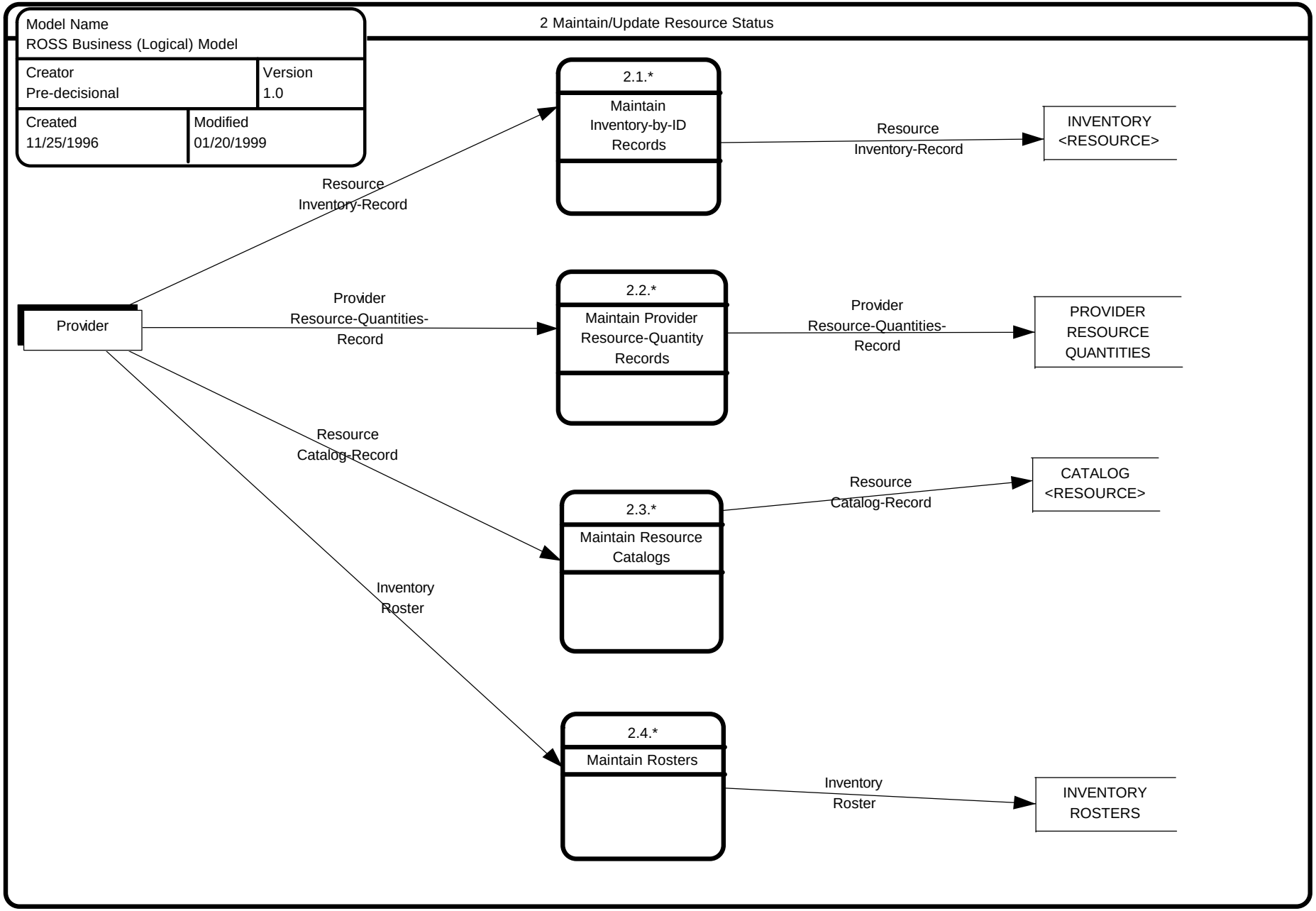
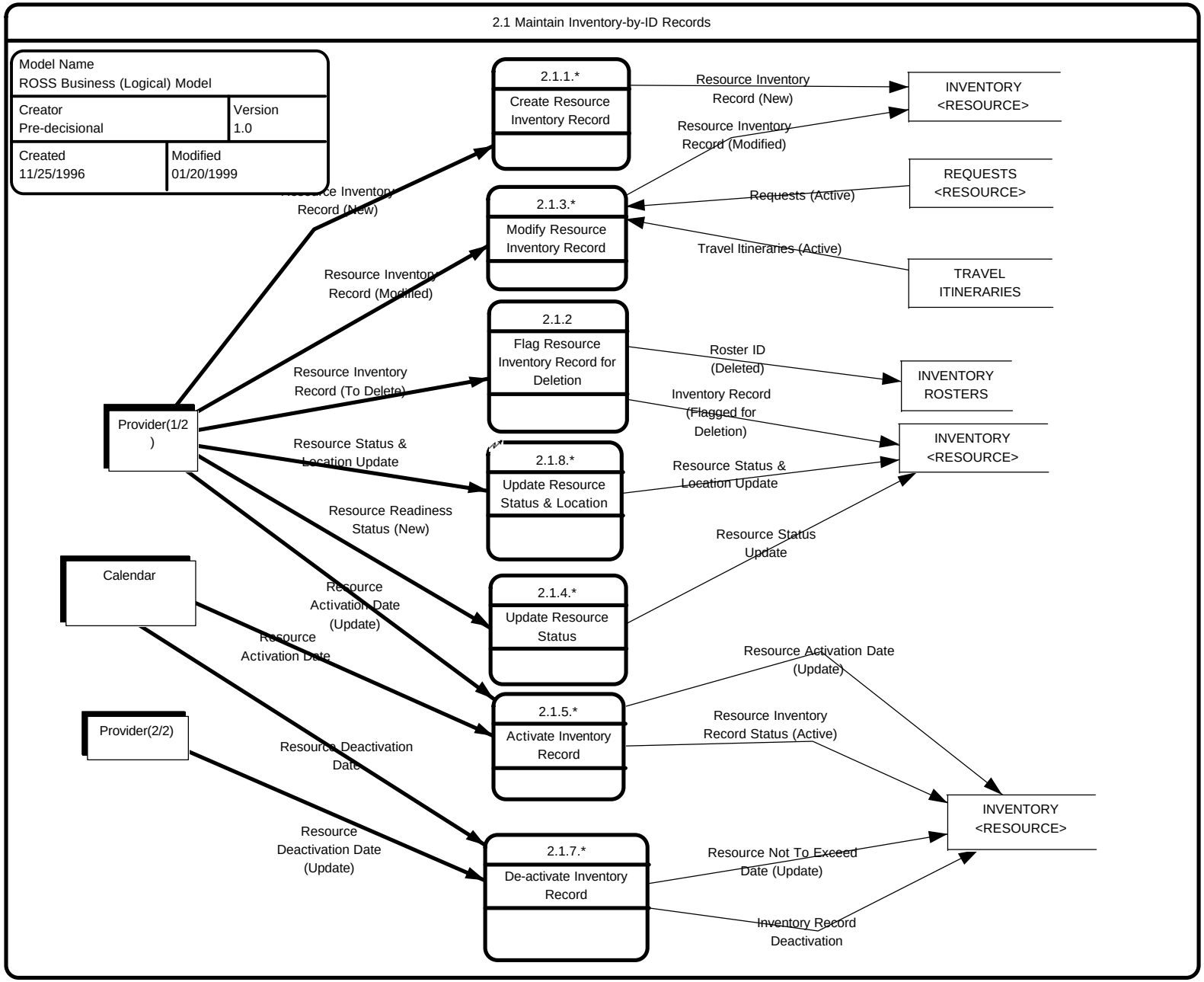
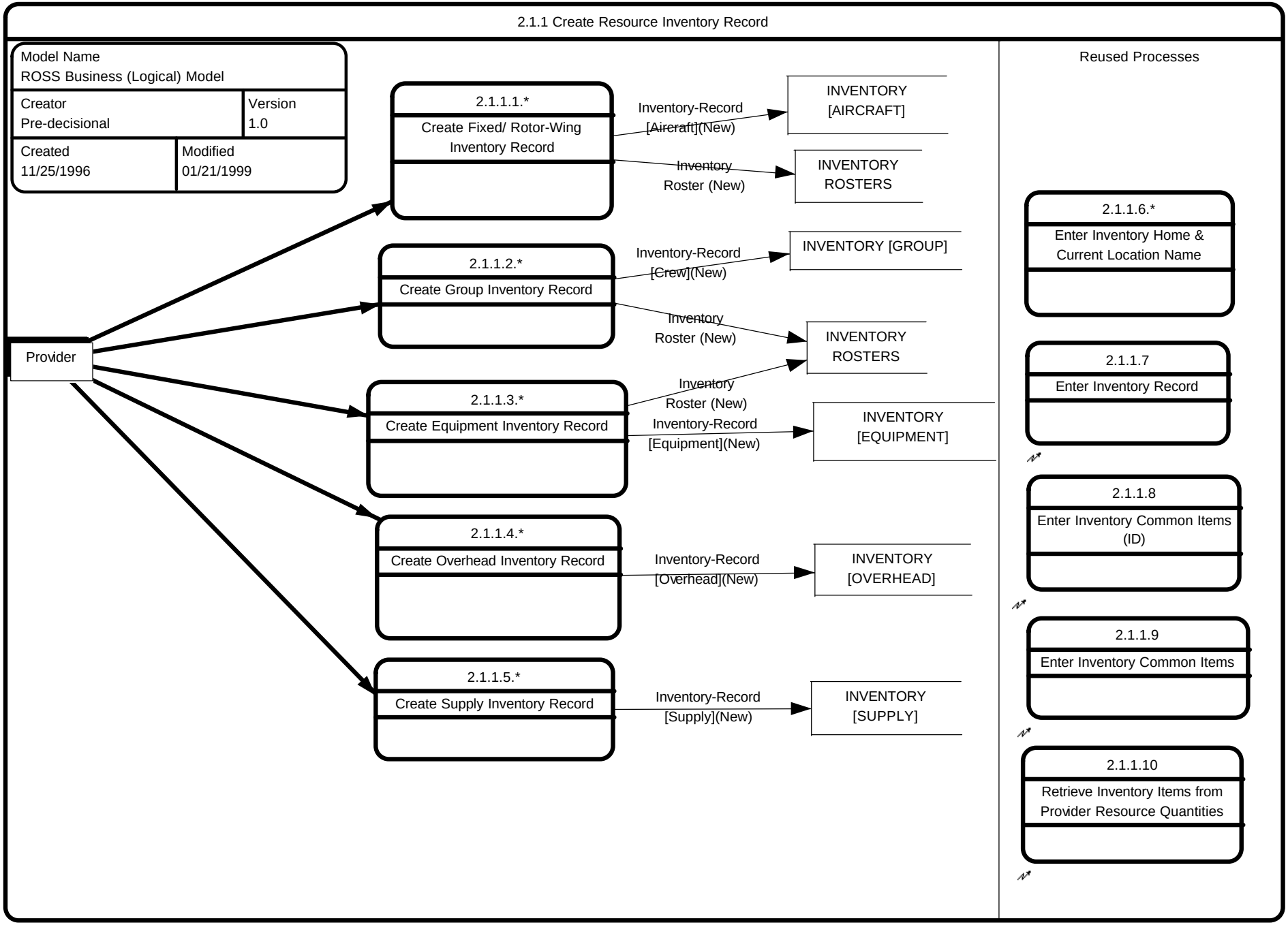
## Process 2 Maintain/Update Resource Status



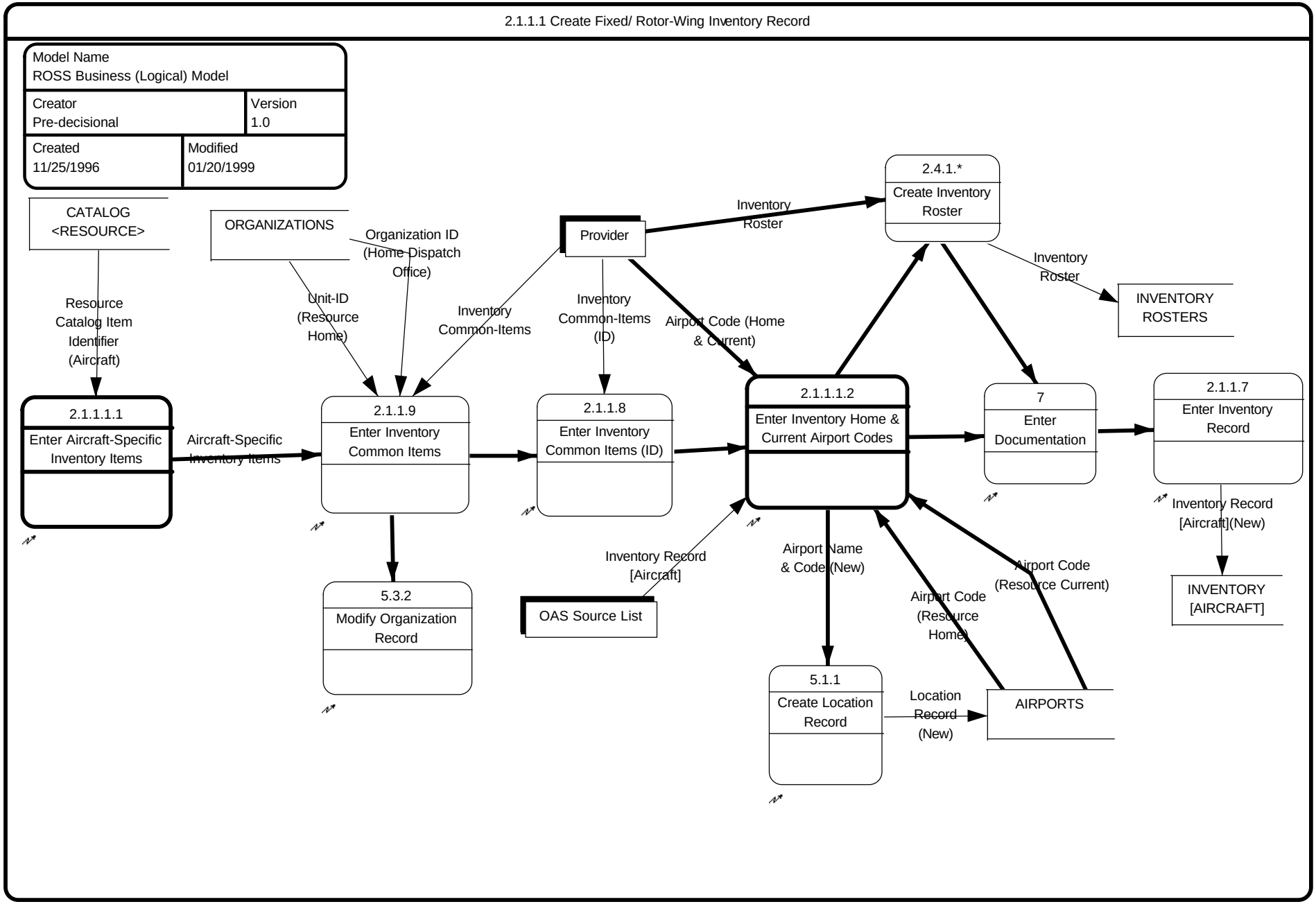
## Process 2.1 Maintain Inventory-by-ID Records



