

RETIRING?

Need to Know Information

1. **Withdrawing TSP:**

You should have access to the school's reference copy of the TSP Withdrawal Information Package. DoDEA will provide you with your own copy upon receipt of the retirement application. The most current and up-to-date information is on the tsp website: www.tsp.gov

2. **Separation Orders:**

Complete request for separation travel through TOPS.

<https://hq-w4.dodea.edu/TOPS/>

Please forward a copy of your request for orders to the Isles District Human Resources office in the United Kingdom. If you would like to delay your separation travel and shipment of household goods, you must submit a written request to your PCR. The PCR will then forward your request to DoDEA. Your request should include the estimated travel date and the reason for the delay in travel/shipment of household goods.

3. **Waiver of Transportation Agreement:**

If you will not have completed your required tour of duty by the effective date of your retirement, you must request a waiver of your transportation agreement. Please forward a written request describing your circumstances via email to your PCR. The PCR will then forward this request through the proper channels at DoDEA. This request should be made at the time you are requesting your separation orders.

4. **Arranging for Travel and Shipment of Household Goods:**

You may request government or self-arranged travel. The Transportation Office will assist you with your travel. Shipment of household goods is also coordinated with the Transportation Office. You will need a copy of your orders before scheduling a pack-out date.

5. **Storage of Household Goods—Temporary/Non-temporary:**

Temporary: Upon separation, you are authorized up to 90 days of temporary storage at government expense. An extension of these 90 days may be authorized upon approval of a written request. This request may be done via email to the PCR. The PCR will forward the request through the proper channels at DoDEA.

Non-Temporary: Any goods that have been in permanent storage will have to be removed from storage (at government expense) effective the first day of the second month following separation. There is no exception to this policy

6. Living Quarters Allowances (LQA):

Please be sure to stop your LQA by completing an SF1190 via DAPS when you move out of your quarters. <https://hq-w4.dodea.edu/daps/> There is no need to reconcile your LQA. LQA ends effective the last day of school or the date you pack-out, whichever comes first. This may be extended up to two weeks if you can demonstrate that you are unable to get a pack-out date from the Transportation Office. You must provide documentation from TMO if there is any delay in scheduling a pack-out date.

7. Post Allowance:

Your post allowance should also be stopped by completing and SF1190 via DAPS. <https://hq-w4.dodea.edu/daps/> Post allowance should stop effective the same date that your LQA stops (the last day of school or the date you pack-out, whichever comes first).

8. Temporary Quarters Subsistence Allowance (TQSA):

TQSA is authorized for up to 30 days prior to departure, but it must expire by the last day of school. You should file for TQSA by completing an SF1190 via DAPS <https://hq-w4.dodea.edu/daps/>. When the SF1190 is complete in DAPS, the receipts should be scanned and sent directly to the POC at DoDEA and cc'ing your servicing human resources assistant. An extension may be requested if the local TMO is unable to arrange travel prior to the last day of school. You must provide documentation from TMO if there is any delay in scheduling a pack-out date.

9. Filing your travel voucher:

If there is a need to file a final travel voucher once you reach your final destination, you will need to: complete a DD1351 (travel voucher), attach your receipts, a copy of a canceled check for direct deposit, and a copy of your orders. This information should be forwarded to:

DFAS Columbus

Civ Fax: 614-693-2463 or DSN Fax: 869-2463

COL-TRAVEL-CLAIMS@DFAS.MIL

Travel Operations Columbus
Attn: DFAS-PTB/CO
P.O. Box 369015
Columbus, OH 43236-9015

The POC is Randy Spiker 614-693-0851

10. Once you have retired, the Office of Personnel Management will be your point of contact for questions regarding your annuity payments, tax forms, change of mailing address, report the death of a retiree or survivor, etc. The toll-free number is 1-888-767-6738.

You can find further information at <http://www.opm.gov/retire/>