

Waiver Application Checklist

	Grade/Last Name, First Name, M.I.:	YES	NO	N/A
CUSTOMER				
1	Did you obtain and complete a DD Form 2789 (May 2008)? Ensure all blocks have complete details concerning the debt, (Do not use "see attached" until all space within the blocks on the DD Form 2789 is utilized; use continuation sheet if necessary).			
2	Has waiver been marked on the DD Form 2789 block 1? NOTE: A waiver is for administrative errors and will not take financial hardship into consideration and has a 5 year statute of limitations from the date of discovery. Submit the waiver through your servicing finance office who will forward to DFAS-Indianapolis.			
3	Is your personal information current and legible? (Name, Grade, SSN, DOS, mailing address, a valid email address and phone number)			
4	Have you signed, dated and completed block 19a, b and c prior to submitting to the local Finance Office?			
5	Did your Commander complete blocks 20 - 22?			
6	I acknowledge that I am eligible, and may apply, for a remission of the indebtedness with the Air Force before requesting this waiver. And, since I chose to submit the waiver first, I understand the debt, as a matter of policy, will not be remitted or cancelled through a remission application later.			
7	Member's signature: _____ Date: _____			
FSO				
1	Is waiver checked in block 1?			
2	Is all of the required information completed by the member and his/her unit Commander legible, accurate and complete?			
3	Are all supporting documents included as required per AFMAN 65-116 Vol 1, Chap 73, Table 73.1 for DD Form 2789?			
4	a. Is the debt posted on the member's MMPA? b. If the member checked type of claim as waiver in block 1 on the DD Form 2789, the application for waiver must be received by DFAS within 5 years from the date the erroneous payment was discovered.			
5	Is a detailed, month-by-month debt computation included that covers the entire debt period, corresponding with DD Form 2789 block 23c? Debt computation is required to be broken down as detailed of the DD Form 2789 blocks 24a-e, by entitlement. The debt computation total is required to match the member's debts listed on their MMPA and DD Form 2789 blocks 11 and 23a. NOTE: DFAS will send the case back to the finance office if the debt computation doesn't match the amount on the pay system.			
6	Is the type of payment listed in block 23b and does it match block 10?			
7	Have you completed all questions in Blocks 23d (1-5)?			
8	a. Have you given detailed (from the FSO's perspective) explanations as to how and why this debt occurred in block 25? Do not write "see attached" until all space has been used on the form and do not use statements such as "see member's statement." b. Is this a debt a result of disciplinary actions, confinement or taxes? If yes please attach supporting statements.			
9	If there are any indications this member was aware and took no actions, have you marked "yes" in block 26? (If yes and the debt amount is over \$10,000, the FSO is required to contact OSI/Fraud Waste & Abuse office.)			
10	Is a complete statement provided in block 27 regarding the member's knowledge of the debt situation?			
11	Are additional comments/remarks in block 28 pertaining to this debt?			
12	a. Does block 29 give the FSO's recommendation based on current regulations, guidelines and circumstances? b. If recommending a partial approval/disapproval, did you include a dollar amount?			
13	Has all FSO contact information been completed in blocks 30a through 31f? Is the application signed and dated?			
14	Checklist reviewed and finalized by (Printed technician's Name/Rank):			
15	Checklist audited by (Printed NCOIC's Name/Rank):			
<p><i>Privacy Act-1974 as amended applies to this memo. This memo may contain information which must be protected IAW AFI 33-332 and DoD Regulation 5400.11 and is for Official Use Only (FOUO)</i></p>				
Version 08 August 2011				