Demob

Getting help

- Access the e-ISuite website at: **http://eisuite.nwcg.gov**
- Contact the Helpdesk at: **(866) 224-7677**

Demob overview

- The primary purpose of the **Demob** module is to assist in pre-planning and demobilization of resources.
- From the Home page, click the **Incidents** button.
- Select an Incident or Incident Group from the grid and click the **Demob** button.

Manage Demob Settings

Demob Settings to be used for each incident should be selected before demob begins.

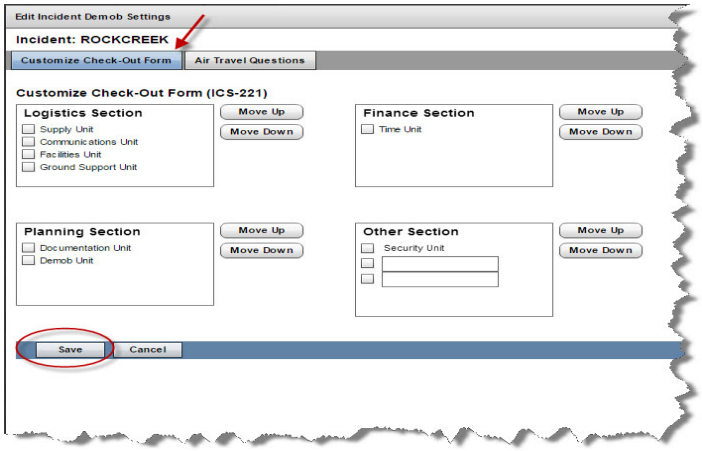
1. Select **Demob Settings** from the Demob drop-down menu.
2. Select the **Customize Check-Out Form** tab.
3. Identify the units to include in each section by clicking the appropriate checkbox.
4. Additional sections can be added in the **Other Section** area.
5. Change the order in which the unit checkboxes display in each Section by clicking **Move Up** or **Move Down**.
6. Click the **Save** button to save changes made to the Check-Out Form.
7. Click the **Air Travel Questions** tab.
8. To display a question, check the **Display** checkbox.

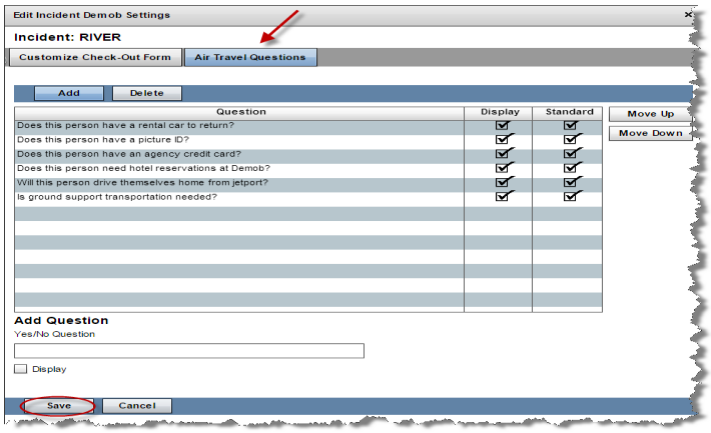
Standard Questions cannot be deleted, they can only be unchecked in the Display column.

9. Change the order in which the questions display by clicking **Move Up** or **Move Down**.
10. To add a custom question, click the **Add** button and enter the question in the **Add Question** text box.
11. To edit a custom question, select a question to edit and make the appropriate change in the **Edit Question** text box.
12. To delete a custom question, select the question and click **Delete**.
13. Click **Save** to save any changes made and click '**x**' to close the pop-up box.

Resources Selected in the Grid checkbox

When checked, any Demob Report button action will include any selected resources regardless if they meet the criteria of the report.





