



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 12715.1A
CHRO-E
16 Sep 24

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
12715.1A

From: Commander
To: Distribution List

Subj: CHECK-OUT PROCEDURES FOR CIVIL SERVICE EMPLOYEES SEPARATING
FROM EMPLOYMENT

Ref: (a) ASN (M&RA) Memo Department Of Navy Policy for DON Exit
Survey of 2 October 2023
(b) OPM Guide to Processing Personnel Actions
(c) MCO P4400.150
(d) Consolidated Master Labor Agreement between the United
States Marine Corps and the American Federation of
Government Employees of 19 Jan 22
(e) SECNAVINST 12771.2
(f) MCIEAST-MCB CAMLEJO 12630.1C Absence and Leave for
Civilian Employees of 24 April 2023

Encl: (1) Check-out Procedures
(2) Civilian Employee Check-out Sheet

1. Situation. This Order revises the policy, establishes procedures, and assigns responsibilities regarding the check-out process for civil service employees separating from employment, or transferring to another Department of Defense Command or government agency.

2. Cancellation. MCIEAST-MCB CAMLEJO 12715.1 Ch 1-2.

3. Mission

a. To ensure adherence to procedures regarding the check-out process for separating civil service employees in accordance with the references.

b. Summary of Revision. This Order has been revised to update policies and procedures and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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(1) Commander's Intent. To ensure employees separating from civil service employment check-out from all required areas and all government-owned property has been accounted for.

(2) Concept of Operations. Commanders may establish additional, more stringent, local procedures to ensure all civil service employees check-out of their organization prior to separating.

b. Tasks

(1) Civilian Human Resources Office-East (CHRO-E) shall:

(a) Advise management officials, installation commanders, department heads, and supervisors regarding the check-out procedures contained in enclosure (1).

(b) Advise and assist all management officials in accomplishing their duties.

(c) Coordinate with commanders at all levels, to include tenant organizations, to ensure local check-out procedures are established where necessary.

(2) Installation Commanders/Managers/Supervisors shall:

(a) Familiarize themselves with the provisions of this Order, and establish local installation policy as necessary.

(b) Provide appropriate guidance regarding check-out requirements, in accordance with this and local policies, to employees separating from their commands, and/or separating from federal civilian employment.

(c) Ensure separating employees complete enclosure (2) and submit it to CHRO-E prior to their separation, and are provided instructions on how to complete the online Department of the Navy Exit Survey prior to separation per reference (a).

(d) Coordinate with CHRO-E to ensure check-out procedures are established and enforced at the local level.

(3) Employees shall

(a) Familiarize themselves with the provisions of this Order.

(b) Check-out from all required offices and return all government-owned property, or otherwise ensure it is accounted for or shortage reported prior to their separation from their command or from civil service employment.

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5. Administration and Logistics. Recommendations concerning the contents and implementation of this Order should be forwarded to CHRO-E for consideration.

6. Command and Signal

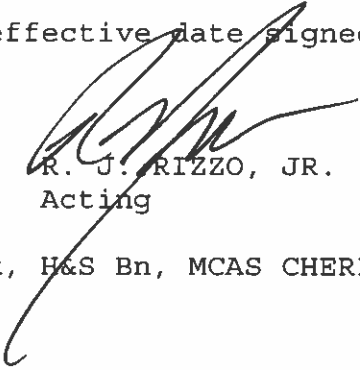
a. Command

(1) This Order is applicable to MCIEAST-MCB CAMLEJ Departments, Headquarters and Support Battalion, Weapons Training Battalion, Marine Corps Air Station (MCAS) Cherry Point and MCAS New River.

(2) Installation Commanders/Commanding Officers may adapt guidance contained in this Order. Such guidance and policy must be consistent with the provisions of this Order, but commands may adopt more detailed rules to meet specific needs.

(3) Tenant Commands. Tenant commands supported by CHRO-E may elect to comply with this Order in its entirety or may describe more detailed rules to meet specific needs as required.

b. Signal. This Order is effective date signed.



R. J. RIZZO, JR.
Acting

DISTRIBUTION: A/C (plus MCAS NR, H&S Bn, MCAS CHERPT and WTBn)

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Check-Out Procedures

1. Leave at Time of Separation. Normally, requests for extended periods of annual leave and Leave Without Pay (LWOP) will not be granted when it is known in advance that an employee is to be separated within thirty (30) days of such a request. Exceptions may be made for instances such as but not limited to: employees under notice of reduction in force, employees entering military service, employees pending approval of disability retirement or compensation, or when deemed appropriate by the employee's supervisor after receiving advice from CHRO-E and Eastern Area Counsel Office (EACO).

