

DoDEA PACIFIC PERSONNEL CENTER OUT-PROCESSING CHECKLIST

Name		SSN	
Series/Grade		Division	
Checkout Date		New Employer	
Reason for Departure		Forwarding Address	

I CERTIFY THAT: (Please have each division's POC initial & date each blank upon completion of task)

A. I have accomplished the following clearances prior to departure from the area:

	INTERNAL CLEARANCES (PACIFIC OPERATIONS & SUPPORT)	INITIAL	DATE
	Pacific Personnel Center - POC: (Your HR Servicing Specialist)		
1	A. ID Card Current		
	B. Passport Current		
	C. Terminate LQA (if applicable) - https://webapps.dodea.edu/Daps/index.cfm		
	D. Terminate Post Allowance - https://webapps.dodea.edu/Daps/index.cfm		
	E. Submit TQSA Documents - https://webapps.dodea.edu/Daps/index.cfm		
	F. Change of Address Form		
	G. Submit Advance Pay Request (if applicable)		
	Security - POC:		
2	A. Return Building Keys and ID Badge		
	Logistic Division - POC:		
3	A. If Hand Receipt Holder, Remove from Record (Supervisors)		
	Procurement Division - POC:		
4	A. Must sign Termination form and send to A/OPC (if applicable)		
	Resource Management Division - POC:		
5	A. Transfer or Cancel Government Travel Card (if applicable)		
	Pacific Deputy Director's Office - POC:		
6	A. Outprocessing (if applicable)		
7	School Timekeeper		
8	ITT Division (terminate email account) - POC:		

	EXTERNAL CLEARANCES	INITIAL	DATE
1	Vehicle Registration - Deregister POV		
2	Library (if applicable)		
3	Post Office - Terminate Mail Box and File Change of Address Card		
4	Housing Office		
5	Medical Clinic, Records Section (Hand-Carry Medical Records with you)		
6	Telephone Customer Service/ Telephone Billing		
7	Television Cable Company (if applicable)		
8	School Records (if applicable)		
9	Local Banking (i.e. Community Bank)		

B. I have no outstanding debts in this area, either personal (such as maids/seamstress) or official (telephone, military clubs, etc.).

Employee's Signature/ Date

C. I have no unauthorized Government property in my possession.

Employee's Signature/ Date

Division Chief's Signature/ Date