MILITARY PERSONNEL CHECK-OUT SHEET

PRIVACY ACT STATEMENT
Under the authority of 5 USC 301 Departmental Regulations,information regarding your forwarding address, permanent home address and telephone number is requested in order to obtain any additional information which may be required after detachment and to refer any mail received after detachment. The information provided by you may be retained in the file for one year. The information provided will not be divulged without your written authorization to anyone other than officials of the Department of Defense requiring the information for performance of their duties. You are not required to provide this information; failure to provide the information will have no effect.

NAME (Last, First, Middle)	RANK/RATE	Directorate/PEO Office Code	Detachment Date

Forwarding Address (New Duty Station)

Permanent Home Address	Telephone Number/Email Address

LINE NO.	ITEM	LOCATION	AUTHORIZED SIGNATURE	DATE
1	Deliver Fitness/Evaluation Report Worksheet to Reporting Senior			
2	Complete and Submit Civilian Performance Evaluation (If Applicable)			
3	Check-Out with AISSO to certify that your password for computer access has been deleted.	Automated Info Systems Security Officer Help Desk		
4	STU III Check-out (If Applicable)	Communications Security Contact John Sellers 781-2445		
5	Obtain Property Accounting Release	Property and Inventory Bldg 197/1E1657		
6	Turn-in all Confidential Contract File Jackets Signed for or in Possession (If Applicable)	Contract Files Bldg 197/4W2223		
7	Check out with NAVSEA Parking Office. (0730-1030 or 1300-1500) (Check out with Parking is Required prior to check out with Travel block #8)	SEA 102 Bldg 197/1E1600		
8	Obtain Credit Card Release (Must obtain signature in #7 first)	Travel Bldg 197/1E1634		
9	Check out with Directorate/PEO Administrative Officer	Directorate AO		
10	Debriefing for SCI/Access (If Applicable)	Special Access Programs Bldg 197/4W3400		
11	Cancel Security Access/Return Courier Card/Turn In Building Pass	Security Office Bldg 197/1W4011		
12	NAVSEA Urinalysis Coordinator	SEA 07 MMC Sullivan 781-7204	MILPERS OFFICE WILL NOTIFY	
13	Command Master Chief (CMC)/Command Career Counselor	SEA 00F Bldg 197/4W3005		

LINE NO.	ITEM	LOCATION	AUTHORIZED SIGNATURE	DATE
14	Ensure latest PFA information is recorded in system	Directorate/PEO PFA Coordinator		
15	Pick up Medical/Dental Records	WNY Medical/Dental Clinic Bldg 175		
16	Pick up Service Record and/or Copy of Detaching Endorsement	PSD Anacostia Naval Station Bldg 92		
17	On Day of Detachment: RETURN COMPLETED CHECK-OUT SHEET TO MILPERS	Bldg 197/4E4352		

1. Personnel must check out with NAVSEA Parking prior to obtaining Release from Travel for Credit Card.
2. All Military personnel must check out with PSD Anacostia prior to departing geographical area.
3. This form must be returned to the Military Personnel Office (00ZM), Bldg 197/4E4352, upon competion.