



DEMOB

Version 2.0.1

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Demob Overview

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Manage Demob Settings

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

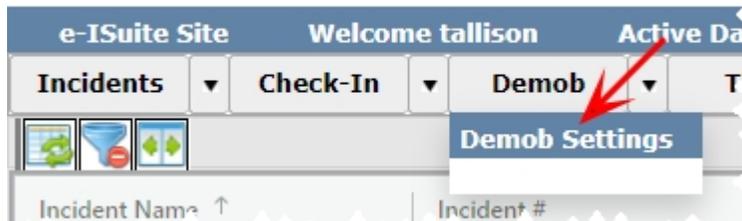
NOTE: Customizing the Check-Out Form (ICS221) and editing the Air Travel Questions should be done before any resources are demobed from an incident. Edits to settings can be made during the incident.

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.



Demob

Edit Incident Demob Settings

Incident: HOPE VALLEY

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

Customize Check-Out Form (ICS-221)

Logistics Section

- Supply Unit Move Up
Move Down
- Communications Unit
- Facilities Unit
- Ground Support Unit

Finance Section

- Time Unit Move Up
Move Down

Planning Section

- Documentation Unit Move Up
Move Down
- Demob Unit

Other Section

- Security Unit Move Up
Move Down
-
-

Save Cancel Close

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 selecting the section and clicking **Move Up** or **Move Down**.
8. Identify the units to include in the **Other Section** by clicking one of the Other Section checkboxes. If the checkbox does not have a label, enter a label for the checkbox in the blank field.
9. Change the order in which the checkboxes display in the **Other Section** by selecting the section and clicking **Move Up** or **Move Down**.
10. Click **Save**.
11. Click the **Air Travel Questions** tab.

NOTE: Air Travel Questions to use for each incident should be selected before entering demob data.



Demob

- 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, as needed.

12. To display an Air Travel question on the Air Travel Request Form 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 **Close** to close the pop-up box.

NOTE: The following will occur when the user selects "**Yes**" to the following standard air travel questions:

- **Ground Support** will indicate that the resource on the Ground Support Report needs the incident to provide transportation from the incident to the departure airport.
- **Resource driving home** after a flight will indicate to the Dispatch Center that flights should be avoided that will cause the resource to exceed allowable travel hours. Under the Tentative Demob Remarks, the drive time for the resource to reach home can be noted.
- **Rental car** will provide an additional field asking for the airport from which



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the vehicle was rented, which allows the Dispatch Center to provide a return flight from that same airport.

- **Picture ID** reminds Check-In and Demob personnel to double check the Picture ID field on the Demob Data screen. The default name displays in First Name, Last Name order and is from IROC. If the name is not the same one that is on the resource's ID, enter the name as it appears on the ID card that the resource plans to show at the airport.
- **Hotel Reservation Needed** notifies the 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.
- **Agency Credit Card** indicates the resource can pay for any travel expenses.

Edit Incident Demob Settings

Incident: HOPE VALLEY

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

Add **Delete**

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

Add/Edit Question
Yes/No Question? Display

Save **Cancel** **Close**

Tentative Demob

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

1. Click the **Demob** button.



2. The resource grid displays.
3. Select an existing Resource from the Resources grid.
4. Select the **Demob Data** tab.

NOTE: Tentative Poster and Available for Release Reports will only include data for resources with a "P" Status. Changing the Status of a resource to P is part of the Tentative Demob process.

5. The **Demobilization Travel Method** will default to the Check-In Mobilization Travel Method. If needed, change the data in this field by selecting the appropriate Demobilization Travel Method from the drop-down list.
 - If the Demobilization Method is **AR** or **REN**, enter the location where the rental vehicle was obtained in the **Rental Location** field.
 - If Demobilization Travel Method is **AIR** or **AR**, an Air Travel Request Form can be generated for flight arrangements.
 - If the resource came by one travel method and 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 **AR**, the **Air Travel** and **Air Travel Questions** options will not appear in the menu bar.

6. 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.



Demob

7. Enter a **Tentative Release Date** or select a date from the calendar. This is the date the resource is available to leave the incident.
8. 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.

NOTE: Data on the Tentative Poster report will be arranged based on the **Tentative Release Date** and **Tentative Release Time**.

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 checkboxes being checked prevents sending duplicate information to dispatch. Should the resource need to be included in another report or another ICS 221 printed, uncheck the box and click **Save**.

OR

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

10. **Checkout Form Printed** check box.

- When the ICS 221 Checkout Form is printed, a message displays asking whether to mark the applicable resource records as "Checkout Form Printed." If the user selects "Yes," the system will automatically check the Checkout Form Printed checkbox. This question only displays the first time an ICS 221 Checkout Form is printed for a resource. To reprint the form, uncheck the Checkout Form Printed checkbox and click **Save**.

If the user selects "No," the Checkout Form Printed checkbox will not be checked.

11. **Dispatch Notified** checkbox.

- When the Available for Release Report is generated, a message displays asking whether to automatically check the Dispatch Notified checkbox. If the user selects "Yes" for all resources that appear on the report, the Dispatch Notified checkbox is automatically checked.



Demob

The system passes over all records that have this checkbox checked to avoid duplication in future reports.

If the user selects "No" the Dispatch Notified checkbox is not checked. This allows the resource to be listed again when an Available for Release Report is generated. This resource will appear in the report, provided the report parameters are met.

12. Enter comments that pertain to making travel arrangements in the **Tentative Remarks** 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.

