

US ARMY GARRISON – MIAMI OUT-PROCESSING CHECKLIST

THANK YOU FOR YOUR SERVICE TO THE USAG-M & USSOUTHCOM!

PLEASE COMPLETE OUR OUT-PROCESSING CHECKLIST TO TURN-IN ALL EQUIPMENT/BADGES & PAPERWORK.

(Please be sure this form is initialed and dated at each step.)

LAST NAME:	FIRST NAME:
ORGANIZATION:	LAST WORKDAY: _____
FORWARDING ADDRESS (Street, City, State & Zip Code):	

Directions: This checklist is designed to assist USAG-M employees in clearing U.S. Army Garrison-Miami when transferring, separating, or retiring. When out processing, civilian employees are in duty status. Items that do not apply should be annotated as "NA". When all stops have been initialed and dated, the out-processing employee is requested to **return the original checklist to your supervisor for RPA documentation. Employee is advised to and keep a copy.**

STEP	ACTIVITY	WHERE	POC	INITIALS AND DATE
1	Obtain Copy of Checklist from one of the following: your supervisor, the Workforce Development Office RM 2056, or the Workforce Development Website			
2	(Check One) Retirement: ___ Resignation: ___ Expiration of Appointment: ___ LWOP: ___ Transfer: ___ New Agency _____ Other: _____			
3	Army has developed a confidential exit survey to study the reasons why people leave Army service voluntarily. Please complete this brief, voluntary survey, available at http://cpol.army.mil/library/survey/exitsurvey . Provide Other comments, if any:			
4	TO BE COMPLETED IF YOU ARE SEPARATING FROM EMPLOYMENT WITH THE DEPARTMENT OF DEFENSE: I have read the below the " Post-Government Service Employment Restrictions For Military Personnel E-1 Through O-6 And Civilian Personnel Paid At Or Below ES-4, Or Equivalent" located at: http://www.defenselink.mil/dodgc/defense_ethics/resource_library/rules1.doc . I have understand if I have additional questions concerning post employment conduct restrictions, I may contact the Ethics Officer at 437-1734. IF YOU ARE NOT LEAVING DOD, CHECK THE BOX BELOW, INITIAL AND DATE AT THE LEFT. <input type="checkbox"/> This requirement does not apply to me as I am not leaving employment with the Department of Defense			
5	ASA LAN/Telephone Account	HQ SOUTHCOM, Help Desk	SOUTHCOM Bldg	
6	Defense Travel System Account	9301 NW 33 TH Street Room# A1099 or B1024	Julia Mitchell 305/437-0739	
7	Property Book (Warehouse)	8900 NW 35 th Lane Suite 150	Larry Brown 305/437-2702	
8	Property Book (Supply)	8900 NW 35 th Lane Suite 150	Able Dela Paz 305/437-2824	
9	Army Contracting Agency (Government Impact Card)	Services Building, Room 1029 (Behind the Gym)	Joseph Chun 305/473-2681	
10	IT Equipment (Turn in Laptops, Cell Phones,	Services Building, Second Floor, Room E2097	Alex Martinez 305/437-1431	
11	AF Civilian Payroll (Turn in Government Travel Card, DFAS related issues)	Services Building, Second Floor, Room E2028	Carlos Rodriguez, CSR, 305/437- 2643	

STEP	ACTIVITY	WHERE	POC	INITIALS AND DATE
13	NAF Financial Management Office	Services Building, Second Floor, Room E2114	Marisol Archibold, 305/437-1144	
14	AF Civilian Manpower Office Remove form USAG-Miami manpower roles	Services Building, Second Floor, Room E2028	Margarita Rosado 305/437-1432	
15	Civilian Personnel Advisory Center (CPAC) (PPP Registration, Benefit Info)	Services Building, First Floor, Room B1025	Dell Cooper, 305/437-0636 Jacksonville CPAC	
16	DEERS/Civilian ID/CAC	Services Building, First Floor, Customer Reception Area Room A1102-ID DEERS Window, Hours of Operation, Mon-Thurs 0730-1500; Fri 0730-1200, Closed for lunch 1200-1300 daily	Eric Munroe & Ester Rodriguez 305/437-2718	
17	Security Division (Turn in Security Badge)	Services Building, First Floor, Room 1001A (IN Foyer of Services Bldg)	Jonathan Machado, Security Badge Office 305/437-2200	
18	Directorate of Emergency Services, Security De-brief	Services Building, First Floor, Room A1009	Alfredo Richards, Personnel Security Office 305/437-1310	
19	Inform Time Keeper of last day on roles including leave.	Directorate	Directorate/Office Time Keeper	
20	Turn in office keys	Directorate	Key Control POC	
21	Place in "departed" status in SCEMS	Clear SCEMS	Directorate SCEMS POC	
22	Supervisory Exit Interview	Directorate/Office	Current Supervisor	
23	Departing Employee, Sign and turn in this Document your supervisor to be used as documentation for RPA	Director/Supervisors Office	Current Supervisor	
SIGNATURE OF EMPLOYEE				DATE