

# Reassignment Levy Packet Checklist

All Soldiers on assignment to PCS must initiate “My Assignment Elections” in IPPS-A (<https://hr.ippsa.army.mil/>). Once completed, Soldiers must submit a levy packet to their S1 with documents in the order listed below. In-Person Levy briefing is mandatory for all Soldier E6 and below. E7 and above may view the online slides from the link and QR code listed below.

## Required Documents (for all Soldiers):

- Approved Absence Request (End date must be day before the report date). Working copy is not accepted.
- Reassignment and Travel Election Worksheet (Signed by Soldier)
- PCS Orders to Italy including amendments
- DD 93
- Proof of Command Sponsorship of Family members if dependents are not listed on the PCS orders. (Examples: CRBA, CS Message, DFT orders)
- Copy of passports for all dependents (Photo Page Only)
- CBA memo from Commander, if applicable  
Soldier is responsible for ensuring their Government Travel Card (GTC) is in good standing prior to the purchase of flight tickets with SATO.
- Airborne Acceptance/Declination Statement, if applicable
- DA Form 5434 w/TASP Stamp or TASP memo verifying Sponsorship at the gaining location.
  - o Send email to: [usarmy.usag-italy.id-europe.list.army-sponsorship@army.mil](mailto:usarmy.usag-italy.id-europe.list.army-sponsorship@army.mil)
- Soldier Talent Profile (STP) (dated within 30 days)

## \*\*\*\* OCONUS ASSIGNMENTS \*\*\*\*

Soldiers PCSing to another OCONUS assignment must include the additional documents, except DA 4036:

- DA 4787, Reassignment Processing (must be signed by Soldier & S1)
- DA 5121, Overseas Tour Election Statement (must be signed by Soldier & S1)
- DA 4036, Medical & Dental Prep for Overseas Movement  
(**DO NOT** include this form in the levy packet. Soldier must hand-carry to the gaining installation)

Soldiers who are electing to serve “Accompanied Tour” must include the following additional documents:

*Note: Command Sponsorship request must be approved before PCS orders can be published.*

- DA Form 5888, Family Member Deployment Screening Sheet
  - o Initiate screening: <https://efmp.army.mil>
  - o Send email appointment and paperwork request to:  
[usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@health.mil](mailto:usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@health.mil)
- Soldier Declaration Statement (Sex Offender Memo)
- KOREA ONLY** – Command Sponsorship Statement

## Where to find all Reassignment Documents:

<https://home.army.mil/italy/index.php/about/Garrison/directorate-human-resources/aelv>



## Important Information

- All levy packet documents must be compiled into one PDF file. Do not create a portfolio or send multiple documents.
- S1 must review the documents and arrange the documents in the order listed on the checklist. S1 will email your levy packet to the MPS Groupbox. Do not submit a PAR in IPPS-A. It's highly encouraged that your S1 cc you on the email traffic. DO NOT call or stop by the MPS office to confirm receipt of your levy packet or status.
- Absence request must end a day prior to your report date. Incorrect Absence request will be returned without action for correction.
- PCS Orders: You will receive your PCS orders via email from the MPS team. Please wait for the PCS orders to be emailed to you which will include all necessary documents to schedule your appointments.
- If you are PCSing to an OCONUS assignment with dependents, it's highly recommended to initiate your EFMP Family Screening as soon as possible. PCS orders cannot be generated until the gaining location has made a decision of your command sponsorship.
- All Soldiers are required to view their Special Instructions in IPPS-A. These instructions will not appear on PCS orders. You are responsible for ensuring all requirements are met prior to your PCS. For example, Security Clearance, Service Remaining Requirements, prerequisites, etc.
- If you have been issued a Government Travel Card (GTC), you must use it for PCS movement per regulatory guidelines. Make sure your card is valid prior to the purchase of your flight with the SATO office. This includes card replacement and/or calling the card company to resolve blocked issues with your account. If you have never been issued a GTC or have been denied, you must obtain a memo from your Commander explaining that you do not have a GTC (or whatever the reason) and to authorize Centrally Billed Account (CBA) to purchase your flight. This memo must be included in your levy packet.
- Moving with pets? Be prepared to have alternate plans if airlines deny shipping your pet due to extreme weather conditions. Interest-free AER loans are available up to \$5,000 for pet shipment. You must submit a request in advance. Contact the AER Loan Specialist at 646-5056 for more information.
- All Soggiornos for dependents must be returned back to the Soggiorno Office prior to departing Italy. This is an Italian controlled document.
- Foreign National Dependents: Even though names of dependents are listed by-name on PCS orders, it is your responsible to ensure all Visa requirements into the United States (or other foreign countries) are met prior to your PCS move. This can take several weeks or months so plan accordingly.