

## **OUTPROCESSING INFORMATION**

- A. When orders are received, go to your unit PAC (Personnel Action Center). Complete the finance out-processing interview sheet. The form should be submitted to finance no more than 30 days and no less than 10 workdays from the depart date on the DA 31 (leave form). Complete the form legibly and completely. Any questions about the form should be directed to the Soldiers S1.
- B. Attach two (2) copies of your orders and one (1) copy of your DA 31 (leave form) to the interview sheet.
- C. When requesting an advance pay, complete form DD 2560 (Advance Pay Form) and attach request to the interview sheet. Only one-month advance pay is authorized on departure. Advance pay is equal to base pay less all deductions. The DD 2560 must be signed by the unit commander for all E3s and below.
- D. PAC will review and bring your PCS paperwork to finance to establish an appointment date. Finance will return an appointment slip through the PAC to you. Your appointment will normally be scheduled for the last workday prior to the departure date on your DA 31 (leave form). If you do not receive an appointment slip, check with your PAC. If your packet is received later than 10 days prior to final out, finance can't guarantee payment prior to departure date.
- E. On the day of your final out-processing appointment, report to the finance office window marked "PCS OUT" and sign in. All other agencies, with the exception of Personnel, must sign the clearing papers before finance can sign your clearing papers. This includes Housing, also. If housing is not cleared, you will need to clear finance once housing has signed off on your clearing papers. If all sections are signed by the appropriate agency, the finance will sign your clearing papers at this time.

## **TRAVEL INFORMATION**

- A. PCS Travel Advance Request Form is required for payment of travel allowances. Complete this form and give to your PAC. The PCS Travel Advance Request Form can be found on the DMPO website.
- B. Dependents can receive travel allowances only if travel is concurrent to overseas station or if authorized to move to a designated location (must state in orders). No dependent travel advance or DLA (dislocation allowance) is payable if dependents are on deferred travel to new station. TLE (temporary lodging expense) is authorized for 10 days for CONUS to CONUS moves, and 5 days at current station prior to departure to overseas station.

- C. If you have any questions regarding travel allowances for yourself and/or dependents, DLA or TLE, request your PAC to assist you. PAC can obtain information based on your orders from the travel section.

### **GENERAL INFORMATION**

- A. BAH will be received at the Fort Knox rate or your current duty station rate until you arrive and sign in at your new duty station, unless otherwise authorized to reside at a different location.
- B. If assigned to a government restricted tour (such as Korea, etc) you will be entitled to BAH at the zip code where your family is residing. You will also be entitled to family separation pay. You must take a copy of your lease or home payment with you to the overseas station.
- C. You are authorized no more than 5 days TLE if you are relocating to an OCONUS location. 10 Days TLE is authorized if you are relocating to a CONUS location, including Alaska and Hawaii. If you stay off post you will need a statement of non-availability from the housing billeting office before the government will reimburse the hotel.
- D. Because you have an appointment at central clearance does not mean you have an appointment at finance. Make sure you see your PAC and complete a PCS advance request form. This is the only way to obtain a finance appointment. Do not come to finance to make an appointment, you will be referred back to your PAC.
- E. Finance customer service hours are Monday-Friday from 0800-1600. We are open every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month from 1130-1600. We are closed on these days from 0800-1130 for training.

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