



HNCX (PLATFORM ONE) OUT-PROCESSING CHECKLIST



NAME:	DATE OF DEPARTURE:
RANK/GRADE	OFFICE SYMBOL:
SUPERVISOR:	REASON OUT-PROCESSING:
** ALL PERSONNEL, INCLUDING PK, FM, COST, ETC., MUST OUT-PROCESS WITH P1 ** P1 ADMIN TEAM MUST SIGN-OFF ON THIS CHECKLIST PRIOR TO MEMBER BEING CLEARED TO DEPART P1	
OUT-PROCESSING REQUIREMENT	DATE/INT'L
EXIT INTERVIEW: (Mil, Gov't, and Resident pers only) Coordinate an exit interview with ML via his Exec Admin for scheduling. Angela Troutman (angela.troutman.1.ctr@us.af.mil)	
COMM EQUIPMENT RETURN: P1 ISSUED EQUIPMENT: All equipment issued by San Antonio NTI to include computer, headphones, stylus, monitors, etc., must be returned to them. If equipment was shipped, coordinate with the P1 Admin team to receive shipping label to have items returned. CCSD EQUIPMENT: All other Government laptops and cell phones will be returned to the CCSD/Comm Sq. Please coordinate with your ITEC Officer (Chris Coy)	
MM & CONFLUENCE ACCESS: If you have access to MM/Confluence/JIRA, notify the P1 Admin Office and your VS Admin to have your access removed. **Member must identify all platforms and levels of access you have in your email to the AFLCMC/HNCX Workflow.** <ul style="list-style-type: none"> • Examples include IL2/IL4 Confluence edit capabilities, • IL2 MM/Confluence Only etc. 	
ZOOM ACCOUNTS CANCELLATIONS: All personnel must notify the P1 Admin team (aflcmc.hncx.workflow@us.af.mil) of zoom account type so that it can be repurposed. **Specify whether you have a zoom basic or zoom pro**	
PARKING PASS: (IF APPLICABLE) return parking pass, or garage door opener, to NTI Admin office Alyssa Caballero	
BUILDING ACCESS BADGE: (IF APPLICABLE) Return building access badge to NTI Admin	
SCI DEBRIEF: GOVERNMENT PERSONNEL: contact HNCX security officer (Kenneth Magalong (kenneth.magalong@us.af.mil) or Gregory Turner (gregory.turner.3@us.af.mil) to schedule SCI Debrief. EPASS CONTRACTORS: Contact Rick Sauer to have A&AS SCI debrief scheduled (if applicable).	
REMOVE FROM DISTRO LIST: P1 Admin Team Coordinate with the P1 Admin team to be removed from distro lists (aflcmc.hncx.workflow@us.af.mil)	



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REMOVE FROM RECALL ROSTER: Coordinate with the P1 Admin team to be removed from the PNR.	
ALL PERSONNEL: All EPASS contractors, and Government personnel separating, retiring, must complete the HNC IT Out-Processing Checklist and send to HNC-IT TO Office (AFLCMC.HNC.TO.CyberSecurity@us.af.mil) for processing.	
CCAR REMOVAL: (IF APPLICABLE) IF YOU HAVE A CCAR	
CAC TURN IN: (<i>ACCOMPLISHED LAST DAY OF DUTY</i>) EPASS CONTRACTORS: CAC CARDS MAY BE RETURNED TO <ul style="list-style-type: none">• LAFB MPF, Bldg 5616, 1st Floor,• ID Card section at base of issuance	