Accounting Code: 1199 | Last Name: ARMSTRONG | Unit ID: WA-ABDN
Request Number: O-100 | First Name: NEAL | Agency: USFS
Status: C | Cell Phone #: | Mobilization Date: mm/dd/yyyy
Person: | Item Code: AVIN | Check-In Date: 02/11/2020
Invoice OF-286: | Trainee: | Check-In Time: 0600
Item Name: AVIATION INSPECTOR | Actual Release Date: mm/dd/yyyy
Actual Release Time: |

Check-In Data | **Demob Data** | Air Travel Data | Air Travel Questions | Time Data | Cost Data

Tentative Demob
Demob Travel Method: AR | Available for Reassignment:
Rental Location: BUDGET | Checkout Form Printed:
Tentative Release Date: 02/11/2020 | Dispatch Notified:
Tentative Release Time: 0600 | Tentative Demob Remarks: [Text Box]

Actual Demob
Estimated Date of Arrival: mm/dd/yyyy | Actual Demob Remarks: [Text Box]
Estimated Time of Arrival: |
Dispatch Notified:
Rest Overnight:

Save | Save and Roster | Cancel | Roster Resources

3. If the Demobilization Travel Method is **Air** or **AR**, select the **Air Travel Data** sub-tab (tab will only display if Travel Method is AIR or AR).

- **Name on Picture ID**
 - If there was an IROC Import or a name was entered at Check-In, the system defaults the **Name on Picture ID** to that name. The name in



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the **Name on Picture ID** field must display exactly as it appears on the resource's 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 printing an Air Travel Request form, a message displays asking whether to check the Air Travel to Dispatch checkbox for the resource(s). Select "Yes," to automatically check this checkbox. 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 then the **Air Travel Request** button to reprint the form.

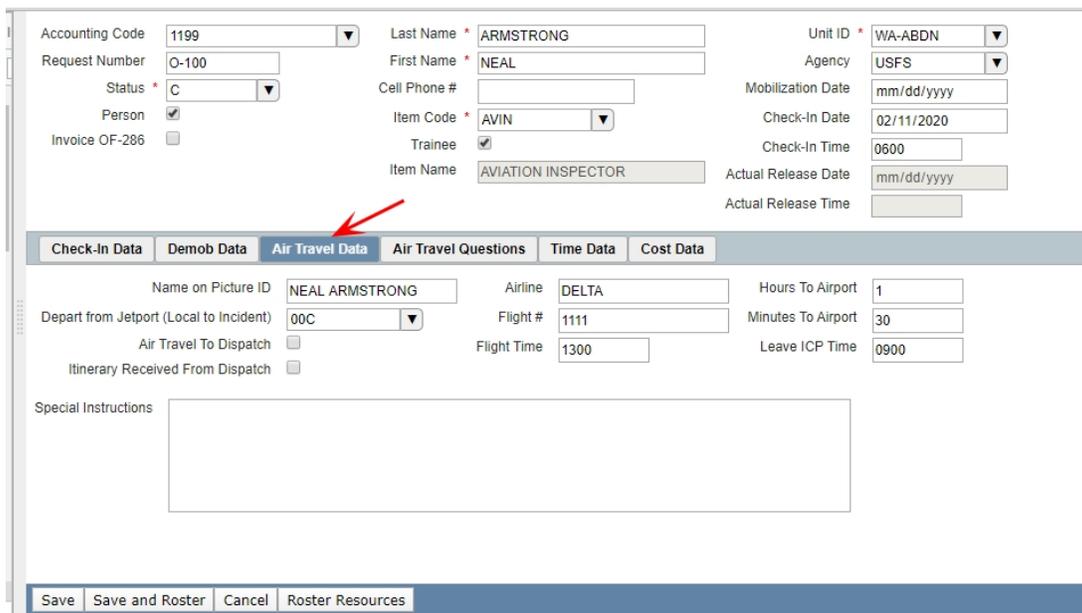
If the user selects "No," the Air Travel to Dispatch checkbox will not be checked.

- **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, completed 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 first leg flight number.
 - Flight Time: Enter initial flight time.
 - NOTE: Airline name and Flight Time will display on the Ground Support Report. Airline Flight # does not display.

- **Hours and Minutes to Airport:**
 - Enter 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.

- **Special Instructions:**
 - Enter remarks pertinent to the resource's travel needs/plans.
 - These remarks will appear on the Air Travel Request Form. (EX: Resource has sprained right knee, needs an aisle seat.)



The screenshot shows a web-based form for Air Travel Data. The 'Air Travel Data' tab is selected and highlighted with a red arrow. The form contains the following fields:

- Accounting Code: 1199
- Request Number: O-100
- Status: C
- Person:
- Invoice OF-286:
- Last Name: ARMSTRONG
- First Name: NEAL
- Cell Phone #: [Empty]
- Item Code: AVIN
- Trainee:
- Item Name: AVIATION INSPECTOR
- Unit ID: WA-ABDN
- Agency: USFS
- Mobilization Date: mm/dd/yyyy
- Check-In Date: 02/11/2020
- Check-In Time: 0600
- Actual Release Date: mm/dd/yyyy
- Actual Release Time: [Empty]

Below the tabs, the 'Air Travel Data' section includes:

- Name on Picture ID: NEAL ARMSTRONG
- Airline: DELTA
- Hours To Airport: 1
- Depart from Jetport (Local to Incident): 00C
- Flight #: 1111
- Minutes To Airport: 30
- Air Travel To Dispatch:
- Flight Time: 1300
- Leave ICP Time: 0900
- Itinerary Received From Dispatch:
- Special Instructions: [Empty text area]

At the bottom, there are buttons for Save, Save and Roster, Cancel, and Roster Resources.

14. If the Demobilization Travel Method is **Air** or **AR**, select the **Air Travel Questions** sub-tab (tab will only display if Travel Method is AIR or AR):



Demob

NOTE: The following 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 these questions yield the following results:
 - **Ground Support** will indicate that the resource on the Ground Support Report needs the incident to provide transportation from the incident to the departure airport.
 - **Resource driving themselves home after a flight** will indicate to the Dispatch Center that flights should be avoided that will cause the resource to exceed allowable travel hours. Under the Tentative Demob Remarks, the drive time for the resource to reach home can be noted.
 - **Rental car** will provide an additional field asking for the airport from which the vehicle was rented, which allows the Dispatch Center to provide a return flight from that same airport.
 - **Picture ID** reminds Check-In and Demob personnel to double check the Picture ID field on the Demob Data screen. The default name displays in First Name, Last Name order and is from IROC. If the name is not the same one that is on the resource's ID, enter the name as it appears on the ID card that the resource plans to show at the airport.
 - **Hotel reservation needed** notifies the 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.
 - **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.

