

JOINT BASE MYER-HENDERSON HALL CIVILIAN OUTPROCESSING FORM

For us of this form, see JBM-HH Reg 600-8; proponent is the Directorate of Human Resources

SECTION A - PERSONAL DATA

1. NAME: _____ **DIRECTORATE/DEPARTMENT DIVISION:** _____ **TITLE/GRADE/SERIES:** _____

4. TYPE OF SEPARATION (Check one): **Retirement** 14a. Effective date: _____
 Resignation **Transfer**

SECTION B - INSTALLATION CLEARANCE

DIRECTORATES/OFFICES	PHONE#	BLDG#	ROOM#	INITIALS OF CLEARING OFFICIAL
5. DIRECTORATE OF HUMAN RESOURCES (HRD)				
Sa. ID Card	(703) 696-0296	202	Basement	
Sb. Award	(703) 696-3520	203	205	
6. NETWORK ENTERPRISE CENTER Fort Myer (Intercom at main door, buzz Out-processing)	(703) 696-0399	205	219	
7. INFORMATION MANAGEMENT OFFICER Turn in Mobile Devices and confirm network access is scheduled to be turned off.	(703) 696-0399	205	219	
8. DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY (DPTMS) (Security Debriefing)	(703) 696-0756	59	116	
9. DIRECTORATE OF EMERGENCY SERVICES (DES)				
9a. Clear traffic tickets/violations (desk sergeant)	(703-696-3525	415	Desk Sgt.	
9b. Weapons registration (desk sergeant)	(703) 696-3535	415	Desk Sgt.	
10. DIRECTORATE OF LOGISTICS (DOL)				
10a. Property Book Office/hand-receipt	(703) 697097	205	Suite 129	
11. DIRECTORATE OF FAMILY MORALE, WELFARE AND RECREATION (DFMWR)				
11a. Community/Outdoor Recreation Center	(703) 696-3420	405	MWR Sign	
11b. Post Library	(703) 696-0062	417	123	
11c. Financial Mgmt. Division (for clearing the Clubs)	(703) 696-4444	203	Fin Mgmt.	
11d. Army Community Service	(703) 696-3410	201	2	
11e. Child and Youth Services	(703) 696-4444	203	301	
12. GPC CARD HOLDERS (Turn in Cards to Billing Official)				
13. DIRECTORATE OF RESOURCE MANAGEMENT (DRM) FOR Government Travel Card	(703) 696-6375	59	206	
14. KEY TURN-IN with the organization's key control officer				
15. TIME & ATTENDANCE ADMINISTRATOR (division/directorate level)				
16. UNION	(703) 696-2553	305		
17. EMPLOYESS FORWARDING ADDRESS:	17. PHONE NUMBER:			
18. EMPLOYEE SIGNATURE:				
19. SUPERVISOR SIGNATURE AND DATE:				