

CONUS PCS ORDERS CHECKLIST

- Online Levy certificate (<https://home.army.mil/bliss/index.php/about/Garrison/directorate-human-resources/onlinelevybrief>)
- DA 5434 (log into Army Career Tracker: <https://actnow.army.mil> to complete the DA 5434)
- DA FM 5118 Pages 1 thru 5 (**Enlisted Only**)
DA FM 5118 Pages 3 (**Officer only**)
(Signed by the Soldier, Physician, and Battalion Commander-ensure signature block is added)
- T-01 Statement
- Statement of Understanding
- **(IF APPLICABLE)** Recruiting, Drill Sergeant and Airborne need to have a DA Form 1059 or DA Form 2446 showing completion of the course.
- Assignment Elections in IPPS-A

SUBMIT ALL DOCUMENTS TO YOUR S-1

Orders will be published on IPPS-A within 10 business days of receiving all required documents completely and correctly filled out.

ALL PACKETS ARE PROCESSED IN THE ORDER RECEIVED.