U.S. NAVAL SUPPORT ACTIVITY NAPLES, ITALY

CHECK-IN SHEET

NAME_____ RATE/RANK_____ DEPT_____ PHONE_____
(Last, First, MI)

REPORT DATE_____ SPONSOR_____

OFFICE	INITIAL	DATE
1. **Department Head**	_____	_____
2. **Dental** (CAPO Dental Clinic 626-4644 / USNH Dental 629-6007/8)	_____	_____
3. **Medical** (CAPO Medical Clinic 626-5311 / USNH Medical 629-6272/3)	_____	_____
4. **Occupational Health** (CAPO Medical Clinic 626-5973)	_____	_____
5. **BEQ** (E-4 & Below (Single or Unaccompanied) CAPO Inn 626-5250)	_____	_____
6. **Housing Office** (Support Site - Govt QTRs 629-4444 / Economy HSG 629-4469)	_____	_____
7. **Emergency Management Division** (AMC Terminal, basement / 626-5303)	_____	_____
8. **Command Fitness Coordinator** (PWD / EOC Jefferson 626-6862)	_____	_____
9. **Chaplain's Office** (CAPO Chapel / 626-5615)	_____	_____
10. **Base Safety** (ADMIN III / 1st floor, 626-4857)	_____	_____
11. **Command Master-at-Arms (CMAA)** (ADMIN I, ground floor / Urinalysis Coordinator, 626-5111)	_____	_____
12. **NSA Staff Judge Advocate (SJA) Office** (ADMIN I, 2nd floor, 626-5360)	_____	_____
13. **Information Systems Department** (ADMIN I, ground floor / 626-5724)	_____	_____
14. **Command Career Counselor** (ADMIN I, ground floor / NC1 Diehl 626-5629) CTT/NAVY RIGHTS & RESPONSIBILITIES (CLASS DATE: _____)	_____	_____
15. **Command Management Equal Opportunity** (Capo Inn, 1st Floor / RPC Johnson, 626-5615)	_____	_____
16. **Travel Coordinator** (ADMIN I, 2nd floor, Comptroller's Office / Anna Di Gregorio 626-5805)	_____	_____
17. **Command Financial Specialist** (E-6 and below / ADMIN I, 2nd floor / YNC(SS) Dillon, 626-5399)	_____	_____
18. **Navy Leadership Continuum Coordinator** (Capo Security Admin Bldg / YN1 Yisrael 626-2871)	_____	_____
19. **NSA ESO** (ADMIN I, 2nd floor / PS2 Delgado 626-5218)	_____	_____
20. **Security Manager/Asst Security Manager** (ADMIN I, 2nd floor / Ms. Stewart 626-6990)	_____	_____
21. **Post Office** (Complete Forwarding Address Card / ADMIN II, ground floor 626-6401)	_____	_____
22. **Watchbill Coordinator** (E-6 and below – CMAA office NC1 Diehl 626-5629 E-7 and above - Security / MACS Cramer 626-6822)	_____	_____
23. **Command DAPA** (Operations Dept / ABHCS Arriola, 626-5490)	_____	_____
24. **Command Master Chief** (ADMIN I, ground floor / Call for appointment 626-5396)	_____	_____
25. **Executive Officer** (E-7 and above - ADMIN I, 2nd floor / Call for appointment, 626-6289)	_____	_____
26. **Commanding Officer** (E-7 and above - ADMIN I, 2nd floor / Call for appointment, 626-6289)	_____	_____
27. **Administrative Department** (ADMIN I, 2nd floor / 626-5464/5421)	_____	_____

FOLLOWING COMPLETION OF THIS CHECK IN FORM, RETURN IT TO THE ADMIN DEPARTMENT WITHIN 30 DAYS WHERE IT WILL BE RETAINED UNTIL YOUR CHECK OUT FROM THIS COMMAND

Revision 7 / 11 April 2006

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