MPD REASSIGNMENTS

How to Request PCS Orders

1. Soldiers must wait until HRC uploads the new assignment in IPPS-A.
2. Once the assignment is showing in IPPS-A, Soldiers will receive an IPPS-A notification by email instructing them to complete “Member Elections”.
    a. For overseas assignments, initiate family screening immediately: https://efmp.army.mil
3. After Soldiers complete the "Member Elections” in IPPS-A, they must work with their Unit S1 to build their Levy Packet and complete the on-line USAG-RP Reassignment and Out-Processing briefings.
4. Once Soldiers complete their Levy Packet they submit it to their S1. S1s will review to ensure it is complete and all required documents are present. S1s will submit request for orders to MPD through GEARS 6.0. Soldiers must be included as "packet observers" in Gears in order to track the status.
5. MPD will process and issue PCS orders in IPPS-A. If corrections are needed MPD will return the packet in GEARS 6.0 to the Gears POC.
6. Once orders are approved, Soldiers will receive an IPPS-A notification by email and a copy of their PCS orders will be transmitted to iPERMS.
7. Soldiers must retrieve PCS orders in IPPS-A.
8. Soldiers must print both PCS orders and Special Instructions (SI).
    a. Soldiers may view their orders from the “My Orders” tile in the Self-Service homepage in IPPS-A.
    b. To view and print Special Instructions (SI):
        i. Click "My Orders">Go all the way to the right and find "View SI">Open "SI" and click "CTRL" + "A" (this will select all)> then click "CTRL" + "P" (to print as Microsoft PDF and save)>Print PDF and present to ALL Agencies to receive entitlements.

NOTE: Special instructions (SI) are a supplement to the PCS orders. Be advised that SI may include important assignment information and/or additional entitlements that do not show in the PCS Orders. All Soldiers must present SI along with PCS orders to all agencies; Soldiers must present them to out-process current duty station and to in-process to gaining duty station. *Not presenting the SI to agencies could affect Soldier’s entitlements, such as travel pay, transportation, etc.*

IMPORTANT: Time is the most finite resource, interruptions to the MPD cause a decelerating effect in the workload. The MPD kindly ask for all Soldier’s cooperation.

- Soldiers must always follow proper channels. The Unit S1 must be the Soldier’s first stop for assistance. All requests must be started through Unit S1.
- Any inquiry or status update MUST be requested to Unit S1.
- MPD does not accept walk ins without a PAC Slip. Soldiers must first go to their S1 and, if any assistance is needed from the MPD, the S1 can contact the MPD on the Soldier’s behalf.