Competency / Serial Number:

Date:

SUPERVISOR LIST - CIVILIAN EMPLOYEES CHECKING OUT

EMPLOYEE NAME (Last, First, MI)	EMPLOYEE NAME (Last, First, MI)	COMPETENCY	ENTRY ON DUTY DATE

TASK	RECOMMENDED COMPLETION NO LATER THAN	COMPLETION DATE	COMPLETION TIME
Task To Be Done As Soon As Possible			
1. Notify the Security Programs Office that the employee is leaving and include the date.	ASAP		
2. Ensure that the employee is familiar with the procedures concerning their responsibilities as separating employees as outlined in SPAWARSYSCENLANTINST 12900.1.	ASAP		
3. Ensure that the employee has transferred all minor property equipment.	ASAP		
4. Notify the Civilian Workforce Office of the employee's intention to separate. For purposes of SPAWAYSYSCENLANTINST 12900.1, separation refers to the resignation or retirement of employees from the Federal Government or the transfer of employees to other federal agencies.	10 Days Prior to Exit Date		
5. As soon as the outgoing employee's date of separation is known, for timely turn off of NMCI services, notify the NMCI/Service Delivery Operations Office. Provide the employees name and date the services should be canceled or transferred to another employee.	10 Days Prior to Exit Date		
6. Finalize performance appraisals and forward the employee's performance appraisal file to the Civilian Workforce Office.	10 Days Prior to Exit Date		
7. Contact the General Accounting Division (Travel) and Cost Accounting (Payroll Liaison, TIP Liaison, and Travel Card Liaison) prior to separate to determine if the employee owes money to the government. In addition, the supervisor shall provide the employee's name, social security number, anticipated separation date, any known debt to the government, and any pending actions that could impact the clearance process, (e.g., an unpaid debt for relocation expenses because the employee did not remain at the new location for a year and/or failure to return government property).	10 Days Prior to Exit Date		
8. Inform the employee of any debts identified by General Accounting (Travel and Cost Accounting). Ensure that payment arrangements are made. If Cost Accounting does not authorize clearance, the supervisor will: a. Ensure that the employee arranges the settlement of any debts owed to the government. b. Advise the employee that any debits will be processed and that an administrative offset will be sought in accordance with the procedures of the DoD Financial Management Regulation (7000.14-R)	10 Days Prior to Exit Date		
9. Inform employee of the requirements to turn in all government furnished equipment and credit cards.	10 Days Prior to Exit Date		
10. Notify the Safety Office or local equivalent as soon as possible to arrange for medical exit exam, if required.	10 Days Prior to Exit Date		
11. Inform the employee's timekeeper/payroll coordinator or local equivalent of the separation action and the effective date of the separation to ensure that the proper separation code is placed in the employee's final time and attendance record.	10 Days Prior to Exit Date		
12. Refer the employee to the Office of Counsel or local equivalent for post-government employment advice.	10 Days Prior to Exit Date		
13. Ensure the employee has reassigned or terminated any telecom services at or prior to separation to determine if they are in debit to the government. Ensure the employee has promptly turned in the government furnished equipment (e.g., cell phones, pages, calling card, Blackberry, etc). The employee's supervisor is responsible for prompt collection of cellular phone, page, calling card, and/or personal digital assistant (PDA, if applicable prior to check out.	10 Days Prior to Exit Date		