National Dispatch Efficiency Working Group

Interagency Standards for the ROSS Operations Guide (ISROG)

Standard Business Practices for Using ROSS within the Interagency Business Community

(Updated for ROSS version 2.16.5.4, released March 2016)

May 6, 2016

Contents (Alphabetical by screen)

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Incident Screen

IRWIN to ROSS Interface*. Basic incident header information, including Name, Initial date/time, Number, Type, Description, Office Reference, Location, Minimum and Maximum Elevation, External dispatch & host information, and Billing and Benefitting Organizational Units, can now be added to ROSS from some CAD systems through an interface with iRWIn. When an incident's basic header information is added to ROSS in this fashion, the CAD system is the system of record, and any changes to the data fields described above must be edited in the CAD system.*

Navigation Instructions. To display reporting directions or instructions within the Descriptive Location (block 5) of the printed resource order, within the Incident Screen select the "Locations tab", and then from the "Locations Use" pull down menu select "Command Post". Within the Navigation Instructions field enter information to be displayed on the resource order form. Include road directions to the delivery point or reporting point. If the deliver to point is the incident, type the navigation instructions within the Directions tab of the incident screen.

Financial Codes. Post valid financial codes on the Incident screen under the Financial Codes tab. See Chapter 10, National Interagency Mobilization Guide for specific guidance on Agency financial codes. Inactivate financial codes when no longer used or needed. Note that four character fire codes created in the FireCode system can be imported to ROSS through iRWIn.

An active incident default financial code **must** be selected in order for requests for NFES supply items to be accepted by ICBSR through the ROSS-ICBSR interface.

Always include the **Forest Service Override Code** when using a Forest Service financial code.

DO NOT enter Financial Codes on the New Incident screen in the Office Reference Number box.

- If you have filled a request and as part of this activity must assign a specific agency financial code, or are in need of a financial code, you may contact the ordering office through established ordering channels and request them to enter the financial code in ROSS. Alternately, you may utilize the "Manage Financial Codes" function from the request status screen to enter your agency specific financial code (see Request Status Screen). In this case you must document your actions, and you should contact the ordering office to inform them of the change.

Frequencies. Identify and select frequencies before ordering the resource that needs them. Identify and select both air-to-air and air-to-ground frequencies before placing Aircraft orders.

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When frequencies are added or removed from an incident, you must update and revise this information immediately. Large incidents will identify frequencies within the Incident Action Plan (IAP). It is recommended that the dispatch unit supporting a large fire maintain current frequency information by utilizing the IAP. Delete any frequencies that should not be displayed on a printed resource order.

Airports. Identify all possible jetports that mobilizing resources will use when flying commercially. Any new request created that is expected to be filled with non-local resources must have the jetport identified. Jetports must be identified within the Airports tab in the Incident Screen.

Contacts. Enter new contact information specific to the incident under the Contacts tab. All contacts located within the Contacts tab will be displayed on a printed resource order within the Incident Base / Phone Number (block 8) field. Delete any contacts that should not be displayed on a printed resource order.

For example, the host agency creates an expanded dispatch organization for an incident, a new contact name with the appropriate phone number including area code (Arbuckle Expanded 1-999-999-9999) will be created within the Contacts tab and all old contact information is deleted. The expanded dispatch contact will be used until the expanded organization is released. When expanded is released, the contact should be deleted and the normal contact name and phone number (Arbuckle Dispatch) and telephone number must be re-created for the duration of the incident.

Documentation. Enter any important documentation pertaining to a specific request on the New Request screen, the Pending Request screen, the Request Status screen, the Incident Resources screen, the Multi Place or Travel screens.

Incident Resources Screen

Refer to the Request Status Screen section for the Interagency Standards required of Support Requests.

Working with Subordinate requests. ROSS assigns subordinate request numbers to the resources that are filling positions on an assignment roster. Members of an overhead team, fire crew, engine, etc. may be ordered on a subordinate request as part of a roster (see Roster screen for complete list).

For example, the parent request for a Type 6 Engine is request number "E-16," the subordinate crew members on the assignment roster would be numbered "E-16.1," "E-16.2," "E-16.3," and so on.

When adding subordinate requests:

- You can add a subordinate request only to a "parent request" filled "with configuration."

