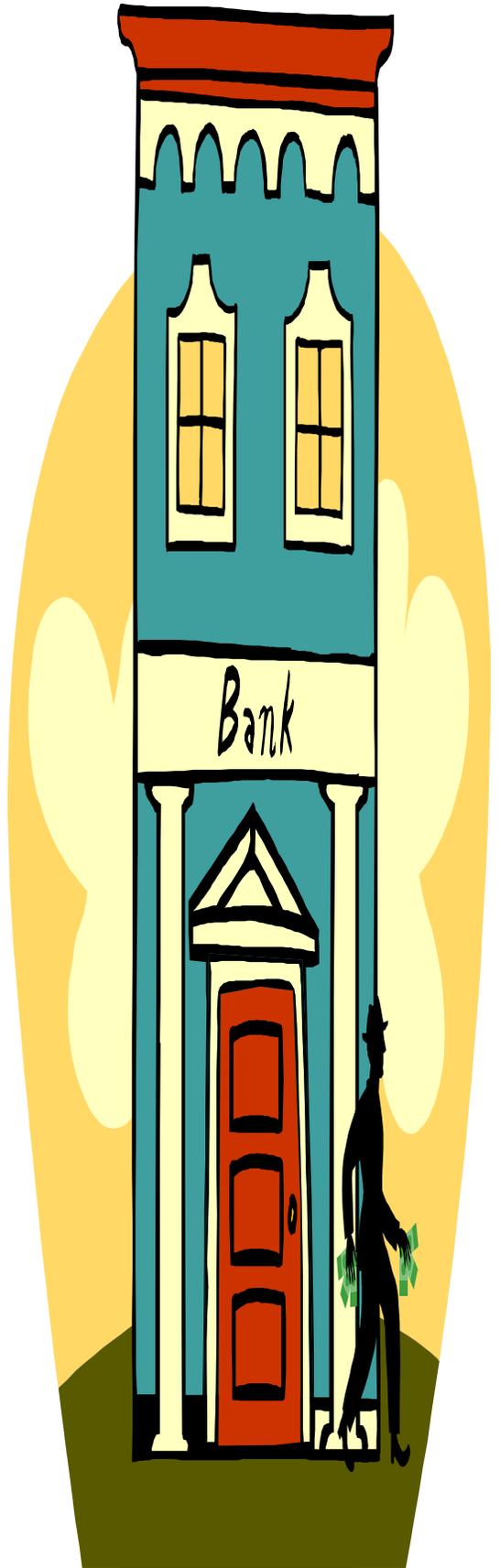


KOREA DISTRICT

RECOMMENDING ADVANCE LQA VIA DAPS

REQUEST PACKET





Korea District's Guidance on Requesting Advance LQA via DAPS

Update April 2008



Per Headquarter (HQ)

All DoDDS employees will request their Advance LQAs via DAPS. All supporting paperwork will be sent directly to HQ and a courtesy copy sent to the Korea District HR Division to be placed into the employee's file.

Important things to remember when you go into DAPS

- Start/End Dates: Make sure that you enter the correct starting and ending date of your current lease.
- Reason for submitting: If this is an initial request select "Initiate both LQA and PA". If it is a continuation of your lease select "Update Lease"
- Make sure you add your dependent's (SSN are optional)
- Please copy the DAPS Advance LQA sample Employee Remarks Section
 1. *List the start and end date of your current lease*
 2. *Length of the lease in months not years*
 3. *State whether or not utilities are included in your rent*
 4. *It is very important that you list the size of your quarters, whether square feet/meters or Pyong*
 5. *If utilities are not included in the rent: a) You will need to estimate the amount of each utility (gas/electricity/etc) for one month. b) Multiply each monthly utility estimate (gas/electricity/etc) by the 12 to get the estimate for one full year. (Please multiply it by 12 regardless how long your lease runs!)*
- You will need to have a **local bank account** when requesting Advance LQA for Korea as it will be too difficult transferring the money from your stateside account.
- Before you send your lease to HQ, make sure that your rental lease bears the respective **Housing Offices Stamp or Signature of Approval**.
- When sharing a lease - the one lease has to have **both names** on it and please do NOT divide the amount and do NOT use two leases!!

