

## **APPENDIX D – FORMS, REPORTS AND GUIDES**

The following forms, reports, and guides are for MST use, and include an explanation and directions for their completion and use. Blank forms are provided in the Appendix and Forms Manual for duplication. MST forms that have an ICS origin carry the applicable ICS form number to facilitate identification.

<b>Descriptions</b>	<b>Use</b>
Activity Log (HHS 214)	Completed by Unit Leaders and above
Assignment List (HHS 204)	Action Plan Operations Section assignments
Credit Card Purchase Log	MST Sections (Government credit card use record completed by card holders and turned into Finance Section)
Crew Time Report	For Time Unit Leader posting employee's time
Daily Fuel Requirements Log	Logistics – planning guide for transportation Unit Leader
Demobilization Checkout	Used by all MST members for demobilization process
DMAT Logistics Inventory	Account for DMAT inventory
Functional Action Plan	Team Leader and Operations use
Hotel Room Tracking	Housing Unit Leader use
Individual Time Sheet	For Individuals to log their time
Medical Plan (HHS 206)	Part of Action Plan
Mission Assignment Log	Track Mission Assignments
Operational Objectives (HHS 202)	Lists current operational objectives
Organization Assignment (HHS 203)	Part of Action Plan
Overtime Authorization	Administrative/Finance Section
Performance Appraisal Form	Rate all personnel by their supervisors
Personnel Arrival/Depart Info	MST
Personnel Information Form	MST
Planning Cycle	Display planning activities with deadlines
Planning Process Checklist	Planning Meeting Process Guide
Property Transfer Log	MST
Property Transfer Report	MST
Radio Communications Plan (HHS 205)	Part of Action Plan
Rental Vehicle Tracking Log	MST Logistics
Requisition for Supplies, Equipment, and Services	Order supplies, equipment, and services (Federal Form FF 60-1)
Shift Briefing Form	Assures briefings are timely