

CHECK-OUT FORM

Name _____
 SSN (Last 4 only) _____
 Departure Date _____

Command _____
 EOD of Separation / Transfer _____

Check-out with applicable office. **#11.b (HRO Operations Division Team applies to ALL employees including dependent hires).** Form must be completed and returned to HRO, to be maintained on file for a period of 6 months. When checking-out, you need to turn-in your identification card and those of your dependent(s) (if applicable) to Personnel Support Detachment (PERSUPPDET).

CHECK-OUT	ORGANIZATION	PHONE	BLDG
1	Personnel Support Detachment (Mr. Andre Simmons) (Official Passport Office, 1st floor) CLOSED WEDNESDAYS	243-8466	1555
2	CNRJ Housing Office (Services Center)	243-9037	1441
3	NAVSUP FLC Personal Property Division (Household Goods Outbound Section)	243-7062	5013
4	Post Office (Change of Address and Turn in PO Box keys)	243-6711	1258
5	Base Communication Office (telephone office)	243-5847	C-20
6	U.S. Naval Hospital	243-5825	1400
a	Outpatient Records		
b	Billing and Collection Office (Medical/Dental Insurance bills)	243-7090	
7	Security office (De-registration of Vehicle)	243-5011	1971
8	Admin Officer (Employee's Activity)	Command POC	
9	CNRJ Region Admin (CNFJ/CNRJ employees ONLY)	243-2903	C-1
10	Comptroller's Office (Payroll check out)	Command POC	
11	HRO	243-7413 / 8170	1472
a	Employee Relations Division (Code N133) (Overseas Allowances)		
b	Operations Division (Code N131) (De-SOFA process for locally hired self-sponsor)	243-5725 / 8168	

CHECK-OUT / FINAL CLEARANCE

Final base clearance will not be given until this completed form has been received by HRO.

STATEMENT

I have returned all government property and have no outstanding debts or other such commitments to any government or other entity related by my stay in Japan. I understand processing of any of my records may be delayed, and I will be responsible to the U.S. Government for any such outstanding matter after my departure.

 EMPLOYEE'S SIGNATURE

 DATE