

## **56 CPTS Finance PCS Checklist**

### **Member's Information**

SSN: \_\_\_\_\_ Unit \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_

MPS Final Out \_\_\_\_\_ RNLTD \_\_\_\_\_ Gaining ADSN (FSO will Fill) \_\_\_\_\_

### **To be completed by member**

Y/N

- Do you have any open debts/waivers/remissions?
- Do you have any open DTS orders/vouchers ?
- Did you turn in a copy of your PCS orders?
- Have you ever been appointed as a Civilian Pay Certifier in ATAAPS?  
Have you signed the DD577 terminating your access and provided it  
to your timekeeper?
- Did you receive the PCS 101 Trifold? (Attached in this PDF)

### **To be completed by Finance Technician**

- Is member's GTC account delinquent? Y/N
- Does member's pay and allowances match info. on orders provided? Y/N
- Does member have any open/suspended debts on their MMPA(DQ,DS,DV)? Y/N
- Does member have any open NQ or PX payments pending? Y/N
- Does member have open "AOR" entitlement entries (14, 23, 65, FL)? Y/N
- Does member have any open DTS travel advances/debts? Y/N
- Did the member turn in a copy of PCS orders? Y/N
- Did you give a copy of this checklist to Civ Pay? Y/N
- Has the member been signed off in vMPF (GTC/DTS/Finance)? Y/N

Technician: \_\_\_\_\_ Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

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