



# U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

## FINANCE - In and Out Processing

(BLDG 750, ROOM 103)  
(808) 655-1583

ALCON,

Effective immediately, all incoming Soldiers coming to island of Oahu needs to physically in-process at BLDG 750 Lanai at Soldier Support Center. In-processing Briefs are held each Monday at 0900.

**If the Monday is a DONSA, the brief will be held on Tuesday at 0900.**

**- Subject to changes by Replacement Company**

Please bring **digital copy** of the following documents to the brief to complete your Smart Voucher:

- ◆ PCS Orders (full copy)
- ◆ Amended Orders (if applicable)
- ◆ IPPS-A Absence Request
- ◆ Flight itinerary (for dependents also if applicable)
- ◆ Vehicle Processing Sheet with VPC (if applicable)
- ◆ Pet Release Form and Receipt (if applicable)
- ◆ Taxi/Ground Transportation receipt if over \$75 (if applicable)
- ◆ DD Form 1610 (TDY enroute)

**PCS Out-Processing:** All Soldiers stationed on Oahu will need to report to Finance no earlier than 72 hours prior to the start date of PCS Absence Request in order to be cleared. ***In uniform is required.***

Please bring **hard copy** of the following documents for Out-Processing:

- ◆ PCS Orders (full copy)
- ◆ Amended Orders (if applicable)
- ◆ IPPS-A Absence Request
- ◆ Flight itinerary (for dependents also if applicable)

**TLA** Please bring a hard copy of the following documents to our office for payment of your TLA:

- ◆ TLA Memo from Housing
- ◆ Zero Balance Hotel Receipt \*\*\*must be \$0 balance
- ◆ PCS Orders (and amendments as applicable)
- ◆ IPPS-A Absence Request (Initial and Departure TLA)
- ◆ Flight itinerary (for dependents also if applicable) (Initial and Departure TLA)
- ◆ 1351-2 (for Initial TLA only)

### **Hours of Operation**

Monday thru Thursday 0900-1600

Friday 1200-1600

ONLY closed on Federal Holidays

Limited Services on a DONSA due to staffing

**H T T P S : / / H O M E . A R M Y . M I L / H A W A I I**