Demob

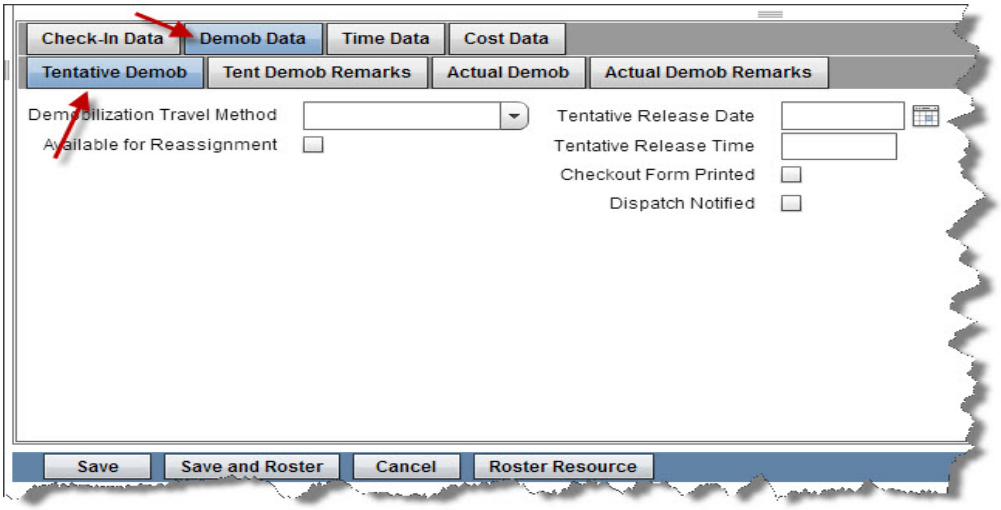
Tentative Demob

Demob Settings to be used for each incident should be selected before demob begins.

1. Select an existing Resource from the Resources grid.
2. Select the **Demob Data** tab.
3. Select the **Tentative Demob** sub-tab.
4. The **Demobilization Travel Method** will default from the Check-In Mobilization Travel Method. Add/edit this data by using the drop-down list.

Edits to this data will not change Mob Travel Method under Check-In.

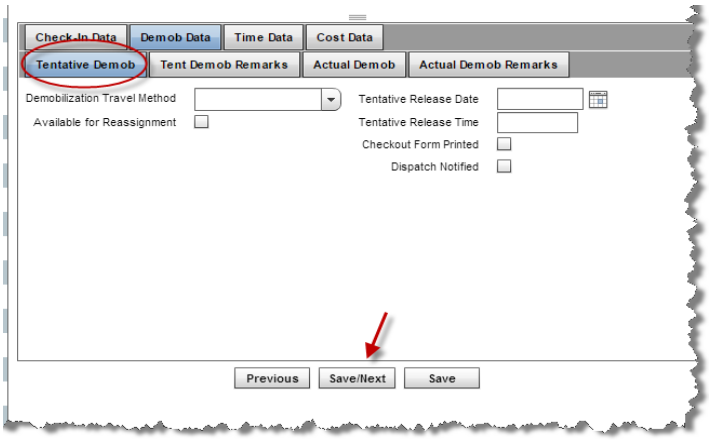
5. Check the **Available for Reassignment** checkbox if the resource is willing to be reassigned to another incident.
6. Enter a **Tentative Release Date**. This is the date the resource is available to leave the incident.
7. Enter a **Tentative Release Time**. This is the time the resource is available to leave the incident.
8. **Checkout Form Printed** checkbox will be automatically checked through a dialogue box if the user clicks "Yes" when the form is initially printed. To reprint, uncheck the box, save, and reprint the form.
9. **Dispatch Notified** checkbox will be automatically checked through a dialogue box when the Available for Release Report is generated if the user clicks "Yes". To resend, uncheck the box, save and run the report again.
10. Select the **Tent Demob Remarks** sub-tab and make any comments that pertain to making travel arrangements.
11. Select the **Air Travel** sub-tab (if Travel Method is AIR or A/R), enter the **Name on Picture ID** (default is name/nick name used in check-in) and select the **Depart from Jetport** from the drop-down list.
12. **Air Travel to Dispatch** checkbox will be checked then the Air Travel Request form is generated when the message box displays. Uncheck the box and click **Save** if another form needs to be printed.
13. **Itinerary Received from Dispatch** checkbox, **Airline**, **Flight #**, and **Flight Time** can be manually filled in by the user when this information is received from dispatch. All flight information, if entered, will appear on the Ground Support report.
14. Enter **Hours and Minutes to Airport** and **Special Instructions**. This information will appear on the Air Travel Request form when generated.
15. **Leave ICP Time** data appears on the Ground Support report.
16. Select the **Air Travel Questions** sub-tab (if Travel Method is AIR or A/R) and check the questions related to **Ground Support**, **Resource driving themselves home after a flight**, **Rental car**, **Picture ID**, **Hotel reservation needed**, **Agency credit card** and any additional non-standard questions. Questions and answers appear on the Air Travel Request form.
17. Click **Save** to save the changes made.

