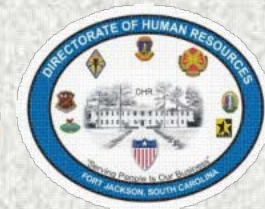
MS. Prillman

By Phone: (803) 751-5564

usarmy.jackson.CAC.mbx.usasd-finance@mail.mil



Transportation



Personal Property Branch / Household Goods:

If you have shipped your personal property in the past, it is now mandatory that you process your shipments online. Your request for packing and shipping dates must be at least 30 days before your desired shipping date.

Go to www.move.mil to register, then perform your “Self-Counseling” to set up your shipment or Personally Procured Move (PPM) (formerly DITY) in the Defense Personal Property System (DPS).

*SM may request an advance DITY to cover personal moving expenses

Once you complete the “Self-Counseling”, you must do the following critical parts:

1. Print copies of the DD Form 1299 and DD Form 1797
2. Submit documents with a copy of your orders to your local government Transportation Office or here at Fort Jackson
3. FJ TPO NUMBER IS 803-751-4237/6131/5137/5139



Transportation Contact Information



✓ Personal Property/Personnel Movements:

- Personal Property, 5450 Strom Thurmond Boulevard, Room 102 (803) 751-5137 / 7814
- Personnel Movements, 5450 Strom Thurmond Boulevard, Room 107 (803) 751-7531 / 6053

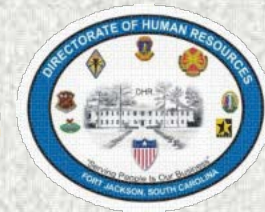
✓ Carlson Wagonlit (Commercial Travel Office):

- CTO, 5450 Strom Thurmond Boulevard, Room 100 (800) 229-6078 (Opt 2)

✓ Please advise that you can also use your local government Transportation and Airline Travel Office closest to your duty location in order to assist you also.



Housing

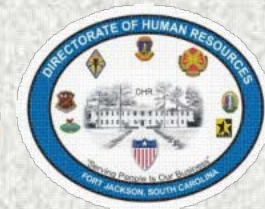


To obtain information on housing at your new duty station, contact the Office of the Chief of Staff for installation management's website (<http://www.hqda.army.mil/acsim/relocate.htm>) which contains links to individual installation ACSIM (Housing and Relocation) websites and other OSD websites regarding relocation.

- Residential Lease Agreement – A written lease agreement is required for most residential leases. This agreement should outline the responsibilities and obligations of all parties and should constitute the entirety of the agreement. Be familiar with the terms of agreement in the contract.
- Military Clause – Check to see if you have a military clause in your leasing/rental agreement. This clause protects Service Members and allows termination of the lease in case of transfer, discharge, or other circumstances making termination appropriate. The clause generally states that upon receipt of permanent change of station orders, retirement orders or release from active duty, the Service Member may terminate their lease agreement by providing the landlord a thirty day (30) written notice of intention to terminate. The termination shall become effective thirty (30) days after the specified date and the rent should be prorated accordingly.



Housing Contact Information



On-Post Housing

Balfour Beatty Communities

520 Brown Avenue

Fort Jackson, SC 29207

Open Mon – Fri, 0730 – 1800

Sat, 1000 – 1400

Contact us at (803) 738-8275

**((ONLY IF YOU PHYSICALLY LIVE ON
FORT JACKSON, SC))**

Off-Post Housing

Housing Services Office

4514 Stuart Street

Fort Jackson, SC 29207

Open Mon – Fri, 0730 – 1615

Housing Specialists: (803) 751-5331/7566

Supervisor: (803) 751-5788

Fax: (803) 751-7100

**((ONLY IF YOU PHYSICALLY LIVE ON
THE LOCAL FORT JACKSON, SC))**



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Medical/TRICARE



✓ PRIOR TO TRANSFER, MEMBER IS REQUIRED TO VISIT THE MOVING MADE EASY TRICARE SITE AT WWW.TRICARE.MIL/MOVING AND FOLLOW THE INSTRUCTIONS FOR TRANSFERRING THEIR TRICARE PRIME OPTION. REGIONAL CONTRACTOR INFORMATION CAN BE FOUND AT [HTTP://WWW.TRICARE.MIL/WELCOME/ABOUT/REGIONS.ASPX](http://WWW.TRICARE.MIL/WELCOME/ABOUT/REGIONS.ASPX). IN THE

✓ EVENT OF A TRUE MEDICAL EMERGENCY WHILE IN TRANSIT (SAFEGUARDING LIFE, LIMB OR EYESIGHT, OR SELF-RISK OR HARM), BENEFICIARY SHOULD IMMEDIATELY SEEK TREATMENT AT THE NEAREST HOSPITAL'S EMERGENCY DEPARTMENT AND NOTIFY THEIR REGIONAL CONTRACTOR WITHIN 24 HOURS. SPECIFIC TRICARE OVERSEAS INFORMATION CAN BE FOUND AT: [HTTP://WWW.TRICARE-OVERSEAS.COM/BENEFICIARIES.HTM](http://WWW.TRICARE-OVERSEAS.COM/BENEFICIARIES.HTM).



Army Community Services



Army Community Service (ACS) is the focal point for the installation's family-support services. Access Military Home Front at: <http://www.militaryhomefront.dod.mil/moving> for all you need to know about your next installation and surrounding communities. Also to receive Installation Welcome Packets visit: www.militaryinstallations.dod.mil (type in installation name, press go, click installation booklet, and from here you can print or save booklet)

ACS Community Services can assist with:

- Relocation and Referral services
- Financial Assistance services
- Spouse Employment services
- Exceptional Family Member services



Out-Processing POC Information



USASD HR Out-Processing and TASP Coordinator

NCOIC SGT Moton, Cassandra

- By Phone: (803) 751-3795
- usarmy.jackson.CAC.mbx.usasd-out-processing@mail.mil

Last Name A-K

SGT Hall, Joanna

- By Phone: (803) 751-5382
- usarmy.jackson.CAC.mbx.usasd-out-processing@mail.mil

Last Name L-Z

SPC Llewellyn, Shakira

- By Phone: (803) 751-6467
- usarmy.jackson.CAC.mbx.usasd-out-processing@mail.mil

Mr. Cobble (FAO IRT OFFICERS)

- By Phone: (803) 751-5389
- usarmy.jackson.CAC.mbx.usasd-out-processing@mail.mil

Frequently Asked Questions (FAQ)



Question: Who do I contact if I have questions about my assignment or my orders?

Answer: Your HR POC will be your main POC for any questions or concerns regarding your assignment.

Question: When will I get my PCS orders?

Answers: A completed Out-processing packet to include Request and Authority for Leave (DA Form 31) for PCS, most recent Leave and Earnings Statement (LES) and Officer Record Brief (ORB) must be received in the USASD prior to publishing of PCS orders. It is imperative that you review your packet prior to submission. PCS orders will be processed in a timely fashion for packets that are complete and correct and will be issued upon completion. Service members with incomplete packets will be notified via email and will not be processed until receipt of corrected action. Approved PCS DA Form 31 will be returned to you NLT 5 days prior to your departure.

Question: How do I request a deferment?

Answer: Submit your request for deferment on a DA Form 4187, Request for Personnel Actions, in increments of 30 days, not to exceed 120 days, through the USASD chain of command. Include valid justification for the request. Our S1 will forward the request to PSMWC and it will be forwarded to HRC for final approval.

Frequently Asked Questions (FAQ)



Question: I have children from a previous relationship. How can I get them added to my orders?

Answer: Provide your HR POC the documentation which was accepted by the local transportation office for requesting passports. After the Family Members are screened and approved for travel to the gaining command, your children will be added to your orders. Family Members are not listed by name on stateside orders. Names are only required if tickets have to be provided.

Question: Since my briefing, I've had a new baby. Do I have to update my DD Form 93?

Answer: Yes, your DD Form 93 is used to verify your Family Members. You will have to complete a DA Form 5888 to include the new Family Member.