- The sending (filling) unit can add a subordinate request when the resource used to fill the parent request is "Reserved" or "Mob in Route," or at any time when permission is granted by the receiving unit.
- The receiving unit can add a subordinate request when the resource used to fill the parent request is status as "Mob in Route" or "At Incident."
- You cannot select a Preorder when adding a subordinate request.

Release and Reassign actions. Complete all travel information accurately. You must use the actual date the action occurred. If a resource was released several days prior to the ROSS release or reassignment, use the actual date the resource left the incident. If the "Release To" field is not populated, the destination jetport should be added.

Refer to the Travel Screen section for the Interagency Standards required for Travel.

Add Documentation action for Emergency Releases. All dispatch personnel associated with the transmittal and verification that an emergency message was placed and received by the intended recipient will add documentation. Use clear, simple text and avoid acronyms and abbreviations. Discretion should be applied.

- Do not document any information that is confidential and/or personal.
- Limit documentation to pertinent information concerning the emergency release; identify all contacts for demobilization from departure point to arrival point.
- Document confirmation that information was passed and received by affected parties.

New Incident Screen

IRWIN to ROSS Interface. Basic incident header information, including Name, Initial date/time, Number, Type, Description, Office Reference, Location, Minimum and Maximum Elevation, External dispatch & host information, and Billing and Benefitting Organizational Units, can now be added to ROSS from some CAD systems through an interface with iRWIn. When an incident's basic header information is added to ROSS in this fashion, the CAD system is the system of record, and any changes to the data fields described above must be edited in the CAD system.

Internal Incident. Select Internal Incident except when dispatching for a unit that is external or status only.

Incident Type. There are many types of incidents. Select the appropriate type of incident. Incident types that are described below have standardized uses.

- **"**Other Support" will be selected when requesting resources to work directly for the host agency responsible for supporting an actual incident. Other support resources are expected to remain on their original order for the commitment duration and are not

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normally reassigned. Examples of support resources include dispatchers, cache workers, ramp personnel, and other positions described within Chapter 10 of the National Interagency Mobilization Guide, Incident Support Organization (ISO). Support resources perform duties associated with the host agency and are not associated directly with the incidents being supported by the host agency. For specific information on the ISO, see http://www.nifc.gov/nicc/mobguide/Chapter%2010.pdf

- "Preparedness/Preposition" will be selected when requesting resources that, once arrived, will be locally available for wildfire reassignments during the commitment duration.

- "Training – Classroom," "OJT," "Proficiency," and "Simulation" may be used for resources available locally and within the host agencies Geographic Area. Requests for NIRSC radio items in support of these incidents will be placed through NICC.

  o It is not a national requirement to create an incident to support mobilization of casual employed personnel (AD) for agency training purposes.

  o NICC will not process requests for overhead resources associated with "Training" incidents; this includes students and/or instructors.

Incident Name. Incidents established in ROSS should be appropriately named. When left blank, the incident name will default to the incident number. It is recommended to appropriately name each incident before placing requests outside of the local host agency and/or the ordering unit jurisdiction. Below are recommendations and examples for naming incidents within ROSS.

When naming a "Wildland Fire" incident within ROSS, it is recommended that a local geographic feature be included within the incident name. There is no requirement to include the word "Fire" within the incident name.

> *Example :* Naming a "Wildland Fire" incident; the Vale District located in Oregon (OR-VAD) requires crews for an escaped fire near Castle Rock. Utilize the category "Wildland Fire" for the incident type and by following the recommended incident naming convention, an appropriate name may be Castle Rock.

When naming other types of incidents that are available within ROSS such as "Flooding" or "Hurricane/Typhoon" or "Fire – Prescribed", it is recommended to use the event or activities pre-existing name if established within the incident name created within ROSS.

> *Example :* Naming a "Flood" incident; the Fairbanks Area Forestry office in Alaska (AK-FAS) requires a hand crew for the placement of sand bags along the Tanana River. Utilize the category "Flood" for the incident type and when adhering to the recommended incident naming convention, an appropriate name may be Tanana River Flood – January 2007.

