

REASSIGNMENT'S CHECKLIST

Name and rank:	
Unit:	e-mail:
Are family members PCSing with you?	If yes, are they command sponsored?:
Attended Levy Brief?	If yes, Online or Face to Face?

Required Documents for PCS Orders:

- 1. Statement of Understanding (SOU)
- 2. Dependent's Verification Form
- 3. Reassignment's Questionnaire
- 4. DA Form 5118 (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*

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 or completing a COT w/dependents in Europe)
- 3. Copy of Orders coming to Germany (SM's on an All Others Tour)
- 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)

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

- 1. COT Statement of Understanding (COT AI's receiving COT entitlements)
- 2. DA Form 4036
- 3. DA Form 4787
- 4. DA Form 5121
- 5. DA Form 31 w/COT Deferral & Reason (if deferring COT entitlements)
- 6. Homebase Advance Assignment Program (HAAP) Statement of Understanding (SM's w/HAAP)

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

- 1. DA Form 5888
- 2. DA Form 2792 (for each dependent that is enrolled in EFMP, educational and medical)
- 3. Dependent Declaration Memorandum
- 4. Europe Family Travel Policy Memo (if SM has dependents enrolled in EFMP)

Consecutive Overseas Tour (COT) Restricted Tour/All Others Tour (not taking Dependents):

- 1. Unaccompanied/Restricted Tour Statement