

**U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY
OUT-PROCESSING CHECKLIST FOR U.S. CIVILIAN EMPLOYEES
(see reverse side for complete instructions)**

NSA NAPLES FORM 12352/1 (Rev. 6-00)

Name: _____
SSN: _____
Command: _____

Date: _____
Work Phone: _____

Note: Items 1, 2,3, 4, and 11 require an appointment in advance.

	Check-out Activity	Deadlines / Special Notes	Authorized Signature	Date
1.	HRO*	30 days / benefits, LQA/TQSA, priority placement program registration, etc.		
2.	Personal Property*	ASAP / schedule pack-out		
3.	Recreation Services (MWR)*	Before packout / outstanding accounts and equipment		
4.	Housing Office*	30 days / lease, utilities, briefing, etc.		
5.	MVRO*	3 weeks / AFI-plated car transfer/ disposal		
6.	Occupational Health	2 weeks		
7.	Base Veterinarian*	2 weeks / for registered pets		
8.	Navy Exchange	1 week / collections, outstanding accounts		
9.	PSD*	1 week / turn in ration cards		
10.	Information Systems (ISD)	1 week A. Cancel all accounts B. Phone card, cell checks		
11.	Command Security Mgr	2 days / if you hold clearances		
12.	Post Office*	2 days / change of address information		
13.	Library	2 days / return library card		
14.	Admin Travel Clerk	2 days / return govt charge cards, settle travel claims		
15.	Naval Hospital	2 days / medical records, collections		
16.	Housing Office* Final	2 days / close out of contract		
17.	Navy Legal Service Office	2 days / turn in all soggiorno permits		
18.	Supervisor	2 days / turn in office keys / MCI phone card. etc.		
19.	HRO Naples (or your servicing personnel office)	2 days / turn in ID card, checklist, LQA reconc., TQSA claim, travel itinerary, forwarding address, and/or e-mail address or telephone number		
20.	NSA Security Dept.	Last day / if retiring or separating in Naples		

(those items with an "*" are not required out-processing for family members).

I certify that I have completed processing, cleared all of the items listed above, and have turned in my soggiorno permit and civilian ID card.

Employee Signature: _____

Date: _____

COMPLETION INSTRUCTIONS
OUT-PROCESSING CHECKLIST FOR U.S. CIVILIAN EMPLOYEES

1. All U.S. civilian employees are required to complete and return this form to the Human Resources Office (HRO) to ensure all offices/activities providing support services have been properly cleared.
2. Employees should call the applicable offices to schedule appointments as far in advance as possible.
3. Family members who are not self-sponsored must do an abbreviated out-processing.
4. Employees must return the completed form to HRO two work days prior to departure.
5. Contact the HRO at DSN 626-5409 if you have any questions concerning this form.
6. Please provide information pertaining to the following:

Forwarding Address Information:

Address: _____

Phone: _____

Email: _____

New Office Phone: _____

Fax: _____

Email: _____