



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

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

<u>OFFICE</u>	<u>INITIAL</u>	<u>DATE</u>
1. <b>Commanding Officer</b> Capo Admin 1, 2nd Floor, <b>E-7 &amp; above only</b> Call for appointment 626-6289 Biography Required	_____	_____
2. <b>Executive Officer</b> Capo Admin 1, 2nd Floor, <b>E-7 &amp; above only</b> , Call for appointment 626-6289	_____	_____
3. <b>Command Master Chief</b> Capo Admin 1, Ground floor, 626-5396 Walk-ins Thursdays 1300-1500 or call for appointment	_____	_____
4. <b>Tricare</b> NMRTC Naples, Support Site	_____	_____
5. <b>Dental</b> Support Site or Capo	_____	_____
6. <b>Medical</b> Support Site or Capo	_____	_____
7. <b>BEQ/Triangle</b> E-4 & Below, 629-4696/4123	_____	_____
8. <b>Housing Office</b> Support Site – Govt. QTRs 629-4464, Economy Housing 629-4466	_____	_____
9. <b>Emergency Management</b> Sean Quinn, 626-3585, Capo Air Terminal, Room 2027	_____	_____
10. <b>Chaplain’s Office</b> Support Site or Capo	_____	_____
11. <b>Command Fitness Leader</b> MAC Herrera, Capo Precinct	_____	_____
12. <b>Base Safety</b> Capo Admin 3, 1 <sup>st</sup> Floor, Room 153, 626-3005	_____	_____
13. <b>NSA Staff Judge Advocate Office</b> Capo Admin 2, LT Lantos-Swett, 626-5035	_____	_____
14. <b>N6</b> Capo Admin 3, 626-5040	_____	_____
15. <b>Command Career Counselor</b> NCC Ethridge, Capo Admin 1, 626-1690	_____	_____
16. <b>CMEO</b> ACC Mclinden, Capo Air Terminal	_____	_____
17. <b>Voting Assistance Officer</b> LCDR Downie, 626-6893, Capo Air Terminal	_____	_____
18. <b>Watchbill Coordinator (ACDO/CDO Watchstanders Only)</b> ACDO: AC1 Evans (Air Terminal), CDO: MACS Elizondo (SS Security Training)	_____	_____
19. <b>Command DAPA</b> MACS Holmes, MWD Facility Capo	_____	_____
20. <b>Command IA Coordinator</b> ETC Kempton, Capo Air Terminal, 626-5480	_____	_____
21. <b>Command Urinalysis Coordinator</b> ABHC Mayers, Capo Air Terminal CSC Castillo, SS UH Office, 629-4018	_____	_____
22. <b>NSA Naples N8</b> DTS Profile/GTCC, Capo Admin 1, Room 217, 626-5646/5611	_____	_____
23. <b>Security Manager/Asst. Security Mgr</b> ET1 Ramirez, Air Terminal, 626-5531	_____	_____
24. <b>Family Care Plan/Dependent Care/EFMP Coordinator</b> YNC Sage, Capo Admin 1, 626-5544	_____	_____
25. <b>SAPR POC (FC-91 OMPF Check)</b> ETC Kempton, Capo Air Terminal, 626-5084	_____	_____
26. <b>Educational Services Officer</b> CSC Castillo, Unaccompanied Housing, 629-4018	_____	_____
27. <b>Pass and ID Office</b> Ration card/base pass explanation	_____	_____
28. <b>Check-In Sheet Turn In</b> Turn sheet into your CPPA to ETMS2 task to Admin	_____	_____

**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.**