U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

CHECK-OUT SHEET

NAME_____ RATE/RANK_____ SSN_____
(Last, First, MI)

DEPT_____ FM UIC_____ TO UIC_____ DETACH DATE_____

ULTIMATE COMMAND ORDERED TO_____

CAPODICHINO ONLY		INITIAL
Occupational Health (Capo Clinic 626-5973)	Note 1	
PASS & ID (Back Gate) (626-5951)	Note 2	
Navy Legal Service Office (626-4576)	Note 3	
NSA Bachelor Housing (626-5250)	Note 4	
PSD ESO (Enlisted) (626-5835)	Note 5	
Trial Service Office (626-4499)		
NCTAMS Phone Billing Office (626-4991)	Note 6	
N&MCR Society (626-3913)		
NCTS Base NAVOPS (626-5724)	Note 7	
Banca Intesa Filiale U.S. Navy (626-4252)	Note 8	
GRICIGNANO ONLY		
Government Quarters Office (629-4444)	Note 9	
Economy Housing Office (629-4469)	Note 9	
NEX Customer Service (081-813-5372/5367/5362)		
CAPODICHINO OR GRICIGNANO		
Post Office (Capo 626-5505), S. Site (629-4401)	Note 10	
CMVRO (629-6876), Capo (626-2832)	Note 11	
Video Rental Store (629-6584), (Capo 626-4469)		
Naval Hospital (629-6272/3), BMC (626-5311)	Note 12	
Dental (S. Site 629-6007/8), (Capo 626-4644)	Note 12	
NSA Library (Support Site 629-4004), (Capo 626-3666)		

COMMAND SPECIFIC		INITIAL
Leading Petty Officer		
Leading Chief Petty Officer		
Division Officer		
Department Head		
Command DAPA		
Command Watchbill Coordinator		
Command Fitness Leader		
Emergency Management Division		
Command Master-at-Arms		
Information Systems Department	Note 13	
NSA Staff Judge Advocate (SJA) Office		
NSA ESO (Located in Admin Office of ADMIN I)		
Travel Coordinator (Comptroller's Office)		
Security Manager (Admin Office of ADMIN I)		
Command Career Counselor		
Command Master Chief	Note 14	
Executive Officer (E-6 & Above)	Note 15	
Commanding Officer (E-6 & Above)	Note 15	
Admin Dept Note 16 - Check out with Admin after all other blocks have been completed		

YOUR FORWARDING ADDRESS & PHONE NUMBER	

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

NOTES:

1. ALL HANDS – Bring Health Records. Mo, Tu, Th & Fr (1300-1500)
2. Check out with CMVRO first.
3. Bring family member(s) Sojourner's Permits.
4. Required for members residing in BEQ.
5. Required for ALL E-6 and Below.
6. ALL HANDS (including personnel living off base). NCTAMS phone billing office requires 3-5 working days in order to disconnect service and issue final bill.
7. Close out LAN & Email account.
8. Close out account(s) if you opened any.
9. Appointment preferred to avoid delay in processing.
10. Complete change of address card. Capo: Mo-Fr 1000-1500. Support Site: Mo-Fr 1000-1600, Sa 1000-1400.
11. Bring proof of vehicle disposition (shipped/scrapped/sold). Mo–Th (0745-1145 / 1245-1530), Fr (0745-1145 / 1245-1400).
12. Member CANNOT 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.
13. Return command duty cell phone if you were assigned one.
14. Call 626-5396 to make an appointment.
15. Call 626-6289 to make an appointment.
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.

REQUIRED STAMPS

Housing	BEQ Residents	CMVRO	Base Safety (In Admin III)	NCTAMS Phone Billing Office	Emergency Response Dept