OTC OUT-PROCESSING FORM

Rank/Name:	
Expected Departure Date:	Retirement/ETS Date (if applicable):
Gaining Unit:	Cell Phone:
Forwarding Address:	Civilian Email: Preferred Email ☐ Military Email: ☐
Have you submitted your final month's management report? Yes ☐ No ☐	Have you completed your evaluation (OER/NCOER)? Yes ☐ No ☐ Date of signature: _____
Have you submitted a final OER Support Form? Yes ☐ No ☐ Date of submission: _____	Have all pending cases been properly handed off? Yes ☐ No ☐ Is TDS or your State recommending an award? Yes ☐ No ☐

Have you settled all travel vouchers in DTS? Yes ☐ No ☐
Have you paid all outstanding balances on your government credit card? Yes ☐ No ☐

Has the State identified a replacement?

Yes ☐ Name of Replacement _____ No ☐

Has your replacement completed an in-processing form?

Yes ☐ No ☐

Have you returned the following equipment to OTC ☐ or TDS Supervisor ☐ ? Please check appropriate box.

Please identify the serial number of your equipment and tracking number if you have returned to OTC.

	SN:	Tracking No.
a. Laptop	_____	_____
b. Hotspot/Aircard	_____	_____
c. Blackberry	_____	_____

REMINDER:
Update your local domain, JAGCNET, GKO, DTS & Government Credit Card profiles/accounts once you leave TDS.

OTC USE ONLY	DATE
1. Did you update the roster?	☐
2. Did you revoke access to TDS reports?	☐
3. Did you complete automation clearing?	☐
4. Did you check for incomplete DTS documents?	☐
5. Did you revoke LOA access?	☐

Submit Completed Form

11 April 2017