U.S. NAVAL HOSPITAL ROTA

OFFICER 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 E111 M-F 0730-1600, 727-3200	-Hospital ID Badge/keys/Blackberry issued -see back for check out	
Security Clearance Coordinator LT Edouard E111 M-F 0730-1600, 727-3200	- System authorization request	
Urinalysis Duty Urinalysis Assistant E290 M-F 0730-0930	-ID Card within 72 hours of arrival	
Personnel Support Detachment (PSD) Building 1 M-F 0900-1500	-Service Record –Travel Receipts -ID Card	
Legal LCDR Lester/HM1 Springer D071/BioMed W 0800-0900, 727-3448	-Legal Issues	
Management Analyst (MEPRS) E019 M-F 0800-1200, 727-3541	-Military ID	
Command Suite E113 M-F 0800-1630, 727-3500	**Appointment with CO, XO** CO: Date: _____ Time: _____ Initials: _____ XO: Date: _____ Time: _____ Initials: _____	
Watchbill Coordinator	-Directorate/Dept. Specific	
-Medical Readiness A057/A058 M-F after 1300 -Occupational Health D042 M-F 0800-1500, 727-3241	-Military ID -Respirator	
Medical Records E-33 M-F 0730-1630, 727-3552	- Medical Records –Orders –Page 13	
Dental Records Block B M-F 0730-1630, 727-3733	-Military ID -All Dental Records	
Quarterdeck (727-3305)	-Telephone Number For Recall	
Emergency Management LCDR Lopez (639-20-3133) ABEC Maghanoy (VPN: 727-9849) C-18 M-F 0800-1600	- Military ID	
TRICARE E077 M-F 0800-1600, 727-3629	-Copy of orders -Copy of command sponsorship -Military ID	
Voting Assistance LT Brinkman/HM2 Holder M-F 0730-1630, 727-1810/3521		

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AHLTA Training, Mr. Trammell A035A M-F 0800-1500, 727-953-0000	- Military ID	
Mail Room, 727-3533 E037 M-F 0730-0945/1100-1600	-Military ID	
Command Fitness Leader (LT Powell/HM1 Preston/HM1 Khan HM1 Prendergast/), 727-3680/3655 E101 M-F 0800-1000	-Need To be in Navy PT gear	
Officer Special Pay/Incentives E129 M-F 0900-1700, 727-3525	-Military ID-Copy of Last contract	
Credentials, Mr. Vitug E029, M-F 0800-1600, 727-3524 **ALL PROVIDERS & NURSING STAFF**	-Military ID & any pending information	
Risk Management, Ms. Thurber D069, M-F 0800-1600, 727-3542 **ALL PROVIDERS & NURSING STAFF**	- Military ID	
Government Travel Card (TAD office) E022 M-F 0800-1500, 727-3585	-GOVT Travel card -DTS Training Certificate	
Coding Training, Ms. Medina/Ms. Brooks E033 M-F 0830-1630, 727-3627/3624 **ALL PROVIDERS**	-Military ID	
Transcription/In-Patient Records E033 M-F 0800-1600, 727-3358	- Military ID	
Safety Office, Mr. Legge/HM1 Leon D077 M-F 0900-1000-1200, 727-3321	- Military ID -RAD Health_____	
Command DAPA, HM1 Akins C-034 M-F 1300-1500, 727-3421	- Military ID	
CMEO, HMC Allen E-028, M-F 0730-1630, 727-3556	- Military ID	
Supply- DMLSS Administrator (Jose Bonomo/Rafael Polo) Warehouse, M-F 0830-1700, 727-3326 ***Supervisors ONLY***	- Military ID	
Radiology Block C M-F 0800-1600, 727-3573	-Military ID	
Education and Training E262 M-F 0800-1530, 727-3489	- Instructor Folder	
Dept. Safety Rep	Dept. Check off sheet	
Dept. Training Officer/Rep	Dept. Check off sheet	
Dept. Head	Dept. Check off sheet	
Directorate	Dept. Check off sheet	
Human resources (Last Stop) E121 M-F 0730-1630, 727-3521	**-Transfer Eval -Update NFAAS -Family Care Plan -Completed Check-In Sheet**	