

LIMITED DUTY CHECK-IN SHEET

NAME / RATE	LAST 4 OF SSN	COMMAND/UIC	Date Checked In

SUBMIT ALL GAIN TRANSACTIONS VIA TOPS

- Endorsed Orders (ACC: 105 ONLY)
- Copy of Member's Official Medical Board Report (MEBR)
- LIMDU PG13
- BUPERS Notification of LIMDU Approval (ONLY if member is an Officer or Medical Board was sent to PEB or Departmental Review)
- PG 2 (with any written updates)
- Updated SGLI
- Updated FSGLI (if applicable)
- BAH PG 13 (if applicable) Single E6 and above electing to receive BAH at the w/o Dependent Rate
- Members receiving RIK must report to PSD to have their ID Cards encoded properly
- MBR's complete travel claim **(if applicable - only needed if transferring from outside local area)**

EAOS: _____ PRD: _____

Work Phone _____ Home Phone _____

Email (work) _____

REMARKS: _____

PSD USE ONLY

CLERK: _____

Is the member nuclear qualified? _____ Yes _____ No

Is the member submarine qualified? _____ Yes _____ No

Is the member on staff? _____ Yes _____ No

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Gain <input type="checkbox"/> Verify MMPA [Entitlement(s) & Deduction(s)] <input type="checkbox"/> PG2 <input type="checkbox"/> BAH Zip Code _____ <input type="checkbox"/> DN01 or DN02 (RIK/BAS) (If applicable) | <ul style="list-style-type: none"> <input type="checkbox"/> Mark TOPS transaction completed <input type="checkbox"/> Retain file created for MBR <input type="checkbox"/> Input Transient tracking in NSIPS <input type="checkbox"/> Add to LIMDU Spread Sheet |
|---|--|