CONUS INFO SHEET
Reassignment Section-Bldg 4700

SOLDIER SPONSORSHIP PROGRAM COUNSELING & INFORMATION SHEET - DA FORM 5434 – THIS ONLY PERTAINS TO ALL E1-E6, O1-O3, and CW1&CW2: You should have already received an email from ACT stating you are on assignment. Go to https://actnow.army.mil, log in with your CAC card. Click on the bell at the top of the page. You should have a message that you need to initiate a 5434. COMPLETE sections 1, 2, 4, and 5. Do not leave anything blank. Once completed, your gaining installation will complete section 4. You WILL NOT be allowed to attend the Outprocessing briefing without a sponsor in ACT, unless you have DA Form 4187 request for an Exception to Policy signed by the first General Officer in your chain of command.

TRANSPORTATION – HOUSEHOLD BAGGAGE/GOODS & POV SHIPMENT: After you receive your orders, go to the Transportation Branch, BLDG 4700, to take care of your household goods. If you have any questions or need to set up an appointment, you can call Transportation at: 442-8985.

FINANCE: There are TWO Finance help desks. 
(1) If you have any questions regarding your Entitlements, DLA, Advanced Pay, or BAH, the finance help desk is in BLDG 4700, next to the Transportation Desk. Their hours are 0900-1600 (closed for lunch 1130-1300) Monday thru Friday. You can call them at 442-2191.
(2) If you have any questions regarding your Travel Pay, Temporary Lodging Expenses, Lodging Allowances & Expenses or Per Diem the finance help desk is in BLDG 4700, next to the ID card waiting area. Their hours are 0900-1600 (closed for lunch 1130-1300) Monday thru Friday. You can call them at 442-3474.

HOUSING: Please ensure that you give housing your 30 day notice. On-post housing briefs are: Southern Plains-Tuesday 1600 and Old Calvary Post Thursday 1000. Contact info: Buffalo 581-2147, Old Calvary 581-2140 and Southern Plains 581-2142. OFF POST HOUSING located on 3rd floor building 4700 442-2813.

PHYSICAL PROFILES: If Soldier has a Permanent Profile of P3 or P4, Soldier must have been reviewed by an MMRB/MR2 and have been found fit to retain in their current PMOS. If a Soldier has not appeared before an MMRB/MR2, one should be scheduled and assignment deferment/deletion should be requested as appropriate. You can not PCS with a Temporary Profile.

TIME REMAINING IN SERVICE: You are required to have 24 months’ Time Remaining in Service from report date unless otherwise stated in Special Instructions.

If Soldier has a Temporary Profile of T3 or T4, or a Temporary Deployment Limiting Condition, request deferment to adjust report date until after termination of temporary profile or deployment limiting condition.

SCHOOLS-TDY ENROUTE/TDY AND RETURN: If you are going TDY to school in conjunction with your PCS you must get a DD Form 1610 Travel Order before you can depart for school. To obtain this travel document please contact your BN/BDE Schools NCO. AIRBORNE SCHOOL WILL BE TDY AND RETURN.

EARLY REPORTING: If you are authorized Early Report & you intend to report 60 days earlier than from your reporting date, your S-I must send your complete and approved leave within 30 days after your Reassignment briefing.

PCS Brief
All Soldiers regardless of rank are required to complete a PCS briefing, this information is now provided by Military OneSource, Plan My Move. This Department of Defense relocation tool provides details about housing, transportation, finances, family and more.

Please visit: https://planmymove.militaryonesource.mil
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You will need to create your username and password in order set up your planner.

ACS PRE-MOVEMENT FINANCE BRIEFING: All Soldiers E-4 and below, **must** attend a finance briefing. You are given a date/time for this briefing @ your Reassignment briefing. This briefing is in the ACS Training Room of **BLDG 4700 Room 153N**. If you need to reschedule your briefing date, you should contact ACS @ **442-5018**.

OUT-PROCESSING BRIEFING:

- Out-Processing Briefings are conducted Monday, Wednesday and Friday. This is the briefing where you will receive all clearing procedures. Departing Soldiers will attend an installation out-processing briefing no more than 10 business days prior to the start of PCS leave. **You WILL NOT be allowed to Final Out-process without a sponsor in ACT, unless you have DA Form 4187 request for an Exception to Policy (ETP) signed by the first General Officer in your chain of command.**

  **Monday, Wednesday, Friday @ 10:30 a.m.**  
  BLDG 4700 - Room 140A (EXCEPT FEDERAL and TRAINING HOLIDAYS)

Out-Processing # 442-4579 / 0112 / 6119

**ITEMS YOU NEED TO HAVE WITH YOU AT YOUR OUT-PROCESSING BRIEFING:**

1. 2 copies of your orders (See your BN or BDE S-1)
2. 2 copies of your APPROVED leave forms
3. Any amendments
4. DA Form 4187 ETP if you do not have a sponsor in ACT

**PCS Orders are distributed electronically to each Service Member and carbon copied to the Brigade S-1 in a timely matter providing we have all your required paperwork and you meet all assignment requirements. Please SEE YOUR Brigade or Battalion S-1 for your PCS Orders, if there are any problems have your BDE S-1 contact us ASAP.**

UPDATED 21 MAY 2019