Clear Form

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 ha 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:_____ ☐

☐ Male ☐ Female	Rank/Grade:	Last Name:	First Name:	MI:

DoD ID #	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 (List Leave or TDY dates within last 30 days in country):
Supervisor's Name:	Supervisor's 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.

Signature:	Date:

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 a Sponsor at your next duty assignment?	☐ YES ☐ NO
4.	Do you have an account with the Service Credit Union?	☐ YES ☐ NO
5.	Do you have a phone, internet, or TV connection through TKS?	☐ YES ☐ NO
6.	Will you be transporting a pet to your next duty station?	☐ YES ☐ NO
7.	Do you live in: Family Housing ☐ | Off Post ☐ | BEQ/BOQ or Barracks ☐	

CPF USE ONLY

Pre-Clearance:	Email checklist on:	Final-Out:
CPF Initials: (Hard Copy Only)	CPF: Signature: (Electronic Copy Only)	

(USAG Stuttgart Form 612-1e-R (19 Mar 26)