

# TO/ FROM TAD AUDIT CHECKLIST

RANK: \_\_\_\_\_ NAME: \_\_\_\_\_ EST DTD OF RETURN: \_\_\_\_\_

## TO TAD EXCESS

ENSURE THAT ALL THE ENTITLEMENTS THE MEMBER IS RECEIVING ARE CORRECT BEFORE SENDING THE MEMBER TO TAD EXCESS.

- CHECKLIST
- ORDERS
- BIR
- RED
- SGLI
- CRCR (If Applicable)
- TROS (If applicable)
- PERS TEMPO
- EDU
- REMARKS SCREEN
- AWARDS
- OP HISTORY
- CSB (SSgts & higher)

<b>TTC</b>				
106 000/1 RUC _____	TO TAD _____	EXCESS/ STUD _____	ED _____	
135 000 INDIV LOC CODE _____	COUNTY _____	STATE _____	CITY _____	EFF DATE _____
323 000 START PERS TEMPO RUC 20016	FR _____	TO _____	TYPE _____	
189 003 START FSAT ED _____				
815 000 ANN SCREENING COMPLETE _____		RESULT Z _____		
816 000 BAH CERT DTD _____				
UD # _____		DATE _____		

AFTER THE DIARY HAS BEEN CERTIFIED, VERIFY ALL ENTRIES HAVE BEEN POSTED CORRECTLY IN MCTFS. BREAK DOWN THE DIARY AND UPDATE THE E-TRACKER WITH THE TAD INFORMATION. FILE THE PACKAGE AWAY IN THE TAD TICKLER BY MONTH OF ESTIMATED DATE OF RETURN. FIVE DAYS BEFORE THE MBR COMES BACK FROM TAD, CONTACT THE MBR'S ADMIN CHIEF TO SCHEDULE A FROM TAD AUDIT.

## FROM TAD EXCESS

- TO TAD PACKAGE
- TRAVEL CLAIM
- DETACHING ENDO
- BIR
- RED
- SGLI
- TROS (If Applicable)
- CRCR (If Applicable)
- EDU
- PERS TEMPO
- REMARKS SCREEN
- AWARDS
- OP HISTORY
- CSB (SSgts & higher)

<b>TTC</b>				
107 000 RUC _____	FROM TAD _____	ED _____	HIST _____	
135 000 INDIV LOC CODE _____	COUNTY _____	STATE _____	CITY _____	EFF DATE _____
190 000 STOP FSAT ED _____				
323 002 STOP PERS TEMPO _____				
397 003 CRED FSAT _____	TO _____	(If Applicable)		
398 000 CHECK FSAT _____	TO _____	(If Applicable)		
097 000 SCOL _____	COMPL GRADE _____	(If Applicable: Attach Certificate)		
375 000 CHECK FIELD RATS _____	TO _____	(If Applicable)		
815 000 ANN SCREENING COMPLETE _____		RESULT Z _____		
UD # _____		DATE _____		

VERIFY ORDERS (DETACHING/ ATTACHING ENDORSEMENTS MEMBER RECEIVED WHILE TAD)  
 ENSURE THAT THE MEMBER COMPLETES A FROM TAD TRAVEL CLAIM AND MAINTAIN A COPY  
 VERY IMPORTANT TO ENSURE TRAVEL CLAIM HAS BEEN PROCESSED AND SETTLED VIA DTS.

## TAD PACKAGE BREAKDOWN

1. Breakdown FR TAD audit ensuring all entries have posted correctly on 3270.
2. Make 2 file copies of the TBIR/ RED/ SGLI
3. 1 File copy is for updating the MBR's OMPF and the 2 file copy is for our TAD files.
4. ENSURE TO TAD and FR TAD audits are combined in one package with the checklist on top.
5. File completed TAD package in our files by date of return.

<b>COMPLETE TAD PACKAGE</b>
1. CHECKLIST
2. TO TAD PACKAGE
3. FR TAD PACKAGE
4. SETTLE TRAVEL CLAIM