

## **ACTIVE COMPONENT IN-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.

Select the link to view the **Fort Novosel Virtual Financial Inprocessing Brief** then follow the **PCS SmartVoucher Instructions** to complete your SmartVoucher.

You have 72 hours to complete your PCS Travel Voucher and return to Finance to verify they have received your voucher. The Finance Office, room 120, will sign off on your clearing papers.

## **RESERVE COMPONENT IN-PROCESSING INSTRUCTIONS**

Briefings are held Monday, Tuesday, and Thursday in room 371B at 0900. You must bring a hard copy of all orders and amendments.

## **ACCESSIONS AND CONVERSIONS**

**Accession** - an individual coming from ROTC, inter-service transfer, or prior service from MEPS.

**Conversion** - a Soldier converting from Commissioned to Warrant Officer.

Along with completing the SmartVoucher, Soldiers will be required to complete a military pay packet to establish an Active Duty pay account. These packets can be obtained and completed at our customer service counter. Once you have done this, you will proceed to SmartVoucher website to complete the travel voucher.

Additional documents that will be required are:

- Orders to Active Duty
- Enlistment Contract / Oath of Office
- Direct Deposit Information
- Marriage License / Birth Certificates