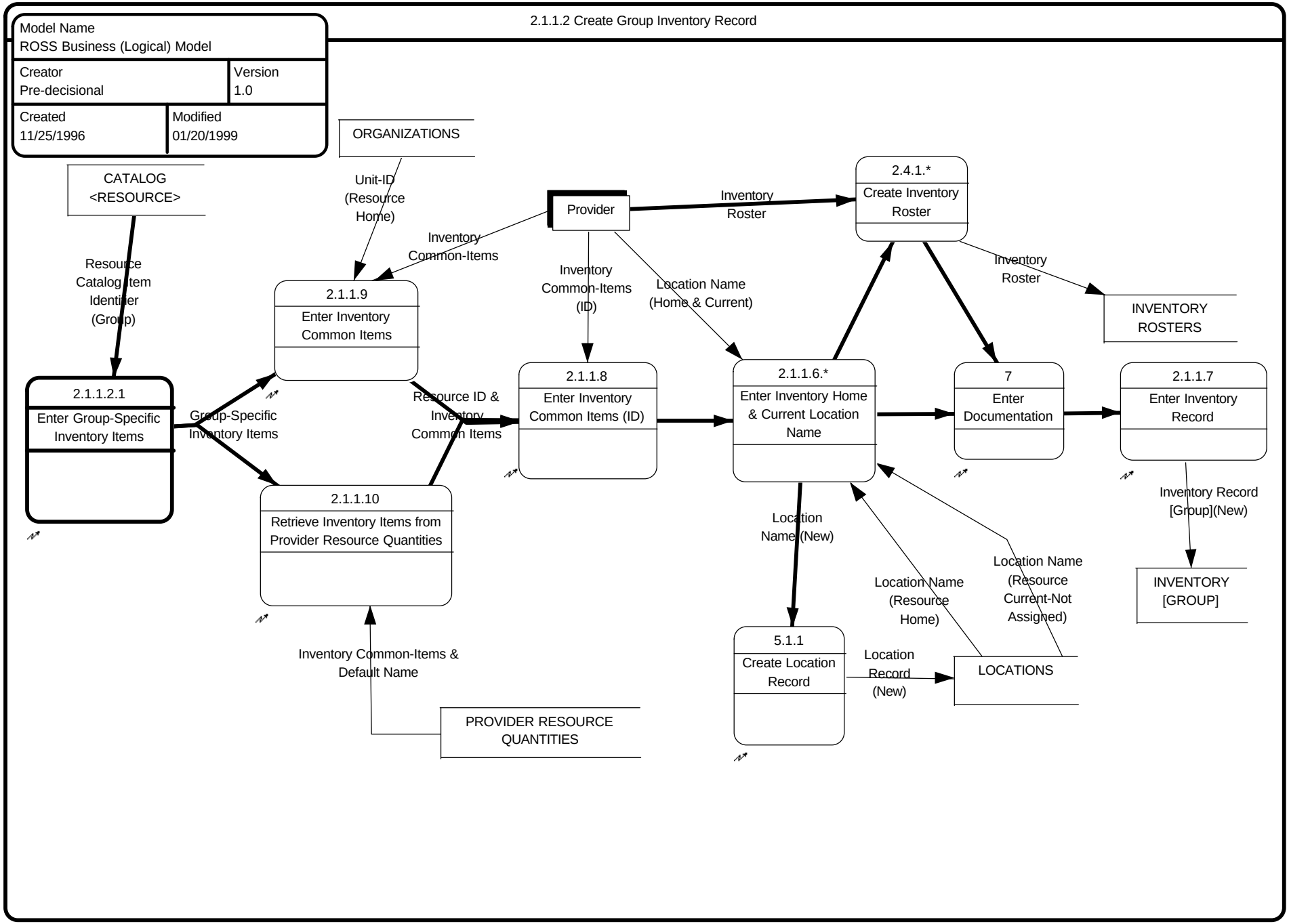
## Process 2.1.1 Create Resource Inventory Record



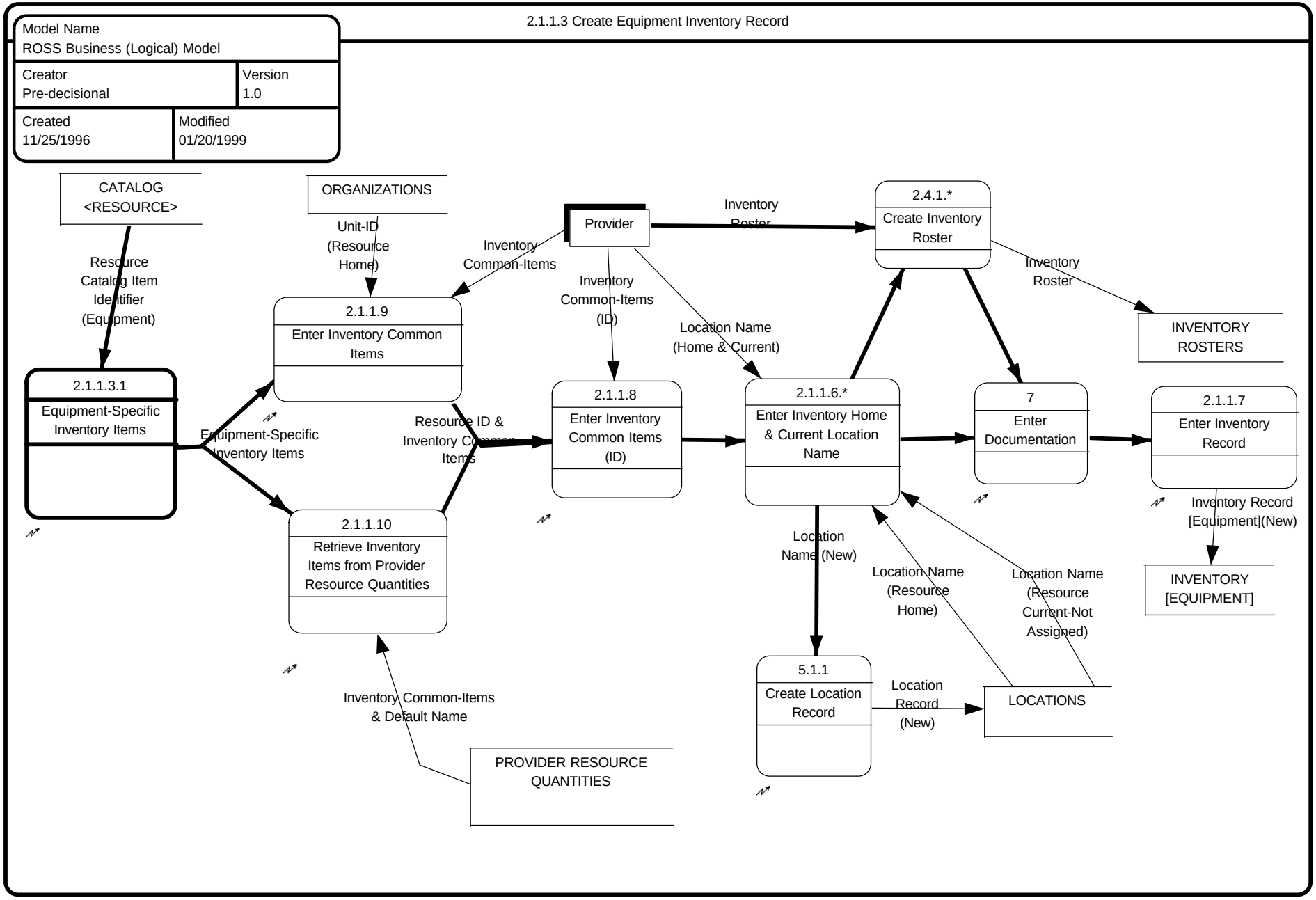
## Process 2.1.1.1 Create Fixed/ Rotor-Wing Inventory Record



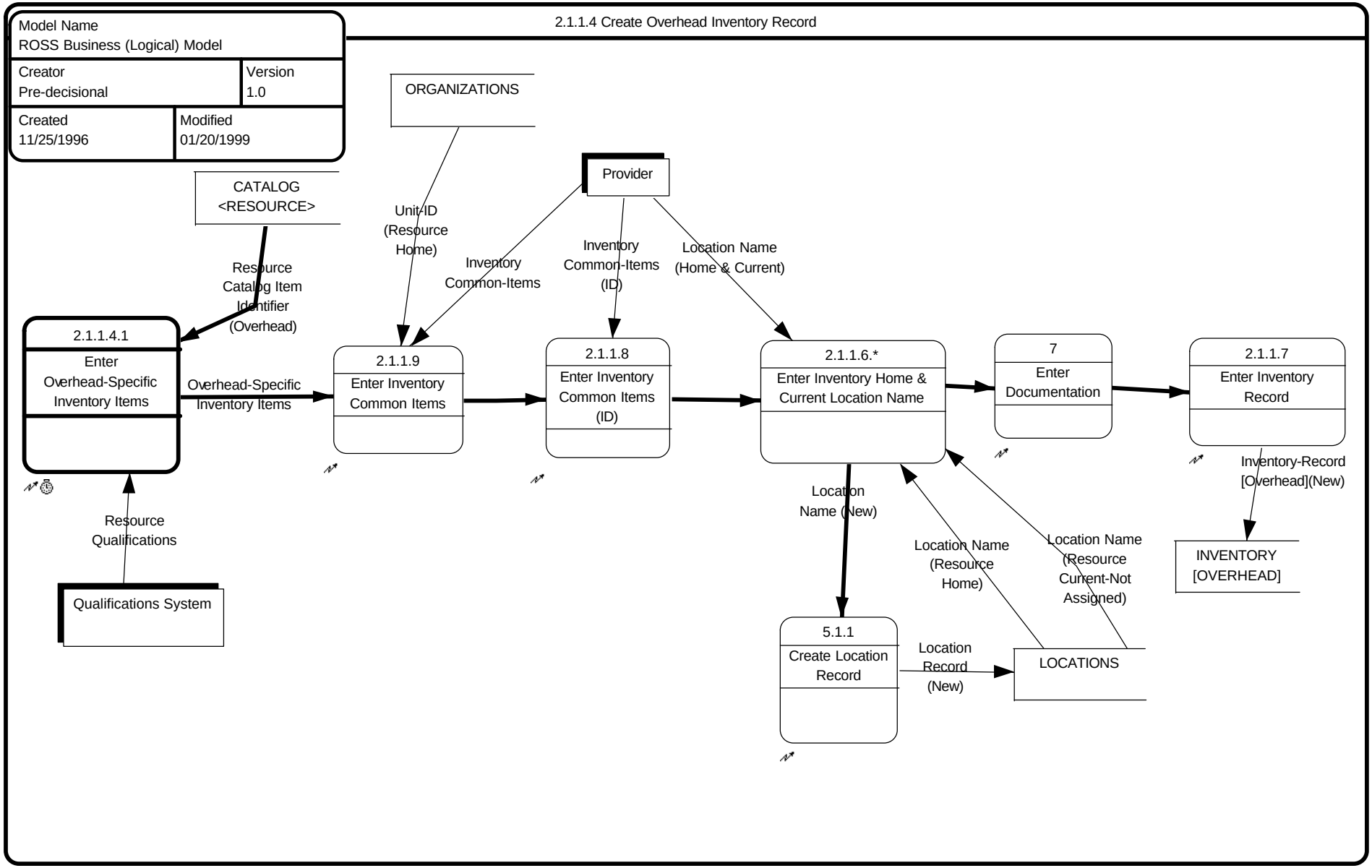
## Process 2.1.1.2 Create Group Inventory Record



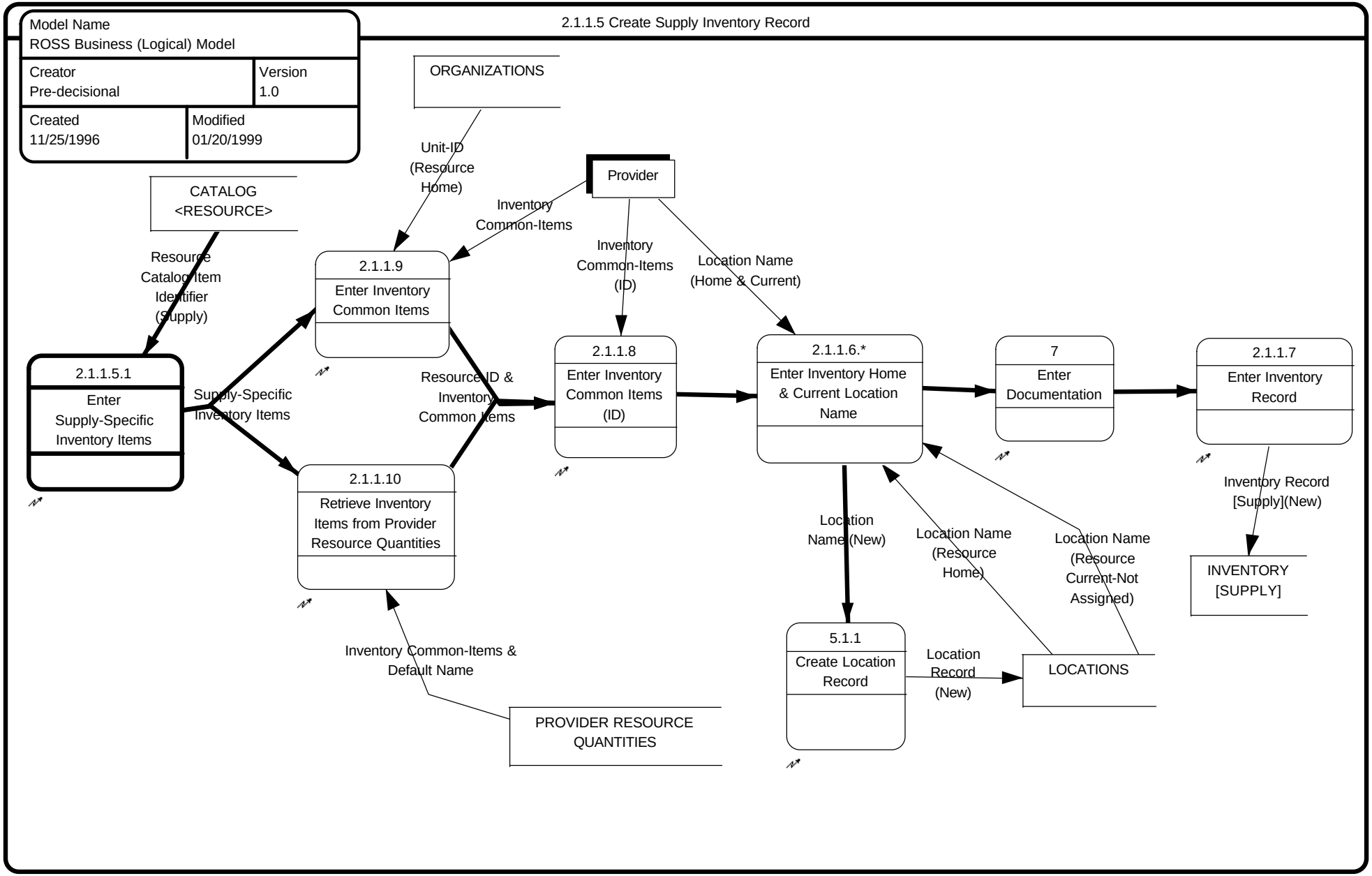
## Process 2.1.1.3 Create Equipment Inventory Record



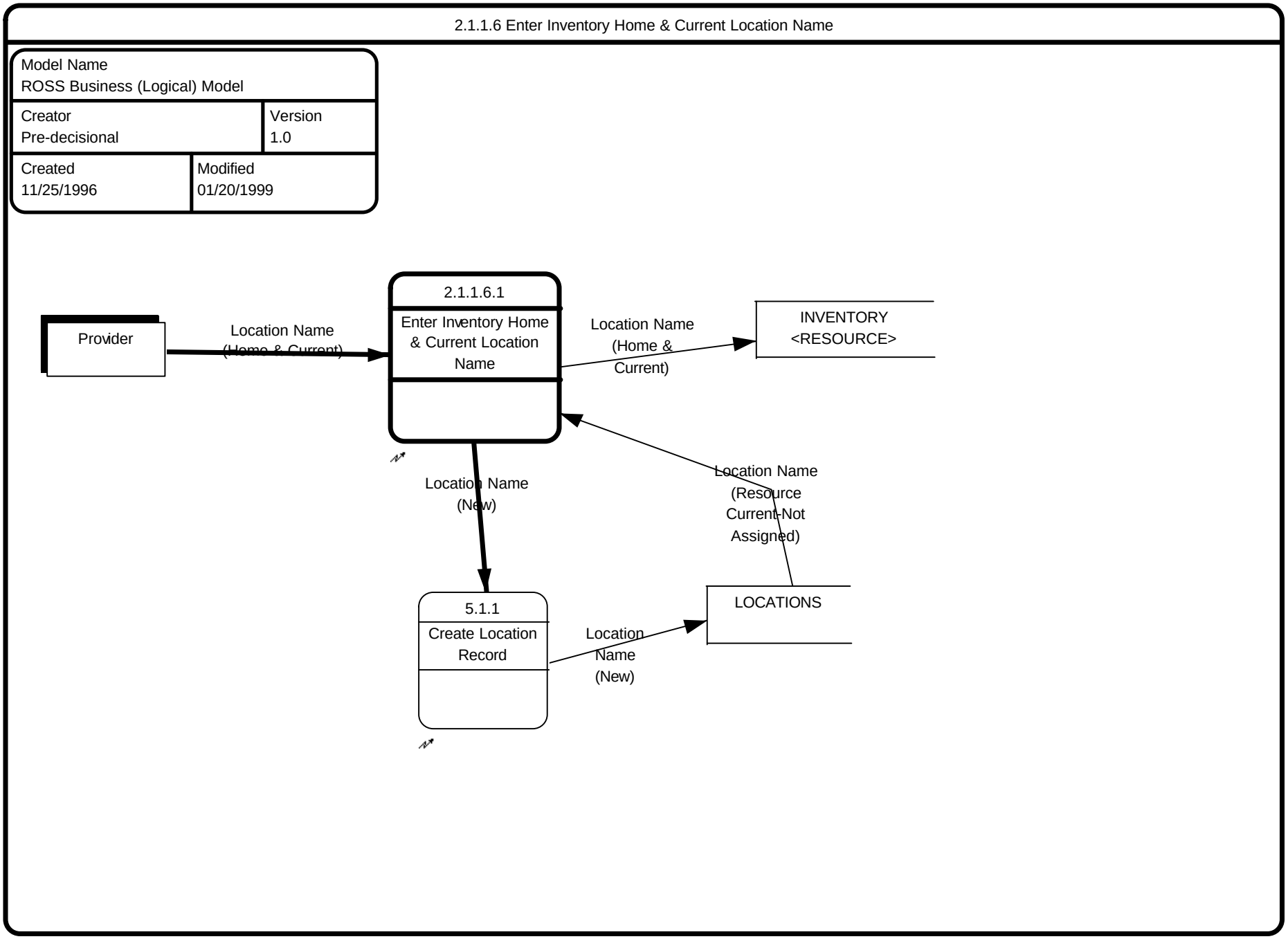
## Process 2.1.1.4 Create Overhead Inventory Record



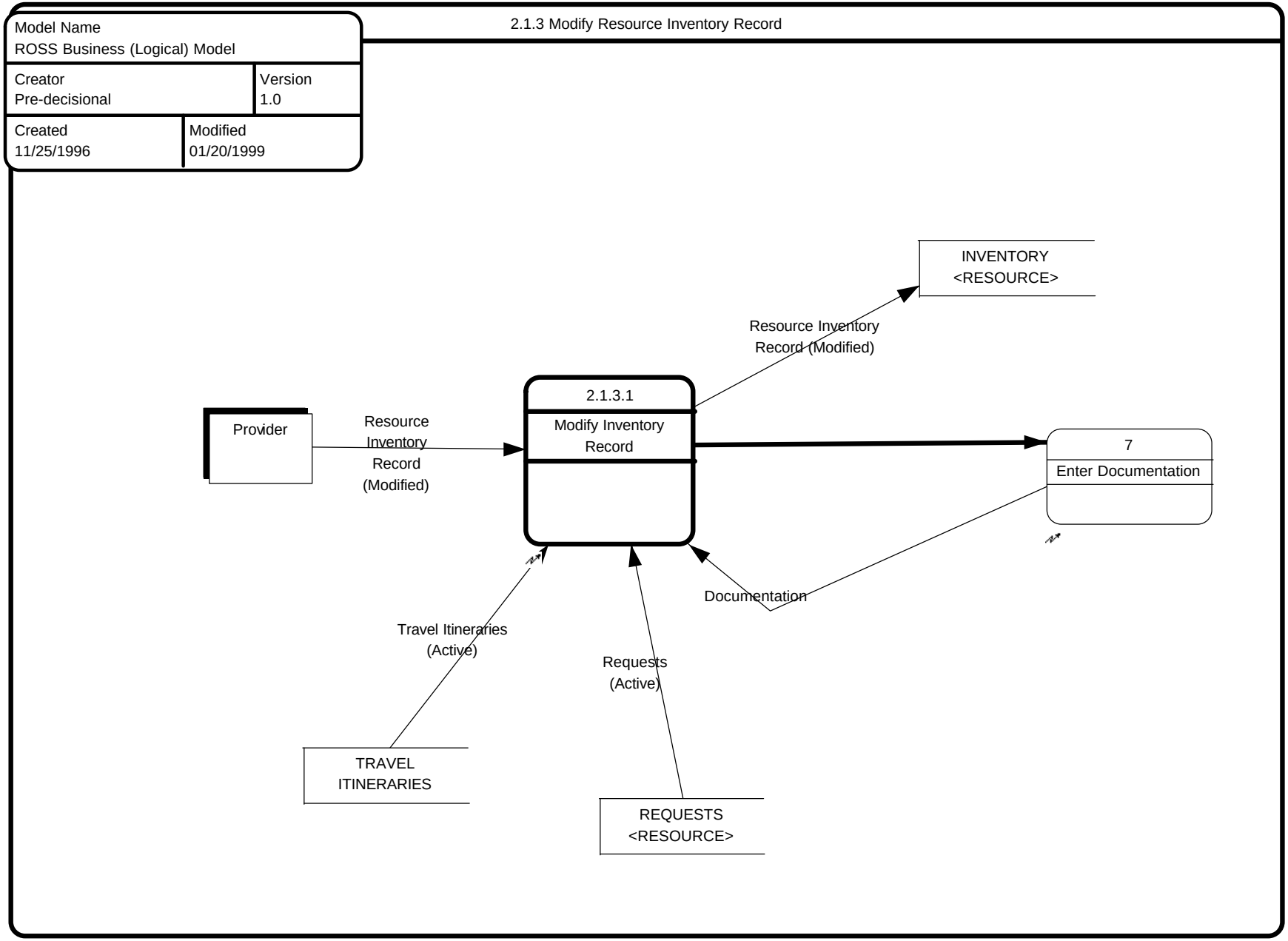
## Process 2.1.1.5 Create Supply Inventory Record



## Process 2.1.1.6 Enter Inventory Home & Current Location Name



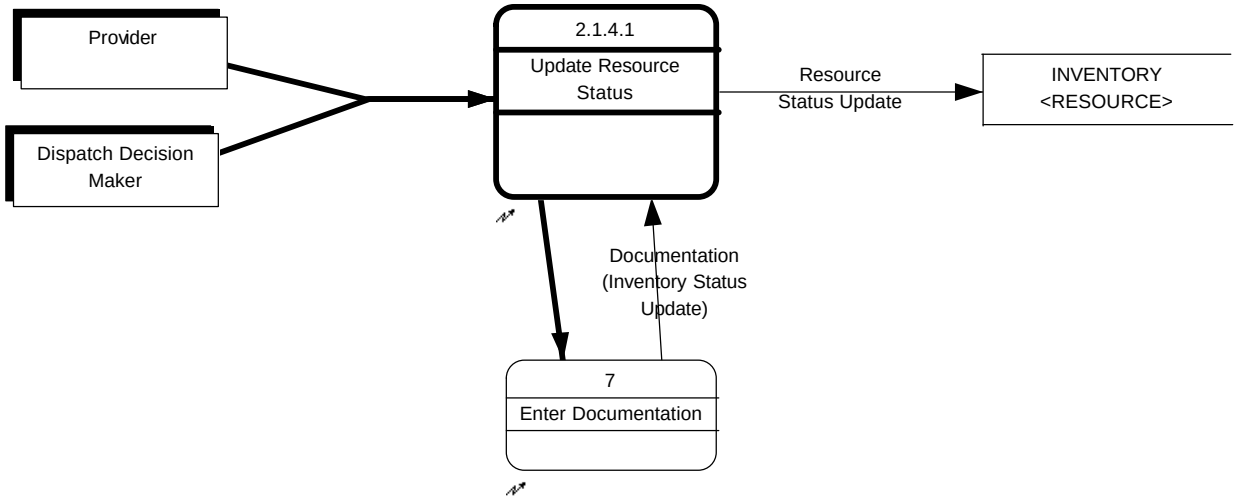
## Process 2.1.3 Modify Resource Inventory Record



