

GENERAL MESSAGE

TO: Demob Unit Ldr.		POSITION DMOB	
FROM K. Stone		POSITION OSC	
SUBJECT Demobing Resources		DATE 5/27	1800
MESSAGE: Please demob the following operational resources which are either timing out or are no longer needed on the incident.			
Available for Release			
	Request #	Resource	Position
5/28 0800	O-51	M. Dell	STCR
5/29 0700	O-52	L. Hildahl	STCR(t)
5/30 0700	O-53	M. McDowell	STCR
5/30 0900	O-100.3	J. Bonwell	OCS2
5/28 0800	E-5	Engine 43	ENG4
5/31 1000	E-12	H&R Tractor #3	DOZ1
5/29 0800	C-10	Warm Springs IHC	HC1
5/30 0700	C-11	NW Regulars #3	HC2
5/29 0700	C-12	SRV #44	HC2
5/28 0800	C-13	N. Pacific Forestry #6	HC2
Date 5/27	Time 1800	Signature/Position K. Stone, OSC2	

Incident: FROG MT-LNF-000001

RESOURCE TYPE: O (C,E,O)

Date: 07/13/ Time: 14:32:45

AVAILABLE FOR RELEASE												
Request Number	Unit ID		Name	Current Position	Home Destination (City/ST)	Transportation Type		Available for Demob		Reassign		Other Quals
	ST	Unit				Grd/REN	Jetpt	Date	Time	Y/N	14 th day	
O-100.3	MT	LED	BONWELL, J	OSC2	LEWISTOWN, MT	AOV	BIL	05/30/	09:00	N		
O-11	CA	CDF	CLARK, R	FOBS	HEMET, CA	AIR	ONT	05/30/	07:00	Y	05/30	CRWB SITL STCR
O-51	MT	BRF	DELL, M	STCR	MISSOULA, MT	AOV	MSO	05/28	08:00	N		DIVS STEN
O-52	MT	MTS	HILDAHL, L	STCR	DARBY, MT	AOV	MSO	05/29	07:00	N		STEN TFLD
O-53	WA	SPON	MCDOWELL, M	STCR	SPOKANE, WA	AOV	GEG	05/30	09:00	N		STDZ
O-100.7	WI	CNF	STEIN, H	LSC2	LAONA, WI	A/R	RHI	05/31	07:00	Y	05/31	FACL HRSP SPUL

Time Faxed: _____ Date Faxed: _____

Incident: FROG MT-LNF-000001

RESOURCE TYPE: E (C,E,O)

Date: 07/13/ Time: 14:34:26

AVAILABLE FOR RELEASE												
Request Number	Unit ID		Name	Current Position	Home Destination (City/ST)	Transportation Type		Available for Demob		Reassign		Other Quals
	ST	Unit				Grd/REN	Jetpt	Date	Time	Y/N	14 th day	
E-20	PV	T	BIG CITY BUS CO.	BUS	VALE, OR	BUS		05/29	07:00	N		
E-5	MT	BDF	ENG 43	ENG4	BIG WOOD, MT	AOV		05/28	08:00	N		
E-12	PV	T	H&K TRACTOR #3	DOZ1	ONTARIO, MT	POV		05/31	10:00	N		

Time Faxed: _____ Date Faxed: _____

availablerelease.rpt 03/20

Incident: FROG MT-LNF-000001

RESOURCE TYPE: C (C,E,O)

Date: 07/13/ Time: 14:35:28

AVAILABLE FOR RELEASE

Request Number	Unit ID		Name	Current Position	Home Destination (City/ST)	Transportation Type		Available for Demob		Reassign		Other Quals
	ST	Unit				Grd/REN	Jetpt	Date	Time	Y/N	14 th day	
C-13	PV	T	N. PACIFIC FORESTRY #6	HC2	GRANTS PASS, OR	POV		05/28	08:00	N		
C-11	WA	COF	NW REGULARS #3	HC2	COLVILLE, WA	AOV		05/30	07:00	N		
C-12	OR	VAD	SRV #4	HC2	VALE, OR	BUS		05/29	07:00	N		
C-10	OR	WSA	WARM SPRINGS IHC	HC1	WARM SPRINGS, OR	AOV		05/29	08:00	N		

Time Faxed: _____ Date Faxed: _____

05/28/

TENTATIVE RELEASE

FROG MT-LNF-000001

OVERHEAD

O-51 0800 DELL, M.