15. Click **Save**.



Demob

Accounting Code	1199	Last Name *	ARMSTRONG	Unit ID *	WA-ABDN
Request Number	O-100	First Name *	NEAL	Agency	USFS
Status *	C	Cell Phone #		Mobilization Date	mm/dd/yyyy
Person	<input checked="" type="checkbox"/>	Item Code *	AVIN	Check-In Date	02/11/2020
Invoice OF-286	<input type="checkbox"/>	Trainee	<input checked="" type="checkbox"/>	Check-In Time	0600
		Item Name	AVIATION INSPECTOR	Actual Release Date	mm/dd/yyyy
				Actual Release Time	

Check-In Data | **Demob Data** | **Air Travel Data** | **Air Travel Questions** | **Time Data** | **Cost Data**

Check if answer is Yes

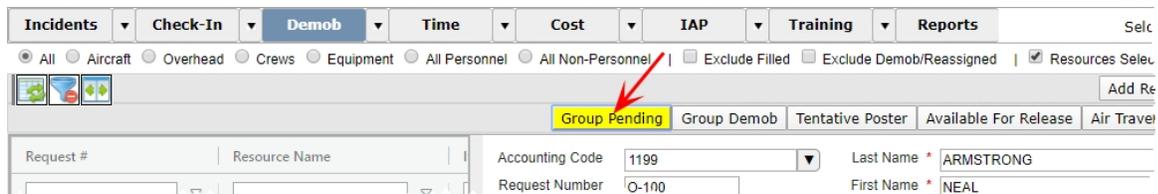
- Is ground support transportation needed?
- Will this person drive themselves home from jetport?
- Does this person have a rental car to return?
- Does this person have a picture ID?
- Does this person need hotel reservations at Demob?
- Does this person have an agency credit card?

Save | Save and Roster | Cancel | Roster Resources

Group Pending Demob

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

1. Click the **Demob** button.
2. The Resource grid displays.
3. Select multiple Resources from the Resource grid.
4. Click the **Group Pending** button.



The screenshot shows a software interface with a top navigation bar containing tabs for Incidents, Check-In, Demob, Time, Cost, IAP, Training, and Reports. Below the navigation bar is a filter section with radio buttons for All, Aircraft, Overhead, Crews, Equipment, All Personnel, and All Non-Personnel, along with checkboxes for Exclude Filled, Exclude Demob/Reassigned, and Resources Selected. A 'Group Pending' button is highlighted in yellow, with a red arrow pointing to it. Below the filter section is a form with fields for Request #, Resource Name, Accounting Code (1199), Request Number (O-100), Last Name (ARMSTRONG), and First Name (NEAL).

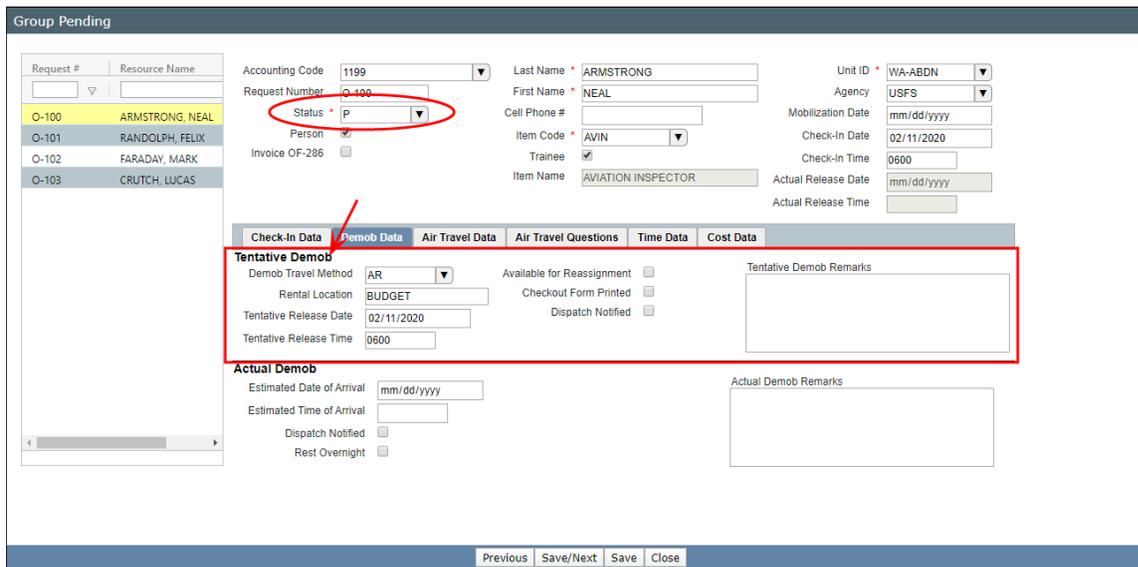
5. The Group Pending window will open with all of the selected resources listed in the grid.
6. The first resource is automatically selected in the grid.
7. The **Status** for the resource is automatically set to "P" when the resource record opens.
8. Enter the **Tentative Demob** data for the first Resource.

NOTE: The **Tentative Release Date** and **Tentative Release Time** must be entered, otherwise the resource will not appear in the Tentative Poster or the Available for Release Reports.

9. Edit the **Demobilization Travel Method** if it is different from the Mobilization Travel Method originally entered.
10. If the resource is available for reassignment, click the **Available for Reassignment** check box.
11. Enter a **Tentative Release Date** or select a date from the calendar.
12. Enter a **Tentative Release Time**.
13. The system will automatically check the **Checkout Form Printed** checkbox when the "Yes" option is selected in the message box when the form is

initially printed. To reprint the form: uncheck the box; click **Save**; and reprint the form.

