Digital Levy Briefing Packet Checklist

Checklist prepared by unit S1/ HR only

Rank & Name:

PCS Gaining Location:

Report Date:

DEROS:

Unit S1/ HR POC & Contact

Number: Unit S1/ HR signature:

OCONUS TO CONUS PCS ***Place supporting documents in Portfolio as listed below:***

- ☐ Reassignment Travel Elections and SOU (completed and signed by Soldier)
- ☐ DD Form 93 (signed within 90 days; ONLY physical address in Block 4b, no CMR Box)
- ☐ DA Form 5434 / ONLY for E1-E6; O1-O3; WO1-CW2 (Soldier's signature required on Block 1)
- ☐ Soldier Talent Profile- STP (dated within 30 days)
- ☐ DA Form 5118 (Enlisted ONLY)
- ☐ PCS Absence Request (Officers ONLY)
- ☐ Proof of Command Sponsorship (CS) for dependents (required to include dependents as CS in PCS orders)
- ☐ CBA Authorization Memo from BN Commander (if applicable, when Soldier doesn't have a GTCC)
- ☐ PCS Orders to current station (if Soldier is in Germany serving an unaccompanied or "all others" tour)
- ☐ ERD Orders (if applicable)

IN ADDITION - OCONUS TO OCONUS PCS ***Place supporting documents in Portfolio as listed below:***

ONLY for Soldiers with Dependents

- ☐ DA Form 5888, EFMP Screening (initiate: https://efmp.army.mil Once screening is completed, include signed DA 5888 in the Levy Packet)
- ☐ DA Form 4787, Reassignment Processing **(ONLY for *"Accompanied"* Tour)**
- ☐ DA Form 5121, Overseas Tour Election Statement **(*"Accompanied"* Tour or *"All Others"* Tour)**
- ☐ MFR Soldier Declaration / Convicted Sex Offenders **(ONLY for *"Accompanied"* Tour)**
- ☐ For Korea, to request CS, also include: ***(ONLY for "Accompanied" Tour)***
  - a) *Korea CS Request Form*
  - b) *AMIM-HM Form 59 Out of Country CS Checklist*

Notes: Leaving Family in Germany for up to 90 days requires an ETP with the Garrison Commander's approval.
Leaving Family in Germany for more than 90 days requires a Secretarial Waiver.