SOFTWARE & TECH

Example Da Form 4187 For Compassionate Reassignment

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Understanding the DA Form 4187 for Compassionate Reassignment

When personal circumstances demand immediate attention, military service members often find themselves needing to navigate complex administrative processes. One of the most critical tools available to soldiers facing extraordinary personal hardships is the **DA Form 4187**, also known as the Personnel Action Request. When used for a compassionate reassignment, this form becomes a lifeline, allowing service members to relocate closer to family members in crisis. Understanding an **Example Da Form 4187 For Compassionate Reassignment** can make the difference between a smooth transition and a bureaucratic nightmare.

Compassionate reassignments are not automatic entitlements. They require thorough documentation, command approval, and a clear demonstration that the service member's presence is essential to alleviate a severe family hardship. Whether you are a junior enlisted soldier or a seasoned non-commissioned officer, knowing how to properly complete and submit this form is essential for presenting a strong case to your chain of command.

What Is a DA Form 4187?

The DA Form 4187 is the standardized Army form used to request various personnel actions, including transfers, reclassifications, and compassionate reassignments. It serves as a formal request that goes through the soldier's chain of command for review and approval. When filled out correctly, it provides all necessary information for decision-makers to evaluate the request.

For a compassionate reassignment, the form must clearly articulate the nature of the hardship, the relationship to the affected family member, and the reasons why reassignment is the only viable solution. An **Example Da Form 4187 For Compassionate Reassignment**typically includes supporting statements, medical documentation, and letters from healthcare providers or social workers.

Key Components of the Form

The DA Form 4187 is divided into several sections, each requiring specific information:

- Soldier Information: Name, rank, social security number, unit, and current duty station.
- Request Type: Clearly state that this is a request for compassionate reassignment.
- Justification: A detailed narrative explaining the hardship and why reassignment is necessary.
- Supporting Documentation: Attach medical records, letters from doctors, or other evidence.
- Endorsements: Spaces for signatures from the soldier, first sergeant, company commander, and higher-level commanders.

Each section must be completed with precision. Errors or omissions can delay the process or result in denial.

Examining an **Example Da Form 4187 For Compassionate Reassignment** before filling out your own can help you avoid common mistakes.

When Is a Compassionate Reassignment Appropriate?

Compassionate reassignments are intended for situations involving severe family hardships that cannot be resolved by other means. Typical scenarios include:

1. Medical Crises: A spouse, child, or parent with a terminal illness or requiring long-term care.
2. Death of a Family Member: When the soldier is needed to manage estate matters or care for surviving dependents.
3. Severe Financial Hardship: Situations where the soldier's presence is required to prevent bankruptcy or loss of housing.
4. Care for Special Needs Dependents: Children or adults with disabilities requiring specific medical or educational resources available only at a particular location.

It is important to note that the Army defines "compassionate" in a specific regulatory context. Not all personal problems qualify, and the burden of proof lies with the soldier. Submitting a well-prepared **Example Da Form 4187 For Compassionate Reassignment** that mirrors successful requests can strengthen your application.

What Does Not Qualify

Requests based solely on convenience, preference for a specific duty station, or minor family disagreements are unlikely to be approved. Compassionate reassignment is reserved for genuine emergencies and extraordinary circumstances. The Army expects soldiers to exhaust all other options before seeking this route.

How to Complete a DA Form 4187 for Compassionate Reassignment

Filling out the form correctly is the most critical step. Here is a step-by-step guide based on a typical **Example Da Form 4187 For Compassionate Reassignment**:

Step 1: Obtain the Correct Form

Download the official DA Form 4187 from the Army Publishing Directorate website. Ensure you have the most current version. Using an outdated form can cause delays or rejection.

Step 2: Fill in Soldier Information

Complete the top portion with your full name, rank, social security number, current unit, and duty station. Accuracy is essential. Double-check spelling and numbers.

Step 3: State the Request Clearly

In Section II, under "Request," write: "Request for compassionate reassignment due to [specific hardship]." Be concise but descriptive. For example: "Request compassionate reassignment to Fort Sam Houston, Texas, to provide full-time care for my mother, who has been diagnosed with stage IV lung cancer."

Step 4: Provide Detailed Justification

Use Section V or an attached continuation sheet to explain the situation in detail. Include:

- Nature of the hardship.
- Relationship to the affected family member.
- Why reassignment is necessary.
- What other options have been considered and exhausted.
- How the reassignment will alleviate the hardship.

An **Example Da Form 4187 For Compassionate Reassignment**often includes a narrative that is both emotional and factual. Avoid exaggeration, but do not understate the severity of the situation.

Step 5: Attach Supporting Documents

These are the backbone of your request. Common attachments include:

- Medical reports and doctor's letters.
- Hospital discharge summaries.
- Social worker assessments.
- Death certificates or funeral home notices.
- Financial documents showing hardship.

