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| **FORT STEWART CIVILIAN OUTPROCESSING CHECKLIST**(The proponent of this form is CPAC) |
| **Clearing is Mandatory for ALL Civilian Employees leaving Fort Stewart** |
| **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 signed copy may be provided to you.** |
| **EMPLOYEE NAME *(Last, First, MI):*** |  |
| **ORGANIZATION:** | **LAST DUTY 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **DRM:** 1. Civilian Pay & Government Travel Card2. Defense Travel System3. Manpower Management | Bldg 621, 3rd Floor **OR** local organization Resource Management office | *CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Security Division** | Bldg 623, Room 118 (closed 1100-1300) Wilson Ave**OR** local organization Security Office |  |
| **Occupational Health** | Bldg 308, Hase Road (behind Winn, near ER) |  |
| **Post Library** | Bldg 411, Lindquist Ave |  |
| **Logistics Readiness Center (LRC):** 1.Central Issue Facility2. Installation Property Book (if applicable) | Bldg 2916 | *CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Provost Marshall** | Bldg 226, Bultman Ave |  |
| **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 Ave2. Bldg 253, Room 1053b | *CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CLEARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **3. LRC: Transportation** | **3. Bldg 253, Room 2003A** |  |
| **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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