2. Check-out Date. In accordance with reference (b), the check-out date for all types of separations shall be the employee's last day of work. The last day of work will normally be the effective date of separation except where leave has been granted per one of the exceptions in paragraph 1.

3. Responsibility for Check-out when Employee is Available

a. In accordance with reference (c), the organizational commander (or designated representative) is responsible for initiating a command level check-out checklist, enclosure (2), to permit a separating employee to clear and return all Government property and check-out with all required offices. Commands may utilize a variation of enclosure (2), provided that they include check-out with the specific offices and functions that are outlined in enclosure (2). Commands within the Camp Lejeune/New River commuting area should require employees to visit CHRO-E as a last stop to turn in their check-out sheet. If the employee is unavailable to visit CHRO-E, Commands shall receive the check-out form from the employee and route it to CHRO-E. Commands outside of the commuting area shall route all check-out sheets to CHRO-E upon completion.

b. Employees should arrange to arrive at CHRO-E on the employee's last day of work after checking out with all offices annotated in enclosure (2). The employee's supervisor will provide the employee with the check-out sheet and certify that all government property charged to the employee has been turned in, recovered or the shortage reported to the Responsible Officer in accordance with reference (c). The online DON Exit Survey included in enclosure (2) is voluntary, but highly encouraged. The survey may only be accessed using a Common Access Card prior to separation.

c. Prior to separation, the employee's supervisor will ensure that a Request for Personnel Action (RPA) is created in accordance with reference (b), when applicable. The employee will sign a hard copy of the RPA and ensure their forwarding address is properly documented.

Enclosure (1)

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The electronic version of the RPA will be routed to CHRO-E for processing.

4. Responsibility for Check-out when Employee is Not Available

a. When an employee being separated for any reason is not available for check-out, the organizational commander (or designated representative) to which the employee is assigned will recover all government-owned property from the employee and report any shortages to the Responsible Officer, in accordance with reference (c).

b. The supervisor will ensure that the time in the Defense Agencies Initiative, Oracle Time, and Labor, is appropriately annotated to avoid overpayment to the employee. Prior to separation, the employee's supervisor will ensure that an RPA is created in accordance with reference (a), if applicable. The employee will sign a hard copy of the RPA or an attempt will be made to obtain a resignation letter from the employee. The electronic RPA will be routed to CHRO-E for processing. An RPA is not necessary for an employee who is moving to another federal agency.

5. Resignation. Per reference (b), resignations will normally be submitted in the space provided on the RPA but may be accepted in letter form and attached to the RPA when routed to the CHRO-E. Reasons for an employee's resignation and a forwarding address will be obtained whenever possible. The employee's supervisor will ensure completion of the RPA.

a. Agency's Reason (s). The submitting office or supervisor will not enter additional or modified reasons regarding the employee's resignation on the RPA or other document which the employee signs and submits as the resignation. If there are known additional or modified reason for the resignation, the submitting office will prepare a separate statement covering these reasons and submit it with the RPA. If the reasons furnished by the submitting office become the agency's finding of fact on why the employee resigned (determined by the Human Resource Director), the information will be entered under the remarks section on the resignation RPA. If the finding of fact contradicts or relates to the validity of an employee's work-related reasons, a statement on whether the separating employee was informed of the opportunity to file a grievance under references (d) and (e) as appropriate will also be entered under the remarks section on the RPA. The separate statement of reasons furnished by the operating office will not be filed on the employee's Official Personnel File unless it becomes the agency's finding of fact.

b. Leave Requests. In accordance with reference (f), career or career-conditional employees may apply for annual leave and/or LWOP (combined leave not to exceed 90 days), to seek continued

Federal employment. Up to 90 days of LWOP will be granted to family members of transferring military personnel and civilian personnel who are required to move on rotational assignments, or those who accept another Federal job outside the local commuting area in a transfer of function of work. Such employees shall submit a resignation to be effective at the end of the leave period. The RPA or letter containing the resignation shall include the request for leave. Employees resigning due to pregnancy or other serious health conditions, and who submit a statement by a physician, may use accrued sick leave prior to separation consistent with current law and regulations governing such leave. Except in those cases where there are specific provisions for granting leave or LWOP, the last day of work is the effective date of resignation.

c. Resignation RPAs will be forwarded promptly when received, and the employee will complete the check-out process on the last day of work.

