

## Relocation Readiness Program Out-processing Form

This personal information, including SSN, is solicited under the authority of 10 U.S.C. 3013 and Executive Order 9397 to provide a basis for evaluating your need for assistance and to provide a record of action taken. Some or all of the information may be referred to other government agencies or to community social services necessary to resolve the problem. Your SSN is used only to ensure proper identification. Disclosure of information is voluntary, but failure to disclose all or part of the information could impede ACS personnel from being able to assist you effectively. Your signature indicate you have read and understand your right to privacy.

<b>Name (Last, First, Middle Initial):</b>	<b>DOB (MMDDYYYY):</b>	<b>Gender:</b>  <input type="checkbox"/> Female <input type="checkbox"/> Male																								
<b>Pay Grade:</b>  <input type="checkbox"/> E-1 <input type="checkbox"/> E-2 <input type="checkbox"/> E-3 <input type="checkbox"/> E-4 <input type="checkbox"/> E-5 <input type="checkbox"/> E-6 <input type="checkbox"/> E-7 <input type="checkbox"/> E-8 <input type="checkbox"/> E-9 <input type="checkbox"/> O-1 <input type="checkbox"/> O-2 <input type="checkbox"/> O-3 <input type="checkbox"/> O-4 <input type="checkbox"/> O-5 <input type="checkbox"/> O-6 <input type="checkbox"/> O-7 <input type="checkbox"/> O-8 <input type="checkbox"/> O-9 <input type="checkbox"/> O-10 <input type="checkbox"/> O-11 <input type="checkbox"/> W-1 <input type="checkbox"/> W-2 <input type="checkbox"/> W-3 <input type="checkbox"/> W-4 <input type="checkbox"/> W-5																										
<b>Marital Status:</b>  <input type="checkbox"/> Dual Military <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Single w/ custody		<b>Phone:</b>  (       )       -																								
<b>If you have a child/ren under the age of 18 years old, fill out the following:</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;">AGE</th> <th style="text-align: left; width: 20%;">GENDER</th> <th style="text-align: left; width: 65%;">PCS ONLY, is he/she going:</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td><input type="checkbox"/> Female   <input type="checkbox"/> Male</td> <td><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Already there</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Female   <input type="checkbox"/> Male</td> <td><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Already there</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Female   <input type="checkbox"/> Male</td> <td><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Already there</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Female   <input type="checkbox"/> Male</td> <td><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Already there</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Female   <input type="checkbox"/> Male</td> <td><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Already there</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Female   <input type="checkbox"/> Male</td> <td><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Already there</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Female   <input type="checkbox"/> Male</td> <td><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Already there</td> </tr> </tbody> </table>			AGE	GENDER	PCS ONLY, is he/she going:	_____	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already there	_____	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already there	_____	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already there	_____	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already there	_____	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already there	_____	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already there	_____	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already there
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<b>Out-processing Type:</b>  <input type="checkbox"/> Chapter  <input type="checkbox"/> ETS  <input type="checkbox"/> PCS ⇒ Select PCS type: <input type="checkbox"/> Accompanied and Family is going <input type="checkbox"/> Single <input type="checkbox"/> Unaccompanied and Family is not going (Applies to Married & Single with custody) -> Page 2 required  ⇒ PCS location: _____  ⇒ Would you like information on your next location? <input type="checkbox"/> Yes <input type="checkbox"/> No   <input type="checkbox"/> Retirement – Select type: <input type="checkbox"/> Medical <input type="checkbox"/> Regular																										
<b>Signature:</b>	<b>Date:</b>																									

**Only for PCSing Unaccompanied Soldiers with dependents (includes spouse):** IAW AR 608-1, paragraph 4-28, support services will be provided to Families residing on post or in the surrounding community who are living separately from the military/civilian sponsor because of mission requirements. To assist these Families, the Relocation Readiness Program offers Hearts Apart – Waiting Families Program. Enrollees receive a variety of information, are invited to special events and are able to connect with other Families. To complete enrollment, fill out the below fields in the Enrollment Completion section below.

If you do not want to complete enrollment for your Family, provide your signature and today's date on the following line:

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This confirms you do not want your Family contacted by ACS for assistance during your unaccompanied assignment. This form will be kept on file IAW AR 608-1 for 3 years and uploaded into the ACS Client Tracking System (CTS).

**Enrollment completion:**

Spouse/POC Name (Must be 18 years old):		Spouse/POC Phone: (       )       -	Assignment Length:
Spouse/POC Email:		Spouse/POC DOB (MMDDYYYY):	
Spouse/POC Address (Include city, state, zip):			
Relation to you:  <input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____	Spouse/POC Primary language:	Are you or your spouse pregnant:  <input type="checkbox"/> No <input type="checkbox"/> Yes, due date: _____	
1. Does spouse/POC drive: <input type="checkbox"/> Yes <input type="checkbox"/> No --->>> Is transportation a concern: <input type="checkbox"/> No <input type="checkbox"/> Yes			
2. Does spouse/POC have a valid government ID card: <input type="checkbox"/> Yes <input type="checkbox"/> No			

**RELOCATION STAFF SECTION – CLEARING INFORMATION**

**AER:** If not PCSing & there is a balance, Soldier gets paperwork from AER prior to clearing. Applies to medically retiring Soldiers.

**Loan Closet:** If items are checked out, Soldier must confirm paperwork is on file at Community Connection prior to clearing.

**EFMP:** IAW AR 608-75, para 1-29, Commanders of CONUS & OCONUS military personnel divisions & reassignment work centers will query Soldiers about the existence of an EFM during in processing, readiness processing, during reassignment interview, & out processing using DA Form 7415. If Soldier selects yes to question 6 or 7, Soldier must fill out FC Form 2034-E. A copy of orders are attached to the 2 forms.

**ACS (Relocation):** If PCSing Unaccompanied (Married or Single w/ custody), Soldier must select enrollment or nonenrollment into Waiting Families. A copy of the first page of the orders is attached if enrolled.

**CTS Input for In Person Clearing:**

- AER, Loan Closet, EFMP, ACS (Relocation) – Input data in bulk by pay grade by type of clearing daily.
- PCS Unaccompanied (Married or Single w/ custody)
  - Nonenrollment is input as an extended contact.
  - Enrollment is input as an extended contact for the Soldier and the Family Member (2 entries). In addition, under the Family Member profile, he/she is added to the Waiting Families – Enrollees, Waiting Families – Midpoint Phone Call, and Waiting Families – Disenrolled Session.