

**FT. BELVOIR'S DMPO**  
**MOBILIZATION PROCESSING CHECKLIST**

**NAME:** \_\_\_\_\_  
*Last Name First MI*

**SSN:** \_\_\_\_\_

**Unit/Location:** \_\_\_\_\_

**Contact Info to include area code:**  
**Duty Phone:** (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_  
**Cell Phone:** (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_  
**Home Phone:** (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**\*\*REQUIRED DOCUMENTS NEEDED TO INPROCESS\*\***

- \_\_\_ **DA FORM 5960**
  - \_\_\_ *Marriage Certificate/Divorce Decree*
  - \_\_\_ *Court Order Child Support*
  - \_\_\_ *Depend. Child Birth Certificate(s)*
  - \_\_\_ *Lease/Mortgage Statement*
  - \_\_\_ *SF 1199A, Direct Deposit Info*
  - \_\_\_ *DD FORM 2058, Legal Resid Cert*
  - \_\_\_ *W4, Tax Withholding Form*
  - \_\_\_ *DD FORM 1561, Fam Sep Allow*
  - \_\_\_ *SGLV-8286, SM Group Life Ins Elect/Cert*
  - \_\_\_ **ORDERS/AMENDMENTS**
  - \_\_\_ *DD FORM 2367, O'CONUS OHA*
  - \_\_\_ *Orders/Lease/Mortgage*
  - \_\_\_ *DA FORM 4187, COLA*
  - \_\_\_ **SDAP ORDERS**
  - \_\_\_ **FLPP ORDERS**
- (Write NA If Not Applicable)**

**REMARKS & MISSING DOCUMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Soldiers Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\*\*UNIT REP.**

**REVIEWED BY :** \_\_\_\_\_

**DATE:** \_\_\_\_\_