

OCONUS PCS ORDERS CHECKLIST

- _____ Online Levy briefing Certificate (Signed by Soldier and S1) [Fort Bliss Online Levy Brief](#)
- _____ DA 5434 (Army Career Tracker: <https://actnow.army.mil> to complete) Submit sections 1-5 to your S1.
- _____ 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)
- _____ SOU Statement of Understanding (**Enlisted fills out entire form, Officers only completes bottom portion**)
- _____ DA 4036 (Will be given after Online Levy Briefing or at in person Levy Brief). Soldier must complete this screening at SRP site BLDG 1717 Marshall Rd. Only 6 months prior unless SM is reporting early or authorized TDY enroute)
- _____ Antiterrorism Level 1 Certificate (cannot be complete prior to 6 months of report date)
<https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>
- _____ TDY (schooling in conjunction with PCS option statement – (**if Soldier is TDY enroute**))
- _____ DD 1172 Go to link to obtain: [ID Card Office Online \(osd.mil\)](#)
- _____ STP
- _____ Assignment Elections in IPPS-A

ONLY FOR THOSE TAKING DEPENDENTS

- _____ EFMP Screening will be conducted telephonically. EFMP will call the dependents.
- _____ DA 4787 Reassignment Processing (Will be obtained after Online Levy or In Person Levy) (Please submit to family travel ASAP & S1. POC for family travel, 915-568-9885 or 568-7163)
- _____ Soldier Declaration Memorandum (Korea and Japan Only if taking dependents, will be obtained after Online Levy or In Person Levy)
- _____ No Fee Passports (If on assignment to a foreign country) visit the DHR Passport section website: <https://home.army.mil/bliss/indexz/php/about/Garrison/directorate-human-resources/passports>

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.