



U.S. ARMY®



TRAINEE/STUDENT BRANCH ONLINE OVERSEAS BRIEFING

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OCONUS LEVY BRIEF

ALL IET/IMT Soldiers on assignment to an area outside the continental United States (OCONUS) are REQUIRED to complete this online levy briefing

The information contained within this presentation will assist in a successful permanent change of station (PCS).





Introduction

During this briefing you will learn the steps needed to complete the Command Sponsorship process for family members. Moving can be a stressful time for you and your family. The goal of this briefing is to help you and your family have a smooth transition to your new duty station.

This briefing will provide information covering the following topics:

- **Application for Command Sponsorship/Family Travel**
- **Forms Required to Request Command Sponsorship/Family Travel**
- **Exceptional Family Member Program Process**
- **Exceptional Family Member Program Additional Information**
- **Passport/Visa requirements**
- **Designated Place Moves for Soldiers Not Authorized Family Travel or Electing to Serve an Unaccompanied Tour**
- **Samples of Forms Required to Apply for Family Travel**
- **Certificate of Completion**
- **Points of Contact**





Application for Command Sponsorship/Family Travel

- All Soldiers on assignment outside of the continental United States (OCONUS), to include Alaska and Hawaii, who elect to serve an accompanied tour (with dependents) must apply for family travel, also known as command sponsorship. This must be done prior to your departure from Fort Benning. The gaining command is the only approving authority. If approved, the family travel authorization is included in your PCS orders. **FAMILY MEMBERS ARE NOT AUTHORIZED TO ACCOMPANY YOU WITHOUT APPROVAL.**
- All dependents accompanying the Soldier must be enrolled in DEERS and complete screening through the Exceptional Family Member Program (EFMP). The purpose of the screening is to identify potential medical, mental health and/or educational issues so that those concerns will be considered in the assignment process.
- The Army wants to ensure Soldiers are assigned to locations where family members with special needs can receive necessary care. In many locations overseas, the Army also considers the availability of health care from the host nation.





Application for Command Sponsorship/Family Travel (Con't)

- You must have enough service time remaining on your contract in order to request family travel. If not, you must re-enlist or extend (Enlisted only).
- Command Sponsorship must be requested in sufficient time prior to your report date to allow a response from the gaining unit.

Forms Required to Request Command Sponsorship/Family Travel:

- DA Form 5121 (Overseas Tour Election Statement)-electing to serve with dependents
- DA Form 4787 (Reassignment Processing)-listing all of your authorized dependents who will accompany you
- DA Form 5888 (Family Member Deployment Screening Sheet)-All family members must be screened by the Exceptional Family Member Program at an Army EFMP clinic. EFMP screening is valid for 1 year
- Soldier Declaration Memorandum





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Exceptional Family Member Program Process

- **Pick up overseas screening packet for each family member who will be traveling on orders from your S1 or the Trainee/Student Branch BEFORE your appointment with the EFMP Coordinator. Have the paperwork completed BEFORE the appointment for ALL family members.**
- **All dependent family members should have a regular physical/checkup through their primary care doctor. Physicals/checkups done in the last year are allowed. A copy of the ACTUAL physical must be taken to the appointment with you (cannot accept a memo).**
- **For families in the Fort Benning area, call (762) 408-2423 and make an appointment for an overseas screening for ALL family members traveling with the sponsor (by appointment only, NO WALK-INS, no exceptions). Children 72 MONTHS and under must be present for the overseas appointment.**
- **Submit the paperwork to EFMP the day of your appointment; EFMP is located on the first floor of the Martin Army Community Hospital (Bldg. 9250).**
- **Families in remote areas, far from an Army Military Treatment Facility (MTF), should contact the Exceptional Family Member Program (EFMP) office closest to the family for guidance. Contact EFMP at (762) 408-2423 to find closest office to families location.**





