



USAG Rheinland-Pfalz Kaiserslautern and Baumholder Military Communities



Use of:

AE FORM 612-1A, JAN 2019, INSTALLATION CLEARANCE RECORD FOR U.S. CIVILIAN EMPLOYEES

For more in depths instruction always refer to Army in Europe Regulation 612-1.

Part A of the form lists the **mandatory requirements** to out-process U.S. civilian employees from the garrison agencies.

Part B of the form lists additional out-processing requirements, as deemed necessary by the supervisor.

Supervisors: If the employee used any of the listed services/agencies, the supervisor must require the employee to out-process these agencies that were utilized during their assignment to USAG Rheinland-Pfalz.

Part C of the form lists the final items to be cleared with the supervisor at the place of employment on the last workday before departure. The departing employee dates and signs the form.

IAW AER 612-1 – “Provide the employee a copy of the completed AE Form 612-1A and keep the original in the employee’s office file for 1 year after the employee departs.”

Additional out-processing instructions:

IAW AER 612-1:

- Civilian employees receiving living quarters allowance (LQA) will submit a request to terminate LQA and post allowance using the following link:
https://service.chra.army.mil/hr_internal/
- Complete an SF 1190 to stop LQA, sign the form electronically, and provide it to the servicing CPAC. The form can be downloaded from the following link:
<https://www.gsa.gov/forms-library/foreign-allowances-application-grant-and-report/>
- Commanders and supervisors will ensure civilian employees report to the servicing postal service center or unit mailroom as applicable to out-process and provide a change of address. Spouses remaining overseas may continue to maintain a mailbox for 90 days after the sponsor departs.

Employees must view the out-processing briefing for additional agency instructions, located on the USAG-RP website, use the following link: <https://home.army.mil/rheinland-pfalz/usag-rp/employees>