

ICS 236-CG TENTATIVE RELEASE LIST (Rev 1/15)

1. Incident
Name:

2. From:

(Section Chief or Command Staff Officer)

To: Demobilization Unit Leader

3. The following resources are surplus as of _____ (hours) on _____ (date). At that time, these resources are available for release processing.

4. Resource	Name of Individual, Crew or Resource/Equipment in excess	Position on Incident
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

5. Signature of Section Chief or Command Staff Officer:

6. Date/Time Prepared:

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Purpose. The Tentative Release List is a optional form used by Command and General Staff to identify excess or surplus resources on the incident for the Demobilization Unit Leader.

Preparation. The Tentative Release List is prepared by the Command and General Staff after receiving input from their staff on any surplus resources at least 24 hours in advance of their anticipated demobilization time. The Resources Unit Leader will work with the Operations Section Chief to identify Operations resources. The list of identified surplus resources is given to the Section Chief/Command Staff Officer who will sign and forward to the Demobilization unit. The Demobilization Unit will compile a tentative list of surplus resources from these lists from all Command and General Staff and submit a consolidated release list to the Incident Commander/Unified Command for approval (via the Planning Section Chief).

Distribution. The Tentative Release List is given to the Demobilization Unit Leader. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Hours/Date	Enter the date and time the resources will be considered excess. This is usually at the start of an operational period.
3.	Name	Enter the name on the incident of the individual, crew or resource equipment.
	Position	Enter position information for overhead position. Position not needed for resources/crews.
4.	Prepared By	Enter the name of the Section Chief or Command Staff Officer preparing the form.
5.	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).