

# OUTPROCESSING: Transfer to Another Agency or PCS w/in USAF

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

Date of Transfer or PCS: \_\_\_\_\_

Organization/Office Symbol: \_\_\_\_\_

Supervisor and phone #: \_\_\_\_\_

Gaining Unit: \_\_\_\_\_

POC in gaining personnel office (name/phone #/email): \_\_\_\_\_

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

1. Check OPF to see if you have current transportation or continuation of service agreement \_\_\_\_\_.
2. Have you ever had any Air Force ID cards issued to your family members based on your civilian employment? (If so, gather them/turn-in when you clear the CPO on your last day) \_\_\_\_\_
3. If on or after 1 Jan but before annual appraisal is completed, notify supervisor of responsibilities for annual appraisals and employee eligibility for award. Coordinate retention of records necessary for this. Establish internal CPO suspense for follow-up during appraisal/award process. \_\_\_\_\_

**Logistics Readiness Squadron (Building 450):** Call LRS Customer Service at 987-6639/6620. They will advise you on 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 Flight!*** \_\_\_\_\_

**Government Purchase Card (GPC):** Claudette Barbee, The GPC Coordinator in the 19<sup>th</sup> Contracting Squadron, Building 642, 987-3850 who will advise you of any clearances you need and send you're an e-mail confirming your clearance. \_\_\_\_\_

**Library (Building 973, 987-6979, [library@littlerock.af.mil](mailto:library@littlerock.af.mil)):** Call, visit or email to insure you have no outstanding fines or books due. The library will tell you how to record their clearance on this form. \_\_\_\_\_

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

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

## LAST DAY:

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

**Supervisor:** turn in keys. \_\_\_\_\_

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

**Medical Group (Building 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. \_\_\_\_\_

**Security Forces Pass and Registration (Building 481, Room 100):**  
Turn in USAF restricted area badge (AF Form 1199). \_\_\_\_\_

**Military Personnel Section (MPS) Customer Service Unit:** If you are remaining in the Air Force, the MPS should change your organizational data in the automated system. This will allow you to keep your existing Common Access Card (CAC). Check with your gaining personnel office when you arrive at your new base to be sure your CAC is still valid. \_\_\_\_\_

**Civilian Pay (Building 1255, DO NOT SIGN IN AT KIOSK):** Call 987-2523 for counseling on your pay and other instructions for clearing. \_\_\_\_\_

## LAST STOP:

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

If you are leaving Air Force, you will turn in your CAC to Civilian Personnel. \_\_\_\_\_

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

You may request a copy of the finished out-processing checklist.

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

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

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

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

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

Filing instructions for CPO: Keep out-processing checklist with employee's EPF until we get notice to send EPF from the gaining Unit. Then file Checklist.