

## HOW TO OUT-PROCESS STUTTGART

All uniformed personnel, Civilians, Reservists, & Contractors, including those separating or retiring **MUST** clear through the Garrison Central Processing facility (CPF) prior to departure.

**Things you can do with your orders/without Installation Clearance Records**– Transportation (**MUST HAVE CPF QUESTIONNAIRE WITH CPF STAMP FIRST**); Housing; Hotel Reservations; CIF Turn-In; Schedule Flights with SATO; Disenrollment of children from school; Pet exams with Vet Clinic.

**STEP 1. Service Members and Civilians** sign up for **MANDATORY ON-LINE OUT-PROCESSING/PCS BRIEFING** <https://home.army.mil/stuttgart/index.php/Directorates-Support/directorate-human-resources/central-processing-facility>; scroll down to the middle of the page and click on 'Out-Processing Brief'.

**AND/OR**

**OPTIONAL IN CLASS OUT-PROCESSING/PCS BRIEFING** held every FIRST Wednesday of each month from 0815 to approx. 1200. <https://www.stuttgartcitizen.com/appointments/>

### **FOR UNIFORM PERSONNEL:**

**STEP 2.** Fill-out CPF Questionnaire 30-60 days before departure and return to the CPF Specialist to receive your Stamp for Transportation Out-Processing. Please ensure the document is filled out **completely** with your **FULL SSN#**; we are unable to process your record with DOD ID#.

**STEP 3.** Your information will be input 3 weeks prior to your departure and you will be electronically “Pre-Cleared” for locations that you will not need to visit during out-processing. **NOTE:** If you are turning in your questionnaire less than three weeks before your departure date, your Installation Clearance Record (ICR) will include **ALL Mandatory** USAG Stuttgart agencies.

**STEP 4.** Approximately 10 days before departure you will receive a personalized ICR at the email addresses you provided on the Questionnaire. Please print off your ICR and Installation Agencies Location Guides and begin clearing. You **MUST** obtain a signature from each agency on your ICR. If you are with SOCEUR, EUCOM or USAG Stuttgart your unit requirements are included on your ICR. All other agencies/units will require you to obtain a specific unit/agency clearance sheet. **See your administrative office to obtain your unit’s clearance records.**

**STEP 5.** Your final out appointment to turn in your completed ICR (including Commander’s/Supervisor’s signature) to the CPF will be set 2 business days prior to your departure. All Service Members are required to clear in uniform. After final out with CPF, Army personnel **Retiring, ETSing or Separating** must report to Finance and Transition services. **Air Force personnel** must report to Air Force Personnel (DET 1) Patch Barracks, Bldg. 2308, Rm. 138. For all other personnel, CPF will be your LAST STOP.

### **FOR CIVILIAN PERSONNEL:**

**STEP 2.** Fill-out CPF Questionnaire with your DOD ID# 30-60 days before departure and return to the CPF Specialist to receive your Stamp for Transportation Out-Processing. After receipt of the questionnaire, your ICR is emailed within 2 business days to the email addresses you provided on the Questionnaire.

**Step 3.** Your supervisor has the authority to initial for the agencies you did not utilize. Once you have cleared every agency, you and your supervisor must sign and date the form confirming completion.

**Step 4.** 2 business days before departure, please turn-in a copy to the (a) Central Processing Facility (CPF) and (b) to the Civilian Personnel Advisory Center (CPAC) on Panzer Kaserne, either in person or via Email.