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NWCG Incident Position Standards for Status/Check-In Recorder

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July 2024 PMS 350-32

The NWCG Incident Position Standards for Status/Check-In Recorder establishes national interagency standards for operating as a Status/Check-In Recorder (SCKN) on wildland fires. These standards are meant to ensure safe, efficient, and effective operations in support of interagency goals and objectives and should serve as a guide to promote effective and consistent on-incident training. By definition, NWCG standards encompass guidelines, procedures, processes, best practices, specifications, techniques, and methods.

The Status/Check-In Recorder Position Page, https://www.nwcg.gov/positions/status-check-in-recorder, in the NWCG position catalog, includes the Incident Position Description (IPD) and Position Qualification Requirements, as well as links to standards and references needed to perform the duties of a Status/Check-In Recorder.

Tasks that are identified by a (*) are those tasks included for evaluation in the Position Task Book (PTB). Tasks not identified for evaluation in the PTB still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

Where references are identified by a (**), refer to your home unit, agency, or organization for specific guidance and policy documentation. For example:

**Interagency Standards for Fire and Fire Aviation Operations (Red Book)

The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, Tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

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General References

- NWCG Standards for Electronic Documentation (eDoc), PMS 277, https://www.nwcg.gov/publications/pms277
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, https://www.nwcg.gov/publications/pms461
- Incident Command system (ICS) Forms, https://www.nwcg.gov/ics-forms
 - o Organization Assignment List (ICS 203)
 - o General Message (ICS 213)
 - o Activity Log (ICS 214)
 - o Operational Planning Worksheet (ICS 215)
 - o Incident Action Plan Safety Analysis (ICS 215A)
 - o Demobilization Check-Out (ICS 221)
 - o Incident Personnel Performance Rating (ICS 225)
- Standard (SF) and Optional (OF) Forms, https://www.nwcg.gov/publications/pms902
 - o Crew Time Report (CTR), SF 261
 - o Incident Time Report, OF 288
- PSM-001, How to Correctly Fill Out the Crew Time Report (CTR), SF 261, https://wildlandfirelearningportal.net/login/index.php
- FireNet, https://www.firenet.gov/
- Incident Management Situation Report (IMSR), https://www.nifc.gov/nicc/incident-information/imsr
- Integrated National Application Portal (iNAP), https://nap.nwcg.gov/NAP/
- NWCG Position Codes and Titles, https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/dispatch.htm

Agency-Specific References

- **Interagency Standards for Fire and Fire Aviation Operations (Red Book), https://www.nifc.gov/standards/guides/red-book
- **National Interagency Standards for Resource Mobilization, https://www.nifc.gov/nicc/logistics/reference-documents
- **Grassroots Wildland Firefighters, https://linktr.ee/grassrootswildlandfirefighters
- **WildWeb, https://www.wildwebe.net/?dc name=OREIC

Leadership Level 1, Follower (Provide Action)

Followers have several responsibilities: to become competent in basic job skills, take initiative, learn from others, ask questions, and develop communication skills. For additional information, review the Level 1 description, expected behaviors and knowledge, suggested development goals, and self-study opportunities https://www.nwcg.gov/committees/leadership-committee/leadership-levels.

Description

- Leadership development starts the first day of the job.
- Followers function as a team member.
- Part of being a leader is exercising good followership and understanding human dynamics.
- Followership begins the journey of becoming a student of fire.

Behaviors

- Performs entry-level incident management tasks, contributing to team mission accomplishment and performance.
- Takes responsibility for personal actions and decisions, demonstrating the core value of integrity.
- Takes initiative to ensure the mission is accomplished and team performance is improved.
- Practices the five communication responsibilities to develop skill and ensure individual contribution to risk management.
- Interacts with team members, in a positive and constructive manner, to build team cohesion.
- Acts with humility and learns from others to improve technical and leadership skills.
- Asks questions to increase individual knowledge and improve the safety of self and team members.

