

STEP 1: Please Read the Overview of WAQ so you can fully understand what the programs intended use is. Doubling up on activities will result in a bill for the soldier who abuses the system. A roster is required for each activity before the departure date of the scheduled WAQ event.

POC SIGNATURE DATE

STEP 2: Please read over the WAQ activities available. **The activities are subject to change without notice** due to weather and availability of the vendors. Some activities are seasonal and may not be available year-round.

POC SIGNATURE DATE

STEP 3: Please fill out the WAQ Tracker Template Completely. **DO NOT MODIFY THE TEMPLATE.** Just because you send in the template does not mean you automatically get to do those activities. We need to verify availability with our staff and vendors. We all love the program and will do our best to accommodate your needs. Very rarely will we be able to turn it around in less than 2 weeks. In order to receive the timeliest responses please email jblmadventuretrips@gmail.com. We are adventure guides who are out of the office days at a time. If you send your request to only one staff, the likelihood of a response in less than 10 days is zero.

Provide the most accurate count of soldiers that will be participating for the requesting activity. If the number exceeds the maximum participants allowed, contact coordinator to see if arrangements can be made.

We require alternate dates and activities for each unit. If left blank or modified it will delay our ability to schedule you for a WAQ event. **Please sign off on Step 3 ONLY when a completed template is verified with the WAQ Staff.**

POC SIGNATURE DATE

STEP 4: Once we have given approval of the activities we will need a by name roster of each participant for each activity. This helps us coordinate with vendors as well as keep soldiers from doing multiple activities. This can be emailed in the same sheet as the tracker template or on a separate email. We will schedule the Training for E-5 and above but if we have not received the roster we will have to cancel the training until you have sent it.

POC SIGNATURE DATE

STEP 5: WE NEED TO DO THE LEADER TRAINING FOR E-5 and ABOVE. After that it is the responsibility of the identified leader of each activity to complete the soldier training. This training is to be done after the leader training which we will need to set up before any of the events happen. **This training is mandatory for us to make the WAQ program happen.** Please let us know when we can do this. We will come to you to complete this requirement.

POC SIGNATURE DATE

Email completed form to: selene.burns.naf@mail.mil

