

POST PASS CANCELLATION

Dear Employees:

This is to inform you what should be done upon termination of employment with a Post Pass sponsored by Central Texas College.

1. The immediate supervisor is responsible for assuring that the Post Pass is returned to the originating Pass and ID Office by the Central Texas College employee.
2. Make two copies of the Post Pass before returning it to the originating Pass and ID Office. One copy is for the Logistical Support Specialist at CTC HQ and a copy for your files.
3. Complete a Transmittal Record (DA Form 200) to be signed and dated by the Pass and ID personnel to verify that the Post Pass was returned.
4. The signed Transmittal Record (DA Form 200) must be sent to the Logistical Support Specialist and make a copy for your files.

If the employee is unwilling to cooperate, contact your Associate Dean immediately! If unavailable, contact the Logistical Support Specialist.

If the employee states they lost their Post Pass, report the lost Post Pass to the originating Pass and ID Office. The employee must be present to provide a statement to Pass and ID declaring how and when it was lost. Pass and ID Office will provide you with a completed EAPB Form 3. Send the EAPB Form 3 to the Logistical Support Specialist to obtain the appropriate signature.

Summary, make a copy for your files and send the original Transmittal Record (DA Form 200), a copy of the Post Pass and the EAPB Form 3 for signature if required to Floyd E. Sandoval, Logistical Support Specialist, info.pfec@ctcd.edu, DSN 722-3814, Fax 722-3009. Please call if you have any questions regarding the above requirements.

Best wishes,

Floyd E. Sandoval
Logistical Support Specialist