

Finance Checklist Packet

Source Documents Needed To Complete REFRAD for Finance:

- Unit Mobilization Orders – ordering the unit/detachment to Active Duty, generated by 1st or 5th Army.
- Individual Mobilization Orders – ordering the soldier to Active Duty, generated by the Peace Time Chain of Command G1 section or unit's UA. Will identify when to report to Home Station (HS), Mobilization Station (MS), and mobilization authority will be Title 10 USC 12302 (Partial Mobilization). This includes all concurrent orders for EAD/COEAD/COTTAD/ADSW in support of contingency operations.
- Deployment Orders – assigning the unit/detachment/soldier to a Major Command for their deployment assignment/area, generated by the MS.
- TCS or TDY Orders – assigning the unit/detachment/soldier to different areas/missions while subordinate to the Major Command, generated by the Major Command chain.
- Redeployment Orders – releasing the unit/detachment/soldier from the Major Command back to the Demobilization Station (DMS) for separation from Active Duty.
- Alpha Roster for unit.
- Leave Control Log for unit (DA 4179) with copies of DA 31's for each period of leave taken for each individual soldier.
- DA Form 481 Military Leave Record or Memorandum signed by Commander stating the periods of leave taken and number of days used. A copy of the DA Form 31's must accompany the DA Form 481 **and / or** the Leave Memo for individual soldiers.
- DA Form 31's (Leave Form) – generated by the soldier/unit; ensure the leave form has the Approving Authority signature on it for Terminal Leave.

Note: Can use MY2XCITIZEN web site to verify soldier's information and view source documents.