Please have your school secretary scan/fax your completed Advance LQA Request to the appropriate HR Servicing Specialist at Headquarters and to our Office - Attention Robertta Uhl

Advance LQA Guidelines Regarding Advance LQA Paid in WON

6 March 2009

Please remember - When you enter your Advance LQA amount, in WON, into DAPs:

- DAPs will convert the WON into the current conversion rate, of the day; you are inputting your LQA Advance request into DAPs.
- When Headquarters processes your LQA submission in DAPS, the same conversion daily rate of your initial submission will apply.
- Headquarters will send the second page of the processed SF-1190 from DAPS, with the amount in WON (not the converted rate in dollars), to DFAS (payroll).
- DFAS (payroll) will use the conversion rate of the pay period they are inputting the Advance LQA in payroll.



-
- *It is highly recommended that you get your lease in dollars or you will need to save your conversion receipt, until reconciliation, if the WON rate was very low at the time you converted your dollars into WON and you had out of pocket expenses to meet rental payment.*
 - *At the time of reconciliation, you will be able to request the extra out of pocket expense.*
-

*If you have, any questions please feel free to contact
Robertta Uhl at 644-5858 or Frank White at 644-5860*

DSN Telephone #: 644-5854	E-mail Robertta.uhl@pac.dodea.edu	
	Organization	Intended Recipient/s
Scan/Email Coversheet	DoDEA Team B	Amina Coleman / Chris Tinsley / Dorothy Hill Cc - Robertta Uhl / Frank White

LOCATION:	<p style="text-align: center;">LQA SF 1190 Request sent via DAPS for the following school ↗</p> <p style="text-align: center;"> <input type="checkbox"/> DSO <input type="checkbox"/> Seoul ES <input type="checkbox"/> Seoul MS <input type="checkbox"/> Seoul HS <input type="checkbox"/> Osan ES <input type="checkbox"/> Osan JR/HS <input type="checkbox"/> Taegu ES/HS <input type="checkbox"/> Humphreys ES <input type="checkbox"/> Joy ES </p>
-----------	---

Advance LQA Scan/Email Coversheet	NO. OF PAGES:	
		(Incl. Header Page)

SENDER REMARKS:

Scanning the following SF1190 Request for:

Name of Employee: _____

SS#: _____ - _____ - _____

Copy of the 1st page of Old LQA Lease (If applicable)

Effective - _____ to _____

LQA:

Effective - _____ to _____

Months _____ Size of Quarters/Pyong _____

Utilities included Yes _____ No _____

Rent: _____ Utilities: _____

Thanks,

Employee's Signature _____	(Date) _____
----------------------------	--------------

DoDEA: The Department of Defense Education Activity - Windows Internet Explorer

http://www.dodea.edu/home/index.cfm

File Edit View Favorites Tools Help

DoDEA: The Department of Defense Education Activity

Students & Alumni Parents & Communities Teachers & Admin Employees

dodea
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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DoDEA Home

About DoDEA

Education Offices

Curriculum, Standards

Curriculum Programs

Support Offices

Human Resources

Press Room

Data Center

Students & Alumni

Teachers of the Year! DoDEA's Teachers of the Year recently met with Deputy Secretary of Defense Gordon England at the Pentagon. Each of DoDEA's 14 districts chooses a teacher to serve as the District Teacher of the Year.

DoDEA Jobs!

Interested in becoming a teacher for DoDEA? ...

Current DoDEA vacancies (USAJobs.gov) ...

DoDEA News:

DoDDS-K Superintendent Announced ...

Postsecondary Plans and Scholarships for 2007 HS Seniors ...

National Distance Learning Week ...

Korea District

Instructions on Requesting

Advance LQA via DAPS

Log on to the www.dodea.edu/home home page

100%

11:27 AM

Thursday

Start

Advance LQA

2007 - UPDATED Jan 20...

DoDEA: The Depart...

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http://www.dodea.edu/home/index.cfm

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DoDEA: The Department of Defense Education Activity

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Teachers & Admin
Employees

[Select Human Resources](#)

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DoDEA Teacher of the Year:
Cathleen Marziali a 20-year teaching veteran currently teaching in Naples, Italy was named 2008 DoDEA Teacher of the Year. ...

