

# Debt Waiver Package Checklist

---

Use the following checklist to ensure your debt waiver package includes all REQUIRED documentation and any additional documentation that will be useful to the Defense Finance and Accounting Service (DFAS) or Defense Office of Hearings and Appeals (DOHA) in adjudicating your waiver request.

## Notifications:

I have received my Due Process Package from DFAS indicating my total overall debt, repayment options, and appeals/waiver processes.

I have completed my Voluntary Repayment Agreement, indicating my repayment request of 25\$ per pay period. My request is complete and includes my signature and the signature of an approving official. I have faxed my request to 866-401-5849.

## Waiver Package Required Documentation:

DD Form 2789 OR written memorandum.

Copies of each LES for three pay periods prior to overpayment through and including three pay periods after overpayment. (If you are unable to obtain all required LES, you must include a statement indicating each specific pay period's LES is unavailable and the reason why)

Copies of all supporting documentation:

- Relevant SF-50s
- Foreign Allowances Application
- Grant and Report
- Standard Form SF-1190 (all)
- Military orders (If applicable)

January 3<sup>rd</sup> Memo from the Under Secretary of Defense, Subject: Erroneous Payment of Living Quarters Allowance to Certain Employees.

May 15<sup>th</sup> Memo from the Under Secretary of Defense, Subject: Living Quarters Allowance Audit Conclusion and Results. (If applicable)

May 1<sup>st</sup> (or After) Memo from The Department of the Army, Subject: Notification Regarding Eligibility for Living Quarters Allowance (LQA).

May 16<sup>th</sup> (or After) Memo from the Department of the Army, Subject: One Year Extension of Living Quarters Allowance (LQA).

Command endorsement of Waiver Approval OR completion of section 20-22b on DD Form 2789.  
(If provided, in addition to the Sec Def memo on file with DFAS)

### **Waiver Package Suggested Documentation:**

Copy of Tentative or Firm Job Offer from Civilian Personnel Advisory Center (CPAC) indicating LQA Eligibility.

Email traffic or correspondence (with CPAC or Command) which includes reference to, discussion or mention of, approval or granting of LQA.

### **Waiver Package Submission:**

Faxed waiver request to 866-401-5849

-Date: \_\_\_\_\_

-Time: \_\_\_\_\_

-Fax Confirmation #: \_\_\_\_\_

Notified CPAC of waiver submission.