

## OUTPROCESSING - LWOP or LWOP-US

---

Name: \_\_\_\_\_

Date of LWOP: \_\_\_\_\_

Organizational/Office Symbol: \_\_\_\_\_

Leave Reason: \_\_\_\_\_

Supervisor and Phone#: \_\_\_\_\_

**Civilian Personnel Office:** Pre Clearance briefing (At least 2 weeks before departure)

Military Retiree or Family Member? Yes or No

Benefits

CSRS / FERS / Social Security

TSP: Yes or No

FEGLI: Basic / A / Bx\_\_\_\_ / Cx\_\_\_\_

FEHB: \_\_\_\_\_

- For Regular LWOP, provide handout “Benefits Summary for Employees on Leave without Pay” from BEST/myPers web page. Have employee acknowledge receipt of FEH Nonpay status Election Form by signing here: \_\_\_\_\_  
Advise Employee to read the document, complete the election form and fax to BEST at DSN 665-2936 or commercial 210-565-2936. TSP Loan information is in the packet as well.
- For LWOP-US, provide handout “Information for Employees Entering Military Active Duty” from BEST/MyPers web page. Have employee acknowledge receipt by signing here: \_\_\_\_\_  
Staple a copy of the receipt to this checklist. Remind employee to provide completed checklist and a copy of orders to us. We will fax to BEST and also use the information to prepare the RPA. TSP Loan information is in the packet as well.
- Complete LWOP RPA and, if appropriate, resignation RPA. Obtain employee signatures. Forward LWOP RPA (electronic) to AFPC: suspense resignation RPA for later processing if necessary (send it electronically no earlier than 30 days before effective date and fax hard copy of resignation RPA to servicing team). Add note to Resignation RPA: “if processed, see resignation out processing for forms to send employee.”
- Check OPF for current transportation or continuation of service agreement
- Have you ever had any Air Force ID Cards issued to your family members based on your civilian employment? (If so, gather up for turn-in when you clear Security Forces on your last day)
- See Military Spouse Preference if appropriate. Various documents at cpo/staffing for military spouse.

19FSS/FSMC  
1255 Vandenberg Blvd., Ste 227  
Little Rock AFB, AR 72099-5052  
501-987-3212

- Remind employee of the prohibition of terminal leave (AFI 36-815 (5 Sep 02), 2.4.2, .4 and ,5)
  - A supervisor may not grant an employee annual leave when the supervisor knows that the employee will not return from the leave of absence to federal service, except when the employee takes annual leave prior to separation but is present for, and performs duty on the last administrative workday or substantially works all of the final pay period except for a few hours on the last work day.

**Education Center, Bldg 1490 (987-8893):** If your record is clear on education-related matters, they will prepare a letter for you to pick up or will e-mail it to you.

**Medical Group (Bldg 1090, 1<sup>st</sup> floor):** If you are in the Occupational Health program please go to the front desk of family practice and request your Employee Medical Folder (paper/electronic) from Outpatient Records.

**Logistics Readiness Squadron (Bldg 450):** Call LRS Customer Service at 987-6639/6620. They will advise you of any clearances you need from them and prepare a clearance letter for you to pick up.

**Bring the LRS letter with you on your final visit to the Civilian Personnel Office!**

**Government Purchase Card (GPC):** Contact the GPC coordinator at the 19<sup>th</sup> Contracting squadron, building 642, 987-3850 who will advise you of any clearance you need and send you an e0mail confirming your clearance.

**Bring a copy of the e-mail with you on your final visit to the Civilian Personnel Office!**

**Civil Engineer Squadron (Bldg 536, CE Customer Service Area):** Walk in between 0700-1600

**Library (Building 976, 987-6979, [library@littlerock.af.mil](mailto:library@littlerock.af.mil)):** Call, visit or e-mail to insure no outstanding fines for books due. The library will tell you how to record their clearance on this form.

**NAF Accounting (Bldg 1255, RM 200):** Must do in person. Bring in ID. Ensure there are no outstanding club dues or fees. Please be advised that NAF Accounting closes at noon on Fridays.

**Finance Customer Service (Bldg 1255, sign in Lobby):** File final outstanding travel vouchers if necessary. Sign Incomplete Transportation Agreement Forms.

**Duty Section:**

Unit Property Custodian

Unit Computer Workgroup Manager for Changes to E-mail account, Clearance with Comm Sq.

Unit Security Manager; to transfer or update JPas status

Unit Program Coordinator/commanders support staff/admin/secretary to get clearance for government travel card/defense travel systems

Unit Billing Official

ADPE Manager or Alternate

**Civilian Pay:** Call 987-2523 for counseling on your pay and other instructions for clearing.

## OUTPROCESSING - LWOP or LWOP-US

---

### LAST DAY!

#### Duty Section:

**Timekeeper/Supervisor:** Finalize time sheet if not already done

**Supervisor:** turn in keys. Retrieve your employee performance folder (FPF)/Supervisor Work File. The EPF should include the four most recent annual appraisals and the performance plan (core document) on which the last annual appraisal was based. Employee may hand carry the EPF to Civilian Personnel Office.

#### Security Forces Pass and Registration (Building 481, Room 100):

Turn in USAF restricted area badge (AF Form 1199).

Turn in Department of the Air Force Civilian ID card of all family members.

**Civilian Pay (Building 1255, DO NOT SIGN IN AT KIOSK):** Final clearance as instructed based on your counseling with civilian pay as shown above.

### LAST STOP!

#### Civilian Personnel Office (Building 1255, suite 227):

Turn in employee Common Access Card (CAC) to CPO representative. \_\_\_\_\_

Employee Performance File/Supervisor's Work File and the employee's medical folder will be collected. \_\_\_\_\_

Employee has the right to apply for unemployment and can be provided SF-8. The State of Arkansas will determine eligibility. \_\_\_\_\_

Provide copy of out-processing checklist to employee and advise employee to stay in touch.

Forwarding Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Employees Signature/Date: \_\_\_\_\_

CPO Signature/Date: \_\_\_\_\_

19FSS/FSMC  
1255 Vandenberg Blvd., Ste 227  
Little Rock AFB, AR 72099-5052  
501-987-3212

## **Notice to Separated Employees-Retention of Personnel and Medical Folders**

Long-term records documenting your Federal career are stored in the Official Personnel Folder. You received copies of these records when they were created. The Air Force Personnel Center will send your Official Personnel Folder to the National Personnel Records Center for storage, normally within 120 days of your separation. The National Personnel Records Center retains the folders for 65 years after separation. If you want to request copies you must do so in writing and include the following:

- Full name (names) used while employed
- Social security number
- DOB
- Year of separation and last employing agency

Since 1984 the Employee Medical Folder has been used to store long-term occupational medical records, if any that were created during your Federal career. These records do not include records on claims filed under the Federal Employees' Compensation Act. There may not be an Employee Medical Folder for you. If there are long-term occupational medical records (your blue Medical folder), the local Civilian Personnel Flight will send the Employee Medical Folder to the National Personnel Records Center. The National Personnel Records Center retains these Folders for 30 years after separation.

NATIONAL PERSONNEL RECORDS CENTER (NPRC)  
Civilian Personnel Records  
1411 Boulder Boulevard  
Valmeyer, IL 62295