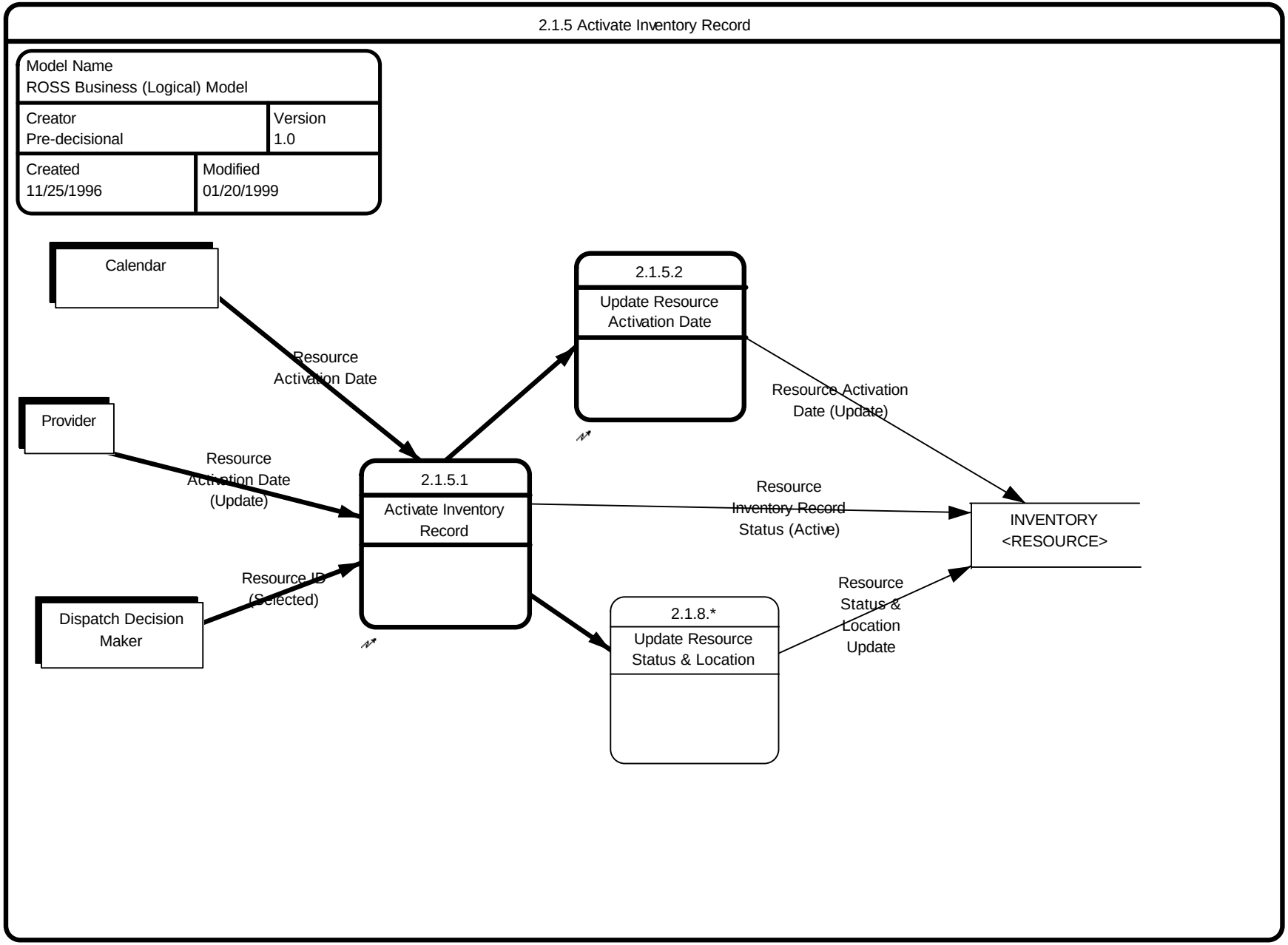
## Process 2.1.4 Update Resource Status

2.1.4 Update Resource Status

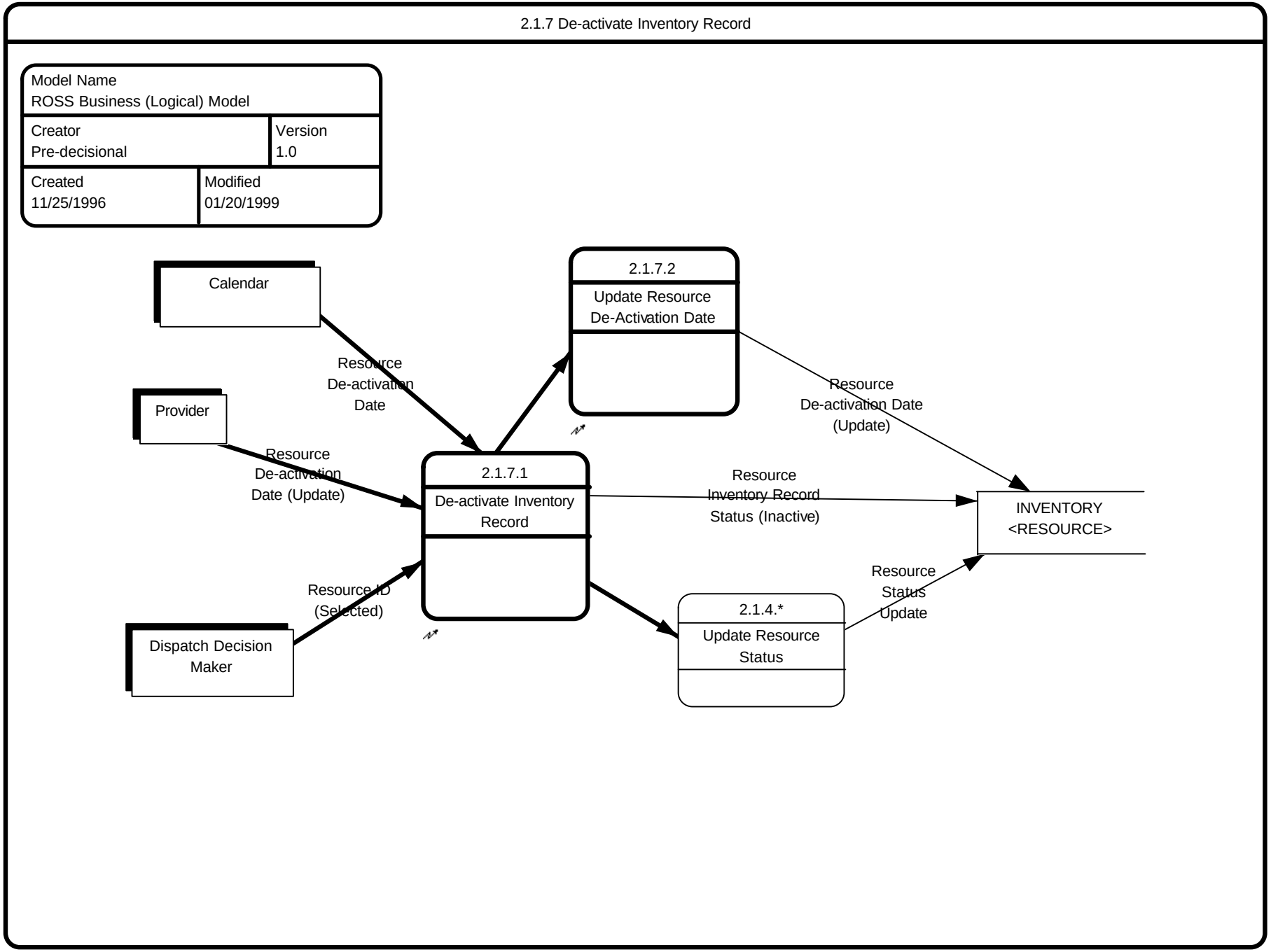
| Model Name | |
|---|---|
| ROSS Business (Logical) Model | |
| Creator<br>Pre-decisional | Version<br>1.0 |
| Created<br>11/25/1996 | Modified<br>01/20/1999 |



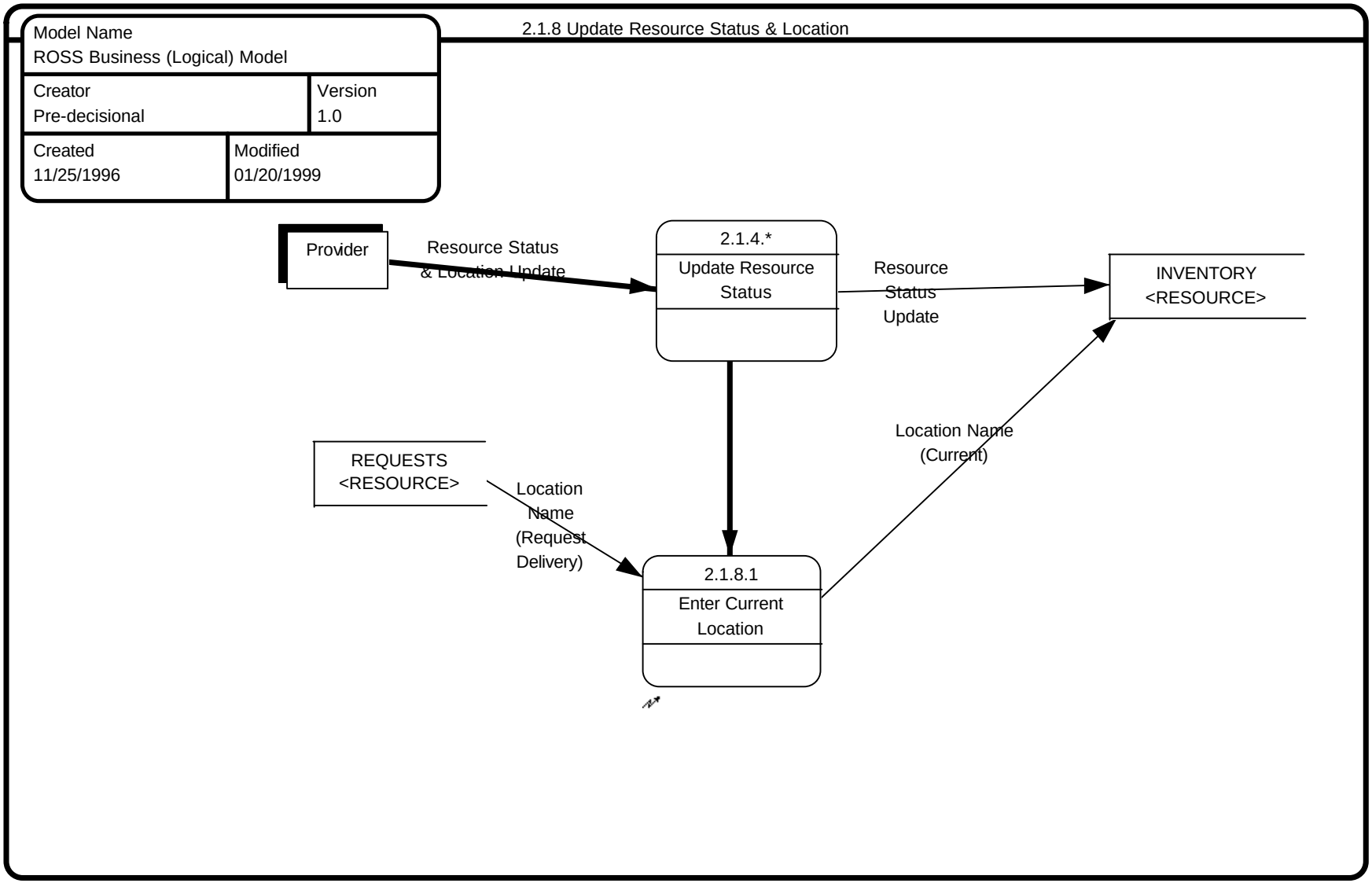
## Process 2.1.5 Activate Inventory Record



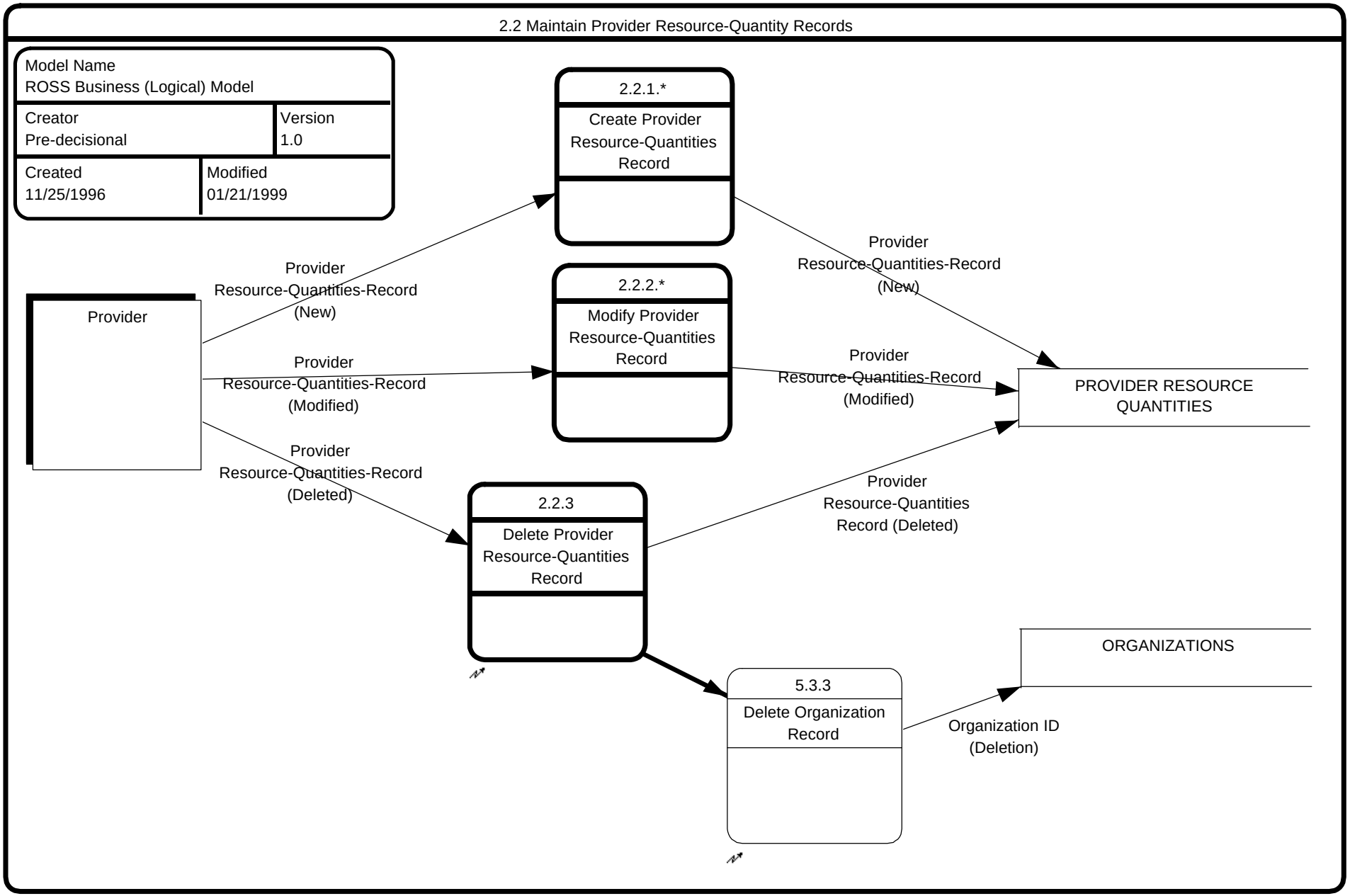
## Process 2.1.7 De-activate Inventory Record



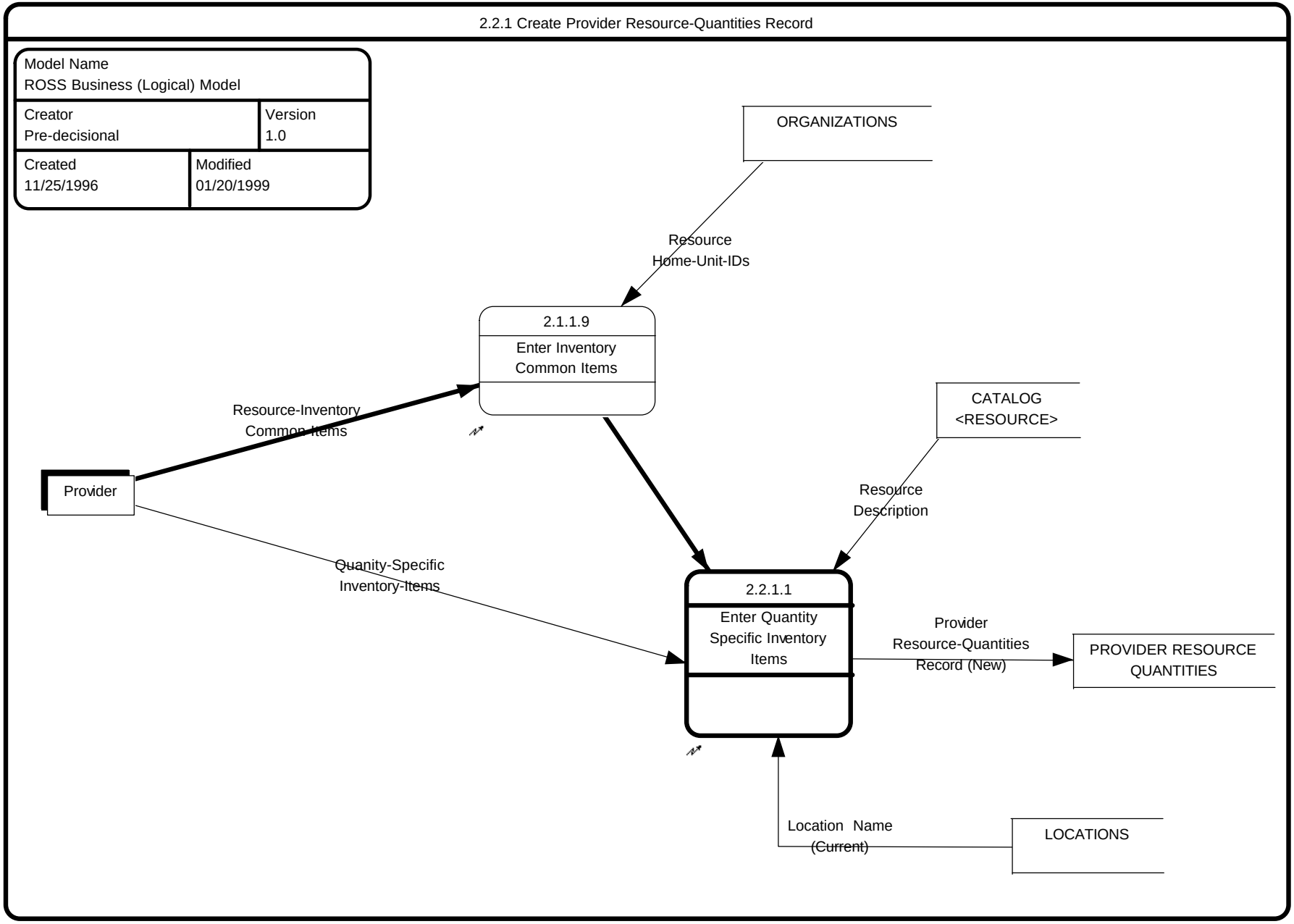
## *Process 2.1.8 Update Resource Status & Location*



