CHANGE OF ORDERS
FORMAT 2

Use this packet if the one of the following exists:
(check one)

_____MOB to CO-ADOS(7), UCMJ or ADOS(7) (w/no Acct Class code*)

_____ADT (7) to ADOS(7) or UCMJ (w/no Acct Class code*)

_____ADOS (7) (w/no Acct Class code) to MOB(8), ADT(7) or CO-ADOS(7) (w/Acct Class code)

_____CO-ADOS (7) (w/no Acct Class code) to CO-ADOS (7) (w/Acct Class code), MOB (8), ADT

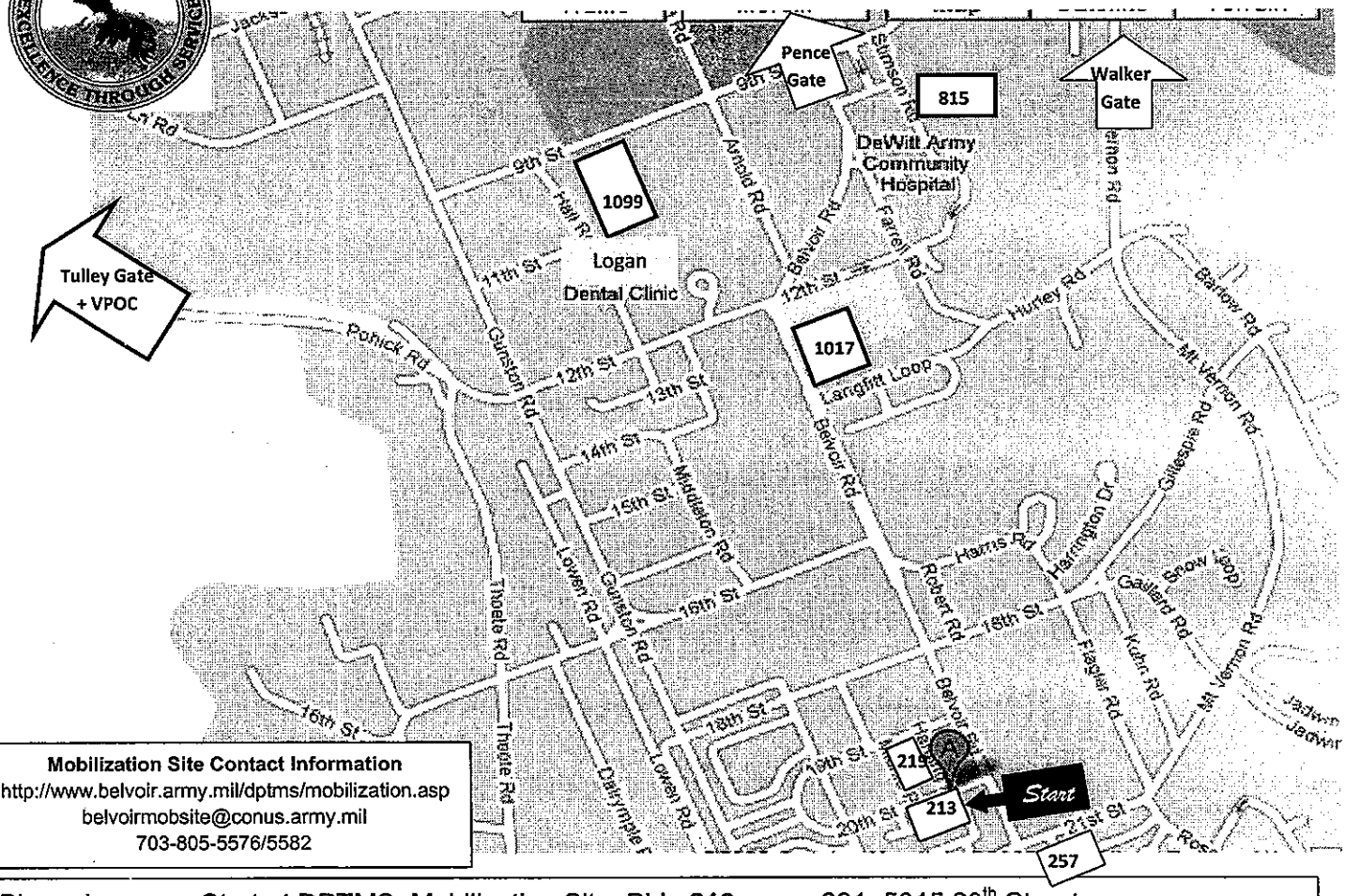
_____CO-ADOS (7) (w/Acct Class code) to ADOS (7) (w/no Acct Class code*), UCMJ

