



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 10		Banca Intesa Filiale U.S. Navy (626-4252)	Note 1	
Executive Officer (E-7 & Above)	Note 10		NSA Naples N6 (626-5040)	Note 2	
Command Master Chief (626-5111)	Note 11		N&MC Relief Society (626-3913)		
Department Head			Occupational Health (Capo Clinic 626-5973)	Note 4	
Division Officer			Region Legal Service Office (626-4576)	Note 5	
Leading Chief Petty Officer			Emergency Management Division (626-5303)		
Leading Petty Officer					
Base Safety (626-3005)			CAPODICHINO OR GRICIGNANO		
Command DAPA (626-5426)			Dental (SS 629-6007/8)(Capo 626-4644)	Note 8	
Command Fitness Leader			Naval Hospital (629-6272/3) BMC (626-5311)	Note 8	
Command Urinalysis Coordinator (626-2871)			NSA Library (Support Site 629-4361)(Capo 626-3666)		
Command Watchbill Coordinator (626-6884)			Post Office (Capo 626-5371)	Note 9	
NSA Command Career Counselor (CCC) (626-1690)			NSA Naples ESO		
NSA Staff Judge Advocate (SJA) Office (626-2889)					
Security Manager (626-5620)					

YOUR FORWARDING ADDRESS & PHONE NUMBER:

REQUIRED SIGNATURES	PRINT NAME	SIGNATURE	DATE
MVRO S/S (629-6876), Capo (626-5434) Note 7 <small>MVRO stamp required in signature block</small>			
NSA Naples N8 (Travel Card) (626-5501)			
NSA Naples N8 (DTS Profile) (626-5501)			
NSA Bachelor Housing (629-4696/4123) Note 3			
Economy Housing Office (629-4469) Note 6			
Government Quarters Office (629-4444) Note 6			
Admin Dept - Check out with Admin after all other blocks have been completed Note 12			

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.
2. Close out LAN & Email account/return duty cell phone.
3. Required only for members residing in BEQ/Triangle.
4. **ALL HANDS** – Bring Health Records. Mo, Tue, Wed & Fri (1300-1500)
5. Bring family member(s) Sojourner's Permits.
6. Appointment preferred to avoid delay in processing.
7. **Bring proof of vehicle disposition (shipped/scrapped/sold):**
PCS/Check-out: Mon – Thu (1400-1500).
8. 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.
9. Complete change of address card.
10. Call 626-6289 to make an appointment.
11. Call 626-5111 to make an appointment.
12. Copy of transfer Evaluation/Fitness Reports must be turned in to Admin. Admin will make copy of transfer sheet and return original to member.