

Release Resources - filled requests on non-local incidents

This chapter explains how to search for and release resources from non-local incidents. Topics in this chapter include:

- Understanding filled requests on non-local incidents
- Searching for resources on non-local incidents
- Releasing the resource from the non-local incident
- Viewing information about the filled request.

Only those with the Dispatch Manager role or specified users at status-only dispatch offices may perform this function.

Understanding filled requests on non-local incidents

Remember these key points when releasing resources from non-local incidents:

- As a Dispatch Manager, you can release resources from non-local incidents that are managed by your dispatch center. This includes releasing all tracked service and non-service aircraft, crew, equipment, and overhead resources. When released, ROSS automatically documents the release of resource by the home dispatch center, and includes the date, time, and user performing the release.
- Releasing these resources mitigates the problem that occurs when resources have physically returned from an assignment but have not been released an/or traveled home in ROSS.
- The home dispatch may release the resources, make them available, and assign them to new requests.
- To release a resource from a non-local incident, the status of that resource must be “available” for non-local preposition incidents, “at incident,” “tentative release,” or “released at incident.” The home dispatch unit may change the resource’s travel to the appropriate status.
- When releasing a resource from a non-local incident, you must provide an ETD/ETA, but mode of travel is optional. When this is done, the request is closed and the demob dates are set to the provided ETD/ETA.
- You can release a resource on a non-local preposition incident even if it is currently filling a request on a wildfire or other non-preposition incident. When this is done, the requests on both incidents are closed.
- If a resource on a local preposition incident has filled a request on a non-local, non-preposition incident, the preposition dispatch can release the resource back to the preposition or to its home dispatch, as appropriate. This also applies to subordinate requests and support requests where control was given to the non-local incident dispatch. *Remember that you can already release a support request if your office retained control.*

For example, Dispatch A's airtanker assigned to Dispatch B's preposition incident was used to fill a request on Dispatch C's wildfire. If necessary, Dispatch B can release the airtanker back to their preposition incident, or home to Dispatch A.

- If you release the parent of a non-local request that was filled with an assignment roster, all subordinates will also be released. This includes subordinates managed by other dispatch centers. However, the parent may not be released from a non-local request if any of its subordinates are still pending. The pending subordinates must first be canceled.

To access the Release Resources (Non-Local Incident) screen

- On the **Resource** menu, click **Release Resources (Non-Local)**.

Release Resources (Non Local Incident)

Resource Ordering and Status System (ROSS) - *** PRACTICE ***

File Administration Resource Incident Request Travel Status Window Help

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Release Resources (Non-Local Incident) User: EMCCORMICK @ CO-RMC R ? X

Filter Criteria For Filled Requests

Resource Name Provider -

Last Name Incident Name

First Name Incident # - -

Request # -

Filled Requests

S	G	Resource Assigned	Incident #	Incident Dispatch	Request #	Prepos

Assignment Resource Name Resource Name

Incident # Incident Name

Action View

Searching for resources on non-local incidents

You can perform a wildcard search in combination with other filter criteria to locate resources on non-local incidents.

For more information about wildcard searches, see "Performing wildcard searches and narrowing your search criteria," in the chapter, "Search For Resources - locating resources at incidents," in this ROSS User's Guide.

To search for a resource on a non-local incident

Remember, you must have the Dispatch Manager role or be a specified users at status-only dispatch offices to release a resource from a non-local incident.

- 1 On the **Release Resources (Non Local Incident)** screen under **Filter Criteria For Filled Requests**, complete one or more of the following
 - in the **Resource Name** box, type the **Resource Name**
 - click **Last Name/First Name**, and then type the **Last Name** and **First Name** of the resource
 - in the **Request #** box, type the **request number** associated with that resource
 - in the **Provider** box, type the **resource provider unit code**
 - in the **Incident Name** box, type the **non-local incident name**
 - in the **Incident #** box, type the **incident number**.
- 2 When finished entering all criteria, click the **Search** button.

The following diagram shows a sample **Release Resources (Non Local Incident)** screen for fixed-wing resources.

The screenshot shows the "Release Resources (Non Local Incident)" window. The "Filter Criteria For Filled Requests" section has the following fields:

- Resource Name: "fixed*" (with a search icon)
- Provider: [] - [] (with a search icon)
- Last Name: []
- First Name: []
- Incident Name: []
- Incident #: [] - [] - [] (with a search icon)
- Request #: [] - []

The "Filled Requests" table is as follows:

S	G	Resource Assigned	Incident #	Incident Dispatch	Request #	Prepos
		FIXED WING - AC 500B/TC - N500FT (N500...	CO-UPD-000076	Montrose Interagen...	A-24	No
		FIXED WING - AC 500B - N23KM (N23KM) (...)	CO-WRD-000335	Craig Interagency...	A-5	No

At the bottom, there are radio buttons for "Assignment Resource Name" and "Resource Name", and "Incident #" and "Incident Name". There are also "Action" and "View" buttons.

Releasing the resource from the non-local incident

Action

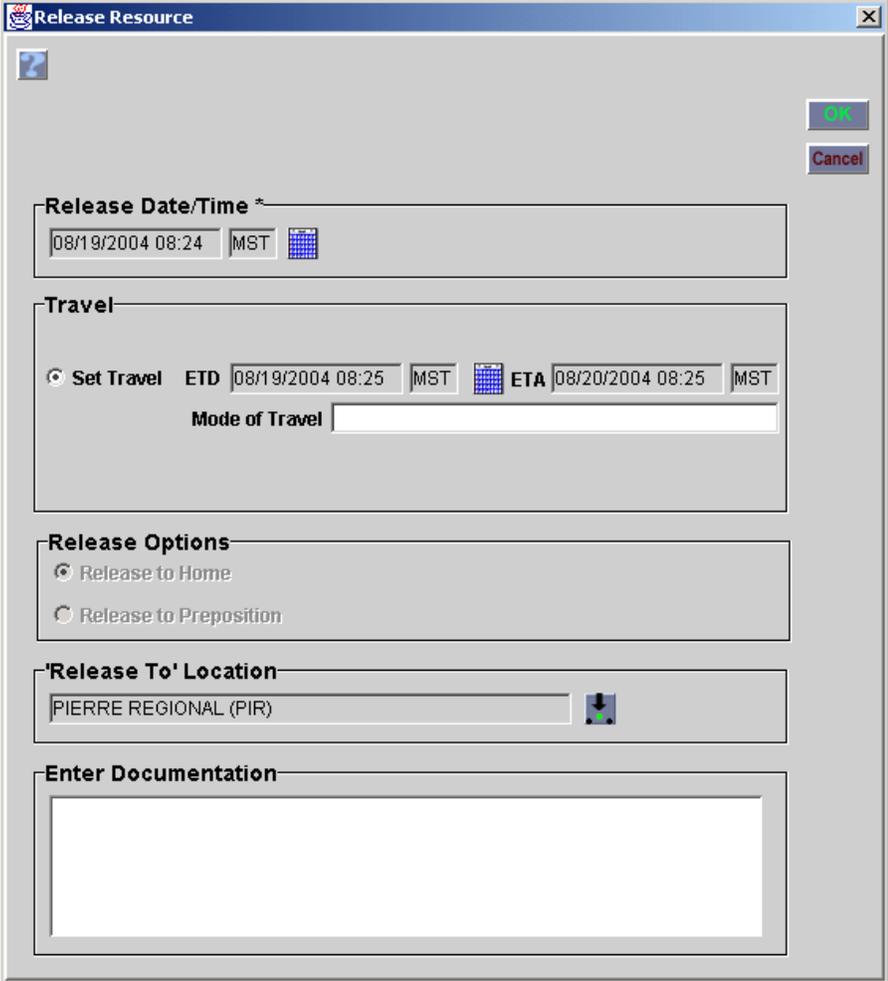
The Action button allows you to release and/or edit the release of resources from non-local incidents.

The + (plus sign) next to an option allows you to select and act on more than one resource at a time. To select more than one resource at a time, click and press CTRL, and then click to select all resources of your choice.

To release a resource from a non-local incident

- 1 On the **Release Resources (Non-Local Incident)** screen, locate and then click to select the **Resource Name** of your choice.
- 2 Click the **Action** button, and then click **Release+**.
- 3 On the **Release Resource** dialog box, complete the following information and then click **OK**
 - Release Date/Time
 - Travel
 - Release Options
 - 'Release To' Location
 - Enter Documentation.
- 4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.
- 5 On the **Request Action Message** dialog box, click **OK**.

