



UNIT 5

I-Suite Demob

12/20/2007

TOTAL SUGGESTED TIME: 1 hour 30 minutes

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I-Suite Demob

5.0 – Demob: Overview.

1. Identify the Demob Module's Purpose.
2. Identify Demob Options.

5.1 – Demob: Options.

1. Select Demob Grid Columns and set order.
2. Customize the Checkout Form (ICS 221).
3. Select Travel Questions and set order.

5.2 – Demob: Demob a Resource.

1. Demob a Resource, which includes:

5.3 – Demob: Demob Reports.

1. Generate reports using the Demob report buttons.
2. Generate standard Demob reports.

Changes in Training Manual

The following changes were made to the Demob Training Manual for the 7.01.05 release:

Demobilization Check-Out Form (ICS-221)

- If a resource has a supply item that is not consumable issued to them and an ICS 221 Checkout Form is printed for them, a statement prints on the Checkout Form indicating that the resource or one of its subordinates has supply items issued to them (See page 3).

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	5.0 – Demob: Overview.
SUGGESTED TIME:	10 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify the Demob Module's Purpose.2. Identify Demob Options.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	5.0-01-ISUITE-EP
I. DEMOB	5.0-02-I SUITE-EP
A. Identify the Demob module's purpose.	5.0-03-ISUITE-EP
NOTE: The Demob module shares data with other I-Suite Modules.	← Read Note
1. The primary purpose of the Demob module is to assist in preplanning and demobilization of resources.	
II. DEMOB WINDOW	
A. Review the Demob window:	
EXPLAIN THE BASIC FEATURES OF THE DEMOB WINDOW, WHERE TO FIND FEATURES AND THEIR FUNCTION, AND CONDUCT A QUICK, UNINTERRUPTED WALK-THROUGH OF THE DEMOB MENU AND TOOLBAR BUTTONS.	← Instructor Comment
DO NOT FIELD STUDENT QUESTIONS DURING THE WALK THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).	← Instructor Comment
1. Demob Toolbar.	
a. P Button (Group Pending) - Click a group of resources in the grid. Then click the P button to change the status of the selected group to Pending .	5.0-04-ISUITE-EP
b. D Button (Group Demob) - Click a group of resources in the grid. Then click the D button to change the status of the selected group to Demobed .	
NOTE: When you click either the P or D button, the Save button changes to Save & Next . You must click this button to save the changed status to the resource and make changes to the grid. When you click the Save & Next button, the changes are saved and the next selected record displays.	← Read Note
c. N Button (No Grouping) - If you have used the P or D button to change the status of a group of resources, you can change the status back by clicking the N button. You must click the N button before saving any changes to the resources. If you saved the status change to a	

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<p>resource, it will not be changed back to the original status code.</p> <p>d. Demob Report Buttons - Prints the following reports when you click the respective buttons:</p> <ul style="list-style-type: none"> • Tentative Poster • Available for Release • Air Travel Request • Check Out • Actual Demob • Ground Support <p>e. Resources Selected in Grid - When this checkbox is checked and you click a Report Button, the report is generated for the resource(s) selected in the grid.</p> <p>2. The Resources grid contains a list of the resources currently in the I-Suite database.</p> <p>3. Demobilization information for a Resource is automatically defined on the left side of the window.</p> <ul style="list-style-type: none"> a. Select an Equipment or Crew Resource – No Quals display. <p>4. Tentative Release information for a resource is defined in the middle section of the window.</p> <ul style="list-style-type: none"> a. All tentative information is entered here. b. Select Return Travel Method of A/R or AIR – Additional information about Air Travel displays. <p>5. Actual Release information is defined on the right side of the window.</p> <ul style="list-style-type: none"> a. All actual information is entered here. <p>6. The following buttons display at the bottom of the Demob window:</p> <ul style="list-style-type: none"> a. Close - Closes the Demob window. b. Previous - Moves to the previous record in the Resources grid. c. Next - Moves to the next record in the 	