14. The system will automatically check the **Dispatch Notified** checkbox when the "Yes" option is selected in the message box when the Available for Release Report is generated. To reprint the report: uncheck the box; click **Save**; and run the report again.
15. Enter any remarks into the **Tent Demob Remarks** box. Remarks will display on the Available for Release report.



The screenshot shows the 'Group Pending' form with the following details:

- Request #**: O-100
- Resource Name**: ARMSTRONG, NEAL
- Accounting Code**: 1199
- Last Name**: ARMSTRONG
- Unit ID**: WA-ABDN
- Request Number**: O-100
- First Name**: NEAL
- Agency**: USFS
- Status**: P (circled in red)
- Person**:
- Invoice OF-286**:
- Item Code**: AVIN
- Trainee**:
- Item Name**: AVIATION INSPECTOR
- Mobilization Date**: mm/dd/yyyy
- Check-in Date**: 02/11/2020
- Check-in Time**: 0600
- Actual Release Date**: mm/dd/yyyy
- Actual Release Time**:

The **Tentative Demob** section (highlighted in red) includes:

- Demob Travel Method**: AR
- Rental Location**: BUDGET
- Tentative Release Date**: 02/11/2020
- Tentative Release Time**: 0600
- Available for Reassignment**:
- Checkout Form Printed**:
- Dispatch Notified**:
- Tentative Demob Remarks**:

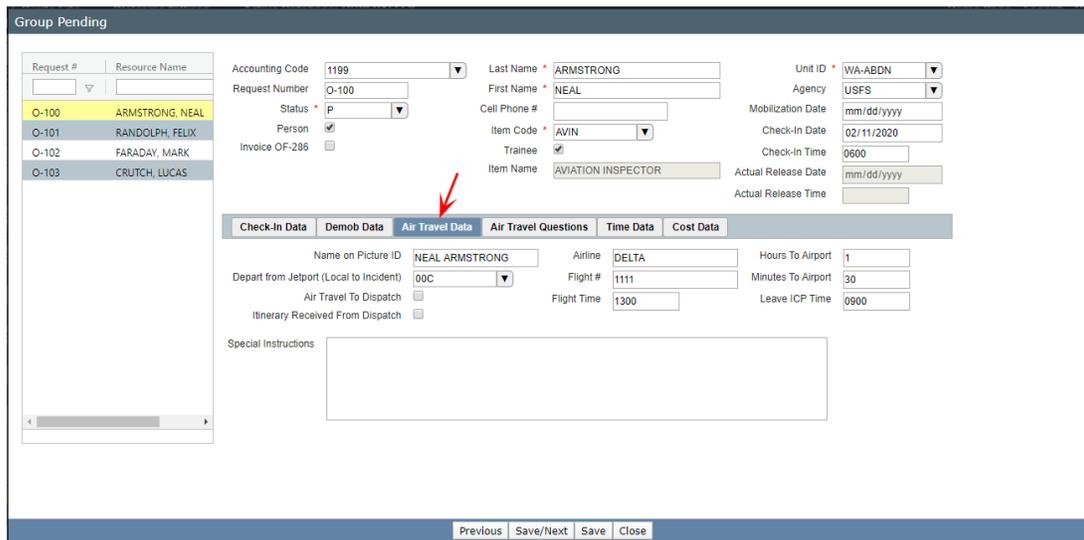
The **Actual Demob** section includes:

- Estimated Date of Arrival**: mm/dd/yyyy
- Estimated Time of Arrival**:
- Dispatch Notified**:
- Rest Overnight**:
- Actual Demob Remarks**:

Navigation buttons at the bottom: Previous, Save/Next, Save, Close.

16. If the Return Travel Method is **AIR** or **AR**, enter information on the **Air Travel Data** sub-tab:
 - a. Update the **Name on Picture ID** (system defaults with the Resource Name from Check-In, which may need to be edited).
 - b. Select **Depart from Jetport** from the drop-down list.
 - c. **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.
 - d. If the itinerary was received from dispatch, click the **Itinerary Received From Dispatch** check box.
 - e. Enter the **Airline** name. Airline name will display on the Ground Support report.

- f. Enter the **Flight #**.
- g. Enter the **Flight Time**.
- h. Estimate the travel time to the airport by inputting the **Hours To Airport** and **Minutes To Airport**.
- i. Enter **Leave ICP Time**. This time will display on the Ground Support report.
- j. Enter any **Special Instructions** in the 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 to the next resource in the list.

18. Click the **Save/Next** button to open the next Resource and add the Tentative Demob Data.
19. Repeat steps 7 thru 18 for all Resources in the group.
20. Click **Save/Next** to save the data and move to the next resource in the grid.
21. After the last Resource in the Group Pending screen has been saved, the system will return to the resources grid.

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



Demob

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. Click the **Demob** button.



2. The Resource grid displays.
3. Select an existing Resource from the Resources grid.
4. Select the **Demob Data** tab.

NOTE:

- The **Actual Release Date** and **Actual Release Time** the resource is leaving ICP and an **Estimated Date of Arrival** and **Estimated Time of Arrival** the resource plans to arrive at their destination are noted on the Actual Demob Report.
- 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 print the Actual Demob form for all resources selected in the grid, regardless of the Actual Demob settings for the resource.

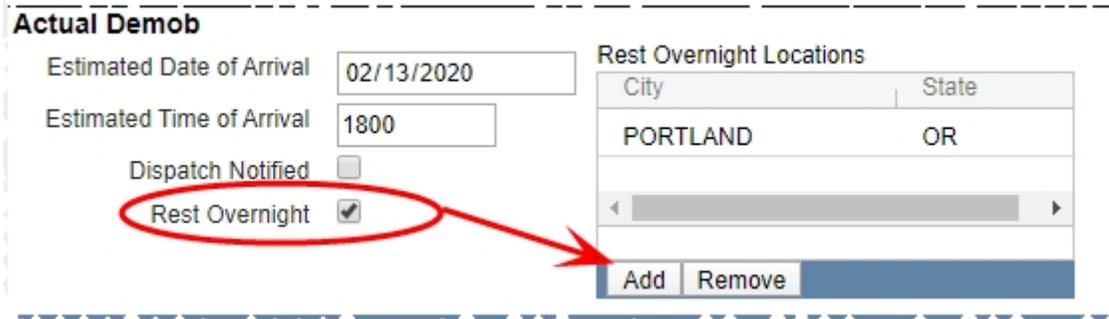
5. Change the resource's **Status** to **D**. **Actual Release Date** and **Time** fields will become active in the Common Data area once the Status is D.
6. Enter the **Actual Release Date** and **Actual Release Time**. This should be the actual release date and time the resource departs the incident.

