

**PERSONNEL AND EMPLOYMENT SERVICE  
EXIT INTERVIEW AND CLEARANCE PROCESSING FORM**

**PRIVACY ACT STATEMENT (5 U.S.C. 552A)** Executive Order 9397 (Authorized collection of the Social Security Number.) The Principal Purpose is to expedite the out-processing of individuals from Federal employment. **DISCLOSURE is VOLUNTARY**, but failure to disclose may delay or prevent the proper processing of actions necessary to out-process the employee from federal service and process benefits the employee may be entitled to under Federal Law.

**INSTRUCTIONS:** All employees must complete this form before departing the agency.  
**RESPONSIBILITY:** It is the responsibility of the employee's supervisor to make sure the employee has completed this form. It is the responsibility of the employee to properly check out each of the designated areas noted below.

<b>Name:</b>	<b>SSN( last four):</b>	<b>Separation Date:</b>
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<b>Current Organization:</b>	<b>Forwarding Address:</b>
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**New Duty Station:**

**Check One:**  Resignation       Retirement       Termination       Transfer to another Agency or Army

	<b>Initial</b>	<b>Date</b>
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**A. Supervisory Clearance: Supervisor will be the last point cleared PRIOR to CPAC-sign on Page 2**

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|---|--|--|
| 1. Keys (Office, Desk, Files)   |  |  |
| 2. Timecard   |  |  |
| 3. Performance Appraisal  |  |  |
| 4. Cell Phone/Telephone/Password/Voice Mail                                       |  |  |
| 5. Mailroom signature card  |  |  |
| 6. Financial Disclosure and/or Contract Officer Representative, if applicable     |  |  |
| 7. Building Badge   |  |  |
| 8. Security Termination Briefing Accomplished/ Classified Material Accounted for. |  |  |

**B. Security- Garrison – DPTMS, 4551 Llewellyn Ave, 1<sup>st</sup> Floor, Garrison HQs  
(Signature of Security Mgr. Transfer of Classified Information Nondisclosure Agreement)**

**Security – Tenants:** See your Security Officer

**C. Finance DRM (Monday-Thursday Only) 4215 Roberts Ave, Wing C, 2<sup>nd</sup> Floor  
NOTE: For CID, 1st Army, MEPS, Claims Svc, Public Health Command, PAO Proponent & 55<sup>th</sup> Signal, use your Payroll CSR.**

- |                           |  |  |
|---------------------------|--|--|
| 1. Payroll/Indebtedness   |  |  |
| 2. RMO                    |  |  |
| a. Travel Advance         |  |  |
| b. Government Travel Card |  |  |
| c. Mass Transit Pass      |  |  |

**D. Visitor Control Center (Demps VCC) 902 Reece Road**

**E. Computer/Network Access – NEC, Bldg 1978, off Rt 175 by Vet Clinic and Sarah's House  
NOTE: If your activity does not use NEC have your internal IT initial and date**

**F. Exceptional Family Program (ACS) – 830 Chisholm Avenue (inside ACS building) – if applicable**

**G. Union (if Member of Union) – if applicable**

**H. Library – if applicable**

**I. Credit Union – if applicable**

**J. DA ID/CAC Card - 2234 Huber Road (Turn in at the front desk by Transportation Office)  
(If Army to Army retain CAC)**

**K. Occupational Health – Behind KACC – 2472 5<sup>th</sup> Street  
(Between Wilson Street and Ernie Pyle)**

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Name:	Initial	Date
<b>L. DOL- Property Accountability—4216 Roberts Ave, 3rd Floor (If Tenant Activity Supvr can sign)</b>		
1. Property Book Officer		
2. Hand Receipt Holder		
3. Report of Survey Pending		
<b>M. MICC, DOC – Contracting – 4215 Roberts Avenue, Wing C, 1<sup>st</sup> Floor</b>		
1. See Purchase Card and Approval Billing Official		
<b>N. Safety – Only if you have borrowed any of their equipment – 4216 Roberts Ave, 3rd Floor</b>		
<b>O. Civilian Personnel Advisory Center (CPAC) 4432 Llewellyn Avenue</b>		
1. Information about benefits if needed		
2. SF 8 – (Unemployment Compensation) if going on LWOP, retiring or resigning		

**ADDITIONAL QUESTIONS**

	YES	NO
1. Civilian ID Card (CAC) returned?		
2. Employee has completed Web Based Exit Survey: <a href="http://WWW.CPOL.ARMY.MIL/LIBRARY/SURVEY/EXITSURVEY">WWW.CPOL.ARMY.MIL/LIBRARY/SURVEY/EXITSURVEY</a>		
3. Are you going to work for a government contractor?		

**SIGNATURES**

Supervisor's Signature:	Date:
Employee's Signature:	Date:
Personnel Signature:	Date: ?

**NOTE: According to FGGM Reg 600-11 it states, "The supervisor will be the last point cleared, prior to CPAC, and is responsible for ensuring all appropriate places are cleared. Their signature indicates they have reviewed this form and have ensured the proper clearing by the employee."**

**Once CPAC has signed, a copy is given to the employee to return to their supervisor.**