

**U.S. NAVAL HOSPITAL ROTA  
OFFICER 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	- 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 Suite	<b>Appointment with CO, XO</b> CO: Date: _____ Time: _____ Initials: _____ XO: Date: _____ Time: _____ Initials: _____	
Watchbill Coordinator	- Directorate/Dept. 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	
Officer Special Pay/Incentives	- Military ID/Last contract	
Credentials	- Military ID/Pending information **ALL HEALTHCARE PROVIDERS**	
Risk Management	- Military ID **ALL HEALTHCARE PROVIDERS**	
Government Travel Card (TAD office)	- GOVT travel card/DTS training certificate	
Utilization Management	- Military ID **ALL HEALTHCARE PROVIDERS**	
Coding Training	- Military ID	
Transcription/In-Patient Records	- Military ID	
Safety Office	- Military ID/Radiation Health _____	
DAPA	- Military ID	
CMEO	- Military ID	
Supply - DMLSS Administrator	- Military ID **Supervisors ONLY**	
Radiology	- Military ID	
Education and Training	- Instructor Folder	
<b>DEPARTMENT CHECK-OFF SHEET</b>		
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 FITREP/Update NFAAS/Family Care Plan/Completed Check-In Sheet</b>	

