

**Defense Military Pay Office National Capital Region
Documents needed to In processing Finance (Active Duty)**

Contact your PAC to schedule in processing appointments for Finance. Ensure that your DA-31 is complete with all appropriate blocks signed. Blocks 10A and 10B can not be altered or changed. If you are requesting PTDY, it should be approved by an O-5 or above and you need the housing date stamp. Reserve Soldiers must call Personnel at Ft Belvoir – 703-805-5562.

Appointment Scheduled Date: _____ **Appointment Time:** _____

Service Member's Name: _____

Appointment Scheduled By and Phone Number: _____

Bring the following documents to your in processing appointment **along with this appointment sheet filled out:**

_____ 7 Copies of PCS Orders with all amendments

_____ 7 Copies of DD Form 1610 if TDY in route

_____ Termination of Government Quarters (if applicable)
(Embassy personnel need a memorandum from the Embassy)

_____ DA 4187 Rations, Single E-5 and below in the barracks

_____ 1 original and 1 copy of the DA 31 Leave Form signed. Ensure blocks 14 & 16 are completed. If Soldier is PTDY need housing stamp and must be signed by O5 and above. Do not Pen and Ink changes on DA31.

_____ DD 788 POV Shipping Documents

_____ DITY Move Paper Work:

- a. **DD 2278 Completed by Transportation (blocks 11 & 12 certified by transportation)**
- b. Operating Expense worksheet
- c. DD 1351-2
- d. Weigh Tickets, showing Full and Empty Weight
- f. Gas Receipts
- g. Government Bill of Lading (GBL)
- h. Copy of Registration of POV
- i. Computation Worksheet from Transportation
- j. Rental Contract

_____ Memorandum from Transportation authorizing the approval of storage and Postage (if applicable)

ALL Receipts and Documents turned into Finance should be Original

Finance's goal is to in process soldiers within five (5) days of arrival in this area.

PAC _____ **POC:** _____ **DATE:** _____

If Soldiers do not have appropriate documentation, their PACs will be notified and Soldiers will be rescheduled for another date.