



Tablet Procedure for the Rural Colorado Veteran Engagement Board (RCOVEB)

Procedure 1: Initial issuing of tablets to Veterans

Veterans will be issued a VA-owned tablet in compliance with VA rules at or after orientation. The orientation meeting will occur annually, at which time Veterans who are planning to continue to serve on RCOVEB will repeat this process. Veterans who are not planning to continue to serve on RCOVEB will still be required to schedule with RCOVEB facilitators a time to return their tablets and close out other business items associated with their term of service. RCOVEB facilitators will log sign-out of Tablet using the attached “Tablet Log” sheet, with no personal health information of Veteran other than their name.

Veterans will be asked to sign the “Tablet Sign in/out Sheet for RCOVEB,” documenting the release and return of tablets.

Procedure 2: 6-month inventory check-in and re-issue

Six-months after orientation, the Veteran will email RCOVEB facilitators pictures of the tablet and accessories to complete the semi-annual inventory process. RCOVEB facilitators will sign for the check in of the device and re-released. If Veteran is no longer interested in keeping tablet or has discontinued participation at six-months, then go to procedure 4.

Procedure 3: 1-year inventory check-in and re-issue

One-year after orientation, the Veteran will be asked to schedule a meeting with RCOVEB facilitators to check-in device. RCOVEB facilitators will sign for the check in of the device, and Veteran will sign for it to be returned or re-released.

Procedure 4: Return

At any point that the tablet is returned to the possession of the RCOVEB facilitators or the Custodial Officer, the log will be signed for the return. Veterans will be offered a copy of the “Tablet Sign in/out Sheet for RCOVEB” as receipt of their return of the tablet.