

Coast Guard Mutual Assistance

Check Log

Contact Phone #: _____

CGMA is dedicated to a policy of fair treatment. At all times, CGMA will provide an environment that promotes dignity, respect, fairness, and inclusion. These are essential ingredients to the sustainment of operational excellence, a positive office climate and a healthy work environment. All CGMA personnel and representative will comport themselves in accordance with all Coast Guard civil rights policies at all times. All CGMA clients will adhere to this policy in their interactions with CGMA HQ personnel and CGMA Representatives.

Instructions for completion: In the event that the CGMA Disaster Response Plan is initiated by CGMAHQ, and circumstances require that checks be issued by hand, Representatives/Assistance Representatives shall complete this form as they issue checks. At the conclusion of the disaster event, this form should be uploaded in the documents for the Rep Site in netFORUM. The check number should also be noted on the top of Form 6.

Rep Site number and name: ______

entative's name:		т	This is Page of	
First Name	Last Name	Check #	Amount \$	

THIS FORM IS TO BE USED ONLY WHEN DIRECTED BY CGMA-HQ!