



RETIREE SERVICES DESK –
Volunteer Check In Sheet

Name: _____ Report Date: _____

Grade / Rate: _____

Sponsoring Command:

1. _____ Identify Base CO/XO
 2. _____ Identify Base security officer
 3. _____ Identify Base parking arrangements
 4. _____ Identify Base facilities
 5. _____ Identify Base Admin personnel
 6. _____ Identify Base Active Duty Coordinator
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Active Duty Coordinator:

1. _____ Introduction to Base Active Duty Coordinator
 2. _____ Discuss command support of retiree services program
 3. _____ Discuss standard operating procedures for retiree services desk
 4. _____ Oversees check in process for volunteer
 5. _____ Monitors training of volunteer
 6. _____ Updates command on volunteer status
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Volunteer Director:

1. _____ Provides orientation of retiree services desk
 2. _____ Reviews training procedures
 3. _____ Review standard operating procedures
 4. _____ Provides Non-disclosure / offer to volunteer letter
 5. _____ Provides training guide
 6. _____ Documents volunteer contact information
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Volunteer Staff:

1. _____ Reviews standard operating procedures w/ volunteer director
 2. _____ Reviews training “hands on” protocol with volunteer director
 3. _____ Signs non-disclosure / offer to volunteer letter
 4. _____ Provides schedule to volunteer director
 5. _____ Complete course lesson units /examination
 6. _____ Receives training materials
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