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# Directorate of Human Resources Adjutant General Division Personnel Strength Management Work Center

## Fort Jackson Levy Reassignment Briefing

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***DHR...Serving People is our Business***



# Overview

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**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 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 battalion or brigade S1, contact the Reassignment Section at (803) 751-6111/5578.



# Agenda – Part One



## Part One

Obtaining Orders

Overseas Availability Date

Arranging Flight Tickets

General PCS Timeline

## Part Two

Finance Entitlements

Transportation

Housing

## Part Three

Medical/TRICARE

Dental

Sponsorship

Army Community Services (ACS)

Overseas PCS POC Information

Out-Processing POC Information



# Obtaining Orders



✓ Assignment notification ([DA Form 5118](#)) will come from the Reassignment Section via email. You will be assigned a human resources assistant (HRA) (annotated with email address and phone number in Block 35 of the [DA Form 5118](#)) at the time of notification. Once you have been notified of your assignment, complete the documents provided for you in the hyperlink, forward the completed forms to your battalion or brigade S1 within seven working days. They will submit them to your HRA. Your HRA will be your main point of contact for information. Upon receipt of all signed forms and required steps, your HRA will provide your orders electronically within 60 days of reporting date. However, there may be some exceptions.

## Stateside

- [Stateside Reassignment Worksheet](#)
- [Stateside Out-Processing Guide](#)
- [DA Form 5434 Sponsorship Program](#)

## Overseas

- [DA Form 5888 - Family Member Deployment Screening Sheet](#)
- [DA Form 4787 - Reassignment Processing Family Member Verification](#)
- [DA Form 5121 - Overseas Tour Election Statement](#)
- [DA Form 5434 Sponsorship Program](#)
- [DS 3053 – Statement of Consent of Special Circumstances \(Passport\)](#)
- [Overseas Out-Processing Guide](#)
- [Overseas Reassignment Work Sheet](#)
- [Family Member Verification Sheet](#)

✓ 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. Family Members will not be identified on stateside orders. Contact the Reassignment Section for information on custody issues for minors at (803) 751-6111/5578.

✓ Please ensure that your DD Form 93, Record of Emergency Data, is updated. Inaccurate information will cause a delay in processing your request for command sponsorship.

✓ Career/1<sup>st</sup> 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.



# Overseas Availability Date



- ✓ The availability (AVAIL) date establishes the first date you are authorized to depart. You MUST report on or before your report date.
- ✓ The AVAIL date for enlisted Soldiers is ten calendar days before the report date.
- ✓ The AVAIL date for officers is normally based on the reporting date to the next unit of assignment or TDY station, minus the number of days leave approved by the commander, minus 10 days prior to the report date.
- ✓ The AVAIL date is located on the last page of the orders, above the signature block (see examples below).

**Example:** Soldier has a report date of 15 May 2012. The Soldier's AVAIL date will be 5 May 2012 and the Soldier may depart between 5 May – 14 May 2012.



**FOR ARMY USE:**  
 AUTH: EDAS Control Data Sheet dtd 9 Sep 08  
 MDC: 4CE9  
 Enl/REENLB indict: NA  
 PPD: NA  
 PMOS/AOC: 42A1000YY  
 Proj specialty: NA  
 AVAIL date: 12 May 2009  
 Format: 410

**Example:** Officer has a report date of 15 June 2011 to gaining unit or TDY station. The officer has 30 days approved PCS leave by his/her commander. The Officer's "AVAIL date" is 5 May 2011; 15 June minus 30 days leave, minus 10 days prior to report date.



# Arranging Flight Tickets

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- ✓ You can visit the Transportation Personnel Movement Office up to 90 days before the PCS/ETS date to make flight arrangements. Flight arrangements can be made based on assignment instructions/RFOs.
  
- ✓ You do not need orders to reserve your flight and make travel arrangements; however, you will need orders to pick up the tickets.
  
- ✓ Flight tickets can be picked up within 12 days of AVAIL date. Your travel arrangements will need to comply with the AVAIL date on your orders.
  
- ✓ Travel arrangements must be made through the Transportation Personnel Movement Office, 4350 Magruder Avenue.
  
- ✓ Things to consider when planning your flight:
  - Airline pets & baggage restrictions
  - Leave dates and location (affects how your flight ticket(s) are paid)
  
- ✓ In selecting the best options for your Family, contact the Transportation Personnel Movement Office, 4350 Magruder Avenue, at (803) 751-7531/6053 and/or Finance, 5450 Strom Thurmond Boulevard, Room 129, at (803) 751-6669/7243.



