

CHECK IN/OUT SHEET STAFF

Name (Last, First MI)		Rate	
Command Reported From		Detachment Date	UIC
Date Reported To NAVCONSTRACEN	New Duty Station	Detachment Date	UIC

CONTACT	CHECK IN	CHECK OUT
1. COMMAND SERVICES DEPARTMENT		
A. COMMAND PASS COORDINATOR (CPC) (Return Sheet After Completion)		
B. GOVERNMENT TRAVEL CARD APC/EXCEPTIONAL FAMILY MEMBER COORDINATOR		
2. CO, XO, CMDCM SECRETARY		
3. COMMAND CAREER COUNSELOR/EDUCATIONAL SERVICES		
4. COMPANY COMMANDER/DEPARTMENT HEAD/COMPANY CHIEF (Checkout Last)		
5. CMAA/URINALYSIS COORDINATOR/KEY CONTROL OFFICER		
6. COMPANY FITNESS COORDINATOR		
7. COMMAND INDOCTRINATION PROGRAM COORDINATOR		
8. COMMAND SPONSOR COORDINATOR		
9. DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)		
10. WATCHBILL COORDINATOR (E6 AND BELOW) / SENIOR WATCHBILL OFFICER (E7 AND ABOVE)		
11. INFORMATION TECHNOLOGY MANAGER		
12. MASTER TRAINING SPECIALIST COORDINATOR		
13. TRAINING OFFICER/CHIEF		
14. COMMAND FINANCIAL SPECIALIST		
15. COMMAND SAFETY MANAGER		
16. COMMAND VOTING ASSISTANCE OFFICER		
17. COMMAND LICENSE MANAGER		
18. BUDGET ASSISTANT (DEFENSE TRAVEL SYSTEM), BLDG 1300		
19. COMMAND MANAGED EQUAL OPPORTUNITY REPRESENTATIVE		
20. COMMAND HOSPITAL CORPSMAN		
21. NAVY PAY AND PERSONNEL SUPPORT CENTER (TRF/SEP ONLY)		
22. HOUSING OFFICE Note: You must take a copy of your orders to the Housing Office even if you are transferring from command to command on board NBVC.		
23. MEDICAL (Occupational Health)		
24. DENTAL		
25. TRICARE STAFF		

Company Commanded/Department Head Signature/Date
(Upon Completion of Check-in)

Date Received/Filed
CAC

Company Commanded/Department Head Signature/Date
(Upon Completion of Check-out)

Date Received/Filed
CAC