GENERAL

example da form 4187 for compassionate reassignment

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Understanding the DA Form 4187: A Comprehensive Guide to Compassionate Reassignment

Every Army career begins with a promise of service, but life's unpredictable nature can sometimes demand a change of direction. Whether it's a family health crisis, a spouse's career opportunity, or a need for a quieter environment, soldiers may seek a **compassionate reassignment**. The U.S. Army's official tool for this process is the **DA Form 4187 – Request for Compassionate Reassignment**. This article provides a detailed, step by step look at the form, how to complete it, and what to expect once you submit an *example DA Form 4187 for compassionate reassignment*. With clear guidance and practical tips, you'll be equipped to navigate the system confidently and increase your chances of a successful outcome.

Why Compassionate Reassignment Matters

Compassionate reassignment is a vital mechanism that acknowledges the Army's commitment to the welfare of its soldiers and their families. The program allows a service member to relocate to a new duty station for a compelling, humanitarian reason while preserving their current rank, pay, and benefits. It is not a disciplinary tool; instead, it is a compassionate solution to real-life challenges that may otherwise force a soldier to consider early separation.

Key benefits include:

- Retention of Rank and Pay: Soldiers maintain their current status, preventing loss of seniority.
- Continuity of Benefits: Health, retirement, and other entitlements remain intact.
- Family Stability: Relocation can reduce the strain on families, especially when caring for ill relatives.
- Career Flexibility: Soldiers can pursue opportunities that align with personal life events.

When Is DA Form 4187 Appropriate?

While the Army's compassionate reassignment policy is broad, certain situations are more likely to receive approval. Common scenarios include:

1. Medical or mental health conditions of a soldier or immediate family member.
2. Spousal employment or educational opportunities requiring relocation.
3. Significant changes in family circumstances, such as the death of a close relative.
4. Situations where continued service in the current location would jeopardize the soldier's or family's well being.

It is crucial to gather documentation that substantiates the need for reassignment. This may involve medical records, employment letters, or death certificates.

The Anatomy of DA Form 4187

Before you begin filling out the form, familiarize yourself with its layout. DA Form 4187 is a structured document divided into several sections that capture personal data, justification, and command approval. Below is a breakdown of each part and what information is required.

Section 1: Personal Information

- Service Member's Full Name, Rank, and Service Number: Verify these details from your ID or official orders.

- Unit and Current Duty Station: Provide the exact name and address of your current assignment.
- Desired Reassignment Location: Specify the new duty station and unit.
- Reason for Reassignment: Briefly state the primary reason (e.g., medical, family, spousal employment).

Section 2: Justification

This is the heart of the form. You must present a concise, compelling narrative that explains why compassionate reassignment is necessary. Include:

- Specific details of the hardship or medical condition.
- How the current location exacerbates the issue.
- How the new location will alleviate the problem.
- Any supporting documents referenced (e.g., doctor's orders).

Section 3: Command Approval

Commanders play a pivotal role. They must review the request, assess its validity, and provide their endorsement. The form includes spaces for:

- Unit commander's signature and date.
- Chief of Staff or higher-level approval if required.
- Any additional comments or recommendations.

Section 4: Administrative Processing

Once the chain of command approves, the personnel office processes the request. This section records:

- Processing officer's name and signature.
- Date of processing.
- Any follow up actions or pending items.

Section 5: Soldier's Statement

Here, you reaffirm your request and acknowledge the implications. Signatures in this section confirm your understanding of the policy and your commitment to comply with any new duty station's requirements.

Example DA Form 4187 for Compassionate Reassignment

Below is a realistic, fully filled example that demonstrates how to present a compelling case. While the formatting may differ in actual paperwork, the content structure remains consistent.

1. Personal Information:

   Rank: Staff Sergeant (SSG)
2. Name: John A. Smith
3. Service Number: 1234567890
4. Current Unit: 1st Battalion, 23rd Infantry Regiment, Fort Bragg, NC
5. Desired Unit: 2nd Battalion, 15th Field Artillery Regiment, Fort Hood, TX
6. Reason: Medical – Chronic back pain exacerbated by current training environment.

"I have been experiencing chronic lower back pain for the past two years. Despite ongoing physical therapy and pain management, the high intensity training schedule at Fort Bragg has worsened my condition, limiting my operational readiness and quality of life. A transfer to Fort Hood, which offers a more moderate training regimen and specialized medical support, would allow me to continue my service while managing my health effectively."

