Naval Postgraduate School Out-Processing Checklist

Responsibilities

Employee: Obtain the initials or e-signature from an official point of contact for all stops listed. Your supervisor may sign off on any stop you believe does not apply to you. If you are not located in Monterey, you may attach confirmation emails or have the POC e-sign.

Supervisor: Ensure the departing employee visits all applicable stops on the list. For stops deemed not applicable, your initials attest that the departing employee is not required to check out at that location.

Personnel Information

1. Name (Last, First, Middle)	*2. Departure Date*	*3. Title*
4. Status (Check one) □Permanent □Temporary □Intern □Summer Hire		
5. Department/Office	*6. Supervisor's Name*	

Out-Processing Requirements

	Date	Initial
1. Personal Property & Equipment Bldg 284, Spanagel 031 - Property@nps.edu - Exts. 2923, 2833, 2869		
2. Safety Office Building 285 - Safety@nps.edu - Ext. 2324		
3. Security Manager Glasgow Hall, Room B13 - Securitymgr@nps.edu - Ext. 2450		
4. Travel Office - visit wiki.nps.edu/display/TO/Travel+Office Herrmann Hall Room 038 – Travel@nps.edu - Ext. 2041		
5. Dudley Knox Library DKL Front Desk – circdesk@nps.edu - Ext. 2947		
6. Audio Visual – Please check out by phone or email. audiovis@nps.edu - Exts 2035, 7622		
7. Government Purchase Card Herrmann Hall Room 016 – PurchCard@nps.edu - Ext. 1189		
ITEMS BELOW TO BE COMPLETED ON LAST DAY OF WORK		
8. ITACS Ingersol Hall, Room 151, 158b - TAC@nps.edu - Ext. 1046		
9. Supervisor: By signing you certify that all the above requirements have been completed or are not applicable to the departing employee. You may be held accountable for any improperly completed items.		
10. Human Resources Office Herrmann Hall Room 136 – HRO@nps.edu - Ext. 1187		

Instructions

1. **Personal Property & Equipment**: Clear all hand-receipted items. **Failure to clear property could result in financial liability.**

2. **Safety Office:** Remove employee from safety database and schedule medical appointments for personnel requiring safety clearances.

3. **Security Manager**: Inactivate clearance. Fill out security brief form.

4. **Travel Office**: Deactivate travel account, deactivate or release account from Defense Travel System, turn in travel card (unless transferring to another federal agency).

5. **Library**: Clear account. Ensure all unclassified and classified materials are returned.

6. **Audio Visual**: Clear individual audio-visual event requests and equipment receipts.

7. **Government Purchase Card**: If a purchase cardholder for buying supplies and equipment, turn in card and close account.

8. **ITACS**: Assist in data transfer to supervisor or relief. Prepare account to be disabled following departure. Turn in cell phone.

9. **Supervisor**: Certify that keys, equipment, property, email distribution lists, SharePoint folders/web site/distribution groups have been turned over or shut down. Ensure that all electronic or hard-copy records have been properly turned over; coordinate with records manager, as necessary.

10. **Human Resources Office**: HRO will conduct the final out-processing, receive CAC card, and offer employees an opportunity to take an exit survey.