Each document should be labeled and referenced in your justification. Commanders reviewing your request will look for concrete evidence.

Step 6: Obtain Required Signatures

Your immediate supervisor (usually your platoon sergeant or section leader) must sign first. Then the first sergeant, company commander, and so on up the chain. Many units require a legal review before submission. Using an **Example Da Form 4187 For Compassionate Reassignment**as a template can help ensure you include all required signature blocks.

Common Mistakes and How to Avoid Them

Even a strong case can be derailed by simple errors. Here are the most frequent mistakes seen in **Example Da Form 4187 For Compassionate Reassignment** submissions:

- Incomplete Information: Missing names, dates, or unit details can stall the process.
- Weak Justification: Vague statements like "family issues" are insufficient. Be specific.
- Missing Signatures: Every required block must be signed. Skipping a step can result in the form being returned.
- Poor Documentation: Unreadable scans, incomplete medical records, or unofficial letters weaken your case.
- Ignoring Deadlines: Some requests must be submitted within a certain timeframe after the hardship occurs.

Review your completed form against a proven **Example Da Form 4187 For Compassionate Reassignment** to catch any omissions.

Tips for a Successful Compassionate Reassignment Request

Beyond filling out the form correctly, there are strategic steps you can take to improve your chances of approval:

Communicate with Your Chain of Command Early

Do not surprise your leadership. Discuss your situation with your platoon sergeant or first sergeant before submitting the form. They can offer guidance and may advocate for you. A commander who understands your circumstances is more likely to support the request.

Get Professional Help with Documentation

Ask your doctor, a social worker, or a family counselor to write clear, professional letters explaining the medical or psychological necessity of your reassignment. Avoid casual language. The more authoritative the documentation, the better.

Be Prepared for a Follow-Up Interview

Your commander may want to discuss the request in person. Be ready to answer questions about the hardship, your plan for care, and how the reassignment will help. Honesty and coherence are key.

Consider a Temporary Reassignment

If a permanent move is not immediately possible, inquire about a temporary reassignment or emergency leave. Some units offer short-term solutions while longer requests are processed. Knowing the options can relieve pressure while you wait.

Regulatory Framework for Compassionate Reassignments

The Army regulates compassionate reassignments through **AR 600-8-11** (Personnel Processing) and **AR 614-200** (Enlisted Assignments). These regulations outline the criteria, approval authorities, and timelines. Familiarizing yourself with these rules will help you frame your request appropriately. An **Example Da Form 4187 For Compassionate Reassignment**that references these regulations demonstrates that you have done your homework.

Approval Authority

Depending on the rank of the soldier and the nature of the hardship, approval authority may rest at the battalion, brigade, or even higher level. Requests involving a permanent change of station (PCS) require more senior approval. Ensure your form reaches the appropriate level of command.

Timeframe for Processing

Compassionate reassignments are typically processed on an expedited basis. However, "expedited" can still mean weeks or months depending on the unit's workload and the complexity of your case. Submitting a complete and accurate form reduces delays. Having a reliable **Example Da Form 4187 For Compassionate Reassignment** to reference can speed up your preparation.

Sample Narrative for a DA Form 4187 Compassionate Reassignment

To give you a clearer picture, here is a condensed example of the justification section based on a typical request:

"I am requesting a compassionate reassignment from Fort Bragg, NC, to Fort Belvoir, VA, to provide daily care for my spouse, who suffered a traumatic brain injury in a car accident on March 15, 2025. My spouse requires constant supervision, multiple daily therapies, and frequent medical appointments. No other family members are available to provide this care. I have attached medical reports from Dr. Jane Smith, neurologist, and a letter from social worker John Doe, along with a care plan from Inova Hospital. I have explored options for remote care and family leave but found them insufficient to meet my spouse's needs. Reassignment to Fort Belvoir will allow me to reside within 15 miles of the treatment facility and provide the necessary support while continuing my soldier duties at a unit within commuting distance."

This narrative is specific, supported, and directly ties the reassignment to the hardship. When crafting your own, follow this structure but adapt it to your unique situation.

Conclusion

Navigating a compassionate reassignment is one of the most challenging administrative tasks a soldier can face, often during an already stressful time. The **DA Form 4187** is the gateway to relief, but its effectiveness depends on how well it is prepared. By studying an **Example Da Form 4187 For Compassionate Reassignment**, gathering thorough documentation, and communicating clearly with your chain of command, you can present a compelling case that highlights both your dedication to your family and your commitment to the Army.

Remember that you are not alone. Your unit's personnel office, legal assistance office, and family support

services can provide additional guidance. While the process may feel overwhelming, each correctly completed form brings you one step closer to being where you are needed most. Take the time to get it right, and do not hesitate to seek help when needed. Your family and your career are worth the effort.

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