

HIGHWAY INCIDENT

CA-TNF-001295

DEMOBILIZATION CHECK-OUT PROCESS

This incident is using a virtual checkout process for demobilization. **Please do not leave the incident until the follow steps have been completed!**

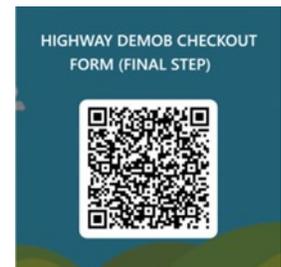
1. **24 hours prior** to demobilization date, please ensure that:
 - Your incident supervisor has submitted a [Demob Request](#) in coordination with the Demob unit.
 - If you need a flight arranged for you, please submit a [Flight Request Form](#).
2. **On your demob date**, please check out with the following units.
 - Supply Unit – Return gear and supplies.
 - Ground Support/Weed Wash – Return pool NERV rentals, receive inspections, etc.
 - Communications Unit – Return Radios and other communications equipment.
 - Time/Finance – Ensure that all CTRs and/or shift tickets have been submitted and **you have received your final, signed OF-288 Time Report or OF-286 invoice.**
3. **Once you have completed the above steps**, please fill out the [Demob Checkout Form](#) and contact the Demob Unit Leader to confirm your release from the incident. **PLEASE DO NOT FILL OUT THE DEMOB RELEASE FORM UNTIL ALL PRIOR STEPS BEEN COMPLETED!**
 - Demob Unit Leader: (480) 420-7735, 2023.highway.demob@firenet.gov



Demob Request Form



Flight Request Form



Demob Checkout Form



Updated Phone Number