

January 1, 1983
ICS-221

INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT (ICS FORM 221) (7500)

(Revised 1996)

Prior to actual Demob Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release. If any, add to line Number 11.

Item Number	Item Title	Instructions
1.	Incident Name/No.	Print Name and/or Number of incident.
2.	Date & Time	Enter Date and Time prepared.
3.	Demob No.	Enter Agency Request Number, Order Number, or Agency Demob Number if applicable.
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4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force I.D. Number(s) and Leader's name or individual overhead or staff personnel being released.
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4.	Transportation	Method and vehicle I.D. Number for transportation back to home unit. Enter N/A if own transportation is provided. * Additional specific details should be included in Remarks, block #12.
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6.	Actual Release Date/Time	To be completed at conclusion of Demob at time of actual release from incident. Would normally be last item of form completed.
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7.	Manifest	Mark appropriate box. If yes, enter manifest number. Some agencies require a manifest for air travel.
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8.	Destination	Location to which Unit or personnel have been released, i.e., Area, Region, Home Base, Airport, Mobilization Center, etc.
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9.	Area/Agency/Region Notification	Identify Area, Agency, or Region notified and enter date & time of notification.
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10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. Note, not all agencies require these ratings.
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11.	Resource Supervision	Demob Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial the right to indicate release.
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-	-	Blank boxes are provided for any additional check, (unit requirements as needed), i.e. Safety Officer, Agency Rep., etc.
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12.	Remarks	Any additional information pertaining to demob or release.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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