



RETIREE SERVICES DESK –
Daily Customer Service Log

Name:				Time:		Date:		
Volunteer Name:			Volunteer hrs./min.:			Date Resolved:		
Referral:	Call	Email	Walk-In	Telephone:		Email:		
Service:		Coast Guard	Navy	Marine	Army	Air Force	Other:	
Component:		Active Duty	Reserve	Guard	Other:			
Status:		Ret II	Retired	Transition	Annuitant	Spouse	Survivor	Disabled
Other:								
Referral Type (code):								
<input type="checkbox"/>	Casualty Assistance	<input type="checkbox"/>	Veteran Crisis Hotline	<input type="checkbox"/>	VOW Act / 2 nd Career	<input type="checkbox"/>	Medals / Awards	
<input type="checkbox"/>	CG Newsletter	<input type="checkbox"/>	VA Offices	<input type="checkbox"/>	Widow Assistance	<input type="checkbox"/>	Space A Travel	
<input type="checkbox"/>	DD-214	<input type="checkbox"/>	VA Medical Facilities	<input type="checkbox"/>	State Veteran Homes	<input type="checkbox"/>	Volunteer Opportunities	
<input type="checkbox"/>	DEERS Service Offices	<input type="checkbox"/>	Veteran Centers	<input type="checkbox"/>	Retiree Pay	<input type="checkbox"/>	Emergency Hotline	
<input type="checkbox"/>	DoD Facilities	<input type="checkbox"/>	National Cemeteries	<input type="checkbox"/>	Mutual Assistance	<input type="checkbox"/>	Exchange / Commissary	
<input type="checkbox"/>	DoD Local Events	<input type="checkbox"/>	Coast Guard Benefits	<input type="checkbox"/>	Transition Assistance	<input type="checkbox"/>	Retiree Forms	
<input type="checkbox"/>	DoD Services	<input type="checkbox"/>	Record Correction	<input type="checkbox"/>	TRICARE	<input type="checkbox"/>	USOs	
<input type="checkbox"/>	Survivor Assistance	<input type="checkbox"/>	Retiree Appreciation Days	<input type="checkbox"/>	Pharmacy	<input type="checkbox"/>	MWR	
<input type="checkbox"/>	Legal Referrals	<input type="checkbox"/>	Survivor Benefit Plan / SBP	<input type="checkbox"/>	Tax Referrals	<input type="checkbox"/>	Other	
If Other:								
Situation:								
Referral / Assistance Provided:								
Follow-Up:								
Additional Notes:								