# ARMY MILITARY PAY OFFICE - In and Out Processing

*(BLDG 750, ROOM 103)*
(520) 706-8584

**PCS In Processing:**
All incoming Service members coming to the island of Oahu need 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 (After in-transit grid version)
- Flight itinerary (for dependents also if applicable)
- Vehicle Processing Sheet with VPC (if applicable)
- Pet Release Form and Receipts (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 the pay office 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)

**Temporary Lodging Allowance (TLA):**
Email a copy of the following documents, in one PDF file, to our office for payment of your TLA:
- TLA Authorization Memo from Housing Services
- Zero Balance Hotel Receipt ***must be $0 balance
- No kitchen memo, as applicable
- PCS Orders (and amendments, as applicable)
- Flight itinerary (for dependents also, if applicable) (Initial and Departure TLA)
- 1351-2 (for Initial TLA only)

**Hours of Operation**
Monday to Thursday 0900-1530
Friday 1200-1530
Closed on all Federal Holidays