Guide for Success:
Graduation and Beyond. This brochure for students and parents can help plan for future success in high school and beyond. ...

NSPS: National Security
What's new in Curriculum

Start | Internet | 100% | Links | Desktop | 11:33 AM Thursday

Advance LQA | 2007 - UPDATED Jan 20... | DoDEA: The Depart...

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http://www.dodea.edu/home/index.cfm

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 - News and Events
 - Resources
 - NSPS
- Press Room
- Data Center
- Students & Alumni
- Parents & Communities
- Teachers & Admin
- Employees

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What's new in Curriculum

http://www.dodea.edu/offices/hr/employees/default.htm

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Advance LQA | 2007 - UPDATED Jan 20... | DoDEA: The Depart...

DoDEA: The Department of Defense Education Activity - Windows Internet Explorer

http://www.dodea.edu/home/index.cfm

File Edit View Favorites Tools Help

DoDEA: The Department of Defense Education Activity

Students & Alumni Parents & Communities Teachers & Admin Employees

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Students & Alumni

Parents & Communities

Teachers & Admin

Employees



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Advance LQA

2007 - UPDATED Jan 20...

DoDEA: The Depart...

Links Desktop 11:41 AM Thursday

DoDEA | Human Resources Regional Service Center - Windows Internet Explorer

http://www.dodea.edu/offices/hr/employees/default.htm

File Edit View Favorites Tools Help

DoDEA | Human Resources Regional Service Center

dodea | Human Resources Regional Service Center Search

HR HOME EMPLOYMENT EMPLOYEES NSPS NEWS/EVENTS RESOURCES

employees

Employees > Employees

Employees	Employees
Online Employee Access	<p>Select Online Employee Access</p> <p>individuals with Disabilities and provides reasonable accommodation for any part of the provisions on granting reasonable accommodations will be made on a case-by-case basis.</p>
Benefits	
Foreign Area Allowances	
Employment Verification	
Retirement Programs	
Pay & Salary Schedules	
Licensure	
Training	
General Information	

Done

Start

Advance LQA 2007 - UPDATED Jan 20... DoDEA | Human Res...

Internet 100%

Links Desktop 11:43 AM Thursday

Internet Explorer browser window showing the DoDEA Human Resources Regional Service Center website. The address bar displays <http://www.dodea.edu/offic>.

The website header includes the logo "dodea | Human Resources Regional Service Center" and a search bar. The main navigation menu contains: HR HOME, EMPLOYMENT, EMPLOYEES, NEWS/EVENTS, and RESOURCES.

The page features a banner image of two people looking at a document, with the text "online employee access" overlaid on a dark blue background.

The breadcrumb trail reads: Online Employee Access > General Information.

Online Employee Access

- General Information
- EBIS
- TOPS
- DAPS
- MyPay
- TSP
- EPD
- ECP
- Citrix

General Information

The DoDEA Human Resources Servicing Center is continually evaluating and implementing new applications designed to improve customer service and enable employees to complete a variety of actions online. Some of these applications will be directed by the Department of Defense or the Office of Personnel Management, while others will be identified by DoDEA to support the unique nature of transactions needed for our employees. Over time the list of applications will change as applications are fielded and other applications are replaced, but the goal is always to improve the way our employees are supported.

For more information on each application, you can click on any of those listed below. If you do not need more information but want to launch the application directly, you may click on the link to the left at any time.

Online Employee Access General Information		
EBIS	MyPay	ECP
TOPS	TSP	CITRIX
DAPS	EPD	GTS

Employee Benefits Information System (EBIS)

EBIS is a secure web site that provides current civilian employees access to general and personal benefits information, the ability to receive retirement estimates, and enroll or make changes electronically for health and life insurance and the Thrift Savings Plan. It provides a flexible enrollment process that guides employees through benefit plan elections; thereby eliminating the need to complete an enrollment form for submission to your local Human Resources Office. The election is submitted electronically to your servicing payroll office thereby ensuring your benefits become effective and payroll deductions begin timely.

