Relocation Readiness Program Out-processing Form

This personal information is solicited under the authority of 10 U.S.C. 3013 & Executive Order 9397 to provide a basis for evaluating your need for assistance & 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. 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 indicates you have read & understand your right to privacy. Spouses of unaccompanied Soldiers residing on post or in the surrounding communities will be identified and enrolled into the Hearts Apart Program IAW AR 608-1, paragraph 4-28. Support services ranging from special events to liaison support to information on community services will be provided by the ACS Relocation Readiness Program.

Name (Last, First, Middle Initial):					Pay Grade	: DOB	DOB (MMDDYYYY):		
Phone:	Email:					Current Unit:	Gender	r:	
							□ Fema	ale 🛛 Male	
Marital Status:	Out-processing	д Туре:							
	□ Chapter	DETS	□ PCS		Retirement	- Is it medical?	?□No □Y	es	
PCS Only: Fill out the below information.									
1. What installation are you going to (specific name)?									
2. Is this your first PCS? □No □ Yes									
3. Would you like information on your new assignment? □ Email □ Hardcopy □ No									
4. If you are married and are not dual military, proceed to question 5. All others, skip to the next box.									
5. Is your spouse relocating with you? □ Yes □ No> Spouses Name:									
Spouses DOB(MMDDYYYY):									
Spouses Email: _									
	Spouses Ph	pouses Phone:							
Spouses Primary Language:									
Spous			Spouses Address:						
		Your Report	Date:						
		Assignment	Length: D1	year □2	years ⊡3 g	years □Othe	r,		
If you would like relocation materials for your child/ren, fill out the below information:									
AGE GENDER	<u>.</u>	<u>STATUS</u>							
D Femal	e □ Male	□ Going	□ Not Going	J					
D Femal	e □ Male	□ Going	□ Not Going	J					
D Femal	e □ Male	□ Going	□ Not Going	J					
D Femal	e □ Male	□ Going	□ Not Going	J					
D Femal	e □ Male	□ Going	□ Not Going]					
Signature:			Date	:					

FOR OFFICE USE ONLY - RELOCATION STAFF

□ AER Clearing: If not PCSing & there is a balance, Soldier preclears with AER. Applies to medical retirements.

- EFMP Clearing: 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 on question 6 or 7 of DA Form 7415, he/she also fills out FC Form 2034-E. Both forms & a copy of the Soldiers orders are stapled & placed in the EFMP bin by staff.
- □ ACS Clearing: Provide relocation information. If PCSing & unaccompanied, enroll spouse in Hearts Apart Program.
- CTS Input: Every contact is tracked in CTS. ACS (Chapter, ETS, Retire), AER, & EFMP is input as a separate session with bulk input. ACS (PCS) is tracked as an extended contact; additional extended contact is input for Hearts Apart. Every Hearts Apart enrollee is also added, under his/her CTS profile, to the sessions for Hearts Apart Enrollees, Hearts Apart Midpoint Phone Call, and Hearts Apart Disenrollment.