



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)

LITTLE ROCK AIR FORCE BASE, ARKANSAS

MEMORANDUM FOR DEPARTING APF CIVILIAN EMPLOYEES

FROM: 19 FSS/FSCA

SUBJECT: Clearing CPO- Out-processing for Absent US

1. If you are leaving your job at Little Rock Air Force Base there are a few things you can do for a smooth transition:

a. Check with your unit Commander's Support Staff for instructions on clearing the squadron; i.e., turning in issued keys, squadron security manager, squadron computer monitor, resource advisor if you a government travel card, signing over equipment and/or completing performance reports for which you were responsible. There are also various organizations on base that may need to see you depending on what duties you were assigned at LRAFB.

b. Please provide the following items in order for our office to initiate a Absent-US personnel action:

1. Original Orders
2. Amended Orders
3. Signed SF-52
4. LWOP checklist from myFSS:

Login to myFSS and search: Checklist for Employees Entering Extended Military Active Duty. Create a Request

2. **SPECIAL NOTE:** It is mandatory for you to work on your last day.

//SIGNED//

SHERI S. ALLEN, GS-12, DAF
Civilian Personnel Officer