**NPS CIVILIAN PERSONNEL OUT-PROCESSING CHECKLIST**

**INSTRUCTIONS**

**Employee:** It is your responsibility to contact each of the following locations and obtain the signature of the responsible official. Once every mandatory item has been completed on the checklist, return form to the HRO to complete final out-processing.

**Supervisor:** Ensure that the employee has received signatures from every mandatory location - none may be excused.

### SECTION 1 – CIVILIAN PERSONNEL INFORMATION

<table>
<thead>
<tr>
<th>1. EMPLOYEE NAME (Last, First, Middle Initial)</th>
<th>2. Departure DATE (YYYY/MM/DD)</th>
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<table>
<thead>
<tr>
<th>3. OPT TO DO EXIT SURVEY</th>
<th>4. TITLE</th>
<th>5. STATUS (X one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] YES</td>
<td>[ ] NO</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

### SECTION 2 – DEPARTMENT INFORMATION

<table>
<thead>
<tr>
<th>1. DEPARTMENT/ OFFICE</th>
<th>2. SUPERVISOR’S NAME (Last &amp; First)</th>
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<tr>
<th>3. SUPERVISOR’S TELEPHONE NUMBER</th>
<th>4. SUPERVISOR’S NPS E-MAIL</th>
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</table>

### SECTION 3 – OUT-PROCESSING REQUIREMENTS

Action officers initial and date when action complete. Enter “N/A” under “Date Completed” for inapplicable action items.

<table>
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<tr>
<th>ACTION ITEM</th>
<th>INITIAL/DATE COMPLETED</th>
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</table>

1. **PLANT & MINOR PROPERTY/PILFERABLE PROPERTY** BLDG 349, Exts. 2923, 7654, 2833, (call ahead) M-F 0730-1600

2. **MOBILE (CELLULAR) PHONE/DATA EQUIPMENT & CALLING CARDS** Ingersoll Room 117, Ext. 3429 (call ahead), M-F 0800-1630 (Closed 1130-1230)

3. **AUDIO VISUAL ISSUE** (You can check out by phone) Herrmann Hall Room 077, Exts. 2035, 7622, M-F 0800-1630

4. **SAFETY OFFICE** BLDG 285, Quarters N, Exts. 6877, 4881, 7210

5. **TRAVEL OFFICE** Herrmann Hall Room 038, M-F 0800-1600 (closed 1130-1230)
   a. See Defense Travel System (DTS) Manager (to transfer/deactivate account)
   b. See Government Travel Card Manager (to transfer/deactivate account)
   c. Turn in Travel Card to APC

6. **LIBRARY** (Circulation Desk Main Lobby), M-F 0800-1630
   a. Classified materials – see DKL Restricted Resources & Services Library

7. **TAC HELP DESK/ITACS** Ingersoll Room 151, M-F 0730-1700 (Closed Thursday 1315-1445)
   a. Network/E-mail Account Closure
   b. ISSM (personnel responsible for IT systems) Ingersoll 158B, Exts. 1833, 1994

8. **LEGAL OFFICE** Quarters H BLDG 273, Ext. 2372 (call ahead)

9. **APC Government Purchase Card** (GPC cardholders only) Herrmann Hall Room 016. Ext. 1189 M-F 0700-1600)

10. **SECURITY MANAGER** Glasgow Hall Room B13, Ext. 2450, M-F 0800-1500
    a. Classified materials – see NPS Security Manager

11. **SUPERVISOR** (Certify keys, equipment, property, mailing lists, share points access, records, security groups and distribution groups have been turned over or shut down).

12. **HUMAN RESOURCES OFFICE** Herrmann Hall Room 136, M-F 0800-1630, Ext. 1187
    a. Turn in CAC
    b. Turn in out-processing checklist (last item to be completed on checklist)
    c. Complete exit survey (Optional)
1. **Plant & Minor Property/Pilferable Property:** Clear individually held hand-receipted items.
2. **Mobile (Cellular) Phone/Data Equipment & Calling Cards:** Clear phone, Data Equipment receipts
3. **Audio Visual Issue:** Clear individual receipts for audio-visual equipment
4. **Safety Office:** Remove employees from safety data bases and set up follow-on appointments for applicable personnel in fields requiring safety clearance
5. **Travel Office:** Deactivate travel account, deactivate account from Defense Travel System, turn in travel card
6. **Library:** Clear account, ensure all materials returned
7. **TAC Help Desk/ITACS:** Close e-mail account, deactivate network access, close out or reassign IT systems (IT System managers only)
8. **Legal Office:** Receive information on federal employee post-government employment restrictions and a reminder on disposition of federally funded work (intellectual property).
9. **APC Government Purchase Card:** Turn in government purchase card, close account.
10. **Security Manager:** Inactivate clearance, fill-out security brief form
11. **Supervisor:** Certify that keys, equipment, property, mailing lists, share points access, security groups and distribution groups have been turned over or shut down. Ensure that all records have been properly turned over, coordinate with records management as necessary.
12. **Human Resources Office:** The HR office will conduct the final out-processing, receive CAC card and offer employees an opportunity to take an exit survey.