CREWS

C-13 0800 N. PACIFIC FORESTRY #6

EQUIPMENT

E-5 0800 ENG 43

05/29/

TENTATIVE RELEASE

FROG MT-LNF-000001

OVERHEAD

O-52 0700 HILDAHL, LARRY

CREWS

C-10 0800 WARM SPRINGS IHC
C-12 0700 SRV #4

EQUIPMENT

E-20 0700 BIG CITY BUS CO.

05/30/

TENTATIVE RELEASE

FROG MT-LNF-000001

OVERHEAD

O-100.3	0900	BONWELL, JOHN
O-11	0700	CLARK, RON
O-53	0900	MCDOWELL, MICK

CREWS

C-11	0700	NW REGULARS #3
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07/13/ 14:28:23

tentativedemob.rpt 01/21

05/31/

TENTATIVE RELEASE

FROG MT-LNF-000001

OVERHEAD

O-100.7 0700 STEIN, HARVEY

EQUIPMENT

E-12 1000 H&K TRACTOR #3

07/13/ 14:28:23

tentativedemob.rpt 01/21

COMMERCIAL AIR TRAVEL REQUEST

Incident Name: FROG
Incident #: MT-LNF-000001

**Demob Pending
REASSIGNMENT**

Current Request #: O-11

Name: CLARK, R
(must be name on picture ID)

Agency ID: CA / CDF
State/Agency ID (EX: ID-BOD)

Release to: HEMET, CA
Home City/State

Date and time available to leave ICP: 05/30 7:00
Date Time

Travel time from ICP to Airport: 120

DEPART FROM: MSO / MISSOULA INTER **RETURN TO:** ONT / ONTARIO INTL, CA
Jetport ID City/State Jetport ID City/State
Local Airport Home Airport

Is Ground Support transportation needed? YES

Does this person have a rental car to return? NO

Does this person have a picture ID? YES

Does this person have an agency credit card? YES

Does this person need hotel reservations? NO

Special instructions: ground support will transport to airport

REASSIGNMENT INFO:

Last date (of 14 day tour) available to work: 05/29

Reassignment quals: FOBS, CRWB, SITL, STCR

COMMERCIAL AIR TRAVEL REQUEST

Incident Name: FROG
Incident #: MT-LNF-000001

**Demob Pending
REASSIGNMENT**

Current Request #: O-100.7

Name: STEIN, H
(must be name on picture ID)

Agency ID: WI / CNF
State/Agency ID (EX: ID-BOD)

Release to: LAONA, WI
Home City/State

Date and time available to leave ICP: 05/31 7:00
Date Time

Travel time from ICP to Airport: 120

DEPART FROM: MSO / MISSOULA INTER **RETURN TO:** RHI / RHINELANDER-ONE
Jetport ID City/State Jetport ID City/State
Local Airport Home Airport

Is Ground Support transportation needed? NO
Does this person have a rental car to return? YES
Does this person have a picture ID? YES
Does this person have an agency credit card? YES
Does this person need hotel reservations? NO

Special instructions: Needs to drop a rental care at MSO

REASSIGNMENT INFO:

Last date (of 14 day tour) available to work: 05/30

Reassignment quals: LCS2,FACL, HRSP, SPUL

INCIDENT: FROG MT-LNF-000001

TO: GROUND SUPPORT

FROM: DEMOB

The following persons need ground support transportation

On 05/30/_____

NAME	AIRLINE	AIRPORT	LEAVE ICP TIME	FLIGHT TIME
1 CLARK, R.		MSO	07:00	

7/13/

14:41:03

DEMOBILIZATION CHECKOUT

ICS-221

1. Incident Name/Number

2. Est. Date/Time (Tentative Release)

3. Demob No.

FROG MT-LNF-000001

05/28/ 08:00

E-5

4. Unit/Personnel Released

ENG 43

Leader: SCHMUCK, L.