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<p>Resources grid.</p> <ul style="list-style-type: none">d. Save - Saves any changes made to the Demob information. <p>7. You can print additional reports by selecting the Reports drop-down menu, and then clicking Demob Reports.</p>	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	5.1 – Demob: Options.
SUGGESTED TIME:	10 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Select Demob Grid Columns and set order.2. Customize the Checkout Form (ICS 221).3. Select Travel Questions and set order.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. DEMOB OPTIONS	
A. Select Demob Grid Columns and set order.	
B. Customize the Checkout Form (ICS 221).	
C. Select Travel Questions and set order.	
II. RESOURCE GRID	5.0-05-ISUITE-EP
A. To identify the columns to display in the grid and the order in which to display them:	
1. From the Tools drop-down menu, select Options to open the Options window.	
2. Click the Demob tab. Then click to select the lower Demob tab.	
3. Under Resource Grid Columns , click to check the checkbox next to each of the columns you want to display in the Resources grid.	
NOTE: You can also click to highlight a column, and then click the Show button to display that column in the grid. If you want to remove the selected columns from the Resources grid, click the Hide button.	← Read Note
4. To adjust the order in which the columns display on the Demob window, click a column. Then click the Move Up or Move Down button to move the column.	
5. When you have made all of your changes, click the Save button to save your changes. Then click the OK button to close the Options window.	
III. CHECKOUT	5.0-06-ISUITE-EP
A. To customize the Checkout Form (ICS 221):	
1. From the Tools drop-down menu, select Options to open the Options window.	
2. Click the Demob tab. Then click to select the Checkout tab.	
3. Under the Logistics Section , click to check each of the options you want to include in the Logistics section of form ICS-221. You can include:	

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<ul style="list-style-type: none"> a. Supply Unit b. Communications Unit c. Facilities Unit d. Ground Support Unit. <ol style="list-style-type: none"> 4. If you want to include the Documentation Unit in the Planning Section of the ICS-221 form, click to check the Documentation Unit checkbox. 5. If you want to include the Demob Unit in the Planning Section of the ICS-221 form, click to check the Demob Unit checkbox. 6. If you want to include the Time Unit in the Finance Section of the ICS-221 form, click to check the Time Unit checkbox. 7. If you want to include the Security Unit in the Other Section of the ICS-221 form, click to check the Security Unit checkbox. 8. To include additional information in the Other Section of the ICS-221 form, type the name of the option in either of the blank boxes under the Other Section. When the name is defined, click to check the checkbox next to the option to select it. <p>NOTE: An example of additional information is "Washing Station."</p> <ol style="list-style-type: none"> 9. When finished, click the Save button to save your changes. Then click the OK button to close the Options window. 	<p>← Read Note</p>
<p>IV. TRAVEL QUESTIONS</p> <ol style="list-style-type: none"> A. To select Travel Questions and set the order: <ol style="list-style-type: none"> 1. From the Tools drop-down menu, select Options. 2. On the Options window, click the Demob tab. Then click to select the Travel Questions tab. 3. To display a listed question in the Air Travel grid for Demob, click to check the Display checkbox next to the question. 4. To adjust the order in which a travel question displays, click to select the Question, and then click the Move Up or Move Down button to adjust the order. 	<p>5.0-07-ISUITE-EP</p>

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<p>5. To add a new travel question:</p> <p>NOTE: You must click in the grid for the Add button to display.</p> <ol style="list-style-type: none"> Click the Add button. In the Question box, enter your new travel question. Click to check the Display checkbox, if appropriate. Click the Save button to save the new question. <p>6. When finished, click the Save button to save your changes. Then click the OK button to close the Options window.</p>	<p>← Read Note</p>
<p>NOTE: Travel Questions only display in Demob if the Travel Method for the selected resource(s) is defined as AIR or A/R (Air with Rental) in the Common Data or Tentative Release areas. Travel questions and answers print on the Commercial Air Travel Request Form.</p>	<p>← Read Note</p>
<p>NOTE: If you uncheck Display for a Travel Question, the responses to the question no longer display. Although the responses do not display, they are still saved in the database.</p>	<p>← Read Note</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	5.2 – Demob: Demob a Resource.
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Demob a Resource, which includes:<ul style="list-style-type: none">• Defining demobilization information for a resource.• Defining tentative release information for a resource.• Defining actual release information for a resource.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. DEMOB RESOURCES	
A. Define demobilization information for a resource.	
B. Define tentative release information for a resource.	
C. Define actual release information for a resource.	
II. DEMOB INFORMATION	5.0-08-ISUITE-EP
A. To define demobilization information for a resource:	
1. From the Modules drop-down menu, select Demob .	
OR	
Click the Demob button in the Main toolbar.	
2. In the Resources grid, click to select the appropriate resource.	
NOTE: To remove demobed resources from the Resources grid, click to check the Exclude Demobed checkbox. To only display those resources that were demobed in the Resources grid, click to check the Demobed Only checkbox.	← Read Note
3. On the Demob window, check the following resource information that is auto-filled on the left side of the window. Enter any missing information.	
a. Status	
b. Demob City	
c. Demob State	
d. Jetport	
e. Travel Method	
f. Mobilization Date	
NOTE: When defining the Mobilization Date , the system automatically calculates the Demobilization Date and inserts it into the Demobilization Date box. To change this date, increase or decrease the Length of Assignment Days by the number of days needed to adjust the Demobilization Date . This is important if you are creating Demob Reports from the Demob data (e.g. Last Day Work). Some Demob Dates may need to be adjusted to reflect the current incident status	← Read Note

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<p>(e.g. rain putting the fire out).</p> <ul style="list-style-type: none"> g. Length of Assignment (Days). h. Plans Remarks. i. If the resource is a person, enter the appropriate information in the Other Quals area. <p>4. When finished, click the Save button to save your changes.</p> <p>NOTE: If you need to edit Common Data that does not appear on the Demob window (e.g. Unit ID), click the resource in the grid. Then click the Edit button in the Main toolbar. Edit the information in the Manage Resource - Edit Mode area that displays. Follow incident established protocols or Standard Operating Procedures when editing any incident data.</p>	
<p>III. TENTATIVE RELEASE INFORMATION</p> <p>A. To define tentative release information for a resource:</p> <ul style="list-style-type: none"> 1. In the Resources grid on the Demob window, click to select the appropriate resource. 2. Under Tentative Release, enter the following information: <ul style="list-style-type: none"> a. Available for Reassignment <p>NOTE: When the Available for Reassignment checkbox is checked, Y (for Yes) displays in the Available for Release Report, along with additional Quals. This information will also display on the Commercial Air Travel Request.</p> <ul style="list-style-type: none"> b. Tentative Release Date (trigger for resource being listed on Tentative Poster and Available for Release report.) c. Tentative Release Time d. Return Travel Method (auto-fills from Common Data.) <p>NOTE: If the Return Travel Method is different from the Arrival Travel Method, make sure you change the entry in this box. This is important when you are creating Travel Method Reports.</p> <ul style="list-style-type: none"> e. Remarks (if necessary) 	<p>5.0-09-ISUITE-EP</p> <p>← Read Note</p> <p>← Read Note</p> <p>← Read Note</p>

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<p>NOTE: If your remarks will not fit in the Remarks box, click the Remarks button to display a Tentative Release Remarks window where you can enter additional remarks.</p>	<p>← Read Note</p>
<p>NOTE: Remarks do not print on the Available for Release Report.</p>	<p>← Read Note</p>
<p>f. Dispatch Notified.</p>	
<p>NOTE: When the Dispatch Notified checkbox is checked, the resource will no longer be included in the Available for Release Reports. The assumption is that the report will be faxed to Dispatch. This resource should not be sent in again. If the resource needs to be sent again, click to check the Resources Selected in Grid checkbox, then select the resource in the grid. Click the Available for Demob button to print the report again.</p>	<p>← Read Note</p>
<p>g. If the Return Travel method is A/R or AIR, add air travel information in the area that displays at the bottom of the window. This information generates the Commercial Air Travel Request.</p> <ul style="list-style-type: none"> • Name on Picture ID - For Airline security, there must be a legal name on reservations. • Depart from Jetport (Local to Incident) - This is the jetport from which the resource is departing. • Travel time from ICP to Airport (Hours) (Minutes) - This is important information for Ground Support in scheduling shuttles to an airport. • Special Instructions 	
<p>NOTE: If your Special Instructions will not fit in the box, click the Special Instructions button to display a Special Instructions window where you can enter additional instructions. Special Instructions print on the Commercial Air Travel Request Form. However, you can only fill the window 1/3 in order for the information to print on the form. Preview the form and make adjustments to the information before printing.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> • If there will be air travel to the dispatch, 	

