

**USAG STUTTGART
CENTRAL PROCESSING FACILITY
JOINT OUT-PROCESSING QUESTIONNAIRE (AE REG 612-1)**

Data required by the Privacy Act of 1974

AUTHORITY: 5USC 552a

PRINCIPAL PURPOSE: To verify that an individual has obtained clearance from the Army Staff Agency or installation facilities and has accomplished his/her personal and official obligations.

ROUTINE USES: Used as appropriate, to process Central Processing Facility and if required to assist Finance, Personnel, Child and Youth Services Housing and Transportation.

DISCLOSURE AND EFFECT ON INDIVIDUAL: The disclosure of this information is voluntary. Failure to provide the information will result in a delay in your out-processing or clearing.

**Complete and return to the CPF @ usarmy.stuttgart.id-europe.mbx.cpf-out-processing@mail.mil
30 days prior to your projected departure date**

Branch of Service: Army Air Force Navy Marines Coast Guard Civilian Other: _____

Male	Rank/Grade:	Last Name:	First Name:	MI:
Female				
SSN (Military) / DOD # (Civilian)		Preferred Email Address:	Secondary Email Address:	
Phone:		Command/Organization:	How many family members accompanied you here:	

Reason for Departure: PCS Retirement ETS/Separation Other (Specify)

Flight Date or Departure Date:	Remarks (Leave or TDY within last 30 days in country):
Supervisor Name:	Email:

I hereby acknowledge that I have viewed and understood the contents and requirements outlined in the USAG Stuttgart Permanent Change of Station (PCS) out-processing online briefing (AE Reg 612-1, 9 Jan '19). I authorize the CPF to send my clearance papers to the above email addresses.

	Date:
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MILITARY ONLY

1. Are you a Reservist, National Guardsman or Augmentee?	YES	NO
2. Are you a hand receipt holder?	YES	NO
3. Do you have children under the age of 18?	YES	NO
4. Do you have a Sponsor at your next duty assignment?	YES	NO
5. Do or did you have school age children enrolled in DODDS?	YES	NO
6. Do you have an account with the Service Credit Union?	YES	NO
7. Do you have a Phone, Internet or TV connection through TKS?	YES	NO
8. Will you be transporting a pet to your next duty station?	YES	NO
9. Do you live in:	Family Housing	Economy
		BEQ/BOQ or Barracks

FOR CPF USE ONLY

**Transportation Confirmation
MUST HAVE CPF STAMP**

Pre-Clearance:	Email Send:	Final-Out:	
CPF Initials: (Hard Copy Only)	CPF Signature: (Electronic Copy Only)		
Orders #	Leave	Remarks	