****MICHIGAN DEPARTMENT OF NATURAL RESOURCES

**PERSONNEL CHECK-IN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Information** | | | | | | |
| **Incident Name** |  | | | **Incident Number (if known)** |  | |
| **Last Name** |  | | **First Name** |  | **MI** |  |
| **Preferred Name** |  | | | | | |
| **Title/Classification** |  | | | | | |
| **Home Unit** |  | | | **SIGMA Unit Number** |  | |
| **Home Unit Address** |  | | | | | |
| **Unit Phone Number** |  | | **Cell Phone** |  | | |
| **Work Email** |  | | | | | |
| **Agency** |  | | **Pay Rate** |  | | |
| **Direct Supervisor** |  | | **Admin. Support** |  | | |
| **Incident Position Title (if known)** | |  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mobilization Information** | | | | | | | |
| **Travel Start** | **Date** | | **Time** | **Location** | | | |
| **Method of Travel** | **Air** | **VTS/State Owned** | | **Personal** | | **Other** | |
| **Vehicle Make/Model** |  | | | | **License Plate #** | |  |
| **Check-In** | **Date** | | **Time** | **Location** | | | |
| **Demobilization** | **Date** | | **Time** | **Location** | | | |
| **Comment(s)** |  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature** |  | **Date** |  |

**Official Use Only**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Government Officer’s Signature** | | |  | | | | **Date** | |  | |
| **Entered** | Init: | Date: | **Audited** | Init: | Date: | **Submitted** | | Init: | | Date: |