

KOREA MPD REASSIGNMENT GUIDE

- Soldier's are required to complete the Member Elections.
- Soldier or authorized agent **must submit the 'Member Elections Complete' form** to inform the servicing MPD. The form is accessible by scanning the QR code or [clicking the provided link](#).
- Soldiers submit all applicable documentation to their S1 section.
- S1 section will -
 - Verify the Soldier's Service Remaining Requirement (SRR).
 - Verify the Soldier's DEROS and Report Date, and take actions to correct any discrepancies. (DEROS cannot be greater than Report Date)
 - Upload all applicable documents in IPPS-A via the Manage Assignment - Comments/Attachments.



The servicing MPD will initiate the processing of Permanent Change of Station (PCS) orders upon the accurate completion of Member Elections.

REQUIRED MEMBER ACTION

- Complete Member Elections in IPPS-A

DOCUMENTS THAT AFFECT PCS ENTITLEMENTS

- PCS Orders to Korea (To verify dependents' location)
- Pin Point Orders (Continuation Orders)
- Early Return of Dependents Order
- COT Deferment Memo (Signed by O5 Command and Above - OCONUS movement Only)
- Amendment or Addendum Orders (e.g. Acquired Dependents, Dependent Location, etc.)
- Command Sponsorship to Korea Memorandum
- If applicable

FOR SOLDIERS GOING TO AN OVERSEAS ASSIGNMENT (UNACCOMPANIED / SINGLE SOLDIERS)

- DA Form 4036 - Medical and Dental Preparation for Overseas Movement (Signed by Medical and Dental)
- DA Form 5121 - Overseas Tour Election Statement (Signed by Soldier and Witness)

FOR SOLDIERS APPLYING FOR OVERSEAS FAMILY TRAVEL

- DA Form 5888 - Family Member Deployment Screening Sheet
(Processed through Enterprise-EFMP, <https://efmp.army.mil>)
- DA Form 4036 - Medical and Dental Preparation for Overseas Movement (Signed by Medical and Dental)
- DA Form 5121 - Overseas Tour Election Statement (Signed by Soldier and Witness)
- DA Form 4787 - Reassignment Processing (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)

Please note: to ensure the accurate generation of Permanent Change of Station orders and all associated entitlements, the submission of a complete documentation package is recommended.

All DA forms must be signed. While digital signatures are preferred, wet (ink) signatures are also acceptable.