

JBLM REASSIGNMENT PROCESSING CENTER (RPC)

“FREQUENTLY ASKED QUESTIONS (FAQ’s)”

Submit your question to usarmy.jblm.imcom.list.dhr-mpd-reassignments-help-desk@mail.mil

Q. What are Customer Service hours?

A. Monday, Tuesday, Wednesday, Friday 0900-1530, **Thursday** 1230-1530 (limited service on DONSA’s in conjunction with Federal Holidays and Closed on Federal Holidays)

Q. Is Sponsorship Mandatory?

A. Yes. IAW AR 600-8-8 (The Total Army Sponsorship Program). All Soldiers in the ranks of Private through Colonel undergoing a PCS move will participate in the sponsorship program. Long-term military schools are not required to provide sponsors but should provide a welcome packet. Questions can be sent to Outbound Sponsorship at: usarmy.jblm.imcom.list.dhr-mpd-es@mail.mil

Q. When did the revised Levy Briefing process take effect?

A. Effective April 1, 2016, JBLM levy briefings will be conducted on line (only). RPC will only accept Levy Packets from authorized S1 personnel (this applies to all Soldiers in the ranks of Private through Colonel)

Q. When do I conduct the Levy Briefing?

A. Enlisted no later than 30 days after release of CAP Cycle. Officers no later than 15 days after receipt of Request for Orders (RFO’s); on line at: <http://www.lewis-mcchord.army.mil/dhr/ag/reassignments.htm>

Q. What is covered in the Levy Briefing and how long does it take to complete?

A. Assignment procedures/requirements, Temporary Duty (TDY) in conjunction with PCS, OCONUS requirements, Home-base Advanced Assignment Program (HAAP), Passports, Exceptional Family Member Program (EFMP), Family Travel, and Deletion/Deferment, etc. Average time 15 minutes to complete slides

Q. When can I expect Permanent Change of Station (PCS) Order?

A. Orders are processed based on report month (early report authorized is a permissive, **NOT** a directive and is **NOT** a determining factor in establishing orders publication). Human Resources Command (HRC) does not determine the priority for orders publication on JBLM. This policy is determined by the current mission **Note:** Soldiers must have accrued leave days to cover period of early reporting

Q. How will I receive my PCS Order?

A. PCS Orders are sent from RPC, via military email to the Solider and BN S1’s (if unable to open email or attachment contact your unit S1for assistance)

Q. I received my PCS Order, what do I do now?

A. “First” verify Soldier Name Line (SNL), Name, SSN, Rank and Unit. **Read** you’re complete PCS (Permanent Change of Station) Order and or Amendment all complete all assignment requirements

Q. What additional documents are required to process PCS Orders for Drill Sergeants and Recruiters?

A. DA Form 1059 (Service School Academic Evaluation Report), and Skill Identifier Orders. **Note:** Recruiters must have a Request for Orders (RFO) identifying unit of assignment

Q. How do I obtain my Temporary Duty (TDY) Order?

A. TDY Orders are processed at the Soldiers Unit of assignment. Refer to Unit S1 for information and assistances

Q. When my levy packet is complete, can I bring it directly to RPC for processing?

A. No. RPC will only accept levy packet from authorized S1 personnel only. This applies to Soldiers in the ranks of Private through Colonel

Q. How do I request a Deletion, Deferment, Change of Report Date or Early Report?

A. Request action within 30 days of CAP Cycle date or as soon as possible (managed through your unit S1). Request deletion if Soldier is found to be unqualified for new assignment. If a disqualifying factor can be resolved within 120 calendar days of the report month a deferment should be requested instead of a deletion. Request must be submitted through RPC using a DA Form 4187 signed by Commander. **Note:** Operational deletion and deferments is defined as a request based on the needs of the losing Command, and request must be submitted through G1 to HRC

Q. If doing an Intra Installation Reassignment, do I have to conduct a Levy Briefing?

A. No. However, DA Form 5118 (Reassignment Status and Election Statement (Enlisted Soldiers only) must be completed and contain required signatures. Follow guidance received in your Levy Notification from RPC. **Note:** Sponsorship is **NOT** required for Intra Installation Reassignments

Q. When will I receive Installation Clearance Papers?

A. For those who qualify; no later than 30 days prior to the start of leave, Soldier's must conduct the online clearance briefing and complete the required documents. For more information visit JBLM Out-Processing online at: <http://www.lewis-mcchord.army.mil/dhr/ag/outprocessing.htm>

Q. Can I procure travel arrangements for myself and family through a commercial or on line travel agency?

A. No. Soldiers must use a Government Travel Office to personally procure travel arrangements. **Note:** Purchase of travel through a commercial on line service or commercial travel agent is **NOT** authorized

Q. What should I do, if I miss my airline flight?

A. Contact your Unit S1 and chain of Command immediately, Official Travel, (where arrangements were made) and RPC. **Note:** justification and or an amendment order could be required

Q. Who is required to get a HIV screening prior PCSing?

A. If PCSing Overseas a DA Form 4036-R (Medical/Dental Preparation for Overseas Movement) stamped negative is required. **HIV** test must be done within 6 months of reporting date to Overseas Command. For more information visit: Out-Processing at: <http://www.lewis-mcchord.army.mil/dhr/ag/outprocessing.htm>. **Note:** A valid DA Form 4036-R for overseas movement is required for Installation Clearing Papers

Q. Can I PCS if my Assignment Instructions (AI) requires a Security Clearance and it's not completed prior to report date?

Yes. Soldiers serving in the Continental US (CONUS) who receive AI requiring a "Confidential, Secret, or Top Secret" clearance will depart for assignment after PSI is initiated, verified and request filed in the Military Personnel File (MPF). Soldiers assigned in CONUS who receive AI requiring SSBI can depart for assignment on receipt of favorable results of the national agency check (unless AI state otherwise)

Q. Can I PCS if I am flagged?

A. Yes, if Flag is Transferable. The flagged Soldier may be reassigned to another unit by following guidance in AR 600-8-2 (Suspension of Favorable Personnel Actions). Contact your Unit S1, and Chain of Command for further information and guidance. **Note:** Soldiers with **Nontransferable** Flags may be reassigned on a case-by-case basis when the Personnel Management Division at HRC directs the transfer

Q. What is a SRR?

A. Service Remaining Requirement (SRR) is a HQDA prerequisite for a Soldier to have a specified amount of remaining contractual service (reenlistment/extension) for a PCS assignment. Contact your Unit Career Counselor or Retention

Q. If PCSing to Alaska or Hawaii is EFMP screening for my family members required?

A. Yes. All Soldiers requesting dependent family travel for OCONUS Travel (to included Alaska and Hawaii) must have their family member's medical record screened by the EFMP provider. IAW AR 608-75. All overseas screening and enrollments are mandatory. The purpose is to identify family members with medical or educational needs that may not be available in certain overseas areas

Q. When should I request family travel for OCONUS?

A. Solders eligible for overseas family travel must apply within 120 days prior to report month through Soldier Actions JBLM's Official Passport and Family Travel section (by appointment only). To schedule appointment call (253) 966-1117/3347

Updated

July 19, 2016