CHECK OUT SHEET FOR ONR PERSONNEL

(Civilians, Contractors, Military, Detailees)

1. **WORKFORCE MEMBER (PRINT):** _____ 2. **CODE**: _____ 3. **DATE**: _____

4. **Government, Military, Detail, Contractor, and IPA Employees check out at the following:**

Point of Contact	Room Number and Phone Number of Contact	Point of Contact Time/Signature		
a. HR Customer Service (All Personnel)	Room 537A1 696-2863	Date: _____	Start Time: _____	End Time: _____
b. Security Office (All Personnel)	Room 624C 696-6845	Date: _____	Start Time: _____	End Time: _____
c. One Desk (All Personnel)	Room W501 696-1313 (Option 1)	Date: _____	Start Time: _____	End Time: _____
d. Asst Contracting Tech Rep (ACTR) (All Personnel)	Room 365 696-8878	Date: _____	Start Time: _____	End Time: _____
e Travel Card Office (Civilian and Military Personnel)	Room 615 696-6716	Date: _____	Start Time: _____	End Time: _____
f. Office of Counsel (Call to make Appointment) (Not Applicable for Contractors)	Room 520B 696-4300	Date: _____	Start Time: _____	End Time: _____
g. Special Security Office (SSO) (TS/SCI Personnel)	Room 903 696-4489	Date: _____	Start Time: _____	End Time: _____
h. Department COR (Contractors)		Date: _____	Start Time: _____	End Time: _____
i. Military Personnel Admin Officer (Military Personnel Only)	Room 923 696-4701	Date: _____	Start Time: _____	End Time: _____
j. Wardroom Treasurer (Military Personnel Only)	Room W1156B 696-5339	Date: _____	Start Time: _____	End Time: _____
k. Executive Assistant (Military Personnel Only)	Room 1451 696-1445	Date: _____	Start Time: _____	End Time: _____
l. Command Master Chief (Military Personnel Only)	Room 1418B 696-5639	Date: _____	Start Time: _____	End Time: _____
m. Document Control Unit (DCU) (Civilian and Military Personnel)	Room 622 696-4762	Date: _____	Start Time: _____	End Time: _____
n. Headquarters Management Div (All Personnel)	Room 621A 588-0614	Date: _____	Start Time: _____	End Time: _____

5. Workforce Member: I have completed all of the required check-out steps.

_____

Workforce Member Signature and Date

6. **RETURN THIS SHEET TO YOUR DEPARTMENT'S ADMINISTRATIVE OFFICER**

7. Administrative Officer: I have entered the required check-out information into NAVRIS

_____

Administrative Officer Signature and Date