

USAG-MIAMI  
 Military Personnel Division – Required In-processing Documents

INPROCESSING DOCUMENTS	DATE COMPLETED
<b>Sign In Personnel Register</b> DA Form 647/DA Form 647-1 (For MILPO use only)	
<b>DA Form 31 (Leave Form)</b> (Copy to Finance)	
<b>Copy Of PCS Orders</b> (Copy to Finance/iPerms)	
<b>Copy of TDY Orders if TDY in route if Applicable</b> (Copy to Finance)	
<b>Travel Voucher (DD Form 1351-2)</b> (Copy to Finance)	
<b>BAH Form (DA Form 5960)</b> (Copy to Finance/iPerms)	
<b>Finance Local Form (1R, 9R and 25-R)</b> (Copy to Finance)	
<b>Input Arrival Transaction to eMilpo</b>	
<b>DD FORM 93/SGLV)</b> (Copy for MILPO/ipperms) Update in eMilpo	
<b>Personnel Data Sheet</b> (For MILPO use only)	
<b>In-Processing Checklist</b> (For MILPO use only)	
<b>EFMP FORM</b> (Copy for MILPO/Original to FAP-Manager)	
<b>Finance Local Form TLE w/Hotel Receipts</b> (Copy to Finance)	
<a href="mailto:usarmy.miami.usag.mesg.usag-miami-milpo@mail.mil">usarmy.miami.usag.mesg.usag-miami-milpo@mail.mil</a>	<a href="mailto:usarmy.miami.usag.mesg.usag-miami-milpo@mail.mil">usarmy.miami.usag.mesg.usag-miami-milpo@mail.mil</a>