

Volunteer Check-In Procedure

- ☐ Check in with the Human Resources Unit Deployment Support Staff.
- ☐ Check in with your disaster supervisor for orientation.
- ☐ Complete check-in procedures at your duty station to obtain additional information.
- ☐ Complete appropriate Federal waiver forms.
- ☐ Report to the Logistics help desk to obtain requisition for accountable property and network access.
- ☐ Obtain authorization for accountable property from your supervisor.
- ☐ Locate your assigned workspace.