

Arrivederci!

Additional Information Available at Our Website:

<http://cnic.navy.mil/regions/cnreurafswa/about/jobs/Forms.html>

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Smooth Move

Before you leave Naples

While there are a lot of things to do before leaving Naples, the process doesn't have to feel never-ending. In this flyer you will find information to make your check-out process easier.



Out Processing



Once you receive PCS orders to leave Naples, it is necessary to arrange your check out with several departments on base (e.g. NAVPTO and the Housing Office). This brochure will help you navigate the check out requirements specifically from HRO Naples. Below you will find helpful information for completing those tasks:

Please complete the out processing checklist at:

- <http://cnic.navy.mil/regions/cnreurafswa/about/jobs.html>
- <http://cnic.navy.mil/regions/cnreurafswa/about/jobs/AboutWorkingHere.html>
- as soon as you can.
- Signatures are required from all offices on the checklist, even the ones you have never used.
- All required forms must be completed and returned to the HRO on your last day of work.
- You are eligible for up to 30 days of outgoing Temporary Quarters Subsistence Allowance (TQSA). To claim TQSA please fill out an SF-1190 and provide

receipts for hotel, meals, laundry/dry cleaning and groceries (only food consumed while you are in the hotel). The SF-1190 and expenditures worksheet can be found on the link provided on the previous page.

- In order to avoid an overpayment of Living Quarter Allowance (LQA) and Post Allowance, please advise your Human Resources Specialist/Assistant of the exact date you vacate your house and move into a hotel.
- The HRO will need a signed hard copy of your SF-1190, as well as an electronic copy e-mailed to your HRO POC. Also bring all hotel and meal receipts to the HRO on your last day prior to PCS.
- Bring I.D. cards for you and your dependents, so you can return them to the Personnel Support Detachment (PSD) after check out.
- The out-processing package also includes an LQA computation worksheet that is required when you submit your LQA reconciliation. However, it is only mandatory to reconcile LQA payments on the first 12-month anniversary date of newly occupied or changed quarters. A subsequent LQA reconciliation is not required, unless requested (e.g. approximately 10% increase or decrease in expenses) or if you execute a new lease.