Levy Notification Information Sheet
(TO BE COMPLETED BY INDIVIDUAL ON ASSIGNMENT)

1. Name: _____ SSN: _____ Rank: _____
(Full Last, First, MI)

2. Is soldier required to reenlist/extend? NO YES
(If soldier is required to reenlist/extend, memorandum from retention NCO must be submitted to Reassignment Processing Center (RPC) prior to the publication of orders).

3. Is a security clearance required? YES NO
If a security clearance is needed the soldier must contact their S-2 Security Officer to verify status of clearance.

4. PMOS: _____ 5. ETS Date: _____
Primary MOS Enlisted Only

5. Current Unit of Assignment _____

6. Gaining Unit/Country: _____
Name of Installation, State

7. Soldier's contact number: _____

8. Family Status (circle one): Single Single w/dependents Married

9. My Enterprise Email address is: _____

10. All Soldiers are required to have a Government Travel Card. Do you have one? YES NO

11. Do you have a confirmed allocation in ATRRS for a TDY school in conjunction with your PCS? YES NO

12. Married to Service Member: With (who's Claiming Dependents) OR Without Dependents

Joint Domicile: (Married Army Couples Program): only if assignment instructions indicated Joint Domicile.

13. Number of Family Members Traveling with you to this assignment: _____

14. I will:

a. Apply for voluntary retirement in lieu of PCS _____
(Must have completed 19 ½ years of service) Initials

b. Comply with PCS assignment instructions _____
Initials

15. I (Decline) or (Accept) the Airborne Assignment _____
Only for Airborne Assignment Instructions Initials

16. I have read the levy briefing sheets pertaining to my assignment.

17. While I am in _____ my Family will reside at: _____
(For Married Soldiers going overseas unaccompanied City, State, Zip Code

_____ _____ _____
Soldier's Signature Date Printed Name