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| **Fort Detrick Civilian Personnel Advisory Center (CPAC) Outprocessing Checklist** |
| **DATE OUTPROCESSING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **LAST, FIRST, MI: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PAYBAND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*DUTY STATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ORG: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SEP DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RETIREMENT: Y N DUTY PHONE: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **OBTAIN CLEARANCE SIGNATURES FROM:** | **Action and/or Instructions** | **Signature/Date** |
| Occupational Health, Bldg 1546, Room 106A, x2043 | Disposition of Medical Records (Mandatory) |  |
| NEC, Bldg 1422 or 1403 or Command IT Group | Deletion of terminal password  |  |
| Staff Judge Advocate, Bldg 521, x2221 | Mandatory for grades equal to or greater than GS-13, DB-III, DE-IV, or DJ-IV |  |
| Security Office- (proceed to organizational POC) 21st Signal Brigade (302nd, 114th), Bldg 1435 USAISEC-FDEO, Bldg 1435 TAO, Bldg 1671 USAMRIID, Bldg 1425, Room 202 All others: Bldg 1520, Room 131, x3303 | Security Debriefing  |  |
| Defense Travel Systems Non-USAG Personnel-See organizational DTS POC USAG Personnel-Bldg 810, Suite 104, x9960/7641 | Defense Travel Systems/Government Travel Card turn-in |  |
| Organizational Payroll Office Non-USAG Personnel-See organizational CSR POC USAG Personnel-Bldg 810, Suite 104, x3245 | Remove/Update employee in Payroll/Time System |  |
| DES, Nallin Farm Gate (9000 Veterans Drive), Room 108, ID Badge/Key Access Control Sec | Fort Detrick Building ID Badge turn-in |  |
| CAC & ID Office, Bldg 1520, Room 139A, x7311 | Common Access Card (CAC) DOD Smart card – ID turn-in |  |
| **SUPERVISOR** -- PLEASE SIGN OFF ON THE FOLLOWING **\*\*** MARKED ITEMS: |
| \*\* Employee followed internal procedures to clear i.e., Turn in of classified material, government property and key control |  |
| **\*\*** Clear for Hand Receipt Items |  |
| **\*\*** Government Purchase Card (GPC) |  |
| CPAC, Bldg 1541, x2247LAST PERSON TO SEE | MAILING ADDRESS: |
| I do not have in my possession any classified material or government property. | Employee Signature: | DATE: |
| \* DUTY STATION: If employee’s actual duty site is located somewhere other than Fort Detrick, please attach internal checklist indicating that employee has cleared all the above items at their duty station and indicate “see attached” in appropriate boxes. |
| TO BE COMPLETED BY CPAC |
| Scan and send copy of completed sheet to Telecommunications Service Office and Occupational Health. |  |

 Fort Detrick Form 690, 7 Sep 2016