

CNIC HQ CIVILIAN CHECK-OUT

- Requirements for civilians processing out of CNIC HQ should begin as soon as a departure date is confirmed, and no later than 15 business days prior to departure.
- All check-out activities **MUST** be completed before you depart Headquarters.

PLEASE RETURN THE COMPLETED CHECK SHEET TO THE CNIC HQ CHECK-IN/OUT COORDINATOR

Your name:	Departure date:	Departing N Code:
Supervisor name:	Supervisor phone:	NAF employees check here: <input type="checkbox"/>
Exec. Ass't (EA) name	EA phone:	
Work Location: Joint Base Anacostia-Bolling (JBAB) _____ Washington Navy Yard (WNY) _____ Remote site [name of site] _____		(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325

	Requirement	Your Action	Check-Out Action Office/POC	Initials/Date
COMPLETE DURING FINAL 3 WEEKS				
1	Notification to N Code of Departure	Provide departure date & other relevant information to your N Code EA		
2	Timesheets/SLDCADA <i>(This requirement does not apply to NAF employees)</i>	Contact CNIC HQ SLDCADA Representative to ensure proper close-out of system records & access	CNIC SLDCADA Help Desk CNIC_SLDCADA_Help@navy.mil 1(800) 378-5406, press 2 CNIC HQ SLDCADA Representative WNY, Building 166, Room 103 (202) 433-4263	
3	Government Travel Card (if applicable)	Call the N8 Help Desk to have your government travel card account deactivated	N8 Help Desk (800) 378-5406, press 3 for travel card	
4	Defense Travel System (if applicable)	First: Ensure that all travel claims are paid/resolved Second: Call the N8 Help Desk to report your date of departure for removal from the Defense Travel System (DTS)	N8 Help Desk (800) 378-5406, press 1 for DTS	
5	Office of General Counsel – Litigation Hold (if applicable)	Contact the Office of General Counsel (OGC) to confirm compliance with any Litigation Hold notice you have received	OGC WNY, Building 36, Suite 110 (202) 433-4303 or 4288	
6	Force Judge Advocate Requirements	<i>Complete the Force Judge Advocate (FJA) ethics requirements in 6a & 6b below as applicable</i>	FJA WNY, Building 111, Suite 102 (202) 685-0588	
6a	<ul style="list-style-type: none"> • Required of ALL OGE Form 450 filers 	If you were required to file the <i>Confidential Financial Disclosure Report</i> (OGE Form 450), contact the FJA Office to ensure removal from the filers list		
6b	<ul style="list-style-type: none"> • Required of ALL military & civilian personnel retiring from public service 	<p><i>All retiring & separating personnel are required to receive ethics advice regarding post-government employment in accordance with DoD policy</i></p> <p><i>The CNIC HQ Ethics Counselor will provide this advice based upon your request</i></p> <p>First: To begin the process, please read the following documents:</p> <ul style="list-style-type: none"> • <i>Twenty Basic Rules for Personnel Leaving DoD</i> • Employment Restrictions (All Government Employees) • Employment Restrictions (SES & Flag Officers) <p>If you intend to seek employment in the private sector, read <i>Disqualification Statement (Template)</i></p> <p>If you have questions regarding the above materials, please contact the CNIC HQ Ethics Counselor</p> <p>Second (if applicable): If you wish to request a post-government employment opinion, complete the <i>Post-Government Employment Advice Opinion Request</i> (DD Form 2945), & submit to the CNIC HQ Ethics Counselor</p> <p>You may also submit a request for a post-government employment opinion to: CNIC_HQ_Ethics@navy.mil</p>		

