

**125TH FINANCIAL MANAGEMENT COMPANY
IN/OUT PROCESSING & TRAVEL**

Building 750
Room 119
(808) 655-0094
(808) 655-0095

Mon-Wed 0900 - 1600
Thursday Closed
Friday 0900 - 1600
1130 - 1300

Closed for Lunch Daily (except Thursdays)

DOCUMENTS REQUIRED TO OUT-PROCESS

PCS:

- DD 137-2 Clearing Papers (must clear CIF before clearing IOP)
- DA Form 5960 (Recertify BAH)
- 1 copy of ORDERS (w/Amendments, if applicable)
- 1 copy of DA-31 Leave Form
- 1 Flight Itinerary

DOCUMENTS REQUIRED TO RECEIVE OUT-PROCESSING ENTITLEMENTS

(E-5 and below WITHOUT dependents are NOT authorized to receive Advance DLA or Advance Travel)

ADVANCE DLA:

**(DISLOCATION ALLOWANCE) Must be submitted 15 business days
PRIOR to signing out on leave**

- 1 copy of ORDERS (w/Amendments, if applicable)
- 1 copy of DA-31 Leave Form
- 1 copy of Flight Itinerary for SM (and dependents, if applicable)

ADVANCE TRAVEL:

**Must be submitted 15 business days PRIOR to signing out on leave
Advance Travel can be requested for SM and/or dependents**

- 1 copy of ORDERS (w/Amendments, if applicable)
- 1 copy of DA-31 Leave Form
- 1 copy of Flight Itinerary for SM (and dependents, if applicable)
- 1 copy of Vehicle Shipment Form

ADVANCE PAY:

**SM can request up to 1 month's advance pay and can be issued up to 30
days PRIOR to SM's departure date
E-4 and above are authorized to sign DD 2560 for their unit commander;
E-3 and below w/dependents must obtain unit
commander's signature to authorize Advance Pay**

- 1 copy of ORDERS (w/Amendments, if applicable)
- 1 copy of DA-31 Leave Form
- 1 copy of most current LES
- 1 DD 2560 Advance Pay Form (to be completed at IOP)

TLA:

Submit to the Main Finance
Office-Bldg 689 (808)655-1244

**(TEMPORARY LODGING ALLOWANCE) TLA is a partial reimbursement; Lodging must
be paid in full & submitted to the Main Finance Office (Bldg 689) to get reimbursement
Must have authorization from Housing: 215 Duck Rd. Bldg 950 (808) 275-3149**

- 1 copy of ORDERS (w/Amendments, if applicable)
- 1 copy of DA-31 Leave Form
- 1 copy of Flight Itinerary for SM (and dependents, if applicable)
- 1 copy of ITEMIZED Lodging Receipt showing paid in full/\$0 balance due
- 1 copy of Housing Memorandum authorizing TLA
- 1 copy of Statement of Non-Availability (SNA) from Schofield Inn

***IOP does NOT make copies; please bring your own.
ALL orders need to be SINGLE sided, no front and backs.***