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<p>click to check the Air Travel to Dispatch checkbox.</p> <ul style="list-style-type: none"> If you received an itinerary from dispatch, click to check the Itinerary Received From Dispatch checkbox. <p>NOTE: Click to check the checkbox next to each travel question for which a Yes response is appropriate.</p> <p>3. When finished, click the Save button to save your changes.</p>	<p>← Read Note</p>
<p>IV. ACTUAL RELEASE INFORMATION</p>	<p>5.0-10-ISUITE-EP</p>
<p>A. To define actual release information for a resource:</p> <ol style="list-style-type: none"> In the Resources grid on the Demob window, click to select the appropriate resource. Under Actual Release, enter the following information: <ol style="list-style-type: none"> Actual Release Date Actual Time of Departure Estimated Date of Arrival Estimated Time of Arrival Rest Over Night 	
<p>NOTE: When the Rest Over Night checkbox is checked, the system prints RON location information on the Actual Demob Report.</p>	<p>← Read Note</p>
<p>f. Remarks (if necessary)</p> <p>NOTE: If your remarks will not fit in the Remarks box, click the Remarks button to display an Actual Release Remarks window where you can enter additional remarks.</p>	<p>← Read Note</p>
<p>NOTE: Remarks do not print on the Actual Demob Report.</p>	<p>← Read Note</p>
<p>g. Dispatch Notified</p> <p>NOTE: When the Dispatch Notified checkbox is checked, the resource will no longer be included in the Actual for Release Reports. The assumption is that the report will be faxed to Dispatch. This resource should not be sent in again. If the resource needs to be sent again, click to check the Resources Selected in Grid checkbox, then select the resource in the grid. Click the Actual Demob button to print</p>	<p>← Read Note</p>

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<p>the report again.</p> <p>3. When finished, click the Save button to save your changes.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	5.3 – Demob: Demob Reports.
SUGGESTED TIME:	40 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Generate reports using the Demob report buttons.2. Generate standard Demob reports.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. DEMOB REPORTS	
A. Generate reports using the Demob report buttons.	
B. Generate standard Demob reports.	
II. DEMOB REPORT BUTTONS	
A. Generate reports using the Demob report buttons.	
NOTE: You can print some of the Demob reports from the main Demob window.	← Read Note
NOTE: To only include Resources selected in the grid, click to check the Resources Selected In Grid checkbox. This overrides any other requirements or parameters defined for a report.	← Read Note
1. In the Demob toolbar, click one of the following Demob buttons to print the defined report:	
NOTE: For descriptions of these reports, refer to section III. Standard Demob Reports .	← Read Note
a. Tentative Poster	
b. Available for Release	
c. Air Travel Request	
d. Check Out	
e. Actual Demob	
f. Ground Support.	
NOTE: When you click one of these buttons, the report automatically displays in the Preview window. To print the report, click the Print Report button on the Preview window. If you want to define parameters for printing the report, use the options on the Demob Report window, rather than the report buttons on the Demob window. For these instructions refer to section III. Standard Demob Reports .	← Read Note
III. STANDARD DEMOB REPORTS	5.0-11-ISUITE-EP
NOTE: There are several options in I-Suite you can use to print Standard reports.	← Read Note