When naming an "Other Support" incident (off-incident support order) within ROSS, the incident name should include the word "Support" and/or "Severity" in the incident name when ordering resources that are mobilized in response to an agency's approved severity request. If a specific incident is being supported, the incident name would also be included.

Example #1: Naming an "Other Support" incident; the Boise Interagency Logistics Center located in Idaho (ID-BDC) requires additional dispatch personnel to help with predicted high volume fire activity. Utilize the category "Other Support" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be <u>BDC Dispatch Support – IA Multiple Fires</u>.

Example #2: Naming an "Other Support" incident; the Boise District Office located in Idaho (ID-BOD) requires a fixed wing aircraft and associated personnel to provide detection and mapping of potential fires. Costs are being funded from a BLM appropriated fund source. Utilize the category "Other Support" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be <u>BOD Severity / Aviation Support - 2010</u>.

Example #3: Naming an "Other Support" incident; the fire cache managed by the Boise National Forest located in Idaho (ID-BOF) requires a fork lift to assist with the large volume of fire supplies being ordered by the Lowman fire. Utilize the category "Other Support" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be <u>Lowman – Cache Support</u>.

Example #4: Naming an "Other Support" incident associated with a hurricane; the Everglades National Park located in Florida (FL-EVP) requires a logistics team to support hand crews and overhead assigned to provide facility cleanup resulting from high winds generated by Hurricane Arbuckle. Utilize the category "Other Support" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be <u>Hurricane Arbuckle Everglades Support</u>.

When naming "Preparedness/Preposition" incidents within ROSS, the incident name should also include either the word "preparedness" or the word "preposition" in the incident name, or the word "severity" when ordering resources that are mobilized in response to an agency's approved severity request.

Example #1: Naming a "Preparedness/Preposition" incident**;** the Boise National Forest in Idaho (ID-BOF) requires additional engines be located throughout the forest for a predicted high volume of new fires. Utilize the category "Preposition/Preparedness" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be <u>2010 BOF IA Preposition</u>.

Example #2: Naming a "Preparedness/Preposition" incident**;** the Mendocino National Forest in California (CA-MNF) requires a type 1 helicopter and associated personnel to be located at the forest helibase for a predicted high volume of new fires. Utilize the category "Preposition/Preparedness" for the incident type and when adhering to the

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recommended incident naming convention, an appropriate incident name may be
<u>Mendocino July Aviation Severity</u>.

Complex. When creating a complex in ROSS, <u>you must manually append</u> the word "Complex"
to the end of the parent incident name. Select the Complex check box in the "New Incident"
screen for the incident that becomes a complex. All other incidents that are related to the parent
incident will automatically have [CPX] added to the incident name when they are associated.
Note: You only need to enter "Complex" to the end of the parent incident name.

Incident Host. Identify the incident host by responsible/jurisdictional agency. The Incident Host
is the owner agency that provides the primary financial code for payment of requested resources
and/or the agency that generates the need for requesting the resources.

Location Name. ROSS defaults to incident name and this displays on the printed resource order.
You may type up to 50 characters of additional information.

- **Enter Coordinates**. Ensure latitude and longitude are entered accurately, and that they
  represent the actual location of the incident. If an accurate latitude and longitude are
  not known at the time of incident creation, coordinates for the nearest known location
  to the incident should be entered. Coordinates should be updated once the accurate
  latitude and longitude can be ascertained.

Office Reference. May be used by the unit creating the incident for internal filing or other
internal tracking purposes. Financial code information will not be located within the office
reference field.

Financial Code. Locate the host agency financial code. In most cases, only one fire code
should be assigned to an incident. Should a financial code become invalid, the "active" box
must be deselected from the financial code section of the Incident screen. If using more than
one financial code from the same agency, identify the primary code by selecting the default
button. An active incident default financial code **must** be selected in order for requests for
NFES supply items to be accepted by ICBSR through the ROSS-ICBSR interface. DO NOT
mix financial codes that are not similar in intent (the financial code should match the incident
type). All Forest Service financial codes require an associated override code. See chapter 10
of the National Mobilization Guide for information on Agency specific cost coding for
incidents. Note that four character fire codes created in the FireCode system can be imported
to ROSS through iRWIn.

- <u>Severity, Suppression, FEMA Financial Codes</u>. - When an agency has assigned a
  financial code to an incident resource order with the intent of obligating suppression
  funds, severity funds, Federal Emergency Management Agency (FEMA) disaster funds,
  or similar funding sources, DO NOT assign an additional financial code that obligates
  an agency's budgeted or allocated funds (hard dollars).

  Example: for Severity, Suppression, and FEMA Financial Codes. An incident resource
  order is created by an agency for the purpose of wildland firefighting using a

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suppression fund source. Create a new incident resource order to identify and obligate the budgeted or similar funding. DO NOT assign financial codes associated with budgeted (hard dollar) funding sources to the incident.

- Agency Budget, Allocated, Hard Dollar Codes. When an agency has assigned a financial code to a resource order with the intent of obligating budgeted (hard dollars) or allocated funding, DO NOT permit an additional financial code that obligates suppression funds, severity funds, Federal Emergency Management Agency (FEMA) disaster funds, or similar funding sources.

  Example: for Agency Budget, Allocated, and Hard Dollar Codes. An incident resource order is created by an agency for the purpose of insect control using a budgeted (hard dollar) financial code. DO NOT assign financial codes associated with a suppression fund source to the incident.

Radio Frequencies.

See Frequencies under Incident Screen section.

Merge Incidents Screen

The Merge Incidents screen allows a user to merge two open incidents together. See ROSS User Guide for more information: (http://ross.nwcg.gov/user_guide/merge_incidents_v216_2014_0324.pdf).

Merge Resources Screen

Merging resources is used to combine multiple resource items into one master resource item record.

- You can only merge local resources that are managed by the dispatch center performing the merge. To merge resources managed by different offices, you must first coordinate the resource transfer to the office that manages the master record.

- All selected resource items and the master resource item must be from the same catalog and category. For example: Equipment/Engine, Aircraft/Airtanker, or Overhead/Positions.

- The master record for overhead must be imported, rather than a hand-entered record. Import records are IQCS or IQS.

Multi Place Requests Screen

This screen can efficiently place requests of different catalog types to various dispatch centers for fill with non-local resources.

Dispatch centers can be sorted based on proximity to the incident.

As in the Pending Request and Request Status Screens, available actions include UTF, Cancel, and Cancel UTF. The actions can be accomplished on multiple requests at once. Follow the same guidelines as found under Pending Request.

Support Requests can be created for one request at a time. Refer to the Request Status Screen section for the Interagency Standards required of Support Requests.

New Request Screen

Inclusions and Exclusions. Ensure the appropriate inclusions and exclusions are selected.

Example #1: You are unable to support an EFF/AD employee at the incident location. Select the "EFF/AD Exclusion" box prior to creating the new request.

Example #2: A non-fire US Fish and Wildlife Service incident is funded by the Agency only with no reimbursable funding. Select the "Host Agency Only" box prior to creating the new request.

Example #3: An incident to provide assistance internationally is created under a Federal agreement that does not allow for the use of non-Federal resources. Select the "Federal Only" box prior to creating the new request.

Need Date/Time. Enter the appropriate Need Date/Time the resource is needed. For local initial attack purposes, this is often left blank. If left blank, the time will default to the moment the new request was created.

When placing up, DO NOT use the default time.   Prior to placing requests up, verify that the date and time is realistic and, if needed, revise the date and time.

NICC will not process "after-the-fact" new requests for resources that have been self-dispatched or self-mobilized to an incident.   NICC will not process "after-the-fact" requests that are intended to provide correction to the length of commitment for a past assignment.

NICC may process "after-the-fact" requests when compelling circumstances are present, such as to correct an accidental release of a resource due to a ROSS user error; or to follow up with a resource order for a resource appropriately mobilized under a neighborhood initial attack agreement. Prior to placing the request, the ordering unit must provide adequate documentation.

Support Request. After a request is created, the action button will allow for a support request to be created for the new request. Refer to the Request Status Screen section for the Interagency Standards required of Support Requests.

Named Request Only. Use the Named Request Only field when a name request is created for an overhead resource. NICC will not process any "name requests" unless they are appropriately created using the "name request" function within the ROSS overhead catalog new request screen.

Prior to placing a Name Request, the incident and ordering unit must adhere to the policy and associated criteria as identified within Chapter 20 of the National Interagency Mobilization Guide. http://www.nifc.gov/nicc/mobguide/Chapter%2020.pdf

Deliver To. All new requests created for the incident that will be filled with non-local resources requiring commercial air travel must have the commercial jetport identified in the Deliver To field. Commercial Jetports must be identified within the Airports tab on the Incident Screen before they can be selected from the "Deliver To" field.

Shipping Information. When requesting NFES supply items, the "shipping information" block must be completed. **Note:** If the "shipping Instructions" field is populated, the "shipping Address" field will default to the phrase "see shipping instructions." See ROSS User's Guide for more information.

Reporting Instructions. You may select pre-identified information or you may create new information. Any special or unique reporting information related to the specific request may be included.

Special Needs. Use special needs only to describe information that is not documented anywhere else. Identify information that is critical to the resource mobilization.

- DO NOT identify name requests for overhead in special needs. Name requests for overhead must be created using the "named request only" function in the ROSS overhead catalog.

- DO NOT enter information in the special needs field that is listed or specified in another ROSS field. For example, do not duplicate an inclusion or exclusion in the special needs field.

Information identified in Special Needs:

- Only use the THSP position code when there is no other appropriate position code available. Use of the THSP position code (Technical Specialist) requires additional information be added to the Special Needs field. The ordering unit must describe the duties to be performed by the THSP position prior to placing the request. When appropriate, a GACC or NICC can direct an ordering unit to correct and resubmit a THSP request as an appropriate Position Code (http://iqcsweb.nwcg.gov/).

- If the request is for a starter system replacing a prepositioned starter system, enter the appropriate FireCode that will be charged for the transportation costs. For example*, "charge transportation to FireCode E2B4."*
- Resource mobilization information. Identify information critical to the resource mobilization such as the time and physical location that an incident management team will receive the team in-briefing.
- Approved Items. Identify any item that must be approved in advance of mobilization. This may include rental vehicles, agency owned vehicle (AOV), privately owned vehicle (POV), cell phones, and/or laptop computers.
- Required Items of High Importance. Identify required items such as personal protective equipment (PPE), tools, or lunches. Identify the off-incident location where a helicopter manager will meet the Call-When-Needed helicopter. Identify if the resource needs to be self-sufficient.
- Resource Suggests. Include the official name as it is listed in ROSS, the local unit, and appropriate GACC. Include the contact telephone number and identify the agency employment status. Any dispatch unit within the established ordering chain may fill the pending request with a qualified and available resource.

Pending Request Screen

Support Request. Refer to the Request Status Screen section for the Interagency Standards required of Support Requests.

Fill request. Set travel when filling the request.

- Mode of Travel. *Fill Request dialog box*. Identify the mode of travel and other travel details. This field should be identical to the Mode of Travel field on the Travel screen.

Unable to Fill Request (UTF). Use only when your unit has no available resources to fill a pending request. **Do not** UTF a request if the ordering unit asks for the request to be returned. The ordering unit must retrieve the request.

- Add Documentation action is mandatory. Enter complete documentation before the request is UTF.

Cancel UTF Request. Use only when there are no available resources to fill a pending request. Only the incident's designated dispatch office that created the request will utilize the "Cancel UTF" function. The "Cancel UTF" function will only be used after it is determined that the request cannot be filled.

- Add Documentation action is mandatory. Enter complete documentation before the request is "Cancel UTF".

Cancel Request. Use only when a pending request is no longer needed by the incident. Only the incident's designated dispatch office that created the request will utilize the "Cancel" function. The "Cancel" function will only be used after it is determined that the incident no longer needs the request. Do not use "Cancel Request" function for a request that is unable to fill (UTF).

- Add Documentation action is mandatory. Enter complete documentation before the request is "Cancel".

Place To External Cache. Use only when placing requests for NFES supply items. Note: **DO NOT** utilize this action when processing requests such as Telecommunications items, RAWS units or Smoke Monitoring Units, or other items that must be ordered through established ordering channels.

Fill with new resource. *Using this function will create a new resource in the ROSS database, therefore it is necessary to do a thorough search in ROSS prior to using this function to avoid duplication. Ensure appropriate data entry standards are utilized (see ROSS web page links under "User Support"). This function should only be used for resources intended to become part of the permanent ROSS databas*e.

- Add Documentation action is mandatory. Enter complete documentation before completing the fill with new resource.

Fill with EFF/AD. Use only for overhead resources not in ROSS. These resources are only assigned to the individual incident and are not part of the permanent ROSS database (example: Driver).

- Add Documentation action is mandatory. Enter complete documentation before completing the fill with EFF/AD.

Fill with Agreement. Use only for resources not in ROSS. These resources are only assigned to the individual incident and are not part of the permanent ROSS database (example: rental vehicles).

- Add Documentation action is mandatory. Enter complete documentation before completing the fill with agreement action.

Fill with VIPR. Use only for service items procured through VIPR. (example: porta potties)

- Add Documentation action is mandatory when quantity requested is partially filled.

Fill with Single Resource (Add Roster Later), Fill with Assignment Roster using Configuration and Fill with Assignment Roster (build from scratch). Refer to the Roster Screen section for the interagency standards identifying resources that require a roster.

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Request Status Screen

Cancel UTF Request. Use <u>only</u> when there are no available resources to fill a pending request. Only the incident's designated dispatch office that created the request will utilize the "Cancel UTF" function. The "Cancel UTF" function will only be used after it is determined that the request cannot be filled.

- <u>Add Documentation </u>action is mandatory. Enter complete documentation before the request is "Cancel UTF".

Cancel Request. Use only when a pending request is no longer needed by the incident. Only the incident's designated dispatch office that created the request will utilize the "Cancel" function. The "Cancel" function will only be used after it is determined that the incident no longer needs the request.

- <u>Add Documentation </u>action is mandatory. Enter complete documentation before the request is "Cancel".

<u>To cancel a request that has been placed to another unit</u>. The canceling unit must contact, via telephone and through the established dispatch ordering chain, the unit where the request is currently pending or waiting to be filled and provide notice that the request is going to be canceled.

- If any dispatch unit within the established dispatch ordering chain is closed or is unable to communicate the cancellation request, the canceling unit will contact the sending unit directly.
- <u>Add Documentation</u> action is mandatory. Enter reason of cancellation and action taken before completing the cancel request action.

<u>To cancel an already filled request</u>. The canceling unit must contact, via telephone through the established dispatch ordering chain, the sending unit where the request is currently filled.

- <u>The canceling unit will contact the sending unit directly, via telephone, if any dispatch unit within the established dispatch ordering chain is closed or is unable to communicate the cancellation request</u>.

  - If the assigned resource can be contacted before travel begins, the resource will be unfilled and the ordering unit will cancel the request.

  - If the assigned resource has begun travel but the travel has yet to start in ROSS, the resource will be released, or unfilled and the ordering unit will cancel the request, provided that the resource can be contacted.

  - If the assigned resource has begun travel in ROSS, the request can be released by the requesting dispatch upon completion of travel to ensure accurate documentation.

Add Documentation action is mandatory. Enter the reason of cancellation and action taken before completing the cancel request action.

Retrieve Request. Use only when the order was placed by mistake or when a closer resource from another unit becomes available. Retrieving a request that has been placed to other locations requires various immediate actions.

The retrieving unit must contact, **via telephone and through established ordering channels**, the unit where the request is currently pending or waiting to be filled and provide notice that the request is to be retrieved.

Add Documentation action is mandatory. Prior to actually retrieving the request, user entered documentation is mandatory and must be accurately entered by the retrieving dispatcher. Documentation should describe the reason the request is being retrieved.

Support Request. Support requests required for the mobilization of crews, equipment and overhead may be created or added by the incident dispatch, or by any unit in the ordering or filling chain. An overhead support request WILL NOT be created against a parent request that is also an overhead request, other than for local area use.

Example: A filling unit mobilizing a DIVS to an out of area assignment will not create a support overhead request for a DIVS-T to accompany the qualified DIVS. A trainee request must be created by the incident host unit and processed through established ordering channels.

Note that it is very important to relinquish control of the support request to the Incident Host Dispatch when appropriate to do so.

NICC will not normally process support requests for equipment items required for the mobilization and/or demobilization of resources (e.g. Transportation, Lowboy).

Example #1: A lowboy trailer is required to transport a type 2 dozer. The unit filling the type 2 dozer will create the support request and assign the lowboy trailer to transport the type 2 dozer. If the unit filling the type 2 dozer is unable to locate a lowboy trailer, the support order may be placed elsewhere.

Example #2: A crew being mobilized to a "wildfire"; a type 2 crew from Elko, Nevada requires a bus for transporting the crew to a Utah incident. The bus should be assigned to a support request created by the Elko Field Office (unit filling the crew) and filled locally. The support request will not be processed by NICC.

Example #3: A camp crew being mobilized to a "wildfire"; a camp crew from Moab, Utah requires a 10 passenger van for transporting the crew to a New Mexico incident. There are no local vehicles available. The filling unit in Moab, Utah creates a support request which can be filled by a neighboring unit. The support request will not be processed by NICC.

Example #4: A low boy trailer to demobilize a tractor plow from a "wildfire"; a county fire district in Kansas used a lowboy trailer to transport a tractor plow resource ordered to an incident located in Oklahoma. The lowboy returned to Kansas after delivery. During the assignment, the tractor plow was reassigned to multiple incidents, and as a result, the

dispatch center for the county fire district in Kansas is unable to create a support request for sending the lowboy back to demob the tractor plow from its current incident assignment. The support request was created by the local Oklahoma dispatch unit and placed up. NICC will process the support request once received from the Southern Area Coordination Center; however the situation should be clearly documented on the request prior to placing to NICC.

Working with Subordinate requests. ROSS assigns subordinate request numbers to the resources that are filling positions on an assignment roster for a parent request that has been filled with a configuration. Members of an overhead team, fire crew, exclusive use helicopter, engine, etc. may fill a subordinate request as part of an assignment roster (see Roster Screen for complete list).

For example, the parent request for a type 6 engine is request number "E-16" the subordinate crew members on the assignment roster would be numbered, "E-16.1," "E-16.2," "E-16.3," and so on.

When adding subordinate requests:

- You can add a subordinate request only to a parent request filled with a configuration.
- Either the sending or receiving unit may add a subordinate request to a parent request. When rotating personnel, the receiving unit may permit the sending unit to add additional subordinate requests on rare occasions.
  - Example #1: A parent request has been filled with a configuration for an exclusive use type II helicopter and the resource is currently "At Incident." The receiving unit (Incident Host) should create subordinate requests for replacement helicopter crew members as needed.
  - Example #2: A parent request has been filled with a configuration for an exclusive use type II helicopter and the resource is currently "Reserved." The filling unit can create a subordinate request to add an additional trainee to the assignment roster.
  - Example #3: A parent request has been filled with a configuration for a type 3 engine. The receiving unit can create a subordinate request to replace a crewmember that has been released for a crew swap or emergency release. Once created, the "Place Directly with Filling Organization" function should be utilized.
- Add Documentation action**. Documentation is mandatory when permission is granted by the receiving unit for a subordinate request to be added by the sending unit.
- Add Documentation action. Documentation is mandatory when a subordinate request for a replacement resource is placed through the established ordering chain rather than direct to the filling unit.
- A Preorder cannot be selected when adding a subordinate request.

Add Documentation action for Emergency Releases. All dispatch personnel associated with the transmittal and the verification that an emergency message was placed and received by the intended recipient will add documentation. Use clear, simple text and avoid acronyms and abbreviations. Discretion should be applied.

- Do not document any information that is confidential and/or personal.

- Limit documentation to pertinent information concerning the emergency release; identify all contacts for demobilization from departure point to arrival point.
- Document confirmation that information was passed and received by affected parties.

Resource Status Screen

All resources should reflect current status by using the appropriate level (Local, GACC, or National) within ROSS.

Local Resources. These may be set as available for a GACC or a National dispatch after consideration of draw-down levels or a ready reserve operation.

National Resources. The following resources should reflect status as available "nationally" unless assigned to an incident:

- Type 1 and 2 air tankers and VLATs working under federal contracts,
- Lead Plane/Aerial Supervision Module aircraft,
- Type 1 Interagency Hotshot Crews (IHC),
- Type 1 and type 2 helicopters working under federal contracts (Exclusive Use or Call-When-Needed),
- Mobile catering and showerunits working under federal contracts established by the national office,
- NIRSC radio items.

