

# KOREA - Military Personnel Division REASSIGNMENT CHECKLIST

FULL NAME:

RANK:

EMPL ID:

UNIT:

DEROS:

DoD:

(example: 24 May 2024)

PHONE:

EMAIL:

**Required Documents/Action (in this order)**

- This Checklist
- Complete Members Elections in IPPS-A
- Levy Brief Certificate
- PCS Orders to Korea w/ Amendments
- Continuation Orders
- Soldier Talent Profile (Officer/Enlisted)

**If Applicable Documents**

- ATRRS School Reservation (TDY enroute only)
- POV VPC Receipt / Commercial Storage Contract
- Early Return of Dependents Order (If Applicable)
- CSP Approval / Transfer w/Amendments
- COT Deferment Memorandum (OCONUS Only)
- DA Form 5434 (required for E1-E6 / O1-O3 / W1-W2)

Please answer the following questions:

- |   |     |  |
|---|-----|--|
| 1. Do you have a government travel Card?  | YES | NO   |
| 2. Has your marital status changed?   | YES | NO If yes, (provide marriage certificate or divorce decree).   |
| 3. Do you have a POV in storage?  | YES | NO If yes, (provide VPC Receipt /Commercial Storage Contract). |
| 4. Do you have pets traveling?  | YES | NO   |
| 5. If your POV is in government storage, you can pick it up at the VPC where you dropped it off or request to have it transferred to the VPC closest to the gaining PDS. Select the VPC location: |     |  |

**\*\*\*\*\* For Soldiers authorized to relocate Dependents \*\*\*\*\***

- |  |         |          |
|--|---------|----------|
| 6. Which mode of transportation will you travel to the next PDS? | Vehicle | Airplane |
|--|---------|----------|

**\*\*\*\*\* For Command Sponsored Soldiers going TDY enroute \*\*\*\*\***

**SELECT 'A' or 'B'**

- A. Elect to move dependent(s) from present CONUS and/or overseas station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days to settle Soldier's dependent(s), in Government quarters (if available) or on the local economy. Soldier will sign into the new CONUS duty station, then proceed TDY for schooling. Soldier will be authorized Government transportation to and from TDY station (applies to CONUS to CONUS, and overseas to CONUS PCS movements).
- B. Elect to clear current permanent station prior to departure for TDY station; and have dependent(s), at personal expense, accompany Soldier to TDY station or travel to some other location. Soldier may not be given a certificate of non-availability of Government quarters at the TDY station if inadequate Government housing is available. Soldier's entitlement for dependent transportation will be based on the most direct routing between the old permanent station and the new permanent station (applies CONUS to CONUS, CONUS to overseas, and overseas to CONUS PCS movements). Soldiers who are being reassigned overseas must be medically and dentally qualified for assignment.

Are you being assigned to another OCONUS duty station?      YES      NO    If YES, provide the following:

Home of Record (city/state/zip code):

**For Soldiers going to an Overseas Assignment, the required forms below must be submitted with your levy packet in order to produce Orders:**

DA Form 4036 (Signed by Medical and Dental)

DA Form 5121 (Signed by Soldier and Witness)

\*\*\* The following documents apply to Family Travel Requests only:

DA Form 5888 (Processed through Enterprise-EFMP, <https://efmp.army.mil>)

DA Form 4787 (Signed by Soldier)

Sexual Offender Declaration Memo

JKO Anti-Terrorism Certificate within one year (Soldier and Dependents over the age of 14)

Regional Health Command-Europe Medical Memo (Europe Only)

Will your dependents be traveling with you to OCONUS duty station?      YES      NO      (Select Yes or No)

If NO, location where dependents will reside (city/state/zip code):

Will you ship or put your POV in storage at government expense?      SHIP      STORE      (Select Ship or Store)

Will you be taking your Consecutive Overseas Tour (COT) leave between Korea and next OCONUS duty station?

YES                      NO, I will defer

IAW AR 600-8-10 Chapter 4-8: if COT leave travel is deferred, the Soldier must travel directly from the old PDS to the new PDS. No leave or other absence may be authorized enroute except for 4 days to drop off and/or pick up dependents if they are residing at an approved designated location.

If the PCS requires either the Soldier or Family members to traverse through CONUS, COT leave must be used between the two tours of duty. The only exception is if no chargeable leave is used enroute, and COT leave deferment is justified in writing as a military necessity by the losing or gaining commander.

A losing or gaining commander may authorize a deferment for military necessity, and Soldiers may request deferment of COT leave for personal reasons. The authorization and the reason for the deferment must be stated in the Soldier's PCS Orders and in item 11 on the Absent Request.

In Accordance with Title 5, U.S.C. § 552a (Privacy Act of 1974) as implemented by the Federal Register, Department of Defense, Department of the Army, 32 CFR Part 505, The Army Privacy Program; Final Rule, protected personal information will not be disclosed from this roster to any commercial enterprise or representative thereof or to any individual outside the Department of Defense. This roster will be safeguarded IAW paragraph § 505.2, of the Federal Register named above. When updated, obsolete copies will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of information Act Program.

**S1s ARE RESPONSIBLE FOR ROUTING ALL COMPLETED LEVY PACKETS WITH APPLICABLE SUPPORTING FORMS AND DOCUMENTS AS A PERSONNEL ACTION REQUEST (PAR) IN IPPS-A.**

AREA I:                      [usarmy.casey.id-pacific.mbx.mpd-reassignments@army.mil](mailto:usarmy.casey.id-pacific.mbx.mpd-reassignments@army.mil)

UDL:                      YONGSAN\_CASEY\_MPD\_REASSIGNMENTS / 00000000003997

AREA II & III:              [usarmy.humphreys.id-pacific.mbx.mpd-reassignment@army.mil](mailto:usarmy.humphreys.id-pacific.mbx.mpd-reassignment@army.mil)

UDL:                      HUMPHREYS\_MPD\_REASSIGNMENTS / 00000000001411

AREA IV:                    [usarmy.walker.id-pacific.mbx.mpd-reassignments@army.mil](mailto:usarmy.walker.id-pacific.mbx.mpd-reassignments@army.mil)

UDL:                      DAEGU\_MPD\_REASSIGNMENTS / 00000000007479

(PAR Data: Levy Packet / Unit / DEROS / CONUS or OCONUS)

Soldier Digital Signature:

Date:

S1 Digital Signature:

Date: