



**AUSTRALIAN DEFENCE FORCE PERSONNEL CENTRE – CANBERRA (ADFPC-C)  
OUTWARDS CLEARANCE PROCEDURE**

<b>Employee ID:</b>	<b>Rank:</b>	<b>Initials and Surname:</b>	<b>Date Documents required for pick up:</b>
<b>Losing Directorate:</b>	<b>WEF Date:</b>	<b>Gaining unit:</b>	<b>Contact number:</b>

Congratulations on your posting. Many Directorates/Sections in Canberra have their own specific outwards clearance form. This generic outwards clearance form will assist you with ensuring you have completed those tasks which may not be covered by your Directorate's/ Section's clearance form. **Please note that due to the large volume of people who clear out of ACT each year, several areas require 2-5 days notice in order to prepare and transport your files.** A list of Customer Service Centres can be found at [http://www.defence.gov.au/transitions/support/customer\\_service\\_centres.htm](http://www.defence.gov.au/transitions/support/customer_service_centres.htm). Once completed, this form is to be returned to a CSC to arrange collection of your personal docs. The Customer Service Centre is to return this form to ADFPC-C for filing.

**Part 1 (The majority of this section may be completed by online or via local contact)**

Item	Location	Telephone	Remarks	✓ or NA
Defence Orientation Centre	R1-G or CP4 Foyer	626 52553 626 63956	You need to go to the DOC to have your ID card deactivated. Another option is to have your USO email 'RUS DOC Restricted Encoding' with your details. Members at BP1, 25 or 33/35 also need to advise the guard desk.	
Customer Service Centre	Various	Various	Collect UPR. <b>5 DAYS NOTICE REQUIRED AS FILES ARE NOT STORED AT THE CSCs</b>	
DRN		(0)133 272 (if assistance is required)	Go to IT Help Centre on your Desktop and complete EMAR to advise you are moving.	
Official telephones	R3-G	(0)133 136	For those with mobile phones complete an AD851 to advise of change of circumstances.	
Defence Travel Card/ Defence Purchase	Unit Finance Supervisor	Local arrangement	Unit finances cleared. Transfer form/s complete. DPC handed back	

**Part 2 (This section will require visiting the workplace listed to collect your documents and obtain a signature)**

Officers / SNCOs Mess	R2-G	52124	Mess clearance (0800 - 1630hrs daily)	
Clothing Store	ADFA	6268 8423	Collect Q Record/Clothing Card	
Medical Centre	Russell HC Duntroon HC Harman HC	55979 59613 66623	Collect Medical Documents <b>48HRS NOTICE REQUIRED</b>	
Dental Centre	Russell HC - Dental Duntroon HC - Dental	54462 59487	Collect Dental Documents (closed after 1600hrs Fridays) <b>48HRS NOTICE REQUIRED</b>	

**Part 3 Australian Defence Force Personnel Centre – Canberra (OFFICE USE ONLY)**

Personnel Section	BP35-1-092		for Army & RAAF, final clearance	
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**Member to sign:**

SIGNATURE

PRINTED NAME

DATE