- An **Actual Release Date** indicates that a resource will be included in the Actual Demob Report, as long as the **Dispatch Notified** checkbox has not been checked.

NOTE: When the user changes a primary Strike Team or Task Force resource's **Status** to **D** (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 **D** (Demobed) status. This will apply to all levels of rostered resources.

7. Enter an **Estimated Date of Arrival** and an **Estimated Time of Arrival**.
 - 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.
8. **Dispatch Notified** checkbox.
 - The system will automatically check this checkbox if the user selects "Yes" on the message box that displays when the Actual Demob report is generated. This prevents the resource from being included on subsequent reports.
9. If it will take the user more than one day to arrive at their destination, click the **Rest Overnight**checkbox.

- When the **Rest Overnight** checkbox is checked, an area on the screen displays for entering the location(s) where the resource will be staying.
 - To add a location, click **Add**.
 - In the **Rest Overnight** window, enter the **City** and **State**, then click **Add Location** to add the location information.
 - To remove a location, highlight the location and click **Remove**.



Actual Demob

Estimated Date of Arrival: 02/13/2020
Estimated Time of Arrival: 1800
Dispatch Notified:
Rest Overnight:

Rest Overnight Locations

City	State
PORTLAND	OR
<input type="text"/>	

10. Enter information in the **Actual Demob Remarks** box. **Actual Demob Remarks** show under the resource entry on the Actual Demob Report sent to the Dispatch Office. If these remarks pertain to travel arrangement considerations, enter them in Tentative Demob Remarks or Air Travel Remarks.
11. Click **Save**.

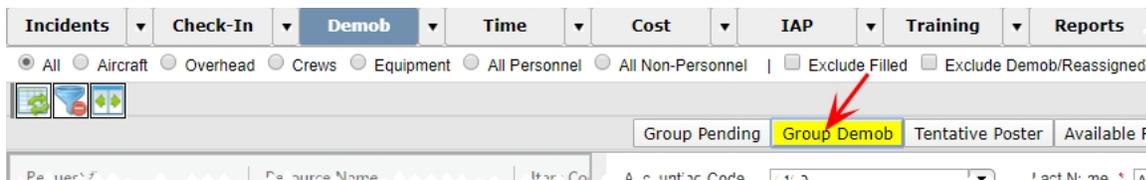
Group Actual Demob

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

1. Click the **Demob** button.



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



5. The Group Demob window will display with all of the selected resources listed in the grid. Click a resource to open that record. The **Status** field is automatically populated with **D** (Demobed) when the resource record opens.
6. Enter the **Actual Release Date** and **Actual Release Time** in the upper Common Data Screen.

NOTE: The Actual Release Date/Actual Release Time must be entered to display the resource in the Actual Demob Report. Actual Release Date is a mandatory field.

7. Select the **Demob Data** tab.
8. Enter the appropriate Demob data for the Resources.
9. Enter an **Estimated Date of Arrival** or select the date from the calendar.
10. Enter an **Estimated Time of Arrival**.
11. **Dispatch Notified** checkbox will automatically be checked when the Actual Demob report is created.

12. If **Rest Overnight** is needed, click the checkbox.
13. If **Rest Overnight** is selected, click the **Add Location** button to add a City/State for the Resource to Rest Overnight.
14. Enter any **Actual Demob Remarks**.
15. Click the **Save/Next** button to open the next Resource and add the Demob Data.
16. Repeat steps 8 thru 16 for all Resources in the group.
17. Click **Save** to save the data for the last resource on the screen.
18. After the last resource in the Group Demob screen has been saved, the system will return to the resources grid.

Group Demob

Request #	Resource Name
O-100	ARMSTRONG, NEAL
O-101	RANDOLPH, FELIX
O-102	FARADAY, MARK
O-103	CRUTCH, LUCAS

Accounting Code: 1199 | Last Name: ARMSTRONG | Unit ID: WA-ABDN
 Request Number: O-100 | First Name: NEAL | Agency: USFS
 Status: D | Cell Phone #: | Mobilization Date: mm/dd/yyyy
 Person: | Item Code: AVIN | Check-In Date: 02/11/2020
 Invoice OF-286: | Trainee: | Check-In Time: 0600
 Item Name: AVIATION INSPECTOR | Actual Release Date: mm/dd/yyyy
 Actual Release Time: |

Check-In Data | **Demob Data** | Air Travel Data | Air Travel Questions | Time Data | Cost Data

Tentative Demob

Demob Travel Method: AR | Available for Reassignment: | Tentative Demob Remarks:
 Rental Location: BUDGET | Checkout Form Printed:
 Tentative Release Date: 02/11/2020 | Dispatch Notified:
 Tentative Release Time: 0600

Actual Demob

Estimated Date of Arrival: mm/dd/yyyy | Actual Demob Remarks:
 Estimated Time of Arrival: |
 Dispatch Notified:
 Rest Overnight:

Previous | Save/Next | Save | Close

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. For 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



Demob

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:

NOTE: When the **Resources Selected in the Grid** checkbox is checked (upper right corner of the main screen), 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 the user to override the system and only include data in the reports for specific resources.

