



# Reassignments

## **INSTALLATION CLEARANCE REASSIGNMENT PROCESSING CENTER**

**MON-FRI: 0730-1530**

---

**Initiate the installation clearing process with the Reassignment Processing Center 30 calendar days prior to departure.**

### **DOCUMENTS REQUIRED TO INITIATE:**

- ✓ **PCS Order** and any amendments.
- ✓ **DA Form 31 (Leave Form)** approved and with a control number.

### **DOCUMENTS REQUIRED TO FINAL CLEAR:**

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

---

Waller Hall, 2140 Liggett Ave, Room 206B, Lewis-Main  
[usarmy.jblm.imcom.list.dpfr-mpd-reassignments-help-desk@mail.mil](mailto:usarmy.jblm.imcom.list.dpfr-mpd-reassignments-help-desk@mail.mil)