

**NAVY OPERATIONAL SUPPORT CENTER SAN JOSE
COMMAND CHECK IN/OUT**

PRIVACY ACT STATEMENT

AUTHORITY: Title 5, U.S.C. PRINCIPLE PURPOSE: To identify and manage information.
ROUTINE USES: To maintain and ensure member is appropriately checked in/out.

RANK/RATE/FULL NAME	DEPT	CHECK IN/OUT DATE
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Welcome to Navy Support Center San Jose! Please complete the following check in/out items and return to the Administrative Office within 5 days of reporting and no later than 2 days prior to your check out date.

DEPARTMENT/PERSONNEL	CHECK-IN INITIALS/DATE	CHECK-OUT INITIALS/DATE
Command Sponsor		
Administrative Department __ Personal Data __ Travel Claim __ Record review		
Operations Department __ DTS registration __ Government travel card		
ADP __ CAC __ Email access		
Security Manager __ Security clearance		
Urinalysis Coordinator __ Add to database __ Sample taken (within 96 hours)		
DAPA __ Admits review __ Prevent, __ ADAMS for supervisors		
CMEO		
Medical/Dental __ Records received __ Tricare remote provider selected __ Tricare active duty Dental __ IMR Status		
Supply __ Keys to facilities __ Notified of building codes		
Senior Watch Officer __ Provide with PQS		
Watch Bill Coordinator		
Manpower		
SAVI		
Safety Officer __ ESAMS registration __ Motorcycle rider? __ Under 25? (Traffic Safety Training)		
Command Career Counselor __ Records review __ Schedule CDB __ Schedule Indoc/Navy Pride and Professionalism Workshop __ Determine Advancement eligibility __ Verify EAOS/HYT/PRD/CSB __ Assign a mentor		
Command Fitness Leader __ Gain in PRIMS __ Review previous results __ BCA		
Department Head		
Command Chief		
Executive Officer		
Commanding Officer		

**RETURN TO ADMINISTRATIVE OFFICE UPON COMPLETION OF CHECK-IN/OUT
NAVOPSPTCENSJINST 1740/1 (REV. 09/11)**

Enclosure (1)