

OUTPROCESSING - RESIGNATION / END OF APPOINTMENT

Name: _____

Date of Resignation/End of Appointment: _____

Organization/Office Symbol: _____

Reason for Separation: _____

Supervisor and Phone Number: _____

Mailing Address: _____

Civilian Personnel Office: Pre-clearance briefing (Approximately 2 weeks before departure)

- Did Employee's family members receive a dependent ID card (Civilian Dependent)? _____
- Check OPF to see if employee has current transportation or continuation of service agreement. _____
- Are you interested in Temporary Continuation of Coverage under the FEHB? If so, go to OPM website to see TCC under the FEHB Program (Form RI 79-27) or refer to OPM website at <http://www.opm.gov/insure/health/tcc> and search for RI 79-27 _____
- Inquire about TSP contributions and intent (withdraws, buy annuity, leave it, etc.). Refer employee to BEST, the TSP Service Office or Thrift Line or the TSP website for questions. If employee would like TSP withdrawal information they can obtain information via tsp.gov (TSP booklet, TSPBK02) and let employee know that the last page has a listing of forms
- If employee desires to apply for a refund of retirement contributions: provide SF-2802 CSRS or SF-3106 FERS. Employee's questions can be referred to BEST.
- Are you considering converting your life insurance (FEGLI) to a private company? Provide the employee with BEST's Benefits of Summary for Separating if requested. BEST can be contacted for an SF-2821, Agency Certification of insurance Status.
- If employee answers yes to the following questions (or needs more information about what the question means), employee should immediately contact BEST for assistance at 1-800-525-0102 on the last administrative workday.

Jacksonville/Little Rock AFB University (Education) Center (Building 1490): Call 987-8893 _____

Medical Group (Building 1090, 1st 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. _____

Government Purchase Card (GPC): Contact the GPC Coordinator in the 19th Contracting Squadron, Building 642, 987-6681, who will advise you of any clearances you need and send you an e-mail confirming your clearance.

Library (Building 976, 987-6979)_____

NAF Accounting (Building 1255, Room 200): Must be in person- bring ID. Ensure that there are no outstanding club dues or fees. Turn in your club card if terminating membership. Please be advised that NAF Accounting closes at noon on Fridays. _____

Finance Customer Service (Building 1255, sign in at the Lobby): File final outstanding travel vouchers if necessary. Sign incomplete transportation agreement forms. _____

LAST DAY: Duty Section:

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

Supervisor: Turn in keys, etc. _____

Employee Performance File: Civilian Personnel will retrieve the employee performance folder (EPF)/Supervisor Work File from the supervisor. _____

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. _____

LAST STOP:

Mandatory: Civilian Pay (Building 1255, SIGN IN AT KIOSK): Final clearance as instructed based on your counseling with civilian pay. _____

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 TSP forms or booklets, if employee requests. If the employee chooses to withdraw remind employee to wait about 2 weeks for separation date to flow to TSP. _____

Provide copy of out-processing checklist to employee.

Address: _____

Phone number: _____

Email address: _____

Employees Signature/Date: _____

CPO Signature/Date: _____

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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

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