12900
Competency / Serial Number:
Date:

CIVILIAN EMPLOYEES CHECK OUT LIST

EMPLOYEE NAME (Last, First, MI)	CONVERTING TO CONTRACTOR ☐ YES ☐ NO

COMPETENCY	POSITION TITLE	PAY PLAN/SERIES/LEVEL

BUILDING NUMBER	PHONE NUMBER	EFFECTIVE DATE OF SEPARATION	EFFECTIVE DATE OF CONVERSION

Please go in the following order to the offices performing these functions:

INITIAL	DATE	OFFICE
		1. Separating Employee
		2. Supervisor
		3. Competency Administrative Officer
		4. P-Code by Department
		5. Check In/Check Out Liaison
		6. Learning Management Section (Training Office)
		7. Property
		8. NMCI/Service Delivery Operations
		9. Telecommunications
		10. Travel
		11. TIP Liaison
		12. Travel Card Liaison
		13. Payroll Liaison
		14. Purchase Card Coordinator
		15. Civilian Workforce Office
		16. Check In/Check Out Liaison
		17. Check In/Check Out Desk (CICO Desk)

Attention CICO Desk: Please generate the standard email for the offices listed below. The offices will acknowledge receipt of the email by replying to the CICO Desk. Once all have replied, the CICO desk will send a copy of the checklist to the Civilian Workforce Office and Security Programs for their records. If no response after 24 hours, contact the Check In/Check Out Liaison for assistance.

INITIAL	DATE	OFFICE
		18. Inspector General Office
		19. IT Help Desk
		20. Corporate Operations Administrative Officer
		21. Support and Service Agreement Management
		22. Navy ERP Support
		23. Information Assurance Management
		24. Office of Counsel
		25. Technical Library
		26. Safety Office
		27. Special Security Office Operations
		28. CMS/EKMS Management
		29. Security Programs
		30. Classified Valut
		31. Clearances (Physical Industrial and Information Security)
		32. Visitor Control