



DEMOB

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Demob Overview

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Manage Demob Settings

Follow the steps in this section to change the Demob Settings:

NOTE: Customizing the Check-Out Form (ICS221) and editing the Air Travel Questions should be done before any resources are demobed from an incident. Edits can be made during the incident.

1. From the Home page click the **Incidents** button.



2. Select an Incident or an Incident Group.

NOTE: In an Incident Group, one incident will be designated the Primary Incident for the group. Demob settings for the Primary incident will default to all the incidents within the incident group.

Once the Primary incident settings default as the Incident Group settings, further edits to Demob Settings can be made by selecting the Incident Group and not the Primary Incident.

3. Select the drop-down arrow next to the **Demob** button.
4. Select **Demob Settings**.



5. Select the **Customize Check-Out Form** tab.



Edit Incident Demob Settings

Incident: **ROCKCREEK**

Customize Check-Out Form | Air Travel Questions

Customize Check-Out Form (ICS-221)

Logistics Section

- Supply Unit
- Communications Unit
- Facilities Unit
- Ground Support Unit

Move Up
Move Down

Finance Section

- Time Unit

Move Up
Move Down

Planning Section

- Documentation Unit
- Demob Unit

Move Up
Move Down

Other Section

- Security Unit
-
-

Move Up
Move Down

Save | Cancel

6. Identify the units to include in each section by clicking the appropriate checkbox.
7. Change the order in which the unit checkboxes display in each Section by clicking **Move Up** or **Move Down**.
8. Identify the units to include in the **Other Section** by clicking the appropriate checkbox or add/change a label for one or more of the Other fields.
9. Change the order in which the unit checkboxes display in the Other Section by clicking **Move Up** or **Move Down**.
10. Click **Save**.
11. Click the **Air Travel Questions** tab.

NOTE: Air Travel Questions to be used for each incident should be selected before demob begins.



* These questions assist in providing the most accurate and complete information to the servicing Dispatch Center about a resource requiring air travel.
* These questions can be edited at any time during the incident if needed.

12. To display a question check the **Display** checkbox.

NOTE: All questions with the Display checkbox checked will appear on the Air Travel Request Form.

NOTE: Standard (default) questions cannot be edited or deleted. A Standard question has a checkmark in the Standard column. Check or Uncheck the Display option for a Standard question to display or not display that question.

13. To change the order in which the questions display, select the question and click the **Move Up** or **Move Down** buttons.

14. To add a custom question, click the **Add** button. Enter the question in the Add Question text box. (Question must be Yes/No).

15. To edit a custom question, select a question to edit and make the appropriate change in the **Edit Question** text box.

16. To display a custom question(s), click the **Display** checkbox.

17. To delete a custom question, select the question and click **Delete**.

18. Click **Save**.

19. Click "x" to close the pop-up box.

NOTE: "Yes" responses to the following questions yield these results:

* **Ground Support** question will "show" resource name on the Ground Support Report as needing the incident to provide transportation from the incident to the departure airport.

* **Resource driving home** after a flight should notify the Dispatch Center to avoid flights that will cause the resource to exceed allowable travel hours. Under the Tentative Demob Remarks menu item, the drive time for the resource to reach home can be noted.

* **Rental car** question will provide an additional field asking for the airport from which the vehicle was rented, allowing the Dispatch Center to provide a return flight from that same airport.

* **Picture ID** question should remind Check-In and Demob personnel to double check the Picture ID field on the Demob Data screen. The default name in the field is from ROSS, First Name, Last Name. If it is not the same name on the resource ID that will be used at airport security, enter the name as it appears on



the ID card the resource plans to show at the airport.
* **Hotel Reservation Needed** question should notify Dispatch Center to assist with hotel reservations if the resource is unable to pay for their hotel room. It is also helpful to add some remarks as to why this needs to be done under the Tentative Demob Remarks tab (this will print on the Air Travel Request Form).

Edit Incident Demob Settings [x]

Incident: RIVER

Customize Check-Out Form | **Air Travel Questions**

Add | Delete

Question	Display	Standard	Move Up	Move Down
Does this person have a rental car to return?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Does this person have a picture ID?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Does this person have an agency credit card?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Does this person need hotel reservations at Demob?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Will this person drive themselves home from jetport?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Is ground support transportation needed?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Add Question

Yes/No Question

 Display

Save | Cancel

Tentative Demob

Follow the steps in this section to tentatively Demob a resource from an incident:

NOTE: "Resources Selected in the Grid Checkbox" checked (upper right corner of the main screen): When this checkbox is checked, the system will override any other filters, acting solely on those resources selected in the grid. If any of the Demob reports are run with this check box checked, only those resources selected in the grid will appear in the reports. This allows for system override.

1. From the homepage, click the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Click the **Demob** button.



4. The resource grid displays.
5. Select an existing Resource from the Resources grid.
6. Select the **Demob Data** tab.
7. Select the **Tentative Demob** sub-tab.

NOTE: Tentative Poster and Available for Release Report key off resources with Status = P. This change in status is part of the Tentative Demob process.

8. **Demobilization Travel Method** will default from the Check-In Mobilization Travel Method. Add/edit this data by using the drop-down list.



- If Demobilization Method shows A/R, the field **Rental Location** should be filled in with the location where the rental vehicle was obtained.
- If Demobilization Travel Method is changed to AIR or A/R, an Air Travel Request Form can be generated for flight arrangements.
- If the resource came by one travel method, but will return by another method (drove with someone else, but will have to fly back; came with a crew, but got sick and needs a flight home), enter the method they will use for the return travel.

NOTE: If the Demobilization Travel Method is not Air or A/R, the Air Travel and Air Travel Questions tabs will not appear in the menu bar.

9. Check the Available for Reassignment checkbox if the resource has indicated they are willing to be reassigned to another incident.
 - This data will appear on the Available for Release and Air Travel Request reports.
10. Enter a Tentative Release Date or select from the calendar. This is the date the resource is available to leave the incident.
 - This date/time creates the arrangement of data on the Tentative Poster report.
11. Enter a Tentative Release Time. This is the time the resource is available to leave the incident.
 - Time should be based on the travel needs of the resource to reach their destination. For their release date, follow agency guidelines.
 - This time/date creates the arrangement of data on the Tentative Poster report.

NOTE: Checkboxes on the screens and Dialogue boxes asking if a checkbox should be checked are informational and do not appear on any report. However, these checkboxes do affect report outputs.

* The checkbox being checked prevents duplicates of a report being sent to dispatch. Should a report need to be re-printed, uncheck the box and click Save, same for the Checkout Form Printed.

OR

* Checking the checkbox for Resource Selected in Grid (at the top right of the main screen) will override the checkboxes.

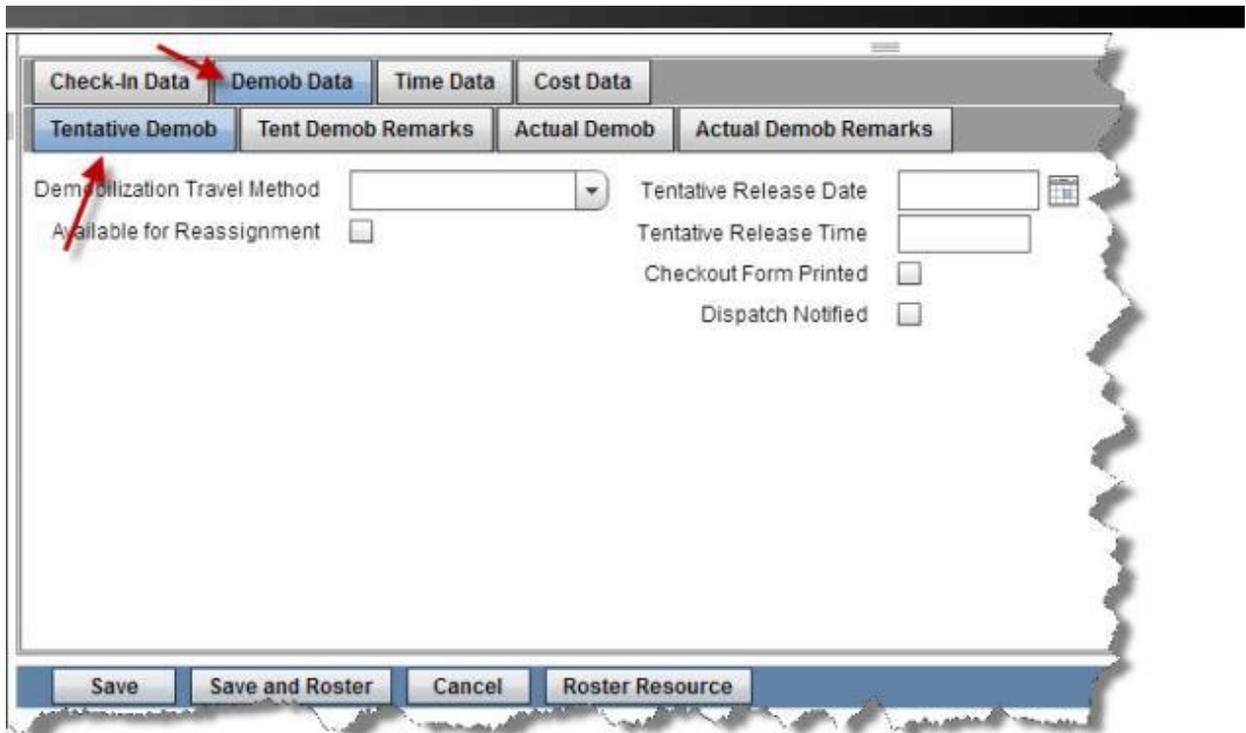


12. **Checkout Form Printed** check box.