Number Personnel: 3

5. Transportation

AOV

6. Actual Release Date/Time

7. Manifest: YES NO

Number _____

8. Destination

BIG WOOD, MT

9. Agency/Region/Area Notified

Agency FS

Home Unit: MBTDF

Home Unit: MTBDF

10. Unit Leader Responsible for Collecting Performance Rating

11. Unit/Personnel

You and your resources have been released subject to signoff from the following: (Demob Unit Leader check appropriate boxes)

Logistics Section:

- [X] Supply Unit
[X] Communications Unit
[X] Facilities Unit
[X] Ground Support Unit

Planning Section:

- [X] Documentation Unit

Finance Section:

- [X] Time Unit

Other Section:

- [] Security Unit
[X] Weed Wash Station
[X] Demob Unit Last

12. Remarks

Original Order/Request Number: MT-LNF-000001 E-5

ICS-221

Revision Date: 05/31/

7/13/

14:40:03

DEMOBILIZATION CHECKOUT

ICS-221

1. Incident Name/Number

2. Est. Date/Time (Tentative Release)

3. Demob No.

FROG MT-LNF-000001

05/28/ 08:00

O-51

4. Unit/Personnel Released

DELL, M.

Leader:

Number Personnel: 1

5. Transportation

AOV

6. Actual Release Date/Time

7. Manifest: YES NO

Number _____

8. Destination

9. Agency/Region/Area Notified

MISSOULA, MT

Agency FS

Home Unit: MBTRF

Home Unit: MTBRF

10. Unit Leader Responsible for Collecting Performance Rating

11. Unit/Personnel

You and your resources have been released subject to signoff from the following:

(Demob Unit Leader check appropriate boxes)

Logistics Section:

Supply Unit _____

Communications Unit _____

Facilities Unit _____

Ground Support Unit _____

Planning Section:

Documentation Unit _____

Finance Section:

Time Unit _____

Other Section:

Security Unit _____

Weed Wash Station _____

Demob Unit Last _____

12. Remarks

Original Order/Request Number: MT-LNF-000001 O-51

ICS-221

Revision Date: 05/31/

7/13/

14:43:00

DEMOBILIZATION CHECKOUT

ICS-221

1. Incident Name/Number

2. Est. Date/Time (Tentative Release)

3. Demob No.

FROG MT-LNF-000001

05/28/ 08:00

C-13

4. Unit/Personnel Released

N. PACIFIC FORESTRY #6

Leader: CHIPREZ, J.

Number Personnel: 20

5. Transportation

POV

6. Actual Release Date/Time

7. Manifest: YES NO

Number _____

8. Destination

GRANT PASS, OR

9. Agency/Region/Area Notified

Agency PVT

Home Unit: PVT

Home Unit: PVT

10. Unit Leader Responsible for Collecting Performance Rating

11. Unit/Personnel

You and your resources have been released subject to signoff from the following:

(Demob Unit Leader check appropriate boxes)

Logistics Section:

Supply Unit _____

Communications Unit _____

Facilities Unit _____

Ground Support Unit _____

Planning Section:

Documentation Unit _____

Finance Section:

Time Unit _____

Other Section:

Security Unit _____

Weed Wash Station _____

Demob Unit Last _____

12. Remarks

Original Order/Request Number: MT-LNF-000001 C-13

ICS-221

Revision Date: 05/31/

DEMOBILIZATION CHECKOUT

ICS-221

1. INCIDENT NAME/NUMBER FROG US-MT-BRF-000000	2. DATE/TIME	3. DEMOB NO. E-5
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4. UNIT/PERSONNEL RELEASED ENG 43