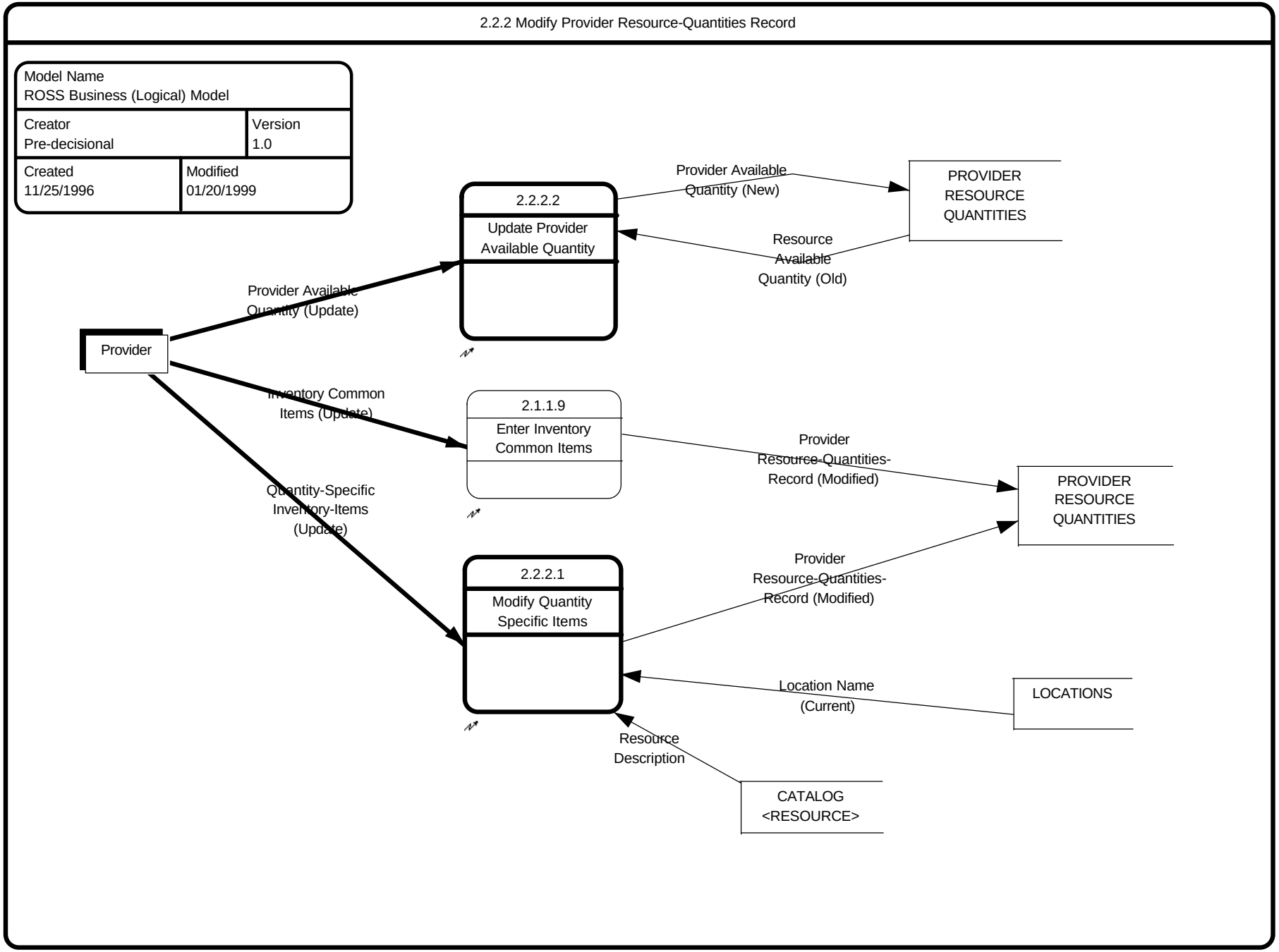
## Process 2.2 Maintain Provider Resource-Quantity Records



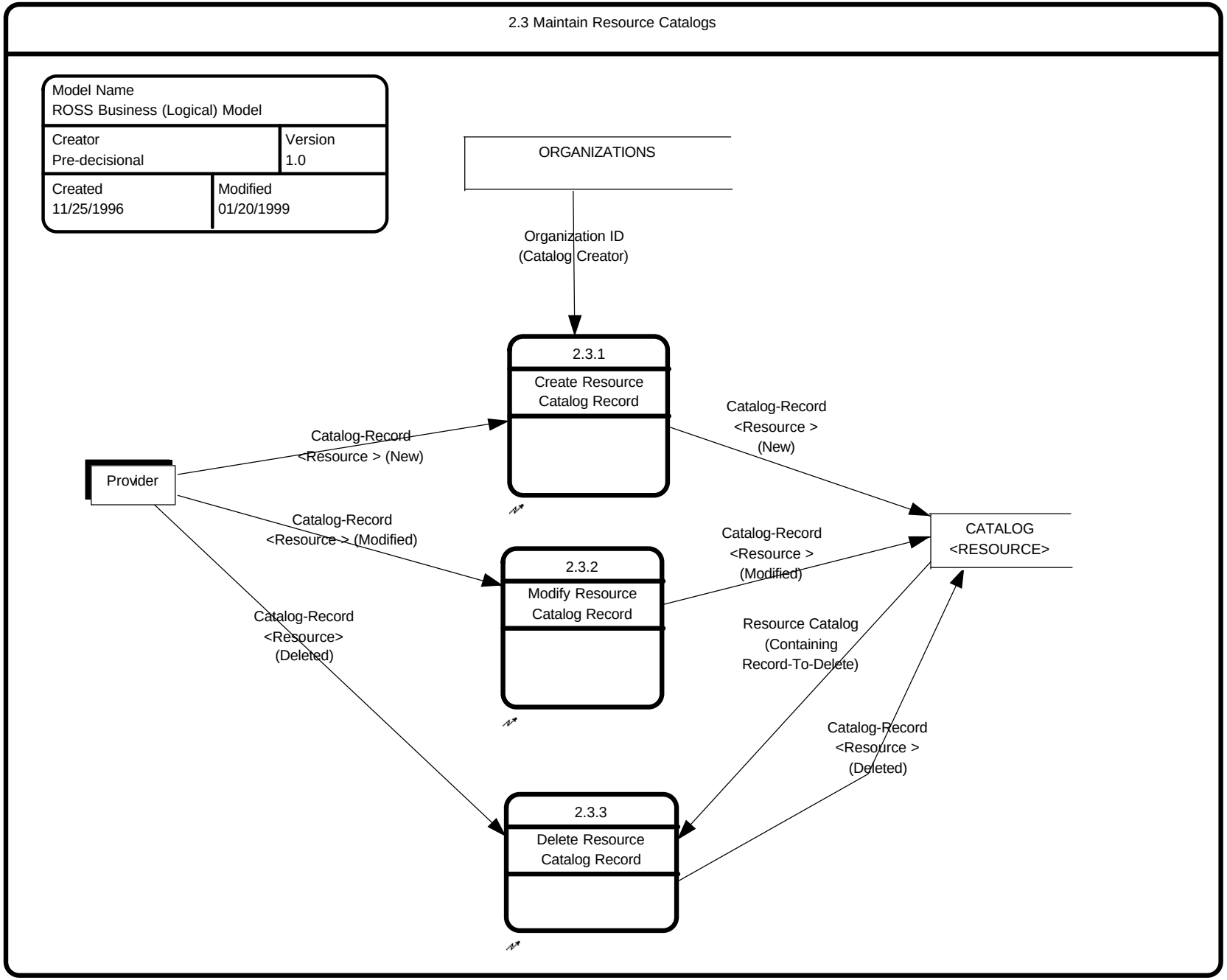
## Process 2.2.1 Create Provider Resource-Quantities Record



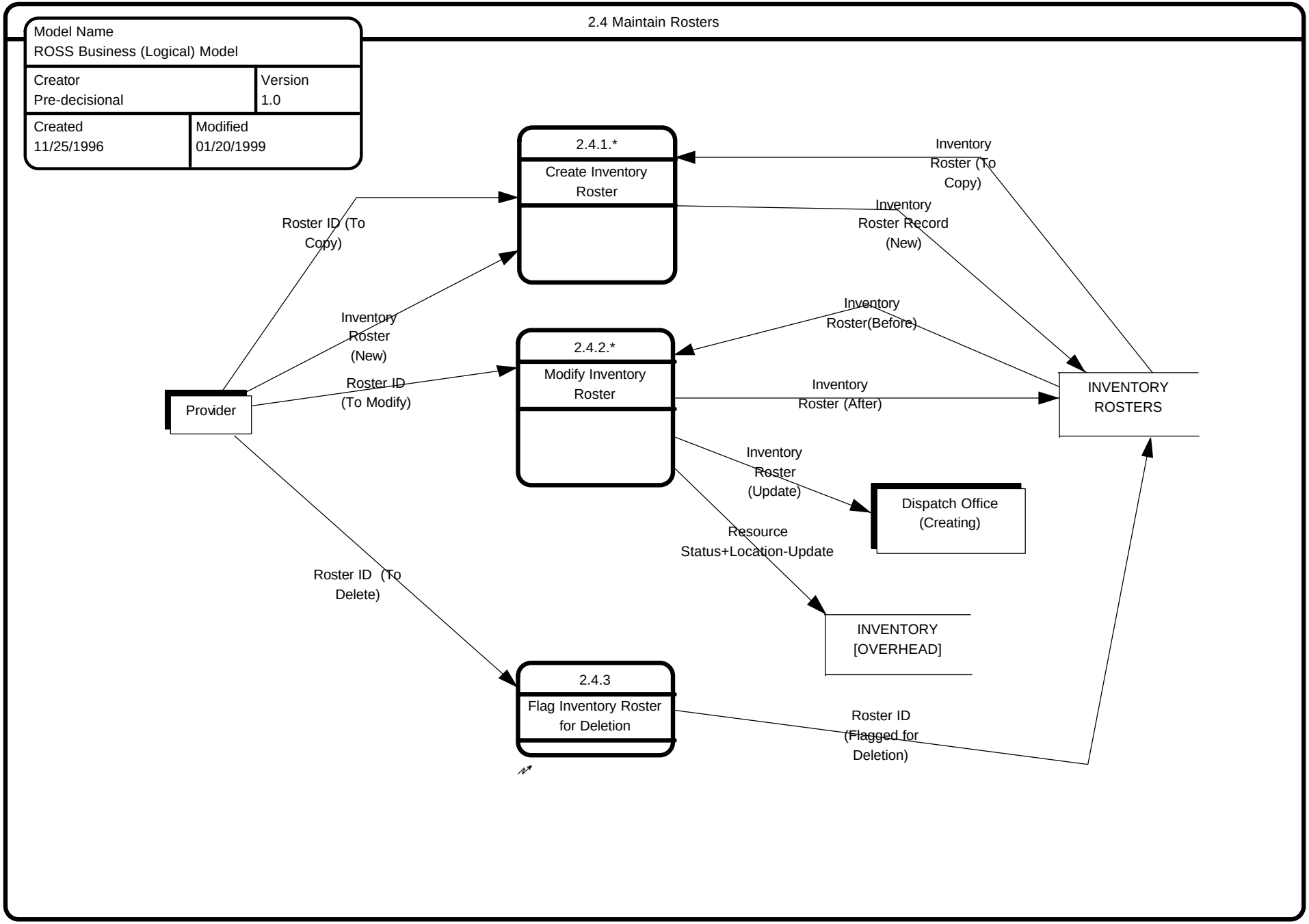
## Process 2.2.2 Modify Provider Resource-Quantities Record



