

EXIT INTERVIEW RECORD
12ND MSTSP 12352/2 (REV. 12-63)

NAME (LAST, FIRST, MIDDLE)	BILLET	DATE	SHIP
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NATURE OF SEPARATION

- ☐ 1. RESIGNATION (ADVISE THIS RESIGNATION IS FROM MSTSPAC, NOT FROM SHIP OR RECEIVING SECTION. SUMMARIZE DISCUSSION WITH EMPLOYEE AND COMMENT ON DESIRABILITY OF RETAINING HIM.)

- ☐ 2. TERMINATION OF TEMPORARY APPOINTMENT (GIVE REASON FOR TERMINATION AND EVALUATE SERVICES AND CONDUCT.)

☐ DESIRES CONSIDERATION OF RE-EMPLOYMENT WITH MSTSPAC. (SHOW ADDRESS AND TELEPHONE NO.)

☐ DOES NOT DESIRE RE-EMPLOYMENT WITH MSTSPAC (REASON)

- ☐ 3. SEPARATION WITHOUT INTERVIEW (EXPLAIN)

CHECK-OUT ITEMS

DD PASS	ATTACHED	FILED P-221	NOT AVAILABLE
SHIP'S CREW PASS		OBTAINED, DESTROYED	EMPLOYEE WILL MAIL
PAY ADJUSTMENT CLAIM		PENDING	PLANNED
AUTOMOBILE DECAL - REFERRED TO P-16			
GOVT LIFE INSURANCE, HEALTH BENEFITS PLAN, C.S. RETIREMENT DEDUCTIONS, ETC. - REFERRED TO P-23			
CALIFORNIA MARITIME ACADEMY GRADUATE - REFERRED TO P-22			
TERMINAL LEAVE		SICK LEAVE	
UNPAID COMPENSATION		UNEMPLOYMENT BENEFITS	
RE-EMPLOYMENT OPPORTUNITIES		CREDIT UNION	

REMARKS

DISTRIBUTION: ORIG - OPF
COPIES - P22
P-224 (IF TERMINATION CASE)
P-5 (IF PAY ADJUSTMENT CLAIM CASE)

SIGNATURE OF INTERVIEWER