EMPLOYEE	MANAGEMENT	CPAC	CPOC	OTHER	
1 -Notify management of intent 45 days prior to effective date -Submit hardcopy signed SF52 with forwarding address, reasons & effective date, as appropriate -Complete out-processing checklist	2 -Review SF52 for signature, address, reasons & effective date -Coordinate PERSACT -Advise employee to contact CPAC -Provide installation out-processing checklist to employee -Review & File completed out-processing checklist (2 days)	3 -Coordinate PERSACT to CPOC -Counsel employee on options, benefits, etc. -Provide blank forms as appropriate (Provide SF8) -Obtain benefit info from Regional & CPOC as needed (8 days)	4 ISD -Perform Quality Review -Prepare, code & process SF52 & appropriate benefit forms -Prepare OPF for shipment - Prepare SF-75 - Prepare executive order, if authorized (8 days)	ISD SEE BPM # IS-01, SF50 Processing ISD SEE BPM #IS-22, Payroll Interface Processing Cycle	Total Calendar Days - 18 - o - Personnel Process Days - 16