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

Overseas Processing Instructions Checklist (Overseas CPF)				
Name			SSAN:	
A 11			Work Phone:	
			Home Phone:	
Email:				
			_	
Overseas i usition/	ng/Oic Symbol.			
Overseas Location:		Length of Tour:	Drop/Pick-up Date:	
			_ ·F· · ·F ····-	
(PUT INITIALS AND DA	ATE BY EACH ITEM COMPL	ETED)		
	Offer letter sent (copy in file))		
	Acceptance received (copy in file)			
	SF-75 info received			
	Fund cite(s) provided			
	Signed Transportation Agree	ement received (copy in file)		
	Official Passport received, if	applicable		
	Physical completed/SF-78 re	eceived		
	Health Statements for depend	dents received (DODI 1315.19))	
	Travel Orders completed & d	, , ,		
	Notified by current CPF of p	ort call/pick-up/drop date (cop	y in file)	
	Return Overseas Employmer	nt Agreement signed (copy in f	ile)	
	Statement of Understanding	signed (copy in file)		
	=	vance requested/approved (if ap	plicable)	
	• •	ent (copy in file, if applicable)		
	TDP Requirements (if applic	eable)		
	Security Requirements			
	TSP Loan info received (if ap	pplicable)		
	Entitlements Section notified	1		
	Overseas Employment Agree			
	Other:			
Remarks:				

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

ame	
mail: urrent Position/Org/Ofc Symbol: verseas Position/Org/Ofc Symbol: verseas Location: UT 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)	Work Phone:
mail: urrent Position/Org/Ofc Symbol: verseas Position/Org/Ofc Symbol: verseas Location: UT 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)	Work Phone:
werseas Position/Org/Ofc Symbol: verseas Location: Length of Tour: UT 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)	Home Phone:
verseas Position/Org/Ofc Symbol: verseas Location: Length of Tour: UT 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)	
verseas Position/Org/Ofc Symbol: verseas Location: Length of Tour: UT 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)	
verseas Location: Length of Tour: UT 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)	
Verseas Location: Length of Tour: 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 overseas Employment Agreement signed (copy in file)	
UT 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 Overseas Employment Agreement signed (copy in file)	Drop/Pick-up Date
UT 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 Overseas Employment Agreement signed (copy in file)	Drop/Pick-up Date
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 Overseas Employment Agreement signed (copy in file)	
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 Overseas Employment Agreement signed (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 Overseas Employment Agreement signed (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 Overseas Employment Agreement signed (copy in file)	
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 Overseas Employment Agreement signed (copy in file)	
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 Overseas Employment Agreement signed (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 Overseas Employment Agreement signed (copy in file)	
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)	
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)	
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)	
Notified by current CPF of port call/pick-up/drop date (copy i Overseas Employment Agreement signed (copy in file)	
Overseas Employment Agreement signed (copy in file)	
	in file)
Statement of Understanding signed (some in file)	
Statement of Understanding signed (copy in file)	
Separate Maintenance Allowance requested/approved (if appl	icable)
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:	
emarks:	