EFFECTIVE MARCH 1, 2026

WELCOME ACCESSION

PLEASE PROVIDE ALL OF THE FOLLOWING DOCUMENTS THAT PERTAIN TO YOU IN ORDER TO PROCESS YOUR PAY ACCURATELY AND TIMELY.

- CONTRACT 4/1 AND 4/2 (4/3 IF APPLICABLE)
- PCS ORDERS FROM MEPS AND ANY AMENDMENTS
- DA 1506 (THIS IS **REQUIRED** TO CALCULATE ALL CREDIBLE SERVICE; IF NOT PEBD WILL BE CURRENT AND CORRECTED AT A LATER DATE ONCE 1506 IS RECEIVED)
- DD 2366 GI BILL ENROLLMENT
- SF 1199 DIRECT DEPOSIT INFORMATION
- MARRIAGE CERTIFICATE (IF MARRIED)
- BIRTH CERTIFICATE (DEPENDENT CHILDREN ONLY)
- DA 31 (IF LEAVE WAS AUTHORIZED ON ORDERS FROM MEPS)
- DD 214/DD 220/NGB 22 (FROM PREVIOUS ACTIVE DUTY TIME)
- DA 4/DA 4836/NGB 594-1 (SMP AGREEMENT; OFFICERS ONLY)
- OATH OF OFFICE (OFFICERS ONLY)
- BRS ELECTION FORM (IF NOT COMPLETED WE WILL AUTOMATICALLY ENROLL IN BRS)
- RETIREMENT PLAN FOR PRIOR SERVICE ACCESSION MEMO
- Attestation to Prior Service Discharge

VERIFY THAT YOU HAVE COMPLETED THE ATTACHED PACKET:

- FEDERAL TAX (W4)
- STATE TAX (DD 2058)
- STATE EXEMPTION (DD 2058-1) (ONLY IF REQUIRED BY YOUR STATE)
- BASIC ALLOWANCE FOR QUARTERS (DA 5960) (ONLY IF AUTHORIZED BAH)

THANK YOU, AMPO

FORT EUSTIS