CIVILIAN EMPLOYEE CHECK OUT SHEET

SECTION I - EMPLOYEE INFORMATION

1. NAME	2. CODE	3. HAS EMPLOYEE EVER BEEN A SUPERVISOR? ☐ YES ☐ NO
4. EMPLOYEE NO.	5. PAY PLAN/SERIES/GRADE	6. JOB TITLE
7. REASON FOR SEPARATION	8. FORWARDING ADDRESS	
9. DATE CHECK OUT STARTED	10. EFFECTIVE DATE	

CHECK OUT MAY NOT BEGIN MORE THAN TWO DAYS PRIOR TO EFFECTIVE DATE

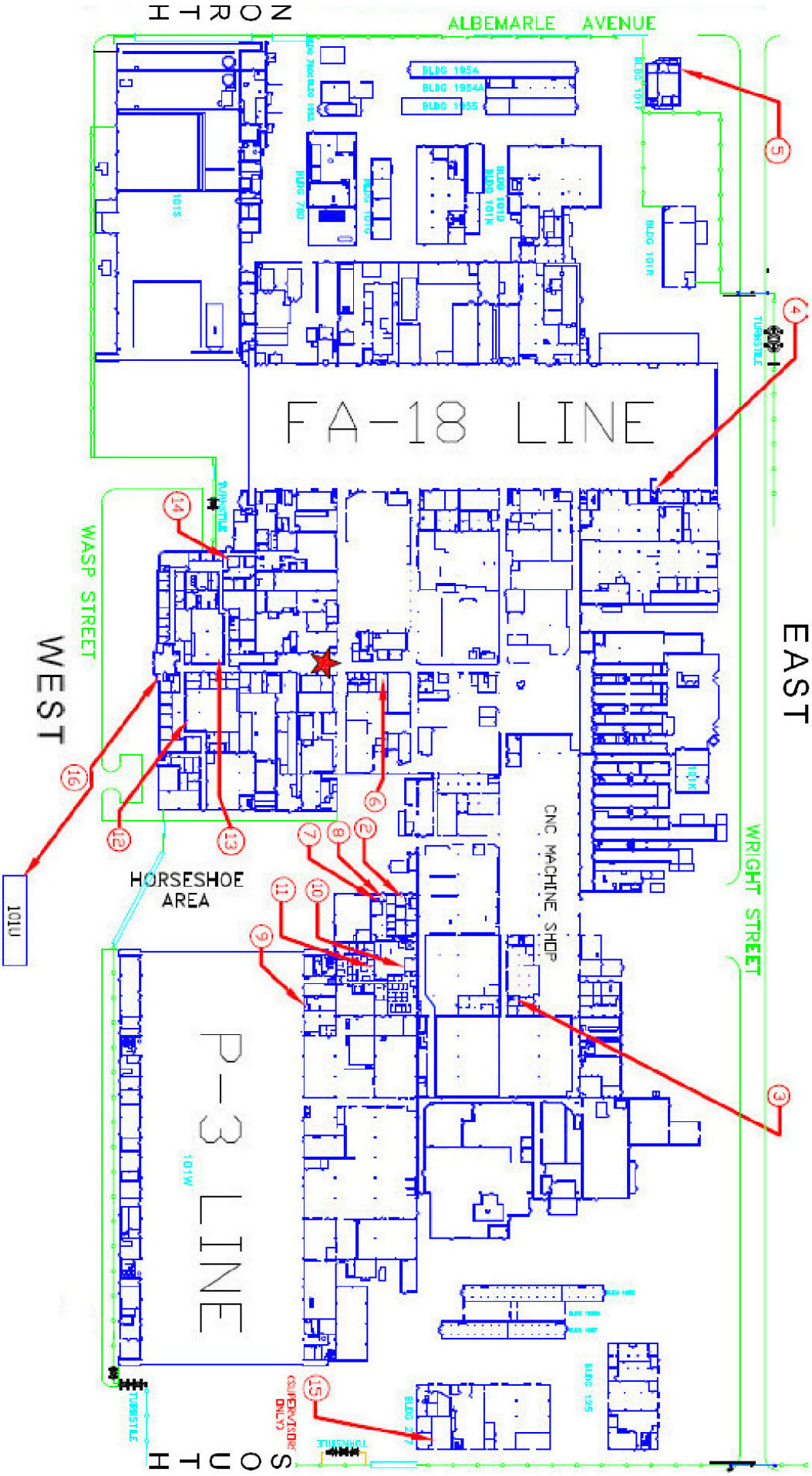
SECTION II - CHECK OUT

Follow the numbered check out points in order as closely as possible.