- Doctor’s note confirming diagnosis and recommendation for relocation.
- Physical therapy progress reports.
- Letter from Fort Hood’s medical clinic offering specialized care.

- Unit Commander Signature: Lt. Col. Emily R. Davis
- Date: 15 August 2024

- Processing Officer: SFC Maria L. Gomez
- Date: 20 August 2024

I affirm that the information provided is accurate and that I understand the implications of this request. I am committed to fulfilling all duties at my new assignment.

- Signature: John A. Smith
- Date: 25 August 2024

Step by Step Guide to Completing the DA Form 4187

Step 1: Gather Documentation

Collect all supporting evidence before you start. The stronger your documentation, the higher the chance of approval. Typical documents include:

- Medical records or doctor’s orders.
- Letters from employers or educational institutions.
- Death certificates or obituary notices.
- Proof of family member’s health condition.

Step 2: Draft Your Narrative

Write a concise, factual statement. Avoid emotional language; focus on facts and the impact on your service. Use bullet points for clarity if allowed.

Step 3: Obtain Command Approval

Schedule a meeting with your immediate commander. Present your case, provide all documents, and request their endorsement. Remember, the commander’s recommendation is critical.

Step 4: Complete the Form

Fill in each section carefully. Double check spelling, dates, and signatures. Use a blue or black pen for handwritten forms, or type in a clear, legible font for digital submissions.

Step 5: Submit to Personnel Office

Deliver the form to your unit’s personnel office or the designated processing center. Keep a copy for your records.

Step 6: Monitor the Process

Follow up regularly. If additional information is requested, respond promptly. Maintain communication with both your current and future units to ensure a smooth transition.

Step 7: Transition and Integration

Once approved, coordinate relocation logistics. Attend any required orientation at the new unit and meet with your new chain of command to discuss expectations.

Common Mistakes and How to Avoid Them

1. Incomplete Documentation

Failure to provide all required documents can stall the process. Always double check the Army's Compassionate Reassignment policy for a complete list of required evidence.

2. Vague Justification

Generic statements ("I need to be closer to family") are less persuasive. Specify the exact circumstances and how they directly affect your service.

3. Delayed Submission

Submitting late can affect your unit's readiness planning. Aim to submit the form at least 30 days before the desired relocation date.

4. Lack of Command Support

Even a strong justification can be undermined if your commander does not endorse the request. Engage early and maintain open communication.

Frequently Asked Questions (FAQs)

Q1: How long does the compassionate reassignment process take?

A1: Typically, the process takes 4–6 weeks from submission to final approval, but it can vary based on the complexity of the case and the responsiveness of the processing office.

Q2: Does compassionate reassignment affect my promotion opportunities?

A2: No. You retain your current rank and promotion eligibility. The only potential impact is a temporary change in your duty station, which may affect your exposure to certain assignments.

Q3: What if my request is denied?

A3: You can appeal the decision within 30 days. Provide additional evidence or clarify any misunderstandings. It's also helpful to discuss alternative solutions with your commander.

Q4: Can I request a compassionate reassignment for a non family related reason?

A4: The policy primarily covers family or medical reasons. However, exceptional circumstances, such as a spouse's critical job relocation, may be considered.

Q5: Is there a limit to how many times I can request compassionate reassignment?

A5: The Army does not impose a hard limit, but repeated requests may be scrutinized more closely to ensure the necessity of each move.

Leveraging Digital Tools for a Smooth Submission

The Army's **e-Processing Center (ePC)**allows soldiers to upload DA Form 4187 electronically. Here are some advantages:

- Instant Confirmation: Receive a receipt within minutes.
- Track Status: Monitor progress in real time.
- Reduced Paperwork: Minimize the risk of lost documents.

To use ePC, log in with your Army ID and follow the prompts to upload the completed form and supporting documents. Ensure that all files are in PDF or JPEG format and do not exceed the size limit.

Impact on Your Career Path

While compassionate reassignment can temporarily shift your assignment, it does not hinder your career trajectory. In many cases, the new location may offer unique opportunities for professional growth:

- Exposure to different training environments.
- Specialized medical or support roles.
- Networking with a new cadre of leaders.

Maintain a proactive attitude, keep your performance record strong, and view the reassignment as an opportunity rather than a setback.

Conclusion

Compassionate reassignment via

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