DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO
12300
Ser 92TMX5/0158
8 MAY 1997

SEA 92T STANDARD OPERATING PROCEDURE No.2

From: Director, Submarine Hull, Mechanical and Electrical Engineering Management Division (SEA 92T)

Subj: SEA 92T PERSONNEL CHECKOUT SHEET

Encl: (1) SEA 92T Checkout Sheet
(2) Personnel Clearance Checkout Sheet NAVSEA 5300/2 (Rev. 9-92)

1. Purpose: To institute policy governing checkout procedures of personnel leaving the employ of SEA 92T.

2. Cancellation: PMS390 INSTRUCTION 12300 of 24 JUL 95

3. Discussion: A loophole in NAVSEA checkout procedures exists when an employee leaves the employ of SEA 92T but retains a position within NAVSEA. A procedure is instituted whereby certain rights, privileges and obligations are to be forfeited and/or turned over to follow-on individuals in SEA 92T.

4. Action:

a. All personnel leaving the employ of SEA 92T and permanently transferring to another NAVSEA code, another government agency, or private employment, are to follow the checkout procedures contained in enclosure (1) and (2).

b. Supervisory personnel shall be responsible for the initiation and first signature block of the Checkout Sheet.

c. The Branch Head shall debrief the departing personnel on any issue pertaining to the individual he/she deems pertinent, including, but not limited to, COTR responsibilities.

d. The pertinent codes contained in enclosure (1) are clearly delineated. If and when changes in responsibilities are made, the affected supervisor shall inform the Administrative Policy Section Head (SEA 92TMX) in order that changes/additions will be reflected on the Checkout Sheet.

e. This SEA 92T form shall be completed in its entirety prior to initiation of the NAVSEA 5300/2 (Rev. 9-92) Personnel Clearance (checkout).

B. J. WEGNER

Copy to:
SEA 92T SOP

Subj: SEA 92T STANDARD OPERATING PROCEDURE NO.2

Blind Copy to:
NAVSEA 92TS (12300)
92TIC
92T (Reading File)

PERSONNEL CLEARANCE (CHECK-OUT)

1. Discuss your release with your supervisor. If on a Committee or Board, arrange for a replacement.
2. Obtain a signature clearance for each item listed hereon. *NON-CLEARANCE MAY DELAY YOUR FINAL CHECK PAYMENT.*
3. *Clear as indicated, unless otherwise directed.

USE FORM OPNAV 5511/14 FOR SECURITY TERMINATION STATEMENT.

PRIVACY ACT STATEMENT - UNDER THE AUTHORITY OF 5 USC 301 DEPARTMENTAL REGULATIONS, INFORMATION REGARDING THE FORWARDING MAILING ADDRESS, PERMANENT HOME ADDRESS AND TELEPHONE NUMBER IS REQUESTED IN ORDER TO OBTAIN ANY ADDITIONAL INFORMATION WHICH MAY BE REQUIRED AFTER YOUR SEPARATION AND TO REFER ANY PERSONAL MAIL RECEIVED FOR YOU. THE INFORMATION PROVIDED BY YOU WILL BE RETAINED IN THE INACTIVE FILES FOR TWO YEARS. THIS INFORMATION WILL NOT BE DIVULGED WITHOUT YOUR WRITTEN AUTHORIZATION TO ANYONE OTHER THAN NAVY OFFICIALS HAVING NEED OF THE INFORMATION IN THE PERFORMANCE OF THEIR DUTIES. YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. FAILURE TO DO SO WILL HAVE NO EFFECT.

NAME (Last, First, Middle Initial)	GRADE	SOCIAL SECURITY NUMBER	LAST WORK DAY
FORWARDING ADDRESS (Mailing Address & Zip Code)	**PHONE NO. & AREA CODE**	**PERMANENT HOME ADDRESS**	**PHONE NO. & AREA CODE**

ITEM	*CODE/LOCATION	DESCRIPTION OF ITEM	AUTHORIZED SIGNATURE	DATE
1	INDIVIDUAL'S SUPERVISOR	Property passes, certify that all official records are returned. & complete Procurement Official Exit Certification, if applicable (on reverse)	*Supervisor*	
2	DIRECTORATE AIS SECURITY OFFICER	Check out with your AISSO to certify that your password for computer access has been deleted.	*Automated Info Systems Security Ofcr*	
3	DIRECTORATE ADMINISTRATIVE PERSONNEL OFFICER	Exit interview and turn in Govt. issued telephone credit cards	*Administrative Personnel*	
4	DIRECTORATE TRAVEL CONTROL POINT (TCP)	Check outstanding travel claims; advances, etc.	*Directorate TCP*	
5	SEA 09DZ NC3, RM 4N18	Turn in Diner's Club Card	*Travel*	
6	SEA 00G NC3, SUITE 900	Debriefing for SCI/access		
7	SEA 01D2 NC3, RM 12E15	Delete STARS access ID number		
8	SEA 02933 NC3, RM 4S12	Turn in CONFIDENTIAL Contract File Jacket(s), Signed for/in Possession of	*Central Records Section*	
9	SEA 09P2 NC3, RM 4W12	Turn in briefcase(s), calculators, recorders, camera(s), & visual projectors	*Property Accounting*	
10	SEA 09T3 NC3, RM 4N08	STU III Checkout (If applicable)	*Communication Security*	
11	SEA 09T4 NC3, RM 4E48	Turn in SECRET material signed for or in possession of	*Secret Records Section*	
12	SEA 09T2 NC3, RM 1E28	Access to Safe, Padlock combination(s), & keys	*Internal Security*	
13	SEA 09T2 NC3, RM 1E28	Cancel Security Clearance(s); Turn in Building Pass & Optional 55 badge	*Personnel Security*	
14	SEA 04TD2L NC3, RM 1S15	Turn in Library Books, Periodicals, Reports, and any other item issued	*Library*	
15	NURSE CPK5, RM 120	Nurse's Unit (If applicable)	*Nurse*	
16	HRO CM2, RM 514	Interview with Employee Assistance Clerk (Health Benefits, Retirements, et al)	*Employee Assistance Clerk*	
17	EMPLOYEE SIGN OUT	Employee	*Employee's Signature*	
18	RETURN THIS PERSONNEL CLEARANCE FORM TO YOUR DIRECTORATE'S ADMINISTRATIVE OFFICE		*Administrative Personnel*	