# General PCS Timeline



Event		Action		
Timeline	Title	Where	What	How
60-90 days prior to assignment report date	Receive assignment notification	Microsoft Outlook Email account	Request for orders	Complete DA Form 5118
				Complete Reassignment Worksheet
				Complete DA Form 31
				Check Command Sponsorship
				Update DD Form 93
Within 30 days of assignment notification	Reassignment briefing	At your desk or forward to your home	Review Electronic Reassignment Briefing	Sent to you via email from your HRA
				Apply for passports (if required)
				Medical appointments
				Dental appointments
				For additional information, contact the Reassignment Section at (803) 751-6111/5579
Not earlier than 60 days prior assignment report date	Receive orders	Microsoft Outlook Email account	Begin to schedule appointments	Housing (on-post/off-post)



# Agenda – Part Two



## Part One

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# Finance Entitlements

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✓ Dislocation Allowance (DLA) applies to Soldiers traveling with command sponsored Family Members. If requesting DLA, you must provide finance the following documents after picking up your clearing papers:

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

\*\*DLA advances are processed within 10 days of the final out-processing appointment.

✓ 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 upon your final out appointment.



# Transportation

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The Transportation Division provides:

- support to move Household Goods (HHG), personnel and cargo
- non-tactical vehicle support; movement planning and A/DACG support to all authorized customers
- deployment information into the Joint Operations Planning & Execution System (JOPES) using either the Transportation Coordinator Automated Command and Control Information System (TC ACCIS) or the Transportation Coordinators Automated Information for Movements System II (TC-AIMS II)
- force deployment
- unit move coordination and support



# Transportation Contact Information

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## ✓ Personal Property/Personnel Movements:

- Personal Property, 5450 Strom Thurmond Boulevard, Room 102  
(803) 751-7198
- Reception, 5450 Strom Thurmond Boulevard, Room 102  
(803) 751-5137/5138
- Personnel Movements, 4350 Magruder Avenue  
(803) 751-7531/6053

## ✓ Carlson Wagonlit (Commercial Travel):

- Carlson Wagonlit Official Travel, 4350 Magruder Avenue  
(803) 782-2966



# Housing

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The Housing Services Office (HSO) office is located 4514 Stuart Street Fort Jackson, SC 29207. The HSO will assist you with all off-post issues. On-post housing is located in Balfour Beatty Communities, 520 Brown Avenue.

- 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

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## 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

## 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



# Agenda – Part Three



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# Medical/TRICARE

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- ✓The Family Health Center (FHC) is the major primary care access point for permanent party active duty Soldiers, retirees, and their Family Members who are enrolled in TRICARE Prime. Located on the ground floor to the right of the hospital's main entrance, the FHC is open Monday through Friday, 0745 to 1630, and is closed on weekends and federal holidays.
- ✓The TRICARE Service Center is located within Moncrief Army Community Hospital (MACH) on the 10<sup>th</sup> floor. The TSC staff can help with TRICARE questions, TRICARE Prime enrollment or billing issues.
- ✓The center will provide information on how to access care and the steps to take for emergency care or care while traveling. The MACH also has a patient services office (803) 751-2123/2425/2778 located on the 10<sup>th</sup> floor that can assist with health benefits questions, debt collections assistance or patient complaints/compliments.



# Dental



Fort Jackson's Dental Activity (DENTAC) provides a full range of dental services to eligible beneficiaries. All clinics are open Monday through Friday, 0730 to 1630. A Soldier's empanelled dental clinic is determined by his or her unit of assignment.

- Hagen Dental Clinic ((803) 751-3255/4091) located at 5330 Moseby Street, near the intersection of Moseby Street and Magruder Avenue, treats Fort Jackson permanent party Soldiers.
- The Dental Headquarters ((803) 751-6213) is located at 3295 Forney Street.
- The Caldwell Dental Clinic ((803) 751-5178/6017) is located at 4590 Strom Thurmond Boulevard.



# Sponsorship

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Upon receipt of your PCS orders, you may request sponsorship from your gaining installation. Completely fill out items 1-5 of the DA Form 5434, Sponsorship Program Counseling and Information Sheet, and forward to your gaining installation. As long as you provide accurate contact information, you will be contacted by your gaining installation. Examples for contacting installations stateside and overseas, and the DA Form 5434 are shown below:

Fort Irwin, CA - [Irwin-ntc-sponsor@conus.army.mil](mailto:Irwin-ntc-sponsor@conus.army.mil)

Fort Polk, LA - [polk.SponsorRequest@conus.army.mil](mailto:polk.SponsorRequest@conus.army.mil)