Knowledge

- Knowledge of the wildland fire leadership values, principles, and traits to inform expectations of their behaviors as a team member.
- Knowledge of leadership concepts including courage, compassion, authenticity, humility, and empathy to inform expectations of their behavior as a team member.
- Knowledge of the risk management process to understand their role in accident prevention and decision-making.
- Knowledge of the decision-making process to inform their role in an effective decision process.
- Knowledge of the impacts of cumulative and traumatic stress to assist in ensuring resilience and mental and emotional health.
- Knowledge of the elements of human factors and barriers to situational awareness to understand how human elements can contribute to team performance and fireline safety.
- Knowledge of the value diversity of thought and perspective bring to team performance to ensure respectful interactions with team members and to contribute to a positive team culture/command climate.



Prepare and Mobilize

*Ensure individual readiness.

When to start task: Prior to assignment.

Resources to complete task: Updated contact information, personal gear, SCKN kit, **Interagency Standards for Fire and Fire Aviation Operations (Red Book).

- Set availability status through dispatch in the resource ordering application (e.g., IROC).
- Prepare for a 14-day assignment (either virtual or on-site) and be ready to begin immediately after arriving at an incident.
- Assemble a SCKN kit. The kit will contain critical items needed to function during the first 48 hours. The kit will be easily transportable and within agency weight limitations. Include the following in your kit:
 - o Incident Qualifications Card (Red Card)
 - o NWCG Position Task Book for Status/Check-In Recorder (SCKN), PMS 311-32
 - \circ IRPG
 - **National Interagency Standards for Resource Mobilization
 - o **Interagency Standards for Fire and Fire Aviation Operations (Red Book)
 - Current position codes
 - o 3-Letter unit identifiers
 - Office supplies (e.g., paper clips, pens, pads, scissors, tapes)
 - Flash drive
 - Optional (but highly recommended) items:
 - Laptop with power cord
 - Extra monitor with power cord
 - Extension cord
 - o Miscellaneous items:
 - Driver's license
 - Agency ID
 - Headlamp/flashlight with extra batteries
 - Cell phone and charger
 - Emergency battery pack
 - Phone list
 - Credit card and cash
 - Alarm clock
- Prepare for up to 72 hours of self-sufficiency. Ensure you have the following for the first 72 hours of the assignment:
 - o Food
 - o Water
 - o Shelter
- Prepare personal gear for all potential incident conditions/seasons (e.g., camping scenarios, hotel accommodations, warm weather, cold weather, rainy weather).
- Ensure access to systems is current. Examples include:
 - o e-ISuite
 - o FireNet



- o INAP
- o IROC

*Gather critical information pertinent to the assignment.

When to start task: Upon accepting the assignment.

Resources to complete task: Resource order, Incident Action Plan (IAP), standard operating procedures (SOPs), resource ordering applications (e.g., IROC), IMSR, **Interagency Standards for Fire and Fire Aviation Operations (Red Book).

How to accomplish task:

- Accept the assignment with dispatch.
- Receive and review the resource order.
 - Ensure the resource order contains the following information as a baseline:
 - Incident/project name
 - Incident/project order number
 - Office reference number (cost code)
 - Descriptive location/response area
 - Legal location (township, range, section)
 - Incident radio frequency (if available)
 - Incident base/phone number
 - Request number
 - Reporting date/time and location
 - Special instructions

Important: If all items are not complete, follow up with dispatch.

- Ensure the following information is correct on the resource order prior to departing for the incident:
 - Spelling
 - Home unit
 - Phone numbers
 - Any other information for overhead and crew members
- O Document any special needs (e.g., laptop, privately owned vehicle [POV], agency owned vehicle [AOV], rentals, cell phones, etc.).
- o Confirm the following:
 - Work location (virtual or on-site)
 - Whether the assignment is for a trainee or qualified individual
 - Date and time for the assignment
- o Coordinate travel arrangements with dispatch.
- Gain situational awareness about the assignment by:
 - o Researching the incident and location.
 - o Checking the forecasted weather.
 - o Reviewing the IAP and Situation Reports, if available.
 - o Requesting access to incident dispatch for resource ordering applications (e.g., IROC).
- Review SOPs (e.g., Mobilization Guide and specific Incident Management Team [IMT] guides).



Travel to and check in at assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: Resource order, Incident Qualifications Card, agency-specific agreement sheet.