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<p>NOTE: If the Resources Selected in Grid checkbox is checked, the report prints for the Resource(s) selected in the grid, regardless of the requirements.</p> <p>A. To generate standard Demob reports:</p> <ol style="list-style-type: none"> 1. From the Demob module, click the Reports button in the Main toolbar to open the Demob Reports window. <p>OR</p> <p>From the Reports drop-down menu, select Demob Reports to open the Demob Reports window.</p> <p>OR</p> <p>Click one of the Demob Report buttons.</p> <ol style="list-style-type: none"> 2. Click to select one of the following reports: <ol style="list-style-type: none"> a. Checkout Form - The Demobilization Checkout Form (ICS-221) is completed for a resource that is being demobilized. Demobilization Checkout Forms are only generated for resources that do NOT have a checkmark in the Checkout Form Printed checkbox. <p>To generate a Checkout Form:</p> <ul style="list-style-type: none"> • Under Sort, double click each sort to use in the report. The Sort moves from the left frame to the right frame. The sort order is based on the order in which you select the sort options. • To remove a selected sort, click the sort you want to remove in the right frame under Sort. Then click the < button. • To customize the Checkout Form, click the Customize Checkout Form button. Then refer to instructions in the Options section (5.1) for customizing the Checkout form. • To include strike team/task force components in the report, click to check 	<p>← Read Note</p>

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<p>the Include strike team/task force components checkbox.</p> <ul style="list-style-type: none"> To preview or print the report, click the Preview or Print button. <p>NOTE: If you click the Checkout button and the Resource Selected in Grid option is NOT checked, a message displays indicating that All Resources That Have Not Had a Checkout Form Printed (#) Will Be Printed.</p> <ul style="list-style-type: none"> If you click the Yes button to continue, a checkout form is printed for the number of resources indicated. The forms do not print in any particular order. Make sure this is what you want to do before clicking the Yes button. If you click the No button, no action occurs. <p>To print individual forms, click to check the Resources Selected in Grid option. Select specific resources. Then click the Checkout button.</p> <p>Use the Demob Report window to print sorted checkout forms. A message displays indicating that All Resources That Have Not Had a Checkout Form Printed (#) Will Be Printed. Selected individual forms cannot be printed from this window.</p> <p>NOTE: If a resource has a supply item that is not consumable issued to them in the Supply Module in I-Suite and an ICS 221 Checkout Form is printed for them, a statement prints on the Checkout Form indicating that the resource or one of its subordinates has supply items issued to them.</p> <p>NOTE: After a checkout form prints for a resource, the Checkout Form Printed checkbox in the Tentative Release area is automatically checked. This prevents the form from being printed again. If you need to print another form for that resource, click to check the Resources Selected in The Grid checkbox. Select the resource in the grid and print the form.</p> <p>b. Demob Planning Report - This report identifies resources and their current status for the incident.</p> <p>To generate a Demob Planning Report:</p> <ul style="list-style-type: none"> Under Select, click to select the resource 	<p>← Read Note</p> <p>← Read Note</p> <p>← Read Note</p>

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<p>status category to include in the report.</p> <ul style="list-style-type: none"> • Under Sort, double click to select each sort to use in the report. The Sort moves from the left frame to the right frame. The sort order is based on the order in which you select the sort options. • To remove a selected sort, click the sort you want to remove in the right column under Sort. Then click the < button. • To include strike team/task force components in the report, click to check the Include strike team/task force components checkbox. • To include subtotals on the first sort, click to check the Subtotals on first sort checkbox. • To preview or print the report, click the Preview or Print button. <p>c. Mob/Demob Report - This report identifies those resources that were demobilized.</p> <ul style="list-style-type: none"> • To identify how the report is organized, click to select By Section, By Resource Kind, or By Demobilization Date. • To include strike team/task force components in the report, click to check the Include strike team/task force components checkbox. • To preview or print the report, click the Preview or Print button. <p>d. Qualifications Report - This report identifies the positions/kind codes defined in the I-Suite system and those resources that are assigned to the positions.</p> <p>To generate a Qualifications Report:</p> <ul style="list-style-type: none"> • Click to select the Qualifications Report option. • To only include certain kind codes in the report, double click a kind code under Kind Codes to move it under Selected 	

