Demob

- Access the I-Suite website at: **http://isuite.nwcg.gov**
- Contact the I-Suite Helpdesk at: **(866) 224-7677**

Demob toolbar and toolbar buttons

Demob Filters   Group Demob   Report Buttons

Exclude Demobed | Exclude Filled | Demobed Only   P   D   N   Tentative Poster | Available for Release | Air Travel Request | Check Out | Actual Demob | Ground Support   ☑ Resources Selected In Grid

Group Pending   No Grouping   Only Print for Resources Selected in Grid
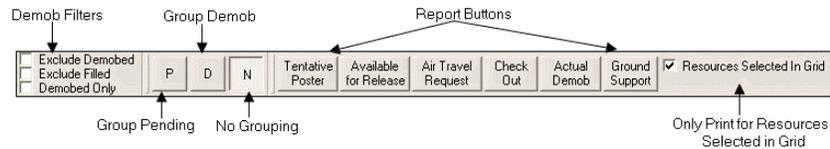
Demob Buttons & Filters

♦ The primary purpose of the **Demob** module is to assist in pre-planning and demobilization of resources.

♦ To change the status of a group of resources to **Pending Demob**, click the resources in the grid. Then click the **P** button.

♦ To change the status of a group of resources to **Demobed**, click the resources in the grid. Then click the **D** button.

♦ When you click either the **P** or **D** button to change the status of a group of resources, the **Save** button changes to **Save & Next**. When you click the **Save & Next** button, the changes are saved to the resource highlighted in the grid and the next resource included in the group displays.

♦ If you used the **P** or **D** button to change the status of a group of resources and have not yet saved the status to the records, click the **N** button to change the status back.

♦ If you saved the **P** or **D** status change to the resources, the status will not change back to the original when you click the **N** button.

♦ To print a report for only those resources selected in the grid, click to check the **Resources Selected in Grid** checkbox. Then click the **Report** button on the **Demob** window.

♦ To remove resources with a **Demobed** status from the **Resources** grid, click to check the **Exclude Demobed** checkbox.

♦ To remove resources with a **Filled** status from the Resources grid, click to check the **Excluded Filled** checkbox.

Demob Information

♦ To only display resources with a **Demobed** status in the **Resources** grid, click to check the **Demobed Only** checkbox.

♦ **Demobilization Information** for the selected resource automatically displays on the left side of the window. This information is retrieved from the Resources module. Review this information for accuracy.

♦ When the status of a resource is changed to **D**, you must define an **Actual Release Date** for that resource. You cannot save the status change to the resource until the **Actual Release Date** is defined.

♦ When a **First Work Day** and **Length of Assignment (Days)** are defined, the application automatically calculates the **Demobilization Date** for the resource.

♦ To change the **Demobilization 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 Work Day).

♦ 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 data.

Demob

Tentative Release

- Define **Tentative Release Information** in the center area on the Demob window.

- When the **Available for Reassignment** checkbox is checked, **Y** (for Yes) displays in the **Available for Release Report**, along with additional **Quals**. This information also displays on the **Commercial Air Travel Request**.

- If the **Return Travel Method** is different from the **Arrival Travel Method**, make sure you change the entry in the **Return Travel Method** box. This is important when you are creating **Travel Method Reports**.

- When the **Dispatch Notified** checkbox is checked, an **Available for Release Report** will no longer be generated for the resource. If you need to print a copy of the report for the resource, click to check the **Resources Selected in Grid** checkbox, then select the resource in the grid. Click the **Available for Release** button to print the report again.

- If the **Return Travel** method is **A/R** or **AIR**, add travel information in the area that displays at the bottom of the window. This information generates the **Commercial Air Travel Request**.

- **Special Instructions** print on the **Commercial Air Travel Request Form**. If you enter instructions in the **Special Instructions** window that displays when you click the **Special Instructions** button, only fill the window **1/3** full to include all instructions on the form. Preview the form and make adjustments to the information before printing.

- **Air Travel Questions** display on the bottom right side of the window. Click to check each question for which a **Yes** response is appropriate.

Actual Release

- Define **Actual Release** Information in the area on the right side of the Demob window.

- When the **Rest Over Night** checkbox is checked, the application prints **RON Location** information on the **Actual Demob Report**.

- When the **Dispatch Notified** checkbox is checked, the **Actual for Release Report** will no longer be generated for the resource. If you need to print a copy of the report for the resource, click to check the **Resources Selected in Grid** checkbox, then select the resource in the grid. Click the **Actual Demob** button to print the report again.

Demob Reports

Tentative Poster

- Only those resources that meet the following requirements are included:
  - The **Resource Type** is **C**, **E**, **O**, or **A**
  - The Resource contains a **Tentative Release Date** and **Time**.
  - **Actual Release Date** within defined **Date Range**
  - Status is NOT **D** (Demobed)

Available for Release

- Only those resources that meet the following requirements are included:
  - 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 Release Date** and **Time**

Air Travel Request

- Only those resources that meet the following requirements are included:
  - The **Resource Status** is **P** (Pending)
  - The **Return Travel Method** for the resource is **A/R** or A**IR**
  - The **Air Travel to Dispatch** checkbox is NOT checked

Demob

Air Travel Request Continued

♦ The following Tentative Release information must be defined to avoid printing blank fields in the Commercial Air Travel Request Form:

○ Tentative Release Date and Time

○ Resource Name

○ 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

Checkout Form

♦ Demobilization Checkout Forms are only generated for resources that do NOT have a checkmark in the **Checkout Form Printed** checkbox.

♦ If you click the **Checkout** button on the Demob window and the **Resources 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**.

○ If you click the **Yes** button, a checkout form prints for the number of resources indicated in no particular order. Make sure this is what you want before clicking the **Yes** button.

○ If you click the **No** button, no action occurs.

♦ To print individual forms, click to check the **Resources Selected in Grid** option. Select specific resources. Then click the **Checkout** button.

♦ Use the **Demob Report** window to print sorted checkout forms.

♦ 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.

Actual Demob

♦ Only those resources that meet the following requirements are included:

○ The **Resource Status** is NOT **D** (Demobed)

○ The Resource contains an **Actual Release Date**

○ The **Dispatch Notified of Actual Release** checkbox is NOT checked

Ground Support

♦ Only those resources that meet the following requirements are included:

○ The **Resource Status** is NOT **D** (Demobed)

○ The Resource contains a **Tentative Release Date**

○ The Travel Question "**Is Ground Support transportation needed?**" is checked

Other Demob Reports

♦ The following Demob Reports can only be printed from the Demob Reports window:

Demob Planning Report
The Demob Planning Report identifies resources and their current status for the incident.

Mob/Demob Report
The Mob/Demob report identifies those resources that were demobilized.

Qualifications Report
The Qualifications Report identifies the Kinds/Positions assigned to the resources.

Section Report
The Section Report identifies those resources assigned to different sections.

Last Work Day Report
Resources that meet the following requirements are included in this report:

○ **Tentative Release Date** or **Demobilization Date** is defined

○ **Calculated Last Work Day** falls within defined date range

○ **Actual Release Date** is NOT defined

○ Status is NOT **D** (Demobed)