

I am in	I am not in	Wounded Warrior status	Soldier Signature:		
IN/OUT PROCESSING DOCUMENT SUMMARY For use of this form, see DMPO Local Policy #1 on In/Out Procedures Information placed on this document is covered by the Privacy Act of 1974 and must be protected from unauthorized access or use. For Official Use Only!					
NAME: Last, First, MI		SSN:		PACIDN:	
*PCS Orders include all amendments and any 1610s that are a part of the PCS					
Description	(UNIT) Document included?		(DMPO) Action Required?		Type of document used to Substantiate Action (Must be included)
	Yes	No	Yes	No	
Arrival					*PCS orders, DD Form 1610, DD Form 1351-2 (copy)
Leave					DA Form 31
BAH- location: _ _ _ _ _ (W/Dep) (WO/Dep)(Partial)					DA Form 5960, Birth Certificate, Assignment/Termination of Quarters, Marriage Cert, Divorce Decree
PCBAH (Single Soldiers)					*PCS orders, DD Form 1610, DD Form 1351-2 (copy)
Family Separation Allowance (FSA)					*PCS orders, DD Form 1610, DD Form 1351-2 (copy)
CONUS COLA					DA Form 4187
Temporary Lodging Allowance (TLA)					*PCS orders, DD Form 1610, Statement of Non-Availability (SNA)/Housing Authority Memo, Hotel Receipt (detailed and zeroed out), DD Form 1351-2 (copy)
Stop JUMP Pay (when required)					*PCS orders
In/Out Processing Entitlement Information Brief					Local Form 9-R
Incentive Pay (specify) _____					Entitlement Orders
Special Pay (specify) _____					Entitlement Orders
Other (specify) _____					SGLI, Direct Deposit, etc.
Departure					*PCS orders, DD Form 1610
Leave					DA Form 31
In/Out Processing Entitlement Information Brief					Local Form 9-R
Technician:					
NAME:		DATE:			