Exceptional Family Member Program Additional Information

- If your family member has a medical condition that warrants them being seen by a specialist or by their primary care provider more than once a year, a DD Form 2792 (Family Member Medical Summary) completed by their provider to address their medical conditions. (ensure it is dated Aug 2014).
- If your children have an IEP or 504 Plan in school, a DD Form 2792-1 (Family Member Special Education/Early Intervention Summary) completed by the school with a copy of the most recent IEP or 504 plan. (ensure it is dated Aug 2014).
- If you have an infant who receives services through Early Childhood Intervention (ECI) a DD Form 2792-1 completed by ECI, along with a copy of their evaluation/IFSP.
- If you have a family member who is receiving Applied Behavioral Analysis therapy, will also need the same form with the evaluation. The family members medical records will be reviewed if anything is missing or warrants enrollment additional medical information will be requested from the family.
- Please contact the EFMP Office at 762 408-2423 for any questions to the information listed above.





Exceptional Family Member Program Additional Information (Con't)

Handcarry the following items to your duty station, if applicable:

- **Copies of Individualized Education Plan/Individualized Family Service Plan (IEP/IFSP) for each dependent child enrolled in school Education and Development Intervention Service (EDIS)**
- **Copies of school transcripts/records for each dependent enrolled in school**
- **Copies of medical records for yourself and your dependents**
- **Medication/medical supplies to meet your family's needs until arrival at your new duty station**





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Passport/Visa Requirements

Active duty members:

- Not all countries require passports and may only require orders and military ID card to enter their country. Check the following website to verify passport requirement: <https://www.fcg.pentagon.mil/> click on “ENTER THE SITE” and then type in the country you are going to. You will need to be on a .mil network (government network) with a CAC ID in order to view the contents of this webpage.

Family members:

- All command-sponsored, U.S. citizen dependents will require a government no-fee passports, and possibly a visa, to PCS to a foreign country.
- Family members who are NOT U.S. citizens will travel on their personal passport issued by their country. For visa or SOFA card information regarding family members who are not U.S. citizens, please contact the appropriate travel office.
- If you plan to drive your family members to Alaska through Canada, it is recommended that your family apply for government no-fee passports.
- For information and instructions on how to apply for a no-fee passport for official government travel, please go to our website: <https://travel.state.gov/content/travel.html>.
- Passport Point of contact is Mr. Jerome Brinson at 706-545-7647 or email at jerome.brinson.civ@mail.mil.





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Designated Place Moves for Soldiers not Authorized Family Travel or Who Elect to Serve an Unaccompanied Tour

- **When family travel is not authorized, or you elect to serve an unaccompanied tour, you may move your Family members to a designated place.**

(1) Any place in CONUS the Soldier designates.

(2) Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States, if authorized or approved by the Soldier's losing installation commander. (This may not be delegated further.)

Commanders must ensure:

(a) The designated location is the Soldier's and/or dependent's home of record; or

(b) The designated location is the Soldier's and/or dependent's residency for tax purposes; or





Designated Place Moves for Soldiers not Authorized Family Travel or Who Elect to Serve an Unaccompanied Tour

(c) The Soldier and or dependents have a Family support network in the area of the designated location.

(d) The Soldier and or dependents have appropriate medical and educational services available in the designated area.

(e) The Soldier has taken into consideration all financial aspects of this move.

- The Soldiers Family members cannot be moved again at government expense until subsequent PCS orders are issued.
- Soldiers moving Family members to a designated place in Alaska, Hawaii, Puerto Rico or other U.S. territories without prior approval ARE NOT authorized PCS allowances for their dependents.





Sample DA Form 5121

Complete Items 1,2,3, 4, 8 and 9

OVERSEAS TOUR ELECTION STATEMENT

For use of this form, see AR 600-8-11; the proponent agency is DCS, G-1.

