

JOC CHECKLIST

1. Did all volunteers sign in and sign out?
2. Did all volunteers have a liability form on file?
3. Did you report to the next higher headquarters that you arrived on station?
4. Did you submit SITREPS in a timely manner?
5. Did you record information on the DA form 1594?
6. Did you keep a copy of the messages sent and received?
7. Did you report to the next higher headquarters before you left the station?
8. Did you submit receipts and forms for reimbursement of authorized expenses?

