Digital Levy Briefing Packet Checklist

01 AUG 2024_v.1

Checklist prepared by unit S1/ HR only

Rank & Name:

Current Unit:

PCS Gaining Location:

Report Date: **DEROS:**

Unit S1/ HR POC:

Unit S1/ HR signature:

Place supporting documents in Portfolio as listed below:

	REQUIRED DOCUMENTS	DESCRIPTION	PCS to CONUS	PCS to OCONUS	Low Cost Move (LCM)	Full Cost Move (FCM)
☐	**Reassignment Travel Elections and SOU**	Completed and signed by Soldier	X	X	X	X
☐	**DD Form 93**	Signed within 90 days; ONLY physical address in Block 4b, no CMR Box	X	X	X	X
☐	**Soldier Talent Profile (STP)**	Dated within 30 days	X	X	X	X
☐	**Proof of Command Sponsorship (CS) for dependents**	Only for "Accompanied" Tour. Required to include dependents as CS in PCS orders	X	X	X	X
☐	**PCS Orders to current station**	Only if Soldier is in Germany serving an unaccompanied or "all others" tour	X	X	X	X
☐	**ERD Orders**	Only if applicable	X	X	X	X
☐	**DA Form 5434**	Only for E1-E6; O1-O3; WO1-CW2 Soldier's signature required on Block 1	X	X		
☐	**DA Form 5118 (Enlisted ONLY)**	Box 56a, b, c, and d completed, signed, and dated by physician	X	X		
☐	**CBA Authorization Memo from BN Commander**	Only if applicable, when Soldier doesn't have a GTCC	X	X		
☐	**DA Form 5888, EFMP Screening (form NOT required to be included in the packet)**	Only for "Accompanied" Tour. Screening must be completed through EFMP website: https://efmp.army.mil		X	X	X
☐	**DA Form 4787, Reassignment Processing**	Only for "Accompanied" Tour		X	X	X
☐	**DA Form 5121, Overseas Tour Election Statement**	Only for "Accompanied" Tour or "All Others" Tour		X	X	X
☐	**MFR Soldier Declaration / Convicted Sex Offenders**	Only for "Accompanied" Tour		X		
☐	**For Korea, to request CS, also include: Korea CS Request Form**	Only for "Accompanied" Tour		X		
☐	**IPPS-A PAR Approval**	To identify type of move authorized			X	X

Notes:

- *Soldier must complete Member Elections on IPPS-A before Levy Packet submission.*
- *Leaving Family in Germany for up to 90 days requires an Individual Logistic Support ETP with the Garrison Commander's approval.*
- *Leaving Family in Germany for more than 90 days requires a Secretarial Waiver from HQDA.*