Outprocessing Requirements

GAFB Outprocessing steps:

1) Download the appropriate Out-processing Checklist: Civilian Employee Base Out-processing - Retirements & Separations or Out-processing Checklist - Transfers

2) Complete all areas of the checklist by visiting the offices listed on the checklist. For items that don't apply, mark N/A.

3) When complete go to the Go Goodfellow CPO page and select "Submit Service Ticket" and in the Reason for Request select "Outprocess". Ensure that in the Request Description area you provide your expected date of retirement/separation.

4) The assigned CPO representative will initiate an SF52 (retirement or separations only) for you and notify you when it is complete.

5) On your last day, bring your completed and signed Out-processing Checklist to the CPS in Bldg 3303, sign-out on roster, and turn-in your ID Card (Some transfers will retain ID Card).