

## **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)
- CONUS T-01 Statement
- Statement of Understanding
- 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.***

REVISED VERSION MAY 22, 2025,

ALL PREVIOUS VERSIONS ARE OBSOLETE