

# FORT JOHNSON FINANCE PCS OUT-PROCESSING PACKET

Final Out Date: \_\_\_\_\_

Name (Last, First, MI): \_\_\_\_\_

SSN: \_\_\_\_\_

Leave Start Date: \_\_\_\_\_

Next Duty Station: \_\_\_\_\_

## DOCUMENTS REQUIRED FOR OUT-PROCESSING FINANCE:

- ❖ DA 5960 (dated JAN 2022)
- ❖ Barracks Clearing Memo with USAG Fort Johnson header (*Barracks soldiers only*)
- ❖ Approved IPPS-A Absence Request Form(s)
- ❖ Full set of PCS Orders and any Amendments
- ❖ Flight Itinerary or Port Call (OCONUS only)
- ❖ Installation Clearing Checklist

## INSTRUCTIONS:

ALL service members PCSing out of Ft Johnson are required to attend a PCS Out-Processing Briefing the Wednesday IMMEDIATELY prior to their final out-processing appointments with Reassignments.

PCS Out-Processing Briefings are held every Wednesday in Bldg 250's briefing area inside the gray cubicle walls at 1300 hours. Please arrive 15 minutes early with all required documents completed, signed and ready for review. If your final out appointment with Reassignments is on the same day, provided your finance packet is good, we will sign off on your clearing papers at the briefing. Please allow 1-2 hours based on the number of people attending the briefing.

**BASIC ALLOWANCE FOR HOUSING (BAH)  
AUTHORIZATION AND DEPENDENCY DECLARATION**

For use of this form, see AR 637-1. The proponent agency is DCS, G-1.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 37 USC 403, Basic allowance housing; Army Regulation 637-1, Army Military Compensation and Entitlement Policy.  
**PRINCIPAL PURPOSE:** To start, adjust or terminate a Soldier's entitlement to basic allowance for housing (BAH) and to verify a Soldier's dependency status. For additional information see the System of Records Notice A0600-8-104 APS <http://www.federalregister.gov/documents/2019/07/18/2019-15242/privacy-act-of-1974-system-of-records>.  
**ROUTINE USES:** To the Internal Revenue Service for tax purposes. To the U.S. Government Accountability Office for statistical management. To the members of Congress for inquiries. To U.S. state courts and various law enforcement agencies by subpoena only.  
**DISCLOSURE:** Voluntary; however, form will not be processed without your DoD ID for pay purposes and nondisclosure may result in discrepancies with your BAH.

1. Name (Last, First, MI)	2. DOD ID Number	3. Grade
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4. Member's Physical Address (Street, City, State, and Zip Code)	5. Duty Location (Unit Location or City, State, and Zip Code)
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6. Effective Date Of Action	7. Type Of Action (Select Only One) <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Stop <input type="checkbox"/> Recertify	8. BAH Type (Select Only One) <input type="checkbox"/> With Dependents <input type="checkbox"/> Without Dependents <input type="checkbox"/> Differential
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9. Marital Status (Select Only One) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widowed	Has your spouse or former spouse ever served in a branch of the Uniformed Services? (If Yes, complete blocks a, b, c & d) <input type="checkbox"/> YES <input type="checkbox"/> NO
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10. Spouse's Name (Last, First, MI)	
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11. Spouse's Physical Address (Street, City, State, and Zip Code)	a. Spouse's DOD ID Number
	b. Spouse's Branch Of Service
	c. Date Spouse Last Entered Service
	d. Date Spouse Last Separated Service

12. Other Dependent Information (Children and Secondary Dependents). Additional Dependents Will Be Listed On Additional Forms

Name	Physical Address	Relationship	Date Of Birth	Custody	
				Physical	Legal

13. Certification of Dependent Support

Read and Initial: I understand that the legal purpose of a housing allowance on behalf of a dependent is to partially reimburse a Service Member for the expense of providing a private sector residence for the dependents when Government Quarters are not provided. I further understand that a housing allowance for a dependent is not a bonus merely for the technical status of being married or a parent.

Read and Initial: I understand that I am required to provide adequate support to those dependents on whose behalf I am receiving a housing allowance and if I fail to provide adequate support, the housing allowance that I received for that dependent will be recouped for nonsupport or inadequate support periods.

Read and Initial: I understand that a legal separation agreement, court decree, judgment, or order that does not state the dependent support amount, or absolves me of my dependent support responsibility, does not of itself affect my housing allowance. I further understand that if I am authorized a housing allowance on behalf of a dependent that I must contribute to my dependent's support in an amount that is not less than the applicable BAH-DIFF rate.

Read and Initial: I understand that if there is a court order or legal separation agreement stating the support amount, I must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

Read and Initial: I certify that I provide or am willing to provide adequate support to the above named dependents.

**I certify ALL information regarding this authorization is correct. I will immediately notify the servicing Finance/Personnel Office of any changes in the information above, due to divorce, marriage, death, living in government quarters etc., which could affect my BAH entitlement.**

**IMPORTANT:** Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.

14. Member's Signature	15. Date	16. Commander's Signature	17. Date
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