

59 MDW In-Processing Checklist for Volunteers

Name: _____ Date: _____

Phone: _____ Email: _____

Welcome to the 59 MDW/SGAV office. The checklist below will guide you with in-processing throughout the Wing.

Sections	Location	Contact
<input type="checkbox"/> Interview Volunteer <input type="checkbox"/> Form 3496 <input type="checkbox"/> License/photo ID	Volunteer Svcs Room 2C106/2C107	Terryca Fuller, 292-6591
<input type="checkbox"/> Duty Section Selection <input type="checkbox"/> 2793 <input type="checkbox"/> job description	_____ Department	_____ Contact person
<input type="checkbox"/> Security Manager/CAC	Arrange with Squadron	_____ Contact person
<input type="checkbox"/> Base Pass Letter if needed	Yes _____ No _____	
<input type="checkbox"/> Healthcare Provider Class Mondays only 1200 -1530	Garden Level, 0G044 292-7020 (Classroom A)	Scheduled Date _____
<input type="checkbox"/> New Employees Orientation	WHASC Conf. Rm 3 0C068 Date _____ (New Building)	Fridays only -0730-1100 (Once a month)
<input type="checkbox"/> HIPAA (bring test to office)	Read in Room 2C106/email	Volunteer Services Office
<input type="checkbox"/> Safety Storm (Review - no test)	Read in Room 2C106/email	Volunteer Services Office
<input type="checkbox"/> Confidentiality letter	Signed	Volunteer Services Office
<input type="checkbox"/> Shot record review MWF 0730-1600, T/TH 0730-1500 Lunch closed 1200-1300	Medical Employee Health (In Family Health)	292-3140/3138/0350 _____
<input type="checkbox"/> Badge letter <input type="checkbox"/> CHPS <input type="checkbox"/> Uniform (Sign Form 1297)	Room 2C106	(Signature or stamp) Volunteer Services, 292-6591
<input type="checkbox"/> Badge and ID <input type="checkbox"/> Valid car insurance needed	Room 0J047 292-2021	Mon, Tues, Thur, Fri- 0800-1500 Wed 0800-1200
<input type="checkbox"/> Time Sheet	Room 2C106	Volunteer Services, 292-6591
<input type="checkbox"/> Credentialing Letter	Garden Level Room 0G608	Credentialing Office

(Upon resigning, please stop by the Volunteer Office for an Out-processing Checklist)

Administration Section to be completed by Volunteer Services Office

Training Folder: Labels created, Volunteer Works, 1098, 55, 2519, Volac initiated, VSO Orientation, 40 Day, Form 623A, Background Check Forms Put Mandate Date Change from Pending to Active
 Mandatory Letters: HIPAA, Safety Storm, Volunteer Orientation, JPAS Letter