- If the user responds "Yes" to the question, "Do you want the system to mark the applicable resource records as Check-Out Form Printed?", the system will check the Checkout Form Printed checkbox. This question only displays the first time an ICS 221 Checkout Form is printed for a resource.
 - If the ICS 221 Checkout Form will not print for a resource, uncheck the Checkout Form Printed checkbox and click **Save** to reprint the form.
- A second message box will appear asking: "Do you want the system to include Estimated Date/Time of Arrival and Rest Overnight information in Box 12?" This refers to block 12 (bottom) on the ICS 221 form. Check "Yes" to include the data and format from the resource's record in block 12 when the form is printed. If the data is not included in the resource's record and the checkbox is checked, the format will display in Block 12, which allows a user to hand enter the data.

13. **Dispatch Notified** checkbox.

- When the Available for Release Report is generated, this box will be checked if the user checked "Yes" for all resources that appear on the report. The system passes over all records that have this box automatically checked to avoid duplication in future reports.
- A message box will appear asking if this box should be checked.
 - YES will prevent this resource from being duplicated when another Available for Release Report is generated, including this resource's release date range.
 - NO will allow this resource to be listed again when an Available for Release Report is generated, including this resource's release date range. This resource will now appear in the report, provided other report parameters are met. (See *Reports* for more information).



14. Select the **Tent Demob Remarks** sub-tab.

- Comments that pertain to making travel arrangements can be entered in the text box.
- If the resource has to drive more than 30 minutes home after arrival at the home airport, the drive time for the resource to reach home should be noted here. This additional travel time should be taken into consideration to meet travel regulations.
- These remarks will show on the Available for Release Report immediately under this resource's data line.

15. Select the **Air Travel** sub-tab (menu will only show if Travel Method is AIR or A/R).

- **Name on Picture ID**

- Defaults to the ROSS import name if there was a ROSS import or name entered at Check-in. Resource name must show as it appears on their ID that will be used at airport security.
 - This ID Name will appear on the Air Travel Request Form ensuring the ticket name will match.



- **Depart from Jetport (Local to Incident)**
 - Select the Airport Code for the airport being used by the incident as the departure airport.
 - If the resource has a rental car from a different airport, use that airport code to ensure the vehicle is returned to that same airport.
 - This information will print on the Air Travel Request Form.
- **Air Travel to Dispatch:**
 - When saving the record, this checkbox will be checked if YES is clicked in the message box. This will prevent a duplicate Air Travel Request from being generated.
 - If the Air Travel Request Form needs to be resent, uncheck the box, click the **Save** button and click the **Air Travel Request** button.
- **Itinerary Received from Dispatch:**
 - This checkbox is informational. It can be manually checked to show that a flight itinerary was received from the Dispatch Office. This is an after-the-fact checkmark, done after the Air Travel Request has been sent to Dispatch and a flight received. From this flight itinerary, the following fields can be manually completed:
 - Airline: Enter airline name
 - Flight #: Enter flight first leg flight number.
 - Flight Time: Enter initial flight time.
 - NOTE: Airline and Flight Time will display on the Ground Support Report.
- **Hours and Minutes to Airport:**
 - Shows the hours and minutes it will take to drive from the incident to the selected departure airport. This information will inform the Dispatch Office of the amount of time to allow for travel to the airport before the resource will be available to fly.
 - This information will print on the Air Travel Request Form.



- **Leave ICP Time:**
 - If the resource requires the incident to provide transportation to the airport, enter the time the resource would need to leave the ICP in order to make the flight time.
 - This time appears on the Ground Support Report, informing Ground Support of when a ride will need to be scheduled.
- **Air Travel Remarks:**
 - Enter remarks pertinent to travel needs/plans of the resource.
 - These remarks will appear on the Air Travel Request Form. (EX: Resource has sprained right knee, needs an aisle seat.)

16. Select the **Air Travel Questions** sub-tab (menu will only show if Travel Method is AIR or A/R):

NOTE: These questions are preset in Demob Settings. All questions with the Display checkbox checked in Demob Settings will appear on the Air Travel Request Form.

- **YES** responses to the following questions yield the following results:
 - **Ground Support** question will "show" resource name on the Ground Support Report as needing the incident to provide transportation to the airport.
 - **Resource driving themselves home after a flight** should notify the Dispatch Center to avoid flights that will cause the resource to exceed allowable travel hours. Under Air Travel Remarks, note the drive time for the resource to reach home.
 - **Rental car** question will provide an additional field asking for the airport from which the car was rented. This allows the Dispatch Center to provide a return flight from that same airport.
 - **Picture ID** question should remind Check-in and Demob personnel to double check the Picture ID field on the Demob Data Screen. The default name in the field is the First Name, Last Name fields under Check-In. If this is not the name on the resource ID that will be used at airport security, enter the name



as it appears on the ID card. This name will appear on the Air Travel Request Form.

- **Hotel reservation needed** question should remind Demob Personnel to assist with hotel reservations. It is also helpful to add some remarks as to why this assistance is needed in the Air Travel Remarks box under the Air Travel menu item (these remarks will print on the Air Travel Request Form).
- **Agency credit card** indicates the resource can pay for any travel expenses.
- Any additional non-standard questions will show on the Air Travel Request Form if the **Display** checkbox is checked.

17. Click **Save** or **Cancel**.

Group Pending Demob

Follow the steps in this section to change a Group of Resource's Status to Pending Demob:

1. From the Home page click the **Incidents** button.

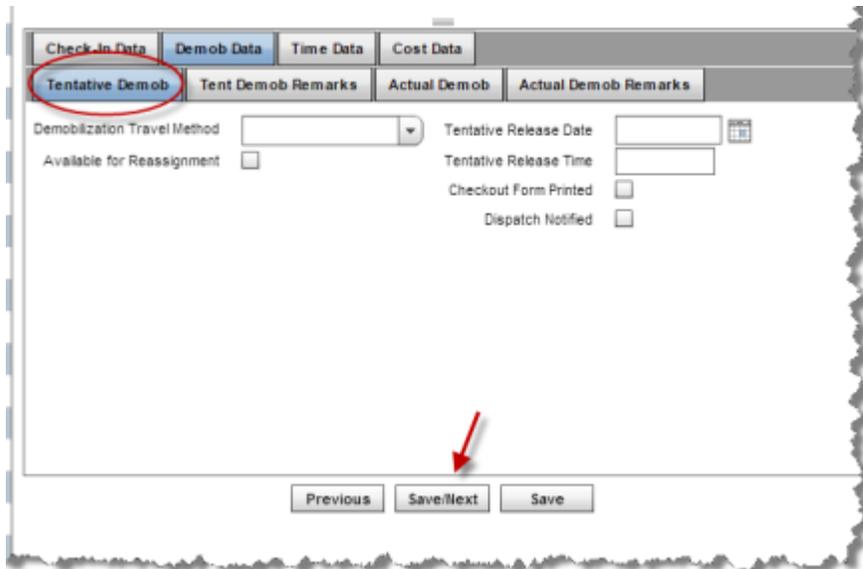


2. Select an Incident or an Incident Group.
3. Click the **Demob** button.
4. The Resource grid displays.
5. Select multiple Resources from the Resource grid.
6. Click the **Group Pending** button.



7. The Group Pending window will display with all of the selected resources. Status "**P**" is automatically entered when the resource record opens.

14. **Checkout Form Printed** checkbox will be checked through a dialogue box when the form is initially printed. To reprint, uncheck the box, save, and reprint the form.
15. **Dispatch Notified** checkbox will be checked when the Available for Release Report is generated. To resend, uncheck the box, save and run the report again.



