Finance/PIPS In-Processing Information Sheet

What is PIPS:

PIPS (PCS In-Processing System) is a streamlined electronic system for finance in-processing. This system replaces paper vouchers; allowing for eased finance in-processing from one's own office, digitizing all associated paperwork for centralized processing and simplified voucher correction processes.

Importance of Timely PIPS In-Processing:

Processing in the PIPS system allows for correct entitlements to start for Yokota AB, reimbursement for travel expenses, and ensures correct pay *(to prevent debts from accruing)*.

PIPS In-Processing Instructions:

1. Register CAC card with FSS/MPE Building 316 Room 121 **(Suspense: 2 business days from FSS/MPE in-process brief)**
2. Obtain Yokota AB network access working with your unit CSA and/or Comm. Squadron **(Suspense: 5 business days from FSS/MPE in-process brief)**
3. Completing PIPS process **(Suspense: 10 business days from FSS/MPE in-process brief)**
   a. From your office computer (scanning capability must be available), using your CAC card registered for Yokota AB, log into PIPS: **https://leave.hickam.af.mil /cashforms/dd1351-2-12.asp**
   b. For PCS in-processing click "PIPS"
   c. Read the instructions and enter requested information. Following the prompts, directs you through the process.

Notes:

- Appropriate codes for particular fields can be found by clicking the question mark next to the particular field.
- For additional assistance please call, 225-7825 or 225-7826.