

SECRETARIAL WAIVER DOCUMENT LIST

1. No/Low Cost:

- a. Memo signed by Solder and command endorsement, if required.
- b. PCS order to old duty station.
- c. PCS to new duty station.
- d. Housing document (original lease, if renting, or HUD Settlement Statement, if buying). The HUD document was given at closing and has the buyer and seller costs on it.
- e. Last LES.

2. PME:

- a. Memo signed by Solder and command endorsement, if required.
- b. PCS order to old duty station.
- c. PCS to new duty station.
- d. Last LES.

3. Deployment:

- a. Memo signed by Solder and command endorsement, if required.
- b. Deployment order or memo signed by a MAJ or above at the deploying unit verifying the Soldier's deployment month, year, and duration.
- c. PCS order to old duty station.
- d. PCS to new duty station.
- e. Last LES.

4. Dependent Education:

- a. Memo signed by Solder and command endorsement, if required.
- b. Memo signed by school admin verifying the dependent's enrollment in the school and the end of school year date and anticipated graduation date.

- c. PCS order to old duty station.
- d. PCS to new duty station.
- e. Last LES.

5. Spouse Employment:

- a. Memo signed by Solder and command endorsement, if required.
- b. Employment contract, or letter from employer verifying employment and financial penalties if employment is ended. A financial penalty does not include loss of income, bonus, tenure, and retirement eligibility.
- c. PCS order to old duty station.
- d. PCS to new duty station.
- e. Last LES.

6. EFMP/Medical:

- a. Memo signed by Solder and command endorsement, if required.
- b. Letter from EFMP/Medical authority at losing and gaining duty stations addressing the type of continuity of care required, when the care would be completed, and whether care can be provided at the gaining duty station.
- c. PCS order to old duty station.
- d. PCS to new duty station.
- e. Last LES.

7. Advance Travel:

- a. Memo signed by Solder and command endorsement, if required.
- b. PCS order to old duty station.
- c. PCS to new duty station.
- d. Last LES.

8. Acquired Dependent:

- a. Memo signed by Solder and command endorsement, if required.

- b. Marriage, birth, or adoption certificate.
- c. PCS order to old duty station.
- d. PCS to new duty station.
- e. Last LES.

9. Soldiers Assigned to Korea (Requests assembled by 8th Army G-1):

- a. Memo signed by Solder and command endorsement, if required.
- b. PCS order to old duty station.
- c. PCS to new duty station.
- d. Last LES.

10: COLA Only:

- a. Memo signed by Solder and command endorsement, if required.
- b. PCS order to old duty station.
- c. PCS to new duty station.
- d. Last LES.