



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

RATE/RANK/NAME _____

DEPT _____

TRANSFER DATE _____

TRANSFERRING 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, Capo Admin 1 , Ground Floor, 626-5396		Region Legal Service Office - 626-4576 Note 4 Capo Admin 2; LT Lantos-Swett – 626-5035	
Department Head		Emergency Management Division – Sean Quinn, Capo Air Terminal, 626-3585	
Division Officer			
Leading Chief Petty Officer			
Leading Petty Officer			
Base Safety – Capo Admin 3, 1st Floor, Room 153, 626-3005		CAPODICHINO OR GRICIGNANO	
Command DAPA – MACS Holmes, MWD Facility Capo		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 – ABHC Mayers, Capo Air Terminal		Post Office (Capo 626-5371) Note 8	
Command Watchbill Coordinator ACDO – AC1 Evans, Capo Air Terminal CDO – MACS Elizondo, Support Site Security Training Facility		NSA Naples ESO – CSC Castillo, Capo Precinct	
CCC – NCC Ethridge, Capo Admin 1, 626-1690			
Security Manager – ET1 Ramirez, Capo Air Terminal, 626-5331			

YOUR FORWARDING ADDRESS & PHONE NUMBER:

REQUIRED SIGNATURES	PRINT NAME	SIGNATURE	DATE
MVRO S/S (629-6876), Capo (626-5434) Note 6 MVRO stamp required in signature block			
NSA Naples N8 - Travel Card/DTS, Capo Admin I, Room 217, 626-5646/5611			
NSA Bachelor Housing - (629-4696/4123) Note 3			
Economy Housing Office - 629-4466 Note 8/9			
Government Quarters Office - 629-4464 Note 9			
Admin Dept - Check out with Admin after all other blocks have been completed, Capo Admin 1, 2 nd Floor			

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

NOTES:

1. Close out account(s) if you opened any. Not applicable to all.
2. Close out LAN & Email account/return duty cell phone.
3. Required only for members residing in BEQ/Triangle.
4. Bring family member(s) Sojourner's Permits.
5. Appointment preferred to avoid delay in processing.
6. Bring proof of vehicle disposition (shipped/scrapped/sold):
PCS/Check-out: Mon – Thu (1400-1500).
7. 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.
8. Complete change of address card.
9. Only if you lived on base.