

Request for Orders Checklist

Update 14 May 2024

Submit all of the following documents to your S1

1. On-line Reassignment Briefing / Memo of Understanding (MoU):
<https://www.milsuite.mil/book/groups/usag-wiesbaden-out-processing>
2. In-Person Levy Brief, encompassing Finance, Tri-Care, Housing, Transportation, Vehicle Registration and Customs (attendance required for MoU)
3. DA Form 5118 (Enlisted only)
4. RFO (Officer only)
5. DD Form 93 updated (within the last 30 days)
6. DA Form 5434 Sponsorship Form **Email to the DL listed in the levy briefing**
7. IBA/CBA Option Form
8. Copy of Orders Assigning you to Germany and any Command Sponsorship orders Obtained during this tour.
9. Copy of Stabilization Waiver (if applicable)
10. TDY Option Form (only if going TDY enroute)
11. Exceptional family member program (EFMP) querying sheet – DA Form 7415
12. Overseas Tour Election Statement, DA Form 5121 (if PCS is OCONUS)
13. DA Form 5888 EFMP Screening (Required for family members; valid for 36 months — ONLY update if expired and moving/remaining OCONUS)
14. DA Form 4787 Reassignment Processing for Overseas Tour (if PCS is OCONUS outside of Germany)
15. Request a sponsor through EASIGATE if new duty location is within Europe:
<https://www.updb.eur.army.mil/EGATE/SsnInputForm.aspx>
16. AAA-234 if on an AIRBORNE assignment
17. Official passports or VISA applications, or proof of application (if applicable)
18. Soldier Declaration Memorandum: Registered Sex Offender (if applicable)