



**Unit 7 – DEMOB Instructor Exercise Notes**

**2016**

**Resource Demob Information**

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

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

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 (AOBD)	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**

Review 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, 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 to 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 HO-2, HO-3 and the student exercise information to complete the records for Task 4.) 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 the students have been working on to generate an ICS 221 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 ICS 221 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.