

Instructions for Supervisors:

ALL NAF EMPLOYEES MUST OBTAIN CLEARANCE BY THEIR FINAL WORKDAY FROM EACH ACTIVITY LISTED BELOW. Employee must turn-in any Government ID or privilege cards issued by HRO in connection with their US NAF employment. For civilian component/self-sponsored employees, U.S. Forces Ration Card and 3rd AF Driving/Fuel Permit (White Card) must also be handed in. *Supervisors are responsible for clearing any employee who fails to do so.*

Employee Information

Name:		Position:	
Forwarding address:		Flex/Reg:	
FSS Activity:		Start Date/Pay:	
Supervisor:		Resignation Date/Pay:	

Responsible officials will sign and date in the appropriate spaces as evidence that the employee has discharged their obligations and responsibilities to the Federal Government.

-----**ALL EMPLOYEES (1 thru 5)**-----

1. Signature of Immediate Supervisor: _____

2. NAF Accounting Office – GPC CARD AND/OR P CARD : Email checklist to (Bldg 450, NAF Accounting)

3. Military Personnel Flight (MPF) – CAC CARD (Bldg 436, MPF Customer Service)

4. IT – E-MAIL: Email 100 FSS/IT Service Desk (100fss.ithelpdesk@us.af.mil) on last working day, where you are moving to, or permanently leaving employment (Bldg 450, Room 109)

5. 100 FSS/Human Resources Office – OUTPROCESS BENEFITS Turn it in to this office LAST (Bldg 460, Room 209)

** Item 2 and 4 can be completed via email**

-----**CIVILIAN COMPONENT/SELF SPONSORED EMPLOYEES (6 thru 15)**-----

6. Galaxy Club –CLUB CARD (Bldg 437, Cashier’s Cage)

7. AAFES Customer Service – STAR CARD (Bldg 163, BXtra)

9. Post Office– MAIL BOX (Bldg 172, Post Office)

10. Hospital Cashier Cage (RAF Lakenheath Bldg 932, Hospital Annex Administrative Building)

12. Library (Bldg 425)

13. Credit Union (Bldg 131, Keesler Federal Credit Union)

14. Community Bank (Bldg 436, Bank of America DOD Community Bank)

15. MPF – 3rd AF Driving/Fuel Permit (White Card) - (Bldg 436, MPF Customer Service)

16. CSS – U.S. Forces Ration Cards (Bldg 224, FSS Command Section)

Reasons for Leaving

If you are leaving due to Retirement, reason:

Took another position		Dissatisfaction with pay			Regular	
Personal needs		Dissatisfaction with type of work			Voluntary/Early	
Health reasons		Dissatisfaction with supervisor			Medical	
PCS/ERD		Dissatisfaction with co-workers				
Base Access Issues		Dissatisfaction with working conditions				
Education		Dissatisfaction with benefits				

Other details _____

Comments / Suggestions for Improvement

We are interested in what our employees have to say about their work experience with 100 FSS and specifically your activity.

What did you value the most about your squadron or activity? _____

What did you dislike about your squadron or activity? _____

How did you feel about the pay and benefits?	Excellent	Good	Fair	Poor	N/A
Rate of pay					
Paid holidays					
Paid annual leave					
Sick leave					
Health/Life Insurance					
Retirement/401K					

How did you feel about the following?	Satisfied	Neutral	Dissatisfied
Opportunity to use your abilities			
Recognition for your work			
Training you received			
Management style			
Opportunity to talk with supervisor			
Information on policies, programs, projects and problems			
Promotion policies and practices			
Discipline policies and practices			
Overtime policy and practices			
Tipping policies and practices			
Performance review policies and practices			
Physical working conditions			
Were your job responsibilities characterized correctly during the interview process and orientation?			
If you are taking another job, what kind of work will you be doing?			
What has your new employer offered you that is more attractive than your current job?			
The Force Support Squadron try's to be an employee oriented squadron in which employees experience positive morale and motivation. What is your experience of employee morale and motivation in the squadron?			
Other remarks (optional)			

Employee Signature _____

Date _____