CIVILIAN EMPLOYEE CHECK-OUT SHEET

MCIEAST MCB CAMLEJO 12715.1

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice General Personnel Records (December 11, 2022, 77 FR 79694). **AUTHORITY:** 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, as amended by 13478, 9830, and 12107. **PRINCIPLE:** Records on Current and Former Federal employees located within the employing agency. **PURPOSE:** The OPF, which may exist in various approved media, and other general personnel records files, is the official repository of the records, reports of personnel actions, and the documentation required in connection with these actions affected during an employee's Federal service. The personnel action reports and other documents, some of which are filed in the OPF, give legal force and effect to personnel transactions and establish employee rights and benefits under pertinent laws and regulations governing Federal employment. **ROUTINE USE:** To disclose pertinent information to Government facilities (Federal, State, and local) and to non-Government training facilities. **DISCLOSURE:** Mandatory to facilitate separation.

Instructions to Departing Employee: If you are separating from federal civilian employment, you will receive a copy of your Notice of Personnel Action (SF-50), unemployment information, and benefit information in the mail from the Department of the Navy Office of Civilian Human Resources after the action has processed. Transferring employees should contact their gaining Human Resources Office (HRO) for instructions for accessing personnel records and transitioning benefits.

Benefits: If you have questions about your health insurance, life insurance, Thrift Savings Plan, or retirement, please call the Benefits Line at 888-320-2917 or email navybenefits@navy.mil.

myPay: We recommend setting up a login ID and password in the myPay system before your separation, as you will no longer have a Common Access Card (CAC). You have continued access to the myPay website for one year after your separation, but you must access it using your login ID and password. It is essential that you notify the Defense Finance and Accounting Service (DFAS) of any changes in your mailing address for your W-2 form(s), LES's, and any unpaid salary.

Exit Survey: The Department of the Navy and Marine Corps are interested in your candid feedback to aid in assessing areas that could improve retention and recruitment of civilian employees. Please take this confidential opportunity (in only 5-10 minutes) to share with us your employment experiences and opinions. If you are a permanent federal civilian who is voluntarily resigning or transferring to another Agency or UIC, or an employee who is serving on a TERM appointment and voluntarily resigning prior to your NTE date, visit this site: *** CAC enabled website *** https://usnavy.gov1.qualtrics.com/jfe/form/SV_3KMSH6Pe86H9QEK.

Check-out Process: Complete check-out requirements for each Office/Program below and obtain official's signature (requires supervisor's signature if Not Applicable (N/A)). Failure to properly check out of the below listed offices may result in a delay in receiving your final pay.

Office/Program	Building #	Phone #	Official's Signature <small>N/A requires Supervisor's signature</small>	Date
Safety - Department Representative (ESAMS)	Dept Specific			
Comptroller - Civilian Payroll (DAI/OTL)	CL-8 NR-AS211	451-4535 449-5174		
Comptroller - Government Travel Charge Card (GTCC)	CL-8 NR-AS211	451-4153 449-4433		
Comptroller - Defense Travel System (DTS)	CL-8 NR-AS211	451-4153 449-5449		
Network Services/Telecommunications Equipment *Computer/Air Card/CAC Reader/Cell Phone, etc.	CL-Supervisor/ISC NR-AS211	449-5168		
ID Card Center/DEERS *Keep CAC if Transferring within DoD	CL-59 NR-AS122	451-2727 449-4774		
Security Office	CL-60 NR-AS211	451-3653 449-5735		
Vehicle Registration	CL-60 NR-AS187	450-7742 449-4207		
Contracting - Government Purchase Card (GCPC) *GCPC cardholders only	CL-316	451-7847		
MCCS Human Resources * MCCS APF Employees only	CL-1401	451-5627		
Civilian Human Resources Office - East * LAST STOP (All Office/Program signatures required)	CL-308 NR-AS211 (5-1)	451-2209 449-5364		

Building locations: CL-Camp Lejeune, NR-New River

Employee Name: _____ Command/Department: _____
 Last day of Work: _____ Effective Date of Separation: _____
 Nature of Separation: Separation/Resignation Retirement Transfer to another Federal Agency
 Forwarding Address: Check if Address Change

I certify that all government property that has been issued to me has been accounted for, turned in or shortage reported.
 Employee Signature: _____ Date: _____
 I certify that all government property that has been issued to the above employee has been accounted for, turned in or shortage reported.
 Supervisor Signature: _____ Date: _____