5. TRANSPORTATION TYPE/NO. AOV
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6. ACTUAL RELEASE DATE/TIME 05/28/2014 09:30	7. MANIFEST YES NO NUMBER _____
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8. DESTINATION BIG WOOD, MT	9. AREA/AGENCY/REGION NOTIFIED NAME USFS DATE _____
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10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING

11. UNIT PERSONNEL YOU AND YOUR RESOURCES HAVE BEEN RELEASED SUBJECT TO SIGNOFF FROM THE FOLLOWING:
(DEMOB UNIT LEADER CHECK APPROPRIATE BOX)

LOGISTICS SECTION

SUPPLY UNIT _____

FACILITIES UNIT _____

COMMUNICATIONS UNIT _____

GROUND SUPPORT UNIT _____

PLANNING SECTION

DOCUMENTATION UNIT _____

DEMOB UNIT _____

FINANCE/ADMINISTRATION SECTION

TIME UNIT _____

OTHER

SECURITY UNIT _____

OTHER _____

12. REMARKS <u>Estimate Date of Arrival: 05/28/2014 2000</u>

DEMOBILIZATION CHECKOUT

ICS-221

1. INCIDENT NAME/NUMBER FROG US-MT-BRF-000000	2. DATE/TIME 01/28/2015 08:00	3. DEMOB NO. O-51
4. UNIT/PERSONNEL RELEASED DELL, MARILEE		
5. TRANSPORTATION TYPE/NO. AOV		
6. ACTUAL RELEASE DATE/TIME 05/28/2014 08:25	7. MANIFEST YES NO NUMBER _____	
8. DESTINATION MISSOULA, MT	9. AREA/AGENCY/REGION NOTIFIED NAME USFS DATE _____	
10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING		
11. UNIT PERSONNEL YOU AND YOUR RESOURCES HAVE BEEN RELEASED SUBJECT TO SIGNOFF FROM THE FOLLOWING: (DEMOB UNIT LEADER CHECK APPROPRIATE BOX)		
<u>LOGISTICS SECTION</u>		
<input checked="" type="checkbox"/> SUPPLY UNIT	_____	
<input checked="" type="checkbox"/> FACILITIES UNIT	_____	
<input checked="" type="checkbox"/> COMMUNICATIONS UNIT	_____	
<input type="checkbox"/> GROUND SUPPORT UNIT	_____	
<u>PLANNING SECTION</u>		
<input type="checkbox"/> DOCUMENTATION UNIT	_____	
<input checked="" type="checkbox"/> DEMOB UNIT	_____	
<u>FINANCE/ADMINISTRATION SECTION</u>		
<input checked="" type="checkbox"/> TIME UNIT	_____	
<u>OTHER</u>		
<input checked="" type="checkbox"/> SECURITY UNIT	_____	
<input checked="" type="checkbox"/> OTHER	_____	
<input type="checkbox"/>	_____	
12. REMARKS <u>Estimate Date of Arrival: 05/28/2014 1100</u>		

221 ICS 1/83

DEMOBILIZATION CHECKOUT

ICS-221

1. INCIDENT NAME/NUMBER FROG US-MT-BRF-000000		2. DATE/TIME	3. DEMOB NO C-13
4. UNIT/PERSONNEL RELEASED N. PACIFIC FORESTRY #6			
5. TRANSPORTATION TYPE/NO. POV			
6. ACTUAL RELEASE DATE/TIME 5/28/2014 0845		7. MANIFEST YES NO NUMBER _____	
8. DESTINATION GRANT PASS, OR		9. AREA/AGENCY/REGION NOTIFIED NAME USFS DATE _____	
10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING			
11. UNIT PERSONNEL YOU AND YOUR RESOURCES HAVE BEEN RELEASED SUBJECT TO SIGNOFF FROM THE FOLLOWING: (DEMOB UNIT LEADER CHECK APPROPRIATE BOX)			
LOGISTICS SECTION			
<input checked="" type="checkbox"/>	SUPPLY UNIT	_____	
<input checked="" type="checkbox"/>	FACILITIES UNIT	_____	
<input checked="" type="checkbox"/>	COMMUNICATIONS UNIT	_____	
<input type="checkbox"/>	GROUND SUPPORT UNIT	_____	
PLANNING SECTION			
<input type="checkbox"/>	DOCUMENTATION UNIT	_____	
<input checked="" type="checkbox"/>	DEMOB UNIT	_____	
FINANCE/ADMINISTRATION SECTION			
<input checked="" type="checkbox"/>	TIME UNIT	_____	
OTHER			
<input checked="" type="checkbox"/>	SECURITY UNIT	_____	
<input checked="" type="checkbox"/>	OTHER	_____	
<input type="checkbox"/>		_____	
12. REMARKS <u>Estimated Date of Arrival: 5/29/ 2014 1600</u> <u>RON: PENDLETON, OR</u>			

