

PCS ORDERS

Levy Packet Checklist

All Soldiers on assignment to PCS must initiate "My Assignment Elections" in IPPS-A. Once completed, Soldiers must submit a Levy Packet to their **BN S1**.

Required Documents:

- ☐ Reassignment Travel Elections and SOU
- ☐ DD 93 (signed within 90 days)
- ☐ DA 5434 (signed on block 1)
- ☐ STP (dated within 30 days)
- ☐ DA 5118 (ENLISTED only)
- ☐ Proof of Command Sponsorship for dependents (required to include dependents as CS)
- ☐ PCS Orders to Germany (include all amendments/addendums)
- ☐ ERD Orders, if applicable
- ☐ CBA memo from BN Commander, if applicable

**** OCONUS ASSIGNMENT ****

1- Soldiers electing to serve an OCONUS "**Accompanied Tour**" must include these additional documents:

- ☐ DA 5888, Family Member Deployment Screening Sheet- Initiate screening: <https://efmp.army.mil> Form NOT required to be included with packet.
- ☐ DA 4787, Reassignment Processing
- ☐ DA 5121, Overseas Tour Election Statement
- ☐ MFR Soldier Declaration/Sex Offenders

*For CS Korea, also include:

- ☐ Korea CS Request Form

2- Soldiers with dependents who will serve "**Unaccompanied Tour**" must include the additional document:

- ☐ DA 5121, Overseas Tour Election Statement

All actions must be submitted to

BN S1 for review

Unit S1 will submit the Levy Packets on GEARS 6.0 to **USAG RP MPD Reassignments** for further processing.

Reassignment Levy Briefing

All Soldiers are required to complete their digital Levy Briefing and submit a Levy Packet to their **BN S1** within 30 days from received **IPPS-A** assignment.



Online USAG RP Reassignment Briefing

Low Cost Move / Full Cost Move

Soldiers moving to another installation on the same tour must ensure HRC/USAREUR-AF has approved and upload the assignment in IPPS-A.

Required Documents:

- ☐ Reassignment Travel Elections and SOU
- ☐ Approval of Low-Cost Move / Full Cost Move (approved PAR from IPPS-A)
- ☐ DD 93 (signed within 90 days)
- ☐ PCS orders to Germany & amendments

"Accompanied Tour" must also include:

- ☐ DA 5888, complete EFMP screening at <https://efmp.army.mil> Form NOT required to be included.
- ☐ DA 4787, Reassignment Processing
- ☐ DA 5121, Overseas Tour Election Statement

CS for the new Military community must be requested and approved prior to issuing LCM/FCM orders.

Free Home COT Travel Orders (405)

Required Documents:

- ☐ PCS Orders to Germany
- ☐ PCS Absence Report (PCS Leave to GM)
- ☐ Absence Report (for COT travel leave)
- ☐ DD 93 (signed within 90 days)

Note: Still requires the COT Travel order, which is currently issued outside of IPPS-A.

IPPS-A

HR Pro: <https://hr.ippsa.army.mil/>
Soldiers: <https://my.ippsa.army.mil/>



Military Personnel Division

USAG Rheinland-Pfalz

MILPER

MPD Actions & Reassignments

Military Communities:

* **Baumholder (BMC)**

Smith Barracks Bldg. 8660, Rooms 118/119

MPD Actions: usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-actions@army.mil

MPD Reassignments: usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-reassignments@army.mil

* **Kaiserslautern (KMC)**

Kleber Kaserne Bldg. 3245, Rooms 201/202

MPD Actions: usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-actions@army.mil

MPD Reassignments: usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-reassignments@army.mil

****ALL inquiries and processes will start with the BN S1****

Disclaimer:

Due to the transition to IPPS-A, some processes and documents are subject to change without notice.

1 May 25_v.1



MILPER SOP & Resources

Scan the QR code to explore the USAG RP MPD SharePoint site – your central hub for regulations, procedures, and helpful resources.
CAC card access required

Command Sponsorship (CS)

Request CS as a PAR on IPPS-A

This action is for Soldiers who have already arrived in Germany and have not initiated CS for their dependents.

