



DoDDS-Europe Out-Processing Checklist

Employee Name/SSN:	Date:
District:	School/Phone Number:
Name of Personnel Representative:	

YES	NO	N/A	Part I FORMS:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Signed Request for Personnel Action – SF-52 – see school/division secretary

YES	NO	N/A	Part II Benefits, Entitlements, and Information:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. TOPS – Requesting orders
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Alternate destination?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Require waiver of Transportation Agreement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Temporary Storage – 90 days plus an additional 90 days if required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. NTS – ends the first day of the second month after separation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. TQSA – 30 day outgoing which ends on last day of school; hotel receipts only but save meal receipts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. LQA:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Must go into DAPS to stop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Can request up to a 2 week extension of LQA with pack-out scheduled after school ends – LQA terminates when HHG are packed and moved out of residence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Summer LQA is for the next whole school year – would be liable for LQA given from end of school to the beginning of the new school year if they stay in country
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. If employee has never submitted a reconciliation they will be expected to do so
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Post Allowance – Must go into DAPS to terminate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. TSP – Provide booklets (Withdrawing your Account/Annuities/Taxes) and website – www.tsp.gov

YES	NO	N/A	Part III Out-Processing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Out-Processing Procedures:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Clear housing, central issue – military appliances/furniture, vehicle registration, hospital, post office, bank, VAT office, bank, credit union (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Return ID card(s) and ration card(s) to school/division/DSO

Part III	Remarks/Questions:

Employee Signature

Date