Demob Forms and Reports General Information

Access:

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

Printing:

- All Reports will be Previewed and then 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 the appropriate 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 can be automatically checked when resources are included in those reports and forms, depending on the response to the question. Checking these checkboxes eliminates duplication when printing subsequent reports.
- If a form/report for a resource needs to be reprinted, follow these steps:

- Return to the **Tentative Demob** or **Actual Demob** subtab.
- Select the record.
- Uncheck the appropriate checkbox (i.e., **Dispatch Notified** or **Checkout Form Printed**).
- Click **Save**.
- Check the **Resource Selected in Grid** checkbox and select the appropriate resource to print only that resource's information.
- Click the appropriate form or report button on the Demob screen.
- When the questions display to check the checkboxes, answer appropriately.

1. Click **Demob** on the main toolbar.



2. 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 within a date: **O, E, C, A**
- 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 **Incident Number**.
- Date/Time stamps and numbers each page.



Demob

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

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

Operation

- Resources: Have a **Tentative Release Date/Tentative Release Time** and **Status** does NOT = **D**.
- **Resources Selected in Grid** checkbox is NOT checked.
- Filter for **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 in a PDF format.
- Click the **Print** icon in the PDF viewer to print the report.

OR

- Check **Resources Selected in Grid** checkbox.
- Select all resources in the grid to included in the report by holding down the Ctrl key and clicking them with the mouse.
- Click **Tentative Poster** to force the system to show those resources in the report.
- Click the **Print** icon in the PDF viewer to print the report.

Available for Release

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

NOTE: The **Available for Reassignment** checkbox has to be checked for the **Days Left #** to display in the report.

This report:



Demob

- Creates separate pages based on category: **E, C, O, A**.
- Resources are listed numerically by **Request #**.
- **Creation Date** and **Creation 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 **Tentative Release Time**.
- **Status** = Pending (**P**).
- **Dispatch Notified** checkbox is NOT checked. Once a resource name appears on this report, the **Dispatch Notified** checkbox is automatically checked, if **Yes** is selected when the message displays. This prevents this record from showing on subsequent reports.

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 the **Print** icon in the PDF viewer.

OR

- Check **Resources Selected in Grid** checkbox.



Demob

- Select all resources in the grid to included in the report by holding down the Ctrl key and clicking them with the mouse.
- Click **Available for Release**.
- Click **Print** icon.

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.
- Lists a report creation date 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 AR or Air.**
- Resource is a person.
- **Air Travel To Dispatch** checkbox is NOT checked. Once a resource name appears on this report, the **Air Travel to Dispatch** checkbox is automatically checked, if **Yes** is selected when the message displays. This prevents this record from showing on subsequent reports.

Operation

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



Demob

- Click the **Print** icon in the PDF viewer.

OR

- Check **Resources Selected in Grid** checkbox.
- Select all resources in the grid to included in the report by holding down the Ctrl key and clicking them with the mouse.
- Click **Air Travel Request**.
- Click the **Print** icon in the PDF Viewer.

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.
- Lists the report creation date 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. Once a checkout form is printed for the resource, the **Check-Out Form Printed** checkbox is automatically checked, if **Yes** is selected when the message displays. This prevents a duplicate of this form from being generated for the same



Demob

resource.

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

Incident Resources

Do you want the system to include Estimated Date/Time of Arrival and Rest Overnight Information in Box 12?

NOTE:

- For Box 12 Remarks (RON data) information to display 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 "Yes" is clicked in the box, the FORMAT will NOT display on the ICS 221.

Operation

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

OR

- **Check Resources Selected in Grid** checkbox.
- Select all resources in the grid to included in the report by holding down the Ctrl key and clicking them with the mouse.
- Click **Checkout**.



Demob

- Click the **Print** icon in the PDF viewer.

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**.
- Lists resources sequentially by **Request #**.
- Lists the creation date and time on each page.
- Numbers the report pages.
- Automatically fills in the **Reference #**, which is incremented 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 for **Date/Time Faxed** to be entered for record keeping.
- Lists all **RON** locations. Only the last RON location will have the **Estimated Arrival Time** (to the home unit) listed.
- Displays **Remarks** below resource data.

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

- The resource has an **Actual Release Date**.
- Once a resource name appears on this report, the **Dispatch Notified** checkbox is automatically checked, if **Yes** is selected when the message displays. This prevents this record from showing on subsequent reports.

Incident Resources

Do you want the system to mark the application Resource records as Actual Release Dispatch Notified?



Demob

Operation

- **Resources Selected in Grid** checkbox is NOT checked.
- Click **Actual Demob**.
- Click the **Print** icon in the PDF Viewer.

OR

- Check **Resources Selected in Grid** checkbox.
- Select all resources in the grid to included in the report by holding down the Ctrl key and clicking them with the mouse.
- Click **Actual Demob**.
- Click the **Print** icon in the PDF viewer.

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 the Date transportation is needed.
- Orders resources by **Leave ICP Time**.
- Lists the creation date and time on each page.
- Numbers the report pages.
- Shows **Departure Airport**.
- Show **Departure Airline** and **Flight Time** if that information was entered in each resource's record. This information can be handwritten, if needed.
 - If the question **Is Ground Support Needed** is checked in the **Air Travel Questions** and there is no airline information, the resource's



Demob

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

Operation

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

OR

- Check **Resources Selected in Grid** checkbox.
- Select all resources in the grid to included in the report by holding down the Ctrl key and clicking them with the mouse.
- Click **Ground Support**.
- Click the **Print** icon in the PDF viewer.

Demob Reports

Follow the steps in this section to print Demob Reports:

NOTE: General Report Characteristics--

- All Reports will be Previewed and then 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.
- Selection criteria for the reports are in the form of checkboxes and shuttle arrows that move data field selections back and forth from Available to Selected.
- Every report has an instruction screen that can either be shown or hidden. Specific requirements for reports/forms are noted in these instructions.
- Using minimal sort criteria returns better results. Using too many sort criteria may limit the results to the point that they are not useful or cannot be returned.

