

# CNIC HQ CONTRACTOR CHECK-OUT

- *Out-processing should begin as soon as a departure date is determined, 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:	
Exec. Ass't (EA) name:	EA phone:	(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325
Work Location: Joint Base Anacostia-Bolling (JBAB) _____ Washington Navy Yard (WNY) _____ Remote site [name of site] _____		

	Requirement	Your Action	Check-Out Action Office/POC	Initials/Date
<b>COMPLETE DURING FINAL 3 WEEKS</b>				
1	<b>Notification to N Code of Departure</b>	Provide departure date & other relevant information to your N Code EA		
2	<b>Office of General Counsel – Litigation Hold (if applicable)</b>	Contact the Office of General Counsel (OGC) to confirm compliance with any Litigation Hold notice you have received	<b>OGC</b> WNY, Building 36, Suite 110 (202) 433-4303 or 4288	
3	<b>Total Records &amp; Information Management (TRIM)</b>	Contact the HQ TRIM Dataset Manager / POC to provide required information on your TRIM user status	<b>N00 TRIM Dataset Manager / POC</b> WNY, Building 111, Suite 101, Cub. #282 (202) 433-0902	
4	<b>Installation Voting Assistance Officer (IVAO)</b>	Contact the local IVAO if you would like assistance in transferring your voter registration to a new locality or need other voter-related support	<b>NSA Washington IVAO</b> WNY, Building 111, Room 102 (202) 433-1071	
5	<b>Command Exit Interview</b>	All personnel are encouraged to set up an exit interview appointment with N13	<b>N13 Representative</b> JBAB, Building 168, Cubicle (Cub.) #325-09; (202) 433-3186	
<b>COMPLETE DURING FINAL 2 DAYS</b>				
6	<b>IT Equipment Return</b>	If you have a desktop computer, call N6 IT to report equipment asset number & your departure date  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 equipment return	<b>N6 IT Team</b> 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)	
7	<b>Disable Wide Area Alert Network (WAAN) Registration</b>	If you are now located at WNY, you must contact (by phone or email) the HQ Battle Watch Captain to disable your WAAN registration  HQ personnel outside WNY should contact their local WAAN administrator to close out registration	<b>N36 Battle Watch Captain</b> WNY, Building 196, Room 101 (202) 433-0226 cnic.n36.bwc@navy.mil <b>Local WAAN Administrator</b>	
8	<b>TWMS Accountability Database</b>	Ensure that N Code EA removes your personal information from TWMS	<b>N Code EA</b>	
9	<b>NMCI E-Mail Account / Global Address Listing</b>	Call CNIC Support Center to deactivate NMCI e-mail account & remove your name from global directory <i>Note: Be aware that the Support Center will complete its actions promptly after your call</i>	<b>CNIC Support Center</b> Pensacola, FL (888) CNI-4ALL DSN: 942-6597	
10	<b>Desk Phone Voice Mail Account</b>	Deactivate desk phone voice mail <b>so CNIC is not charged a voice mail reset fee</b> for the next user <b>First:</b> Dial (202) 433-8222 & follow directions for changing your password <b>Second:</b> When prompted on password, enter REGION (i.e., 734466)		
11	<b>Building, Room, &amp;/or Desk Keys</b>	Return all keys: hand building & room keys (if any) to N Code EA; place desk keys in top drawer of desk	<b>N Code EA</b>	
12	<b>HQ Security Requirements</b>	<i>Note: CNIC personnel at remote HQ sites must check out with the local CNIC HQ Security POCs</i> <b>First:</b> Print out & complete <i>Security Termination Statement</i> (OPNAV Form 5511 14), sign, & submit	<b>HQ Security Office</b> WNY, Building 46 (202) 433-9688, Room 100 (202) 433-9687, Cub. #13	

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		to HQ Security <b>Second:</b> Return security badges as required	Local CNIC HQ Security POCs	
	<b>Contractor Check-Out Complete</b>	<i>Return this initialed &amp; dated check-out form to HQ Check-in/Out Coordinator</i>	<i>N00C HQ Check-In/Out Coordinator WNY, Building 111, Suite 101, Cub. #258; (202) 433-0832</i>	