

CIVILIAN PERSONNEL CHECK-OUT/CLEARANCE RECORD

0-02260P

NETPDTC 12352/1 (Rev. 10-03)

INSTRUCTIONS

1. Prepare original only.
2. Upon completion, Employee Management Specialist forward to CCPO for file in OPF

NETPDTC

NAME	RATE/GRADE	SSN	DEPT/COMMAND	BLDG	DATE
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OFFICE	SIGNATURE	OFFICE/DEPT
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REQUIRED CLEARANCE POINTS	OTHER (As Applicable)	INITIAL	DATE
<input type="radio"/> Employee Relations Bldg 2435 Rm. 1168 452-1001 x 1707 EXIT INTERVIEW Federal Employee Group Life Insurance Health Insurance	<input type="radio"/> TECH LIBRARY BLDG 2438 452-1340 (Roy/Clyde)		
	<input type="radio"/> ADMIN Bldg 2435 Rm 1167 452-1001 x1733/1734 (Rich/Frank)		
	<input type="radio"/> ACTR Office (Code 625) Bldg 839 Rm 99 452-1001 x1254		
	<input type="radio"/> ADP Inventory Office (Code N623) Bldg 839 Rm 99 452-1001 x1058		
<input type="radio"/> Employee Services Bldg 1 NASP Blood Donor Club Incentive Awards Deputy EEOO	<input type="radio"/> Government Credit Card J Kennedy Bldg 2435 Rm 3113 452-1001 x1436 Civilian Payroll		
	<input type="radio"/> Aubrey Rowland Bldg 2435 Rm 2119 452-1001 x1431		
	<input type="radio"/> Position Management Susan Violette Bldg 2435 Rm 2104 452-1001 1407		
<input type="radio"/> FWP Coordinator Bldg 2435 Rm 1101 Pam Mittelstedt	<input type="radio"/> Information Security Ronda Gray Bldg 2435 Rm 2105 452-1001 X1447		
<input type="radio"/> Immediate Supervisor	<input type="radio"/> Vehicle Decals		
<input type="radio"/> Medical Bldg 3600 NAS	<input type="radio"/> Employee Identificaton Cards		
<input type="radio"/> SAFETY 452-1001 X1792	<input type="radio"/>		

REASON FOR LEAVING AND EFFECTIVE DATE:

<p>REMARKS</p> <p>If you are a member of AFGE Lodge 1960, contact the Union Office at P.O. Box 17919, Pensacola FL 32523-7919 or 433-8883</p>	<p>EMPLOYEE'S STATEMENT</p> <ol style="list-style-type: none"> 1. I certify that all classified material in my possession has been turned over to the proper authorities prior to my checking out. 2. I also clearly understand that I am not to reveal classified information of which I may have knowledge, unless I am so directed officially. 3. I further certify that all gov't/ equipment, tools & property issued or loaned to me have been returned to the proper authorities.
<p>Employee Forwarding Address</p>	<p>Employee's Signature</p>
	<p>Date</p>