

**IG CHECKLIST
(DMPO Financial Svcs – In/Outprocessing)**

Proponent/Phone No:	Defense Military Pay Office/2-3303	
Functional Area:	Financial Services	
Program/Activity Topic:	In/Outprocessing	
Date of revision:	1 August 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. USAFACFS Reg 612-1, 26 Apr 89, Inprocessing/Outprocessing of Permanent Party Personnel.		
b. Unit Standard Operating Procedures (SOP).		
2. Discussion. This section provides information for the inprocessing and outprocessing of personnel. Its objective is to ensure that the unit/BN S1 adequately prepares personnel for arriving or departing the unit.		
a. Inprocessing. To process incoming personnel correctly, the unit/BN S1 should do the following.		
Obtain current LES if soldier was in transit.		
Determine if soldier seeks advance pay or casual pay.		
Ensure soldier's travel claim is settled.		
Advise soldier of pay options available.		
Make any necessary appointments for the soldier.		
Ensure soldier is receiving the correct entitlements.		
b. Outprocessing. To process outgoing personnel correctly, the unit/PAC should do the following.		
Ensure soldier receives clearance papers.		
Advise soldier of advance pays available (advance pay, advance travel, and advance dislocation allowances).		
Make any necessary appointments for the soldier.		
3. Questions.	YES	NO
a. Does the unit/PAC have an inprocessing procedure for newly assigned personnel, which includes review and verification of pay entitlements?		
b. Does the unit/PAC have an outprocessing checklist for all personnel leaving the unit that includes pay administration and finance office requirements for outprocessing?		
c. Are newly assigned personnel informed that "Sure Pay" is mandatory and that allotments are now required to be sent via Electronic Fund Transfer (EFT)?		
d. Are newly assigned personnel given the name and location of the unit's command financial advisor?		
e. Are on-post reassignment orders received and forwarded to finance?		
4. REMARKS:		