1. Click **Reports** on the main toolbar.
2. Select **Plans** from the sub-menu.
3. 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](#))



Demob

- Glidepath ([See Glidepath](#))

Incidents ▾ Check-In ▾ Demob ▾ Time ▾ Cost ▾

Plans Reports Time Reports Cost Reports Training Specialist Reports C

Resource Reports

- All Resources
- ICS-209 Resource Count
- Qualifications
- Strike Team/Task Force

Demob Reports

- Check-Out Form
- Demob Planning
- Tentative Poster
- Available For Release
- Air Travel Request
- Last Work Day
- Actual Demob
- Ground Support
- Glidepath

All Resources Report

Resource Categories	Group L
<input checked="" type="checkbox"/> All Resources	<input checked="" type="checkbox"/> All
<input checked="" type="checkbox"/> Aircraft	<input checked="" type="checkbox"/> Op
<input checked="" type="checkbox"/> Crews	<input checked="" type="checkbox"/> Cor
<input checked="" type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Lo
<input checked="" type="checkbox"/> Overhead	<input checked="" type="checkbox"/> Pl
	<input checked="" type="checkbox"/> Fin
	<input checked="" type="checkbox"/> Ex

Report Sorts

Available

- Request #
- Resource Name
- Item Code
- Unit ID
- Agency
- Status
- Check-In Date

Preview/Print Restore Defaults

Check-Out Form (ICS221)

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.



Demob

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 Check-Out Form Printed in that resource's record.)

To print ICS221 Checkout Forms for only a few, select resources, click **Demob** to open the Demob screen. Check the **Resources Select in Grid** checkbox. Select resources in the grid. Then click the **Check-Out Form** button on the Demob screen.

NOTE: This report:

- Creates separate page for each resource.
- Lists the report creation date 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.

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.
3. To include **Strike Team/Task Force Components**, click the checkbox.
4. Click **Preview/Print** to preview and then print the report.



Demob

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 CA 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 is automatically checked when the response to the "Check the Check-Out From Printed" question is **Yes**. This prevents a duplicate of this form from being generated for the same resource.
- If the form needs to be printed again for a resource:



Demob

- Return to the **Demob** screen.
- Select the resource.
- Select **Demob Data/Tentative Demob**.
- Uncheck the **Check-Out Form Printed** checkbox.
- Click **Save**.
- Check the **Resource Selected in Grid** checkbox to reprinted only that resource's ICS 221.
- Click **Checkout Form**.
- The "Check Check-Out Form Printed" question will be asked again. Answer appropriately.
- To add **Release Remarks, Estimated Date/Time of Arrival** and **Rest Overnight Information (RON)** in Box 12 (Remarks) on the Checkout form, click **Yes** when the question displays.

Incident Resources

Do you want the system to include Estimated Date/Time of Arrival and Rest Overnight Information in Box 12?

NOTE:

- For Box 12 Remarks information to show on the form, the remarks have to be saved to the resources' records and a "Yes" response selected when the question displays.
- If Remarks information is NOT in the resource's record and a "Yes" response is selected when the question displays, no remarks will print for that resource in box 12.



Demob

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.
- Can include Strike Team/Task Force Components if the checkbox is checked. The report will contain only Strike Teams and Task Forces that are currently active (e.g., Status = "C" or "P").
- Can include sub-totals for the first sort selected in the shuttle box if the Subtotals on First Sort checkbox is checked. The system will include sub-totals for the first sort listed in the Selected list.

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 Available** box and click the > arrow to move them to the **Selected** box. To include all Sorts, click the >> button.



Demob

6. To include Strike Team/Task Force Components on the report, check 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/Print** to preview and then print report.
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													
<u>OPERATIONS</u>													
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 - 205HQ	HEL2	F	ID	ID-FCF								N
A-21	HELICOPTER - T2S - 17HX	HEL2	F	ID	ID-FCF								N
A-23	HELICOPTER - T1L - 099RH	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:
Only resources meeting the following requirements are included in this Report:



Demob

- Resource has a **Tentative Release Date** and **Tentative Release Time**.
- **Tentative Release Date** is within the specified date range.
- The **Status** is not Demobed (**D**).

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.
- Includes date/time stamps and numbers on 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/Print** to preview and then print the report.



Demob

10/01/2014

TENTATIVE RELEASE

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

- The resource has a **Tentative Release Date** and **Tentative Release Time**.
- **Status** = Pending (**P**).
- **Dispatch Notified** checkbox is NOT checked on the **Demob Data/Tentative Demob** tab.

NOTE: This report:

- Creates separate pages based on category: E, C, O, A.
- Lists Resources numerically by Request #.
- Lists the creation date and time on each page.
- Numbers the report pages.
- Automatically adds an incremented Reference # each time a report is generated. This provides a unique number that can be used in conversations between the incident and dispatch to ensure they are talking



Demob

about the same page.

- Provides spaces for Date/Time Faxed, which can be entered for record keeping.
- Prints the Tentative Release Remarks specific to a resource below that resource's data.

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 and then print the report.

NOTE:

- Once an Available for Release report is generated for a resource, the **Dispatch Notified** checkbox on **Demob Data/Tentative Demob** is automatically checked when the response to the "Check Tentative Release Dispatch Notified checkbox" question is **Yes**. This prevents a duplicate of this record from showing on subsequent reports.
- If the Available for Release report needs to be printed again for a resource:
 - Return to the **Demob** screen.
 - Select the resource.
 - Select **Demob Data/Tentative Demob**.
 - Uncheck the **Dispatch Notified** checkbox.
 - Click **Save**.
 - Check the **Resource Selected in Grid** checkbox.
 - Click **Available for Release**
 - The "Check Tentative Release Dispatch Notified checkbox" question will be asked again. Answer appropriately.



Demob

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

AVAILABLE FOR RELEASE
RIVER US-MT-BDF-003810

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	Jetpt	Date	Time	Y/N		Days Left
O-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: Only resources meeting the following requirements are included in this Report:

- **Status=Pending (P)**
- **Demobilization Travel Method is AR or Air.**
- Resource is a person.
- **Air Travel Dispatch** checkbox is NOT checked.

