



**U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY
CHECK-OUT SHEET**

NAME _____ <small>(Last, First, MI)</small>	RATE/RANK _____
DEPT _____ FM UIC _____ TO UIC _____	TRANSFER DATE _____
ULTIMATE COMMAND ORDERED TO _____	

COMMAND SPECIFIC	INITIAL	CAPODICHINO ONLY	INITIAL
Commanding Officer (E-7 & Above) Note 12		Banca Intesa Filiale U.S. Navy (626-4252) Note 1	
Executive Officer (E-7 & Above) Note 12		Information Tech. (N6) (626-1473) Note 2 & 14	
Command Master Chief Note 13		N&MC Relief Society (626-3913)	
Department Head		Occupational Health (Capo Clinic 6265973) Note 4	
Division Officer		PSD Customer Service/ESO(626-5050/5835) Note5&6	
Leading Chief Petty Officer		Region Legal Service Office (626-5060) Note 7	
Leading Petty Officer		Emergency Management Division (626-5303)	
		CAPODICHINO OR GRICIGNANO	
Base Safety (626-2414)		Dental (SS 629-6007/8)(Capo 626-4644) Note 10	
Command DAPA (626-5914)		Naval Hospital (629-6272/3)BMC(626-5311) Note 10	
Command Fitness Leader		NSA Library (Support Site 629-4004)(Capo 626-3666)	
Command Urinalysis Coordinator (626-5245)		Post Office (Capo 626-5371) Note 11	
Command Watchbill Coordinator (629-8364)			
NSA CCC/ESO (626-5174)			
NSA Staff Judge Advocate (SJA) Office (626-5360)			
Security Manager (Admin office in Admin I)			

YOUR FORWARDING ADDRESS & PHONE NUMBER:

REQUIRED SIGNATURES	PRINT NAME	SIGNATURE	DATE
CMVRO (629-6876),Capo (626-2832) Note 9			
Travel Coordinator (CNRE Comptroller's Office) Note 15			
NSA Bachelor Housing Note 3			
Economy Housing Office (629-4469) Note 8			
Government Quarters Office (629-4444) Note 8			
<u>Admin Dept</u> - Check out with Admin after all other blocks have been completed Note 16			

ALL SIGNATURES must be completed prior to issuing of records by PSD, Naples Transfer Clerk or HRO.

NOTES:

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| <ol style="list-style-type: none"> 1. Close out account(s) if you opened any. 2. Close out LAN & Email account. 3. Required only for members residing in BEQ. 4. ALL HANDS – Bring Health Records. Mo, Tue, Wed & Fri (1300-1500) 5. Only for separating personnel. 6. Check out with CMVRO first prior to check-out with PSD. 7. Bring family member(s) Sojourner's Permits. 8. Appointment preferred to avoid delay in processing. 9. Bring proof of vehicle disposition (shipped/scrapped/sold).
Mo–Thu (0745-1145 / 1245-1530), Fr (0745-1145 / 1245-1400) | <ol style="list-style-type: none"> 10. Member <u>CANNOT</u> pick up any record for dependent over 18 without Authorization form. If records are to be picked up at Capo, call USNH one week prior. 11. Complete change of address card. Capo: Mo-Fr 1000-1500. Support Site: Mo-Fr 1000-1600, Sa 1000-1400. 12. Call 626-6289 to make an appointment. 13. Call Professional Development to make an appointment. 14. Return command duty cell phone if you were assigned one. 15. If issued a government purchase card, contact also Installation APC. 16. Copy of transfer Evaluation/Fitness Reports must be turned in to Admin. Admin will make copy of transfer sheet and return original to member. PSD will not check you out with them unless you have all of the required stamps on the original check-out sheet. |
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