

FINANCE PCS IN BRIEFING

IN-PROCESSING INFORMATION

- Briefings are held every Monday – Friday at 1300 hours.
- The Briefing starts at 1300 hours, downstairs, in Room B-1. This room is located at the bottom of the steps, first door on the left. Please be seated by 1255. If you show up later than 1300 you will not be permitted into the briefing, and will have to sign up and come back to another scheduled briefing.
- Please bring 2 copies of your PCS orders (front & back) including all amendments, 1 copy of your DA31 (Leave Form), receipts for authorized PCS travel expenses, and a pen.
- Make all copies at your unit before coming to the briefing. FINANCE WILL NOT MAKE COPIES!
- Please do not bring family and friends to the briefing.
- Must be in duty uniform to in-process, NO EXCEPTIONS!

REQUIRED DOCUMENTS

- A completed leave form is required to complete in-processing. Make sure that blocks 14 and 16 are completed before you come to the briefing. This is the responsibility of the Soldier and the Soldier's unit. Finance can not make any changes to leave forms.
- If you were TDY Enroute for any school, you must provide leave forms that cover you from the day you departed your permanent duty station to school/TDY and school/TDY to Fort Knox. If TDY was at more than one location, you will also need the leave forms covering you between those school/TDY locations.
- For permissive TDY, make sure the leave form is signed by a LTC (O-5) or higher, and you have the stamp & signature from housing showing the date you signed into housing.
- If you were married and/or divorced en route to Fort Knox, please bring a copy of your marriage license and/or divorce decree.
- Also make sure to bring you In-processing Checklist for us to sign.

TRAVEL INFORMATION

- You will complete your PCS Travel Voucher in the briefing.
- Any travel submissions for DITY Moves can not be accepted during the briefing. These are turned in to Transportation during their briefings. Their briefings are held Monday – Thursday at 1500, on the 2nd floor.
- Please bring receipts for authorized PCS travel expenses incurred by you.