

EXHIBIT XI
CHECK-IN FORM

Name _____

Command _____

SSN (Last 4 only) _____

EOD _____

All civilian employees arriving Fleet Activities, Yokosuka must obtain endorsement from all listed organizations. When completed on check-in, this form must be returned to Commander Naval Region Japan, Yokosuka, Human Resources Office (HRO), Code N131, to be filed in the Rotation Folder. Organizations may be contacted in any order except that HRO Yokosuka will be last.

| CHECK-In (Initial & Date) | ORGANIZATION | PHONE | BLDG |
|------------------------------|---|-----------------|------|
| 1 | Personnel Support Detachment (PERSUPPDET) ID Section, 1F <i>*After SF-50 is issued</i> <i>*Provide copy of DD-2365 Emergency-Essential Agreement if applicable</i> <i>*Bring DD1172-2 Application for Identification Card/DEERS enrollment</i> | 243-6813 | 1555 |
| 2 | PERSUPPDET Passport Section, 3F (SOFA Stamp) <i>*Bring all passports (Official and Tourist), Letter of Employment and ID cards</i> | 243-8466 | 1555 |
| 3 | PERSUPPDET, Defense Biometric ID System (DBIDS) Section, 2F (Registration is required for scanner-based access) <i>*Bring DD1172-2 Application for Identification Card/DEERS enrollment</i> | 243-9303 | 1555 |
| 4 | Family Service Center (Intern Cultural Relations (ICR), Area Orientation Brief (AOB), 2F) | 243-6716 | 3365 |
| 5 | CNRJ Housing Office (Welcome Center) (Register for housing) | 243-8846 | 1441 |
| 6 | NAVSUPFLC Personal Property Division (In-bound section) (Status of household good shipment) | 243-5426 / 7587 | 5013 |
| 7 | Post Office (Change of Address) | 243-6711 | 1258 |
| 8a | Hospital - Outpatient Records | 243-5825 | 1400 |
| 8b | Hospital - Occupational Health (if applicable) | 573-5747 | E-22 |
| 9 | CFAY Security (Vehicle Registration, Licensing info) | 243-5011 | J196 |
| 10 | Admin Officer (Employing Activity) | Command POC | |
| 11 | Comptroller's office/payroll Customer Service Rep. | Command POC | |
| 12 | HRO, Operations Division (N131) (Non Temporary Storage etc.,) | 243-5725 / 8168 | 1472 |