



# OFFICER 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 4036 FILL OUT COMPLETELY.
5. EMAIL DA FORM 4036 TO PROVIDER (CONUS-OCONUS) TO HAVE IT SIGNED  
([usarmy.meade.medcom-kacc.mbx.medical-readiness--army@health.mil](mailto:usarmy.meade.medcom-kacc.mbx.medical-readiness--army@health.mil))
6. EMAIL DA FORM 7415 FILLED OUT TO: ([liesa.jacobs.civ@army.mil](mailto:liesa.jacobs.civ@army.mil)) IF YOU HAVE FAMILY TRAVELING.





7. CREATE RFO PAR REQUEST
8. UPLOAD REQUIRED DOCUMENTS FOR RFO PAR (DA FORM 7415, DA FORM 4036, 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 IPSS-A)
12. SM RECEIVES ORDERS.





13. CREATE ICP PAR REQUEST
14. UPLOAD DOCUMENTS (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 UICP
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 137-1, 137-2 VERIFY, SIGN AND RETURN.
27. SM CAN PCS.