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		<p><i>Note: A post-government employment opinion should be requested at least 4 weeks prior to your departure</i></p> <p>Third (if applicable): If you intend to seek employment with private sector firms, you must notify your CNIC supervisor & other individuals via a signed Disqualification Statement (see <i>Disqualification Statement Template</i> for sample)</p>		
7	Navy Family Accountability & Assessment System (NFAAS) Update	<p>All Department of Navy civilians are required to update their personal & family member emergency contact information in NFAAS</p> <p>Access https://navyfamily.navy.mil to update contact information</p> <p>Contact the NFAAS office for assistance if required</p> <p><i>Note: NFAAS is located in a secure building; if you plan to visit, call ahead for escort</i></p>	NFAAS Office WNY, Building 196, Room 101 (202) 433-9360	
8	Total Records & Information Management (TRIM)	Contact the HQ TRIM Dataset Manager / POC to provide required information on your TRIM user status	N00 TRIM Dataset Manager / POC WNY, Building 111, Suite 101, Cub. #282; (202) 433-0902	
9	Installation Voting Assistance Officer (IVAO)	Contact the local IVAO if you would like assistance in transferring your voter registration to a new locality or need other voter-related support	NSA Washington IVAO WNY, Building 111, Room 102 (202) 433-1071	
10	Command Exit Interview	All personnel are encouraged to provide feedback on their experience at CNIC Contact N13 to set up a Command Exit Interview	N13 Representative JBAB, Building 168, 3 rd Fl, Cub. #325-09, (202) 433-9833	
COMPLETE DURING FINAL 2 DAYS				
11	IT Equipment Return	<p>If you have a desktop computer, call N6 IT to report equipment asset number & your departure date</p> <p>You MUST RETURN your laptop & all peripheral IT equipment (cell phone, BlackBerry, air card, etc.) to N6 IT & sign the <i>Custody Receipt for Information Technology Property</i> form confirming return</p>	N6 IT Team WNY, Building 111, Room 194 (202) 433-3597 (desktop) (202) 433-6896 (cell phone, etc.) (202) 433-3987 (laptops in JBAB Building 168) (202) 433-3597 (laptops in WNY)	
12	Disable Wide Area Alert Network (WAAN) Registration	<p>If you are now located at WNY, you must contact (by phone or email) the HQ Battle Watch Captain to disable your WAAN registration</p> <p>HQ personnel outside WNY should contact their local WAAN administrator to close out registration</p>	N36 Battle Watch Captain WNY, Building 196, Room 101 (202) 433-0226 cnic.n36.bwc@navy.mil Local WAAN Administrator	
13	TWMS Accountability Database	Ensure that your N Code EA removes your personal information from TWMS	N Code EA	
14	NMCI E-Mail Account / Global Directory Listing	<p>Call the CNIC Support Center to deactivate NMCI e-mail account & remove your name from Global</p> <p><i>Note: Be aware that the Support Center will complete its actions promptly after your call</i></p>	CNIC Support Center Pensacola, FL (888) CNI-4ALL DSN: 942-6597	
15	Desk Phone Voice Mail Account	<p>Deactivate your desk telephone voice mail account so CNIC is not charged a voice mail reset fee for the next user of that phone</p> <p>First: Dial (202) 433-8222, enter your password, & follow directions for changing password</p> <p>Second: When prompted to enter a new password, enter REGION (i.e., 734466)</p>		
16	Building, Room, &/or Desk Keys	Return all keys: hand in building & room keys (if any) to N Code EA; place desk keys in top drawer of desk	N Code EA	
17	HQ Security Requirements	<p><i>Note: CNIC personnel at remote HQ sites must check out with the local CNIC HQ Security POCs</i></p> <p>First: Print out & complete <i>Security Termination Statement</i> (OPNAV Form 5511 14), sign, & submit form to HQ Security</p> <p>Second: Return security badges as required</p>	HQ Security Office WNY, Building 46 (202) 433-9688, Room 100 (202) 433-9687, Cub. #13 Local CNIC HQ Security POC	
	Civilian Check-Out Complete	Return this initialed & dated check-out form to HQ Check-in/Out Coordinator	N00C HQ Check-In/Out Coordinator WNY, Building 111, Suite 101, Cub. #258; (202) 433-0832	