

USAG BAVARIA REASSIGNMENT'S CHECKLIST

Name and Rank:	Last 4:
Unit:	Email:
Are family members PCSing with you?:	If yes, are they command sponsored?:
Attended Levy Brief?:	Current phone #:

Required Documents for PCS Orders:

- 1. Statement of Understanding (SOU)
- 2. Dependent's Verification Form (dated October 2018)
- 3. Reassignment's Questionnaire
- 4. DA 5118 Reassignment Status and Election Statement (enlisted only)
- 5. DA Form 31 *w/control number* (all officers OR SM's with TDY enroute)
 - TDY Enroute: Leave must cover DEROS to TDY report date.
 - Note: Early report authorized does not mean you can leave earlier than the above rules.
- 6. DD93: SM's must ensure their dependent's address reflects the physical location of where they currently reside, not a CMR Box. *MUST MATCH Dependent's Verification Form*
- 7. DA 5434 Sponsorship Program Counseling and information Sheet (SSG and below)
- 8. Levy Brief MOU

Additional documents needed depending on Assignment Instructions/SM's situation:

- 1. TDY Option Form (SM's w/Dependents and going TDY enroute to new PDS)
- 2. AAA-234: (SM's reporting to Airborne Assignment)
- 3. Copy of Orders coming to Germany (SM's on an All Others Tour in Europe)
- 4. Pin Point Orders (SM's on Recruiting Assignments)
- 5. Command Sponsorship Memorandum (SM's with child born here)
- 6. Reenlistment Contract (SM's recently reenlisting or extending to meet Assignment SRR)
- 7. Homebase Advance Assignment Program (HAAP) statement of Understanding (SM's w/HAAP)

Consecutive Overseas Tour (COT) Documents Required (ALL):

- 1. COT Statement of Understanding (COT AI's receiving COT entitlements, submit HOR including zip code.)
- 2. DA 4036 Medical and Dental Preparation for Overseas Movement
- 3. DA 4787 Reassignment Processing
- 4. DA 5121 Overseas Tour Election Statement
- 5. DA Form 31 w/COT Deferral & Reason (if deferring COT entitlements)

Consecutive Overseas Tour (COT) W/Dependents Documents Required:

- 1. DA 5888 Family Member Deployment Screening Sheet
- 2. DD Form 2792 Exceptional Family Member Medical Summary (for each dependent that is enrolled in EFMP, educational and medical)
- 3. Dependent Declaration Memorandum

Consecutive Overseas Tour (COT) additional documents depending on Assignment Instructions:

- 1. Unaccompanied/Restricted Tour Statement
- 2. Korea Command Sponsorship Request Memo & Checklist

This form was published by the Reassignment's Work Center, USAG Bavaria Military Personnel Division.
Submit all documents and inquiries to the Reassignment's Group Box at:
usarmy.bavaria.id-europe.mbx.dhr-mpd-reassignments@army.mil