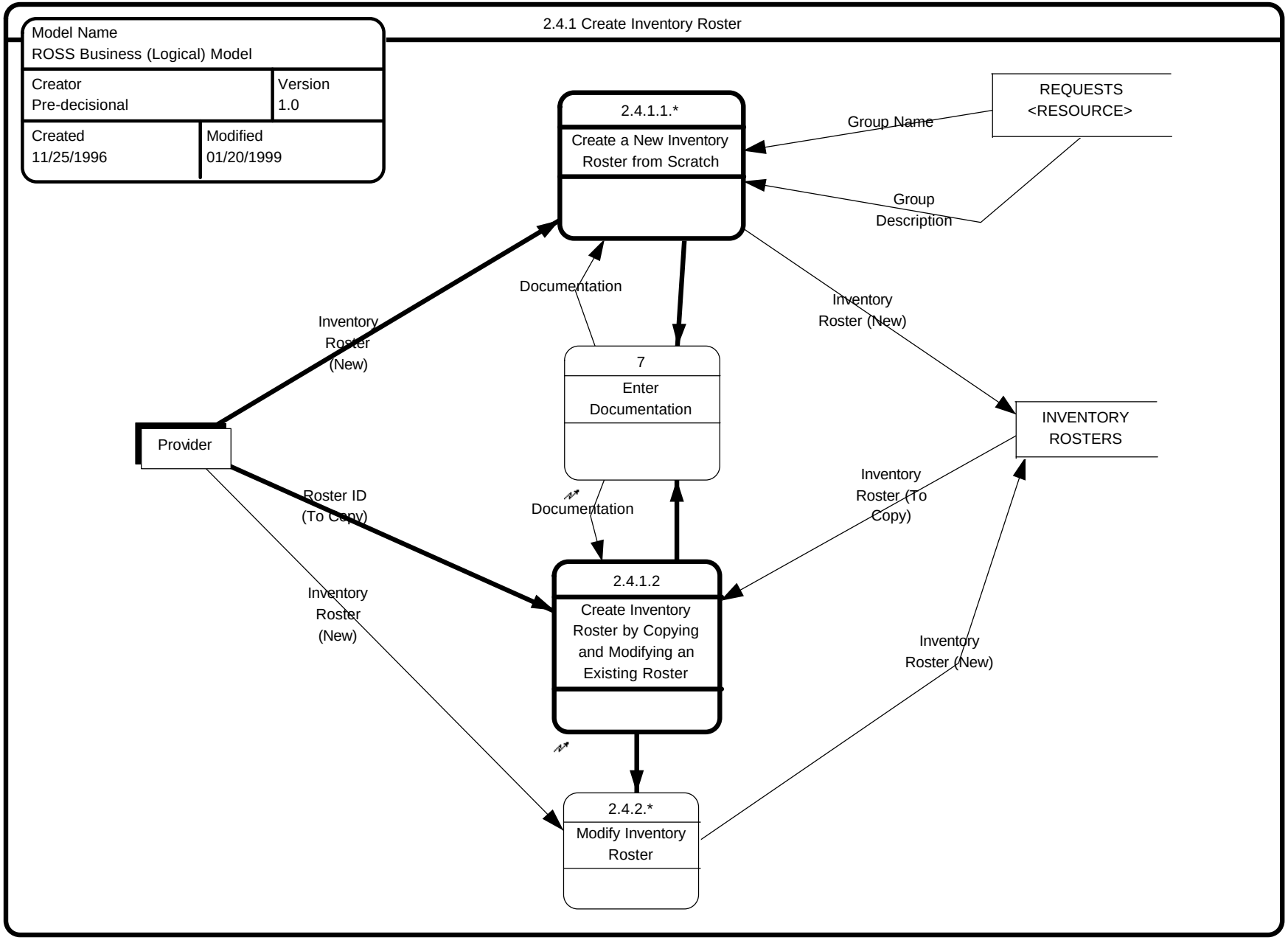
## Process 2.3 Maintain Resource Catalogs



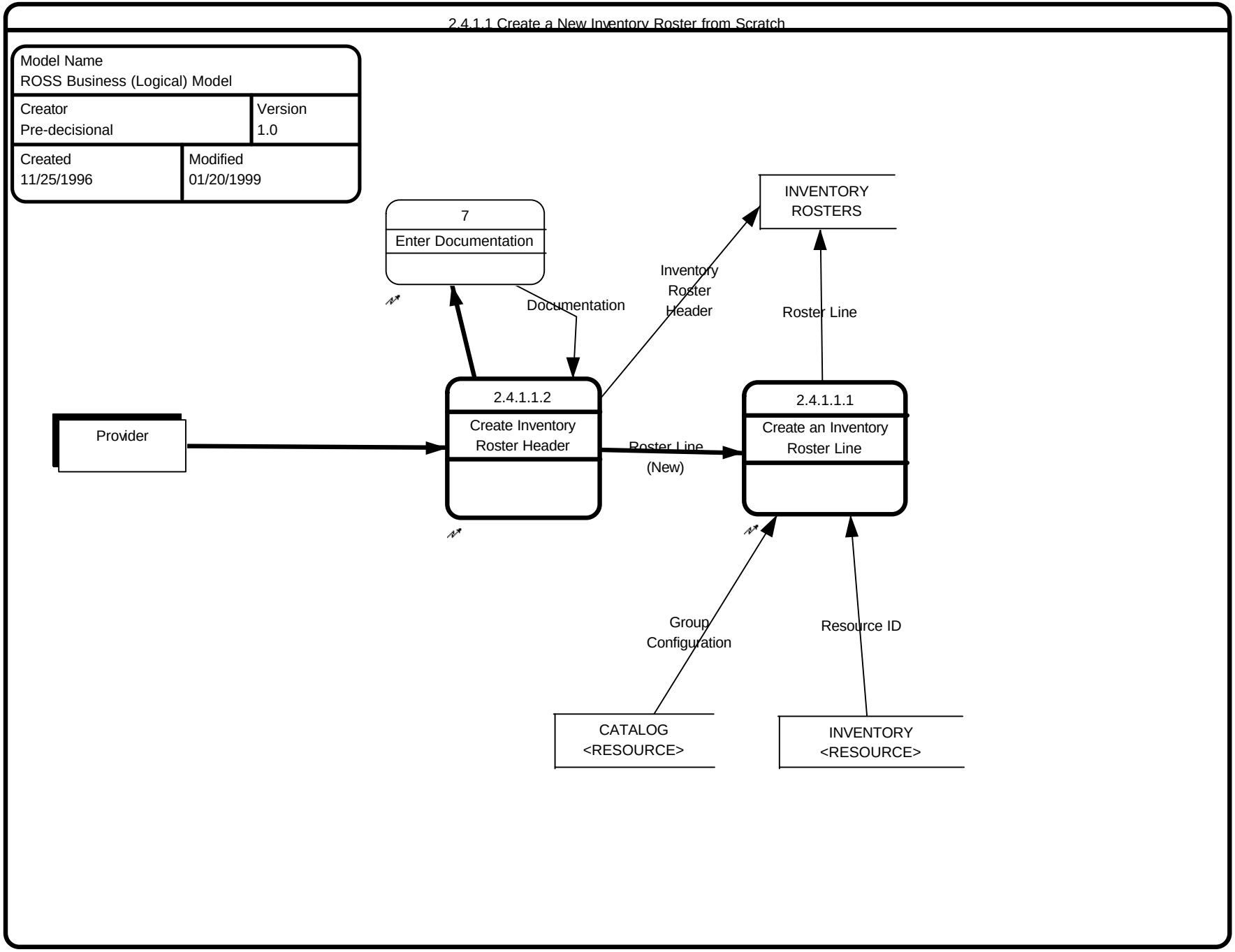
## Process 2.4 Maintain Rosters



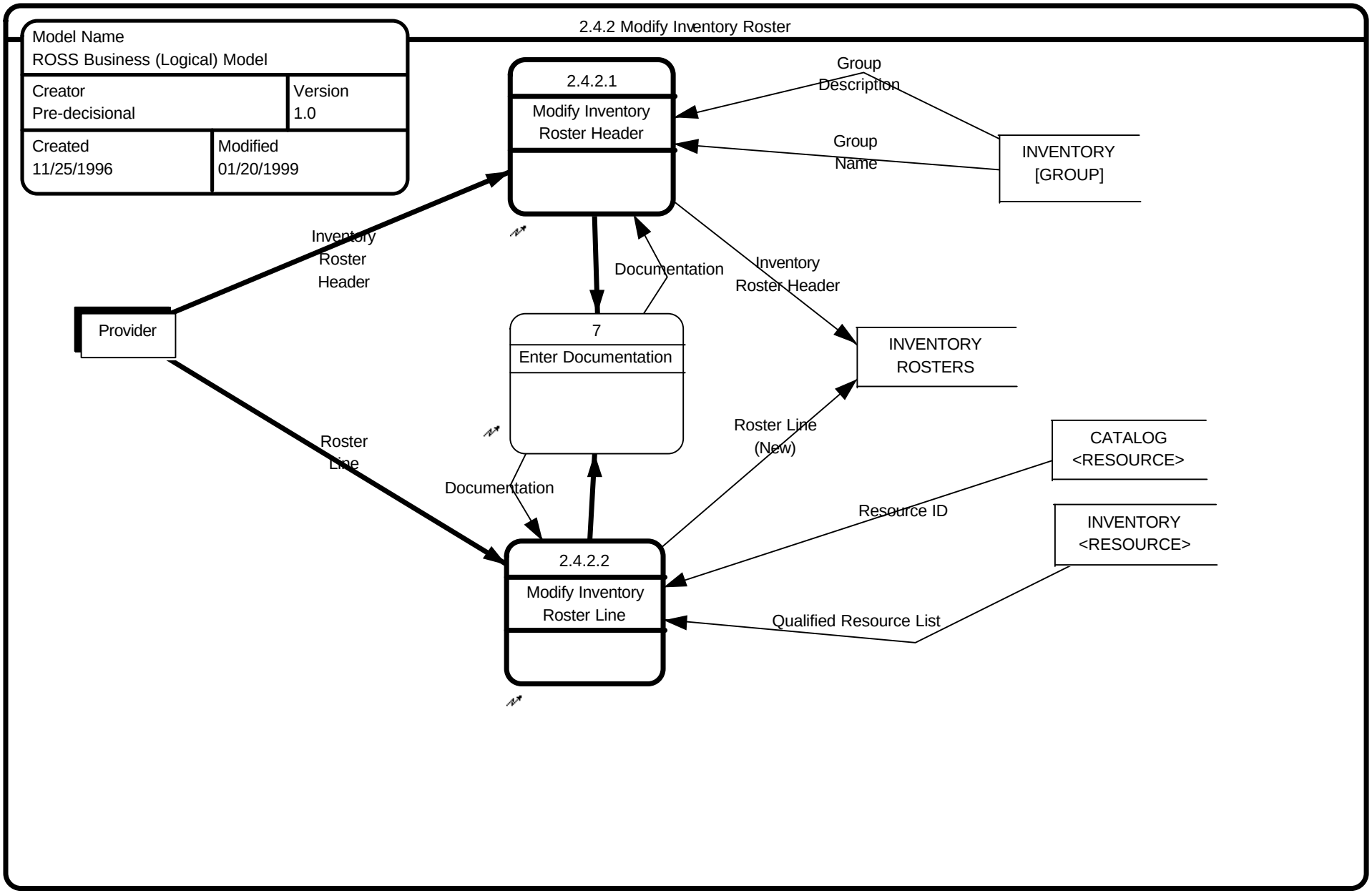
## Process 2.4.1 Create Inventory Roster



## Process 2.4.1.1 Create a New Inventory Roster from Scratch



## *Process 2.4.2 Modify Inventory Roster*



# 2. Maintain/Update Resource Status

The purpose of this process is to maintain the records related to resource inventories. This includes the creation, modification, or deletion of any inventories, catalogs, and rosters.

1. If the **RESOURCE INVENTORY** store requires maintenance,

   A. Perform the 2.1 Maintain Inventory-by-ID Records process.

2. If the **PROVIDER RESOURCE QUANTITIES** store requires maintenance,

   A. Perform the 2.2 Maintain Provider Resource-Quantity Records process.

3. If the **RESOURCE CATALOG** store requires maintenance,

   A. Perform the 2.3 Maintain Resource Catalogs process.

4. If the **ROSTERS** store requires maintenance,

   A. Perform the 2.4 Maintain Rosters process.

## *2.1 Maintain Inventory By ID Records*

The purpose of this process is to maintain the inventory of items that need to be tracked individually. These inventory items must have a unique identifier and current status will be maintained for those records that are designated as **"**active".

1. If a new record is to be added to an inventory by ID store,

   A. Perform the 2.1.1 Create Resource Inventory Record process.

2. If an existing record is to be modified in an inventory by ID store,

   A. Perform the 2.1.3 Modify Resource Inventory Record process.

3. If a record must be deleted from an inventory by ID store,

   A. Perform the 2.1.2 Flag Resource Inventory Record for Deletion process.

4. If a record must be updated from an inventory by ID store,

   A. Perform the 2.1.4 Update Resource Status process.

5. If an existing INVENTORY RECORD STATUS has been set to "inactive" and needs to be activated;

   A. Perform the 2.1.5 Activate Inventory Record process.

6. If an existing INVENTORY RECORD STATUS has been set to "active" and the deactivation date has arrived;

   A. Perform the 2.1.7 De-activate Inventory Record process.

### 2.1.1 Create Resource Inventory Record

The purpose of this process is to enter all of the data items for a new ID based inventory record.

1. If the resource being added to the inventory is a **fixed-wing or rotor aircraft**,

   A. Perform the 2.1.1.1 Create Fixed/Rotor-Wing Aircraft Inventory Record process

2. If the resource being added to the inventory is a **crew**,

   A. Perform the 2.1.1.2 Create Group Inventory Record process.

3. If the resource being added to the inventory is an **equipment** item,

   A. Perform the 2.1.1.3 Create Equipment Inventory Record process.

4. If the resource being added to the inventory is an **overhead person**,

   A. Perform the 2.1.1.4 Create Overhead Inventory Record process.

5. If the resource being added to the inventory is an **supply** item,

   A. Perform the 2.1.1.5 Create Supply Inventory Record process.

#### 2.1.1.1 Create Fixed/Rotor Wing Inventory Record

The purpose of this process is to add a new record to the **INVENTORY** store. The **INVENTORY** store will maintain current status of individual resources. An inventory record is mandatory for national resources (e.g. Type 1 Crews, caterers, air tankers, etc.).

1. Enter Aircraft Specific Inventory Items:

   A. Retrieve *RESOURCE CATALOG ITEM IDENTIFIER (AIRCRAFT DESCRIPTION)* from the **CATALOG <RESOURCE>** store.

      Enter: *RESOURCE CATALOG ITEM IDENTIFIER* (AIRCRAFT)

   B. Enter: AIRCRAFT FAA REGISTRATION NUMBER
      AIRCRAFT CALL SIGN/ALTERNATE NAME
      AIRCRAFT MAKE+MODEL (from lookup table)
      ROSTER ID, if the aircraft currently has a roster of personnel.
      INVENTORY RECORD SOURCE to identify the source of the aircraft data (e.g. OAS Source List, ROSS, etc.).

2. Enter the *RESOURCE INVENTORY COMMON ITEMS*:

   A. Perform the 2.1.1.9 Enter Inventory Common Items process

3. Enter the *RESOURCE INVENTORY COMMON ITEMS (ID)* (These items are required for all INVENTORY records.)

   A. Perform the 2.1.1.8 Enter Inventory Common Items (ID) process.

4. Enter *RESOURCE INVENTORY LOCATION INFORMATION (A/C)*:

A. Perform the 2.1.1.2 Enter Inventory Home & Current Airport Codes process.

5. Enter Aircraft Roster ID(s), if appropriate, to identify personnel that are attached to the aircraft.

A. Perform the 2.4.1 Create Inventory Roster process.

6. Enter the *INVENTORY RECORD (AIRCRAFT)* in the **INVENTORY (AIRCRAFT)** store.

### *2.1.1.1.2 Enter Inventory Home & Current Airport Code*

The purpose of this process is to enter the remaining data items that are shared among all inventory records based on specific resource ID's for non-aircraft resources. Information is obtained from the provider.

1. Select the *AIRPORT CODE (AIRCRAFT HOME)* from the **AIRPORTS** store to indicate the airport where the resource is stationed. For the default for this value, use the Provider Organization's Location Name to find the closest airport to that location.