How to accomplish task:

- Know and prepare for travel logistics.
- Adhere to agency travel policy related to mode of transportation, including:
 - o POV
 - o AOV
 - o Rental Vehicle/National Emergency Rental Vehicles (NERV)
 - o Air
 - o Passenger
 - o Train
 - o Bus
- Wear professional and appropriate attire for the incident environment.
 - o Consider the weather and climate of the assignment location.
- Arrive fit for duty.
- Upon arrival, complete the check-in process as described in the IAP or provided by the existing SCKN. Be prepared to share the following at check-in:
 - o Resource order
 - Incident qualifications card
 - o Agency-specific agreement sheet

*Check in with incident supervisor when arriving at the incident.

When to start task: After completing check-in.

Resources to complete task: SCKN kit, phone and internet (especially for virtual assignments), Risk Management section of the *IRPG*, SOPs, IAP, Incident Action Plan Safety Analysis (ICS 215A), incident within an incident (IWI) plan.

- Introduce yourself to your incident supervisor.
- Request a briefing from your incident supervisor.
 - o Confirm incident SOPs and protocols.
 - o Identify chain of command, reporting procedures, and risk management processes.
 - o Request any necessary equipment to establish your check-in station.
 - o Request to be introduced to appropriate personnel.
 - o Review the IAP for the incident objectives, leader's intent, incident information, and current incident status.
 - Ensure you understand the leader's intent.
 - Ask the following questions to get fully oriented to the incident environment (if not included in the briefing):
 - Shift start/end times
 - Logistical information
 - Specific duties/assignment



- Meeting times and requirements
- List of ordered resources

*Obtain briefing from previous shift/assignment position, as necessary.

When to start task: When taking over responsibilities from another SCKN or identified personnel.

Resources to complete task: Risk Management section of *IRPG*, SOPs, IAP, Incident Action Plan Safety Analysis (ICS 215A), IWI plan.

- Meet with the outgoing SCKN or other identified personnel.
- Receive a verbal briefing on the transition plan and current check-in processes.
 - o Confirm equipment and services that will stay at the incident and be available to you:
 - Printers
 - Laptops
 - Phones
 - Copiers
 - Clerical services
 - O Ask about the status of the database, including any unresolved issues.
 - Ask about existing procedures/processes, such as:
 - Crew swaps.
 - Extension requests.



Build the Team

*Continually gather critical information relevant to the incident.

When to start task: Throughout the assignment.

Resources to complete task: IAP, briefings, phone.

How to accomplish task:

- Attend briefings (e.g., operational, planning, in-briefing meeting, etc.).
- Read the IAP daily for current incident objectives and leader's intent.
- Maintain continual communications with incident supervisor and section/relevant personnel (verbal, text, email, etc.) to receive updates.

Assist other functional areas, as requested.

When to start task: As assigned.

Resources to complete task: Glidepath report; demobilization plan; applications such as e-ISuite, IROC, or FireNet.

How to accomplish task:

- Respond to request(s) from other functional areas for information about resources.
 - o Assist the Resources Unit Leader (RESL) and/or the Demobilization Unit Leader (DMOB) by collecting information and completing specific requested tasks.
 - o Provide a resource tracking and situation status report (e.g., e-ISuite 209 Report) to functional areas, as requested.
 - o Build custom reports in resource tracking application (e.g., e-ISuite) to meet other section needs.
- Coordinate with functional area points of contact regarding forms and processes to use. Functional area points of contact may include the following:
 - o DMOB
 - o RESL
 - o Situation Unit Leader (SITL)
 - Logistics (e.g., Food Unit Leader [FDUL], Communications Unit Leader [COML], and Ground Support Unit Leader [GSUL])
 - Operations Section Chief (OSC)
 - o Finance/Administration Section Chief (FSC) or Time Unit Leader (TIME)
- Support the DMOB, as requested.
 - o Anticipate and communicate resources approaching demobilization.
 - o If DMOB is virtual, act as the on-site face for the DMOB.
 - o Prepare Glidepath reports, as directed.

*Provide a positive influence and promote teamwork.

When to start task: Throughout the assignment.

Resources to complete task: Team swag (e.g., candy, coffee, welcome brochure, copies of current IAP).