_____Actions requiring a DD-214 (i.e. Retirement, Promotion, Break in Service from 1 to 10 days)

* "No Acct Class Code" means that the SM (Service Member) is on active side; During Phase 3 at the Defense Military Pay Office, the SM will see SFC Cooper, not Ms "Peaches" Greene.

If deployed overseas provide the Statement of Service.

Fort Belvoir Change of Orders - Format 2



Mobilization Site Contact Information
http://www.belvoir.army.mil/dptms/mobilization.asp
belvoirmobsite@conus.army.mil
703-805-5576/5582

Phase I – Start at DPTMS, Mobilization Site, Bldg **213**, room 221, 5815 20th Street
(Monday – Friday, 0845 -1130 and 1300 – 1530 hours)

Phase II – DeWitt Health Care Network - Medical Company (Multi-step process)
Bldg **815,** room 123, is behind DeWitt Hospital on Stimpson Road
*Contact MS Carri, Troop Clinic for Health Assessment appointment. (703) 806-3397/3396.
Prior to this appt. The PPD must be read/you must see the Community Nurse.

– Logan Dental Clinic (enter P-lot next to Van Noy Library) or servicing clinic.
Bldg **1099**, off of 12th Street by Hannah Lane

– Barden Education Center, ACAP Office
Bldg **1017**, corner of Belvoir Road and Langfitt Loop

– Staff Judge Advocate - Legal
Bldg **257**, 9990 Belvoir Dr, (Between 21st + 23rd St and Belvoir Rd. + Belvoir Dr.)

– * Directorate of Human Resources, Bldg **213** on 5815 20th Street
- DD93/SGLV/System Update in Basement
- DEERS – Rear entrance, Main Floor

Phase III **This is on the LAST day of outprocessing. Start at 0800 hours on _____.**

– * Directorate of Human Resources, Bldg **213** on 5815 20th Street **(1,3)**
- DD214 - SFC Wynn in Basement

– Defense Military Pay Office, NCR (across from DHR) Ms "Peaches" Greene **(2)**
Bldg **219**, 9875 Mitchie Place, between Harding & Mitchie Places, 19th & 20th Sts.
Closed on Wednesdays. (Pick up finance packet 1 day prior to final out. Appointment needed.)

– End at DPTMS, Mobilization Site, Bldg **213**, Room 221 **(4)**
Hand carry, FAX or Email DD214 (Email – Roslyn.e.astrop@conus.army.mil)

Updated: 4 June 2009

* ***Please note:*** SM assigned to Pentagon or DIA report to Ft Myer, Bldg 202 for DHR, Mr. Corbitt 703-696-0343/0008
SM assigned to Walter Reed report to WRAMC

ATTENTION – Outprocessing Information

MOBILIZATION PERSONNEL

LEAVES/PASSES

SMs (Service Member) are not authorized leave or passes during processing phases (Inprocessing/Outprocessing/Change of Orders) IAW AR 600-8-10. Emergencies will be handled on a case-by-case basis.

PDMRA

This office will process PDMRA only for SMs on orders serving at 50% in Iraq, Afghanistan, or Kuwait and involuntary mob orders. Orders will not be considered involuntary within a 5 year window. All other applications will have to process through individual units/commands.

10 USC 12302 – Partial Mob: Soldiers called to involuntary active duty under 10 USC 12302 and the applicable Executive Orders shall not serve on active duty in excess of 24-months under that authority including time for processing through demobilization stations (MS), authorized travel, and to take accrued leave.

The "Post-Deployment/Mobilization Respite Absence (PDMRA)" program applies to qualifying deployments and or mobilizations underway on, or commencing after January 19, 2007.

For Reserve component Soldiers, creditable mobilizations are defined as mobilizations under Title 10, United States Code, sections 12301a, 12302, or 12304. By law, these categories of mob orders are considered "involuntary mobilizations."

