

FINANCE PCS EXIT BRIEFING

OUT-PROCESSING INFORMATION

- When orders are received, go to your unit S1/PAC. Complete the finance out-processing interview sheet (S1 has received instructions for completion of forms). The form should be received by finance no more than 20 days and **NO LESS THAN 10 DAYS** from departure date on DA Form 31 (Request and Authority for Leave). Complete the form legibly and completely.
- Attach 2 copies of your orders and 1 copy of the signed DA Form 31 to the interview sheet.
- When requesting an advance pay, complete DD Form 2560 and attach completed request to the interview sheet. **ONLY ONE MONTH** advance pay is authorized on departure. Commander must sign Part 5 for all Soldiers E-3 and below.
- S1 will review and bring your PCS paperwork to finance to establish an appointment date. Finance will return an appointment slip through the S1 to you. Your appointment will normally be scheduled for the last workday prior to the departure date on your DA Form 31. If you do not receive an appointment slip, check with your S1.
- On the day of your final out-processing appointment, report to the finance office window marked "PCS Out" and sign in. Your clearance papers will be signed.

TRAVEL INFORMATION

- **TRAVEL ADVANCES ARE ONLY AUTHORIZED FOR SOLDIERS WHO DO NOT HAVE A GOVERNMENT TRAVEL CREDIT CARD; OTHERWISE, THE CARD WILL BE USED AND NO TRAVEL ADVANCES WILL BE PROCESSED.**
- Dislocation allowance (DLA) is a travel allowance. Travel allowances do not require commander approval. **COMPLETE PCS ADVANCE FORM AND GIVE TO YOUR S1 NO LATER THAN 10 DAYS PRIOR TO YOUR DEPARTURE DATE.**
- Dependents can receive travel allowances **ONLY** if travel is concurrent to the new duty station or is authorized to move to a designated location (must state in orders). No travel advance or DLA (dislocation allowance) is payable if dependents are on deferred travel to new PDS.
- If you are **DUAL MILITARY** co-located and PCSing to the same location, only one of you can request advance DLA. The Soldier who is claiming the dependents for BAH purposes is usually the one who requests the DLA.
- If you have any questions regarding travel allowances for yourself and/or dependents, DLA or TLE, please ask your S1/PAC to assist you or the travel section in the finance office located at One Stop.

GENERAL INFORMATION

- BAH will be received at the Fort Knox rate or your current duty rate until you arrive and sign-in at your new duty station.
- If assigned to a government **RESTRICTED TOUR** (such as Korea, etc.) you will be entitled to BAH at the zip 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.
- **Temporary Lodging Expense (TLE):**
CONUS Orders - authorized not more than 10 days total (can be divided between old and new PDS).
OCONUS Orders - you are authorized **NO MORE THAN 5 DAYS TLE** at current station prior to departure to new station. Your claim will be settled at your new duty station.
- If you have an appointment with central clearance, **DO NOT ASSUME** you have a finance appointment. Ensure you go to your S1/PAC upon receipt of clearance papers (if have not already done) and complete a PCS Advance Request Form. This is the **ONLY WAY** to obtain a finance appointment and to ensure receipt of requested advances! Do not come to finance to make an appointment, you will be referred to your S1/PAC.
- Remember, packets must be received NLT 10 days prior to appointment date. **PACKETS NOT RECEIVED WITHIN THESE GUIDELINES MAY NOT RECEIVE** advance travel PCS payments on time. Travel advances are not paid locally! Advance pay is a separate payment and will be paid if PCS advance request packet is received prior to departure.
- Finance customer service hours are Monday through Friday from 0800-1600. You may out-process on your appointment date anytime between these hours. It is the S1/PACs responsibility to provide appointment slip to you.