

Camp Zama CPAC HR Out-Processing Checklist

During your out-processing/departure from Japan, please ensure you submit the following to the Camp Zama CPAC to avoid any delay and/or overpayments:

___ **Post Allowance:** Please submit a completed and signed SF-1190 and your PCS Order to terminate your Post Allowance for yourself and your family members upon occupying temporary lodging. Please submit these documents as soon as possible to avoid an overpayment.

___ **Living Quarters Allowance:** Please submit a completed and signed SF-1190 along with a Housing Termination memorandum to terminate your Living Quarters Allowance upon moving in to temporary lodging. A final recon is not required upon moving from your quarters. Please submit these documents as soon as possible to avoid an overpayment.

___ **TQSA:** Upon your final departure from Japan, please submit the following documents for your TQSA Payment. Please ensure you **provide an accurate and up to date forwarding address on your SF-1190 as your payment will be mailed to you (if you are returning to CONUS):**

- SF-1190 signed by your previous supervisor
- Hotel Receipts
- Outgoing flight itinerary (for yourself and all family members)
- TQSA worksheet (provided by CPAC prior to your departure upon request)
- Receipts for items over \$75 (if applicable)
- Copy of Travel Orders

___ **Non-Temporary Storage:** Please send form DD-1614 to Makoto Yosonara to terminate your non-temporary storage (if returning to CONUS)

___ **Travel Claim:** Travel claims are filed directly through DFAS. Instructions on how to file a travel claim are listed on the next page:

Civilian Relocation DD 1351-2 Checklist– for Travelers and Reviewers

DD Form 1351-2 (v. May 2011) - This form is required to be completed and submitted for all entitlements along with specified documentation listed below

- **Blocks 1-9 and 11** Complete all information.
- **Block 6e** Be sure email address is correct and legible.
- **Block 9** List the amount of any advance and/or partial payments you received. Do not include ATM cash withdrawals here.
- **Block 12** Must be completed. Select if dependents traveled with you accompanied, or unaccompanied. Check "Dependent(s)" in block 5 to claim dependent travel.
- **Block 13** If dependent travel is claimed, show their address at the time orders were received.
- **Block 14** Have your household goods been shipped?
- **Block 15a-15d** Itinerary must be completed for travel dates, locations, modes of travel, and reason for stops.
- **Block 15e (or Block 18)** If lodging is claimed, you must provide paid receipts (even if less than \$75)
- **Block 15f** If Privately Owned Conveyance (POC) miles are being claimed, you must select **block 16** Own/ Operate.
- **Block 17** Complete indicating the duration of your travel.
- **Block 18** List expenses/entitlements being claimed (ex. TQSE, MEA, UEL) **Note:** reimbursable expenses of \$75 or more must have a paid receipt.
- **Block 20 a, b** You must sign and date the form. This should be on or after the date you completed the travel.
- **Block 20 d-f** Your reviewer must sign and date the form. This must be on or after the date in block 20b.
- **Block 21 a-d** Approving official's signature as needed.
- **Block 29a** Indicate leave in itinerary (Block 15) portion and indicate the dates on the second page of the 1351-2.

For Detailed Instructions Visit: [DFAS-WePayDoD \(YouTube\)](#)

Documents to include when claiming entitlements:

Household Goods (HHG) Shipment/Storage

- * Cost Construction Memo from your Transportation Office
- * Proof of gross, tare, and net weight
- * Paid commercial bill of lading if moved by commercial mover
- * Paid rental truck receipts
- * All itemized, paid receipts for expenses incurred during you movement of HHG
- * Paid storage receipts showing dates, where stored, and rates billed

House Hunting Trip (HHT)

- * If you traveled by air, a copy of your air receipt/schedule. Airfare tickets during a HHT are taxable even when the government provides them, we need to know cost.
- * If you traveled 250 miles or more each way by privately owned conveyance (POC), a cost comparison from your approving official (AO) authorizing POC travel during HHT is required.

Miscellaneous Expense Allowance (MEA)

- * Insert this statement with your claim: "I certify that I/we (circle one) have discontinued my/our (circle one) residence at the old PDS and have established a residence at the new PDS." Signature _____ Date _____
- * Include dollar amounts being claimed in Block 18c if itemizing.
- * If itemizing, include paid receipts for expenses, LES or SF50 from the time you reported for duty, and approving official signature and date in Block 21 a-d.

Privately Owned Vehicle (POV) Shipment

- * Cost construction memo from the Transportation Office or Surface Deployment and Distribution Command and paid receipts
- * To find your nearest [Transportation Office](#) go to: <http://go.usa.gov/x8PDB>

Real Estate Purchase/Sale

- * Completed/approved/signed DD Form 1705
- * Purchase or sales contract signed by buyer and seller
- * Copy of the signed settlement statement (HUD 1) or Closing Disclosure Statement (after 10/1/2015)
- * Paid in full receipts for items paid outside of closing

Relocation Income Tax Allowance (RITA)

- * There are two different RITA processes dependent on the year your official travel occurred. Visit [DFAS.mil](#) to find out what process to follow and the documents required.

Temp Quarters Subsistence Expense (TQSE)

- * **Actual:** Both pages of completed TQSE claim form DD 2912 to include the actual cost of meals and itemized, paid in full receipts for any meal expense of \$75 or more.
- * **Fixed/Lump Sum:** Include the following statement: "I have agreed to accept the offer of the TQSE Lump Sum entitlement and I certify that TQSE will be occupied and if not occupied, I am required to return the TQSE Lump Sum payment amount in full. I certify that I have accepted the terms of this entitlement effective (date in block 21 of DD 1614 orders)." Signature _____ Date _____

Unexpired Lease

- * Complete copy of your signed lease to include any renewal agreements
- * Copy of the notification of intent to vacate you provided to the landlord
- * Written statement providing the exact date you vacated the apartment
- * Copy of the final receipts from the landlord showing payment of expenses relating to lease termination

Send via email: dfas-civrelo-vouchers@mail.mil
or fax: 216-367-3422

or Use Travel Voucher Direct: <http://go.usa.gov/x8PWY>

If you do not receive the notification of receipt after 48 hours please contact our customer care center: 1-888-332-7366 Option 1, Option 0, Option 1

or dfas-civrelo-questiononly@mail.mil (cannot be recalled)

or <http://go.usa.gov/9Sx>

Before submitting your claim be sure your packet includes:

- Completed DD form 1351-2 signed/dated by you (blocks 20 a-b) and your reviewer (blocks 21a-d).
- Complete copies of all 1614 orders, amendments, and memorandums
- Supplemental forms and documentation described above
- Paid in full receipts for reimbursable expenses of \$75 or more and all lodging expenses
- Direct Deposit/Electronic Fund Transfer form SF1199A