OUTPROCESSING

1. UPDATE AMPS WITH CLOSEOUT DATE _____
2. UPDATE AMPS WITH FWD ADDRESS _____
3. SIGN MEMBER OFF FROM VMPF _____
4. FILE PAPERWORK IN "CLOSED BOX BY DATE" ACCORDIAN FOLDER _____

AT END OF EACH CLOSEOUT DAY

1. UPDATE FWD ADDRESS INTO "CLOSED EXCEL" SHEET _____
2. DELETE MEMBER FROM TRACKPAD _____
3. REMOVE NAMETAPE FROM THEIR BOX # _____
4. FWD LETTERS AND PACKAGES TO ADDRESS PROVIDED _____
5. CROSS OUT MEMBERS INFORMATION FROM 2262 _____
6. FILE 2262 IN "AVAILABLE BOX" FILE DRAWER _____
7. FILE PAPERWORK INTO "CLOSED" LARGE FILING DRAWER _____

FINAL STEP

1. CHANGE COMBINATION TO BOX _____

KADENA APO / PSC 80
OUT-PROCESSING WORKSHEET

RANK/LAST NAME, FIRST NAME: _____

BOX #: _____

FORWARDING ADDRESS (PRINT LEGIBLY)

ST ADDRESS_____

CITY_____

STATE_____ ZIPCODE_____

DATE TO CLOSE BOX: _____
(MAIL WILL FORWARD FROM CLOSE DATE)

SIGNATURE:_____ DATE:_____