



# U.S. Army Center for Initial Military Training Out-Processing Checklist

(January 2020)

EMPLOYEE NAME:		REPORT DATE:	
POSITION:		SERIES/GRADE:	
DIRECTORATE:		DIVISION:	
OFFICE/CUBICLE LOCATION:		PHONE:	
AKO ADDRESS:			
ITEM	ACTION	POC	INITIAL
<b>CIMT Time and Attendance System (Civ)</b>	See your supervisor to ensure Time and Attendance information is finalized for your last pay period with CIMT. Clear employee from ATAAPS.	<b>Supervisor &amp; G1</b>	
<b>DPMAP (Civ)</b>	Ratees who leave their positions to accept other Federal positions after completing at least 120 days under approved performance plans should receive special close out evaluation. Employees leaving their current position within 120 days from the end of the annual rating period will receive an annual evaluation. <b><i>Not required for retiring employees.</i></b>	<b>Supervisor</b>	
<b>Evaluation (Mil)</b>	Military evaluation is complete, signed, and submitted PRIOR to Soldier last duty day at CIMT. Raters required to confirm prior to clearing. Rater Name: _____ Rater Signature: _____	<b>Rater &amp; G1</b>	
<b>Award (Mil and Civ)</b>	Recommended award complete and presented. If still processing through higher HQ, valid forwarding address on hand. If no award given, supervisor will confirm below. Supervisor Name: _____ Supervisor Signature: _____	<b>G1</b>	
<b>Military Records</b>	All military personnel records maintained by USACIMT returned to Soldier prior to departure.	<b>G1</b>	
<b>Defense Travel System (Mil/Civ)</b>	Verify all travel vouchers have been submitted for travel during your tenure with CIMT. Ensure debts paid and cardholder is in good standing. Reduce all permission levels to zero, revoke DD Form 577 DTS appointment, and detach individual in DTS from organization.	<b>G8</b>	
<b>Defense Travel Card (Mil/Civ)</b>	Travel cards move with you to your new Army duty station. Employees resigning/retiring or moving to another Agency will need to turn in the card for cancellation of your account. See G-1/4/8 for assistance.	<b>G8</b>	

ITEM	ACTION	POC	INITIAL
<b>Government Purchase Card (Mil/Civ)</b>	Government Purchase Cards must be destroyed upon ETS (military) or departure (civilian) from the organization. Ensure all final transactions/documentation have been completed.	<b>G4/G8</b>	
<b>Key Control (Mil/Civ)</b>	Ensure any keys issued for the building or individual office have been turned in to key custodian. G-1/4/8 will confirm key belongs to assigned office and that furniture keys remain.	<b>G4</b>	
<b>Security Badge (Mil/Civ)</b>	Return your TRADOC Security Badge to Operations. <b>YOU WILL NOT BE ALLOWED TO CLEAR POST UNTIL THIS IS COMPLETE.</b>	<b>G3</b>	
<b>Security Clearance/Alert Roster (Mil/Civ)</b>	You will need to sign SF 312 prior to departure. The Security Officer will out-process you in JPAS. Operations will also remove you from CIMT Alert Roster.	<b>G3</b>	
<b>Hand Receipt - Computer (Mil/Civ)</b>	Turn-in cell phone, air cards, computer lock keys, or other special issue items.	<b>Directorate Hand Receipt Holder</b>	
<b>CIO Hand Receipt (Mil/Civ)</b>	Turn-in cell phone, air cards, computer lock keys, or other special issue items.	<b>CIO</b>	
<b>Ft Eustis Network Account Terminated (Mil/Civ)</b>	Local network accounts must be disabled prior to another installation giving you a local network account. Contact G-6 to have all local accounts disabled (e-mail, SharePoint and network accounts).	<b>G6</b>	
<b>AKO Account (Mil/Civ)</b>	Log into your AKO account and stop forwarding your AKO e-mail. Contact G-6 if you need assistance.	<b>G6</b>	
<b>Records Management (Mil/Civ)</b>	Review status of historical files and validate disposition (backup/deletion)	<b>G6</b>	
<b>Distribution Lists (Mil/Civ)</b>	Contact IMO to be removed from IMT distribution lists	<b>G6</b>	
<b>Housekeeping (Mil/Civ)</b>	Ensure all personal items have been removed from work area. Leave office/cubicle in good working condition with all trash removed and surfaces clean.	<b>Supervisor</b>	
<b>YOU WILL NOT BE ALLOWED TO CLEAR THE STB OR POST UNTIL ALL HAND RECEIPTS HAVE BEEN CLEARED AND ALL GOV'T EQUIPMENT HAS BEEN TURNED IN.</b>			
<b>CIMT Final Out</b>	<b>MANDATORY FINAL ACTION</b> Turn-in this Outprocessing Checklist along with any other actions required to G1. <b>YOU WILL BE PROVIDED WITH COPY OF THIS CHECKLIST IOT CLEAR THE STB. YOU WILL NOT BE ALLOWED TO CLEAR THE STB OR POST UNTIL THIS IS COMPLETE.</b>	<b>G1</b>	