The screenshot shows a software window with several tabs: 'Check In Data', 'Demob Data', 'Time Data', and 'Cost Data'. Under 'Demob Data', there are sub-tabs: 'Tentative Demob' (highlighted with a red circle), 'Tent Demob Remarks', 'Actual Demob', and 'Actual Demob Remarks'. The 'Tentative Demob' sub-tab contains the following fields:

- Demobilization Travel Method: A dropdown menu.
- Available for Reassignment: An unchecked checkbox.
- Tentative Release Date: A date input field with a calendar icon.
- Tentative Release Time: A time input field.
- Checkout Form Printed: An unchecked checkbox.
- Dispatch Notified: An unchecked checkbox.

At the bottom of the window, there are three buttons: 'Previous', 'Save/Next' (indicated by a red arrow), and 'Save'.

16. Click the **Tent Demob Remarks** sub-tab to enter any remarks.
17. If the Return Travel Method is **AIR** or **A/R**, enter information on the Air Travel sub-tab.
18. Update the **Name on Picture ID** (system defaults with the Resource Name).
19. Select **Depart from Jetport** from the drop-down list.
20. **Air Travel To Dispatch** check box will be checked when the Air Travel Report is generated. If the Air Travel Request Form needs to be resent, uncheck the box, click the Save button, then click the **Air Travel Request** button again.
21. If **Itinerary Received From Dispatch**, click the check box.
22. Enter the **Airline**.
23. Enter the **Flight #**.



24. Enter the **Flight Time**.
25. Estimate the travel time to the airport by inputting the **Hours To Airport** and **Minutes To Airport**.
26. Enter **Leave ICP Time**. This time will display on the Ground Support report.
27. Enter any **Air Travel Remarks** in the description box.

NOTE: At this point, it is important to check all the Common and Tentative demob data for the resource before clicking Save/Next as the system will move on to the next resource in the list.

28. Click the **Save/Next** button to open the next Resource and add the Tentative Demob Data.
29. Repeat steps 9 thru 28 for all Resources in the group.
30. Click **Save/Next** to save the data and move to the next resource in the grid.

The screenshot shows a software interface with a tabbed menu at the top. The 'Air Travel' tab is selected. Below the tabs are several input fields and checkboxes. A red arrow points to the 'Air Travel' tab, and another red arrow points to the 'Save/Next' button at the bottom of the form.

Check-In Data	Demob Data	Time Data	Cost Data		
Tentative Demob	Tent Demob Remarks	Air Travel	Air Travel Questions	Actual Demob	Actual

Name on Picture ID: LORIE PRICE

Depart from Jetport (Local to incident): [Dropdown]

Airline: [Text]

Flight #: [Text]

Flight Time: [Text]

Hours To Airport: 0 [Spin]

Minutes To Airport: 0 [Spin]

Leave ICP Time: [Text]

Air Travel Remarks: [Text Area]

Buttons: Previous, Save/Next, Save

31. After the last resource in the Group Pending screen has been saved, the system will return to the resources grid.
32. Click the "x" to close the pop-up box.



Group Pending for Rostered Resources

NOTE: Use this feature to change the Status to "P" if several, not all, rostered resources are to be marked Pending. Individual rostered resources can be selected without selecting the entire roster or the Primary record. As an example, half a crew could be Status = P, while the Primary and other half of the crew remains Status = C.

NOTE: If some members of a roster are marked as Status = P and saved, AND the status field in the resources grid is filtered for "P", AND the main filter radio button ALL is selected, only Primary or single resource records will show in the filtered information. To see the rostered members marked "P", select the All Personnel radio button filter AND select filter Status = P in the resources grid.

If the Primary record and all its rostered resources are to be marked Status = P, click Edit Resource button, change the primary record Status = P which will propagate this change to the subordinate records.

Actual Demob

Follow the steps in this section to Demob a Resource from an incident:

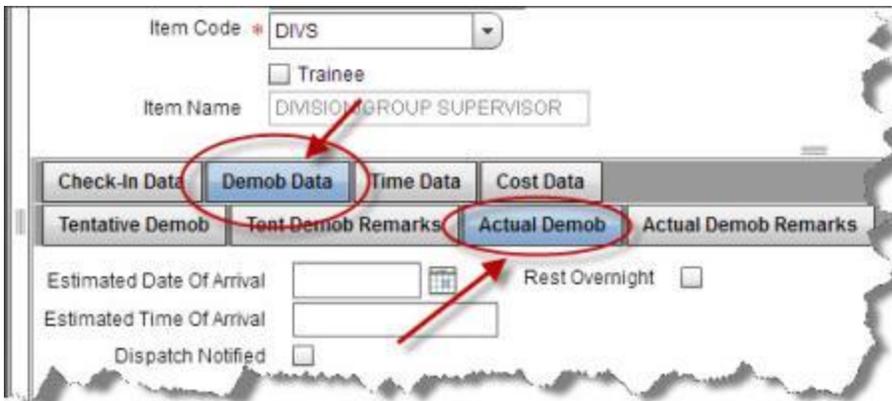
1. From the Home page click the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Click the **Demob** button.



4. The Resource grid displays.
5. Select an existing Resource from the Resources grid.
6. Select the **Demob Data** tab.
7. Select the **Actual Demob** sub-tab.



NOTE:

* The Actual Date and Time the resource is leaving ICP and an Estimated Date and Time the resource plans to arrive at their destination are noted on the Actual Demob Report and in the database.

* If it will take more than one day to reach their home unit, the Rest Overnight



location(s) can be recorded and display on the Actual Demob Report.
* Checking the checkbox for **Resource Selected in the Grid** will override check boxes and print the Actual Demob form.

8. Enter the **Actual Release Date and Time**.

- Change the Resource **Status** to "D". **Actual Release Date** and **Time** fields will become active. These fields are found in the upper Common Data box in Check-In and Demob.
- Enter the actual date/time the resource departs the incident or select from the calendar.
- An **Actual Release Date** indicates that a resource should be included in the Actual Demob Report, as long as the Dispatch Notified checkbox has not been checked.



Group Pending | Group Demob | Tentative Poster | Available For Release | Air Travel Request | Checkout

Accounting Code: PF01 | Unit ID: CA-CZU
Request Number: C-2 | Agency: CA
Status: D | Mobilization Date: 06/15/2014
Person: | Check-In Date: 06/16/2014
Invoice Setup (OF-286): | Check-In Time:
Resource Name: S/T 974H | Actual Release Date: (circled in red)
Cell Phone #: | Actual Release Time:
Item Code: HCS1
Item Name: CREW, STRIKE TEAM, TYPE 1

Check-In Data | Demob Data | Time Data | Cost Data | **Actual Demob** (arrow pointing to it) | Actual Demob Remarks

Tentative Demob | Tent Demob Remarks | Actual Demob | Actual Demob Remarks

Estimated Date Of Arrival: | Rest Overnight:
Estimated Time Of Arrival:
Dispatch Notified:

Save (circled in red) | Save and Roster | Cancel | Roster Resource

NOTE: When the user changes a primary Strike Team or Task Force resource's status to Demobed, the system will leave subordinate Resources rostered to the Primary Resource. The system will also change the Status of the subordinate resources to a Demobed status. This will apply to all levels of rostered resources.

9. Enter an **Estimated Date and Time of Arrival** or select from the calendar.
 - This is an estimate of the date and time the resource plans to arrive at their final destination after leaving the incident. If it will take more than one day, see *Rest Overnight* instructions below.
10. **Dispatch Notified** checkbox.



- This checkbox will be checked if YES is clicked on the message box which appears when the Actual Demob report is generated. This is to prevent duplication of resources on the report.

11. If **Rest Overnight**, click the checkbox.

- When this checkbox is checked, a box shows that allows entry of the location where a resource will be staying.
 - Click Add to add additional fields for more locations.
- **Add City/State:** Add each city and state for each location the resource indicates they will be staying overnight.
- To remove a location, highlight the location and click **Remove**.

The screenshot shows a software interface with a top navigation bar containing tabs: Check-In Data, Demob Data (selected), Time Data, and Cost Data. Below this is a sub-navigation bar with tabs: Tentative Demob, Tent Demob Remarks, Air Travel, Air Travel Questions, and Actual Demob. The main content area includes fields for 'Estimated Date Of Arrival' and 'Estimated Time Of Arrival', and a 'Dispatch Notified' checkbox. A red circle highlights the 'Rest Overnight' checkbox, which is currently unchecked.

12. Select the **Actual Demob Remarks** sub-tab.

- Comments show under the resource entry on the Actual Demob Report sent to the Dispatch Office. If these remarks pertain to travel arrangement considerations, they should be made under Tentative Demob Remarks or Air Travel Remarks.

The screenshot shows the same software interface as above, but the 'Actual Demob Remarks' sub-tab is selected and highlighted with a red circle. The main content area is a large, empty text input field labeled 'Actual Demob Remarks'.

