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	COMMAND SPECIFIC	INITIAL
Occupational Health (Capo Clinic 626-5973) Note 1		Leading Petty Officer	
PASS & ID (Back Gate) (626-5951) Note 2		Leading Chief Petty Officer	
Navy Legal Service Office (626-4576) Note 3		Division Officer	
NSA Bachelor Housing (626-5250) Note 4		Department Head	
PSD ESO (Enlisted) (626-5835) Note 5		Command DAPA	
Trial Service Office (626-4499)		Command Watchbill Coordinator	
NCTAMS Phone Billing Office (626-4991) Note 6		Command Fitness Leader	
N&MCR Society (626-3913)		Emergency Management Division Note 13	
NCTS Base NAVOPS (626-5724) Note 7		Command Master-at-Arms	
Banco Di Napoli Note 8		Information Systems Department Note 14	
GRICIGNANO ONLY		NSA Staff Judge Advocate (SJA) Office	
Government Quarters Office (629-4444) Note 9		NSA ESO (Located in Admin Office of ADMIN I)	
Economy Housing Office (629-4469) Note 9		Travel Coordinator (Comptroller's Office)	
NEX Customer Service (081-813-5372/5367/5362)		Security Manager (Admin Office of ADMIN I)	
CAPODICHINO OR GRICIGNANO		Command Career Counselor	
Post Office (Capo 626-5505), S. Site (629-4401) Note 10		Command Master Chief Note 15	
CMVRO (629-6876), Capo (626-2832) Note 11		Executive Officer (E-6 & Above) Note 16	
Video Rental Store (629-6584), (Capo 626-4469)		Commanding Officer (E-6 & Above) Note 16	
Naval Hospital (629-6272/3), BMC (626-5311) Note 12		**Admin Dept** Note 17 - Check out with Admin after all other blocks have been completed	
Dental (S. Site 629-6007/8), (Capo 626-4644) Note 12			
NSA Library (Support Site 629-4004), (Capo 626-3666)			

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. Call 626-5303 to check out Weds only between 1300-1600.
14. Return command duty cell phone if you were assigned one.
15. Call 626-5396 to make an appointment.
16. Call 626-6289 to make an appointment.
17. 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