How to accomplish task:

- Demonstrate exemplary customer service by:
 - o Being aware of how you come across to other people.
 - o Making yourself available.
 - o Being personable.
 - o Knowing yourself and taking breaks/stepping away, as needed.
 - o Sharing swag or other items as appropriate.

Share expertise with other Status/Check-In Recorders (SCKNs) and incident personnel, as appropriate.

When to start task: Throughout the assignment.

Resources to complete task: IRPG.

- Know your strengths and continually improve on your weaknesses.
- Be flexible and willing to take on tasks.
- Share what you know and excel in (e.g., how to complete spreadsheets).
- Demonstrate initiative by taking action in the absence of orders.



Perform Status/Check-In Recorder-Specific Duties

*Set up check-in station(s).

When to start task: After receiving briefing and/or transition has occurred.

Resources to complete task: Equipment lists (electronic equipment), check-in form, tablet, or other mobile device for remote check-in; IAP contact list; Organization Assignment List (ICS 203); incident-specific contact list created by SCKN; electronic equipment; tables; chairs; documentation; signage.

How to accomplish task:

- Confirm the location of the main check-in station.
 - o Identify if alternate check-in station location(s) are needed.
 - o Move the location of check-in station(s) if needed.
- Coordinate with other functional areas to gather equipment and supplies for the check-in station(s), such as:
 - Electronic equipment (extra monitors, internet access, incident phone/phone number, printer/scanner, tablets, etc.).
 - o Tables and chairs.
 - o Documentation (Incident Command Post maps, IAPs, Quick Response [QR] codes, etc.).
 - o Signage (sandwich boards, display boards, etc.).
- Organize the check-in station(s).
 - o Set up equipment.
 - o Post QR codes, maps, signs, or other information (may post outside of the station as well).
- Ensure you have access to the incident in applications (e.g., e-ISuite, FireNet, and IROC).
 - o If not, request access from your incident supervisor or IT personnel.
- Maintain the check-in station(s).
 - Ensure the station is organized and QR codes, maps, signs, and other information are continually displayed correctly.

*Welcome and orient resources to the incident upon their arrival.

When to start task: When resources arrive at the check-in station.

Resources to complete task: IAP, fire/logistical maps.

- Provide excellent customer service by:
 - o Welcoming resources to the incident.
 - o Maintaining a positive tone.
 - o Being adaptable to change.
 - o Meeting the needs of individual resources checking in.
 - o Expecting diverse audiences, personality types, and levels of exhaustion.
 - o Being respectful.
 - o Treating everyone fairly.
 - o Actively listening to resources.
 - o Knowing when to elevate questions.
- Share pertinent and appropriate information by:
 - o Providing maps, IAPs, and other incident information.



- Orienting resources to camp setup and features.
- o Conveying the status of the fire, as appropriate and if known.
- O Sharing information as directed by other functional areas (e.g., status of extensions, camp locations, food expectations, sickness, other logistics, etc.).

*Check in resources.

When to start task: When resources arrive at the check-in station.

Resources to complete task: FireNet, tablet for electronic check-in form, paper check-in form, incident-specific check-in form link.

- Direct the resource(s) (e.g., overhead, crews, equipment, and aircraft) to complete the check-in form on paper, tablet, or their personal device (if available), as required by the incident.
- Direct the resource to answer only questions that apply to them and are required.
- Remind the resource(s) to ensure all required information is correct and complete on the check-in form, especially:
 - o Resource order number.
 - o Spelling of their name and how they want to be identified.
 - o Phone number and emergency contact.
 - o Method of travel to and from incident.
 - o Demobilization city and state.
 - o Item code.
 - Whether they were reassigned from another incident (ensure their first workday is accurate).
- Ensure incident information is correct on the resource order form:
 - o Incident/Project Name
 - Incident/Project Order Number
 - o Location/Response Area
 - o Resource Order Request Number: Overhead (O), Crews (C), Equipment (E), Aircraft (A), Supplies (S)
 - o Resource Requested
 - Resource Assigned
- Review NWCG Passenger/Crew and Cargo Manifest forms to ensure:
 - o The resource order is complete, and the resource was ordered for the incident.
 - o The number of resources checking in.
 - The currency of the Incident Qualifications Card relevant to the position being assigned (Fitness, Refresher, Certification), indicating qualified or trainee.
 - o Contact the unit supervisor if the resource is not qualified for the incident.
- Confirm that the electronic check-in form has been received on the electronically posted list.
 - o Confirm phone number with resource.
- Communicate with other functional areas if needed.
 - o GSUL for transportation needs
 - o FDUL to establish accurate food counts when large groups check in
 - o Public information for translation/interpretation needs
- Orient resource(s) to functional locations and information they need, such as:
 - o Maps, IAPs, OR codes, and other incident information.
 - o Finance.
 - o Operations.



