

NATIONAL GUARD/RESERVE PAY

IN-PROCESSING

MOB

1. All orders and amendments
2. DA 5960(BAH) - JAN2022 to be digitally signed, however; if it is a wet signature, print Commanding Officer's name, rank, and duty position in the signature block, clearly written or typed. Dated within one year.
3. DA 1561(FSA)- if applicable
4. DA 4187(Conus Cola) – (if applicable) signed by Commanding Officer
5. In-processing Checklist

OUT-PROCESSING

DEMOB

1. All orders, amendments and TCS orders, (if applicable)
2. Leave Verification and DA 31 Form (from downstairs, except SWTG/WOMACK - received from unit)
3. Statement of Service - (if applicable)
4. PDMRA - (if applicable)
5. DA 4187/Memo for Paternity Leave –
6. Early REFRAD Memo - (if applicable)
7. Home Station Memo - (if applicable)
8. Clearing Papers

QUESTIONS

LOCATION: Pope Army Airfield

Maverick Street

Building 397, 2nd Floor

Supervisor - Ms. Bryan (910) 643-2923

HOURS:

Monday- Wednesday, Friday

0830-1200, 1300-1600

CLOSED EVERY THURSDAY

NO APPOINTMENT NECESSARY

CLOSED DAILY FOR LUNCH/1200-1300

