



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

NAME _____ (Last, First, MI)	RATE/RANK _____	DEPT _____	PHONE _____
REPORT DATE _____	SPONSOR _____		

<u>OFFICE</u>	<u>INITIAL</u>	<u>DATE</u>
1. Commanding Officer (ADMIN I, 2nd Floor, E-7 & above only , Call for appointment 626-6289) BIOGRAPHY REQUIRED	_____	_____
2. Executive Officer (ADMIN I, 2nd Floor, E-7 & above only , Call for appointment 626-6289)	_____	_____
3. Command Master Chief (ADMIN I, Ground floor, Call for appointment 626-1690)	_____	_____
4. Tricare (NMRTC Naples, Support Site)	_____	_____
5. Dental (Support Site or Capo)	_____	_____
6. Medical (Support Site or Capo)	_____	_____
7. BEQ/Triangle (E-4 & Below)	_____	_____
8. Housing Office (Support Site – Govt. QTRs 629-4444, Economy Housing 629-4469)	_____	_____
9. Emergency Management Division (Sean Quinn, 626-3585, Capo Admin 1)	_____	_____
10. Chaplain's Office (Support Site or Capo)	_____	_____
11. Command Fitness Leader (MAC Herrera, Capo Precinct)	_____	_____
12. Base Safety (Jim Dickinson, Capo Admin 1)	_____	_____
13. NSA Staff Judge Advocate (SJA) Office (Capo Admin 2)	_____	_____
14. Information Technology (N6) (Capo Admin 3)	_____	_____
15. Command Career Counselor (ABH2 Duncan, Capo Admin 1)	_____	_____
16. CMEO (MACS Perez, 626-8364, Capo Precinct)	_____	_____
17. Voting Assistance Officer (LT Garcia, 626-6893, Capo Air Terminal)	_____	_____
18. Watchbill Coordinator (ACDO/CDO Watchstanders Only) ACDO – AC1 Evans (Capo Air Terminal), CDO – MACS Perez (Capo Precinct)	_____	_____
19. Command DAPA (YNC Sage, 626-5544, Capo Admin 1)	_____	_____
20. Command IA Coordinator (ETC Kempton, Capo Air Terminal)	_____	_____
21. Command Urinalysis Coordinator (LSC Kahabka, Capo Precinct)	_____	_____
22. NSA Naples N8 (DTS Profile/GTCC, Capo Admin 1)	_____	_____
23. Security Manager/Asst. Security Manager (Mr. De Los Santos, SS Housing M, W, F, Capo Admin I Tues, Thurs)	_____	_____
24. Family Care Plan/Dependent Care/EFMP Coordinator (SMs w/ dep only)	_____	_____
25. Administrative Department (626-5421/6990, Capo Admin I)	_____	_____
26. Educational Services Officer (GMC Ashworth, Capo Precinct)	_____	_____
27. Pass and ID Office (Ration card/base pass explanation)	_____	_____
28. Check-In Sheet Turn In (Admin I, 2 nd floor, 626-5421/6990)	_____	_____

**FOLLOWING COMPLETION OF THIS CHECK IN FORM, TURN IT INTO TO THE ADMIN DEPARTMENT WITHIN
30 DAYS WHERE A DIGITAL COPY WILL BE RETAINED AND THE ORIGINAL RETURNED TO YOU.**