At the bottom left, a blue callout box contains the text: **Select: DAPS** with a mouse cursor icon.

dodea DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

DAPS Employee Online

- News
- Create SF1190s
- Edit SF1190s
- Delete SF1190s
- Check Status
- View SF1190s
- Log out
- Help/Support
- Personnel Center
- DoDEA Home Page

Employee Login

All DoDEA employees have DAPS Online access through the employee section as long as their information is contained in the Employee Personnel Database (EPD). Enter your SSN (without hyphens i.e. 123456789), and birth date (if your birth date is January 1, 1970, enter 01/01/1970). If you are still having trouble accessing DAPS Online, contact the DAPS Online Administrator at daps_admin@hq.odedodea.edu.

Enter SSN:
(Do not use hyphens)

Enter Birthdate:
(mm/dd/yyyy)

Enter in your information

DoDEA Home Page DoDEA Privacy and Security Notice

Updated 02/26/2002 by DoDEA Headquarters IT

Select:
Create SF1190s

Welcome to DAPS Online ROBERTTA A UHL !

DAPS Online News Updated - August 22, 2002

DOCUMENTS SUPPORTING TQSA and LQA ONLINE PROCESSING
 Employees when submitting request for TQSA payment through the DAPS Online Program are required to fax a copy of their lodging receipts to their servicing Headquarters, DoDEA Program Management Team. Also, when completing their request for STARTING, MODIFYING AND/OR ADJUSTING their LQA through the DAPS Online Program must fax a copy of their new contract and any documentation supporting an adjustment to their servicing Headquarters, DoDEA Program Management Team. The required receipts, contracts, and supporting documentation should be faxed to the indicated fax machines below for their geographical districts:

Service Team	Fax Number	Area Served
Team A-D	(703)696-4863 or (703)696-4856	Isles, Bavaria, Mediterranean, and Cuba
Team B	(703)696-2702 or (703)696-2694	Pac Region Offices, Japan, Okinawa, and Korea
Team E	(703)696-4864 or (703)696-4856	Eur Region Offices, Heidelberg

Upgrade Announcement! DAPS Online is switching from JetForm for distributing DAPS forms to Adobe PDF files on 8/7/2002. You will have to have Adobe Acrobat Reader 4.0 or later version installed. If you do not have Adobe Acrobat Reader installed, you can download it from [Adobe](#).

The screenshot shows a web browser window displaying the DODEA (Department of Defense Education Activity) website. The page title is "dodea DEPARTMENT OF DEFENSE EDUCATION ACTIVITY". Below the header is a banner with several small photos of people. The main content area is titled "DAPS Employee Online" and includes a navigation menu on the left with links for "News", "Create SF1190s", "Edit SF1190s", "Delete SF1190s", "Check Status", "View SF1190s", "Log out", "Help/Support", "Personnel Center", and "DoDEA Home Page". The main content area has the heading "Select a type of allowance request." followed by a dropdown menu. The dropdown menu is open, showing the following options: "Advance of Pay", "Foreign Transfer Allowance", "Living Quarters Allowance" (which is highlighted in blue), "Post Allowance", "Post Differential", "Separation Maintenance Allowance", and "Temporary Quarters Subsistence Allowance". A "Submit" button is located below the dropdown menu. A blue callout box with a white border is overlaid on the right side of the dropdown menu, containing the text "Select:" and "Living Quarters Allowance (LQA)". At the bottom of the page, there is a footer with the text "DoDEA Home Page", "Updated 02/26/2002 by DoDEA Headquarters IT", and "DoDEA Privacy and Security Notice".


DEPARTMENT OF DEFENSE EDUCATION ACTIVITY



Create **LQA** allowance request.

