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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** or **Site 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.
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.
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

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
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.
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.
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.
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.

13. 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
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.)

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):
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.
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<th>1190</th>
<th><strong>Last Name</strong></th>
<th>ARMSTRONG</th>
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<td>O-100</td>
<td><strong>First Name</strong></td>
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</tr>
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<td><strong>Status</strong></td>
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<td><strong>Cell Phone #</strong></td>
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<td><strong>Person</strong></td>
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<td><strong>Trainee</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Item Name</strong></td>
<td></td>
<td><strong>Air Travel Questions</strong></td>
<td></td>
</tr>
</tbody>
</table>

- **Check if answer is Yes**
  - Is ground support transportation needed?
  - Will this person drive themselves home from airport?
  - 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?
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.
4. Click the Group Pending button.
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
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.

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.
Demob

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
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**.

**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.


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 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
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.
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:
• 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.
• 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**.
• 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
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.

**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**.
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.
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.
Demob

- 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 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](#))
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.
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 grod. 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.
### DEMOBILIZATION CHECKOUT

<table>
<thead>
<tr>
<th>1. INCIDENT NUMBER</th>
<th>2. DATE/TIME</th>
<th>3. DEMOB NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIVER US-MT-BDF-003810</td>
<td></td>
<td>E-89</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. UNIT/PERSONNEL RELEASED</th>
<th>5. TRANSPORTATION TYPE/NC.</th>
<th>6. ACTUAL RELEASE DATE/TIME</th>
<th>7. MANIFEST YES NO NUMBER</th>
<th>8. DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGINE - T1 - 7411</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. AREA/AGENCY/REGION NOTIFIED NAME CA</th>
<th>10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LOGISTICS SECTION**
- [ ] SUPPLY UNIT
- [ ] FACILITIES UNIT
- [ ] COMMUNICATIONS UNIT
- [ ] GROUND SUPPORT UNIT

**PLANNING SECTION**
- [ ] DOCUMENTATION UNIT
- [ ] DEMOB UNIT

**FINANCE/ADMINISTRATION SECTION**
- [ ] TIME UNIT

**OTHER**
- [ ] SECURITY UNIT
- [ ] OTHER

**REMARKS**

---

**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:
• 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.

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 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.
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.

**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:
• 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 O resources with the same Tentative Release Time are arranged alphabetically by Last Name.

  o 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.
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.
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.
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.

  - Remaining work days are noted.
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.
COMMERCIAL AIR TRAVEL REQUEST
Incident: FROG US-MT-BRF-000000

Date: 01/05/2015

Request #: O-43

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

Unit ID: CA-LPF

State/Unit (EJX30-BDD)

Release To: SAN DIEGO, CA
Demob City/State

Date and Time Available to Leave ICP: 06/26/2014 02:00

Travel Time from ICP to Airport:
2 hours
10 minutes

DEPART FROM: TDW / TRADEWIND
Local Airport

RETURN TO: 99W / SOUTH CAPITOL STREET
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

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: 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.
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.
### 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.
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.
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.

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.
• **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.
Glidepath

This Excel report provides demob information in a color chart format for each section and an overall Summary page.

Note: This report:
- Requires **First Work Day** and **Length of Assignment** data for each resource. The report is generated based on the automatically generated **Demob Date** for the resource, which in turn is based on the First Work Day and Length of Assignment.
- Requires a **Start Date** and the **Number of Days** for the report to run. The **Number of Days** allows a maximum of 30 days.
- Provides options to **Include All Sections and Categories**, **Select Section/Categories**, or **Summary Only**.
- Can include **Strike Team Components**.
- Sort options are available for selection.
- Displays in an Excel spreadsheet with tabs for all Sections. A Summary tab is also generated, based on the options selected.

NOTE: Because of the extensive header cell merges, it is difficult, but not impossible, to sort rows in the report.
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.
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