



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 12000.1A
MPR
28 NOV 2022

AIR STATION ORDER 12000.1A

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: CIVILIAN EMPLOYEE CHECK-IN AND CHECK-OUT REQUIREMENT

Encl: (1) UIC 00146 Check-In / Check-Out Sheet

1. Situation. To establish check-in and check-out procedures for All Appropriated Fund (APF) civilian employees assigned to Cherry Point.

2. Cancellation. ASO 12000.1.

3. Mission. This Order directs all APF civilian employees assigned to Marine Corps Air Station, Cherry Point, to check-in upon arriving as a new employee and to check-out prior to departure. Employees are assigned to Unit Identification Code (UIC) 00146, also known as Employing Active Code (EAC).

4. Execution

a. Commander's Intent and Concept of Operations.

(1) Commander's Intent. APF civilian employees assigned to UIC 00146 will check-in when reporting for duty and check-out upon departure.

(2) Concept of Operations

(a) Enclosure (1) will be provided to each Directorate / Administrative Staff or can be obtained by contacting the Civilian Manpower Office, Manpower Directorate, Building 1, Room 1136.

(b) Employees will personally visit each physical location identified on the check-in/out sheet which must be certified in the form of signature, initials, or office stamp.

(c) Completed check-in/out sheets will be turned into the Manpower Directorate, Building 1, Room 1136 within five days of arrival, or prior to departure.

(d) If the employee cannot or does not complete the check-in/out sheet, their supervisor will complete the process for them.

(e) Use of this check-in/out sheet does not preclude the use of an internal work-section check-in/out requirement.

(f) Cherry Point Staff organization requiring notification concerning employee departures will receive separate written notice on a bi-weekly basis.

b. Coordinating Instructions

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(1) The Civilian Human Resources Office will provide all new employees assigned to UIC 00146 with a copy of the enclosure.

(2) Supervisors and managers will provide all departing APF civilian employees with a copy of the enclosure. Employees must be afforded ample time to properly complete the check-in/check-out process.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Civilian Manpower Officer, Manpower Directorate.

6. Command and Signal

a. Command. This Order is applicable to all APF employees assigned to Marine Corps Air Station, Cherry Point.

b. Signal. This Order is effective the date signed.


B. C. BURKS

DISTRIBUTION: A

**MARINE CORPS AIR STATION CHERRY POINT (UIC 00146)
FOR USE BY APF CIVILIAN EMPLOYEE CHECK-IN/CHECK-OUT FORM**

EMPLOYEE NAME (Last, First, Middle Initial)		DIRECTORATE/DEPARTMENT	
POSITION TITLE		PAY PLAN-SERIES-GRADE	
CHECK APPROPRIATE BLOCK		FORWARDING ADDRESS IF SEPARATING	
Checking - In (UIC 00146)			
Resigning or End of Appointment			
Transfer to another Federal Agency			
Retiring			
Other: (fill in below)			
		EFFECTIVE DATE	

CHECK-IN/CHECK-OUT REQUIREMENTS

Action	Office	Location	Phone	Signature	Date
Check in & Out	1. Civilian Human Resources Office-East	Bldg. 400, Wing B	466-2109/ 5047		
Check In & Out	2. Department Admin/Supervisor				
Check Out	a. Last day of work: Turn in keys, equipment, tools, etc.				
Check In & Out	b. Defense Travel System (Unit ODTA)				
Check In & Out	c. Union Representative (If applicable)				
Check In & Out	3. MCCS HRO **MCCS Employees Only**	Bldg. 400	466-5486		
Check In & Out	4. Manpower Directorate / Civilian Manpower	Bldg. 1, Room 1136	466-4237/ 3477 / 2052		
	5. Comptroller's Office				
Check In & Out	a. Payroll (OTL)	Bldg. 1, Room 1046	466-3897/ 3793		
Check In & Out	b. Government Travel Charge Card (GTCC)	Bldg. 1, Room 1057	466-4153/ 7246		
Check In & Out	6. Security Manager	Bldg. 1, Room 1081	466-2008/ 6557		
Check Out	7. TISD (Email)	Bldg. 4397	466-4701		
Check In & Out	8. Library	Bldg. 298	466-3552		
Check Out	9. Safety Office	Bldg. 901	466-2730		
Check In	10. Training Department (Ops)	Bldg. 4335, Room130	466-3964		
Check Out	11. MCIEAST Contracting (Government Purchase Card)	Bldg. 159, Fir 2, Room 2-2	466-2007/ 3441		
Check Out	12. Occupational Health Clinic	Bldg. 3907	466-5241		
Check In & Out	13. DEERS/RAPIDS	177 Lenoir Rd. Trailer 6044	466-3330/ 3375		
Check In & Out	14. PASS & ID Office (Vehicle Registration)	Bldg. 251 Main Gate	466-5921/ 3066		
Check In & Out	15. Equal Employment Opportunity (EEO) Office	Bldg 286	466-3438/ 2218 / 3398		

FORWARD COMPLETED FORM TO MANPOWER DIRECTORATE, BLDG. 1, ROOM 1136

EMPLOYEE:	DATE SIGNED
SUPERVISOR:	DATE SIGNED