ORGANIZATIONAL TITLE (CODE) {Common Name} *CHECK OUT REASON*	BUILDING ROOM	SIGNATURE AND DATE
1. SUPERVISOR NAME _____ ☐ 1a. Collect all keys ☐ 1c. Close-out, purge, or forward employee personal data ☐ 1b. Close out PARS		
2. Occupational Safety and Health (OSH) Management Division (code 65100) {Safety Office} *All Personnel* *2a. Termination Physical Date/Time *(if applicable)* _____	101W 101W-A-054	
*2b. Naval Air Station Occupational Health Clinic {Branch Medical Clinic} *Termination Physical* *NOTE: ORDER MAY VARY DEPENDING ON APPOINTMENT DAY/TIME	964 (corner of Birmingham and Ajax)	
3. Quality Management Division (code 64100) {QA} *Stamp return and delete special skills record*	101, Mezz 1 101-C-064	
4. Central Tool/Mega Center Support Shop (code 63232) {Central Tool Room} *Return all tools*	101, Mezz 7 101-C-052	
5. Career Development Division (code 73300) {Training or TMO} *Training Check Out*	101F	
6. Respirator Training/Fit (code 65100) {Respirator Room} - TIMES SQUARE *Respirator and Ergonomic Equipment Turn In* {OSH Management Division (code 65100) is the alternate return site}	101 101-B-53 (101W-A-054)	
7. Environmental and Energy Programs Division (code 65300) {Environmental/ Hazardous Material} *Hazardous Material Check out*	101W 101W-A-053-B	
8. Administrative Support Division (code 71300) {Travel Office} *Government Travel Card, Passport, Outstanding TDY/PCS Claims, Overpayments*	101W 101W-A-053-A	
9. Information Assurance Security Division (Classified) (code 72600) *Check Out: De-brief*	101W B-44	
10. Information Security Division Director (Classified) (code 74100) *Check Out: De-brief*	101W B-25	
11. IT/IM Customer Services and Operations Division (code 72400) *Check Out: System Access close out computer accounts, pagers, cell phones etc.*	101W B-49	
12. Personnel Policy and Programs Division (code 73100) *Check Out - AND - ensure employee has completed exit interview questionnaire at:* https://mynavair.navair.navy.mil/exitinterview/	101 101-B 11	
13. Accounting Department (code 10200) {Payroll} *Payroll Check Out*	101 101-B-80A	
14. Counsel Group (code 11000) {Legal Office} *Briefing*	101 101-B71	
*15. Central Tool/COR/APC Section (code 63231) {IMRL/Plant Account Office} *IMRL/Plant Account Equipment Turn-In/Transfer* (FOR SUPERVISORS ONLY)	277	
16. FRCSE Site Protection Division (code 65200) {Security Office} *Turn in Badge, Parking Sticker/Decal is returned at building 101U* **(LAST DESTINATION TO CHECK OUT)**	101U	

17. DATE CHECK OUT COMPLETED _____ Final signed form is retained by the Personnel Policy and Programs Division (code 73100)

CIVILIAN EMPLOYEE CHECK OUT MAP



1. Assigned Supervisor (Not on Map)
2. Occupational Safety Office
2a. Occupational Health Clinic – NAVAL AIR STATION
3. Quality Management Division
4. Central Tool Room
5. Career Development Division
6. Respirator Room
7. HAZMAT Office
8. Travel Office
9. Information Security Office
10. Information Security Division Director
11. IT/IM Customer Services and Operations Division
12. Personnel Policy and Programs Division
13. Accounting Department
14. Counsel Group
15. IMRL/Plant Account Office
16. Site Protection Division

MAP FOR FRCSE 12300/2

CIVILIAN EMPLOYEE CHECK OUT DETAILED DIRECTION SHEET

1. ASSIGNED SUPERVISOR VARIOUS CODES AND LOCATIONS

2. OCCUPATIONAL SAFETY AND HEALTH (OSH) MANAGEMENT DIVISION (CODE 65100) {SAFETY}, BUILDING 101W
Using Times Square as a starting point, proceed (south) towards the P-3 Horseshoe. Proceed diagonally (southeast) to the left to building 101W. The Safety Office door is located on the left (door number 101W-A-054).

2a. NAVAL AIR STATION OCCUPATIONAL HEALTH CLINIC, {BRANCH MEDICAL CLINIC}, Termination Physical, building is located on the corner of Birmingham Street and Ajax Street intersection BUILDING 964 **(NOT ON MAP)**

3. QUALITY MANAGEMENT DIVISION (CODE 64100) {QA}, BUILDING 101W, Mezzanine 1
From Times Square go (east) (ATM to your left and soda machines to your right). Go to the second hallway and turn right (you will see a large American Flag as you turn). Proceed (south) through the hanging plastic curtains through the CNC Machine Shop, into the A/C Canopy Shop. Locate the yellow Stamp Return and Check-out sign posted on the left mezzanine #1 wall. Then turn to the left (east), go up the stairwell to the second floor, and enter the first door on the right (door number 101-C-064).