NOTE: This report:

- Creates separate page for each resource.
- Lists the report creation date 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.
 - o Remaining work days are noted.



Demob

- o Other Quals are noted.
- Notes Special Instructions.

1. From the report selection panel on the left under Demob Reports, click **the Air Travel Request** button.
2. Click **Preview/Print** to preview and then print the report.

NOTE:

- Once an Air Travel Request is generated for a resource, the **Air Travel to Dispatch** checkbox is automatically checked when the response to the "Check Air Travel to Dispatch checkbox" question is **Yes**. This prevents a duplicate of this record from showing on subsequent reports.
- If the Air Travel Request needs to be printed again for a resource:
 - Return to the **Demob** screen.
 - Select the resource.
 - Select **Demob Data/Air Travel**.
 - Uncheck the **Air Travel to Dispatch** checkbox.
 - Click **Save**.
 - Check the **Resource Selected in Grid** checkbox.
 - Click **Air Travel Request**.
- The "Check Air Travel to Dispatch checkbox" question will be asked again. Answer appropriately.



Demob

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
	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:

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

Special

Reassignment Information:

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



Demob

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: Only resources with a **Last Work Day** computation will show on this report. To add **Last Work Day** data:

- Open the Check-in or Demob screen.
- Select the resource.
- Add Last Work Day data to include in this report.

NOTE: This report:

- Has several ways is can be grouped.
- Can include all or specific sections on the report.
- Can include all dates or a date range.
- Can be sorted by Item Code, Name, Request Category, or Request #.
- Can Include Strike Teams/Task Force Components.
- Will only show resources that have a Last Work Day computation.

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 include in the report. Categories can include: All Sections, Operations, Command, Logistics, Plans, Finance, External.
4. Enter the **Start Date** or select the date from the calendar.
5. Enter the **End Date** or select the date from the calendar.
6. To include all dates, click the **Include All Dates** checkbox.



Demob

7. Select the sort options to include in the report from the **Report Sorts Available** box and click the > arrow to move them to the **Selected** box. To include all Sorts, click the >> button.
8. To include Strike Team/Task Force Components, click the **Include Strike Team/Task Force Components** checkbox.
9. Click **Preview/Print** to preview and then print the report.
10. To restore defaults click the **Restore Defaults** button.



Demob

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 (i.e., email or fax) to the servicing Dispatch Office. It provides Actual Demob information about resources that have been released from the incident.



Demob

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.

NOTE: This report:

- Creates separate pages based on category: E, C, O, A.
- Lists resources numerically by Request #.
- Lists creation date and time on each page.
- Numbers report pages.
- Automatically adds an incremented Reference # each time a report is generated. This provides a unique number that can be used in conversations between the incident and dispatch to ensure they are talking about the same page.
- Spaces are provided for the Date/Time Faxed to be entered for record keeping.
- Lists all RON locations. Only the last RON location will have the Estimated Arrival Time (to the home unit).
- Notes remarks below resource data.

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/Print** to preview and then print the report.

NOTE:

- Once an Actual Demob report is generated for a resource, the **Dispatch Notified** checkbox on **Demob Data/Actual Demob** is automatically checked when the response to the "Check Actual Demob Dispatch Notified" question is **Yes**. This prevents a duplicate of this record from showing on subsequent reports.



Demob

- If the Actual Demob report needs to be printed again for a resource:
 - Return to the **Demob** screen.
 - Select the resource.
 - Select **Demob Data/Actual Demob**.
 - Uncheck the **Dispatch Notified** checkbox.
 - Click **Save**.
 - Check the **Resource Selected in Grid** checkbox.
 - Click **Actual Demob**
 - The "Check Actual Demob Dispatch Notified checkbox" question will be asked again. Answer appropriately.

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 (i.e., hand deliver, email or 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:

- Only resources meeting the following requirements are included in this Report:
 - The resource has a **Tentative Release Date/Tentative Release Time**.
 - The **Tentative Release Date** is within the specified date range.



Demob

- **Status** does not = Demobed (**D**).
- **Demobilization Travel Method** is **Air** or **AR**.
- The checkbox for the question "Is Ground Support Needed?" in **Air Travel Questions** is checked.

NOTE: This report:

- Creates separate pages based on the date transportation is needed.
- Sorts Resources by "Leave ICP Time."
- Lists the creation date and time on each page.
- Numbers the report pages .
- Shows departure Airport.
- Will show departure airline and flight time, if that information was entered in each resource's record. This can be handwritten, if needed.
- If the checkbox for the question "Is Ground Support Needed?" in the Air Travel Questions is checked and there is no airline information entered, the resource's name will still appear on the report. Airline information can be handwritten if needed.

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 the date from the calendar.
3. Enter an **End Date** or select the date from the calendar.
4. To **Include Strike Team/Task Force Components**, click the checkbox.
5. Click **Preview/Print** to preview and then print the report.



Demob

1. From the report selection panel on the left under Demob Reports, click the **Glidepath** button.
2. Enter a **Start Date** or select the date from the calendar.
3. Enter the **Number of Days** to include in the report.
4. Select an **Option** to identify the data to include in the report.
5. Select a **Sort By** option to identify the order in which to print the data on the report.
6. Click **Export to Excel** to view the report. The report will generate in an Excel spreadsheet format. The report can be manipulated, saved, or printed from Excel. The report format is landscape.

RESOURCE TRACKING CHART														
MADONNA TEST SITE (US-ID-BOF-012312)														
SUMMARY														
Generated on Thursday, December 01, 2016 at 13:44 hrs	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15
COMMAND	0	0	0	0	0	0	0	0	0	1	2	0	0	0
OPERATIONS LINE PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPERATIONS OTHER PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DOZERS AND TRACTOR PLOWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ENGINES AND SKIDGINES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ENGINE STRIKE TEAMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER OPERATIONS EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HANDCREW TYPE 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HANDCREW TYPE 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WATER TENDERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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