

SPAWARSYSCEN NORFOLK MILITARY CHECK IN

| | RATE/RANK | | CHECK IN DATE: | |
|--------------------------------------|-----------|------------------|----------------|---------|
| | | | | |
| OFFICE | ROOM | POINT OF CONTACT | DATE | INITIAL |
| COMMANDING OFFICER | | | | |
| EXECUTIVE OFFICER | | | | |
| TECHNICAL DIRECTOR | | | | |
| COMMAND MASTER CHIEF | | | | |
| DTS/GOVT TRAVEL CARD | | | | |
| SECURITY / ADMIN / SAFETY | | | | |
| SECURITY ASSISTANT | | | | |
| COMMAND DAPA | | | | |
| COMMAND URINALYSIS COORD | | | | |
| ENLISTED WATCH BILL COOR | | | | |
| SENIOR WATCH OFFICER | | | | |
| CAREER COUNSELOR | | | | |
| E-MAIL COORDINATOR | | | | |
| GMT COORDINATOR | | | | |
| STANDARDS OF CONDUCT | | | | |
| DMS COORDINATOR | | | | |
| ESO | | | | |
| TRAINING COORDINATOR | | | | |
| ASSET / HARDWARE ASSIGNMENT | | | | |
| LEGAL | | | | |
| HAZMAT COORDINATOR | | | | |
| EFM COORDINATOR | | | | |
| NAME TAGS / ENGRAVER | | | | |
| MILITARY TRAINING | | | | |
| LOCAL PKI REGIST AUTH | | | | |
| COMPTROLLER/TIP COORDINATOR | | | | |
| CMEO COORDINATOR | | | | |
| FINANCIAL ADVISOR | | | | |
| TIMEKEEPING | | | | |
| PRT COORDINATOR (NAVY ONLY) | | | | |
| ESTABLISHED NERP ACCOUNT | | | | |
| MARINE LIAISON OFFICER (MARINE ONLY) | | | | |
| BRANCH HEAD | | | | |
| DIVISION HEAD | | | | |
| DEPARTMENT HEAD | | | | |

When complete, return to ADMIN MILPERS

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|---------|--|--|--|--|
| MILPERS | | | | |
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