



Contingency Contracting Corps

Checklist C: On-site Procedures

Checklist C is a list of to-do items to help Corps members get started when they arrive on-site and to take care of their well-being while they stay on-site.

When you arrive on-site, make sure you:

- Report to JFO. Check-in with your on-site supervisor.
- Ask who else you need to notify or check-in with. Below are some possibilities:
 - Logistics helpdesk for requisition for accountable property and network access
 - Obtain authorization for accountable property
 - Pick up Equipment. (Keep a copy of the form you are given with the serial numbers, etc. on it.)
 - Pertinent information about the operation.
- Provide personal information, such as where you are staying, who to contact in case of an emergency, etc.
- Familiarize yourself with the templates, file structures, and/or the Contingency Contracting System

During your stay on-site, make sure you:

- Keep your supervisor informed if you change lodging
- Submit travel claims and timesheets as requested
- Document, document, document, and
- Stay healthy and rested