

ACCESSIONS Checklist

The following checklist was designed to assist in providing the proper documentation for accessions. What is the difference between an accession and a soldier in processing? An accession is where the SM is coming from a drill/non-drill status(i.e., TPU, IRR) to active duty, usually to the AGR program. In processing is simply where the SM is moving from one duty station to the next.

This checklist will assist us in ensuring that your pay account reflects correct information and therefore you receive accurate entitlements. **(This checklist must be placed in your Finance In-Processing/ Separation packet).**

Soldiers Name:

Soldiers DOB : (This is required)

Accession order

SF 1199A, direct deposit form

DA 3685 - Pay election

DA 5960 - with supporting documents

W4- Tax election and exemption

DD 2058 - State tax election

DD 1351-2 -Travel voucher

DA 31 - PCS leave form (must show sign in date)

SGLI form

DD 1506 - Statement of Service and all supporting documents (DD 214, orders, etc)