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| **HUNTER ARMY AIRFIELD (HAAF) CIVILIAN OUTPROCESSING CHECKLIST**(The proponent of this form is CPAC) |
| **Clearing is Mandatory for ALL Civilian Employees leaving HAAF** |
| **PRIVACY ACT STATEMENT****AUTHORITY:** 10 USC 3013.**PRINCIPAL PURPOSE:** To verify that an individual has obtained clearance from the Army Staff agency or installation's facilities and has accomplished his/her personal and official obligations**ROUTINE USES:** Information is used to verify departing personnel have properly out processed.**DISCLOSURE:** Mandatory. Failure to provide this information could result in an employee incorrectly out processing. |
| This checklist is designed to assist federal civilian employees in clearing Fort Stewart. Employees are in duty status when out-processing. **The final stop is the CPAC office. A completed copy may be provided to you.**  |
| **EMPLOYEE NAME *(Last, First, MI):*** |  |
| **ORGANIZATION:** | **LAST WORK DAY:** |
| **ACTIVITY** | **LOCATION** | **INITIALS / DATE** |
| **AGENCY/ORGANIZATION:**1. Clear worksite (per organizational process/Exit Survey)2. ADPAAS Command Officer Representative | 1. Organization2. Local organization rep / Garrison may call 767-6458/2160 for section or division POC | *CLEARED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Security Division** | Bldg 1252, Room 202 (only Wednesdays – HAAF) OR local organization Security Office |  |
| **Occupational Health** | Bldg 1450, Tuttle Army Health Clinic, Leonard St. (only Wednesdays – HAAF); or Bldg 308, Hase Rd behind Winn, near ER (Stewart) |  |
| **Provost Marshall** | Bldg 1251, near Montgomery Xroads Gate (HAAF) |  |
| **Logistics Readiness Center (LRC):** 1.Central Issue Facility (if applicable)2. Installation Property Book (if applicable) | Bldg 1036 (HAAF) | *CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **DRM:** 1. Civilian Pay & Government Travel Card2. Defense Travel System3. Manpower Management | Bldg 621, 3rd Floor (Stewart) **OR** local organization Resource Management office | *CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Post Library** (if applicable) | Bldg 411, Lindquist Ave (Stewart) |  |
| **Directorate of Human Resources:** 1.Common Access Card (Retirees may obtain Civilian Retiree ID Card and must have SF50 for APF or DA 3434 for NAF).2. Installation Support Module (ISM) (if applicable) | 1. Bldg 253, Room 1103, Pony Soldier Ave (Stewart)2. Bldg 253, Room 1053b (Stewart) | *CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **LRC: Transportation** | **Bldg 253, Room 2003A (Stewart)** |  |
| **Supervisor/Manager Name & Signature**   Supervisor full name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SIGNATURE |
| **Civilian Personnel Advisory Center – CLEAR LAST!** | Bldg 253, Room 2013A, Pony Soldier Avenue |  |
| **Final address remains the same as current payroll address: YES NO****If NO, new address will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street or PO Box City State Zip****Effective date at new address will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **EMPLOYEE SIGNATURE & DATE**  **CPAC REPRESENTATIVE SIGNATURE & DATE** |

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