PINCO ACS CHECK-IN / CHECK-OUT FORM

| 1. Incident Name: | 2. Operational Period: Date From: Date To: |
| | Time From: Time To: |

3. Operational Period Check-in / Check-out Information:

Name	Call Sign	Incident Assigned Position	Check-in Date/Time		Check-out Date/Time		
			Departed Home	Arrived Assignment	Check Out	Departed Assignment	Arrived Home
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4. Prepared by: Name: Position/Title: Signature:

| Page   of | | Date/Time: |

PinCo ACS Check-in / Check-out Form

Purpose. The location and movement of ACS personnel mobilized in support of an activation event must be tracked to ensure their safety. The PinCo ACS Check-in / Check-out form is used to document the movement of personnel between their home and assigned deployment location during the identified operational period.

Preparation. The PinCo ACS Check-in / Check-out form is maintained by the PinCo EOC Radio Room unit leader. This form should be updated each operational period.

Distribution. The PinCo ACS Check-in / Check-out form is posted in the PinCo EOC radio room and distributed within the ICS organization as necessary. All completed original forms must be given to the Documentation Unit.

Notes:
- If additional pages are needed, use a blank PinCo ACS Check-in / Check-out and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Operational Period Check-in / Check-out Information**	
	• Name	Enter the name of the person being mobilized.
	• Call Sign	Enter the amateur radio call sign.
	• Incident Assigned Position	Enter the assigned deployment location.
	• Check-in Date and Time	Enter date (month/day/year) and time prepared (24-hour clock). • **Departed Home** – Enter the date and time the resource departed home enroute to their assigned deployment location. • **Arrived Assignment** – Enter the date and time the resource arrived at their assigned deployment location.
	• Check-out Date and Time	Enter date (month/day/year) and time prepared (24-hour clock). • **Check-out –** Check the box if the resource departed their assigned deployment location at the end of the operational period. • **Departed Assignment** – Enter the date and time the resource departed the assigned deployment location enroute home. If the resource remains on site at the end or the operational period, leave the field blank. • **Arrived Home** – Enter the date and time the resource arrived safely at home. If the resource remains on site at the end or the operational period, leave the field blank.
4	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).