

REASSIGNMENT CHECKLIST

FULL NAME:

RANK:

DOD or EMPL ID:

CIV EMAIL:

PHONE #:

GAINING INSTALLATION:

Please answer the following questions:

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|--|---------------------------------------|---|
| 1. Have you completed Member Elections in IPPS-A? https://my.ippsa.army.mil/ | YES | Must be completed to receive PCS Orders |
| 2. Do you have pets (cat/dog) traveling? (MPD WILL VERIFY ELIGIBILITY FOR ENTITLEMENT)
JTR Ch. 5 Section 050107 , https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/
(Check guidance for your next Permanent Duty Station for breed restrictions) | YES | NO |
| 3. Are you eligible for and require breast milk shipment entitlements on your orders?
JTR Ch. 2 Section 0204 Table 2-24 https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/
(MPD WILL VERIFY ELIGIBILITY FOR ENTITLEMENT) | YES | NO |
| 4. Are you going TDY en route? | YES | NO |
| 5. Dual Military? YES NO | 5a. Did you waive Joint Domicile? YES | NO |
| 6. Spouse's Branch: | 6a. Spouse's Military Status: | |
| 7. <u>Are you returning from an unaccompanied tour?</u>
AR 55-46 Chapter 4 Section 4 https://armypubs.army.mil/default.aspx
(If yes, provide full address to include city, state, and zip code of where you were authorized to leave dependents) | YES | NO |

*******For Soldiers PCSing to Overseas*******

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|---|-----|----|
| 8. Does the service member currently have a valid Official Government Passport? | YES | NO |
| 9. Do you have a Home Based and Advanced Assignment Program (HAAP)?
(If you choose to decline or change your current HAAP, you must submit a PAR in IPPS-A with supporting documents endorsed by an O6 to your S1 and route it to HRC for approval.) AR 614-100/AR 614-200 https://armypubs.army.mil/default.aspx
Where will your dependents reside while serving a dependent restricted tour?
Provide full address to include city, state, and zip code | YES | NO |
| 10. Do you have an approved Command Sponsorship for your dependents to your gaining duty location? If no go to E-EFMP Portal. AR 55-46 Chapter 4 Section 3 https://armypubs.army.mil/default.aspx | YES | NO |
| 11. For Family Travel Overseas have you initiated and/or completed the process in the E-EFMP Portal ?
https://efmp.army.mil For Country specific documents please see the E-EFMP Portal | YES | NO |
| 12. Will you ship or put your POV in storage at government expense?
JTR Ch. 5 Section 0530 & 0532 https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/
ONLY AUTHORIZED ONE OPTION UNLESS DUAL MILITARY WITH JOINT DOMICILE | | |

*******For Soldiers PCSing from Overseas*******

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| 13. Did you complete an Early Return of Dependents? | YES | NO |
| 14. Do you have a POV in storage?
If your POV is in government storage, you can pick it up at the VPC where you dropped it off or request to have it transferred to the VPC closest to the gaining Permanent Duty Station. Select VPC location for pick up: | YES | NO |
| 15. Are you taking your Consecutive Overseas Tour leave; free home travel entitlement, en route to your next duty station? AR 600-8-10 Chapter 4 Section 8 https://armypubs.army.mil/default.aspx | YES | NO |
| 16. Are you deferring your Consecutive Overseas Tour leave; free home travel entitlement?
AR 600-8-10 Chapter 4 Section 8 https://armypubs.army.mil/default.aspx | YES | NO |

Service Members Signature:

Date: