



USAG HUMPHREYS CIVILIAN PERSONNEL OUTPROCESSING CHECKLIST

Personnel departing USAG-Humphreys via PCS, Termination, Resignation, etc. will turn this completed form in to the Workforce Development Division, DHR, Bldg 6400; which is also the proponent for any changes, recommendations, inquiries, etc. Submit changes to this form to IMHM-HRO, ATTN: WFD.

EMPLOYEE NAME (LAST, FIRST, MI) & SSN (LAST FOUR DIGIT)	DIRECTORATE/STAFF
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REASON FOR DEPARTURE <input type="checkbox"/> PCS <input type="checkbox"/> REASSIGNMENT TO <input type="checkbox"/> REASSIGNMENT TO DESIGNATED AREA IN KOREA <input type="checkbox"/> RESIGN <input type="checkbox"/> RETIREMENT	TIME/DATE OF DEPARTURE		
	NEW DUTY STATION		
	REPORT DATE		

CLEARING ACTIVITY	SIGNATURE STAMP	DATE	REMARKS
1. AREA III CPAC (BLDG 6420, TEL 757-2007)			FINAL OUT-PROCESSING (LQA, TQSA & OTHER OUT-PROCESSING DOCUMENTS)
2. HOUSING (BLDG 6400, TEL 754-9898)			LQA CLEARANCE
3. FURNISHINGS MANAGEMENT BRANCH (BLDG 6090, TEL 754-9559)			TURN IN APPLIANCES/FURNISHINGS
4. INSTALLATION TRANSPORTATION OFFICE (BLDG 6400, TEL 757-2448)			HOUSEHOLD GOODS AND POV SHIPMENT
5. DBIDS/VEHICLE REGISTRATION (BLDG 6400, TEL 757-4001)			POV CLEARANCE
6. ID CARDS/DEERS/RATION CONTROL (BLDG 6400, TEL 757-2101/2088)			TURN IN FM CARDS PRIOR TO DEPARTURE; PCS ORDERS AND A VALID PICTURE I.D. CARD CAN BE USED LAST
7. CENTRAL ISSUE FACILITY (BLDG 616, TEL 753-8615)			TURN-IN ISSUED ITEMS (EX. ACUS, INDIVIDUAL EQUIPMENT, ETC.)
8. PROPERTY CONTROL BRANCH (BLDG 1644, 753-5820)			HAND-RECEIPT HOLDER ONLY (753-5820)
9. INFORMATION MANAGEMENT OFFICE (IMO)			TURN IN CELL PHONE
10. UNIT MAIL ROOM			CHANGE MAILING ADDRESS
11. BANK / CREDIT UNION (BLDG 6430)			CHECK AND CLEAR ACCOUNT(S)
12. CELL PHONE/INTERNET PROVIDER			TERMINATE, PAY BALANCE, ENSURE ACCT CLEARED PRIOR TO DEPARTURE
13. RESOURCE MANAGEMENT OFFICE (GOVERNMENT TRAVEL CARD/GOVERNMENT PURCHASE CARD/DEFENSE TRAVEL SYSTEM, ATAAPS) (BLDG 1280, TEL 755-1042)			ENSURE ALL ACCOUNT CLEARED AND IN GOOD STANDING
14. SECURITY (BLDG 6400, TEL 754-1074)			SECURITY CLEARANCE (TURN-IN IOC BADGE OR EXIT CARD OF HQ, USAG-H)
15. EXCHANGE/AFN DECODER			TURN-IN OFFICE KEY AND SUPPLIES
16. SUPERVISOR			COMPLETE DMAPS AND EXIT BRIEFING

I CERTIFY THAT I HAVE PROPERLY CLEARED ALL REQUIRED AGENCIES AND SETTLED ANY OUTSTANDING DEBTS. I UNDERSTAND FAILURE TO SETTLE DEBTS ON OR OFF THE INSTALLATION MAY RESULT IN DISCIPLINARY ACTION AND/OR PAY GARNISHMENT.

EMPLOYEE SIGNATURE	SUPERVISOR SIGNATURE	DATE
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