A. If the airport is not identified in the **AIRPORTS** store,

1) Perform the 5.2.1 Create Airport Record process.

2. Perform 2.8.1.1 Enter Current Location to enter the airport where the aircraft is currently located, if known.

### *2.1.1.2 Create Group Inventory Record*

The purpose of this process is to add a new record to the **INVENTORY** store. The **INVENTORY** store will maintain current status of individual resources. An inventory record is mandatory for national resources (e.g. Type 1 Crews, caterers, air tankers, etc.). Resources that do not need to be individually tracked are entered in the **PROVIDER RESOURCE QUANTITIES** store.

1. Enter Group Specific Inventory Items:

A. Retrieve *RESOURCE CATALOG ITEM IDENTIFIER* (GROUP) from the **CATALOG <RESOURCE>** store.

Enter: *RESOURCE CATALOG ITEM IDENTIFIER* (GROUP)

B. Enter: GROUP NAME

C. Enter: AIRPORT CODE (CLOSEST JETPORT)

2. Search through the **PROVIDER RESOURCE QUANTITIES** store to see if a record with the PROVIDER and RESOURCE DESCRIPTION exist.

A. If record exists,

1) 2.1.1.10 Perform the Retrieve Inventory Items from Provider Resource Quantities process so that existing *RESOURCE INVENTORY COMMON ITEMS* can be used in the new inventory record.

2) Go to step 4. below.

B. If record does not exists,

1) Go to step 3. below.

3. Enter the *RESOURCE INVENTORY COMMON ITEMS*:

A. Perform the 2.1.1.9 Enter Inventory Common Items process

4. Enter the *RESOURCE INVENTORY COMMON ITEMS (ID)* (These items are required for all INVENTORY records.)

A. Perform the 2.1.1.8 Enter Inventory Common Items (ID) process.

5. Enter *RESOURCE INVENTORY LOCATION INFORMATION (Non-A/C)* for Non-Aircraft Resources:

A. Perform the 2.1.1.6 Enter Inventory Home & Current Location Name process.

6. Enter Group Roster ID(s), if appropriate, to identify personnel that are attached to the group.

A. Perform the 2.4.1 Create Inventory Roster process.

7. Record the *INVENTORY RECORD (GROUP)* in the **INVENTORY (GROUP)** store. (The Group roster is mandatory for Type 1 Crews.)

### *2.1.1.3 Create Equipment Inventory Record*

The purpose of this process is to add a new record to the **INVENTORY**. The **INVENTORY** store will maintain current status of individual resources. An inventory record is mandatory for national resources (e.g. Type 1 Crews, caterers, air tankers, etc.). Resources that do not need to be individually tracked are entered in the **PROVIDER RESOURCE QUANTITIES** store.

1. Enter Equipment Specific Inventory Items:

A. Retrieve *RESOURCE CATALOG ITEM IDENTIFIER* (EQUIPMENT DESCRIPTION) from the **CATALOG <RESOURCE>** store.

Enter: RESOURCE CATALOG ITEM IDENTIFIER (EQUIPMENT)

B. Enter: EQUIPMENT ID
ROSTER ID, if the equipment currently has a roster of personnel.

2. Search through the **PROVIDER RESOURCE QUANTITIES** store to see if a record with the PROVIDER and RESOURCE DESCRIPTION exist.

A. If record exists,

1) Perform the 2.1.1.10 Retrieve Inventory Items from Provider Resource Quantities process so that existing *RESOURCE-INVENTORY COMMON-ITEMS* can be used in the new inventory record.

2) Go to step 4. below.

B. If record does not exists,

3) Go to step 3. below.

3. Enter the *RESOURCE INVENTORY COMMON ITEMS*:

   A. Perform the 2.1.1.9 Enter Inventory Common Items process

4. Enter the *RESOURCE INVENTORY COMMON ITEMS (ID)* (These items are required for all INVENTORY records.)

   A. Perform the 2.1.1.8 Enter Inventory Common Items (ID) process.

5. Enter *RESOURCE INVENTORY LOCATION INFORMATION (Non-A/C)* for Non-Aircraft Resources:

   A. Perform the 2.1.1.6 Enter Inventory Home & Current Location process.

6. Enter EQUIPMENT ROSTER ID(S), if appropriate, to identify personnel that are attached to the equipment.

   A. Perform the 2.4.1 Create Inventory Roster process.

7. Record the *INVENTORY RECORD (EQUIPMENT)* in the **INVENTORY (EQUIPMENT)** store.

### *2.1.1.4 Create Overhead Inventory Record*

The purpose of this process is to add a new record to the **INVENTORY**. The **INVENTORY** store will maintain current status of individual resources. An inventory record is mandatory for national resources (e.g. Type 1 Crews, caterers, air tankers, etc.). Resources that do not need to be individually tracked are entered in the **PROVIDER RESOURCE QUANTITIES** store.

1. Enter Overhead Specific Inventory Items:

   A. Retrieve *RESOURCE CATALOG ITEM IDENTIFIER* (OVERHEAD DESCRIPTION) from the **CATALOG <RESOURCE>** store.

      *Data integrity: For some EFF employees the SSN may not be immediately known to ROSS so SSN may not be used to identify Overhead (Personnel) Resources. The system will generate a unique identifier for Overhead Inventory Items and may use the SSN as an alternate reference, if this information is deemed required for the Quals Interface, 6.1.5 Import Overhead Personnel Qualifications Data.*

      Enter: RESOURCE DESCRIPTION [OVERHEAD]
      PERSON NAME to include:
      PERSON FIRST NAME
      PERSON MIDDLE NAME
      PERSON LAST NAME
      PERSON GENDER (optional)
      PERSON BODY WEIGHT (optional)
      PERSON EMPLOYMENT STATUS (EFF, Government, or Other)
      PERSON SOCIAL SECURITY NUMBER
      TRAVEL AUTHORIZATION NUMBER (EMERGENCY)
      TRAVEL AUTHORIZATION NUMBER (NON-EMERGENCY)
      ROSTER ID (RESERVED FOR) (optional) to identify the roster of the crew or team that the individual is reserved for.
      INVENTORY RECORD SOURCE to indicate the system which is the source of the person's data. Default is ROSS..

PHONE NUMBER (HOME)
AIRPORT CODE (CLOSEST JETPORT)

2. Enter the *RESOURCE INVENTORY COMMON ITEMS*:

   A. Perform the 2.1.1.9 Enter Inventory Common Items process

3. Enter the *RESOURCE INVENTORY COMMON ITEMS (ID)* (These items are required for all INVENTORY records.)

   A. Perform the 2.1.1.8 Enter Inventory Common Items (ID) process.

4. Enter *RESOURCE INVENTORY LOCATION INFORMATION (Non-A/C)* for Non-Aircraft Resources:

   A. Perform the 2.1.1.1.2 Enter Inventory Home & Current Airport Codes process.

5. Record the *INVENTORY RECORD [OVERHEAD]* in the **INVENTORY [OVERHEAD]** store.

### *2.1.1.5 Create Supply Inventory Record*

The purpose of this process is to add a new record to the **INVENTORY**. The **INVENTORY** store will maintain current status of individual resources. Resources that do not need to be individually tracked are entered in the **PROVIDER RESOURCE QUANTITIES** store.

1. Enter Supply-Specific Inventory Items:

   A. Retrieve *RESOURCE CATALOG ITEM IDENTIFIER* [SUPPLY] from the **CATALOG <RESOURCE>** store or *RESOURCE DESCRIPTION [NFES]* from the **CATALOG [NFES]**.

      Enter: RESOURCE CATALOG ITEM IDENTIFIER [SUPPLY]

   B. Enter: SUPPLY ID (e.g. serial number, property number of other identifier)

2. Search through the **PROVIDER RESOURCE QUANTITIES** store to see if a record with the PROVIDER and RESOURCE DESCRIPTION exist.

   1) If record exists,

      a) Perform the 2.1.1.10 Retrieve Inventory Items from Provider Resource Quantities process so that existing *RESOURCE INVENTORY COMMON ITEMS* can be used in the new inventory record.

      b) Go to step 4. below.

   2) If record does not exists,

      a) Go to step 3. below.

3. Enter the *RESOURCE INVENTORY COMMON ITEMS* :

   A. Perform the 2.1.1.9 Enter Inventory Common Items process

4. Enter the *RESOURCE INVENTORY COMMON ITEMS (ID)* (These items are required for all INVENTORY records.)

A. Perform the 2.1.1.8 Enter Inventory Common Items (ID process.

5. Enter *RESOURCE INVENTORY LOCATION INFORMATION (Non-A/C)* for Non-Aircraft Resources:

   A. Perform the 2.1.1.6 Enter Inventory Home & Current Location process.

6. Record the *INVENTORY RECORD [SUPPLY]* in the **INVENTORY [SUPPLY]** store.

### *2.1.1.6 Enter Inventory Home & Current Location Name*

The purpose of this process is to enter the remaining data items that are shared among all inventory records based on specific resource ID's for non-aircraft resources. The RESOURCE HOME & CURRENT LOCATIONs are given by the Provider.

1. Enter *LOCATION NAME (HOME & CURRENT)* for Non-Aircraft Resources into the inventory record:

   A. Select the LOCATION NAME (RESOURCE HOME) from the **LOCATIONS** store to indicate the name of the geographic location where the resource is stationed. Default is the inventory owner's organization location name.

      1) If the LOCATION NAME is not identified in the **LOCATIONS** store,

         a) Perform the 5.1.1 Create Location Record process.

   B. Perform 2.1.8.1 Enter Current Location to record the name of the place the resource is currently located, if known. Default is the inventory owner's organization location name.
      *Useability: The system should make use of the organization (provider) location to scale down the list of possible locations.*

### *2.1.1.7 Enter Inventory Roster Information*

The purpose of this process is to enable the ROSS user to identify a group that is permanently assigned to a resource. This group may be the crew roster, or a support group for aircraft or equipment.

1. If roster exists,

   A. Enter ROSTER ID(s) to identify the group(s) associated with the resource. (For example, an aircraft may have an associated flight crew roster, and a support truck roster.)

2. If roster does not exist,

   B. Perform the 2.4.1 Create Inventory Roster process.

### *2.1.1.8 Enter Inventory Common Items (ID)*

The purpose of this process is to store a new inventory record with components that are common in the **INVENTORY** stores for both aircraft and non-aircraft resources.

1. Enter the *RESOURCE INVENTORY COMMON ITEMS (ID)* (for INVENTORY records).

   A. RESOURCE ACTIVATION DATE to indicate the date a seasonal resource will be available for assignment.

   B. RESOURCE DEACTIVATION DATE to indicate the resource's termination date (e.g., appointment NTE date, contract expiration date, etc.)

   C. Enter the RESOURCE STATUS;

      1) RESOURCE READINESS STATUS to indicate the availability of the resource for dispatch assignments.

         a) If the RESOURCE ACTIVATION DATE is in the future, the RESOURCE READINESS STATUS is set to "Not Available.**"**

   D. RESOURCE UNAVAILABLE PERIOD(s), to indicate any periods that the resource will not be available for assignments, such as an aircraft's inspection dates, a person's jury duty period, annual maintenance periods, etc. More than one unavailable period can be entered. Each period consists of the following:

      1) RESOURCE UNAVAILABLE BEGIN DATE to indicate the date that the resource will become unavailable.

      2) RESOURCE UNAVAILABLE END DATE to indicate the last date that the resource will be unavailable.

      3) RESOURCE UNAVAILABLE REASON to indicate why the resource is unavailable.

   E. Enter RESOURCE INVENTORY DURABILITY FLAG to ensure that it indicates the appropriate "Permanent" or "Temporary" durability of the record. The **INVENTORY (OVERHEAD)** store is an exception in that all records have this flag set to "permanent".

   F. Enter RESOURCE INVENTORY RECORD STATUS to indicate whether the inventory record is "active" or "inactive".

### *2.1.1.9 Enter Inventory Common Items*

The purpose of this process is to record inventory record items for a new inventory record that are common to all records in both the **INVENTORY** and the **PROVIDER RESOURCE QUANTITIES** stores.

1. Enter the *RESOURCE INVENTORY COMMON ITEMS* .

   A. Select the ORGANIZATION IDENTIFIER (HOME LOCATION) from the **ORGANIZATIONS** store to indicate the ORGANIZATION IDENTIFIER of the resource's home unit. The selected Organization must be a unit that is supported by the dispatch office in 1, A above.

      1) Retrieve the ORGANIZATION ID (DISPATCH OFFICE) for the home location to make sure it is accurate.

         a) If it is not accurate, 5.3.2 Modify Organization Record for the home location office to enter the correct ORGANIZATION ID (DISPATCH OFFICE).

   B. Select the ORGANIZATION IDENTIFIER (PROVIDER) from the **ORGANIZATIONS** store to indicate the resource's owning organization.

   C. RESOURCE INVENTORY ACCESS TYPE, based on the following allowed values:

| | **AIRCRAFT** | **CREWS** | **EQUIP** | **OVER-HEAD** | **SUPPLY** | **GROUP** |
|---|---|---|---|---|---|---|
| AGENCY-OWNED | X | X | X | X | X | X |
| VENDOR-OWNED EXCLUSIVE-USE CONTRACT | X | N/A | N/A | N/A | N/A | N/A |
| VENDOR-OWNED CALL-WHEN-NEEDED | X | X | X | X | X | N/A |

      1) If RESOURCE INVENTORY ACCESS TYPE = "Vendor-owned,**"** enter

         a) VENDOR NAME

   D. Enter RESOURCE SPECIAL CONDITIONS to record any requirements, limitations, etc. of the resource. (For example, "Cannot leave the State of Oregon,**"** "Requires management approval prior to "assignment**")**.

   E. Enter RESOURCE INVENTORY RECORD SOURCE to indicate whether the inventory record was created by a ROSS user or if it was imported from an EXTERNAL data source.

   F. Enter any additional comments regarding the inventory item:

   G. Perform the 7 Enter Documentation process.

### *2.1.1.10 Retrieve Inventory Items from Provider Resource Quantities*

The purpose of this process is to utilize information already entered in the **PROVIDER RESOURCE QUANTITY** store to create a new inventory record.

1. Retrieve the *INVENTORY COMMON ITEMS & DEFAULT NAME* from the **PROVIDER RESOURCE QUANTITIES** store. (The INVENTORY COMMON ITEMS will be used in the next process.) The RESOURCE DEFAULT NAME will be used to create the RESOURCE ID field.
2. Using the PROVIDER DEFAULT NAME prefix,

    A. Enter the complete RESOURCE ID by adding a unique descriptor for the resource. (e.g. Change **"**Santa Fe" to "Santa Fe #5".)