Name	UHL ROBERTTAA
SSN	[REDACTED]
Notification Email Address	Your email address will be (firstname.lastname@pac.dodea.edu)
Agency/Organization	DoDEA
Position	Human Resources Specialist
Pay Plan	[REDACTED]
Address	Enter your mailing Address
Current Post	DODDS-PACIFIC, PERSONNEL DIV
Previous Post	
Date of Arrival (MM/DD/YYYY)	
LQA Start Date (MM/DD/YYYY)	
Start Date (MM/DD/YYYY)	
End Date (MM/DD/YYYY)	

DoDEA: DAPS Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://hq-w4.odedodea.edu/daps/mod_request.cfm?Request_ID=215663917-2002162220348Mode=Edit

Sign Transportation Agreement Yes No

Employee Remarks

Requesting LQA or Advance LQA Effective 11 Sep 03 – 10 Sep 05 State how many months - 24 Months
Size (state if not in feet or meters) 54 Pyong / State if utilities are included or not included in the rent
Requesting Stop/Terminate LQA Effective Date 10 Sep 05

Living Quarters Allowance (Regular)

Date Occupied (MM/DD/YYYY) 09/11/2003

Type of Quarters

Furnished Status

Leased/Owned

Rooms

Size 0.00

Percentage Shared 0

If employee shares quarters, give the name of the person(s) with whom he/she is sharing with employing firm/agency

Done Internet 8:18 AM

DoDEA: DAPS Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste Word

Address https://hq-w4.odedodea.edu/daps/mod_request.cfm?Request_ID=215663917-2002162220348&Mode=Edit Go Links

Sign Transportation Agreement Yes No

Employee Remarks

Living Quarters Allowance (Regular)

Date Occupied (MM/DD/YYYY) 09/11/2003

Type of Quarters Rented

Furnished Status

Leased/Owned

Rooms

Size 0.00

Percentage Shared 0

If employee shares quarters, give the name of the person(s) with whom he/she is sharing with employing firm/agency

Furnished Unfurnished [Select as appropriate](#)

Done Internet

Start Micro... Inbox... DAPS ... DoDE... 8:18 AM

DoDEA: DAPS Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://hq-w4.ododedea.edu/daps/mod_request.cfm?Request_ID=215663917-2002162220348&Mode=Edit

Sign Transportation Agreement Yes No

Employee Remarks

Living Quarters Allowance (Regular)

Date Occupied (MM/DD/YYYY) 09/11/2003

Type of Quarters Rented

Furnished Status Unfurnished

Leased/Owned

Rooms

Size

Percentage Shared 0

If employee shares quarters, give the name of the person(s) with whom he/she is sharing with employing firm/agency

Gov. Owned or Leased
Privately Leased
Personally Owned

Select as appropriate

Done Internet

Start Micro... Inbox... DAPS ... DoDE... 8:18 AM

DoDEA: DAPS Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address https://hq-w4.ododedea.edu/daps/mod_request.cfm?Request_ID=215663917-2002162220348Mode=Edit Go Links >>

Living Quarters Allowance (Regular)

Date Occupied (MM/DD/YYYY) 09/11/2003

Type of Quarters Rented

Furnished Status Unfurnished

Leased/Owned Privately Leased

Rooms 8 **Enter number of rooms**

Size 0.00 **Square Feet**
Square Meters

Percentage Shared 0

If employee shares quarters, give the name of the person(s) with whom he/she is sharing with employing firm/agency.

If employee rents quarters from another U. S. Government employee, give name of that employee and his/her agency.

If employee lets or sublets a portion of his/her owned or leased quarters:

Done Internet

Start Micro... Inbox... DAPS ... DoDE... 8:34 AM

If the landlord gives your house/apartment size in Pyong enter that amount in the remark section above. If in Square Feet/Meters enter in the block provided

DoDEA: DAPS Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address https://hq-w4.odedodea.edu/daps/mod_request.cfm?Request_ID=215663917-2002162220348&Mode=Edit Go Links

Size	0.00
Percentage Shared	0
If employee shares quarters, give the name of the person(s) with whom he/she is sharing with employing firm/agency.	
If employee rents quarters from another U. S. Government employee, give name of that employee and his/her agency.	
If employee lets or sublets a portion of his/her owned or leased quarters:	
Name of sublessee and employing firm/agency	
Amount received from sublessee	0.00
Amount deducted from expenses claimed under block 16	0.00
Date of let or sublet (MM/DD/YYYY)	
For Personally Owned Quarters (POQ) [Official Use Only]	
Date of original purchase (MM/DD/YYYY)	
Exchange rate at time of purchase	0.0000000000
Years already claimed for rent portion of LQA	0

Done Internet

Start Micro... Inbox... DAPS ... DoDE...