13. Click **Save** or **Cancel**.

Group Actual Demob

Follow the steps in this section to change a Group of Resources' Status to Demobed.

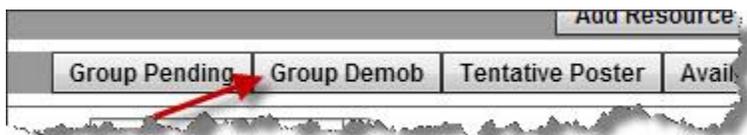
1. From the Home page click the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Click the **Demob** button.



4. The Resource grid displays.
5. Select multiple Resources from the Resource grid.
6. Click the **Group Demob** button.



7. The Group Demob window will display with all of the selected resources. Status "D" is automatically entered when the resource record opens.
8. Enter the **Actual Release Date** and **Time** in the upper Common Data Screen.

NOTE: The Actual Release Date/Time must be entered otherwise the resource will not appear in the Actual Demob Report.

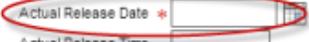
9. Select the **Demob Data** tab.
10. Select the **Actual Demob** sub-tab.
11. Enter the appropriate Demob data for the Resources.
12. Enter an **Estimated Date of Arrival** or select from the calendar.



-
13. Enter an **Estimated Time of Arrival**.
 14. **Dispatch Notified** checkbox will automatically be checked when the Actual Demob report is created.
 15. If **Rest Overnight** is needed, click the checkbox.
 16. If **Rest Overnight** is selected, click the **Add Location** button to add a City/State for the Resource to Rest Overnight.
 17. Enter any Actual Demob Remarks in the text box from the **Actual Demob Remarks** sub-tab.
 18. Click the **Save/Next** button to open the next Resource and add the Demob Data.
 19. Repeat steps 8 thru 18 for all Resources in the group.
 20. Click **Save** to save the data for the last resource on the screen.
 21. After the last resource in the Group Demob screen has been saved, the system will return to the resources grid.
 22. Click the "x" to close the pop-up box.

Group Demob

Request Number	Resource Name
C-2	S/T 974H
C-2.1	MOND 19
C-2.2	RAM 16
C-2.3	COPE, TONY

Accounting Code: PF01 Unit ID: CA-CZU
 Request Number: C-2 Agency: CA
 Status: D Mobilization Date: 06/15/2014
 Person: Check-in Date: 06/16/2014
 Invoice Setup (OF-286): Check-in Time:
 Resource Name: S/T 974H Actual Release Date: 
 Cell Phone #: Actual Release Time:
 Item Code: HCS1
 Item Name: CREW, STRIKE TEAM, TYPE 1

Check-In Data Demob Data Time Data Cost Data

Tentative Demob Tent Demob Remarks Actual Demob Actual Demob Remarks

Estimated Date Of Arrival: Rest Overnight:
 Estimated Time Of Arrival:
 Dispatch Notified:

Previous Save/Next Save

Group Demob for Rostered Resources

NOTE: Use this feature to change the Status to "D" if several, not all, rostered resources are to be marked Demobed. Individual rostered resources can be selected without selecting the entire roster or the Primary record. As an example, half a crew could be Status =D, while the Primary record and other half of the crew remains Status = C.

NOTE: If some members of a roster are marked as Status = D and saved, AND the status field in the resources grid is filtered for "D", AND the main filter radio button ALL is selected, only Primary or single resource records will show in the filtered information. To see the rostered members marked "D", select the All Personnel radio button filter AND select filter Status = D in the resources grid.



If the Primary record and all its rostered resources are to be marked Status = D, change the Primary record Status to D which will propagate this change to the subordinate records.



Demob Reports and Forms from Demob menu

Follow the steps in this section to generate Demob Forms and Reports using the Demob menu buttons in e-ISuite:

Demob Forms and Reports General Information

Access:

- Forms and reports can be accessed through the Demob menu or through the Reports menu.
- The Demob screen and the override feature of the **Resources Selected in Grid** checkbox to access forms and reports, offers more immediate selection of resources.
- The Reports screen relies on date ranges and sort parameters to return a broader range of information for the reports.

Printing:

- All Reports can be Previewed and Printed. Previewing every report before printing will ensure that the report is returning the desired information.
- To print Demob reports/forms for specific resources check the **Resource Selected in Grid** on the Demob screen, select resources in the grid, then click on the desired report button.
- All reports can be saved as a PDF file.

Re-Printing a Form or Report for the same resource:

- **Dispatch Notified** and **Checkout Form Printed** checkboxes are automatically checked when resources are included in those reports and forms. This eliminates duplication in reports.
- If a resource record form/report needs to be reprinted:
 - return to the Tentative Demob or Actual Demob subtabs,
 - select the record,
 - uncheck the appropriate checkbox,
 - click Save,
 - click Resource Selected in Grid checkbox to print only that resource's information again,
 - click the appropriate form or report,
 - when the checkbox question displays, answer appropriately.



1. From the Home page, click the **Incidents** button.



2. Select an **Incident** or **Incident Group**.
3. Click **Demob** on the main toolbar.



4. Select a Demob Form or Report from the toolbar.



Tentative Poster

This report can be printed or made into a poster for distribution or posting throughout the incident to notify resources of their Tentative Release information.

This Report:

- Creates a page for each different Tentative Release date.
- Creates a page for each category of resource: O, E, C, A, within a date.
- Arranges the A, E, C resources numerically in their categories by the Request #. O resources are alphabetized by last name.
- Groups request #s that have the same Tentative Release time.
- Shows incident name and number.
- Date/time stamps and numbers each page.

NOTE: Only resources meeting the following requirements are included in this Report:

- * Resource has a Tentative Release Date and Time
- * The Status is not Demob (D).

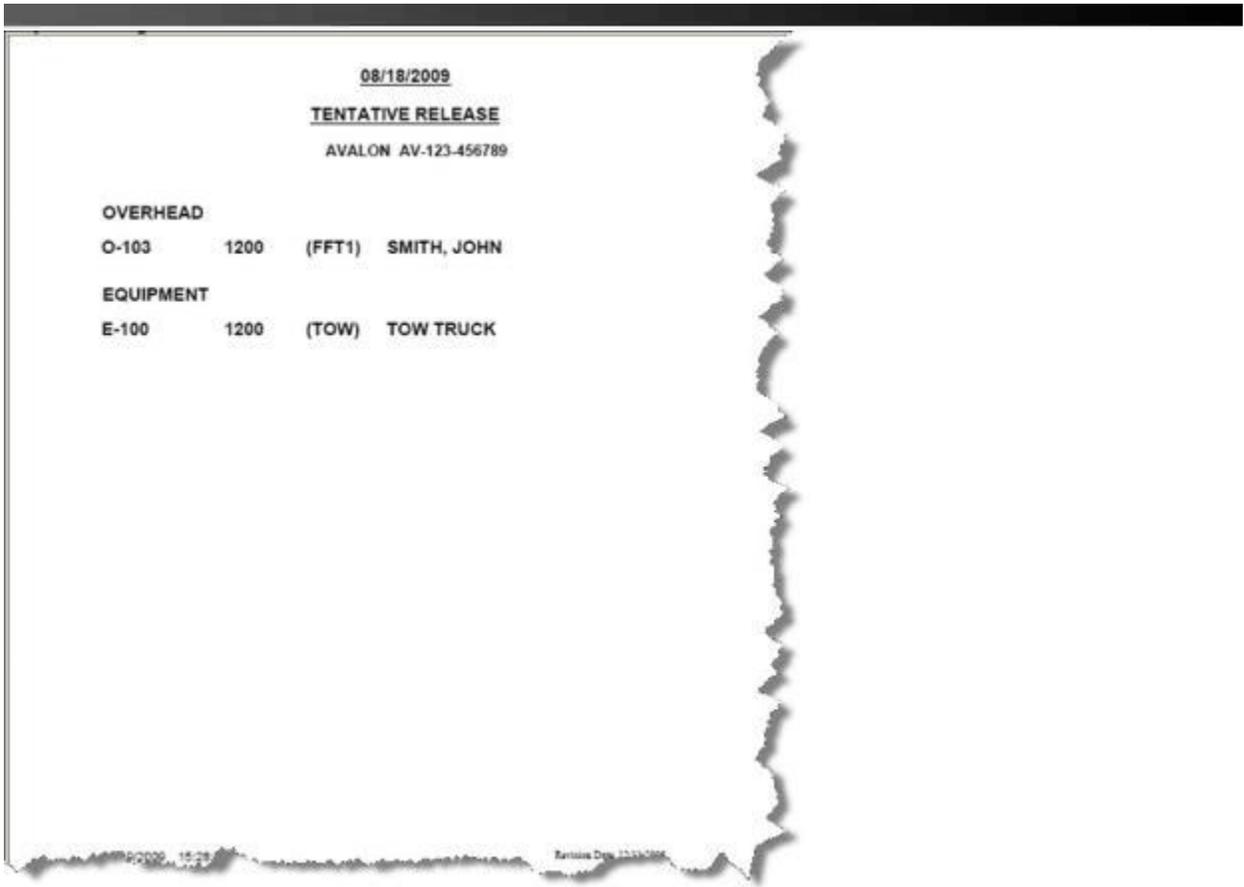


Operation

- Resources: Have a Tentative Release Date/Time and Status does NOT = D.
- Resources Selected in Grid checkbox is NOT checked.
- Filter Status = P to show the potential list for review. (This will only work if the User changes the status of Resources to "P" for Pending Demob).
- Click **Tentative Poster** to view report.
- Click **Print** icon.

