

**UIC 00264**  
**Check-In / Check-Out Sheet**

BIC: \_\_\_\_\_

RPA: \_\_\_\_\_

For use by APF civilian employees assigned to Marine Corps Base Quantico.

**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:<br>(First MI Last)   |   | Grade:<br>(Pay/Grade)               | Effective Date:             |
|---|---|-------------------------------------|-----------------------------|
| <b>Check appropriate block</b>  |   | MCBQ Work Location<br>(Street/Bldg) |                             |
| Checking – In<br>(new employee to UIC 00264)  |   |                                     |                             |
| Resigning or End of Appointment   |   |                                     |                             |
| Transfer to another Federal agency  |   | MCBQ Supervisor Name:               |                             |
| Retiring  |   |                                     |                             |
| Other:  |   |                                     |                             |
| <b>Future Federal Agency Information</b><br><i>(complete if transferring to another Federal agency)</i>   |   |                                     |                             |
| Agency Name:  |   |                                     |                             |
| Mailing Address:  |   |                                     |                             |
| HR POC Name:  |   | Phone Number:                       |                             |
|   |   | Email Address:                      |                             |
| <b>Employee Forwarding Information</b><br><i>(COMPLETE IN ALL CASES)</i>  |   |                                     |                             |
| Mailing Address:  |   |                                     |                             |
| Email Address:  |   | Phone Number:                       |                             |
| <b>Required Check – In / Check – Out</b><br><i>Check-in/out between hours of 0800 - 1530</i>  |   |                                     |                             |
| Action  | Activity  | Location                            | Authorized Signature /Stamp |
| Check-In & Out  | Union (AFGE 1786) - only bargaining employees, those in BUS Code 1034<br>afgelocal1786public@gmail.com (Bldg 1002, 703-291-7933)  |                                     |                             |
| Check-In & Out  | Gov't Travel Charge Card APC<br>(ask supervisor for the POC)  |                                     |                             |
| Check-In & Out  | Vehicle Registration-Visitor Control Center<br>must register vehicle by providing vehicle registration and proof of insurance<br>(27031X Telegraph Rd, Brian Brenner, brian.brenner@usmc.mil, 703-784-0137) |                                     |                             |
| Check-Out   | QACO - only if OGE-450 form has been completed<br>Eric Rodriguez (eric.rodriguez@usmc.mil) (Rm 215 Lejeune Hall, 784-3009)  |                                     |                             |
| Check-Out   | HROM - Labor and Employee Relations Department<br>smb_hqmc_ler_quan@usmc.mil, 1st Floor, Mann Hall  |                                     |                             |
| Check-Out   | Supervisor – Complete Close-out Appraisal; verify all gear and equipment<br>has been turned-in; complete & submit work schedule change form   |                                     |                             |
| Check-In & Out  | Security – Please see your command security manager first. Nelly<br>Mcculloch (kelly.mcculloch@usmc.mil) (Rm 314 Bldg 2006 Hawkins Ave, 784-6270.   |                                     |                             |
| Check-In & Out  | Payroll Office- Room 225 Lejeune Hall, (703) 784-4658<br>MCBQ_PAYROLL@USMC.MIL  |                                     |                             |
| Check-Out   | DEERS ID Card Office – turn in CAC (if not transferring to another DoD<br>entity) Spencer Atkinson (spencer.e.atkinson@usmc.mil)(Little Hall, 784-2758)   |                                     |                             |
| Check-In & Out  | Civilian Manpower Branch return COMPLETED sheet<br>MCBQ_G1_Civilian_Manpower_Banch@usmc.mil (Rm 226 Lejeune Hall, 784-1065)   |                                     |                             |
| The following activities will receive an email every two weeks with information on UIC 00264 civilian employee departures:<br>Naval Clinic (Occupational Health), RCO (WAWF / APC Purchase Card), G-1 (Security), G-6 (Equipment, Email, Distribution List), Library, Safety<br>(ESAMS), SJA (Traffic Court) and HROM (EMAS & EEO). |   |                                     |                             |