

IN/OUT Processing Entitlement Information Briefing

Principle Purpose: Ensure service members are briefed on Military Pay entitlements.
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 4:	Grade:			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">In-Processing</td> <td style="width: 33%; padding: 5px;">Out-Processing</td> <td style="width: 34%;"></td> </tr> </table>	In-Processing	Out-Processing			
In-Processing	Out-Processing				

I hereby, certify that I have read and understand the following:

1) The following entitlements will terminate (stop) upon departure from my previous duty station:

Imminent Danger Pay	Demolition Pay	Family Separation Allowance
Cost of Living	Special Duty Assignment Pay	Assignment Incentive Pay
Save Pay	Parachute Pay	Hardship Duty Pay

2) Has your BAH status Changed?(for Out-Processing)

NO	YES	IF YES MUST SUBMIT DA FORM 5960 AND SUPPORTING DOCUMENTS
----	-----	--

3) I have been briefed on the procedures for requesting advance pays:

Basic Pay	BAH	
-----------	-----	--

4) I have been made aware of any debts currently being collected or suspended on my pay account and due process procedures.

YES	NO	
-----	----	--

Soldier's Signature:

DATE:

Enlistment Bonus Recipients Only:

I have been briefed on documents required for bonus payment and submission procedures:

DD form 4, Enlistment/Reenlistment Document, Armed Forces of the United States	
DA form 3286-66, Statement of Understanding, United States Army Incentive Enlistment Program	
MOS Award orders or AIT Diploma	College Transcript (when applicable)
Airborne Training Certificate (when applicable)	Ranger Training Certificate (when applicable)

Soldier's Signature:

DATE:

Technician Name:

DATE: