

CIVILIAN OUT-PROCESSING CHECKLIST

NAME:

ORGANIZATION:

LAST WORKDAY:

FORDWARDING ADDRESS:

This checklist is designed to assist federal and contract civilian employees in clearing U.S. Army Garrison-Miami when transferring, separating, or retiring. Employees are in duty status when out processing. Employees should annotate any item that is not applicable as "NA". Turn in a copy of the completed checklist to your supervisor. Return the original out processing checklist to Organizational Resources Specialist.

ACTIVITY	WHERE	SIGNATURE AND DATE
Security Division (Turn in Security Badge)	J2, HQ SOUTHCOM , 1 st Floor	
Directorate of Emergency Services (Vehicle Registration/Decals) 437-2194	HQ SOUTHCOM, Room 1510	
ASA LAN/Telephone Account	HQ SOUTHCOM Help Desk	
Property Book (Warehouse) Mr. L. Brown 437-2702	8900 NW 35 th Lane Suite 150	
Property Book (Supply) SGT DeLaPaz 437-2824	8900 NW 35 th Lane Suite 150	
Army Contracting Agency (Government Impact Card) Mrs. Turner 437-2661 or Ms. Emiliani 437-2669	Codina Bldg 8300 NW 33 Street, Suite 110D, Room 27	
Turn in office keys Ms. Gisella Bibbo 437-1700	Codina Bldg 8300 nw 33 St, Ste 110D	
Information Technology Office/ITO (Turn in Laptops, Cell Phones, Passwords, STEMS) Mr. R. Williams 437-2721	Codina Bldg 8300 NW 33 Street Suite 110D, Room	
Supervisory Exit Interview	Supervisor/Director	
Civilian Payroll (Turn in Government Travel Card, DFAS related issues) Mrs. Melvin 437-2643	Codina Bldg 8300 NW 33 Street Suite 110C, Room 3	
Civilian Personnel Advisory Center/CPAC (PPP Registration, Benefit Info) Mr. Mulvihill 437-2659	Codina Bldg 8300 NW 33 Street Suite 110C, Room 4	
HR/Organizational Resources (Civilian ID/CAC, employee accountability) Mrs. V. Hill 437-2728 LAST STOP	Codina Bldg 8300 NW 33 Street Suite 110D, Room 34	

Army has developed a confidential exit survey to study the reasons why people leave Army service voluntarily. It is requested that you complete this brief, voluntary survey, which is available at <http://cpol.army.mil/library/survey/exitsurvey>.
Other comments, if any:

I have cleared all items/offices indicated, turned in all property and documents for which I am responsible.

I have read or been provided a copy of the below post employment conduct restriction. I also understand that if I have additional questions concerning post employment conduct restrictions, I may contact the Ethics Officer at 437-1734. Rules affecting a new job offer after DoD for civilian employees below the Executive Service level:
http://www.defenselink.mil/dodgc/defense_ethics/resource_library/rules1.doc

Type of Separation:

Retirement Resignation Transfer Expiration of Appointment Other: LWOP

New Agency:

SIGNATURE OF EMPLOYEE

DATE