However, Soldiers who volunteer for active duty (retiree recall, CO-ADSO/COTTAD) or volunteer to remain on active duty (signed a DA Form 1058, Application for Active Duty of Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers Of the Army Nation Guard and U. S. Army Reserve) and who are then given/issued/provided 12301(a) 12302, 12304 (involuntary orders) are NOT considered to be on an involuntary mobilization status and consequently do not qualify to earn or accrue any days of PDMRA during their voluntary mobilization period. This is not a change to existing PDMRA policy, rather a clarification of the existing policy and intent of the OSD PDMRA program guidance.

TPU Time

TPU (Troop Program Unit) is for reconstructive time for TPU and M-day SM's to process at their home unit.

Travel Time – Driving

One travel day is allowed for each 400 miles to the SM's home of record. When the total distance is 400 miles or fewer a day of travel is allowed.

Travel Time – Air Transportation

One travel day is allowed to the SM's home of record.

Name: _____
Today's Date: _____

Demob Cover Sheet

Phase 1 - Documents required for DD 214:

1. Order that you are on now with ALL amendments.
2. Memo from HRC Alexandria for early REFRAD *(if applicable)*
3. ALL DD 214s from any **PRIOR** active services
4. Travel voucher for OCONUS deployments. *(if applicable)*
5. Any awards that you have received while you were on this order
6. Copy of 2-1 /ORB/ERB – Signed and verified.
7. Retirement Point Worksheet (NGB 23/23B or 2492E)
8. SGLV/DD 93 (DHR at Bldg 213)

Please put this paperwork (1-7) in the manila folder.

Mark the top of folder with your:
LName, FName, MI, Rank, SSN & UIC

Partial MOB Packets WILL NOT BE ACCEPTED

Mailing Address (after separation)

_____
_____
_____

Name and address of nearest relative

_____ (Name) _____ (Relationship)
_____
_____

PDMRA

- All Mob orders & any orders serving in Iraq and Afghanistan (TCS Orders)
- AA Calculator Worksheet
- DA 31
- "06" memo, *(if applicable)*

Phase 3 - DHR/Finance:

DHR-Basement - SFC Kevin Wynn tel. 703-805-4433/4436
Email: Kevin.Wynn1@conus.army.mil

Documents required before final appointments

1. Clearing Checklist and Leave Verification Sheet with required clearing completed.
2. DD 2648 ACAP checklist
3. Completed DA 31
4. Copy of any additional awards that need to be added

Service Member's Itinerary

1. Outprocessing Dates: _____
2. Finance Appt: _____
3. DHR (DD 214) Appt: _____
4. Travel Dates: _____
5. TPU (3): _____
6. # PDMRA Days: ____ Dates: _____
7. # Leave Days: ____ Dates: _____

Mob Control Number-2008 _____

FOR OFFICE USE ONLY:

AD Begin Date: _____
AD End Date: _____

Format Code: _____
Overseas Time: _____

PDMRA

Original REFRAD Date: _____
Requested REFRAD Date: _____

Served Overseas: Yes ___ No ___

PERSONAL DATA SHEET

Today's Date: _____

1. **Name:** _____
2. **Rank/Grade:** _____
3. **Race:** _____ *(Data used for e-Milpo purposes)*
4. **SSN:** _____-_____-_____
5. **Order Type:** _____
6. **Order UIC:** _____
7. **Order Number:** _____
8. **Order Start Date:** _____ **Order End Date:** _____
9. **Current Unit:** _____
10. **Current Unit Phone:** _____
11. **Unit Point of Contact:** _____
12. **POC Phone:** _____
13. **Home Unit Address:** _____
14. **Home Address:** _____

    City_____ **State**_____ **Zip Code**_____
15. **Home Phone:** (_____)_____-_____
16. **Cell phone or Pager:** (_____)_____-_____
17. **Emergency Point of Contact:** _____(____)_____-_____

    (Name) *(Phone)*
18. **Area of Operations Deployed:** **CONUS** **or** **OCONUS (circle one)**
19. **Date activated to Active Duty (If USAR):** _____
20. **Date (s) Deployed:** _____ **Redeployed:** _____

    (Iraq-Afghanistan)
21. **Email address (AKO):** _____**@US.ARMY.MIL**

Disclosure of this information is voluntary; however, failure to disclose the requested information could result in improper inprocessing.