



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



**RATE/RANK/NAME:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_ **TRANSFER DATE:** \_\_\_\_\_

**TRANSFERRING TO:** \_\_\_\_\_

**FORWARDING ADDRESS:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

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 – Admin 3, Room 164 (626-5040)	Note 2	
Command Master Chief, Capo Admin 1, Ground Floor, 626-5396			Sojourners Permit (Legal Assistance) – Front Desk, Admin 2, Room 1074 (626-4576)	Note 4	
Department Head			Foreign Criminal Jurisdiction – GIANLUCA, (626-4492) / LCDR JONES, (626-6250), Admin 2, Room 1074	Note 10/11	
Division Officer			Staff Judge Advocate - LT VERHULST, Admin 2, (626-5035)	Note 9	
Leading Chief Petty Officer			Emergency Management Division – SEAN QUINN, Air Terminal, (626-3585)		
Leading Petty Officer					
Base Safety – Capo Admin 3, 1st Floor, Room 153, (626-3005)			<b>CAPODICHINO OR GRICIGNANO</b>		
Command DAPA – AC1 EVANS, Capo Air Terminal, (626-5223) / MA1 JOHNDROW, Security Precinct, (626-5951)			Dental (SS 629-6007/8) (Capo 626-4644)	Note 7	
Command Fitness Leader – ABF1 CORREA, Capo Air Terminal, (626-5331)			Naval Hospital (629-6272/3) BMC (626-5311)	Note 7	
Command Urinalysis Coordinator – YNC MITCHELL, Capo Admin 1, Room 254, (626-5544)			Post Office (Capo 626-5371)	Note 8	
Command Watchbill Coordinator ACDO – GM1 MARTHINI, Security Precinct, (626-5245) CDO – MACS ANASTOS, Support Site Security Training Facility (629-4453)			NSA Naples ESO – Unaccompanied Housing CSC CASTILLO, BLDG 2038 (629-4696) / ABHC WEAVER, Capo Air Terminal (626-5382)		
CCC – MA1 FOSTER, Capo Admin 1, Room 34 (626-5174)			COMMAND FINANCIAL SPECIALIST MAC HORD (626-5951) / MA1 FOSTER, Capo Admin 1, Room 34 (626-5174)		
Security Manager – PAUL KOKOSZ, Capo Admin 1 BLDG 1, 449 Room 230, (626-5620)					
REQUIRED SIGNATURES		PRINT NAME	SIGNATURE	DATE	
MVRO S/S (629-6876), Capo (626-5434) Note 9 <small>MVRO stamp required in signature block</small>					
NSA Naples N8 - Travel Card/DTS, Capo Admin 1, Room 217, (626-5646/5611)					
NSA Bachelor Housing - (629-4696/4123) Note 3					
Economy Housing Office – (629-4466) Note 8					
Government Quarters Office – (629-4464)					
Admin Dept - Check out with Admin after all other blocks have been completed, Capo Admin 1, 2 <sup>nd</sup> Floor					

**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. Must Provide 1 Week Prior ( Not Applicable to all )
- Appointment preferred to avoid delay in processing.
- Bring proof of vehicle disposition (shipped/scrapped/sold): **PCS/Check-out: Mon – Thurs (1400-1500).**
- Member **CANNOT** pick up records for dependent over 18 without an authorization form. Records are picked up at Capo, call USNH 1 Week prior.
- Complete change of address card. ( Not Applicable to all )
- Member must Check out with MVRO before Checking out with Staff Judge Advocate
- Member must Check out with Foreign Criminal Jurisdiction before Checking out with Staff Judge Advocate
- Email: [MARINO.GIANLUCA.LN@US.NAVY.MIL](mailto:MARINO.GIANLUCA.LN@US.NAVY.MIL) & [COOPER.W.JONES.MIL@US.NAVY.MIL](mailto:COOPER.W.JONES.MIL@US.NAVY.MIL) to Request Criminal Background check.