

# CAL FIRE - CZU



## UNIT DEMOB CHECKLIST

EMPLOYEE: \_\_\_\_\_ SEPARATION DATE: \_\_\_\_\_

SEPARATION TYPE:  Transferring to: \_\_\_\_\_  LT Assignment: \_\_\_\_\_  Permanent Separation  
 Seasonal Firefighter I  D-Space Inspector  Retirement

*ALL employees leaving the CZU unit, either permanently or for a limited term assignment, shall complete the demobilization process so all issued items are accounted for and all required tasks are finalized prior to departure. The checklist below must be fully completed, signed by each program manager, and returned to the CZU Personnel Office where it will be placed in the employee's Official Personnel File (OPF).*

### ITEMS TO BE ACCOUNTED FOR AND CHECKED OFF

### AUTHORIZED SIGNATURE

- Employee's Battalion Chief:** CAIRS, LE66, CalATERS, Schedule A PPE\*  
(San Mateo County Fire, Coastside FPD, Pajaro Valley FPD, Pajaro Dunes Station) \_\_\_\_\_
- Service Center:**  
Keys, badges, ID cards, all State or Santa Cruz County issued PPE\*,  
retirement badge ordered \_\_\_\_\_
- ECC:** HT, radio pager, cell phone, GPS and all accessories, etc. \_\_\_\_\_
- IT:** Computer w/accessories, CAL FIRE 151 for email transfer or deletion \_\_\_\_\_
- Automotive Shop:** (If turning in a department vehicle)  
Check vehicle for cleanliness, inventory, Voyager Card, etc. \_\_\_\_\_
- Training:** Notify training of where to forward certifications if applicable \_\_\_\_\_
- State Finance:** Meals payment, CAL-Card package, cleared advances \_\_\_\_\_
- Personnel:** \_\_\_\_\_
  - o Separation Packet (Firefighter I)
  - o Documents assigned by Personnel (Transfer, Permanent Separation, Retiree)

*\*Note: PPE must be clean, dry, bagged, tagged and delivered to the Service Center.*

**You will not be released from the unit for your new assignment until this process is complete.**