

| CHECK-IN/OUT SHEET  |                    |               |
|---|--------------------|---------------|
| <b>PRIVACY ACT STATEMENT:</b> The <b>AUTHORITY</b> to request this information is contained in 5 USC 301 Departmental Regulations and EO 9397. <b>PURPOSE(S):</b> This information is <b>USED</b> to maintain recall information, and may be furnished to other Navy personnel and to other components of the Department of Defense who have a need for the information in the event of a recall. <b>ROUTINE:</b> Assist officials and employees of the Department of the Navy to Check-In/Out Navy personnel. <b>DISCLOSURE:</b> Involuntary; failure to provide recall information could result in disciplinary action for Active Duty personnel. |                    |               |
| Name:   |                    |               |
| Rank/Rate:  | DOR:               | Warfare Pins: |
| Check-In Date:  | DOB:               |               |
| Spouse Name:  | Dependent Name(s): |               |
| Home Address:   |                    | Home Phone:   |

|   | In Initials | Out Initials |
|---|-------------|--------------|
| Transfer Date:                                      |             |              |
| Command Transferred to:                             |             |              |
| Forwarding Address:                                 |             |              |
| Commanding Officer (N00)                            |             |              |
| Command Master Chief (N00C)                         |             |              |
| Command Career Counselor (N01)                      |             |              |
| Security Manager (N00)                              |             |              |
| Manpower Department (N1)                            |             |              |
| Medical Department (N9)                             |             |              |
| Training Department (N7A)                           |             |              |
| Information Systems Department (N6)                 |             |              |
| Supply Department (N4)                              |             |              |
| Physical Security/OPSEC/Key Control                 |             |              |
| Safety Officer                                      |             |              |
| Command Fitness Leader: (Entered/Removed in PRIMS)  |             |              |
| DAPA  |             |              |
| Urinalysis Program Coordinator                      |             |              |
| Command Financial Specialist                        |             |              |
| Equal Opportunity Advisor                           |             |              |
| Senior Watch Officer                                |             |              |
| Admin Department (Recall Bill, Eval/FITREP) (N01)   |             |              |
| Naval Base Kitsap (Pass & Decal/PSD/Medical/Dental) |             |              |