GWU NROTC DUINS Check Out Sheet

Name: _____   **Check-in Date:** _____

	DEPT.	TASK	RESPONSIBLE INDIVIDUAL	INITIAL	DATE
		Day of Check Out			
1	Admin	Orders stamped	CPPA		
		Within One Week of Check Out			
2	UPC	Removed from urinalysis database	Military only		
3	DTS	Released from DTS	SVM		
4	DTS	Removed in DTS/Training Certs/Profile Sheet	DTS Coord.		
5	Admin	Verify loss in NSIPS wih CLA	CLA		
6	Admin	Update contact information in NFAAS	SVM/CPPA		
7	Security	Removed from DISS (formerly JPAS)	Security Manager		
8	CFL	Removed from PRIMS	CFL		
		DUINS Check-Out Complete/Filed	XO		