Northeast Interagency Support Cache (NEK) Demobilization Procedures

1. The NEK will be the central demobilization point for all supplies within the Eastern Region regardless of origination.

2. The NEK will staff Cache Demob Specialists (CDSP) and create mobile demobilization teams to handle the business.

3. Only fully qualified CDSP's will head and direct the demobilization teams. Trainees will be dispatched alongside fully qualified CDSP's to assist and gain experience. No trainee will be assigned to manage/conduct cache demobilization without the presence of a fully qualified CDSP.

4. Returns to other caches will occur only from the NEK. The only exception will be when the Cache Manager and the lead CDSP agree that an alternative action is expedient and fiscally responsible.

5. All National Fire Equipment System (NFES), all international supplies and any specialized Regional supplies will be demobilized to the Cache. Otherwise, any unique or uniquely acquired supplies will be demobilized to the headquarters of the jurisdictional agency.

6. All demobilization will be fully and completed documented. All shipments will comply with haul back and transportation policies, rules, and regulations and laws.

7. Transportation will be completed no later than 2200 each day. Depending upon the volume of incoming shipments, all those arriving prior to 2200 will be unloaded and documented upon arrival. Otherwise, the shipment will be off-loaded the next morning on the opening bell.

8. Copies of all documentation regarding movement of supplies among incidents, complexes, area commands, and geographical area will be sent to NEK. This is required for the Cache to successfully comply with the fire loss/use program.