Resources assigned to "Preposition/Preparedness" incidents. The availability status should be set to "Local." If not set to local, the resources host dispatch and host GACC will still view the resource as "Available."

Self-status capability. Each resource will maintain accurate status year round.

Returned from Assignment. The resource must have status correctly identified as soon as possible. It is preferred that re-status be accomplished promptly upon return to available status.

Resource Item Screen

Data Entry Standards

For information on data entry standards, refer to the document entitled, "Data Entry Standard for Resource Items in ROSS" at the location identified below.

http://ross.nwcg.gov/documentslibrary/implementation/ROSS_Resource_Item_Standards_2009REV.pdf

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To prevent the duplication of crew resource records, units with hand crews will maintain a maximum of one (1) crew record for each crew. Dispatching units <u>will not</u> create a new crew record for each assignment, mobilization, or crew dispatch.

National Resource. The "National Resource" box should only be checked for resources listed as such in chapter 10, National Mobilization Guide (http://www.nifc.gov/nicc/mobguide/Chapter%2010.pdf)

Record Manager Only. The Record Manager Only check box is used to designate a tactical aircraft that **does not** have a permanent home dispatch, such as national airtankers. These aircraft are dispatched and statused by the office that manages their current operating base.

Classification (Aircraft, Crew or Supply), Equipment Type (Equipment), or Qualification (Overhead) must be populated for each resource item in order to fill requests.

Manage Removed Resources. Removed resources should be deleted when appropriate. It is recommended that units review their removed resources on a regular basis.

Roster Screen

Agency resources identified below will be configured using a roster. Foreign government resources mobilized through NICC <u>are not</u> agency and <u>will not</u> be configured using a roster when assigned.

Incident Management Teams

- Type 1 and Type 2 Interagency Incident Management Teams
- National Area Command Teams
- National Incident Management Organization Teams (NIMO)
- National Park Service All-Hazard Incident Management Team

Incident Support Teams

- National Interagency Buying Teams
- Administrative Payment Teams (APT)
- Burned Area Emergency Response Teams (BAER)
- National Fire Prevention and Education Teams

Other Overhead Groups

- Interagency Wildland Fire Modules
- Suppression Modules
- Fuels Modules

Crews

- Agency Type 1 Crews (includes hotshot crews)
- Agency Type 2 or Type 2 IA Crews (if comprised of regular agency employees)

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Equipment

- Agency engines

- Agency tenders

- Agency dozers

- Agency tractor plows

Aircraft

- Aerial Supervision Modules (ASM platform)

- Lead Planes

- Agency owned Air Attack platforms and their permanently assigned flight crew

- Agency exclusive use helicopters and the permanently assigned module members

- Agency owned helicopters and the permanently assigned module members

Supply

- ICS Starter Systems, NFES 4390

Tactical Aviation Screen

The Tactical Aviation screen can be used to efficiently dispatch tactical aviation resources at local and Geographic Area centers; it is also used by NICC to status type 1 or 2 airtanker resources.

All aircraft marked as "Tactical" in the ROSS catalog can be managed from this screen by the host dispatch unit.

Travel Screen

Use the **Create/Edit Travel Itinerary** to complete all mobilization and demobilization travel for all resources assigned to off-unit incidents whenever there are multiple legs (segments) to the travel. For example, several airline connections or combinations of supply delivery that includes both air & ground portions of transportation.

Always utilize the appropriate local time zone for departure and arrival locations.

- Resources must have travel information entered into ROSS prior to departure.

- Each segment of travel will be included in the travel itinerary. Indicate if the travel includes a required layover.

- Ensure carrier and flight number information is accurately entered for each travel segment.

- Any deviation to the travel itinerary requires placing a telephone call to the receiving unit. User entered documentation is mandatory.

- Any changes made to mobilization or demobilization travel following completion of travel require user entered documentation.

Set ETD/ETA. Set ETD/ETA travel can be utilized when mobilizing a resource that requires only a single travel leg.

- Mode of Travel. *Fill Request dialog box.* Identify the mode of travel and other travel details.