

PERSONNEL AND EMPLOYMENT SERVICE
EXIT INTERVIEW AND CLEARANCE PROCESSING FORM

Name:	Initial	Date
L. Sustainment Cmd Log-DOL- Property Accountability-8501 Simonds Street, 2nd Floor, Rm 203		
1. Property Book Officer (If Tenant - Supervisor can initial all)		
2. Hand Receipt Holder		
3. Report of Survey Pending		
M. MICC, DOC – Contracting – 4215 Roberts Avenue, Wing C, 1st Floor		
1. See Purchase Card and Approval Billing Official (If Tenant - Supervisor can initial)		
N. Safety – Only if you have borrowed any of their equipment – 8501 Simonds Street, 2nd Floor		
O. Civilian Personnel Advisory Center (CPAC) 4432 Llewellyn Avenue		
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: WWW.CPOL.ARMY.MIL/LIBRARY/SURVEY/EXITSURVEY		
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 CPAC will be the last point cleared. The supervisor must sign and is responsible for ensuring all appropriate places are cleared before outprocessing from the CPAC. 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.