

This Document contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties.

Civilian Pay Outprocessing Form

Today's Date: _____

Name: _____

*Type of Separation: _____

Date of Separation: _____

Being Placed on LWOP Status: Y/N

Completed DD 577 Termination for Certifier/Timekeeper: Y/N/NA

Unit Timekeeper Name/Signature: _____

Forwarding Address: _____

Outstanding Voucher **YES** or **NO**

If YES, please see one of our FM technicians to finalize your voucher and turn in your Government Travel Card (GTC) to your local APC if leaving permanently

Do you know your MyPay ID and Password **YES** or **NO**

**If NO, Please see one of our FM technicians to get your user ID and password. **

*Optional; however failure to fill out may affect leave and pay