Required Documents:

- ☐ CS Packet Checklist
- ☐ DA 5888 (form NOT required in packet)
 - Initiate screening: <https://efmp.army.mil>
- ☐ DD 93 (signed within 90 days)
- ☐ PCS Orders & amendments
- ☐ STP (dated within 30 days)
- ☐ Marriage Certificate
- ☐ Birth Certificate (For children only)
- ☐ Other documents, *if applicable*:
 - Legal Custody Court order
 - Final Adoption Decree
 - Ward of the Court order
 - Spouse's Separation Orders or DD Form 214

Newborns only: For children born in command to a CS spouse, only provide updated DD93, birth certificate, proof of spouse CS, and STP.

Single Soldier Pregnant: Conditional CS for unborn child may be granted to receive housing allowances. Soldier is eligible to request conditional CS at the beginning of 3rd trimester (28 weeks). Regular CS must be requested after baby is born.

Dual Military: CS can only be granted to ONE of the Soldiers.

CS Regulatory Requirements:

- Soldier must serve a 36-month tour
- Soldier must have 12 months remaining on station (*waived for Single Soldiers or Dual Military*)
- Eligible Family member must be EFMP screened

***If dependents are located OUTSIDE of Germany, Soldier must also request Family Travel Authorization Orders (see DFT on next page)**

Note: The approved PAR will route back to the S1 Pool, however, still requires the CS Memo, which is currently issued outside of IPPS-A.

Deferred Family Travel (DFT)

Request DFT as a PAR on IPPS-A

Soldiers must request Family Travel Authorization Orders in the following cases:

- Soldiers who have an approved CS, however, dependents were deferred on PCS orders (Family did not travel with Soldier)
- OR
- Soldiers who after arrival to Germany have an approved CS AND dependents are located OUTSIDE of Germany (can be requested within the same PAR request for CS but only if additional required documents are included)

Required Documents:

- ☐ PCS Orders & amendments
- ☐ Family Travel 4001 Worksheet
- ☐ Housing Memo / Leasing Agreement

Note: The Family Travel Orders are issued outside of IPPS-A.

How to Submit Actions on IPPS-A

- Submit as an Admin Records Corrections PAR.
 - For Reason, select OTHER.
 - For Other Type, use "NAME OF ACTION"
- Attach all required supporting documentation.
 - All documents must be scanned in a PDF format and uploaded as ONE single file.
- For routing:
 - Insert Intermediate Approver AFTER the unit routing
 - Go to User List and insert:
000000000007629
(USAG_RHEINLANDPFALZ_MPD_ACTIONS)

USAG RP MPD UDLs

- For Command Sponsorship and DFT, FLPB, ID Tags, and Change of Tour use UDL:
 - USAG_RHEINLAND-PFALZ_MPD_ACTIONS
(000000000007629)
- For FCMs, LCMs, COTs, etc. use UDL:
 - USAG_RHEINLAND-PFALZ_MPD_REASSIGNMENTS
(000000000007670)
- For ERDs use Workflow Template:
 - USAG_RHEINLAND-PFALZ_ERD
(000000000042105)

Early Return of Dependents (ERD)

Request ERD as a PAR on IPPS-A

Soldiers who have situations that cannot be resolved locally can request ERD for Family members to return to CONUS in accordance with JTR.

Required Information to include on PAR Remarks:

1) Reason for request; 2) Dependents info (name, relationship, DOB, passport #, country of issue); 3) Current physical location of dependents; 4) Requested destination address; 5) If household goods/POV will be shipped (yes/no); 6) If Soldier is on assignment instructions (yes/no); 7) Have you been issued separation orders? (yes/no)

Required Documents (Mandatory):

- ☐ MFR-SOU Statement of Understanding signed by Soldier, spouse (if applicable) and Commander.
- ☐ Proof of Command Sponsorship
- ☐ STP (dated within 30 days)
- ☐ Copy of passports (Photo page only)
- ☐ Documentation to support reason for request: attorney, doctor, a marital counseling professional, school officials, legal separation agreement, etc.
- ☐ AE Form 55-46A (*ONLY if Soldier will face a hardship for personal reasons; not required for Command-directed ERD*)

After-the-Fact ERD requests (Additional):

- ☐ Copy of flight itinerary/boarding passes
- ☐ Statement from Soldier why Family members departed country prior to an approved ERD

***Secretarial Waiver needed for ERD to designated location OCONUS and/or when the divorce has been finalized. Approval authority: Assistant Secretary of the Army (send thru HQ DA G1).**

Note: An approved PAR still requires the ERD order, which is currently issued outside of IPPS-A.