Germany - <https://www.updb.hqusareur.army.mil>

Hawaii - [www.25idl.army.mil/aloha.html](http://www.25idl.army.mil/aloha.html)

- [DA Form 5434 Sponsorship Program Counseling and Information Sheet](#)



# Army Community Services

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Army Community Service (ACS) is the focal point for the installation's family-support services. For more information, call (803) 751-5256. The ACS is located at 5450 Strom Thurmond Boulevard, Room 120. **ACS services available to assist with your move are:**

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



# Overseas PCS POC Information

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- ✓ Transportation Issues (Passports) – 4350 Magruder Avenue, (803) 751-5128. PCS orders are not required to start passport processing.
- ✓ Public Health Nursing/Preventive Medicine – 4556 Scales Avenue, (803) 751-5251. Hawaii and Alaska are exempt.
- ✓ Soldier Medical Screening – SRP Site, 2078 Wheeler Street, 187<sup>th</sup> OD Bn Motor Pool area, (803) 751-7779/7718. Bring DA Form 4036 to this screening.
- ✓ Soldier Dental Screening – Contact your servicing Dental Clinic for completing the DA Form 4036 PRIOR to reporting to the SRP site for your medical screening.
- ✓ Exceptional Family Member Screening (EFMP) – MACH, 8<sup>th</sup> Floor, Room 836, (803) 751-2505/2081. Valid DA Form 5888 will be at your appointment, if there are no Family Member issues. Contact your assigned HRA if your DA Form 5888 is not at your appointment.
- ✓ Army Community Service (ACS) Phase II “Mandatory” Reassignment Briefing – 5450 Strom Thurmond Boulevard, Room 223, (803) 751-9770/1124. You MUST complete this briefing before orders will be issued. Call (803) 751-9770/1124 or email [patricia.a.guillory@us.army.mil](mailto:patricia.a.guillory@us.army.mil) or [miranda.broadus@us.army.mil](mailto:miranda.broadus@us.army.mil) to find out the next briefing date and to schedule this mandatory briefing. Spouses are strongly encouraged to attend with the Soldier.
- ✓ Anti-Terrorism/Force Protection Briefing – Required within 12 months of report date through AT/FP or at [www.at-awareness.org](http://www.at-awareness.org). The site-specific briefing must be viewed within two (2) months of reporting to the overseas area through DPTMS or your Brigade S2.



# Out-Processing POC Information

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- ✓ Orders – 5450 Strom Thurmond Boulevard, Room 245, (803) 751-5579/5578. The PSMWC Reassignment Section will email a copy of the Soldier's orders to the Soldier and their respective Bde S1 within 90-120 days prior to departure.
- ✓ Transportation (Personal Property) – 5450 Strom Thurmond Boulevard, Room 102, (803) 751-5138. Appointments are scheduled between 0730 and 1530, Monday through Thursday. Call or visit this office regarding household goods/unaccompanied baggage.
- ✓ Family Housing – 5450 Strom Thurmond Boulevard, Room 240, (803) 751-5331. If you reside in government housing, call or visit this office to make arrangements to clear Fort Jackson.
- ✓ Finance – 5450 Strom Thurmond Boulevard, Room 129, (803) 751-5489/6669/7243. Operating hours are 0730-1600, Monday through Friday. Appointments should be made upon receipt of PCS orders or no later than 10 days prior to departure date.
- ✓ Centralized In/Out-Processing – 5450 Strom Thurmond Boulevard, Room 200, (803) 751-5506/7674/5720/2753. Post clearance papers may be picked up no earlier than 10 working days prior to your departure date. Bring copies of PCS orders, amendments, and an approved DA Form 31 with you. Duty uniform required to out-process Fort Jackson.
- ✓ ACS/AER – 5450 Strom Thurmond Boulevard, Room 222, (803) 751-5256. Hours to out-process (PCSing/Retiring) are: 1500-1530, Monday – Thursday. If ETSing, out-processing is conducted in Room 120, 0800 – 1600, Monday – Friday.



# Frequently Asked Questions (FAQ)

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

Answer: Your Human Resources Assistant will be identified on the DA Form 5118, Block 35. This person will be your main POC for any questions or concerns regarding your assignment.

Question: When will I get my PCS orders?

Answers: PCS orders are published 90-120 days prior to your assignment report date, as long as all requirements are met.

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 your chain of command. Include valid justification for the request. Your S1 will forward the request to PSMWC and it will be forwarded to HRC for final approval.



# Frequently Asked Questions (FAQ)

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

Answer: Provide PSMWC 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.

Question: How many days travel time am I allowed to get to my next duty station?

Answer: Contact your local Defense Military Pay Office (DMPO) for this information at 751-6669/7243.