PHD NSWC CIVILIAN CHECK-OUT

NAVSEA WARFARE CENTERS PORT HUENEME

COMPLETION MANDATORY UPON SEPARATION
MUST CLEAR DURING CORE-TIME 0900-1100, 1300-1500

EMPLOYEE NAME:	SERIES/GRADE:	CODE:	DEPARTURE DATE:

BUILDING NUMBER:	FLOOR:	CUBLICLE/OFFICE NUMBER:	PHONE NUMBER:	COMPUTER NAME/ASSET ID:

CHECK POINTS	SIGNATURE/DATE	APPOINTMENT
1. DEPARTMENT ADMINISTRATIVE OFFICER ☐ **CAS-PLANT/MINOR PROPERTY** ☐ **Calling Card** ☐ **Cell Phone / Blackberry** ☐ **Internal E-mail** ☐ **LPAT**		
2. DEPT SECRET CUSTODIAN Checked out material ☐ **Yes** ☐ **No**		
3. STILO, Code 206, Bldg. 1380, Rm 101, x8-7047		**Date:** _____ **Time:** _____
4. OFFICE OF COUNSEL, Code 011, Bldg. 445, Call x8-8247/8246		**Date:** _____ **Time:** _____
5. CLASSIFIED MATERIAL SYSTEMS CUSTODIAN Code 081, Bldg. 447, x8-5311/8442/5490		
6. TRAVEL, Code 0720, Bldg. 445, x8-6198 **** (Gov't Travel Card holder must check out in person) **** ☐ GOVCC Card (Received if applicable) ☐ Travel Authorization / Vouchers Cleared		
7. MEDICAL APPOINTMENT, BLDG. 1402, 982-6356 ☐ Surveillence Exam (As applicable) **Between 0900 - 1100 and 1300 - 1500**		
8. DEPARTMENT Exit interview Supervisor_____ Div Mgr_____ Dept. Mgr (Signature)		
9. HUMAN RESOURCES, Code N04RVW, Bldg. 41, 2nd Floor, Call 982-2486		
10. CAREER DEVELOPMENT, Code 105, x8-0336 or x8-8159 (If applicable) Training Debts ☐ **Yes** ☐ **No** Check out material ☐ **Yes** ☐ **No**		
11. COMMAND EXIT INTERVIEW, Code 102, Bldg. 445, Call x8-0708 ☐ Exit Interview with PHD Representative		**Date:** _____ **Time:** _____
12. OCCUPATIONAL SAFETY, Code 08, Bldg. 444 ☐ Return safety gear (If required)		
13. SECURITY OFFICE, Code 08, Bldg. 444, x8-7702 ☐ Turn- in Badges ☐ Turn- in Courier Card ☐ Briefing		**Date:** _____ **Time:** _____

Remarks

SECURITY PLEASE RETURN THIS FORM TO ADMIN TEAM LEAD CODE _____

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PURPOSE

1. DEPARTMENT ADMINISTRATIVE ASSISTANT

TWO WEEKS PRIOR TO CHECHOUT NOTIFY THE FOLLOWING VIA CICO DISTRO LIST:

- **OFFICE OF COUNSEL,** Code 011, Bldg. 445, x8-8247 (As soon as retirement or resignation is determined by the employee)
- **HUMAN RESOURCES,** Code N04RVW, Bldg. 41, 2nd Floor, Call 982-2486
- **SAFETY,** Code 08, Bldg. 444, x8-6010/8209/5667
- **SECURITY OFFICE,** Code 08, Bldg. 444, x8-7196
- **ACQUISITION DEPARTMENT/PURCHASE CARD,** Code 111, Bldg. 1215, x8-0731
- **CLASSIFIED MATERIAL SYSTEMS (CMS) CUSTODIAN,** Code 05, Bldg. 447, x8-5311/8442/5490
- **CAREER DEVELOPMENT,** Code 105, Bldg. 444, x8-0336 or x8-8159
- **TRAVEL,** Code 0720, Bldg. 445, x8-6198
- **PAYROLL,** Code 07, Bldg. 445, x8-8181
- **CALLING CARDS,** Code 106, x8-8341
- **MINOR/PLANT PROPERTY OFFICE**, Code 106, x8-6200

CAS - Ensure user has no Minor / Plant property in their name
Collect Cell Phone/Blackberry and Calling Card, if required
Update LPAT Database

2. DEPT SECRET CUSTODIAN
Ensure return / transfer all classified material / government property

3. STILO
Outgoing briefing

4. OFFICE OF COUNSEL
Ethics debrief (Mandatory if planning or considering work with a contractor)

5. COMMUNICATIONS MATERIAL SYSTEMS CUSTODIAN
Ensure return / transfer all classfied material / government property

6. TRAVEL OFFICE
Collect Government Travel Card, if required ensure no outstanding indebtness to Government

7. MEDICAL APPOINTMENT
Make appointment for exit Surveillance Exam (as applicable)

8. DEPARTMENT OFFICE MANAGER
Conduct departure interview; Supervisor and Division Manager - Intials; Department Manager - Signs

9. HUMAN RESOURCES
TSP info, Retiree Information, Forwarding Address

10. CAREER DEVELOPMENT
Ensure no outstanding indebtness to Government, Return training material

11. COMMAND EXIT INTERVIEW
Exit interview with PHD Representative

12. OCCUPATIONAL SAFETY
Return safety gear

13. SECURITY OFFICE
Turn in badges (can retain CAC if Navy transfer) / Courier Card

REMARKS