NDW CIVILIAN CHECK-OUT SHEET

EMPLOYEE NAME	SEPARATION DATE	SUPERVISOR NAME
COMMAND	**N-CODE/OFFICE**	**SUPERVISOR NUMBER**

To ensure all government assets have been returned and collected, it is your responsibility to check-out with each N-Code and office listed on this check-out sheet. Each N-Code/Office you visit will have their own check-list of items to collect or preview prior to your separation.

	ITEM	LOCATION	CONTACT(S) NUMBER	CONTACT'S SIGNATURE	DATE COMPLETED
1. ☐	Meet with supervisor to develop exit strategy.				
2. ☐	Check-out with N6	WNYD Bldg 101, 3rd fl. (*call to schedule appt.*)	202-549-7723		
3. ☐	Check-out with N8				
	3a. Travel Card ☐	WNYD Bldg 101, 2nd fl., Comptroller Dept.	202-433-3822		
	3b. Financial System ☐	WNYD Bldg 101, 2nd fl., Comptroller Dept.	202-433-3822		
	3c. Purchase Card ☐	WNYD Bldg 101, 2nd fl., Comptroller Dept.	202-433-3822		
	3d. SLDCADA ☐	The rep is located in Dahlgren, VA. Please call for checkout.	540-653-5985	(Supervisor)	
4. ☐	Check-out with N9 (Fleet and Family Readiness)	The rep is located at NSF Anacostia. Please call for checkout.	202-433-0810	(Supervisor)	
5. ☐	Check-out with Command Security Manager	WNYD Bldg 101, 2nd fl.,	202-433-5972 or 202-433-6856		
6. ☐	Check-out with N1 (Drug Free Workplace)	WNYD Bldg 101, 3rd fl.	202-433-6863		
7. ☐	Complete anonymous online exit survey	**http://ndwexitsurveyconsole.com**			
8. ☐	Check-out with Pass and ID	WNYD Bldg 126	202-433-3738		
9. ☐	Check-out with Supervisor (sign and date below)				
10 ☐	Check-out with N04C Command and Staff	WNYD Bldg 101, 1st fl.	202-433-2569		

UPON COMPLETION - PLEASE SUBMIT COMPLETED CHECK-OUT SHEET TO COMMAND AND STAFF (N04C)

Date of completion: _____

Employee's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____