ICS 238-CG DEMOB TRACKING TABLE

1. INCIDENT NAME:	2. DATE/TIME:	3 PAGE _____ of _____

4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT : S=Supplies, H=Helicopter, O=Overhead, VL=Vessels, Eq=Equipment, C=Crew, A=Aircraft, VH=Vehicle

CHECK-IN INFORMATION

5 AGENCY	5 SINGLE ST/ TF	5 KIND	5 TYPE	5 ID NO. /NAME – RESOURCE ID	6 ORDER NUMBER	6 DATE/TIME CHECK-IN	7 LEADER'S NAME	8 TOTAL No. PERS	9 INCIDENT CONTACT INFO	10 INCIDENT LODGING INFO	11 HOME UNIT	12 METHOD OF TRAVEL	13 INCIDENT ASSIGNMENT

DEMOB INFORMATION

16 Excess	17 Date Last Shift	18 ETA to Home (hrs)	19 Date Sent Home	20 Date Arrived Home

Demobilization Tracking Table

ICS 238-CG (Rev 1/15)

DEMOBILIZATION TRACKING TABLE (ICS 238-CG)

Purpose. The Demobilization Tracking Table is an optional form used the Demobilization Unit Leader to track resources from start to finish of the incident (including demobilization and return to home unit).

Preparation. The Demobilization Tracking Table is prepared by the Demobilization Unit Leader to track resources from start to finish of the incident using the information from the ICS-211 Check-In form. Block's 1 through 15 are taken directly from the ICS-211's on the incident and block's 16-20 are completed when resources are identified for demobilization from the approved release list. If the ICS-211's were completed in Excel, then the information can be directly copied onto the ICS-238 form in Excel. Any column's not used in the demobilization process can be hidden in Excel (e.g. Block's 14 and 15). Also, after a resource has checked in at the home unit and is no longer tracked, that row can be hidden in Excel. The information can be sorted based on a particular column (e.g. Excess block is checked) to help sort and utilize information. In addition, additional columns can be added to track other information if needed (e.g. Reserve last duty day).

Distribution. The Demobilization Tracking Table is prepared by and used by the Demobilization Unit Leader. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
3.	Page	Indicate page no. and no. of pages being used.
4.	Agency	Enter agency name or agency designator (USCG for U.S. Coast Guard)
	Resource Identifier	Enter individual names for all overhead personnel. When listing equipment, use name or designator, indicate if resource is a single resource, task force or strike team;
	Kind	Enter kind of resource using format listed for followed by sub-kind (e.g. workboat would be VL-WB) and enters type of resource (1-4).
5.	Order Number	Order number will be assigned by Agency dispatching the resources or personnel to the incident.
6.	Date/Time Check-In	Enter date (month, day, year) and time (24-hour clock) of check-in.
7.	Leader's Name	Self-explanatory.
8.	Total # Personnel	Enter total number of personnel in strike teams, task forces or manning single resources. Include leaders.
9.	Contact Information	Enter contact information while at the incident (e.g. cell phone, pager, radio, etc.)
10.	Lodging/Contact Info	Enter lodging location and phone number/contact info while at the incident.
11.	Home Unit	Location from which resource / individual departed for this incident.
12.	Method of Travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)
13.	Incident Assignment	Location at which the resource / individual is normally assigned.
14.	Other Qualification	Other ICS Qualifications (if any).
15.	Sent to Restat	Enter initials and time that the info. Pertaining to that entry was sent to the Resources Unit.
16.	Excess	Check when resource from the tentative release list is approved by the Incident Commander/Unified Command. This can be used as sorting method when using Excel.
17.	Date Last Shift	Enter date of last shift only after checked in block 16.
18.	ETA to Home (hrs)	Enter number of hours required to travel to home unit.
19.	Date Sent Home	Enter Date when demobilization process is complete and resource is sent home.
20.	Date Arrived Home	Enter date resource checked in at Home Unit (or another incident). Remember a resource is tracked until it reaches its home unit!