|  |  |  |  |
| --- | --- | --- | --- |
| **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. Organization  2. 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 Card  2. Defense Travel System  3. 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** | | | |

**FS FORM 0011(H), DEC 2017**

Page 1 of 1

v1.00