OR

- Check **Resources Selected in Grid** Checkbox.
- Highlight all resources in resource grid to appear in the report using the Ctrl key.
- Click **Tentative Poster** to force the system to show those resources in the report.
- Click **Print** icon.



Available for Release

This report is designed for the servicing Dispatch Office. It provides information about resources that have assigned tentative release dates.

This report:

- Creates separate pages based on category: E, C, O, A.
- Resources are listed numerically by Request #.
- Creation date and time are listed on each page.
- Report pages are numbered.
- Reference # is automatically filled in, incrementing each time a report is generated. This provides a unique number that can be used in conversations between the incident and dispatch, ensuring they are talking about the same page.



- Spaces are provided so the user can enter Date/Time Faxed for record keeping.
- Tentative Release Remarks specific to a resource will print below that resource's data.

NOTE: Only resources meeting the following requirements are included in this Report:

- * The resource has a Tentative Release Date and Time.
- * Status = Pending (P).
- * Dispatch Notified checkbox is NOT checked. Once a resource name appears on this report, the "Dispatch Notified" checkbox can be automatically checked to prevent a duplicate of this record from showing on subsequent reports.
- * Clicking Yes in the message box will check the Dispatch Notified box.

Operation

- Resources Selected in Grid checkbox is NOT checked.
- Filter for Status = P to show the potential list for review.
- Click **Available for Release**.
- Click **Print** icon.

OR

- Check **Resources Selected in Grid** checkbox.
- Highlight all resources in resource grid to appear in the report with Control key.
- Click **Available for Release**.
- Click **Print** icon.



Date: 03/22/2010 Time: 10:13 AVAILABLE FOR RELEASE FROG MT-LNF-000001 Page: 1

RESOURCE TYPE: C (C,E,O) Reference #: 1

Request Number	Unit ID	Name	Current Position	Destination (City/ST)	Transportation Type		Available for Release		Reassign		Other Quals
					Air Travel Method	Jetset	Date	Time	YN	Days Left	
C-120		CREW PENDING	HC1				03/16/2010	08:00	N		
Remarks: These are more remarks											

Air Travel Request

This report is designed for the servicing Dispatch Office. It provides air travel reservation information for resources who need flights.

This Report:

- Creates separate page for each resource.
- Report creation date is listed on each page.
- Provides sufficient resource and travel information for Dispatch to provide an airline reservation.
- Notes if the resource is demobing (DEMOB) or would like Dispatch to work on a reassignment (DEMOB Pending Reassignment).

NOTE: Only resources meeting the following requirements are included in this Report:

- * Status=Pending (P)
- * Demobilization Travel Method is A/R or Air.
- * Resource is a person.
- * Air Travel Dispatch checkbox is NOT checked. Once a request report has been generated, the "Dispatch Notified" checkbox can be automatically checked to prevent a duplicate of this record from being generated.
- * Clicking Yes in the message box will check the box

Operation



- Resources Selected in Grid checkbox is NOT checked.
- Click **Air Travel Request**.
- Click **Print** icon.

OR

- Check Resources Selected in Grid checkbox.
- Highlight all resources in resource grid to appear in the report with Control key.
- Click **Air Travel Request**.
- Click **Print** icon.

Date: 01/05/2015 **COMMERCIAL AIR TRAVEL REQUEST** Page

Incident: FROG US-MT-BRF-000000

Request #: O-43 **DEMOB PENDING REASSIGNMEN**

Resource Name: WARREN WEAVER
(Must be name on picture ID)

Unit ID: CA-LPF
State/Unit ID(EX-ID-BOD)

Release To: SAN DIEGO, CA
Demob City/State

Date and Time Available to Leave ICP:	06/26/2014	02:00
	Date	Time
Travel Time from ICP to Airport:	2	10
	Hours	Minutes
DEPART FROM:	TDW / TRADEWIND	RETURN TO: 09W / SOUTH CAPITOL STREET.
	Local Airport	Destination Airport

Travel Questions:

1. Does this person have a rental car to return?	NO
2. Does this person have a picture ID?	NO
3. Does this person have an agency credit card?	NO
4. Does this person need hotel reservations at Demob?	NO
5. Will this person drive themselves home from jetport?	NO
6. Is ground support transportation needed?	NO

Special



ICS 221 Checkout Form

NOTE: Use the Reports/Plans menu to print large quantities of ICS 221 forms. A sort capability is available under that menu.

This report provides a demob check-out sheet for resources and actual demob information for dispatch purposes. The same Actual Demob information can be sent to the servicing Dispatch Office using the Actual Demob report, minus the unit signature portion. Check with the servicing Dispatch Office to discuss which format meets their needs.

This Report:

- Creates separate page for each resource.
- Report creation date is listed on each page.
- Provides a form the resource can take to listed functions to “checkout” of the incident.
- Provides actual demob information to send to the servicing dispatch office, if required in this format.
- Captures resource's actual demob information.

NOTE: Only resources meeting the following requirements are included in this Report:

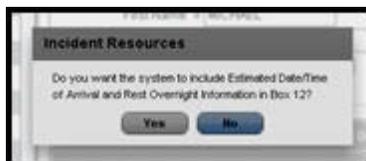
* Status=Pending (P)

* Check-Out Form Printed checkbox is NOT checked.

-- Clicking Yes in the Check-Out Form Printed message box will checkmark the Check-Out Form Printed box.

--Once a form has been generated, the "Check-Out Form Printed" checkbox can be automatically checked to prevent a duplicate of this form from being generated for the same resource.

* To add Release Remarks, Estimated Date/time or Arrival and Rest Overnight Information (RON) in Box 12 (Remarks) on the Checkout form, click Yes in the message box.





NOTE:

- * For Box 12 Remarks (RON data) information to show on the form, it has to be entered in the resources' records, SAVED, and Yes clicked in this message box.
- * If this information is NOT in the resource's record, and if Yes is clicked in the box, the FORMAT will NOT show.
- * Box 12, REMARKS, has been where this information was handwritten before this feature was created. Use of the feature requires editing the record in Demob to input the data.

Operation

- Resources Selected in Grid checkbox is NOT checked.
- Click **Checkout** to generate form(s).
- Click **Print** icon.

OR

- Check Resources Selected in Grid checkbox.
- Highlight all resources in resource grid to create a form with Control key.
- Click **Checkout**.
- Click **Print** icon.

DEMOBILIZATION CHECKOUT		ICS-229
1. INCIDENT NAME/NUMBER	2. DATE/TIME	3. DEMOB NO.
4. UNIT/PERSONNEL RELEASED		
5. TRANSPORTATION TYPE/NO.		
6. ACTUAL RELEASE DATE/TIME	7. MANIFEST YES NO NUMBER _____	
8. DESTINATION	9. AREA/AGENCY/REGION NOTIFIED NAME _____ 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 <input checked="" type="checkbox"/> APPROPRIATE BOX)	
<input type="checkbox"/> LOGISTICS SECTION		
<input type="checkbox"/> SUPPLY UNIT		



Actual Demob

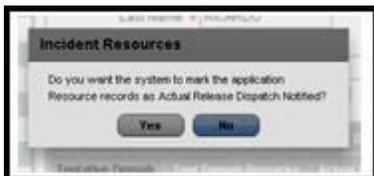
This report is designed for the servicing Dispatch Office. It provides Actual Demob information about resources released from the incident.

This report:

- Creates separate pages based on category: E, C, O, A.
- Resources are listed sequentially by Request #.
- Creation date and time are listed on each page.
- Report pages are numbered.
- Reference # is automatically filled in, incrementing each time a report is generated. This provides a unique number which can be used in conversations between the incident and dispatch, ensuring they are talking about the same page.
- Spaces are provided for Date/Time Faxed to be entered for record keeping.
- All RON locations will be listed, only the last RON location will have the Estimated Arrival Time (to the home unit) listed.
- Remarks are noted below resource data.