PRIVACY ACT STATEMENT

Authority: Title 10, USC, Sections 3010, 8012 and 5031, and Title 5, USC, Section 301.
Principal Purpose: For personnel service support.
Routine Uses: (1) To conduct initial screening of reassignment cycle to determine soldier's eligibility to comply; and (2) basis for initiating specific assignment processing (*deletion/deferments; additional service; or any other special processing required*).
Disclosure: Disclosure of information is voluntary. However, failure to disclose this data may result in unnecessary hardship on the soldier and/or family members. Failure to disclose data will not automatically exempt soldier from selected reassignment.

INSTRUCTIONS: Prepare this form in two copies. Place the original in the Action Pending section of the soldier's MPRJ and place the copy in the soldier's Reassignment File.

1. NAME	2. SSN	3. GRADE/RANK
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4. FOR ALL SOLDIERS

Having been advised that I am scheduled for a permanent change of station assignment to _____, I understand that I must elect to serve either an "all others" or a "with dependents" tour.

If I elect to serve the "all others" tour, I understand that Government transportation of my family members to or from my overseas duty station will not be authorized during the tour. I also understand that if my family members travel at their own expense to reside at or near the area of my assignment (*except for a visit for a period not exceeding 3 continuous months*), I will no longer be entitled to Family Separation Allowance. I also understand that under this tour election, I am authorized movement of my family members to a designated location at Government expense. However, after my family members make a move to a designated location at Government expense, I cannot request to change my tour to the "with dependents" tour in order to request movement of my family members to my overseas area unless extreme personal problems arise which are fully documented.

AND

If I elect to serve the "with dependents" tour, I understand I am not authorized to move my family members and/or household goods to a designated location in CONUS. I understand that I must apply promptly for concurrent travel of my family members in order to receive Family Separation Allowance in the event concurrent travel is not approved. I understand that, if concurrent/deferred travel is not approved, I may apply for nonconcurrent travel for my family members after I arrive in my overseas area, if I am able to obtain suitable quarters, or I may elect to have my family members remain in CONUS. I understand I must have sufficient remaining service to complete the "with dependents" tour length requirements upon my arrival in the overseas area. If not, I will be required to serve an "all others" tour and will not be entitled to Government transportation of my family members to my overseas duty station.

5. FOR INVOLUNTARY EXTENSION

I further understand that I will be involuntarily extended in the overseas command if:

I am an obligated volunteer officer (OBV) and do not wish to extend my Active Duty Service Obligation (ADSO) and the end date of my ADSO follows my date eligible for return from overseas (DEROS) within 11 months (*long tour area*) or six months (*short tour area*).

I will be returned to the continental U.S. (CONUS) transition point in sufficient time to process my separation. To be reassigned to CONUS at my normal DEROS, I must be eligible for and take action to acquire sufficient service to have the required months remaining at DEROS.

6. FOR ALL ARMY SOLDIERS MARRIED TO OTHER ARMY SOLDIERS

I have been briefed and understand the joint domicile requirements.

7. FOR USAR OBV OFFICERS

I understand that if I currently have insufficient remaining service to complete the "with dependents" tour, that by electing the "with dependents" option below, I am concurrently volunteering herewith to extend my ADSO until completion of the prescribed tour.

8. FOR ALL SOLDIERS

Regarding my option to elect either the "all others" or the "with dependents" tour, I choose the following actions, to include any additional involuntary extended time in the overseas command.

- a. I elect to serve a tour for a period of _____ months in an "all others" status.
b. I elect to serve a tour for a period of _____ months in an "with dependents" status.

9. SIGNATURE OF SOLDIER	10A. SIGNATURE OF WITNESS	B. DATE (YYYYMMDD)
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DA FORM 5121, MAR 2007

PREVIOUS EDITIONS ARE OBSOLETE

APD/LC V1.01/ES





Sample DA Form 4787

Fill out areas circled.

REASSIGNMENT PROCESSING
For use of this form, see AR 600-8-11; the proponent agency is DCS, G-1

PRIVACY ACT STATEMENT
Authority: Title 10, USC, Sections 3010, 8012, and 9031; Title 5, USC, Section 301; and EO 9397 (SSN).
Principal Purpose: To make assignment decisions, evaluate family member travel to overseas commands and assign family housing.
Routine Uses: General disclosures permitted by the Privacy Act and the Army's systems of records notices apply.
Disclosure: Disclosure of information is voluntary. If the information is not provided, commanders will not be aware of family member travel and housing requests, and will result in no government travel and housing for family members.

