

## LEVY BRIEFING

Congratulations on being selected for reassignment. The following information is provided to fulfill the levy briefing requirement of AR 600-8-11. This information is provided in an attempt to give information that may be useful in your upcoming PCS.

For CONUS moves, you may be reimbursed for up two vehicles being driven from Joint Base Lewis-McChord to the new duty station. You may drive one and your spouse must drive the other. Commercial shipment of vehicles from within CONUS is not authorized. For other than CONUS, vehicle shipment or storage authorization information is under the tab for the area you are being assigned to.

If early report is authorized, for officers, it will be stated as such in your RFO. For enlisted, it will in your EDAS assignment instructions, authorizing up to 60 days early reporting. Early report authorized does not mean early report approved. Early reporting is accomplished through your DA Form 31 (Leave Authorization). For example, if you are authorized 60 days early reporting, and your report date on your orders is 10 July 2015 and you wish to report 60 days early, your DA Form 31 should reflect an end date of 10 July 2015. Your beginning date of leave is whatever date you plan on actually departing Joint Base Lewis-McChord. Once you report to your new duty station they will only charge you for the days you actually use. So if you were to sign out on leave on the 10<sup>th</sup> of May and report into your new duty station the 17<sup>th</sup> of May, you would only have 7 chargeable days of leave. Finance will subtract whatever travel time you are authorized, plus any approved Permissive TDY, and the remainder is charged as leave. Your chain of command determines how much of that early reporting you are allowed. They do not have to honor the early reporting authorization as your unit (or whoever signs your leave form) is the approval authority.

If a deletion/deferment/early arrival (only if early arrival is not already in your assignment instructions) is to be requested, it must be submitted via DA Form 4187, signed through the first O-6 in the chain of command, then submitted to the Reassignments Section for processing (per MILPER message 13-117). Requests for deletion/deferment must be in 30 day increments, up to 120 days. Medical requests must have a valid profile attached along with doctor's statement of medical condition and prognosis.

Soldiers desiring to apply for Permissive TDY, this is done through your local S-1. Approval authority is the Battalion Commander. Once approved, you must report directly to the housing office at the new duty station who will track the Permissive TDY. Failure to report to the housing office could result in this time being charged as leave. Permissive TDY is only authorized for CONUS assignments. Overseas Permissive TDY is not authorized.

If going TDY en route, you should have a selection sheet with your levy packet with four options of what you can do to rejoin your Family upon completion of your TDY (\*See last paragraph for more information). Please ensure this selection is turned in with your levy packet so the correct statement can be added to your PCS orders. **You will also end up with two sets of orders. The first are the PCS orders we provide you, which you will use to set appointments to depart the installation and complete all out-processing tasks except the final out. The second are a set of TDY orders. Your TDY Orders will be prepared by your unit. Failure to obtain TDY Orders will prevent you from being able to complete your out-processing from Joint Base Lewis-McChord. You must have both orders to complete your out-processing. You will also not receive any TDY pay if you depart without TDY Orders. IT IS YOUR RESPONSIBILITY TO OBTAIN TDY ORDERS FROM YOUR UNIT!!! While your TDY information is normally in your PCS orders, the funding for the TDY is in a separate order utilizing separate funding.**

For enlisted Soldiers who are not first termers, you must have 24 months of service remaining to PCS within CONUS from the date you report into your new unit. Even if early report is authorized, you must have 24 months of service remaining from the original report date to the new unit. You must see your Retention NCO and extend/reenlist to meet this requirement. We need a copy of this once completed so we can complete your PCS orders. If you do not have 24 months of service remaining, and you refuse

to reenlist, you must see your retention NCO and sign a declination of continued service statement (DCSS) and bring us a copy to process for deletion. Signing this form prevents further enlistments and results in your departure from service on your current ETS date.

If you are a first term Soldier, and do not have 24 months of service remaining, you may sign a first term declination, which does nothing but delete the assignment. If you want the assignment, you must extend/reenlist to meet the service remaining requirements (SRR).

If you are on an airborne assignment, and you decline to serve airborne, you must sign an airborne declination statement that is a part of your levy packet. We will change your MOS to drop the "P", "V" or "S" SQI and then submit the statement to HRC for deletion of the assignment

To complete a sponsorship request, you will need to do one of the following:

- \* Log into the Army Career Track (ACT) at <https://actnow.army.mil/>. Find and click on the tab near the top of the page titled "Sponsorship". Follow the instructions to complete your sponsorship application.
- \* If you are on assignment to Europe, go to the EASI-gate website at <http://www.eur.army.mil/EASIGATE/> to complete your sponsorship application.
- \* If you are unable to do either, you must complete a standard DA Form 5434 with the Sponsorship Liaison Office in Room 205 of Waller Hall.

For shipment of household goods, be a normal pick-up with a moving company or via ditty move, you must contact JPPSO. Before JPPSO can help you, you must go to the Army's Transportation website at [www.move.mil](http://www.move.mil). You can contact JPPSO at 253-967-5093.

Within CONUS, if you plan on flying rather than driving, you need to contact Official Travel in Room 600, Waller Hall or at 253-967-5718.

