HQ USAREUR CHRMA Processing TQSA Claims BPM No. IS-25

EMPLOYEE	MANAGEMENT	CPAC	CPOC	OTHER
1 **Advance** -Complete hotel expense estimate for 1st 30 days on SF1190 - Forward to CPAC **Subsequent Action** - Complete another SF1190 & TQSA Work Sheet for 1st 30 Days of actual expenses - Attach hotel bill and copy of travel orders *NOTE: - Repeat above steps for each successive 30 day period & final claim*		2 - Review/Complete TQSA SF-1190 & FAX to DFAS - Review final TQSA Claim - Forward final claim & entire TQSA file to CPOC - Review/Forward LQA SF-1190 with Supporting Documents to CPOC (2 days)	3 - Review TQSA file & process final TQSA claim - FAX TQSA SF1190 to DFAS - Review LQA claim & process - Update DCPDS - Fwd copy to CPAC (8 days)	Total Calendar Days - 10 - o - Personnel Process Days - 7

Replaces USAREUR BPMs I-9 and I-10