PART A - PERSONNEL AND ASSIGNMENT MANAGEMENT DATA (To be Completed by Losing MPD/PSC)

1. TO USAG, MPD CP EAGLE, KOREA		2. FROM DHR, REASSIGNMENTS BR FT BANNING, GA	
3. NAME (Last, Middle, First) DOE, JONH E.	4. SSN 012-34-5678	5. GRADE E6	6. PMOS 11B30
7A. CURRENT UNIT/STATION CO D 505TH IN BN FT BENNING, GA 31905	7B. REASSIGNED TO (Unit/LIC/APD/Country) CAMP DOAKWALKER, KOREA 96001		
8A. TELEPHONE NO. (Include Area Code) 706-544-1224	7B. RSG AUTH EDASS	7C. PERS CON NO.	7D. REPORT DATE (YYYYMMDD) 20200910
8C. AFD EMAIL ADDRESS john.e.doe@mail.mil			
9. TDY Enroute (Complete only if applicable) TDY ONLY!!			
A. MOB/ISS/SH/ASL NA/11B30/	B. PURPOSE OF TDY SLC	C. GRAD/TERM. DATE (YYYYMMDD) 20200602	
10. Married Army Couples Program (Complete only if joint domicile will be requested)			
10A. NAME OF MILITARY SPOUSE NA	10B. SSN	10C. GRADE NA	10D. PMOS
10E. CURRENT UNIT/STATION NA	10F. TELEPHONE NO. (Include Area Code) NA		

PART B - HOUSING AND FAMILY TRAVEL DATA

11. I do do not have family members with physical, emotional, developmental or intellectual problems.

12. I am a sole parent. (Check only if applicable)

13. Application for Family Member Travel to Overseas Command (Check only one)

a. I desire concurrent travel and will accept economy quarters if government quarters are not available.

b. I desire concurrent travel but will not accept economy quarters.

14. Family Members Who Will Travel to Next Permanent Duty Station (If more space is needed, continue on a separate sheet.)

A. NAME (Last, First, MI)	B. RELATIONSHIP	C. SEX	D. DATE OF BIRTH (YYYYMMDD)	E. CITIZENSHIP
DOE, MARY J	WIFE	F	19810606	US
DOE, EMMA D.	DA	F	20110503	US
DOE, JAMES B.	SON	M	20131212	US

15. ANY RELATIVE IN GAINING OVERSEAS AREA WHERE FAMILY MEMBERS MAY RESIDE PENDING AVAILABILITY OF HOUSING AT OR NEAR DUTY STATION (Include name, relationship, address and phone number).
NA

16. ADDRESS WHERE MY FAMILY IS CURRENTLY LOCATED
2222 HILLCREST DR
ANYWHERE, GA

16A. ADDRESS WHERE MY FAMILY MAY BE CONTACTED WHILE ON LEAVE
SAME AS 15A

16B. TELEPHONE NO. (Include Area Code)
706-321-1840

16C. TELEPHONE NO. (Include Area Code)
SAME AS 15B

17. The soldier is administratively qualified and available for assignment. Control sheets/forms prescribed by the regulation (or their equivalents) have been completed. A request for deletion or deferment is anticipated not anticipated.

17A. SOLDIER'S SIGNATURE
John Doe

17B. MPD/PSC OFFICIAL'S SIGNATURE

17C. REASSIGNMENT WORK CENTER EMAIL ADDRESS (Agency Specific)

17D. DATE (YYYYMMDD)

DA FORM 4787, MAR 2007 PREVIOUS EDITIONS ARE OBSOLETE AFD LC v1.01ES





Sample DA Form 5888

Fill out areas circled.

