

## Check-In and Demob (check-out) Procedures

**A. Check-In.** This section includes the steps required to check-in to the Oil Spill Operation. You will need to read and complete the following information/documentation prior to reporting to your temporary duty station.

1. The following information/documentation must be provided and/or filled out by the employee/resource and given to the **Status Check-In**:
  - a. 2 copies of your Resource Order
  - b. 2 copies of your Red Card (if applicable)
  - c. 2 copies of your travel itinerary
  - d. A copy of your rental car agreement (if applicable)
  - e. 2 copies of all of your training certificates
  - f. Serial numbers for all personal or government phones, laptops, cameras you will have in possession while deployed (fill out the Property Control Sheet – see below)
  - g. Emergency contact information
  
2. The following information/documentation must be provided and/or filled out by the employee/resource and given to **Finance (part of Status Check-In)**:

*Check each line to indicate completion:*

\_\_\_\_\_ Info and Pay / fax #'s for their home office  
\_\_\_\_\_ Cell Phone / contact #s while deployed

**3. A Process Packet must be provided to each employee/resource at Check-In. The process packet contains the following material:**

- ✓ Crew Time Report
- ✓ ICS 214 – Responder Log Book
- ✓ Charging, Timekeeping, and Tour of Duty Information for the Deepwater Horizon/MS Canyon 252 Oil Spill dated May 9, 2010 (FYI Purpose)
- ✓ FLSA Determination Sheet
- ✓ Working the Oil Spill
- ✓ OSHA Quick Card
- ✓ Safety and Health Awareness for Oil Spill Cleanup Workers booklet
- ✓ OSHA fact sheet
- ✓ Field Documentation Procedures - *Note: all work documentation, including ICS 214, that you create in the performance of your duties while mobilized must be turned in to the **Status Check-In** at **Demob***

**B. Demob/Check-out. You must Demob at your Check-In location. Please stop by or contact Demob 24 hours prior to departure (72 hours if you need air travel arrangement assistance)**

*Check each line to indicate completion:*

- \_\_\_\_\_ Check out of lodging facility
- \_\_\_\_\_ Turn in you your final SIGNED Timesheet (CTR)
- \_\_\_\_\_ A travel itinerary for your trip home
- \_\_\_\_\_ Turn in Work Documents (i.e., ISC 214)
- \_\_\_\_\_ Notify Home Unit/Office that you are returning

# Field Documentation Procedures

## A. Definitions:

- a. **Administrative Records:** Anything related to resources, personnel, cost, timekeeping, accommodations, travel, demob, etc..
- b. **Operating records:** anything related to the wildlife operations (i.e. on-water recovery of floating slicks, cleaning of bulk oil, removal of oil, habitat specific clean-up, rescue and removal of oiled wildlife, wildlife management plans, wildlife group field operations plan, near shore response plan, off shore collection of oiled birds and turtles plan, oiled bird and turtle collection, etc.) Includes ICS214, field reports, summary reports, air operations, etc.. Excludes NRDA records.
- c. **Electronic Records:** emails, word-processed documents, spreadsheets, etc. excluding GIS

## B. Electronic Records:

- a. You must send all electronic administrative records to:
  - i. Houma - [fws4admin\\_houma\\_spill@fws.gov](mailto:fws4admin_houma_spill@fws.gov)
  - ii. Mobile – inquire at Check-in
- b. You must send all operating records to:
  - i. Houma- [fw4recordshouma@fws.gov](mailto:fw4recordshouma@fws.gov)
  - ii. Mobile- inquire at Check-in
- c. Field Reports should be sent to:
  - i. Houma- [fw4situationunitleaderhouma@fws.gov](mailto:fw4situationunitleaderhouma@fws.gov) with a copy to [fw4recordshouma@fws.gov](mailto:fw4recordshouma@fws.gov)
  - ii. Mobile- inquire at Check-in
- d. All paper records that have not already been turned in must be turned in at Demob (final crew time report, ICS214, field notes, etc..)