



Human Resources New Check-In CHECKLIST

Sponsors, please schedule an appointment with Human Resources for your sponsee as soon as you have an estimated date of arrival:

usn.gtmo.usnmrtc-gitmo.list.hr@health.mil

Sponsors, please ensure that your sponsee brings the following items (PRINTED) the date of their appointment:

GAINS TRANSACTION

- | | |
|---|---|
| ☐ Endorsed PCS Order | ☐ Rap Duty Pg13 (If Applicable) |
| ☐ SATO Flight Itinerary (MBR & DEP) | ☐ Any Pay Memo (SDAP, CSP...) |
| ☐ AMC Travel Sheet (MBR & DEP) | ☐ Advance Travel/ Delayed Travel Of Dependents (If Applicable) |
| ☐ Red/DA (Primary) or NAVPERS 1070/602 (Page 2) (If Red/DA Is Not Available) | ☐ Any Receipts From Travel |
| ☐ SGLI | |

