



Reassignments

INSTALLATION CLEARANCE REASSIGNMENT PROCESSING CENTER

MON-FRI: 0730-1530

Initiate the installation clearing process with the Reassignment Processing Center 33 calendar days prior to departure.

DOCUMENTS REQUIRED TO INITIATE:

- ✓ **PCS Order** and any amendments.
- ✓ **DA Form 31 (Leave Form)** approved, with a control number.
*If traveling OCONUS, an official flight itinerary is an acceptable place holder.**

DOCUMENTS REQUIRED TO FINAL CLEAR:

- ✓ **DA Form 137-1 (Unit Clearance Record)** with required signatures.
- ✓ **DA Form 5434 (Sponsorship Form)** with block 3 completed.
- ✓ **Individual Medical Readiness (IMR)** showing PHA within 60 days of report date.
If traveling OCONUS, HIV results within 6 months of report date is also required.
- ✓ **Travel Exception to Policy** required if traveling to COVID RESTRICTED locations.
- ✓ **DA Form 1610 (Authorization for TDY)** required if scheduled for TDY and returning to JBLM.

***DA FORM 31 IS REQUIRED TO FINAL CLEAR.**

Reassignment Processing Center

Waller Hall, 2140 Liggett Ave, Room 206B, Lewis-Main

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