

**OFFICE OF THE SECRETARY OF DEFENSE
PERSONNEL CHECKOUT SHEET**

Privacy Act Statement

AUTHORITY: 5 U.S.C. §301, EO 9397, November 1943 (SSN).

PRINCIPAL PURPOSE(S): Used for outprocessing of civilian employees, experts, consultants, detailed IPA's, PEEPS, and military O-7 and above personnel, of Office of the Secretary of Defense and all other activities deriving Personnel and Security support from Washington Headquarters Services. Outprocessing coordination on this form is required for certification of the return of government property and absence of any indebtedness to the government. Additionally, exit briefing coordinations required at the separating individual's duty station, Dept. of Defense General Counsel, Real Estate and Facilities Directorate, Budget and Finance Directorate, and Personnel and Security Directorate are included as necessary and appropriate.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, certifications, as provided on this form, that the individual has returned accountable property and satisfied obligations owed the U.S. Government may expedite payment or payments due the individual.

1. EMPLOYEE NAME (<i>Last, First, Middle Initial</i>)	2. SERIES AND GRADE	3. RANK	4. SOCIAL SECURITY NUMBER
5. ACTIVITY/ORGANIZATION	6. CHECKOUT DATE (YYMMDD)	7. REASON FOR SEPARATION	
8. NEW EMPLOYER	9. FORWARDING ADDRESS (<i>Include Zip Code</i>)		
10. TELEPHONE NUMBER (<i>Include Area Code</i>)			

11. CHECKLIST. Please take this checklist to the offices listed below for certification of the return of property, the absence of indebtedness, and for exit briefings. Use the reverse side for remarks, if any.

a. ITEM	b. ROOM NO.	c. SIGNATURE
(1) Duty Activity Clearance		
(a) Administrative/Executive Office		
(b) Timekeeper or Supervisor (<i>Advanced Leave</i>)		
(2) Office of the General Counsel Standards of Conduct Exit Briefing	3C960	
(3) Real Estate and Facilities Directorate	3C345	
(a) Emergency Relocation Cards		
(b) Civil Defense Identification Cards		
(c) Parking Permit		
(d) Non-Expendable Property		
(e) Publications and Books		
(f) Permanent DoD Bus Pass (<i>Civilian Personnel Only</i>)		
(g) Police Equipment Room (<i>Police Officers Only</i>)	1A139	
(4) Budget and Finance Directorate	3B287	
(a) Mess Account		
(b) Advanced Funds - Travel	3B259	
(c) Blanket Travel Orders		
(d) Government Transportation Requests		
(e) Official Passports		
(f) Disbursing Agents		
(5) Personnel and Security Directorate		
(a) Security Division (<i>Exit Briefing</i>)	3B347	
(b) Military Personnel Only	4A948	
(i) Field Military 201 File and Allied Records		
(ii) Officers' Register		
(iii) Adequate Quarters (<i>X one</i>)	Furnished	Not Furnished
From (YYMMDD)		
To		
(c) Civilian Personnel Only		
(i) Employee Career Development & Training (<i>Training Agreements</i>)	3B347	
(ii) Labor & Management Employee Relations Division (<i>Thrift Savings Plan, Fed Emp Health Ben and/or Retirees</i>)	3B347	
(iii) Exit Interview (<i>Exec Pers & Class Div</i> <i>OR EEO & Spec Emp Prog Office OR Staffing Div</i>)	3C444 3B347	

12. PERSONNEL REPRESENTATIVE	
a. SIGNATURE	b. DATE SIGNED (YYMMDD)