221 ICS 1/83

Incident: FROG MT-LNF-000001

Date: 06/15/ Time: 15:41:56

ACTUAL DEMOB										
Request Number	Unit ID	Name	Actual Release		Return Travel Method	Demob City/State	RON Y/N	RON Remarks	Estimated Arrival	
			Date	Time					Date	Time
E-5	MTBDF	ENG 43	05/28/	9:30	AOV	BIG WOOD, MT	N		05/28/	20:00

Time Faxed: _____ Date Faxed: _____

actualdemob.rpt 03/23

Demob.17-e-ISUITE-HO

Incident: FROG MT-LNF-000001

Date: 06/22/ Time: 18:25:19

ACTUAL DEMOB										
Request Number	Unit ID	Name	Actual Release		Return Travel Method	Demob City/State	RON Y/N	RON Remarks	Estimated Arrival	
			Date	Time					Date	Time
O51	MTBRF	DELL, M.	05/28/	8:25	AOV	MISSOULA, MT	Y		05/28/	11:00

Time Faxed: _____ Date Faxed: _____

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Updated-May 25, 2007
HO

Demob.18-e-ISUITE-

Incident: FROG MT-LNF-000001

Date: 06/15/ Time: 15:41:35

ACTUAL DEMOB										
Request Number	Unit ID	Name	Actual Release		Return Travel Method	Demob City/State	RON Y/N	RON Remarks	Estimated Arrival	
			Date	Time					Date	Time
C-13	PVT	N. PACIFIC FORESTRY #6	05/28/	8:45	POV	GRANT PASS, OR	Y	PENDLETON, OR	05/29/	16:00

Time Faxed: _____ Date Faxed: _____

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Updated-May 25, 2007

Demob.19-e-ISUITE-HO

FROG INCIDENT DEMOB INSTRUCTOR NOTES

Resource Demob Information

The following table identifies the Demob information for each of the resources included in the Frog Incident Demob Exercise:

NOTE: The Quals and Travel should already be defined in the Training Database.

Resource	Request #	Release Date	Travel	Quals	Reassign
R. Clark (FOBS)	O-11	5/30	AIR	STCR CRWB SITL(t)	Yes
H. Stein (LSC2)	O-100.7	5/31	A/R	FACL SPUL HRSP(t)	Yes
M. Dell (STCR)	O-51	5/28	AOV		No
L. Hidahl (STCR)	O-52	5/29	AOV		No
M. McDowell (STCR)	O-53	5/30	AOV		No
J. Bonwell (OSC2)	O-100.3	5/30	AOV		No
ENG 43 (ENG4)	E-5	5/28	AOV		No
H&R Tractor #3 (DOZ1)	E-12	5/31	POV		No
Big City Bus Transporting (SRV#44)	E-20	5/29	POV		No
Warm Springs ICH (HC1)	C-10	5/29	AOV		No
NW Regulars #3 (HC2)	C-11	5/30	POV		No
SRV #44 (HC2)	C-12	5/29	POV		No
N. Pacific Forestry #6 (HC2)	C-13	5/28	POV		No

Suggested Tips for Coaching the Demob Exercises

Make sure you have reviewed the layout of the Demob screens, fields, function buttons and reports with the students before beginning the Exercise section. As students start the Exercise section, you may want to lead them, step-by-step, through an example of each Task that is based on the Exercise information. The students can then work through the remainder of the Task(s).

