

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

- View and complete certificate in Levy brief slides
- Reassignment Questionnaire
- Departure data Memo
- Airborne Acceptance or Declination statement (if applicable)
- HAAP Memo (if applicable)
- Force Protection Brief Memo
- Family Travel Sex Offense Declaration Memo
- DA Form 5121-R Tour Election
- DA Form 4787 Reassignment Processing Form
- DA Form 4036 (SM only)
- DA Form 5888 (Family Members only)
- DA Form 7246 EFMP Querying sheet
- 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

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