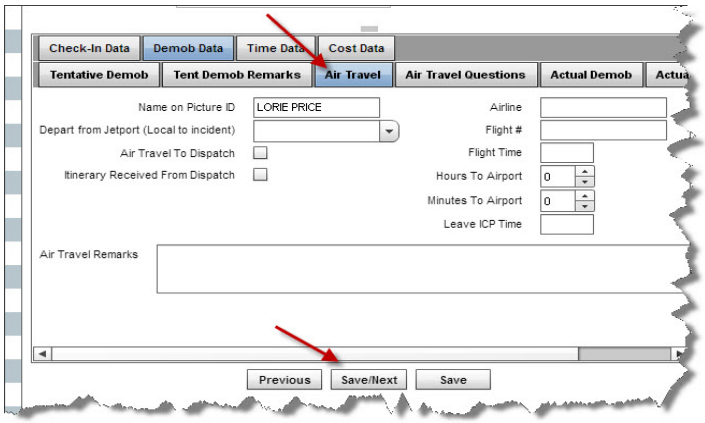


Group Pending Demob

1. Select multiple Resources from the Resource grid and click the **Group Pending** button.
2. The Group Pending window will display with all of the selected resources. Status "P" is automatically entered when the resource record opens.
3. Select the **Tentative Demob** sub-tab and enter the Tentative Demob data for the first Resource.
4. If the data did not default, select the **Demobilization Travel Method** from the drop-down list and edit the data, as needed.
5. If **Available for Reassignment**, click the checkbox.
6. Enter a **Tentative Release Date** and **Tentative Release Time**.
7. The **Checkout Form Printed** checkbox will be checked through a dialogue box when the form is initially printed. To reprint, uncheck the box, save, and reprint the form.
8. The **Dispatch Notified** checkbox will be checked when the Available for Release Report is generated. To resend, uncheck the box, save and run the report again.
9. Click the T**ent Demob Remarks** sub-tab to enter any remarks.
10. If the **Return Travel Method** is **AIR** or **A/R** enter information on the **Air Travel** sub-tab.
11. Update the **Name on Picture ID** and select **Depart from Jetport** from the drop-down list.
12. **Air Travel To Dispatch** checkbox will be automatically checked when the Air Travel Report is generated.
13. If **Itinerary Received From Dispatch** is true, click the checkbox and enter the **Airline**, **Flight #** and **Flight Time**.
14. Estimate the travel time to the airport by inputting the **Hours to Airport** and **Minutes to Airport**.
15. Enter **Leave ICP Time**. This time will display on the Ground Support report.
16. Enter any **Special Instructions** in the description box.
17. Click the **Save/Next** button to open the next Resource and add the **Tentative Demob Data**.
18. After the last Resource in the Group Pending screen has been saved, the system will return to the resources grid.

Group Pending Demob for Rostered Resources will 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.

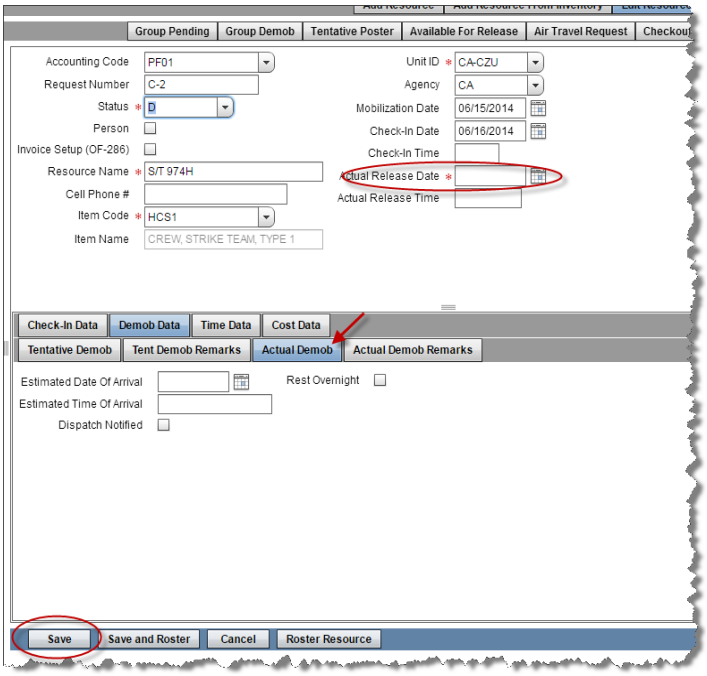


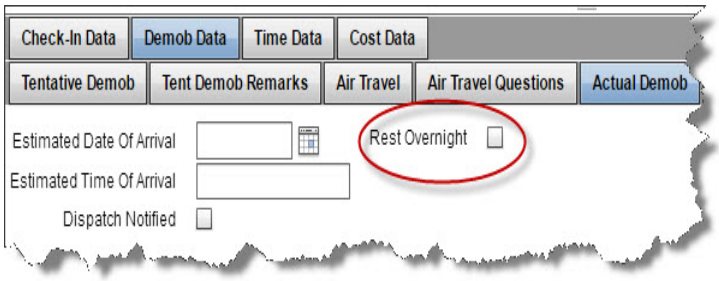


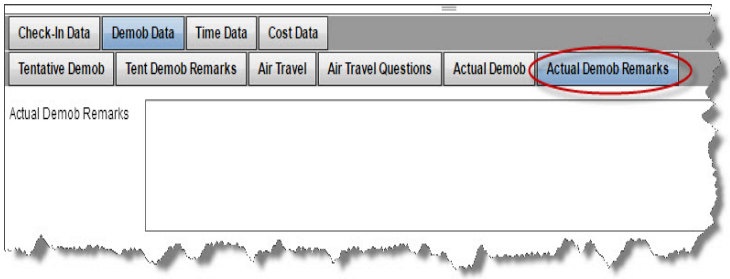
Demob

Actual Demob

1. Select an existing Resource from the Resources grid.
2. Select the **Demob Data** tab and the **Actual Demob** sub-tab.
3. Enter the **Actual Release Date** and **Actual Release Time** in the Common Data area. These fields will become active once the resource's status has been changed to "D" or "R".
4. An **Actual Release Date** indicates that a resource should be included in the Actual Demob Report, as long as the **Dispatch Notified** checkbox has not been checked.
5. Enter an **Estimated Date and Time of Arrival**.
6. **Dispatch Notified** checkbox will be automatically checked when the Available for Release Report is generated.
7. If the resource has to **Rest Overnight**, click the checkbox. Add each city and state for each location the resource indicates they will be staying overnight. This data will appear on the Checkout form (ICS 221).
8. Select the **Actual Demob Remarks** sub-tab and enter any comments to show on the Actual Demob Report sent to the Dispatch Office.
9. Click **Save** to save the data.







