

OUTPROCESSING - RETIREMENT

Name: _____

Date of Retirement: _____ Last work Day: _____

Organization/Office : _____ Supervisor & Phone number: _____

Civilian Personnel Flight: Pre-clearance briefing (at least 2 weeks before departure)

- Remind employee of the prohibition on 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.
- Check OPF for current transportation or continuation of service agreement

Government Purchase Card (GPC): Contact the GPC coordinator at the 19th 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!

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. _____.

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). _____.

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

Turn in Department of the Air Force Civilian ID card of all family members. New ones can be issued at that time. _____.

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 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.

Forwarding Address: _____

Phone Number: _____

Email: _____

Employees Signature/Date: _____

CPO Signature/Date: _____

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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

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