

61 FSS NAF EMPLOYEE OUT-PROCESSING CHECKLIST

NAME (Last, First, MI):	OFFICE SYMBOL:
NATURE OF ACTION:	DATE:

SUPERVISORS: Dispose Supervisor Employee Work Folder (AF 971) as specified in AFMAN 34-310 section 2.7.3. Please ensure that all items listed below have been returned.

- Equipment, uniform, nametag.
- All keys
- Government Travel Card
- (Initial) I certify that I have changed the activities safe combination and have forwarded the applicable paperwork to Resource Management for filing in the Life of the Fund.
- All other Government Credit Cards
- *Supervisor's please forward eRPA to NAF Human Resources Office

SUPERVISOR SIGNATURE _____
DATE

COMMENTS:

ACTIVITIES: Please ensure that there are no open items for the employee listed above.

	BUILDING	FLOOR	SIGNATURE	DATE
CDC (FSFC)	281			
CLUB (FSCC)	270	1		
IT (FSR)	272	2		
NAF ACCOUNTING OFFICE (FSR)	272	2		
OUTDOOR RECREATION (FSCO)	229	1		
YOUTH CENTER (FSFY)	Ft. Mac			
SECURITY MANAGER	272	2		
TRAINING MANAGER	272	2		
AFGE	270	1,A1-101		

COMMENTS:

HUMAN RESOURCES: Please ensure that all items listed below have been returned.

- CAC Card Area Badge Separation Feedback Form

*If Regular, brief employee on all benefit options

	ENROLLED	WAIVED		ENROLLED	WAIVED	TERM FORM
Health /Dental Insurance			401(K)			
Life Insurance			NAF Retirement			
Provide SF-8 to EE				Process DCPDS		
Pull SF 1150-Leave Report				Mail OPF		

HRO REPRESENTATIVE _____
DATE

COMMENTS:

EMPLOYEE SIGNATURE _____
DATE



LOS ANGELES AIR FORCE BASE
FORCE
SUPPORT SQUADRON

SEPARATION INTERVIEW

Please answer the following questions with genuine honesty. This information will help management strive to make the 61st Force Support Squadron a great place. This form will not be filed in your official personnel records.

Employee Name: _____ **Position Title:** _____
Activity: _____ **PP-Ser-Gr:** _____
Supervisor: _____ **Pay Per Hour:** _____
Appointment Date: _____ **Separation Date:** _____

Reason for Separation:

How were your working conditions? *(Did you have the proper supplies, tools, training, etc., you needed to perform your duties? Were you treated fairly by your Supervisor?)*

What did you like most about your job?

What did you like least about your job?

Suggested improvements we could make to your job?

Would you consider working for the 61 FSS again?

SIGNATURE

DATE

We appreciate your comments and wish you luck in your future endeavors
61 FORCE SUPPORT SQUADRON
LOS ANGELES AIR FORCE BASE, CA