



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

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

COMMAND SPECIFIC	INITIAL	CAPODICHINO ONLY	INITIAL
Commanding Officer (E-7 & Above) Note 5		Banca Intesa Filiale U.S. Navy (626-4252) Note 1	
Executive Officer (E-7 & Above) Note 5		N6 – Capo Admin 3 (626-5040) Note 2	
Command Master Chief (626-1690) Note 5		Region Legal Service Office (626-4576) Note 4 Capo Admin 2	
Department Head		Emergency Management Division (626-5303) Capo Admin 1	
Division Officer			
Leading Chief Petty Officer			
Leading Petty Officer			
Base Safety -Jim Dickinson, Capo Admin 1, 626-3005		CAPODICHINO OR GRICIGNANO	
Command DAPA – YNC Sage, Capo Admin 1, 626-5544		Dental (SS 629-6007/8)(Capo 626-4644) Note 7	
Command Fitness Leader – MAC Herrera, Capo Precinct		Naval Hospital (629-6272/3) BMC (626-5311) Note 7	
Command Urinalysis Coordinator – LSC Kahabka, Capo Precinct (626-2871)		Post Office (Capo 626-5371) Note 8	
Command Watchbill Coordinator (626-6884) ACDO – AC1 Evans, Capo Air Terminal CDO – MACS Perez, Capo Precinct		NSA Naples ESO – GMC Ashworth, Capo Precinct	
CCC – ABH2 Duncan, Capo Admin 1 (626-1690)			
Security Manager – Mr. De Los Santos (629-4953) Support Site Housing Office – M, W, F Capo Admin 1 – Tuesday, Thursday			

YOUR FORWARDING ADDRESS & PHONE NUMBER:

REQUIRED SIGNATURES	PRINT NAME	SIGNATURE	DATE
MVRO S/S (629-6876),Capo (626-5434) Note 6 <small>MVRO stamp required in signature block</small>			
NSA Naples N8 (Travel Card/DTS) (626-5501)			
NSA Bachelor Housing (629-4696/4123) Note 3			
Economy Housing Office (629-4469 Note 8/9			
Government Quarters Office (629-4444) Note 9			
Admin Dept - Check out with Admin after all other blocks have been completed Note 10			

ALL SIGNATURES must be completed prior to issuing of records by NSA Admin Transfer Clerk.

NOTES:

- Close out account(s) if you opened any. Not applicable to all.
- Close out LAN & Email account/return duty cell phone.
- Required only for members residing in BEQ/Triangle.
- Bring family member(s) Sojourner's Permits.
- Appointment preferred to avoid delay in processing.
- Bring proof of vehicle disposition (shipped/scrapped/sold):
PCS/Check-out: Mon – Thu (1400-1500).
- Member CANNOT pick up any record for dependent over 18 without an authorization form. If records are to be picked up at Capo, call USNH one week prior.
- Complete change of address card.
- Only if you lived on base.
- Copy of transfer Evaluation/Fitness Reports must be turned in to Admin. Admin will make copy of transfer sheet and return original to member.