INSTRUCTOR NOTE: If time in the Demob class is running short, only have the students generate one report of each type.

Task 1 (Tentative Release Information)

Discuss the methods to use in providing **Demob** information to the **DMOB**. Usually, this information is included on a **General Message Form** from supervisors.

Walk the students through the process of sorting for a **Category** (e.g., O), finding the first person in the list (e.g., O-51) and entering the **Tentative Release** information. Make sure you discuss what displays on the screen when the **Travel Method** is **Air** or **A/R**.

At this point, either allow the students to work on their own through the rest of the resources on the **General Message Form** or continue walking through a few more related tasks before having the students work on all of the ICS 213 information.

Task 2 (Available for Release Report)

Select O-51 in the grid. Show students how to create the **Available for Release Report** and identify where **Other Quals** will display when they are defined for the resource.

INSTRUCTOR NOTE: In order for any **Quals** to show in the report, the **Available for Reassignment** checkbox must be checked in the **Tentative Release** area on the Demob window..

Reconfirm the need for the **Available for Release Report** at the dispatch offices. Identify how to check the option that prevents the resource from being included on future reports. Remind students about the work around if a resource needs to appear on the report again (i.e., select the resource in the grid or remove the checkmark when creating a generic report).

The students can print the report for any of the resources defined in the **Resource Demob Information** chart. Students must first enter the **Tentative Release** information for each resource from the ICS 213s.

Make sure the **Resources Selected in Grid** option is checked before selecting the resources and generating the report.

Task 3 (Tentative Poster)

Enter the date range 5/28-31, and run the report by selecting Demob/Reports. O-51 should display on the Tentative Poster.

INSTRUCTOR NOTE: Make sure students have completed all tasks up to this point or are close to finishing those tasks before walking through Tasks 4 and 5. To complete Tasks 4 and 5, the students must have resources with air travel. Make sure the students entered Tentative Release information for resources O-11 and O-100.7. The instructor needs to have Tentative Release information for both of these resources in order to demonstrate how to complete Task 4 and 5. (Use Demob HOs 02 and 03 and the student exercise information to complete the records for Task 4.) You can walk through Tasks 6 and 7 before students begin working on their own again to finish the exercises.

Task 4 (Air Commercial Air Travel Requests)

Select O-100.7 to show an **Air Travel Request** with **Quals** and a rental car. Discuss all of the information that is available on this screen (i.e., where it comes from and who needs it).

In order for any **Quals** to show in the report, the **Available for Reassignment** checkbox must be checked in the **Tentative Release** area on the Demob window.

Students should check the checkboxes for those **Travel Questions** with a **Yes** response for each resource traveling by Air or A/R (O-11 and O-100.7).

Task 5 (Ground Support)

Select O-11 to show Air only with Ground Support needed to the airport. Indicate that the students must check the **Is Ground Transportation needed?** travel question before the resource's name will display in the Ground Support Form. Discuss all of the information that is available on this screen (i.e., where it comes from and who needs it).

Task 6 (ICS 221 – Checkout Form)

Select one of the resources with which the students have been working to generate an ICS221 Form. The students can print the report for any of the resources defined in the **Resource Demob Information** chart. Make sure the students checked the ICS 221 checkboxes on the Options window (Tools/Options/Demob/Checkout). Identify how the Actual Demob information is received and recorded by the DMOB. Warn the students about the consequences of printing ALL ICS221 forms for those resources that have not already had a form printed.

Task 7 (Actual Demob Report)

In the **Resource** grid, select several of the resources, based on the information with which the students have been working, to generate an **Actual Demob Report**. The students can print the report for any of the resources defined in the **Resource Demob Information** chart.

