

Member must provide DD Form 1299 from HHG in order to receive DLA. Even if member received DLA prior to departing last permanent duty station, the DD 1299 must be provided to liquidate.

Member must have license plates number for all vehicles which were driven.

If member arrived by air, member must provide either airline tickets or SATO email with prices for all dependents and member.

If filing TLE, member must provide hotel receipts from either last permanent duty station or this duty station. If staying in commercial hotel, member must provide a CNA as well for TLE.

If member is a single parent or military married to military, they must complete a Dependent Care Certificate.

**Immediately up checking in, member MUST complete all required documents for PSD Processing and must contact the Urinalysis Coordinator to complete a urinalysis.**