DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 12352.4A
21

13 JUN 2000

NAVSUPPACT NAPLES INSTRUCTION 12352.4A

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: OUT-PROCESSING PROCEDURES FOR U.S. CIVILIAN EMPLOYEES

Encl: (1) Out-Processing Checklist for U.S. Civilian Employees

1. Purpose. To publish the out-processing procedures for U.S. civilian employees serviced by the Human Resources Office (HRO) Naples.

2. Cancellation. NAVSUPPACT NAPLES INST 12352.4.

3. Procedures

a. U.S. civilian employees are required to complete enclosure (1) when leaving their positions and return the form to HRO at least two work days prior to departure.

b. U.S. civilian employees leaving their positions (i.e., permanent change of station, separating and staying in Naples), are requested to give as much advance notice as possible. A minimum of two weeks notice to their supervisor is requested. A Request for Personnel Action, Standard Form 52, signed by the employee and the supervisory official must be submitted to HRO as soon as notice of resignation, separation, or retirement is given.

c. Employees will be allowed a reasonable amount of official time necessary to complete the out-processing procedures.

4. Responsibility. It is the responsibility of the cognizant command/department and supervisor to ensure that enclosure (1) is completed and returned to HRO. Employees requiring travel orders will not receive the original travel order until enclosure (1) is completed and returned to HRO.

B. L. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4V
Lists: I, II, III, IV (2.6 only),
V (less 3.4.), VII (7.14.15.16. only)

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

Name: _____ Date: _____
SSN: _____
Command: _____ 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 gov't 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: _____