

WAIVER/REMISSION PROCESS

*Note: Disbursing will run a suspension on LIQs (if authorized), and it will be ran effective the date of the commander's first endorsement.

Member decides to submit for a waiver/remission due to an indebtedness accrued.

Member goes to IPAC.

Member goes to Disbursing.

Member is informed on all documents and formats required.

Member turns in all documents to IPAC, IPAC creates waiver/remission via DTMS and forwards to Disbursing.

Disbursing reviews package for completeness, then generates a debt reconstruction, runs any necessary transactions, and provides a second endorsement with recommendation within 10 business days. Once the package is complete, it is forwarded to RFF/DFAS for determination.

RFF/DFAS will review the facts of the case and determine whether the package is approved or denied. They will generate a determination letter that details the result, as well as an explanation of the result. RFF/DFAS has 180 days to complete their process. They then forward the package back to the disbursing office for action based on the determination.

Disbursing will take appropriate action on the member's pay account and inform the member. Package will be closed in DTMS once action is taken.