Make sure the students have entered and saved an **Actual Release Date** and **Actual Release Time** for the resources and the **Resources Selected in Grid** option is checked, before selecting the resources and generating the report. Identify who needs this report and discuss the importance of cleaning up the database before turning over or ending an incident.

INSTRUCTOR NOTE: Students can now return to Task 4 and complete the exercises. It is possible that Tasks 4 and 5 were completed during the walk through, which may only leave Tasks 6 and 7 to be completed.

FROG INCIDENT DEMOB EXERCISE

The current date is 5/27 and the incident is winding down. Several of the Section Chiefs have determined that there are excess resources. They have given you their ICS 213s with available for release information for those resources.

TASK 1

Enter each resource's **Tentative Release** information.

Examples of ICS 213s can be found on: Demob-01-e-ISUITE-HO, Demob-02-e-ISUITE-HO, Demob-03-e-ISUITE-HO

TASK 2

Create an **Available for Release Report** that lists those resources to be sent to Dispatch.

Note: Before creating the report, check the **Resources Selected in Grid** checkbox. In the **Resources** grid, select each of the resources you want to include in the report.

Note: In order for any **Quals** to show on the report, the **Available for Reassignment** checkbox must be checked in the **Tentative Release** area on the Demob window.

Examples of Available for Release Reports can be found on: Demob-04-e-ISUITE-HO, Demob-05-e-ISUITE-HO, Demob-06-e-ISUITE-HO

TASK 3

Create a **Tentative Poster** listing those resources to be released that can be posted on the Demob bulletin board.

Note: Use the Date Range 5/28 – 5/31.

An example Tentative Poster can be found on: Demob-07-e-ISUITE-HO

TASK 4

Create **Air Commercial Air Travel Requests** for those resources whose transportation to the incident was by air.

Note: Make sure you check the **Available for Reassignment** checkbox under **Tentative Release** for those resources requesting a reassignment. Quals will then print on the form.

Note: Check the checkboxes for those **Travel Questions** with a **Yes** response for each resource traveling by **Air** or **A/R**.

Use the following additional information to fill-out the form:

O-11 Check reassignment Departing Airport: MSO Time to Airport: 120 minutes Special Instructions: ground support will transport to airport Travel questions -- check: Ground Support Has ID Has Credit card	O-100.7 Check reassignment Departing Airport: MSO Time to Airport: 120 minutes Special Instructions: needs to drop rental car at MSO Travel questions -- check: Has rental Has ID Has Credit card
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Examples of Air Commercial Travel Requests can be found on : Demob-08-e-ISUITE-HO, Demob-09-e-ISUITE-HO

TASK 5

Generate a **Ground Support** transportation request for the air resource that needs a ride.

Note: Make sure you check the **Ground Support Transportation** question checkbox for the resource before creating the request.

An example Ground Support Form can be found on: Demob-10-e-ISUITE-HO

TASK 6

Generate **ICS 221 Checkout Forms** for O-51, C-13, and E-5. Enter each resource's Actual Demob travel information.

Note: Before printing the forms, check the **Resources Selected in Grid** checkbox. In the Resources grid, select each of the resources for which you want to print a Checkout Form.

Note: Make sure the ICS 221 checkboxes are checked on the Options window. (Tools/Options/Demob/Checkout)

Example Checkout Forms can be found on: Demob-11-e-ISUITE-HO, Demob-12-e-ISUITE-HO, Demob-13-e-ISUITE-HO

TASK 7

From the ICS 221 Checkout Forms for O-51, C-13, and E-5, enter each resource's Actual Demob travel information. Then generate the **Actual Demob Report** listing these resources, which will be sent to Dispatch.

Note: Make sure you save an **Actual Demob Date** and **Time** to the resource records before creating the Actual Demob Report.

ICS 221 Departure Information can be found on: Demob-14-e-ISUITE-HO, Demob-15-e-ISUITE-HO, Demob-16-e-ISUITE-HO

Examples of the Actual Demob Reports you should create can be found on: Demob-17-e-ISUITE-HO, Demob-18-e-ISUITE-HO, Demob-19-e-ISUITE-HO