

**U.S. NAVAL HOSPITAL ROTA**  
**ENLISTED PERSONNEL COMMAND CHECK-IN**

Rate/Name: \_\_\_\_\_ Directorate / Department Assigned: \_\_\_\_\_

Check-In Date/Time: \_\_\_\_\_ Date Check-In Completed: \_\_\_\_\_

OFFICE/LOCATION/HOURS	ITEMS TO BRING	CHECK-IN SIGNATURE/DATE
Operations Management Department	- Hospital ID badge/keys/telephone	
Security Clearance Coordinator	- System Authorization request	
Information Management Department	- Military ID	
Urinalysis Coordinator	- ID card within 72 hours of arrival	
Personnel Support Detachment (PSD), NAVSTA	- Service Record/travel receipts/military ID	
Legal	- Legal issues	
Management Analyst (MEPRS)	- Military ID	
Command Career Counselor	- Military ID	
Command Suite	<b>Appointment with CO, XO, CMC</b> CO: Date: _____ Time: _____ Initials: _____ XO: Date: _____ Time: _____ Initials: _____ CMC: Date: _____ Time: _____ Initials: _____	
Watchbill Coordinator	- Directorate/Department Specific	
Medical Readiness	- Military ID	
Occupational Health	- Respirator	
Medical Records	- Health record/orders/Page 13	
Dental Records	- Military ID/all dental records	
Quarterdeck	- Recall telephone numbers	
Emergency Management	- Military ID	
TRICARE	- Copy of orders /command sponsorship/military ID	
Voting Assistance		
AHLTA Training	- Military ID	
Mail Room	- Military ID	
Command Fitness Leader	- Wear Navy PT gear	
CMEO	- Military ID and any pending information	
Credentials	- Military ID	
Government Travel Card (TAD office)	- GOVT travel card - DTS training certificate	
** IDC/Dental Hygienist	- Medical records and signature	
**Inpatient Administration	- Military ID	
**Utilization Management	- Military ID ***Healthcare Providers only***	
Safety Office	- Military ID/Radiation Health_____	
DAPA	- Military ID	
Supply - DMLSS Administrator	- Military ID ***Supply PO/Supervisors only***	
Radiology	- Military ID	
Education & Training	- Instructor folder	

**DEPARTMENT CHECK-OFF SHEET**

Dept. Training Officer/Rep <input type="radio"/>	Department Head <input type="radio"/>
LPO <input type="radio"/>	Director <input type="radio"/>
SEL <input type="radio"/>	

<b>HUMAN RESOURCES (LAST STOP)</b>	<b>- Transfer Eval/Update NFAAS/Family Care Plan/ Completed Check-In Sheet</b>
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