4. CENTRAL TOOL/MEGA CENTER SUPPORT SHOP (CODE 63232) {CENTRAL TOOL ROOM}, BUILDING 101, Mezzanine 7

From QA, go back down the stairs and head back north (right). Go past Times Square and proceed to the FA-18 Hangar. You will be near the northwest corner of the hangar. The Central Tool/Mega Center is located near the southeast corner of the hangar. Proceed along the sides of the hangar in the blue aisles to the southeast corner (turn right (south) inside the hangar, turn left (east) along the hangar doors and then left again (north) to head back north. Find the first stairwell to the right, go upstairs, and turn right. The tool room is located on the left (door number 101-C-52).

5. CAREER DEVELOPMENT DIVISION (CODE 73300) {TRAINING OR TMO}, BUILDING 101F
From the Central Tool/Mega Center office, proceed downstairs to the hangar and turn left (east). Locate and exit through the security turnstiles to the left (north). This will put you on Wright Street. Head north towards and continue to the corner of the parking lot to building 101F. Go around the building and enter using the Albemarle Avenue (north) side (door number 101F-103).

6. RESPIRATOR TRAINING/FIT AND ERGONOMICS ISSUE/RETURN ROOM (TIMES SQUARE). BUILDING 101
(OSH Management Division (code 65100), {Safety Office} Building 101W is the alternate return site)
From the TMO offices return to Times Square. The respirator room is located just east of Times Square on the right side, just past the recycle bins (door number 101-B-53).

7. ENVIRONMENTAL AND ENERGY PROGRAMS DIVISION (HAZARDOUS MATERIAL), (CODE 65300), BUILDING 101W
From the Respirator Training/Fit room, go back west towards Times Square, turn left (south) at the last hallway before the vending machines. Continue until you are outside (P-3 Horseshoe). Walk across and a little to the left, to building 101W. Enter the center door (number 101W-A-053), proceed up the stairwell, and check out with (HAZMAT) administrative assistant.

8. ADMINISTRATIVE SUPPORT DIVISION (CODE 71300) (TRAVEL OFFICE), BUILDING 101
Go back down the stairs and enter Travel Office through the door under the stairs.

9. INFORMATION SECURITY MANAGER (CLASSIFIED) (CODE 72600), BUILDING 101W
After leaving the Travel Office, go back out the door and immediately turn left and then left again around the building, towards the P-3 hangar. Enter the P-3 hangar (northeast corner) and walk along the left side (south). Enter the second door past the first hallway/stairwell (door number 101-B-044) on the left.

10. INFORMATION SECURITY DIVISION DIRECTOR (CODE 72600), BUILDING 101W
From the Information Security Office turn right (north), back towards the P-3 Horseshoe, and turn right at the first hallway/ stairwell on the right. Go past the stairs to the end of the hallway and enter the double doors. Proceed through that office area and through the next doorway. Go to the back left corner of that office area,

11. INFORMATION MANAGEMENT (CODE 72400), BUILDING 101W
From the Information Security Division Director, go back through the doorway towards the hangar. After passing through the doorway, you will pass one door on each side. At the first cubical passageway, turn right and proceed to the end.

12. PERSONNEL POLICY AND PROGRAMS DIVISION (CODE 73100) (MANPOWER), BUILDING 101W
After leaving Information Security Office, go back towards the P-3 hangar and turn right (north) back to the P-3 Horseshoe. Go diagonally left (northwest) across the P-3 horseshoe towards the vehicle gate. Enter building 101 through the double doors just to the right of the gate guard post. Proceed (north) down the hallway until it jogs slightly to the left and then right again. The Personnel Office will then be the first door on the right (door number 101-B 11).

13. ACCOUNTING DEPARTMENT (CODE 10200) (PAYROLL), BUILDING 101
After leaving the Personnel Policy and Programs Office, Turn right (north). At the first hallway, turn right (east). The Accounting Office is the second door on the left (door number 101-B-80A)

14. COUNSEL GROUP (CODE 11000) (LEGAL OFFICE), BUILDING 101
Exit Cost Accounting through the same door you entered and turn left (east). Turn left (north) at the first hallway, proceed to the end of the hallway and turn right (east). The Legal Office is located directly ahead (door number 101-B71).

15. CENTRAL TOOL/COR/APC SECTION (CODE 63231), (IMRL/PLANT ACCOUNT OFFICE), BUILDING 277
(SUPERVISORS ONLY)
Return to Times Square as a starting point. With the ATM to your left and the soda machines to your right, turn right down the hallway (south) towards the P-3 Horseshoe. Proceed southwest across the P-3 Horseshoe and south through the P-3 hangar. Turn left (east), go past support equipment area and turn right (south) towards security turnstiles to building 277. Enter at bay 4 door (Plant Account Equipment also) to inner office on left.

16. FRCSE SITE PROTECTION DIVISION (CODE 65200) {PHYSICAL SECURITY OFFICE}, BUILDING 101U
Using the front door of building 101 as a starting reference point, proceed (west) across Wasp St. to the left, turn left down Wasp St. to building 101U on the right (across from the P-3 Line Horseshoe Area).
RETURN ALL BADGES/DECALS - LAST DESTINATION TO CHECK OUT.