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**) (**MPD Keeps Pages 1,2,4,&5 when attending in-person levy briefing**)
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/indez/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.

REVISED VERSION 1 AUGUST 2025,
ALL PREVIOUS VERSIONS ARE OBSOLETE