REMARKS/COMMENTS (Refer to specific block number)

NAVSEA 5300/2 (REV. 9-92) *(Front)*

ENCLOSURE (2)

SEA92T CHECKOUT SHEET

NAME _____	SSN _____	PHONE (___) _____
DEPARTURE DATE: _____	ADDRESS: _____ _____	

CODE/LOCATION	ITEM	SIGNATURE/DATE
1. INDIVIDUALS SUPERVISOR	PROPERTY PASSES, IF ANY; PERSONAL DOSIMETRY REPORTS	
2. BRANCH HEAD	COTR INFORMATION, IF APPLICABLE	
3. SEA 92TB	GOVERNMENT TELEPHONE CREDIT CARD	
4. SEA 92I2	ADP EXIT INTERVIEW: VAX PASSWORDS, FILE TRANSFERS	
5. SEA 92I2	ADP INTERVIEW: OCS PASSWORDS, FILE TRANSFERS	
6. SEA 92I33	ADP EQUIPMENT/SOFTWARE	
7. SEA 92TMX3	TRAVEL CLAIMS	
8. SEA 92TM3	AUDIO-VISUAL EQUIPMENT	
9. SEA 92TM3	PORTABLE TEST EQUIPMENT/TOOLS	
10. SEA 92TD1	LIBRARY TECH PUBS, DRAWINGS	
11. SEA 92TMX2	RETURN CONFIDENTIAL/SECRET FILES, DESK KEYS, STU III CIK, KASTLE KEYS AND RESTROOM KEYS	
12. SEA 92TMX5	RETURN ANY ADMINISTRATIVE ITEMS (BRIEFCASE, CALCULATOR, DICTIONARY, TAPE RECORDER)	
13. SEA 92T	RELEASING OF SYSTEMS	
14. EMPLOYEE SIGNATURE:		DATE:
15. LAST SEA 92TMX	FORWARD CLEARANCE, PERSONNEL FILE, RETURN & RETAIN FORM	

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Encl: (1) SEA 92T Checkout Sheet
(2) Personnel Clearance Checkout Sheet NAVSEA 5300/2 (Rev. 9-92)

1. Purpose: To institute policy governing checkout procedures of personnel leaving the employ of SEA 92T.

2. Cancellation: PMS390 INSTRUCTION 12300 of 24 JUL 95

3. Discussion: A loophole in NAVSEA checkout procedures exists when an employee leaves the employ of SEA 92T but retains a position within NAVSEA. A procedure is instituted whereby certain rights, privileges and obligations are to be forfeited and/or turned over to follow-on individuals in SEA 92T.

4. Action:

a. All personnel leaving the employ of SEA 92T and permanently transferring to another NAVSEA code, another government agency, or private employment, are to follow the checkout procedures contained in enclosure (1) and (2).

b. Supervisory personnel shall be responsible for the initiation and first signature block of the Checkout Sheet.

c. The Branch Head shall debrief the departing personnel on any issue pertaining to the individual he/she deems pertinent, including, but not limited to, COTR responsibilities.

d. The pertinent codes contained in enclosure (1) are clearly delineated. If and when changes in responsibilities are made, the affected supervisor shall inform the Administrative Policy Section Head (SEA 92TMX) in order that changes/additions will be reflected on the Checkout Sheet.

e. This SEA 92T form shall be completed in its entirety prior to initiation of the NAVSEA 5300/2 (Rev. 9-92) Personnel Clearance (checkout).

B. J. WEGNER

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SEA 92T SOP

Subj: SEA 92T STANDARD OPERATING PROCEDURE NO.2

Blind Copy to:
NAVSEA 92TS (12300)
92TIC
92T (Reading File)

SEA92T CHECKOUT SHEET

AME _____	SSN _____	PHONE (___) _____
DEPARTURE DATE: _____	ADDRESS: _____ _____	

CODE/LOCATION	ITEM	SIGNATURE/DATE
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13. SEA 92T	RELEASING OF SYSTEMS	
14. EMPLOYEE SIGNATURE:		DATE:
LAST SEA 92TMX	FORWARD CLEARANCE, PERSONNEL FILE, RETURN & RETAIN FORM	

FILE - 12300

ENCLOSURE (1)

PERSONNEL CLEARANCE (CHECK-OUT)

1. Discuss your release with your supervisor. If on a Committee or Board, arrange for a replacement.
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REMARKS/COMMENTS (Refer to specific block number)

ENCLOSURE (2)

NAVSEA 5300/2 (REV. 9-92) *(Front)*