

**AMPO – ARMY MILITARY PAY OFFICE
COPIES OF REQUIRED DOCUMENTS – BRIEFING
MON-FR WING J 1ST FLOOR @ 1330
MEDICALS/OFFICERS – WALK INS RM J31- J32 (0830-1200 & 1300-1600)
CLOSED 2ND AND 4TH THURSDAY MORNINGS OF EVERY MONTH, OPEN @ 1300**

- DD 214 WORKSHEET (1)
- SEPARATION ORDERS FRONT & BACK AND AMENDMENTS (2)
- DA 7783 - **SEPARATION PAY ONLY** (1)
- IPPS-A – LEAVE FORM (2)
- BARRACKS CLEARING MEMO
- JUMP LOG – **CLOSED OUT JUMP LOG BY JUMP NCO** (2) ***if paid w/in 12 MONTHS.*
- FLIGHT LOG – **CLOSED OUTBY AIR NCO** (2) ***if paid w/in 12 MONTHS*
- FLPP (2) *1/1 Termination Orders from Unit ***Reg Office-BH2 (SSC)
- STATEMENT OF CHARGES (DD362) (1)
- PAY ADJUSTMENT AUTHORIZATION (DD139) (1)
- ARTICLE 15 (1)
- DA 4187 (**AWOL, DFR, CONFINEMENTS**) (2)
- CHAPTER PKT/COURT MARTIAL (1) ****ONLY** General or Under OTH
- PERSTEMPO *only if deployed w/in 12 MONTHS
- UNIT CLEARANCE RECORD – (COPY) (1)

**CAN ONLY BE SEEN ONE BUSINESS DAY PRIOR TO ETS DATE OR LEAVE.
MUST CLEAR UNIT AND INSTALLATION PRIOR TO COMING TO FINANCE
BRIEFING**