



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

ASO 12000.1B

MPR

OCT 22 2024

AIR STATION ORDER 12000.1B

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

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

Ref: (a) MARADMIN 125/24

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 12000.1A.

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/Check-out Sheet which must be certified in the form of signature, initials, or office stamp.

(c) Completed Check-in/Check-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/Check-out Sheet, their supervisor will complete the process for them.

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

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

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

(g) As per the reference, the Department of the Navy (DON) requests that exiting personnel, i.e. voluntarily resign, retire, transfer to another agency, and or separating from their UIC be afforded the opportunity to take an "Exit Survey". The employee must still have their Common Access Card (CAC) in their possession. The Exit Survey can be found at https://usnavy.gov1.qualtrics.com/jfe/form/SV_3KMSH6Pe86H9QEK.

b. Coordinating Instructions

(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	Printed Name	Signature/Stamp	Date
Check in & Out	1. Civilian Human Resources Office-East (Bldg 400 Wing B			
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	d. Exit Survey (optional) - Must have CAC - Link: https://usnavy.gov1.qualtrics.com/jfe/form/SV_3KMSH6Pe86H9QEK			
Check In & Out	3. Comptroller (Bldg. 1, Room 1046 (OTL) CHPT_OTL_OMB@USMC.MIL			
Check In & Out	Government Travel Card CHPT_GTCC_OMB@USMC.MIL			
Check Out	4. MCIEAST Contracting (Bldg. 159) Government Purchase Card			
Check Out	5. Operations - Training (Bldg.4335, Room 130) CHPTTRNGOMB@USMC.MIL			
Check In & Out	6. Security Manager (Bldg. 1/Room 1100 CHPT_SECMGR_OMB@USMC.MIL			
Check In & Out	7. ATHOC (EOC Rm 1099)			
Check In & Out	8. MCCS HRO (Bldg. 400) **MCCS Employees Only**			
Check Out	9. TISD (Bldg. 4397) CHPT.TISD.HELPDESK@USMC.MIL			
Check Out	10. Occupational Health Clinic (Bldg. 3907)			
Check Out	11. Library (Bldg. 298)			
Check In & Out	12. DEERS/RAPIDS (In person)			
Check In & Out	13. Equal Employment Opportunity (EEO) Office; Bldg 286; phone: 466-3438			
Check In & Out	14. Pass and ID Vehicle Registration (Main Gate)			
Check Out	15. Safety (check out only) Bldg 901			
Check In & Out	16. Manpower Directorate (Bldg 1/Room 1136)			
If you wish to make a statement concerning your employment to a representative of the Civilian Human Resources Office - East, please visit CHRO-East, Building 298, prior to checking out at Pass & ID at the Main Gate.				
CERTIFICATIONS/SIGNATURES				
MUST BE SIGNED BY EMPLOYEE, SUPERVISOR AND CIVILIAN MANPOWER OFFICE BEFORE FINAL CHECK-OUT AT PASS & ID.				
EMPLOYEE:			DATE SIGNED	
SUPERVISOR:			DATE SIGNED	
			ENCLOSURE (1)	
MCASCHERPT/MPR/1070/1 (Rev 10/24)		PREVIOUS EDITIONS ARE OBSOLETE		AEM 6.5