

LEVY Brief/REASSIGNMENT CHECKLIST

Name and rank:	
Unit:	e-mail:
Are family members PCSing with you?	If yes, are they command sponsored?:
Are you taking in-country leave?:	Planned departure flight date:

The following documents are required to process your Reassignment orders:

- [] 1. CBA/IBA Election Statement Form
- [] 2. DA Form 31 – Leave form signed with control #.
The departure “Availability Date” for enlisted is 3 days prior to their DEROS.
The departure “Availability Date” for officers is their report date minus requested leave/PTDY.
Note: Early report authorized does not mean you can leave earlier than the above rules.
- [] 3. [DA 5434](#) – Sponsorship Program Counseling & Information Sheet. Complete and email a digitally signed sheet to usarmy.bavaria.imcom-europe.list.mpd-reassignments@mail.mil to request a sponsor from gaining unit.
- [] 4. **(Enlisted only)** AAA-234 – EDAS Individual Losing Assignment report from eMILPO. (Only the signed first page is needed.)
- [] 5. **(Enlisted only)** [DA Form 5118](#) – Reassignment status (MPD completes & signs pg 1-2, Battalion S1/Commander completes & signs pg 3, Soldier completes & signs pgs 4-5)

Additional documents required for Soldiers moving with dependents:

- [] 6. Current Copy of DD Form 93 – Record of Emergency Data.
***Ensure address location of dependents is correct.
- [] 7. Copies of dependents passports to ensure names on the reassignment order match the passports.
- [] 8. **Only** if PCSing to another overseas area – [DA Form 5888](#) Family member Deployment Screening sheet along with [DA Form 4787](#), [DA Form 5121](#) & [DA 4036](#).
Note - DD Form 2792 EFMP Screening documents are needed if a family member is checked “considered warranted” in block 9b on DA Form 5888.

Please provide HOR if this is a COT (City and State): _____

NOTE:

A command sponsorship approval, in itself, is not authorization for the Family Member(s) that are not US citizens to travel to the United States upon the Soldier’s DEROS. It is the Soldier’s responsibility to ensure Family Member(s) meet all immigration requirements at the time of PCS to the United States. Non command sponsored Family Member(s) are not authorized paid return travel to the US.