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<p>the Tentative Release Date and Time. This information is critical for generating the Poster.</p> <ul style="list-style-type: none"> • The Release Date is within a specified date range (when using a date range). • The Status is not D (Demob). <p>To generate a Tentative Poster:</p> <ul style="list-style-type: none"> • In the Date Range boxes, enter the range of dates to include in the report. • To include strike team/task force components in the report, click to check the Include strike team/task for components checkbox. • To preview or print the report, click the Preview or Print button. <p>NOTE: Each Calendar Date prints on a separate page with resources grouped by E, O, C, or A's being released for each day of the report.</p> <p>NOTE: This is the poster that most teams print on the poster size paper.</p> <p>NOTE: If a resource appears on the Tentative Demob Poster that was actually Demobed, the Tentative Demob Date may be later than the Actual Demob Date (i.e. resource left earlier than planned). Change the Tentative Demob Date to the same or a previous date to the actual demob date and the resource will not be included on the poster.</p> <p>g. Available for Release - This report identifies those resources that are available for release. Only those resources that meet the following requirements are included in the report, unless the Resources Selected In Grid checkbox is checked:</p> <ul style="list-style-type: none"> • The Resource Type is C, E, O, or A. • The Resource Status is not D (Demobed). • The Dispatch Notified checkbox is not checked. • The Resource contains a Tentative 	<p>← Read Note</p> <p>← Read Note</p> <p>← Read Note</p>

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<p data-bbox="518 235 834 264" style="text-align: center;">Release Date and Time.</p> <p data-bbox="245 287 1023 394">NOTE: If the Available for Release report does not print for the resource, double check the Tentative Release Date and Time. This information is critical for generating this report.</p> <p data-bbox="427 430 945 462" style="text-align: center;">To print an Available for Release report:</p> <ul data-bbox="464 501 1036 1003" style="list-style-type: none"> • To include strike team/task force components in the report, click to check the Include strike team/task force components checkbox. • To preview or print the report, click the Preview or Print button. • When the prompt displays asking whether you want to automatically check the Dispatch Notified of Tentative Release checkbox, click the Yes button if you want to check it. Click the No button if you do not want to check it. <p data-bbox="245 1031 1036 1276">NOTE: If you want to reprint an Available for Release report, click to check the Reprint checkbox on the Select Report window. Then select the date and time when it was originally printed from the Date Time Printed drop-down list. To assign a new date to the report, click to check the New Print Date checkbox. Then click the Preview or Print button to print or preview the report.</p> <p data-bbox="367 1316 1013 1728">h. Air Travel Request - This form is used to request commercial air travel. A form only prints for those resources that meet the following requirements, unless the Resources Selected In Grid checkbox is checked:</p> <ul data-bbox="464 1520 1013 1728" style="list-style-type: none"> • The Resource Status is P (Pending). • The Return Travel Method for the resource is A/R or Air. • The Air Travel to Dispatch checkbox is not checked. <p data-bbox="427 1753 1036 1856" style="text-align: center;">The following Tentative Release information must be defined to avoid printing blank fields in the Commercial Air Travel Request form:</p>	<p data-bbox="1049 264 1240 291">← Read Note</p> <p data-bbox="1049 995 1240 1022">← Read Note</p>

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<ul style="list-style-type: none"> • Tentative Release Date and Time • Resource Name (may auto-fill - check against the name on the resource's picture ID. Fill-in if this does not auto-fill.) • Departing Airport Code (usually closest to the incident or where the rental car was rented) • Special Remarks (e.g. aisle seat because leg is in splint.) • Travel Time (Hours) (Minutes) from the incident to the Departure airport. • Travel Questions - Click to check the checkbox next to each question for which a Yes response is appropriate. All questions and answers print. <p>The following additional items will print on the form if the data was entered:</p> <ul style="list-style-type: none"> • Resource Name • Demob City, State • Jetport (arrival airport from check-in information) • If the Reassignment checkbox was checked under Tentative Release on the Demob window: <ul style="list-style-type: none"> ○ Reassignment Pending Demob prints in the upper right corner. If the checkbox is not checked, only Demob prints. ○ Last Date (of 14 day tour) available to work. Based on Length of assignment entry calculating days remaining of tour. Returns last date of tour. ○ Other quals will be listed. <p>To print an Air Travel Request Form:</p> <ul style="list-style-type: none"> • Click the Air Travel Request option on the Select Report window. 	