NOTE: Only resources meeting the following requirements are included in this Report:

- * The resource has an Actual Release Date.
- * Dispatch Notified checkbox is NOT checked. Once a resource name appears on this report, the "Dispatch Notified" checkbox can be automatically checked to prevent a duplicate of this record from showing on subsequent reports.
- * Clicking Yes in the message box will check the box.



Operation

- Resources Selected in Grid checkbox is NOT checked.
- Click **Actual Demob**.



- Click **Print** icon.

OR

- Check Resources Selected in Grid checkbox.
- Highlight all resources in resource grid to appear in the report with Control key.
- Click **Actual Demob.**
- Click **Print** icon.

Date: 02/02/2010 Time: 10:13

ACTUAL DEMOB
FROG MT-LNF-000001

Page: 1

Request Number	Unit ID	Name	Actual Release		Return Travel Method	Demob City/State	RON Y/N	RON Location	Estimated Arrival	
			Date	Time					Date	Time
O-100		PENDRAGON, MOORED	07/14/2008	0:00			Y			
							Y			
Remarks: These are more remarks										

Ground Support

This report is designed for the Ground Support Unit or the servicing Dispatch Office if they are providing ground transportation to an airport. It identifies resources who need transportation to a departure airport providing flight and time information.

This Report:

- Creates separate pages based on Date transportation is needed.
- Resources are ordered by "Leave ICP Time".
- Creation date and time are listed on each page.
- Report pages are numbered.
- Shows departure Airport.
- Will show departure airline and flight time if that information was entered in each resource's record. Can be handwritten if needed.



- If “Is Ground Support Needed” question in Air Travel Questions is checked YES, without airline information, the resource’s name will still appear on the report. Airline information can be handwritten if needed.

NOTE: Only resources meeting the following requirements are included in this Report:

- * The resource has a Tentative Release Date/Time.
- * Status does not = Demobed (D).
- * Demobilization travel Method is A/R or AIR.
- * Is Ground Support Needed question in Air Travel Questions is checked YES.

Operation

- Resources Selected in Grid checkbox is NOT checked.
- Click **Ground Support**.
- Click **Print** icon.

OR

- Check Resources Selected in Grid checkbox.
- Highlight all resources in resource grid to appear in the report with Control key.
- Click **Ground Support**.
- Click **Print** icon.

Date: 02/18/2010 **GROUND SUPPORT REPORT** Page: 1
FROG MT-LNF-000001

TO: GROUND SUPPORT
FROM: DEMOB

The following persons need ground support transportation on 02/25/2010

NAME	LEAVE ICP TIME	AIRPORT	AIRLINE	FLIGHT TIME
MCDOWELL, MICK	09:00	SPOKANE INT	DELTA	12:00





Demob Reports

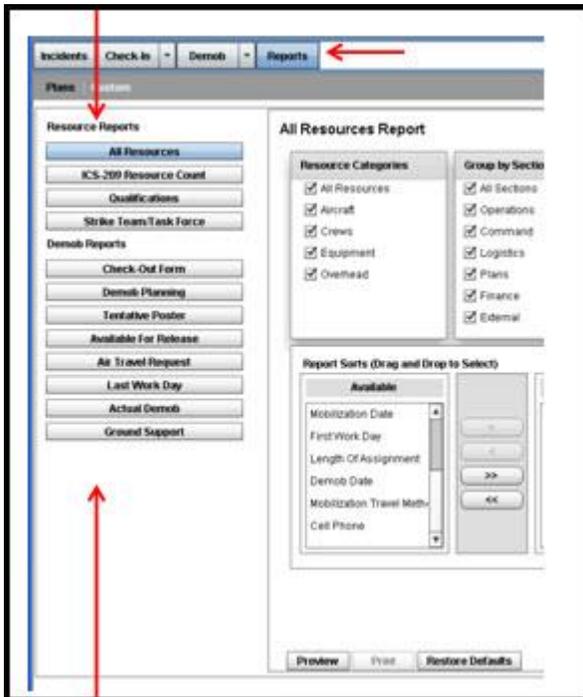
Follow the steps in this section to print Demob Reports:

NOTE: General Report Characteristics--

- All Reports can be Previewed and Printed. Previewing every report before printing will ensure the report is returning the information desired. Readjust the sorts and filters, then preview, until the desired data is returned in the report.
- Some reports have buttons to Restore Default settings. This will reset the filter and sort areas back to default status.
- Most reports have checkboxes, Drag and Drop or shuttle arrows which move data field selections back and forth. Highlight an item and drag it from Available and drop in Selected or use the arrows.
- Every report has an instruction screen which can show or be hidden. Specific requirements for reports/forms are noted in these instructions.
- Using as few as possible sort criteria returns better results. Otherwise the criteria may be so limiting that the results are not useful or cannot be returned.
- Printing Demob reports/forms can be forced by clicking the checkbox for Resource Selected in the Grid from the Demob screen.

1. From the Home page click the **Incidents** button.
2. Select an **Incident** or **Incident Group**.
3. Click **Reports** on the main toolbar.
4. Select **Plans** from the sub-menu.
5. Select one of the following options to generate the identified report:
 - Check-Out Form Report ([See Check-Out Form Report](#))
 - Demob Planning Report ([See Demob Planning Report](#))
 - Tentative Poster Report ([See Tentative Poster Report](#))
 - Available For Release ([See Available For Release Report](#))
 - Air Travel Request ([See Air Travel Request Report](#))
 - Last Work Day ([See Last Work Day Report](#))
 - Actual Demob ([See Actual Demob Report](#))

- Ground Support ([See Ground Support Report](#))



Check-Out Form Report

This option prints a demobilization Check-Out Form. Use this report to print large quantities of ICS221 Checkout Forms for specific categories. This report provides a demob sign-out sheet for resources and actual demob information for dispatch purposes. The same Actual Demob information can be sent to the servicing Dispatch Office using the Actual Demob Report, minus the unit signature portion.

To print a few resources' ICS221 Checkout Forms, click Demob, Click Resources Select in Grid checkbox, select resources, click Check-Out Form button.

NOTE: This report:

- * Creates separate page for each resource.
- * Report creation date is listed on each page.
- * Provides a form the resource can take to listed functions to “checkout” of the incident.
- * Provides actual demob information to send to the servicing dispatch office in this format if required.



NOTE: Only resources with a Status = Pending (P) and Check-Out Form Printed checkbox is NOT checked will be included. (Clicking Yes in the Check-Out Form Printed message box will checkmark the Check-Out Form Printed message box will automatically checkmark the Check-Out Form Printed box.)

1. From the report selection panel on the left under Demob Reports, click the **Check-Out Form** button.
2. Select data fields from the Available box on the left and click the > arrow to move them to the Selected box. To include all data fields, click the >> arrow.

NOTE: Data fields can also be moved from the Available to the Selected box by dragging and dropping it in the Selected box.

3. To include **Strike Team/Task Force Components**, click the checkbox.
4. Click **Preview** to preview the report before printing.



DEMOBILIZATION CHECKOUT		ICS-221
1. INCIDENT NAME/NUMBER RIVER US-MT-BDF-003810	2. DATE/TIME	3. DEMOB NO. E-89
4. UNIT/PERSONNEL RELEASED ENGINE - T1 - 7411		
5. TRANSPORTATION TYPE/NO.		
6. ACTUAL RELEASE DATE/TIME	7. MANIFEST YES NO NUMBER _____	
8. DESTINATION _____	9. AREA/AGENCY/REGION NOTIFIED NAME <u>CA</u> 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		
221 ICS 1/83		

NOTE:

- * Once a form has been generated, the "Check-Out Form Printed" checkbox can be automatically checked to prevent a duplicate of this form from being generated for the same resource.
- * If the record needs to be printed again: • return to the Demob process, • select the record, • uncheck the Check-Out Form Printed checkbox, • click Save, • click Resource Selected in Grid checkbox to reprinted only that resource's ICS 221, • click Checkout Form, • Check-Out Form Printed question will be asked again,



answer appropriately.

* To add Release Remarks, Estimated Date/Time or Arrival and Rest Overnight Information (RON) in Box 12 (Remarks) on the Checkout form, click Yes in this message box.

The screenshot shows a software interface. At the top, a dialog box titled "Incident Resources" is open, displaying the text "Do you want the system to include Estimated Date/Time of Arrival and Rest Overnight Information in Box 12?" with "Yes" and "No" buttons. Below the dialog box, a text area labeled "12. REMARKS" contains the following text: "Release Remarks: will be catching a ride when the bus drops him off", "Estimate Date of Arrival: 02/15/2013 2200", and "Rest Overnight Locations: [BOISE ID]". At the bottom left of the form, the text "221 ICS 1/83" is visible.