8:34 AM

You must complete if you share quarters and expenses with your spouse or another person.

DoDEA: DAPS Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address https://hq-w4.odedodea.edu/daps/mod_request.cfm?Request_ID=215663917-2002162220348Mode=Edit Go Links >>

Years already claimed for rent portion of LQA: 0

Payment Method Information

Payment Method	<input checked="" type="radio"/> Electronic <input type="radio"/> Mail Check
Financial Institution Name	List your bank's name
Financial Institution Address	Make sure bank's address is correct
Routing Number	Please enter your bank Routing Number
Account Type	<input type="radio"/> Savings <input checked="" type="radio"/> Checking Select either Savings or Checking here
Account Number	Please enter your Account Number
Mailing Address (if payment by check)	

Submit Save Delete Worksheet

Done Internet

Start Micro... Inbox... DAPS ... DoDE... 8:40 AM

- Once you have completed all the above information PRINT a copy for your file and one for your school secretary
- Then Click on WORKSHEET



dodea DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

DAPS Employee Online

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- DoDEA Home Page

Living Quarters Allowance Worksheet

There is no RATE information for the dates (09/11/2003 - 09/10/2005)

Continue – Ignore the above remark ↗

LQA Worksheet Expenditures		
Start Date	09/11/2003	
End Date	09/10/2005	
LQA Maximum	0.00	
Currency Conversion Rate	0.0000000000	
Expenses	<input type="radio"/> Estimated <input checked="" type="radio"/> Actual	
Quarters Group	<input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4	
Description	U.S. Dollars	
(a) Rent if leased; or 10% of original purchase price, if owned (Claim limit: 10 years)	0.00	80.00
(b) Garage rental (not to exceed 25% of maximum LQA)	0.00	0.00
(c) Furniture rental (not to exceed 25% of maximum LQA)	0.00	0.00

(g) Agent's fee if mandatory by law or custom and is condition of obtaining lease. Must be paid by lessee to landlord - not agent.	0.00	0.00
(h) Apartment/condominium fees (Excluding single family dwelling and POQ)	0.00	0.00
(i) Interest on a loan from American institution to finance "key money" paid to landlord.	0.00	0.00
(j) Appreciation fee paid directly to landlord. Must appear on lease or rental agreement.	0.00	0.00
(k) Heat - gas, fuel	0.00	0.00
(l) Electricity	0.00	0.00
(m) Other heat, fuel (Specify)	0.00	0.00
(n) Water	0.00	0.00
(o) Garbage Collection	0.00	0.00
Total Expenses claimed for this period (100%):	0.00	0.00

LQA Advance	<input checked="" type="checkbox"/> Advance
Begin Date	09/11/2003
End Date	09/10/2005
Currency	<input checked="" type="radio"/> US Dollars <input type="radio"/> Foreign Currency
Advance Amount	80.00

[Click on Submit](#)

dodea DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

DAPS Employee Online

Changes saved! Status set to SUBMITTED.

➤ The “Changes saved!” means you have successfully completed and submitted your SF 1190 on-line.

🔍 Click on Check Status

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dodea DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

DAPS Employee Online

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 Delete SF1190s
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 View SF1190s
 Log out
 Help/S
 Personnel
 DoDEA Home

List Forms to Status

You can only view orders that have been marked as 'Completed'

Link	Name	Current Post	Type	Updated	Status
	UHL ROBERTTA A	KILLIN ES	LQA	08/18/2003 @ 23:00	SUBMITTED

Records: 1

Log out of DFAS after you checked status.

DoDEA Home Page
 Updated 02/26/2002 by DoDEA Headquarters IT

DoDEA Privacy and Security Notice

- Check status each time you submit your SF 1190 via DAPS.
- Your SF 1190 was not transmitted if it does not appear in the “List Forms to Status” blocks above with either DRAFT or SUBMITTED.
- Go to Edit SF 1190s if it is listed in Draft Status and submit.