

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

DATE

NAME (LAST, FIRST, MIDDLE)	BILLET	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 - DPF COPIES - P22 P-224 (IF TERMINATION CASE) P-5 (IF PAY ADJUSTMENT CLAIM CASE)	SIGNATURE OF INTERVIEWER
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