

PLEASE REVIEW:

*When sending in shift tickets or CTRs please make sure your resource order number is on it.

*Also please make sure time is correct and legible.

*Submit Time every day or two. Send to
2021.goat.finance@firenet.gov

*Divisions when signing the shift tickets or CTR's please review what you are signing and put your resource order number by signature since we cannot read your writing if we have questions.

For DEMOB:

*If you are an overhead or crew resource please call Kelly Gatlin at the time of your demob 505-206-1587 and she will demob you and send you your documentation when you are on the phone so you can make sure that you have been demobed correctly and the process is complete.

*if you are equipment please call Tania Sanchez 575-626-1667/Jaeda Santos 575-776-7690 at the time of demob. Same process as the overhead call at your time of demob and we will send your 286 you can review and make sure everything is correct and complete.

*With this new process, corrections after demob will be very difficult. Please take all the time necessary to review your demob documents carefully

We appreciate your patience with this new process it is new to us all if you call and lines are busy please just keep trying you are just waiting in the virtual demob line.

THANK YOU