



DoDDS-Europe Human Resources Transfer Checklist

This Checklist is intended to ease your transition with HR-related matters. Please check with your school and community for guidance on local out processing requirements

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

YES	NO	N/A	Part I Immediately Following Acceptance of Transfer Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Request LQA Determination forms from personnel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. TOPS – Request travel orders - https://webapps.dodea.edu/TOPS/
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. RAT in Conjunction with PCS? Straight PCS?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Sent copy of AntiTerrorism training certificate to HQ for all family members over 14? http://at-awareness.org
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Sent signed copy of Transportation Agreement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Sent copy of transfer letter?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Placing any HHG in non-temporary storage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Are you shipping a POV? Be sure to request that on your orders.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Do you have your Official Passport and is it still valid for more than 6 months?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. If you are going to either the Med District or the Isles District, have you applied for a VISA?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Request MyPay password if you don't already have one - https://mypay.dfas.mil/mypay.aspx
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Start “weeding and sorting” HHG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Contact landlord and housing office to notify them of your intentions

YES	NO	N/A	Part II Once Travel Orders are Complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Make arrangements to ship Household Goods (HHG) through your local transportation office
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Make Travel arrangements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Contact gaining HR office and inform them of your travel date once this is finalized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Ship POV
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Advance in Pay – can ask for this 3 weeks before departure or within 60 days of arrival
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Be sure to update TSP loan information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. TQSA – up to 30 days outgoing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. LQA - Submit request to stop <i>at least</i> 10-14 days prior to effective date (the final day of HHG pick-up)
<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. If employee has never submitted a reconciliation they will be expected to do so

YES	NO	N/A	Part III Don't Forget
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Obtain final paid receipt for lodging and hang on to meal receipts for final TQSA claim
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Stop Post Differential (Post Allowance) effective the date of your departure

Employee Signature

Date