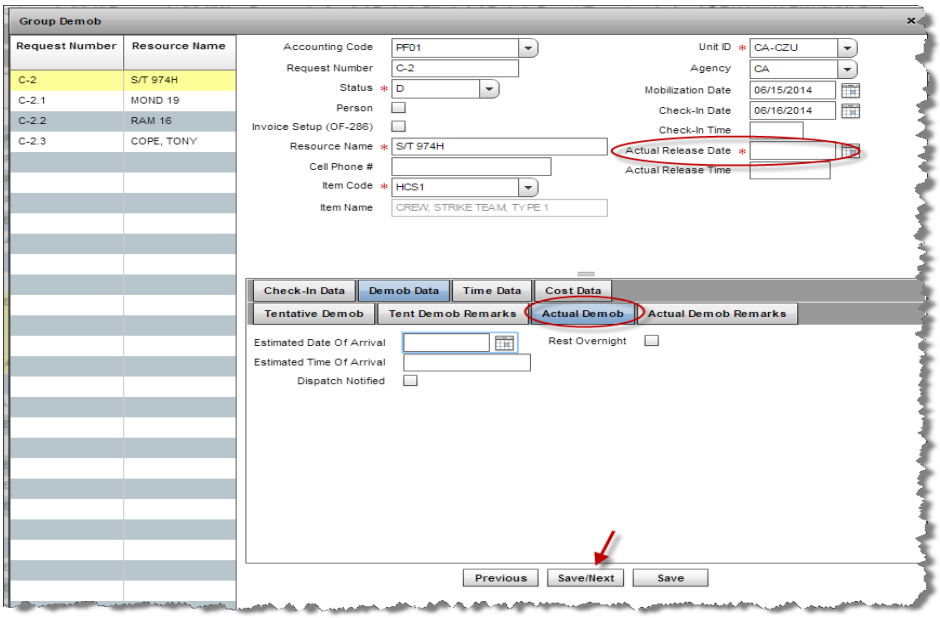
Group Actual Demob

1. Select multiple Resources from the Resource grid and click the **Group Demob** button.
2. Status "D" is automatically entered when the resource record opens.
3. Enter the **Actual Release Date** and **Time** in the upper Common Data screen.
4. Select the **Demob Data** tab and the **Actual Demob** sub-tab.
5. Enter the appropriate Demob data for the Resources.
6. Enter an **Estimated Date and Time of Arrival**.
7. **Dispatch Notified** checkbox will automatically be checked when the Actual Demob report is generated.
8. If the resource has to **Rest Overnight**, click the checkbox. This data will appear on the Checkout form (ICS 221).
9. If **Rest Overnight** is selected, click the **Add Location** button to add a City/State for the Resource to Rest Overnight.
10. Enter any **Actual Demob Remarks** in the text box from the Actual Demob Remarks sub-tab.

Group Actual Demob cont'd

11. Click the **Save/Next** button to open the next Resource and add the Demob data.
12. After the last resource in the Group Demob screen has been saved, the system will return to the resources grid.
13. Click the "**x**" to close the pop-up box.

Use the Group Demob for Rostered Resources feature to change the Status to "D" if several, not all, selected resources are to be marked Demobed. Individual rostered resources can be selected without selecting the entire roster or the Primary record.



Demob Reports and Forms from Demob Menu

*To generate Demob Forms and Reports using the Demob menu buttons, click on **Demob** on the main toolbar and select a Demob Form or Report from the toolbar. Options include **Tentative Poster**, **Available for Release**, **Air Travel Request**, **ICS 221 Checkout Form**, **Actual Demob** and **Ground Support**. For specific details on what conditions each report keys on, click on a report, then click to "Show" the instructions. Conditions for each report are listed under Instructions.*