- o Logistics.
- o Ground support for contracted resources for inspections.
- o Communications.
- o Supplies.
- o Food and water.
- o Training Specialist for trainees.
- O Status of the fire, as appropriate and if known.
- Direct resource(s) to check in with Finance next.

*Enter resource information into the resource tracking application.

When to start task: After resources are checked in and data has been entered in the resource tracking application.

Resources to complete task: Resource tracking application (e.g., electronic T-card, e-ISuite), check-in forms, laptop.

How to accomplish task:

- Confirm what resource tracking application is being used and your role in the process. Refer to SOPs, if available.
- Confirm with the RESL what information should be entered into the resource tracking application and the timeline.
- Enter individual resources information into the resource tracking application, including:
 - o Resource order number and name.
 - o Item code.
 - o Type of resource.
 - o Leader name or company name.
 - o Number of people.
 - Last workday.
 - o Additional information depending on the incident.
- Consider the following when entering information in the resource tracking application.
 - o Use two monitors, if available.
 - o Contact the resource to correct information when issues are identified.
 - o Let the unit supervisor know if more time or help is needed.
 - o Cross-reference the resource tracking application and the current IAP to update missing or incorrect information.

*Ensure information entered into the resource tracking application is current and accurate.

When to start task: Throughout the assignment.

Resources to complete task: Applications such as e-ISuite, FireNet, or IROC; check-in forms; IAP; laptop.

- Review resource categories (overhead, crews, equipment, aircraft, and supplies if needed) in the resource tracking application to identify errors and formatting issues.
 - o Common errors and issues that should be checked include:
 - Inconsistent naming protocols.



- Missing point of contact for equipment and crews.
- Inaccurate or unclear travel methods (e.g., if "other" was listed, determine what that means).
- Inaccurate number of personnel associated with the resource.
- Missed fields (e.g., trainee checkbox).
- Inaccurate first and last workdays and demobilization date (including accounting for reassignment).
- Cross-reference the resource tracking application and the current IAP to identify and update missing or incorrect information.
- Contact specific resource(s) to confirm information, if needed.



Communicate and Coordinate

*Follow established processes and chain of command for collecting, producing, and distributing information.

When to start task: Throughout the assignment.

Resources to complete task: Team-specific SOPs.

- Identify informational processes and chain of command.
 - o Ask your incident supervisor and team lead questions.
 - o Review team SOPs, if available.
 - Attend section briefings.
- Ensure privileged information is only distributed to appropriate personnel.
- Provide information for the transition plan, such as:
 - o Incident data standards (for example, naming conventions).
 - o Unusual or unresolved situations or conditions.
 - o SCKN personnel staying with the incident.

Coordinate with other functional areas (such as Operations, Planning, and Logistics sections).

When to start task: After receiving incident supervisor briefing.

Resources to complete task: IAPs, phone, radio, FireNet.

How to accomplish task:

- Introduce yourself to other functional areas to create a working relationship.
- Coordinate with other functional areas to determine where to send resources and what information to share. For example:
 - Ensure operational resources know who, when, and where to meet to receive their assignment.
 - o Coordinate with facilities to learn the location of the crew camp area.
 - o Coordinate with FDUL when resources arrive.

*Participate in After Action Reviews (AARs).

When to start task: At end of an assignment or after a critical event.

Resources to complete task: Transition document, *IRPG*, notes documented during incident or event.

- Verify your role in the AAR with your incident supervisor.
- Follow *IRPG* and/or team protocols, as appropriate.
- Throughout the incident, note any pertinent successes or challenges that need to be shared.
- Prepare to speak at the AAR or coordinate with your incident supervisor about talking points.



