



ENLISTED STEP BY STEP TO PCS

FORT GEORGE G. MEADE
PERSONNEL SERVICES BRANCH





1. COMPLETE MEMBER ELECTIONS/ LOGIN TO E-EFMP IF GOING OCONUS W/FAMILY (<https://efmp.army.mil/EnterpriseEfmp/>)
2. ATTEND LEVY BRIEFING.
3. LOGIN TO ACT: <https://actnow.army.mil> AND COMPLETE DA FORM 5434 (IF APPLICABLE)
4. LOGIN TO APD (<https://armypubs.army.mil/>): DOWNLOAD DA FORM 5118, DA FORM 4036 FILL OUT COMPLETELY.
5. EMAIL DA FORM 5118 TO PROVIDER (CONUS-OCONUS) TO HAVE IT SIGNED
(usarmy.meade.medcom-kacc.mbx.medical-readiness--army@health.mil)
6. EMAIL DA FORM 7415 FILLED OUT TO: (liesa.jacobs.civ@army.mil) IF YOU HAVE FAMILY TRAVELING.





7. CREATE RFO PAR REQUEST
8. UPLOAD REQUIRED DOCUMENTS FOR RFO PAR (DA FORM 5118, DA FORM 7415, DA FORM 4036, AIRBORNE STATEMENT (IF APPLICABLE), DA FORM 5434 (E1-E6, O1-O2, CW1-CW2)
9. SUBMIT RFO PAR REQUEST TO UNIT S1
10. UNIT S1 SUBMITS RFO PAR REQUEST TO PSB/UDL:
(000000000039807)
11. MPD - PSB RECEIVES RFO PAR REQUEST TO PROCESS IT WITHIN 10 DAYS (7 DAYS FOR PROCESSING PAR) (3 DAYS FOR ORDERS TO BE SIGNED IN IPPS-A)
12. SM RECEIVES ORDERS.





13. CREATE ICP PAR REQUEST
14. UPLOAD DOCUMENTS (DA FORM 137-1, ORDERS, ABSCENCE REQUEST)
15. SUBMIT ICP PAR REQUEST TO S1
16. S1 SUBMITS ICP PAR REQUEST TO PSB/UDL:000000000039790
17. MPD/PSB RECEIVES ICP PAR REQUEST TO PROCESS WITHIN 48HRS
18. SM RECEIVES ICP DA FORM 137-2 FROM PSB
19. SM GOES TO S1 TO RECEIVE DA FORM 137-1
20. SM STARTS UNIT AND INSTALLATION OUT PROCESSING.





21. SM COMPLETES ALL OUT PROCESSING
22. SM CREATES FINAL OUT PAR REQUEST
23. SM UPLOADS YOUR DA 137-2 AND 137-1 FULLY SIGNED
24. SM SUBMITS FINAL OUT REQUEST TO S1
25. S1 SUBMITS FINAL OUT REQUEST TO PSB
UDL:000000000039790
26. PSB RECEIVES DA 137-1, DA 137-2 VERIFIES, SIGNS AND RETURNS.
27. SM CAN PCS.

