

UIC 00264
Check-In / Check-Out Sheet

BIC: _____

RPA: _____

For use by APF civilian employees assigned to the Marine Corps Base Quantico Command, Headquarters and Service Battalion, Security Battalion, Marine Corps Air Facility and the Quantico Legal Services Support Section.

PII WARNING

This document contains Personally Identifiable Information (PII) which is "For Official Use Only" (FOUO). The information may be FOUO because it includes information protected by the Privacy Act of 1974 and must be safeguarded. Disclosure of information is IAW DoD 5400.11R. Any unauthorized use for disclosure is prohibited and may result in either civil or criminal penalties.

Full Name: (First MI Last)		Grade: (Pay/Grade)	Effective Date:
Check appropriate block		MCBQ Work Section:	
Checking – In (new employee to UIC 00264)			
Resigning or End of Appointment			
Transfer to another Federal agency		MCBQ Supervisor Name:	
Retiring			
Other:			
Future Federal Agency Information <i>(complete if transferring to another Federal agency)</i>			
Agency Name:			
Mailing Address:			
HR POC Name:		Phone Number:	
		Email Address:	
Employee Forwarding Information <i>(complete in all cases)</i>			
Mailing Address:			
Email Address:		Phone Number:	
Required Check – In / Check – Out <i>Check-in/out between hours of 0800 - 1530</i>			
Action	Activity	Location	Authorized Signature /Stamp
Check-In & Out	Union (Local 1786) - only bargaining employees, those in BUS Code 1034 Anthony Walton (anthony.walton@usmc.mil) (Bldg 1002, 703-291-7933)		
Check-In & Out	Gov't Travel Charge Card APC (ask supervisor for who the POC is)		
Check-In & Out	Vehicle Registration-Provost Marshals Office Brian Brenner (brian.brenner@usmc.mil) (27031 Telegraph Rd Stafford, VA, 703-784-3024)		
Check-Out	QACO - only if OGE-450 form has been completed Eric Rodriguez (eric.rodriguez@usmc.mil) (Rm 215 Lejeune Hall, 784-3009)		
Check-Out	HROM - Labor and Employee Relations Department Please use your on-boarding HROM rep (1 st Floor, Mann Hall)		
Check-Out	Supervisor – complete Close-out Appraisal; verify all gear and equipment has been turned-in; complete & submit work schedule change form		
Check-In & Out	Security – if you have a security clearance or access Kristian Largent - kristian.largent@usmc.mil (Rm 314 Bldg 2006 Hawkins Ave, 432-1363)		
Check-In & Out	Payroll Office Denise Fletcher (Denise.fletcher@usmc.mil) or Tami Dunivin Covington (Tamera.dunivin@usmc.mil)(Rm 225 Lejeune Hall, 784-4658)		
Check-Out	DEERS ID Card Office – turn in CAC (if not transferring to another DoD entity) Carl Swenson (carl.swenson@usmc.mil) (Little Hall, 784-2758)		
Check-In & Out	Civilian Manpower Branch return completed sheet to- MCBQ_G1_Civilian_Manpower_Banch@usmc.mil (Rm 230 Lejeune Hall, 784-1065)		
The following activities will receive an email every two weeks with information on UIC 00264 civilian employee departures: Naval Clinic (Occupational Health), RCO (WAWF / APC Purchase Card), G-1 (Security), G-6 (Equipment, Email, Distribution List), Library, Safety (ESAMS), SJA (Traffic Court) and HROM (EMAS & EEO).			