Soldiers that are on TDY orders less than 29 days, your unit is responsible for your pay while at the course.

Soldiers that are on TDY orders more than 30 days, ensure that you have all required documents to process your pay while at the course.

The Operations NCO will do all COP’s (Certificate of Performance) and DA Form 1059’s for all National Guard/Army Reserve Soldiers.

The Operations NCO will verify all documents prior to having the OIC sign your DA Form 5960 (BAH)/DD Form 1561 (FSA).
Finance Briefings are Monday’s from 1200-1300 @ BLDG 470, RM 1118

DA Form 5960(BAH)-certified by the home unit or NCOIC of E-EOCA
- Claim Dependents(If Single)- need Divorce Decree & Birth Certificate
- Notarized Lease Agreement(if Single)- full lease agreement & not between family
- Mortgage Statement(if Single)- name, property address & amount of mortgage
- Child Support/Custody Agreement(if Single)- need to list child, Name, Support Amount & Primary Physical Custody

DD Form 1561 (FSA-married or single parent)- certified by the home unit or NCOIC of E-EOCA