USAG RHEINLAND-PFALZ

Digital Levy Briefing Packet Checklist

2025

Checklist prepared by unit S1/ HR only

Rank & Full 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	Include all amendments/addendums	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:

*Requirement for Foreign Country Assignments: mandatory to review country-specific information prior to your departure. Please visit the following website using a CAC-enabled computer:
https://apacs.milcloud.mil/fcg/fcg.cfm

*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.