The following diagram shows a sample Release Resource dialog box.

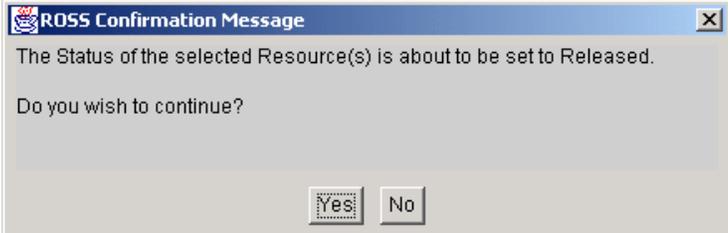


The screenshot shows a Windows-style dialog box titled "Release Resource". It contains several sections:

- Release Date/Time ***: A text box containing "08/19/2004 08:24" and "MST", with a calendar icon to the right.
- Travel**: A section with a radio button labeled "Set Travel" selected. It includes two date/time fields: "ETD 08/19/2004 08:25 MST" and "ETA 08/20/2004 08:25 MST", each with a calendar icon. Below these is a "Mode of Travel" text box.
- Release Options**: Two radio buttons, "Release to Home" (selected) and "Release to Preposition".
- 'Release To' Location**: A text box containing "PIERRE REGIONAL (PIR)" and a dropdown arrow icon.
- Enter Documentation**: A large empty text area for notes.

Buttons for "OK" and "Cancel" are located in the top right corner.

The following diagram shows a sample ROSS Confirmation Message dialog box.



The screenshot shows a dialog box titled "ROSS Confirmation Message". The text inside reads:

The Status of the selected Resource(s) is about to be set to Released.
Do you wish to continue?

At the bottom, there are two buttons: "Yes" and "No".

The following diagram shows a sample Request Action Message dialog box.



The screenshot shows a dialog box titled "Request Action Message". The text inside reads:

[A-6] AIRTANKER - SD - T-476 (N14067) (CO-RMC) has been scheduled for release.

At the bottom, there is a single "OK" button.

To edit the release of a resource from the non-local incident

- 1 On the **Release Resources (Non-Local Incident)** screen, locate and then click to select the **Resource Name** of your choice.
- 2 Click the **Action** button, and then click **Edit Release+**.
- 3 On the **Edit Release** dialog box, change the following information as appropriate, and then click **OK**
 - Release Status
 - Release Date/Time
 - Travel
 - Release Options
 - 'Release To' Location
 - Enter Documentation.
- 4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Edit Release dialog box.

The screenshot shows the 'Edit Release' dialog box with the following fields and options:

- Request #**: A-1
- Resource Requested**: Airtanker, Type 1 or 2
- Resource Assigned**: AIRTANKER - MAFFS 2 (MAFFS 2) (CO-RMC)
- Release Status**: Radio buttons for Release, Tentative Release, and No Release.
- Release Date/Time**: Text box containing 08/20/2004 08:55, a dropdown for MST, and a calendar icon.
- Travel**: Radio button for Set Travel. Below it are text boxes for ETD (08/20/2004 08:55 MST) and ETA (08/21/2004 08:55 MST), each with a calendar icon. A text box for Mode of Travel is also present.
- Release Options**: Radio buttons for Release to Home and Release to Preposition.
- 'Release To' Location**: Text box containing GREAT BASIN MAFFS and a dropdown arrow icon.
- Enter Documentation**: A large empty text area for notes.

Viewing information about the filled request

A rectangular button with a light gray background and a thin border, containing the word "View" in a bold, black, sans-serif font.

The View button allows you to view information about the filled request on the non-local incident, including the incident, request, resource, requesting unit, filling unit, and associated subordinate requests.

To view information about the filled request

- 1** On the **Release Resources (Non-Local Incident)** screen, locate and then click to select the **Resource Name** of your choice.
- 2** Click the **View** button, and then click to select one of the following
 - View Incident
 - View Request
 - View Resource
 - View Requesting Unit
 - View Filling Unit
 - View Associated Requests.
- 3** When finished, click the **Close** button.

For examples of the dialog boxes that display from the View button, see "Viewing resource information," in "Search For Resources - locating resources at incidents," in this ROSS User's Guide.
