



Finance In-Processing Brief

In order to in-process through Finance, you must have 1 copy of the following documents:

Complete set of PCS orders (Original orders, amendments, and orders from the 64th Replacement center, if applicable)

Any **1610's** if SM performed TDY en route

DA-31 (Leave Form) with all necessary signatures

Flight itinerary or ticket stubs (for SM and Dependents, showing arrival in Germany)

POV shipping document (The inspection form)

Lodging receipts for TLE (from the US) and Statement of Nonavailability (if applicable)

Marriage Certificate (if recently married)

Any receipts for reimbursement (expenses incurred in conjunction with PCS move)

*****NOTE*****

Anyone attending the briefing without the required documentation may be dismissed from the briefing and required to attend another briefing at a later date. Also, without the required documents you will not be in processed through Finance.