

USAG STUTTGART

CENTRAL PROCESSING FACILITY

JOINT OUT-PROCESSING QUESTIONNAIRE (AE REG 612-1)

Data required by the Privacy Act of 1974

AUTHORITY: 5 USC 552a

PRINCIPLE 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@army.mil
a minimum of 30 days prior to your projected departure date**

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

<input type="checkbox"/> Male <input type="checkbox"/> Female	Rank/Grade:	Last Name:	First Name:	MI:
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DoD ID #	Preferred Email Address	Secondary Email Address:
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Phone:	Command/Organization	How many family members accompanied you here:
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Reason for Departure: PCS ☐ | Retirement ☐ | ETS/Separation ☐ | Other ☐ (Specify): _____

Flight Date or Departure Date:	Remarks (List Leave or TDY dates within last 30 days in country):
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Supervisor's Name:	Supervisor's Email:
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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.

Signature:	Date:
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MILITARY ONLY

- | | |
|---|--|
| 1. Are you a Reservist, National Guardsman, or Augmentee? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Are you a hand receipt holder? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Do you have a Sponsor at your next duty assignment? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Do you have an account with the Service Credit Union? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Do you have a phone, internet, or TV connection through TKS? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. Will you be transporting a pet to your next duty station? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. Do you live in: Family Housing <input type="checkbox"/> Off Post <input type="checkbox"/> BEQ/BOQ or Barracks <input type="checkbox"/> | |

CPF USE ONLY

**Transportation Confirmation
MUST HAVE CPF STAMP**

Pre-Clearance:	Email checklist on:	Final-Out:	
CPF Initials: (Hard Copy Only)	CPF: Signature: (Electronic Copy Only)		
<input type="checkbox"/> Orders #	<input type="checkbox"/> Leave	Remarks	