



NAMRU-SA Check-in/out Sheet for MILPERS FOR OFFICIAL USE ONLY

PART A: Personal Information

Last Name: _____ Date Reported: _____
First Name: _____ Title: _____
Middle Initial: _____ Department: _____
Gender: _____ Work Phone: _____
Preferred Name: _____ Cell/Blkby: _____
E-mail: _____ Home Phone: _____
Email (Personal): _____ Other Phone: _____

Local Address: _____

I certify the information above to be correct.

Signed (Required): _____ Date: _____

I authorize NAMRU-SA to release my family information to the Command Ombudsman.

Signed (Optional): _____ Date: _____

Before continuing to Part B, please verify that all of the information above is correct and sign.

FOR OFFICIAL USE ONLY



NAMRU-SA Check-in/out Sheet for MILPERS FOR OFFICIAL USE ONLY

PART B: Command Information and Check-in Procedures

Procedures: Please consult with your Command Sponsor (Admin Officer for civilians and Contract Officer Representative for contractors) for assistance. Please ensure that each block is initialed and dated. Please notify your supervisor if you are having any difficulty completing any portion of Part B within two weeks.

Preferred Name:

Office/Cubicle Number:

Command Sponsor:

(Administrative Officer for civilians and Contract Officer Representative for contractors)

	POC	Date In	Initials	Date Out	Initials
Supervisor					
Administrative Officer	Mr. Buckley/BHT 2/ 322-4 (539-6959)				
Safety Officer	Mr. Smith/BHT 2/ 324-2 (539-7924)				
Executive Secretary (Note 1)	Ms. Coffee/BHT 2/ 320-1 (539-5334)				
Information Mgmt/Security	Mr. Hatcher/BHT 2/ 325-9 (539-6846)				
Training Officer	LT Raza/BHT 2/ 323-5 (539-7016)				
Voting Assistance Officer	LT Raza/BHT 2/ 323-5 (539-7016)				
Command Indoctrination	LT Raza/BHT 2/ 323-5 (539-7016)				
IRB Administrator	Ms. Ahlf/BHT 2/ 323-4 (539-7130)				
Finance Manager	Ms. Hines/BHT 2/ 322-2 (539-6834)				
Travel Administrator	Mr. Carmon/BHT 2/ 321-5 (539-7838)				
Urinalysis Coordinator	ENS Stubbs/BHT 2/ 322-1 (539-7922)				
Public Affairs Officer	Mr. Wiggins/BHT 2/ 323-8 (539-6822)				
Legal/Ethics Officer	CAPT Stahl/BHT 2/182-1 (539-7866)				
Watch Bill Coordinator	CAPT Stahl/BHT 2/182-1 (539-7866)				
Equipment Manager	Ms. Martinez/BHT 2/ 185-3 (539-8204)				
Key Custodian	Mr. Marchello/BHT 2/ 185-2 (916-6290)				
Ombudsman	Ms. Burke/BHT 2/ 325-7 (703-343-0294)				

Note 1: Schedule appointment to meet with the XO and CO two weeks following report date: XO _____ CO: _____

Note 2: Member must complete Command Indoctrination within 30 days following report date:

Scheduled _____ Complete _____ (Training Officer initial and date when complete)

Note 3: All deployable personnel must complete administrative requirements within 30 days of reporting.

PART C: Check-out Procedures

Please contact the Administrative Department no more than five days prior to detachment. Return the completed check-out sheet to Administrative Department upon completion of check-out.

Date Detached (check out only):

Forwarding Address (check out only):

FOR OFFICIAL USE ONLY

This form contains Protected Personal Information. It is required by BUMEDINST 6440.5 (series) and BUMEDINST 6110.14 (series) and is in compliance with the Privacy Act of 1974 (PL 93-579). None of the information will be released without written approval of the employee.

NAMRUSA FORM 5210/1 Rev date 12/2013