**Effective 25 July 2014, all Soldiers PCSing must have a Government Travel Card to pay for expenses incurred during the PCS (CONUS and OCONUS). If you do not already have a Government Travel Card, you need to contact the representative in your unit to arrange for issuance of a Government Travel Card. If you already have a Government Travel Card, you need to coordinate with your unit representative to ensure the card is not deactivated once you depart, and also that appropriate credit limits are established to cover expenses incurred during your move.**

\* For married Soldiers going TDY, they have 4 options on how they will link back up with their family. The options are:

OPTION 1. Elect that dependent(s) currently residing in Government quarters be permitted to remain in Government quarters until completion of TDY period. Under this option Soldier is authorized Government travel to and from TDY station and that his or her commander *may* authorize up to 10 duty days to prepare to move dependent(s) upon return from TDY prior to signing out of the present CONUS station (applies CONUS to CONUS, and CONUS to overseas PCS movements).

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 (applies to CONUS to CONUS, and overseas to CONUS PCS movements).

OPTION 3. Elect to return to present duty station upon completion of TDY to move dependent(s), who currently live on the local economy (CONUS), to the new duty station. Under this option Soldier is authorized government

travel to and from TDY station, and that his or her commander may authorize up to 10 duty days upon return from TDY to prepare to move dependent(s) prior to signing out of the present CONUS station (applies to CONUS to CONUS, and CONUS to overseas PCS movements).

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 non-availability of Government quarters at the TDY station if inadequate 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 (applies CONUS to CONUS, CONUS to overseas, and overseas to CONUS PCS movements). Soldiers who are being reassigned overseas must be medically and dentally qualified for assignment.

**(NOTE: FAMILY MEMBERS MUST MOVE IF RETURN TO JBLM AT THE COMPLETION OF TDY IS SELECTED. SINGLE SOLDIERS ARE NOT ELIGIBLE FOR ANY OF THESE OPTIONS).**

**!!ATTENTION TO SOLDIERS GOING TO AIRBORNE TRAINING IN CONJUNCTION WITH A PCS MOVE!!**

**EFFECTIVE IMMEDIATELY, ACTIVE COMPONENT ENLISTED SOLDIERS SELECTED TO ATTEND AIRBORNE TRAINING, TDY EN ROUTE IN CONJUNCTION WITH A PERMANENT CHANGE OF STATION (PCS) ARE NO LONGER AUTHORIZED TO MOVE FAMILY MEMBERS, HOUSEHOLD GOODS, OR EXECUTE ANY PORTION OF THEIR PCS ENTITLEMENTS PRIOR TO GRADUATING FROM AIRBORNE TRAINING. THIS DOES NOT PREVENT SOLDIERS FROM SCHEDULING OUT PROCESSING APPOINTMENTS AS LONG AS THE APPOINTMENTS ARE AFTER THE ANTICIPATED GRADUATION DATE FROM AIRBORNE SCHOOL. SOLDIERS WILL ATTEND TRAINING IN A TEMPORARY DUTY (TDY) AND RETURN STATUS.**

**AS SUCH, TRAVEL OPTIONS ARE LIMITED TO OPTION "1" OR "3" ABOVE. FAILURE TO COMPLETE AIRBORNE TRAINING MAY RESULT IN A CANCELLATION OF YOUR PENDING CHANGE OF ASSIGNMENT AND PCS LOCATION. THIS ACTION IS BEING TAKEN TO REDUCE THE ARMY'S PCS COSTS DUE TO ENLISTED AIRBORNE FAILURES. SOLDIERS WILL BE ADVISED NOT TO TAKE ANY IRREVERSABLE ACTION UNTIL COMPLETION OF GRADUATION. SOLDIERS ARE AUTHORIZED NO MORE THAN 90 DAYS FROM GRADUATION TO REPORT DATE, DEPENDING ON THEIR CIRCUMSTANCES, TO ENABLE THEM TO EXECUTE PCS ENTITLEMENTS WITHOUT IMPOSING A FAMILY HARDSHIP GREATER THAN WITH A NORMAL PCS. HENCE, SOLDIERS WILL NOT TAKE ANY IRREVERSIBLE ACTION OR EXECUTE ANY PCS ENTITLEMENT TO INCLUDE TRANSPORTATION, SHIPMENT OF HOUSEHOLD GOODS, OR ANY OTHER PCS ENTITLEMENT, UNTIL SUCCESSFUL COMPLETION AND GRADUATION FROM AIRBORNE TRAINING. FAILURE TO DO SO MAY RESULT IN A PERSONAL HARDSHIP AND/OR DEBT TO THE GOVERNMENT.**

**IN ORDER TO FACILITATE CORRECT FUNDING, RESERVATIONS IN THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATTRS) WILL REMAIN TDY EN ROUTE EVEN THOUGH THE SOLDIER IS GOING TDY AND RETURN. TDY EN ROUTE WILL ALSO BE REFLECTED ON THE ENLISTED ASSIGNMENT ORDERS. SENDING COMMANDS WILL PROCESS SOLDIERS' TDY ORDERS IN THE DEFENSE TRAVEL SYSTEM (DTS) AND CHARGE SPECIFIC TRAVEL ALLOTMENT (MTSA) FINANCIAL MANAGEMENT ACCOUNT.**