NOTE:

* For Box 12 Remarks information to show on the form, it has to be entered in the resources' records, SAVED, and Yes clicked in this message box.

* If this information is NOT in the resource's record, and if Yes is clicked in the box, the FORMAT will NOT show.

* Box 12, REMARKS, has been where this information was handwritten before this feature was created. Use of the feature requires entering the resource record (Demob Data tab) to input the data.

Demob Planning Report

This option prints a Demob Planning Report. This report contains similar information as the All Resource Report, however fields are more demob specific. The report can be filtered and sorted several ways. Use this report to confirm/add/edit resource information in preparation for demob. The report can be given to incident managers to write in Tentative Release Date/Time and Reassignment information in preparation for demob.

NOTE: This report:

* Provides the Category(s), the Section(s), and the Resource Status(s) to be included in the report.

* Provides various sorts using the shuttle box to choose how a report will be sorted. Use less rather than more sort criteria.



* Check the Strike Team/Task Force Components to include subordinate records. The report will contain only Strike Teams and Task Forces that are currently active (e.g., Status = "C" or "P").

* Includes sub-totals for the first sort selected in the shuttle box, click to check the Subtotals on First Sort checkbox. Whatever data field is first in the Selected list, will show sub-totals.

* Provides a checkbox for Group by Subsection

1. From the report selection panel on the left under Demob Reports, click the **Demob Planning Report** button.
2. Under **Resource Categories**, select the Categories to include in the report. Categories can include: All Resources, Aircraft, Crews, Equipment, and Overhead.
3. Under **Group by Section**, select the sections to include in the report. Sections can include: All Sections, Operations, Command, Logistics, Plans, Finance, and External.
4. Under **Resource Status**, select the status codes to include in the report. Only Resources with the selected Status Codes will be included in the report. Status options include: All Statuses, Checked-In, Demobed, Reassigned, Pending Demob, Filled.
5. Select the sort options to include in the report from the **Report Sorts** box and click the > arrow to move them to the Selected box. To include all Sorts, click the >> button.

NOTE: Data fields can also be moved from the Available to the Selected box by dragging and dropping it in the Selected box.

6. To include Strike Team/Task Force Components on the report, click the **Include Strike Team/Task Force Components** checkbox.
7. If one or more sorts are selected, include subtotals on the first sort by checking the **Subtotals on First Sort** checkbox. If this option is checked, the Sub-Total section will show on the report along with the name of the item associated with the sub-total, the total number of records and the total number of personnel associated with the sub-total.
8. Click **Preview** to preview the report before printing.
9. To Restore Defaults, click the **Restore Defaults** button.



Date: 10/09/2014		Time: 13.53		Demob Planning Report				Page: 1					
RIVER CA-LPF-003810													
Request Number	Resource Name / Leader Name / Other Quals	Item Code	Status	Agency	Unit ID	Demob Travel Method	Demob City	Demob State	Last Work Day	Days Left	Tentative Release Date	Time	Reassign
Aircraft Resource													
OPERATIONS													
A-1	HELICOPTER - T2S - CDF	HEL2	F	CA	CA-BEU								N
A-8	HELICOPTER - T2S - CDF	HEL2	F	CA	CA-TCU								N
A-9	HELICOPTER - T2S - 933CH	HEL2	F	ID	ID-FCF								N
A-10	HELICOPTER - T2S - 58AH	HEL2	F	ID	ID-FCF								N
A-11	FIXED WING - AIR TACTICAL	AA	F	CA	CA-R05								N
A-15	FIXED WING -	FWO	F	CA	CA-R05								N
A-16	AIRTANKER - T3ME - CDF 80	AT	F	CA	CA-BEU								N
A-17	AIRTANKER - T3ME - CDF 81	AT	F	CA	CA-BEU								N
A-20	HELICOPTER - T2S - 206HQ	HEL2	F	ID	ID-FCF								N
A-21	HELICOPTER - T2S - 17HX	HEL2	F	ID	ID-FCF								N
A-23	HELICOPTER - T1L - 090RH	HEL1	F	ID	ID-FCF								N
A-24	HELICOPTER - T1L - 191CH	HEL1	F	ID	ID-FCF								N

Tentative Poster

This option prints a Tentative Poster. This report can be printed or made into a poster format for distribution or posting throughout the incident to notify resources of their Tentative Release information.

NOTE: This report:

- * Creates a page for each different Tentative Release date.
- * On that page, creates a separate section for each category of resource: O, E, C, A, within that date.
- * Groups resources with the same Tentative Release time.
- O resources with the same Tentative Release Time are arranged alphabetically by Last Name.
- E, C, and A resources with the same Tentative Release Time are listed numerically by Request #.
- * Shows incident qualification Item Code.
- * Date/time stamps and numbers each page.



1. From the report selection panel on the left under Demob Reports, click the **Tentative Poster** button.
2. Enter a **Start Date** or select from the calendar to the right.
3. Enter an **End Date** or select from the calendar to the right.
4. To **Include Strike Team/Task Force Components**, click the checkbox.
5. Click **Preview** to preview the report before printing.

NOTE:

Only resources meeting the following requirements are included in this Report.
--Resource has a Tentative Release Date and Time.
--Tentative Release Date is within the specified date range.
--The Status is not Demobed (D).

<u>10/01/2014</u>			
<u>TENTATIVE RELEASE</u>			
RIVER US-MT-BDF-003810			
OVERHEAD			
O-31	1200	(TFLD)	BRAD, BRANDT

Available for Release Report

This option prints an Available for Release Report. This report is designed to be sent (email/FAX) to the servicing Dispatch Office. It provides information about resources which are being released from the incident. An Available for Release date and time are provided, giving the Dispatch Office a heads up on demobing resources.

NOTE: This report:

- * Creates separate pages based on category: E, C, O, A.
- * Resources are listed numerically by Request #.
- * Creation date and time are listed on each page.
- * Report pages are numbered.



* Reference # is automatically filled in, incrementing each time a report is generated. This provides a unique number which can be used in conversations between the incident and dispatch, ensuring they are talking about the same page.

* Spaces are provided for Date/Time Faxed to be entered for record keeping.

* Tentative Release Remarks specific to a resource will print below that resource's data.

NOTE: Only resources meeting the following requirements are included in this report:

* The resource has a Tentative Release Date and Time.

* Status = Pending (P).

* Dispatch Notified checkbox is NOT checked. Once a resource name appears on this report, the "Dispatch Notified" checkbox can be automatically checked to prevent a duplicate of this record from showing on subsequent reports.

--If the record needs to be sent again

-- return to the Demob process,

--select the record,

--uncheck the Dispatch Notified checkbox,

--click Save,

OR

--click Resource Selected in Grid checkbox to send only that resource's release information,

Then

--click Available for Release,

--Dispatch Notified question will be asked again, answer appropriately.

* Clicking Yes in the message box will check the Dispatch Notified box.

1. From the report selection panel on the left under Demob Reports, click the **Available for Release** button.
2. For a new report click the **New Report** radio button.
3. To include **Strike Team/Task Force Components**, click the checkbox.
4. Click **Print/Preview** to preview or print the report.



AVAILABLE FOR RELEASE

RIVER US-MT-BDF-003810

Date: 10/09/2014 Time: 14:47 Page 1

RESOURCE TYPE: (A,C,E,O) Reference #: 201

Request Number	Unit ID	Name	Current Position	Destination (City/ST)	Transportation Type		Available for Release		Reassign		Other Quals
					Rtn	Trvl M	Date	Time	Y/N	Days Left	
0-5	CA-LPF	STEIDLEY, SCOTT	DIVS	SANTA MARIA, CA	AIR	SFO	06/25/2014	10:00	Y	0	

Air Travel Request

This option prints an Air Travel Request Report. This report is designed to be sent (emailed/FAXed) to the servicing Dispatch Office. It provides air travel reservation information for resources who need airline flights.

NOTE: This report:

- * Creates separate page for each resource.
- * Report creation date is listed on each page.
- * Provides sufficient resource and travel information for Dispatch to provide an airline reservation.
- * Notes if the resource is demobing (DEMOB) or would like Dispatch to work on a reassignment (DEMOB Pending Reassignment). If there is no reassignment, Dispatch can choose to make demob arrangements as indicated by the Airline Travel Request data.
- Remaining work days are noted.
- Other Quals are noted.
- * Special Instructions are noted.