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<ul style="list-style-type: none"> To preview or print the report, click the Preview or Print button. When the prompt displays asking whether you want to automatically check the Air travel to Dispatch checkbox, click the Yes button to check it. Click the No button if you do not want to check it. 	
<p>NOTE: Only generate and print one resource's Commercial Air Travel Request at a time. A separate form will print for each resource.</p>	<p>← Read Note</p>
<p>NOTE: Only Special Instructions Remarks print on this report. The Expanded Special Remarks box can only be filled about 1/3 full for all of the information to print on the Commercial Air Travel Request Form. Preview the form to make sure all information appears.</p>	<p>← Read Note</p>
<p>NOTE: The system does not automatically check the Itinerary Received From Dispatch checkbox. This is a manual operation. Use this box to track progress on air travel.</p>	<p>← Read Note</p>
<p>i. Last Work Day - This report identifies those resources with last work days within a defined date range. Only those resources that meet the following requirements are included in the report, unless the Resources Selected in Grid checkbox is checked:</p> <ul style="list-style-type: none"> A Tentative Release Date or Demobilization Date is defined. The calculated Last Work Day falls within the defined date range. An Actual Release Date is not defined. The Status is not D (Demobed). <p>To print a Last Work Day Report:</p> <ul style="list-style-type: none"> In the Date Range boxes, enter the range of dates to include in the report. To include strike team/task force components in the report, click to check the Include strike team/task force 	

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<p>components checkbox.</p> <ul style="list-style-type: none"> • To preview or print the report, click the Preview or Print button. <p>j. Actual Demob - This report identifies those resources that have been released for demobilization. Only those resources that meet the following requirements are included in the report, unless the Resources Selected In Grid checkbox is checked:</p> <ul style="list-style-type: none"> • The Resource Status is not D (Demobed). • The Resource contains an Actual Release Date and Time. <p>NOTE: If the Actual Demob Report does not print for the resource, double check the Actual Release Date and Time. This information is critical for generating this report.</p> <ul style="list-style-type: none"> • The Dispatch Notified of Actual Release checkbox is not checked. <p>To print an Actual Demob Report:</p> <ul style="list-style-type: none"> • To include strike team/task force components in the report, click to check the Include strike team/task force components checkbox. • To preview or print the report, click the Preview or Print button. • When the prompt displays asking whether you want to automatically update the status of the resource(s) to d, click the Yes button to run the update. Click the No button if you do not want to run the update. • When the prompt displays asking whether to check the Dispatch Notified of Actual Release checkbox, click Yes to check it. Click No if you do not want to check it. <p>NOTE: A new page is produced for each request category on the Actual Demob Report.</p>	<p>← Read Note</p> <p>← Read Note</p> <p>← Read Note</p>

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<p>NOTE: Make sure Finance has completed all payment work for the resource(s) before changing the Status to D or the record(s) will have to be undemobed to complete payment records. Demobed resource(s) should only appear in those reports for already demobed resources.</p> <p>NOTE: You can Demob multiple resources at one time (e.g. an entire management team demobing). One way to do this is click to check the Resources Selected in Grid checkbox. Then select all of the resources you want to demob in the grid. Click the Actual Demob button on the Demob window. When prompted to update the status to D, click the Yes button. This automatically changes the Status of the selected resources to D (Demobed) AFTER you also click Print to print the report OR click to check the Resources Selected in Grid checkbox. Then select all of the resources you want to demob in the grid and click the D button. These processes assist in database cleanup at the end of incidents.</p> <p>j. Ground Support - This is a form that people can use to request ground support transportation. A form only prints for those resources that meet the following requirements, unless the Resources Selected In Grid checkbox is checked:</p> <ul style="list-style-type: none"> • The Resource Status is NOT D (Demobed). • The Resource contains a Tentative Release Date . <p>NOTE: If the Ground Support Report does not print for the resource, double check the Tentative Release Date. This information is critical for generating this report. Leave ICP Time is generated by the Tentative Release Time in the Resource(s) record(s).</p> <ul style="list-style-type: none"> • The Return Travel Method for the Resource is A/R or Air. • The Is Ground Support transportation needed? checkbox contains a check. • The Tentative Release Date is within a specified date range (when using a date 	<p>← Read Note</p> <p>← Read Note</p>

