

ACTIVE COMPONENT OUT-PROCESSING INSTRUCTIONS

Please go to the Fort Novosel AMPO homepage at <https://home.army.mil/novosel/index.php/militarypay> for detailed briefings and information sheets.

****All Soldiers out-processing must clear CIF and Housing prior to clearing Finance. Soldiers can clear Finance 3 business days prior to sign out date/departure from Fort Novosel.****

ACTIVE DUTY PCS

Bring copies of your PCS orders, with any amendments, and DD Form 1610 TDY Orders (if applicable).

SEPARATIONS AND RETIREMENTS

Select the link to view the **Fort Novosel Separations Financial Brief** and then complete the **Separation Retirement Interview Checklist**.

After viewing the briefing, submit your orders (with any amendments), approved leave form, and Interview Checklist to usarmy.novosel.fin-mgt-cmd.mbx.ampo-separations@army.mil.

Your final out with Finance will be the same date scheduled by MPD to sign your DD 214.

RESERVE COMPONENT

SMs on PCS orders: Bring copies of your PCS orders, with any amendments, and leave verification form (signed by your S-1). Once Finance signs your clearing papers, you will report to Room 280 for your DD 214. They will provide DD 214 – Service 7 and a Clearance for Final Pay. You will return these documents to Finance to complete the Finance clearing process.

SMs on PCS orders: Bring copies of your TDY orders, with any amendments, Clearance for Final Pay, and FSA form (if applicable). All forms must be signed prior to reporting to Finance.

