

Attachment 2

**DOCUMENTATION REQUIRED
FOR ELIGIBILITY DETERMINATION
(OVERSEAS ALLOWANCES)**

RETIREEES/LOCALLY SEPARATED MILITARY (Submit all of the following):

- _____ Copy of DD-214; **AND**
- _____ Copy of Retirement/Separation Orders; **AND**
- _____ Copy of Orders to Overseas Area; **AND**
- _____ Copy of Last Leave & Earnings Statement; **AND**
- _____ Verification from employee certifying that travel entitlement from military has not been used; **AND**
- _____ Certification from management that there are no other locally qualified candidates to fill the position

**ENTERED THE OVERSEAS AREA AS A DEPENDENT OF MILITARY OR
CIVILIAN SPONSOR ELIGIBLE FOR QUARTERS ALLOWANCE (Submit one of
the following, plus the last item):**

- _____ Copy of Divorce/Separation documents (from sponsoring spouse); **OR**
- _____ Copy of Death Certificate (of sponsoring spouse); **OR**
- _____ Copy of orders showing sponsor left area permanently; **OR**
- _____ Copy of orders showing sponsoring spouse's work location became so separated that common dwelling could not be maintained; **OR**
- _____ Documentation showing sponsoring spouse became physically or mentally incapable of continued employment with the Government

PLUS:

- _____ Copy of orders showing travel to the overseas area as a dependent

OTHER LOCAL HIRES (Submit item 1, or items 2 & 3):

- _____ Copy of letter showing Management Directed Reassignment; **OR**
- _____ Copy of orders/contract from firm in overseas area that provided travel and transportation to the overseas area and entitlement for return to the US; **AND**
- _____ Letter from transportation office/company that travel entitlement to return to the US has not been used

**DETERMINATION OF ELIGIBILITY
FOR FOREIGN ALLOWANCES**

NAME _____ GRADE _____

TITLE _____ DUTY STATION _____ EOD _____

>Were you recruited in the United States?
By the US Government? YES _____ NO _____
By a firm providing return transportation? YES _____ NO _____

>Were you reassigned from another overseas area? YES _____ NO _____
If yes, was this a management directed action? YES _____ NO _____

>Did you receive LQA at your last duty station? YES _____ NO _____

>Are you a local hire? YES _____ NO _____
Date you entered the overseas area: _____

Place of actual residence in the US: _____

Marital Status: _____ Employment status of spouse: _____

Reason for being in the country (if necessary, use a separate sheet to explain fully and account for all time since leaving the US):

DEPENDENTS IN THE AREA:

NAME	DOB	RELATIONSHIP TO YOU	DATE ARRIVED	RESIDING WITH YOU?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Employee Signature

Date