

NAVDIVESALVTRACENINST 5350.2L CH-1
18 May 11

CIVILIAN EMPLOYEE CHECK-IN SHEET

Name _____ Check-In Date ____/____/____

COMMAND CHECK -IN

NOTE: Appointment Required for CO/XO Check-In

SIGNATURE	DATE	POINT OF CONTACT
		COMMANDING OFFICER, CDR Egan
		EXECUTIVE OFFICER, LCDR Brasfield
		DIRECTOR TRAINING SUPPORT, Mike Reagan
		COMMAND MASTER CHIEF, CMDCM Leet
		UNION PRESIDENT, Frank Quarles
		CREDIT CARD/SLDCADA, Kim Pitts
		NMCI COMPUTER, Kellard Jansen
		SAFETY OFFICER, Paul Gurisko
		SECURITY OFFICER, Butch Despard
		ADMIN OFFICE, Teresa Robbins
		CEODD HR ADVISOR, Charlotte Lawson

DEPARTMENTAL CHECK-IN

ENGINEERING DEPARTMENT		DATE	TRAINING SUPPORT DEPARTMENT	
	SIGNATURE		SIGNATURE	
DEPARTMENT HEAD Dave Sullivan				DEPARTMENT HEAD Mike Reagan
ASST DEPT HEAD CWO Motley				DIVISION OFFICER
DIVISION OFFICER				UNION STEWARD
DEPT TRNG OFFICER				
3-M COORDINATOR				
UNION STEWARD				