

## **ACTIVE DUTY PCS**

Bring copies of your PCS orders (with any amendments), absence request, and DD Form 1610 TDY Orders (if applicable). 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. There is no out-processing briefing for PCS Soldiers.

## **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 TDY 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.

## **SEPARATIONS AND RETIREMENTS**

### **Briefing Schedule**

Briefings are held every Thursday at 1400 via Microsoft Teams (excluding Federal Holidays). Soldiers must have their separation orders in PDF format, without signature encryption before joining the session. The briefing can be accessed using the QR code below for Request SharePoint Link. Soldiers must complete this briefing before their Finance final out. Your final out appointment will be scheduled by MPD, which is typically the same day you sign your DD 214.

\* QR codes are for Separations / Retirement Only \*

Leave Calculation Request



Request SharePoint Link

