

Checklist of Required Forms (Transfer Employee)

Form Number/Reference	Form Name/Reference	Guide Reference	Date Completed
NASA Form 1337	Service Agreement – Transferred Employee	Appendix A-1	
NSSC Form 0026	Agreement to Repay Withholding Tax Allowance	Appendix A-1	
NASA Form 1449	Information Covering Persons Transferred or Appointed to First Duty Station	Appendix A-2	
Fill out Binding Decisions Forms: If authorized Househunting Trip and/or Temporary Quarters make decisions regarding Fixed versus Actual	<ol style="list-style-type: none"> 1) Househunting Trip and Temporary Quarters 2) PCS CONUS Property Management 	Appendix A-3	
NASA Form 1450	Authorization-Change of Official Station. (Obtain from your Office of Human Capital Office and ensure it is accurate.)	Appendix A-4	
Standard Form 1038	Advance of Funds Application (if obtaining an advance)	Appendix A-5	
Standard Form 1012 (Travel Voucher)	Used for Househunting trip reimbursement Expenses		
Standard Form 1012 (Travel Voucher)	Used for En route reimbursement Expenses		
NASA Form 1500 and Standard Form 1012 (Travel Voucher)	Claim For Temporary Quarters Subsistence Expense Reimbursement to maintain an accurate record. (If claiming actual expense method.) of your expenses. Actual Expense Method for each 30-day period of Temporary Quarters	Appendix A-8	

Form Number/Reference	Form Name/Reference	Guide Reference	Date Completed
Standard Form 1012 (Travel Voucher)	Used for Temporary Quarters Fixed Amount Reimbursement Method		
NASA Form 1338	Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station for real estate expenses	See Appendix A-7.	
Standard Form 1012 (Travel Voucher) and NASA Form 1338	Employee Application for Reimbursement of real estate expenses incurred upon change of official station. Submit with the NASA Form 1338. (These forms should be submitted with the following documentation as applicable: sales agreement, property settlement documents, invoices, receipts for other bills paid, and/or receipts for items paid outside of the contract.)		
Standard Form 1012 (Travel Voucher)	Expenses incurred with unexpired lease transactions		
Standard Form 1012 (Travel Voucher)	Miscellaneous moving expense allowance		
Standard Form 1012 (Travel Voucher)	Reimbursement of expenses or to account for an advance of funds		
Standard Form 1012 (Travel Voucher)	Relocation Income Tax Allowance		
NASA Form 1204	Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service	Appendix A-9	
Standard Form 1012 (Travel Voucher)	Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service		

NOTE: Samples of forms can be found at:

<http://www.nssc.nasa.gov/customerservice/fm/cto/changeOfStation/COSVPI.asp>

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