



USAG HUMPHREYS' DA CIVILIAN OUT-PROCESSING CHECKLIST

PERSONNEL DEPARTING USAG HUMPHREYS WILL TURN THIS COMPLETED FORM IN TO THE WORKFORCE DEVELOPMENT DIVISION, DHR, BLDG 6400 WHICH IS ALSO THE PROPONENT FOR ANY CHANGES, RECOMMENDATIONS, INQUIRIES, ETC. SUBMIT CHANGES TO THIS FORM TO WORKFORCE DEVELOPMENT DIVISION, DIRECTORATE OF HUMAN RESOURCES.

EMPLOYEE NAME (LAST, FIRST, MI) & DIRECTORATE)

SUPERVISOR SIGNATURE & DATE

REASON FOR DEPARTURE

☐ PCS-OUT

☐ RESIGNATION

☐ RETIREMENT

IF PCS, NEW REPORT DATE (EOD):

ACTIVITY	SIGNATURE & DATE	REMARKS
1. WFD, DHR (BLDG 6400, 3 rd FLOOR, DHR, DSN 757-2087/2502)		PICK UP OUT-PROCESSING CHECKLIST FROM WFD, DHR
2. AREA III CPAC (SUBMIT TICKET THROUGH HR SERVICES) (https://service.chra.army.mil/chra)		FINAL OUT-PROCESSING (LQA, TQSA & LQA MEMO)
3. HOUSING (BLDG 6400, 3 rd FLOOR RM X301 DSN, 757-2647)		PICK UP CLEARING DOCUMENT FROM HOUSING AND PROCESS REQUIRED PROCEDURES
4. INSTALLATION TRANSPORTATION OFFICE (BLDG 6400, 2 nd FLOOR, RM K204, DSN 757-2448)		HOUSEHOLD GOODS AND POV SENDING
5. ID CARDS/DEERS (BLDG 6400, DSN: 757-2102)		CLEARING DEERS/ RAPIDS ONLY REQUIRED FOR RESIGNATIONS, RETIREMENTS OR TO TURN IN DEPENDENT CARDS FOR THOSE WHO ARE COMMAND SPONSORED.
6. CENTRAL ISSUE FACILITY – EEC PERSONNEL ONLY (BLDG 6950, DSN 753-8615)		ISSUE ITEMS (EX. ACUS, INDIVIDUAL EQUIPMENT, ETC)
7. NEO WARDEN – WITH DEPENDENTS ONLY (Check with your Directorate's NEO Warden)		RETURN NONCOMBATANT EVACUATION (NEO) EQUIPMENT
8. POSTAL (BLDG P5730)		CHANGE MAILING ADDRESS RECEIVE MAIL RECEPTACLE/CLOSE OUT MAILBOX
9. BANK / CREDIT UNION (BLDG 6430)		CLOSE OUT ACCOUNT IF BANK IS COMMUNITY BANK
10. INFORMATION MANAGEMENT OFFICE (BLDG 1223, 1 st FLOOR, DSN 755-9198)		CLOSE OUT NIPR ACCOUNT
11. CELL PHONE/INTERNET SERVICE PROVIDER		CLOSE OUT CELL CONTRACT/SERVICE
12. DBIDS/VEHICLE De-REGISTRATION (BLDG 6400, 1 st FLOOR RM G101, DSN 757-4001)		POV De-REGISTRATION AND PLATES TURN IN/ INSPECTION CERTIFICATE REQUIRED
13. RESOURCE MANAGEMENT OFFICE (BLDG 481, TEL 755-0925) GOVERNMENT TRAVEL CARD GOVERNMENT PURCHASE CARD DEFENSE TRAVEL SYSTEM, ATAAPS		ENSURE GTC PLACED INTO MC STATUS; DTS PROFILE IS RELEASED AND ATAAPS ADJUSTED ACCORDINGLY
14. WFD, DHR (BLDG 6400, 3 RD FLOOR, DHR, DSN 757-2087/2502)		TURN IN COMPLETED OUT-PROCESSING CHECKLIST TO WFD, DHR. MAINTAIN COPY FOR SELF