MILITARY PERSONNEL CHECK-IN SHEET

PRIVACY ACT STATEMENT
Under the authority of 5 USC 301 Departmental Regulations,information regarding your forwarding address, permanent home address and telephone number is requested in order to obtain any additional information which may be required after detachment and to refer any mail received after detachment. The information provided by you may be retained in the file for one year. The information provided will not be divulged without your written authorization to anyone other than officials of the Department of Defense requiring the information for performance of their duties. You are not required to provide this information; failure to provide the information will have no effect.

NAME (Last, First, Middle)	RANK/RATE	DOR	REPORT DATE

SPONSOR NAME	DIRECTORATE/PEO CODE	PHONE	UIC ASSIGNED TO

LINE NO.	ITEM	LOCATION	AUTHORIZED SIGNATURE	DATE
1	Directorate/PEO Admin Officer	Sponsoring Directorate/PEO		
2	Security SEA 104 WAMO/BADGE	SEA 104 Bldg 197/1W4000		
3	Badging/Parking Office (Visitor Control Center)	SEA 102 Bldg 197/1E1300		
4	Command Master Chief	SEA 00F Bldg 197/4W3005		
5	Command Career Counselor	SEA 00F1 Bldg 197/1W4358		
6	Safety Office	SEA 04RSS Bldg 197/4W1135 (Mr. Don Noyes)		
7	Courtesy Call to SEA 02 (Supply Corps (31XX) Officers only)	SEA 02 Bldg 197/5W1018		
8	NAVSEA Urinalysis Coordinator	SEA 07 MMC Sullivan 781-7204	MILPERS WILL NOTIFY	
9	PFA Coordinator	Sponsoring Directorate/PEO		
10	GOV'T Credit Card/ Travel Office	SEA 103 Bldg 197/1E1634		
11	Service/Pay Record	PSD Anacostia Naval Station Bldg 92		
12	Turn-in Medical Record	Your selected Primary Care Facility or WNY Medical - Bldg 175		
13	Turn-in Dental Record	WNY Dental Clinic Bldg 175		

- For information on off-base housing contact Housing Referral Office (HRO) 703-697-4115.
- For information on spouse employment/job search contact Family Service Center (FSC) 202-433-6151

THIS FORM MUST BE RETURNED TO THE MILITARY PERSONNEL OFFICE UPON COMPLETION IN BLDG 197/4E4352. IF THERE ARE ANY FUTHER QUESTIONS, CALL 202-781-1730.