

CHANGE OF LIAISON PROCESS FOR DEPARTING LIAISON

Liaison Portal URL: https://webapps.dodea.edu/ndsp/ww/NDSP_Liaison/liaison_home.cfm

STEP ONE: To change your NDSP Liaison, please click here.

NEW LIAISON INFORMATION

The NDSP is implementing a School Year (SY) 2017/2018 re-registration process for sponsors who presently have dependents enrolled in the NDSP. This process is applicable to those dependents attending a Southern Calendar school only. A Southern Calendar school generally begins in the January-March timeframe and finishes in the November-December timeframe. (If you do not see a box highlighted green, yellow, or red assigned to a sponsor's DEROS date, this indicates that the sponsor's dependent(s) attends a Northern Calendar school. The re-registration process for dependents attending a Northern Calendar school will begin in January of 2018 for SY 2018/2019. Please go to the Sponsors Tab to continue this process.)

The website for the Department of State Standardized Regulations (DSSR) Education Allowances by Location can be accessed [here](#).
Information regarding the Department of State (DoS) and the DSSR education allowance

Follow the Department of State annual reporting schedule to update the DSSR Education Allowance for your location. As appropriate, complete a [DSSR](#) and follow the instructions for submitting the questionnaire. Please courtesy copy NDSP Management@hq.dodea.edu on your submission so that NDSP can track the status.

A list of DoS CLOs can be accessed [here](#).

NDSP Telephone Number: 571-372-0591

Email addresses for Invoices:
NDSP Americas.Invoices@hq.dodea.edu, or
NDSP Europe.Invoices@hq.dodea.edu, or
NDSP Pacific.Invoices@hq.dodea.edu

For additional information regarding the submission and payment of invoices, click [here](#).

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STEP TWO: Complete the * Required Fields

New Liaison Information

* Required field

Current Liaison

Departure Date*

New Liaison

Title*

First Name*

Last Name*

Organization*

Major Command*

Address*

City*

State*

Postal Code*

Country*

Cell Phone (Provide country code)

Duty Phone

DSN

Fax

Email (Please use ; as an Email separator)

Alternate POC Email

I will be the NDSP Liaison

From*

To*

Additional Information

Commander Name:

Commander Phone:

Alt. POC Name:

Chars. remaining: 1951

STEP THREE: Only two liaison email addresses are allowed. The addresses in this line will have access to the Sponsor Portal and receive communication from the NDSP.

STEP FOUR: When finished, click on SAVE. Your request will be sent to the NDSP and the Liaison Portal POC information updated.