NOTE: Only resources meeting the following requirements are included in this Report:

- * Status=Pending (P)
- * Demobilization Travel Method is A/R or Air.
- * Resource is a person.
- * Air Travel Dispatch checkbox is NOT checked. Once a request report has been generated, the "Dispatch Notified" checkbox can be automatically checked to prevent a duplicate of this record from being generated.
- If the record needs to be sent again:
 - * return to the Demob process,
 - * select the record,
 - * uncheck the Dispatch Notified checkbox,
 - * click Save,



OR

* click Resource Selected in Grid checkbox to send only that resource's air travel data.

Then

* click Air Travel Request,

* Dispatch Notified question will be asked again, answer appropriately.

• Clicking Yes in the message box will check the box.

1. From the report selection panel on the left under Demob Reports, click **the Air Travel Request** button.
2. Click **Preview** to preview the report before printing.



Date: 01/05/2015

COMMERCIAL AIR TRAVEL REQUEST

Page 1

Incident: FROG US-MT-BRF-000000

Request #: O-43

DEMOB PENDING REASSIGNMENT

Resource Name: WARREN WEAVER
(Must be name on picture ID)

Unit ID: CA-LPF
State/Unit ID(EX-ID-BOD)

Release To: SAN DIEGO, CA
Demob City/State

Date and Time Available to Leave ICP:	06/26/2014	02:00
	<small>Date</small>	<small>Time</small>
Travel Time from ICP to Airport:	2	10
	<small>Hours</small>	<small>Minutes</small>
DEPART FROM:	TDW / TRADEWIND	RETURN TO: 09W / SOUTH CAPITOL STREET
	<small>Local Airport</small>	<small>Destination Airport</small>

Travel Questions:

- | | |
|---|----|
| 1. Does this person have a rental car to return? | NO |
| 2. Does this person have a picture ID? | NO |
| 3. Does this person have an agency credit card? | NO |
| 4. Does this person need hotel reservations at Demob? | NO |
| 5. Will this person drive themselves home from jetport? | NO |
| 6. Is ground support transportation needed? | NO |

Special

Reassignment Information:

Last Date Available to Work:	06/30/2014
Reassignment Quals:	



Last Work Day

This option prints a Last Work day Report. This report is designed to provide planning information regarding the last work day of assigned resources so replacements can be ordered or different demob arrangements made.

NOTE: This report:

- * Has several ways it can be grouped.
- * Can choose all or specific sections to show on the report.
- * Can include all dates or can be narrowed with a date range.
- * Can be sorted using Item Code, Name, Request Category, or Request #.
- * Include or not, Strike Teams/Task Force Components.
- * Will only show resources which have a Last Work Day computation.

NOTE: Only resources with a Last Work Day computation will show on this report. Using the Check-in or Demob screen, locate resources to add Last Work Day data to enable their record to show in this report.

1. From the report selection panel on the left under Demob Reports, click the **Last Work Day** button.
2. Under **Grouping**, select the Categories to include in the report. Categories can include: Date/Resource Category, Section/Date and Section/ Resource Category/Date.
3. Under **Show Sections**, select the Categories to be included in the report. Categories can include: All Sections, Operations, Command, Logistics, Plans, Finance, External.
4. Enter the **Start Date** or select from the calendar to the right.
5. Enter the **End Date** or select from the calendar to the right.
6. To include all dates, click the **Include All Dates** checkbox.
7. Select the sort options to include in the report from the **Report Sorts** box and click the > arrow to move them to the Selected box. To include all Sorts, click the >> button.

NOTE: Data fields can be moved from the Available to the Selected box by dragging and dropping it in the Selected box.

8. To include Strike Team/Task Force Components, click the **Include Strike Team/Task Force Components** checkbox.



9. Click **Preview** to preview the report before printing.
10. To restore defaults click the **Restore Defaults** button.

Last Work Day Report			Page 1 of 4
Incident: RIVER US-MT-BDF-003810			
Includes All Dates			
05/29/2014			
OVERHEAD			
FOBS	O-11	CLARK, RANDY	
05/30/2014			
OVERHEAD			
LSC2	O-100.7	STEIN, HARRY	
05/31/2014			
CREWS			
HC2	C-11	NW REGS #3	
EQUIPMENT			
BUS	E-20	BIG CITY BUS TRANSPORT (SRV#44)	
OVERHEAD			
STCR	O-51	DELL, MARILEE	
STCR	O-52	HIDAHL, LANCE	
STCR	O-53	MCDOWELL, MICHAEL	
06/01/2014			
CREWS			
HC2	C-12	SRV #44	
EQUIPMENT			
DOZ1	E-12	H&R TRACTOR #3	
OVERHEAD			
OSC2	O-100.3	BONWELL, JAY	
06/02/2014			
CREWS			
HC2	C-13	N. PACIFIC FORESTRY #6	
06/24/2014			
CREWS			
HC2	C-11	COPPER 2	
OVERHEAD			
SECM	O-26	KERRINGTON, KERMIT	
SOFR	O-9	JARVIS, JON	
06/25/2014			
CREWS			
HC1	C-6	RIO BRAVO IHC	
HCS1	C-5	S/T 140F	
OVERHEAD			
DIVS	O-22	CURTIS, CARMELA	



Actual Demob

This option prints an Actual Demob report. This report is designed to be sent (email/FAX) to the servicing Dispatch Office. It provides Actual Demob information about resources which have been released from the incident.

NOTE: This report:

- * Creates separate pages based on category: E, C, O, A.
- * Resources are listed numerically by Request #.
- * Creation date and time are listed on each page.
- * Report pages are numbered.
- * Reference # is automatically filled in incrementing each time a report is generated. This provides a unique number which can be used in conversations between the incident and dispatch, ensuring they are talking about the same page.
- * Spaces are provided for Date/Time Faxed to be entered for record keeping.
- * All RON locations will be listed, only the last RON location will have the Estimated Arrival Time (to the home unit) listed.
- * Remarks are noted below resource data.

NOTE: Only resources meeting the following requirements are included in this Report:

- * The resource has an Actual Release Date
- * Dispatch Notified checkbox is NOT checked. Once a resource name appears on this report, the "Dispatch Notified" checkbox can be automatically checked to prevent a duplicate of this record from showing on subsequent reports.
- * If the record needs to be sent again:
 - return to the Demob process,
 - select the record,
 - uncheck the Dispatch Notified checkbox,
 - click Save,
- OR
- click Resource Selected in Grid checkbox to send only that resource's Actual Demob data.
- Then
- click Actual Demob,
- Dispatch Notified question will be asked again, answer appropriately.
- * Clicking Yes in the message box will check the box.

1. From the report selection panel on the left under Demob Reports, click the **Actual Demob** button.
2. To **Include Strike Team/Task Force Components**, click the checkbox.



3. Click **Preview** to preview the report before printing.

Date 10/09/2014		Time: 14:51		ACTUAL DEMOB				Page 1		
RIVER US-MT-BDF-003810										
Request Number	Unit ID	Name	Actual Release		Return Travel Method	Demob City/State	RON Y/N	RON Location	Estimated Arrival	
			Date	Time					Date	Time
C-19	CA-TCU	CREW S/T - T1 - 9480G	09/05/2014	0000			Y	BOISE , ID		
Remarks:										

Ground Support

This option prints a Ground Support Report. This report is designed to be sent (hand deliver/email/FAX) to the incident Ground Support Unit or the servicing Dispatch Office if they are providing ground transportation to an airport. It identifies resources who need transportation to an airport providing flight and time information.

NOTE: This report:

- * Creates separate pages based on Date transportation is needed.
- * Resources are ordered by "Leave ICP Time".
- * Creation date and time are listed on each page.
- * Report pages are numbered.
- * Shows departure Airport.
- * Will show departure airline and flight time if that information was entered in each resource's record. Can be handwritten if needed.
- If "Is Ground Support Needed" question in Air Travel Questions is checked YES, without airline information, the resource's name will still appear on the report. Airline information can be handwritten if needed.

NOTE:

- * Only resources meeting the following requirements are included in this Report:
- * The resource has a Tentative Release Date/Time.
- * The Tentative Release Date is within the specified date range.
- * Status does not = Demobed (D).
- * Demobilization Travel Method is Air.
- * Is Ground Support Needed question in Air Travel Questions is checked YES.

1. From the report selection panel on the left under Demob Reports, click the **Ground Support Report** button.
2. Enter a **Start Date** or select from the calendar to the right.



3. Enter an **End Date** or select from the calendar to the right.
4. To **Include Strike Team/Task Force Components**, click the checkbox.
5. Click **Preview** to preview the report before printing.

Date 10/09/2014	GROUND SUPPORT REPORT RIVER MT-BDF-003810	Page 1		
TO: GROUND SUPPORT				
FROM: DEMOB				
The following persons need ground support transportation on		10/01/2014		
NAME	LEAVE ICP TIME	AIRPORT	AIRLINE	FLIGHT TIME
BRAD, BRANDT	0000			



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