

U.S. NAVAL HOSPITAL ROTA
CIVILIAN PERSONNEL COMMAND CHECK-IN/-OUT

Rate/Name: _____ Grade: _____ Directorate / Department Assigned: _____

Check-Out Sheet Issued: _____ DMHRSi/Employee#: _____ Date/Time Check-out Completed: _____

OFFICE LOCATION HOURS	PURPOSE	ITEMS NEEDED	DATE INITIALS CHECK-IN	DATE INITIALS CHECK-OUT	
Operations Management Department	- Issuing Hospital ID badge/keys	- Work location			
If you already have a @med.navy.mil e-mail than continue to PSD/BLDG 1 for update of certificates. If not, proceed to the Information Management Department first, then to PSD/BLDG 1 for certificates.					
Personnel Support Detachment, NAVSTA	- CAC card certificates/turn-in ID card at check-out	- ID card			
Security Clearance	- Verification of current clearance/start/stop as needed - System authorization request	- ID card - System authorization request			
Management Information Department	- System authorization request	- Information Awareness training			
Management Analyst (MEPRS)	- DMHRSi account/training	- DMHRSi form			
Command Suite	Appointment with CO, XO				
	CO: Date: _____ Time: _____ Initials: _____				
	XO: Date: _____ Time: _____ Initials: _____				
Occupational Health	- Initial or termination examination	- ID card - Medical record			
Immunizations	- Immunization requirements	- Imms records			
ODC Coordinator	- Welcome aboard/CAC card	- Passport - Security form - Contract			
Safety Office	- Departmental training assignment. - Basic fire response orientation. - Referral to Respiratory Protection Manager and Occupational Health as needed.	- Military ID			
AHLTA Training	- Sets up training/AHLTA access	- Military ID			
Financial Department	- Payroll set-up/termination	- W4 - Direct deposit info			
Mail Room	- Mail box number/code/name tag/orient mail service.	- Military ID			
Education and Training	- Training assignment on staff criteria requirements.	- Military ID			
Travel Card Agency Program (TAD)	- Verification/close-out of Government credit card account - Application process as needed/DTS training certificate	- Gov. credit card - DTS training certificate			
Credentials	- Confirm granting of privileges	-Military ID/ pending information			
HUMAN RESOURCES (LAST STOP)	- Completion of Check-in/Out Sheet	- Check-In/Out Sheet			
Departmental Check-In/Out					
Check-In with	Date Check-In	Initials	Purpose	Date Check-Out	Initials
Dept Safety Representative			- Initial safety orientation - Provide dept specific safety training - Complete safety foms - Refer to Radiation Health for TLD as needed		
Dept Training Officer/Rep			- Copy BLS/ACLS/ATLS/PALS cards - HIPAA training - Training records/certificates		
Dept Head			- Signature of system authorization request		
Director			- Welcome aboard/fair winds and following seas		