



# 176<sup>th</sup> Financial Management Support Unit

## Out Processing Coversheet



Name (Last, First, MI):

Grade:

SSN (Full):

Next PDS:

**SH03**

<b>DATE DEPART</b>	
<b>MOVEMENT CODE</b>	
<b>PROJECTED ARRIVAL</b>	
<b>GAINING ADSN</b>	

### Required Documents

- PCS Orders
- DA 31 (Leave Form) W/ Control number
- Installation clearing paper w/ all signatures except Finance
- OHA Stop form(DD2367) with lease clearance paper from Housing Office (only if you are receiving OHA)

### Contact Info / Hours

- DSN 757-2486 / BLDG 6420(behind One Stop)
- M – W and Fridays 0930 – 1700 Hours (Closed 1130 – 1300 Hours for Lunch)
- Thursdays 1330 – 1700 Hours

**WE DO NOT MAKE COPIES!**

**NO EXCEPTIONS!**