

**CIVILIAN OUTPROCESSING CHECKLIST**

**NAME:**

**ORGANIZATION:**

**LAST WORKDAY:**

**FORWARDING ADDRESS:**

This checklist is designed to assist civilian employees in clearing Fort Gordon when transferring, separating, or retiring. Employees are in duty status when out-processing. Employees should annotate any item that is not applicable. Turn in completed checklist to your supervisor. Supervisors should maintain completed form in the Employee Work Folder.

ACTIVITY	WHERE	SIGNATURE AND DATE
Clear Technical and General Library (Applicable to all employees leaving Ft Gordon)	Bldg 33500, Woodworth Library	
Clear Property Book (Applicable to hand receipt holders leaving Ft Gordon)	Bldg 2212	
Clear TSC Property Book (Applicable to hand receipt holders leaving Ft Gordon)	Bldg 15303 – 791-7241	
DES Admin/Clear Admin Office	Bldg 33720, 1 <sup>st</sup> Floor, MP Police Admin	
Security Debriefing	Contact Activity Security Officer/Bldg 33720, Room 307	
Supervisory Exit Interview (applicable to all employees leaving Ft Gordon)	Contact your supervisor	
Turn in office keys	Contact Activity Key Control Officer	
Turn in Government Credit Cards (AMEX, IMPAC and clear outstanding travel vouchers).	Contact your Activity POC / Post Travel Card POC *	
Out-processing – including action to delete USERIDs/passwords, etc	NETCOM, Bldg 34500	
ACS/IMWR (Applicable to all employees going overseas.)	ACS, Bldg 33720, Room 172	
Occupational Health Exit Physicals <b>(Fire Fighters Only)</b>	Bldg 300, EAMC, 2 <sup>nd</sup> Floor	
Turn-in Civilian ID Card (Applicable to all employees separating from federal service/transferring to non DOD agency )	ID Cards, Bldg 33720, Room 161	
Benefit Counseling for employees separating from federal service (e.g., PPP, Health and Life Insurance, refund of retirement deduction, unemployment compensation.) <b>This is your last stop.</b>	CPAC, Bldg 33720, Room 209	

Army has developed a confidential exit survey to study the reasons why people leave Army service voluntarily. It is requested that you take 5 minutes to complete this survey, which is available at <http://www.cpol.army.mil/survey/exitsurvey/survey.html>

I have cleared all items/offices indicated, turned in all property and documents for which I am responsible and was counseled on all items listed above.

**SIGNATURE OF EMPLOYEE**

**DATE**

\* Post Government Travel Credit Card POC's on next page.

## **Post Government Travel Credit Card Point of Contact**

**All Travel Card Holders must out-process with their activity/command POC listed below:**

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Garrison RMO:	Karen Sue Baker, Room 364 Darling Hall
TRADOC/Senior Mission Cdr:	Leroy Griffin, Room 510 Signal Towers
DDEAMC:	Liz Shelt, Bldg 319, RMD
DMPO:	Maria Rivera, Darling Hall, Room 330
OEMTD 73D Ord Bn:	Rita Plantamura, Bldg 29815
93d Sig Bde:	Linda Wolfgram, Bldg. 25526, Room 212
513 <sup>th</sup> MI Bde:	CPT Rosalyn Reese, Bldg 21718, RMO
116 <sup>th</sup> MI GP/NSA/CSS GA	Nancy Nunley, Bldg 21720, Room 125
Navy	Shakela Mendenhall, Bldg. 28423, 537 Brainard Ave
AF RSOC	SSG Tiffany Jones-Phillips, Bldg 28423
Det 1, 338 <sup>th</sup> Tng Sq AF	SSG Joshua Wright, Bldg 21401