**You must log into IPPS-A to complete this form at: https://hr.ippsa.army.mil/**

**IPPS-A EMPLOYEE ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RANK/NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have completed my member elections in IPPS-A. Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marital status: \_\_\_\_\_\_\_\_\_\_ (Married, Single, Divorced, Widowed) If marry to another Soldier please add name and rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have completed the ON LINE LEVY BRIEF at:**

[**https://home.army.mil/stewart/index.php/about/Garrison/DHR/MPD/levy-brief-reassignments**](https://home.army.mil/stewart/index.php/about/Garrison/DHR/MPD/levy-brief-reassignments)**: my certificate of completion is attached.**

 **Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Soldier does/does not have a valid GTCC. (circle one) All requirements have/have not been met for PCS usage. (circle one)**

**APC PLEASE PRINT YOUR NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UNIT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and**

**Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In conjunction with my PCS, I have a TDY/school Assignment (circle one) Yes/No if yes, I have chosen TDY Option 1,2,3,4 (circle one) see the on line levy brief for an explanation of the TDY options if applicable.**

**I understand that if I don’t complete EFMP screening packet through the EEFMP portal I will NOT receive PCS Orders until travel decision has been made. Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If going to Alaska please circle: Driving or Flying (circle one)**

**Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VALID POC NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* If you are on Assignment to an overseas location and you are single with minor dependents (under 18 years of age) accompanying you, you must attach legal documentation as proof of full physical custody. If you are married and the minor dependents were not born of the current marriage, please attach legal documentation as proof of physical custody. If there is only one parent listed on the birth certificate, the birth certificate can be attached as proof of physical custody.**

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**CELL/HOME PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Soldier signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**