



UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC BOX 20004

CAMP LEJEUNE NC 28542-0004

BO 12432.3C  
MCCS  
AUG 15 2011

BASE ORDER 12432.3C

From: Commanding Officer  
To: Distribution List

Subj: SEPARATION PROCEDURES FOR NONAPPROPRIATED FUND EMPLOYEES

Encl: (1) Separation Form  
(2) Employee Check-Out Form

1. Situation. To establish policy and instructions for separation procedures for Nonappropriated Fund (NAF) employees of organizations serviced by the Marine Corps Community Services (MCCS), Camp Lejeune Human Resources Office.

2. Cancellation. BO 12432.3B.

3. Mission. To ensure all pending administrative matters are completed prior to the separation of the employee, and to ensure recovery of all government property that may be in his/her possession.

4. Execution

a. Supervisor. The Supervisor is responsible for:

(1) Submitting enclosure (1), Separation Form, and enclosure (2), Employee Check-Out Form, completed, for each separating NAF employee, regardless of employment category. Enclosure (1) should be submitted to the MCCS Human Resources Office located in Building 1401 on West Road at least 14 calendar days prior to the last date of employment. If an employee quits without notice or abandons his/her position, enclosure (1) will be submitted as soon as possible after it is apparent that the employee does not intend to return to work.

(2) Completing the top portion of enclosure (2) on the last day of an individual's employment, giving it to the employee, and directing the employee to obtain a signature/

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initial from each activity listed on the form. Enclosure (2) should be submitted upon separation.

(3) Recovering all uniforms, smocks, tools, etc., previously checked out to the employee.

(4) Recovering the Common Access Card (CAC); and Government Issued Credit Card from the employee, if applicable, and returning them to the MCCS Human Resources Office. When an employee being terminated for any reason is not available to complete the check-out procedure, the supervisor will attempt to recover all government property issued to the employee. Enclosure (2) will be initiated and forwarded to the MCCS Human Resources Office for the final action and filing.

(5) Advising the employee that has Marine Corps Wide Area Network (MCW), Navy Marine Corps Intranet (NMCI), Secure Intranet Protocol Routing (SIPR) access to check out with S6/G6 (MITSC).

b. Employee. The employee is responsible for:

(1) Giving at least two weeks' notice to the Supervisor that he/she is resigning.

(2) Requesting a Referral Package from the MCCS Human Resources Office, if desired. A Referral Package consists of a copy of the employee's position description, training record, the most recent performance feedback form, and the most recent Personnel Action 500 Form, for presenting when seeking new employment.

(3) Additionally, a NAF employee that has MCW, NMCI, or SIPR access will need to checkout with the S6/G6 (MITSC) so they can be removed from the .mil network.

c. MCCS Human Resources Director. The MCCS Human Resources Director is responsible for:

(1) Administering separation procedures for NAF Employees.

(2) Providing advice to supervisors, managers, and individual employees on separation procedures.

(3) Requesting, by letter, the return of any government property issued to the separating employee that is still in the employee's possession, such as a vehicle decal, uniforms, keys,

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Privilege Identification Card, CAC and Government Issued Credit Card that the Manager/Supervisor was unable to recover.

(4) Returning retrieved CAC cards to the Marine Corps Base, Camp Lejeune ID Card Center.

5. Administration and Logistics. The point of contact is the MCCS Human Resources Office at 451-5627.

6. Command and Signal

a. Signal. All Nonappropriated Fund Instrumentalities (NAFI's) serviced by the MCCS Human Resources Office shall comply with the instructions contained herein. NAFI Division Directors will ensure that all subordinate managers and supervisors (military and civilian supervisors of NAF employees) are thoroughly familiar with the contents of this Order and the Order is made available to employees upon request.

b. Command. This Order is effective the date signed.



D. J. LECCE

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**EMPLOYEE CHECK-OUT FORM**

**MANAGER/SUPERVISOR:** Fill out the first three lines of this form and give it to the employee on his/her last day of work and direct employee to proceed to the places indicated, as applicable. Please attach completed form to Separation Form and forward to Human Resources.

EMPLOYEE'S NAME: \_\_\_\_\_ EMPL ID: \_\_\_\_\_

DEPT NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

LAST DAY OF WORK: \_\_\_\_\_ CIVILIAN/MILITARY/RET MIL/MIL DEP  
(Circle one)

**EMPLOYEE:** Report to the Persons/Places listed below as applicable.

1. **Activity Manager/Supervisor:** All uniforms, name tag, keys, smocks, tools, etc., previously checked out to employee have been recovered.

	_____	_____
	<b>Date</b>	<b>Signature of Manager/Supervisor</b>
Common Access Card (CAC)	_____	_____
	<b>Date</b>	<b>Signature of Manager/Supervisor</b>
Government Issued Credit Card	_____	_____
	<b>Date</b>	<b>Signature of Manager/Supervisor</b>
MCCS Privilege Identification Card	_____	_____
	<b>Date</b>	<b>Signature of Manager/Supervisor</b>
USMC Serv Mart Card	_____	_____
	<b>Date</b>	<b>Signature of Manager/Supervisor</b>

2. **Benefits Section:** Employees enrolled in the Retirement Plan, any Medical/Dental Insurance or 401K must see the Benefits Human Resources Technician at Bldg. 1401.

\_\_\_\_\_

**Date** **Signature of Benefits HR Technician**

3. **Vehicle Registration Office, Bldg. 60:** (Not applicable to military/family members). The above named individual has completed all required check out procedures at this Activity. Vehicle decal has been removed.

\_\_\_\_\_

**Date** **Signature of Vehicle Registration Official**