

May 2016

Sector St Petersburg Check-Out Sheet

MEMBER'S NAME

MEMBER'S DEPT/DIV

MEMBER'S LAST DAY AT UNIT

Sector Commander Make appointment w/ Mrs. Floodine at 727-824-7574 Appointment Date/Time:	
Deputy Sector Commander Make appointment w/ Mrs. Floodine at 727-824-7574 Appointment Date/Time	
Command Master Chief MCPO Pesnell Make Appointment w/ Mrs. Floodine at 727-824-7574 Appointment Date/Time	
CO of Military Personnel CDR Meneses All enlisted members Make a appointment at 727-502-8792 Appointment Date/Time	
Clinic Medical Staff Pick up/Mail medical record. Complete Tricare Change of Address Form	
Command Security Officer (CSO) Security Brief for SSP: LT Scott 727-824-7614 or CWO Davis 727-502-8784	
Servicing Personnel Office (SPO)/ ADMIN PCS Orders, Turn in Check out sheet/ Complete PCS Weigh In	
Galley FS1 Parker/FSC Mathis Check Out With Galley Staff/ Chow Bills	
CDAR Mr. Jeff Dutcher for SSP 727-824-7678 Make an appointment	
WQSB Officer WQSB assignment Mr. Lang	
Facilities Return any keys (if applicable) to DCC Calderon	
Supply Department CWO Jeffcoat visit in person/Property Custodian must see CWO Jeffcoat, 727-824-7503	
Electronic Support Detachment Transfer Account	
Immediate Supervisor Visit in person (Supervisor check if PCS EER is needed, signed 15 days prior to depature.)	
Department Head Visit in person	

Check-out sheet must be completed prior to receiving your PCS orders.

RETURN TO ADMIN AND PICK UP YOUR PCS ORDERS