

CHECK-OUT SHEET
CHECK-OUT - CONTRACTORS (CRT)

1. CTR Name:		2. CTR Contact Info:	
3. AO Name:		4. AO Contact Info:	
5. Supervisor Name:		6. Supervisor Contact Info:	
7. Departure Date:		8. ONR Code:	
Below are actions to be completed two weeks in advance of departure or as soon as possible.			
9. Requirement	Your Action	Where to Submit / Report	Date Completed
a. Notify Navy ERP User Management	Notify Navy Enterprise Resource Planning (ERP) User Management of departure; ERP User Management will deactivate the account in ERP and assess the impact on assigned Navy ERP roles	NAVY ERP User Management Room W541A2 703-696-0043	
b. Notify HQMGMT	Notify Headquarters Management (HQMGMT) of departure; HQMGMT will remove employee from its systems (HQMGMT database and AtHoc)	HQMGMT Room W618 703-696-4552	
Complete In-Person Check-Outs			
c. Verify ONR Accounts are Disabled	Notify OneDesk of departure; verify all ONR accounts have been disabled (Legacy, Active Directory, Remedy)	OneDesk Room 501 703-696-1313 (Option 1)	
d. Return Hardware	Report to the Asset Manager; return all ONR assets (computer, cell phone, air card, etc.)	Asset Manager Room 514A 703-696-2713	
e. Check-out with AO	1. Report to AO; return keys to lockable office furniture (e.g., filing cabinets, overhead storage) 2. Verify all check-out requirements have been completed/initiated.	Contact your AO	
f. Check-out with Document Control Unit	Report to DCU; return all classified material in his or her possession (if issued). If the departing member plans to leave after 1630 on the day of departure, he or she must coordinate with security to ensure an officer is available IN PERSON after hours to complete check out.	Document Control Unit Room 622 703-696-4762 Hours: 0800 - 1630.	
g. Check-out with Security	Security office hours are 0730 - 1630. If the departing member plans to leave after 1630 on the day of departure, he or she must coordinate with security to ensure an officer is available IN PERSON after hours to complete check-out. 1. Report to Security; return CAC, SIPR Token (if issued) 2. Review and sign the Security Debrief. <i>Note: Military and civilian workforce members may retain their CACs unless retiring or separating from the Department of the Navy (DON). For those who are retiring or separating from the Department of Defense (DoD), complete the following:</i> 3. Execute Security Separation Statement.	Security Room 624A 703-696-6845 Hours: 0730 - 1630	
h. Submit Completed Check-Out Sheet (this form) to HR.	Report to HR to submit this completed form.	ONR HR Room 537C 703-696-4263	
CTR SIGNATURE AND DATE			