Manage Risk

*Adhere to established guidelines for work/rest, personal protective equipment (PPE), and communication.

When to start task: Upon receipt of resource order.

Resources to complete task: Team-specific SOPs, home unit SOPs, PPE. **Interagency Standards for Fire and Fire Aviation Operations (Red Book).

How to accomplish task:

- Review the **Interagency Standards for Fire and Fire Aviation Operations (Red Book), teamspecific SOPs, and home unit SOPs.
- Stay current with agency policies and assignment requirements by:
 - o Receiving updates from home unit.
 - o Asking questions.
- Follow established guidelines.

Monitor for signs and symptoms of fatigue, illness, or injury. Mitigate appropriately.

When to start task: Upon receipt of resource order.

Resources to complete task: Incident Action Plan Safety Analysis (ICS 215A), PPE, incident-specific safety plans, briefings related to safety information.

- Ensure adequate rest prior to mobilization.
- During mobilization, follow work/rest and driving protocols.
- Comply with incident-specific safety practices and procedures.
- Watch for signs of illness or fatigue in others and yourself and notify the appropriate supervisor as needed.



Document

*Complete all administrative tasks and documentation in an accurate and timely manner.

When to start task: Throughout the assignment.

Resources to complete task: Crew Time Report (CTR), SF 261; PSM-001, How to Correctly Fill Out the Crew Time Report (CTR), SF 261; *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277.

- Complete documentation correctly, including:
 - o Crew Time Report (CTR), SF 261.
 - o General Message (ICS 213).
 - o Activity Log (ICS 214).
 - o Incident Personnel Performance Rating (ICS 225).
- Identify and follow the proper procedures for submittal by established deadlines.
- Ensure that the interim or final digital/paper check-in spreadsheet is filed appropriately.



Demobilize

*Return equipment and supplies to appropriate unit.

When to start task: When transitioning to another team, demobilization has been confirmed, and/or transition schedule has been identified.

Resources to complete task: None.

How to accomplish task:

- Coordinate with IT to return electronic equipment, if applicable.
- Return supplies and equipment to the appropriate functional area in a timely manner.
- Obtain proper documentation that supplies and equipment were returned.

*Transition check-in responsibilities to incoming Status/Check-In Recorder (SCKN), Resources Unit Leader (RESL), or Planning Section Chief (PSC).

When to start task: After transition has been communicated.

Resources to complete task: Transition plan.

How to accomplish task:

- Transition equipment ordered by/for the incident to the incoming SCKN.
 - o Incident phone, phone number, phone password, and/or radio
 - o Laptops, extra monitors, keyboards, and/or printer/scanner
 - o Tables and chairs
- Remove your contact information from incident documents.
- Communicate equipment remaining on-incident to the incoming SCKN.
- Brief the incoming SCKN on check-in operations per the transition plan, including:
 - Unresolved issues.
 - o Documentation (check-in list, crew swap forms to incoming team, etc.).
 - Contact information if an issue arises.

*Complete demobilization checkout process before being released from the incident.

When to start task: On day of scheduled demobilization.

Resources to complete task: IAP; Demobilization Check-Out (ICS 221); Incident Time Report, OF 288; demobilization plan.

- Ensure any remaining supplies and equipment are returned to their functional area.
- Check out with Finance by reviewing and signing the final Incident Time Report. OF 288 and validating CTR information and travel times are correct.
- Inform DMOB of travel plans or end of assignment time, if virtual.



Upon demobilization, report status to home unit, including reassignment or estimated time of arrival (ETA).

When to start task: When demobilized from the incident.

Resources to complete task: Phone.

- Report progress and any unexpected delays on travel home to the incident supervisor, dispatch, or home unit, especially rest overnight (RON) location.
- Check in with the incident supervisor, dispatch, or home unit upon arrival home.

The NWCG Incident Position Standards for Status/Check-In Recorder is developed and maintained by the Incident Planning Subcommittee (IPS), under the direction of the Incident and Position Standards Committee (IPSC), an entity of the National Wildfire Coordinating Group (NWCG).

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