

IMPORTANT

CHECK IN

Your resource order may have a “deliver to” location other than Granbury. **DO NOT ASSUME** this will be your actual workstation. Resources are moved frequently in response to risk and needs

1. If you have reported directly to your location you **MUST** check in with Granbury by fax immediately upon arrival at that location (817) 579-5521.

DEMOB

At the end of your assignment you must go through the demob process:

1. Contact DEMOB UNIT LEADER (817) 573-9552 for demobilization instruction prior to beginning your demob process at **least 3 days in advance**. The Demob schedule is posted 5 days prior to your demob date.

Demobe FAX: (817) 573-9952

2. You will need to contact FINANCE (817)-573-3632 **at least 2 days prior** to Demob to confirm time records.
3. Resources Demobilizing from Granbury will report to the Demob Unit and follow the normal Demob process.