



# NATIONAL GUARD/ARMY RESERVE SOLDIERS



- 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).



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- **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**