

Figure 5.1. Overseas Processign Instructions Checklist (Overseas (CPF)).

Overseas Processing Instructions Checklist (Overseas CPF)

Name _____ **SSAN:** _____
Address: _____ **Work Phone:** _____
Home Phone: _____
Email: _____
Current Position/Org/Ofc Symbol: _____
Overseas Position/Org/Ofc Symbol: _____
Overseas Location: _____ **Length of Tour:** _____ **Drop/Pick-up Date:** _____

(PUT INITIALS AND DATE BY EACH ITEM COMPLETED)

_____ Offer letter sent (copy in file)
 _____ Acceptance received (copy in file)
 _____ SF-75 info received
 _____ Fund cite(s) provided
 _____ Signed Transportation Agreement received (copy in file)
 _____ Official Passport received, if applicable
 _____ Physical completed/SF-78 received
 _____ Health Statements for dependents received (DODI 1315.19)
 _____ Travel Orders completed & distributed (copy in file)
 _____ Notified by current CPF of port call/pick-up/drop date (copy in file)
 _____ Return Overseas Employment Agreement signed (copy in file)
 _____ Statement of Understanding signed (copy in file)
 _____ Separate Maintenance Allowance requested/approved (if applicable)
 _____ Emergency Essential Statement (copy in file, if applicable)
 _____ TDP Requirements (if applicable)
 _____ Security Requirements
 _____ TSP Loan info received (if applicable)
 _____ Entitlements Section notified
 _____ Overseas Employment Agreement
 _____ Other: _____

Remarks: _____

Figure 5.2. Overseas Processing Instructions Checklist (STATESIDE CPF).

Overseas Processing Instructions Checklist (STATESIDE CPF)

Name _____ **SSAN:** _____
Address: _____ **Work Phone:** _____
Home Phone: _____
Email: _____
Current Position/Org/Ofc Symbol: _____
Overseas Position/Org/Ofc Symbol: _____
Overseas Location: _____ **Length of Tour:** _____ **Drop/Pick-up Date:** _____

(PUT INITIALS AND DATE BY EACH ITEM COMPLETED)

_____ Offer letter sent (copy in file)
 _____ Acceptance received (copy in file)
 _____ SF-75 info received
 _____ Fund cite(s) provided
 _____ Signed Transportation Agreement received (copy in file)
 _____ Official Passport received
 _____ Physical completed/SF-78 received
 _____ Health Statements for dependents received (DODI 1315.19)
 _____ Travel Orders completed & distributed (copy in file)
 _____ Notified by current CPF of port call/pick-up/drop date (copy in file)
 _____ Overseas Employment Agreement signed (copy in file)
 _____ Statement of Understanding signed (copy in file)
 _____ Separate Maintenance Allowance requested/approved (if applicable)
 _____ Emergency Essential Statement (copy in file, if applicable)
 _____ TDP Requirements (if applicable)
 _____ Security Requirements
 _____ TSP Loan info received (if applicable)
 _____ Entitlements Section notified
 _____ Overseas Employment Agreement
 _____ Position Obligated
 _____ Other: _____

Remarks: _____

