FLEET READINESS CENTER EAST CHECKOUT SHEET

NAME *(Last, First, MI) (JR, SR, II, III)*	COMPETENCY	SHOP	EFFECTIVE DATE

FORWARDING ADDRESS	PAYROLL NO.

POSITION TITLE	CLASS/SERIES/GRADE	TYPE OF SEPARATION

CHECK OUT SITE	CLEARED	DATE	DIGITAL SIGNATURE
1. PASSPORTS	☐ YES ☐ NO		
2. TIP PROGRAM	☐ YES ☐ NO		
3. DFWP PROGRAM	☐ YES ☐ NO		
4. TRAVEL	☐ YES ☐ NO		
5. TECHNICAL LIBRARY	☐ YES ☐ NO		
6. TRAINING	☐ YES ☐ NO		
7. TOOL ROOM	☐ YES ☐ NO		
8. QUALITY	☐ YES ☐ NO		
9. SAFETY	☐ YES ☐ NO		
10. GOVERNMENT PURCHASE CREDIT CARD	☐ YES ☐ NO		
11. PAYROLL/TIMEKEEPING	☐ YES ☐ NO		
12. COMPUTER SECURITY	☐ YES ☐ NO		
13. SECURITY CLEARANCE	☐ YES ☐ NO		
14. MODERN ACCOUNT	☐ YES ☐ NO		
15. LEGAL OFFICE	☐ YES ☐ NO		
16. SECURITY DEPARTMENT	☐ YES ☐ NO		
17. FRC EAST IWS ALERTS	☐ YES ☐ NO		

REMARKS: