

The Soldier is responsible for completing the following documents for the Levy Packet:

Read Ft Leavenworth CONUS Levy Brief (powerpoint slides) and print certificate of completion

Reassignment Questionnaire

Departure data memo

Airborne Acceptance or Declination statement (if applicable)

DA Form 4036 (BCT assignments only)

DA Form 7415 EFMP querying sheet

DA Form 5118 Reassignment Status and Election statement (ENLISTED ONLY) Part III

S-1/Admin Office/Adjutants responsible for:

DA Form 5118 Reassignment Status and Election statement (ENLISTED ONLY) Part II

Forwarding complete packets to the Reassignments central email address: [usarmy.leavenworth.imcom-west.mbx.leav-orders@mail.mil](mailto:usarmy.leavenworth.imcom-west.mbx.leav-orders@mail.mil)

All packets emailed should be addressed on the Subject line: Rank, Name (last, first), and Levy Packet