

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

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, 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, 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 / cancel e-mail account		
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.	Command Comptroller	2 days / return gov't charge cards, settle travel claims		
15.	Naval Hospital	2 days / medical records, collections		
16.	Navy Legal Service Office	Last day / turn in all soggiorno permits		
17.	Supervisor	Last day		
18.	HRO Naples (or your servicing personnel office)	Last day / turn in ID card, checklist, and travel itinerary		
19.	NSA Security Dept.	Last day / if retiring or separating in Naples		

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 servicing 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 (those items with an "*" are not required out-processing for family members).
4. Employees must return the completed form to the servicing HRO prior to the last working day.
5. Contact the U.S. Naval Support Activity, Naples, HRO at DSN 626-5409 if you have any questions concerning this form.