

Initial Interview Checklist

Name: _____ Rank (Midn/OC): _____

Date Completed: _____

ITEM	IMMEDIATE SUPERVISOR INITIALS	INDIVIDUAL INITIALS
TO BE COMPLETED		
Personnel Data Sheet		
Class Schedule Turn-in		
Midterm Counseling Sheets (Top of Counseling Sheet and Eval Form)		
E-group Sign-up (battalion-subscribe@yahoo.com)		
INFORMATIONAL		
Muster Days/Times		
Watchstanding Procedures		
Chit Routing Procedures		
PT Program		
Proper PT Gear		
Correct Uniform Wear		
Volunteer List		
Recall Change Notification Requirements		
Proper Use of E-groups		
FOR DISTRIBUTION		
General Orders		
Chain of Command		
Volunteer Activity/Club Sheet		

CO/PLT/SQD _____ **IMMED SUPERVISOR** _____

ADMIN INSPECTION BY _____ **DATE** _____