FAMILY MEMBER DEPLOYMENT SCREENING SHEET					
For use of this form, see AR 608-75; the proponent agency is OACSIM					
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY: Title 10, USC Section 3013.		PRINCIPAL PURPOSE: Personnel support.			
ROUTINE USES: To validate family member deployment screening, and to provide gaining command with data to assist in making an assignment decision.		DISCLOSURE: The provision of requested information is mandatory. Failure to respond may preclude successful processing of an application for family member travel/command sponsorship and may lead to appropriate administrative or disciplinary action against the soldier.			
PART A - SOLDIER/FAMILY MEMBER DATA					
1 NAME OF SOLDIER (Last, first, MI) DOE, JOHN F.	2 SOCIAL SECURITY NUMBER 123-45-6789	3a RANK SGT	3b MOS/BRANCH 11B20/IN		
4a HOME ADDRESS 123 HAPPY VALLEY AVE COLUMBUS, GA 31906	5a DUTY ADDRESS CO C 2/95TH IN BN FT BENNING, GA 31905	6. DATE OF EDAS CYCLE OR RFO (OFF) DATE			
4b HOME PHONE NO. (Include Area Code)	5b DUTY PHONE NO. a. DSN b. COMMERCIAL (Include area code)				
FAMILY MEMBERS					
a. NAME	b. RELATIONSHIP	c. DOB (YYYYMMDD)	d. HOME ADDRESS		
DOE, MARY J.	WIFE	20140108	SAME AS ITEM 4A		
DOE, BILLY B.	SON	20140809	" " " "		
DOE, MARY P.	DAU	20140810	" " " "		
8. AUTHENTICATION					
a. MILITARY PERSONNEL DIVISION/PERSONNEL SERVICE COMPANY REPRESENTATIVE'S NAME LESTER YOUNG, JR.	c. RANK (Grade) DAC	d. SIGNATURE			
b. TITLE Human Resources Asst	e. DATE (YYYYMMDD)				
PART B - FAMILY MEMBER SCREENING RESULTS					
EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) ENROLLMENT (Check one)					
9. NAME	a. NOT WARRANTED	b. CONSIDERATION WARRANTED (Date sent for Coding)	c. SUBSTANTIAL CHANGE SINCE ENROLLMENT		
			NO	YES	DATE SENT FOR CODING
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
10. ARMY MEDICAL TREATMENT FACILITY (MTF) EFMP MEDICAL PRACTITIONER COMPLETING THIS FORM					
a. PRINTED NAME OF MEDICAL PRACTITIONER	b. SIGNATURE	c. DATE (YYYYMMDD)			
d. ADDRESS	e. PHONE NUMBER (Include Commercial and DSN)				
11. ARMY MTF EFMP PHYSICIAN'S AUTHENTICATION (To be signed when a medical practitioner other than a physician completes this form.)					
a. TYPED OR PRINTED NAME OF PHYSICIAN	b. TITLE	c. RANK			
d. SIGNATURE	e. DATE (YYYYMMDD)				

DA FORM 5888, SEP 2002

EDITION OF AUG 1995 IS OBSOLETE

AFD PE v1.02ES





TRAINEE/STUDENT ONLINE OVERSEAS BRIEF

- You must submit your completed travel packet to the TSB Enlisted/Officer Student Management point of contact located in Bldg 35, Room 256.
- The TSB will forward the family travel packet to the appropriate OCONUS command for approval/disapproval.
- Note: The gaining command has 30 days to process the request for Command Sponsorship/Family Travel.





TRAINEE/STUDENT POINTS OF CONTACT

Chief, Trainee/Student Branch, 706-545-8811

Chief, Enlisted Management Section, 706-545-4629

Section Lead, Enlisted Management, 706-545-8815

Chief, Officer Management Section, 706-545-1447

Section Lead, Officer Management, 706-545-1704





**Congratulations you have completed the online
Levy Brief**

[Click on this link to receive your Certificate of Completion](#)

**Include a copy of your certificate with your application for
Command Sponsorship/Family Travel**