3. Forward the *RESOURCE ID & INVENTORY COMMON ITEMS* to the next process.

## *2.1.2 Flag Resource Inventory Record for Deletion*

The purpose of this process is to delete an inventory record from the **RESOURCE INVENTORY** store.

This process can only be performed on a record that has no current or past associations with other data stores (e.g. requests or travel schedules, etc).

1. Select the *RESOURCE INVENTORY RECORD* from the <**RESOURCE> INVENTORY** store that is to be deleted.

2. Verify that the RESOURCE ID is not linked to any of the following stores:

    A. **REQUESTS** stores whose REQUEST STATUS = **"**Filled**"**, 'Filled-Closed**"**, or **"**Filled with Detailed Resource**"**.

    B. **TRAVEL RECORDS** store whose final leg of travel is not yet completed.

    C. If the RESOURCE ID exists in any of the above stores, the deletion cannot be accomplished.

3. If the RESOURCE ID does not exist in any of the above stores, flag the record for deletion, which will occur at the end of the year.

    A. Set INVENTORY RECORD STATUS = **"**Flagged for Deletion**"**.

## *2.1.3 Modify Resource Inventory Record*

The purpose of this process is to enter all of the data items for a new ID based inventory record.

1. Retrieve the appropriate inventory record from the **INVENTORY <RESOURCE>** store.

2. Modification is the same as the 2.1.1 Create Resource Inventory Record process; however, data integrity rules (for historical reporting) dictate that the following fields may *not* be changed:

    A. RESOURCE ID

    B. RESOURCE CATEGORY: Existing RESOURCE CATEGORY may not be changed (e.g. a Type 1 Helicopter cannot be changed to a Type 2 Helicopter); however, RESOURCE

CATEGORIES may be added or deleted.

C. RESOURCE DOCUMENTATION, due to records management regulations.

3. Modification to the following fields cannot be made if the RESOURCE COMMITMENT STATUS = **"**assigned**"**:

   A. RESOURCE READINESS STATUS

      Exception: If a Tentative Release Date is identified, the status may be changed.

   B. RESOURCE INVENTORY RECORD STATUS. See process 2.1.4 Update Resource Status when changing the status from "Committed**"**.

4. The following fields can only by modified by the permanent home unit:

   A. ORGANIZATION IDENTIFIER (HOME LOCATION)

   B. RESOURCE INVENTORY ACCESS TYPE

   C. ORGANIZATION IDENTIFIER (DISPATCH OFFICE)

   D. RESOURCE ASSIGNMENT MAXIMUM DAY QUANTITY

   E. RESOURCE SPECIAL CONDITIONS

   F. LOCATION NAME (RESOURCE HOME)

   G. RESOURCE ACTIVATION DATE

   H. RESOURCE DEACTIVATION DATE

   I. RESOURCE INVENTORY DURABILITY FLAG

5. The following fields may only be modified by the "owning" unit:

   A. LOCATION (CURRENT)

   B. RESOURCE READINESS STATUS

   C. RESOURCE UNAVAILABLE PERIOD

   D. RESOURCE INVENTORY RECORD STATUS

6. Perform the 7 Enter Documentation process to track who and when modifications were made.

7. Send the *RESOURCE INVENTORY RECORD (MODIFIED)* to the **INVENTORY <RESOURCE>** store.

### 2.1.4 Update Resource Status

The purpose of this process is to document a change in an individual resource's readiness status. Anytime resource readiness status is changed, ROSS will require that the user provide documentation to show who, when, and why the change was made.

1. Update the Resource Readiness Status,

   A. Enter the new RESOURCE READINESS STATUS

2. Enter *DOCUMENTATION (RESOURCE)* to record any additional information.

   A. Perform the 7 Enter Documentation process to record the date and time, PERSON NAME (DISPATCHER), dispatcher ORGANIZATION IDENTIFIER, and any appropriate information related to this resource.

3. Send *RESOURCE STATUS UPDATE* to the appropriate **INVENTORY <RESOURCE>** store.

### 2.1.5 Activate Inventory Record

This process is used to change the status of an existing resource whose INVENTORY RECORD STATUS has been set to "inactive." By setting the status flag to "active," the record is activated. It can then be edited and the resource will appear in various ROSS reports as part of the current inventory. This process can be triggered by either: 1) a Dispatch Decision Maker when filling a resource request, 2) the occurrence of the resource's activation date, or 3) by the Provider.

1. If the resource is to be activated:

   A. Change the INVENTORY RECORD STATUS from "inactive" to "active" to indicate that this record is to be included in resource reports.

   B. Send *INVENTORY RECORD STATUS (ACTIVE)* to update the appropriate record in the **INVENTORY <RESOURCE>** store.

2. If the resource is not to be activated, (this would only apply when the process is triggered by the occurrence of the RESOURCE ACTIVATION DATE).

   A. Send *RESOURCE ACTIVATION DATE (MODIFIED)* to the **INVENTORY <RESOURCE>** store.

3. If this process was triggered by the occurrence of the RESOURCE ACTIVATION DATE or by the Provider,

   A. Perform 2.1.8 Update Resource Status & Location to change the RESOURCE READINESS STATUS to “Available**”** and to update the current location, if necessary.

### 2.1.7 De-activate Inventory Record Based On Deactivation Date

This process is used to change the status of an existing inventory record that has been set to "active”. By setting the status flag to "inactive," the record is deactivated. Once deactivated It can't be edited and the resource that is associated with it won't appear in various ROSS current inventory reports. This process can be triggered either directly by a ROSS user or be triggered by the arrival of a resource's not-to-exceed date.

1. If the resource is to be de-activated:

   A. Change the RESOURCE INVENTORY RECORD STATUS from "active" to "inactive" to indicate that this record is not to be included in resource reports

   B. Send *RESOURCE INVENTORY RECORD STATUS (INACTIVE)* to update the appropriate record in the **INVENTORY <RESOURCE>** store.

2. If the resource is not to be de-activated, (this would only apply when the process is triggered by the occurrence of the RESOURCE DE-ACTIVATION DATE)

   A. Send *RESOURCE DE-ACTIVATION DATE (MODIFIED)* to the **INVENTORY <RESOURCE>** store.

3. If this process was triggered by the occurrence of the RESOURCE DE-ACTIVATION DATE or by the Provider,

   A. Perform 2.1.4 Update Resource Status to change the RESOURCE READINESS STATUS to “Not Available”.

### *2.1.8 Update Resource Status & Location*

The purpose of this process is to document a change in an individual resource's readiness status and current location. Anytime resource readiness status is changed, ROSS will require that the user provide documentation to show who, when, and why the change was made.

1. Perform 2.1.4 Update Resource Status.

2. Perform 2.1.8.1 Enter Current Location.

3. Send *RESOURCE STATUS & LOCATION UPDATE* to the appropriate **INVENTORY <RESOURCE>** store.

#### *2.1.8.1 Enter Current Location*

The purpose of this process is to enter the current location of a resource in the inventory. This process may occur when establishing a new inventory record, during the assignment or release process, or at any time the current “owner**”** moves the resource.

1. If the resource is a fixed- or rotor-wing aircraft,

   A. If the location change is the result of an assignment to fill a request,

      1) Retrieve the AIRPORT CODE (REQUEST DELIVERY) from **the REQUESTS <AIRCRAFT>** store to use as the AIRPORT CODE (CURRENT.

   B. If the location change is the result a release from an assignment,

      1) Retrieve the AIRPORT CODE (HOME) from the **INVENTORY [AIRCRAFT]** store to use as the default for AIRPORT CODE (CURRENT); however this may be overwritten by the user.

   C. If the current location is being entered or changed for any other reason,

      1) Select the *AIRPORT CODE (AIRCRAFT CURRENT)* from the **AIRPORTS** store to

identify the current physical location of the resource. This is optional.

a) If the airport is not identified in the **AIRPORTS** store,

1 - Perform the 5.2.1 Create Airport Record process.

2. If the resource is not an aircraft (anything other than a fixed- or rotor-wing aircraft),

A. If the location change is the result of an assignment to fill a request,

1) Retrieve the *LOCATION NAME (REQUEST DELIVERY)* from the **REQUESTS <RESOURCE>** store to use as the LOCATION NAME (CURRENT).

B. If the location change is the result a release from an assignment,

1) Retrieve the *LOCATION NAME (HOME)* from the **INVENTORY <RESOURCE>** store to use as the default for LOCATION NAME (CURRENT); however this may be overwritten by the user.

C. If the current location is being entered or changed for any other reason,

1) Select the *LOCATION NAME (CURRENT)* from the **LOCATIONS** store to identify the current physical location of the resource. This is optional.

a) If the location is not identified in the **LOCATIONS** store,

1 - Perform the 5.1.1 Create Location Record process.

2. Enter *LOCATION <CURRENT>* into the **INVENTORY <RESOURCE>** store.

## *2.2 Maintain Provider Resource Quantities Records*

The purpose of this process is to maintain the **PROVIDER RESOURCE QUANTITIES** store.

1. If a new record is to be added to the **PROVIDER RESOURCE QUANTITIES** store,

A. Perform the 2.2.1 Create Provider Resource-Quantities Record process.

2. If an existing record is to be modified in the **PROVIDER RESOURCE QUANTITIES** store,

A. Perform the 2.2.2 Modify Provider Resource-Quantities Record process.

3. If a record must be deleted from the **PROVIDER RESOURCE QUANTITIES** store,

A. Perform the 2.2.3 Delete Provider Resource-Quantities Record process.

### *2.2.1 Create Provider Resource Quantities Record*

The purpose of this process is to create a new record in the **PROVIDER RESOURCE QUANTITIES** store. The intent of this store is to record the number of resources that a particular provider has available. A provider (wild land fire cooperator, or vendor) may provide more than one type of resource. The ROSS user may also want to categorize a provider's resources by current location.

ROSS will require a system wide authority or committee that will control the resource descriptions that are permitted in the catalog. The purpose of this committee is to standardize terminology and avoid the

duplicate terminology situations like "Dozer," "Cat," "Bulldozer" and "D-9" from occurring in ROSS.

1. Identify the following components:

2. Enter the *RESOURCE INVENTORY COMMON ITEMS* (These items are required for all INVENTORY and Provider Resource Quantities records.)

   A. Perform the 2.1.1.9 Enter Inventory Common Items process

3. Enter the remaining items required to complete a record for the **PROVIDER RESOURCE QUANTITIES** store and write the complete record to the store.

   A. Perform the 2.2.1.1 Enter Quantity Specific Inventory Items process.

4. Send the *PROVIDER RESOURCE QUANTITIES RECORD* to the **PROVIDER RESOURCE QUANTITY** store.

### *2.2.1.1 Enter Quantity Specific Inventory Items*

The purpose of this process is to enter the remaining items required to complete a record in the **PROVIDER RESOURCE QUANTITIES** store and to send the complete record to the store.

1. Identify the following components:

   A. RESOURCE CATALOG ITEM IDENTIFIER

      1) Select the RESOURCE CATALOG ITEM IDENTIFIER from the **CATALOG <RESOURCE>** store.

      *Navigation: ROSS must provide an easy way to jump to the maintenance process for creating a new entry in the **CATALOG <RESOURCE>** store if the desired RESOURCE DESCRIPTION do not already exist.*

   B. Select the LOCATION NAME (CURRENT) from the **LOCATIONS** store to identify the current physical location of the resource.

      *Navigation: ROSS must provide an easy way to jump to the maintenance process for creating a new entry in the **LOCATIONS** store if the desired location doesn't already exist.*

   C. RESOURCE AVAILABLE QUANTITY (Optional) to identify the total number of resources available.

   D. RESOURCE DEFAULT NAME (Optional) to identify the leading text of a resource's name. This will be used as a short-cut method at the time of assignment. For example, If the Default name is "Zuni", the ROSS user will only need to fill in the identifying number, "23", and the assignment record will say "Zuni 23". This will eliminate typographical errors and will assist in sorting and searching for specific resource assignments for historical purposes.

   E. RESOURCE ASSIGNMENT MAXIMUM DAY QUANTITY to indicate the recommended maximum number of days a resource may be away from its home unit. This field is optional for human resources and null for all non-human resources.

      1) If this is a human resource (Crew/Team or Overhead)

a) Enter RESOURCE ASSIGNMENT MAXIMUM DAY QUANTITY as required.

2. Send the *PROVIDER RESOURCE QUANTITIES RECORD* to the **PROVIDER RESOURCE QUANTITIES** store.

### *2.2.2 Modify Provider Resource Quantities Record*

The purpose of this process is to modify an existing record in the **PROVIDER RESOURCE QUANTITIES** store. The intent of this store is to record the number of resources a particular provider has available.

1. If the modification is only a change to the RESOURCE AVAILABLE QUANTITY,

   A. Perform the 2.2.2.2 Update Provider Available Quantity process.

2. If the modification requires an update to more than the RESOURCE AVAILABLE QUANTITY,

   A. Enter any changes to the *RESOURCE INVENTORY COMMON ITEMS* (These items are required for all INVENTORY and Provider Resource Quantities records.)

      1) Perform the 2.1.1.9 Enter Inventory Common Items process

   B. Enter any changes to the remaining items required to complete a record for the **PROVIDER RESOURCE QUANTITIES** store and write the complete record to the store.

      1) Perform the 2.2.2.1 Modify Quantity Specific Items process.

#### *2.2.2.1 Modify Quantity Specific Items*

The purpose of this process is to permit the modification of the remaining items required to complete a record in the **PROVIDER RESOURCE QUANTITIES** store and to send the complete record to the store.

1. Modify the following items as required:

   A. RESOURCE DESCRIPTION

      1) Select the new RESOURCE DESCRIPTION from the **CATALOG <RESOURCE>** store.

         *Navigation: ROSS must provide an easy way to jump to the maintenance process for creating a new entry in the **RESOURCE CATALOG** store if the desired RESOURCE DESCRIPTION does not exist.*

   B. Select the new LOCATION NAME (CURRENT) from the **LOCATIONS** store to identify the current physical location of the resource.

      *Navigation: ROSS must provide an easy way to jump to the maintenance process for creating a new entry in the **LOCATIONS** store if the desired location doesn't already exist.*

   C. RESOURCE AVAILABLE QUANTITY (Optional) to identify the total number of resources available.

   D. RESOURCE DEFAULT NAME (optional) to identify the leading text of a resource's name.

This will be used as a short-cut method at the time of assignment. For example, If the Default name is "Zuni,**"** the ROSS user will only need to fill in the identifying number, "23", and the assignment record will say "Zuni 23". This will eliminate typographical errors and will assist in sorting and searching for specific resource assignments for historical purposes.

2. Send the *PROVIDER RESOURCE QUANTITIES RECORD (MODIFIED)* to the **PROVIDER RESOURCE QUANTITIES** store.

### *2.2.2.2 Update Provider Available Quantity*

The purpose of this process is to modify the available quantity in the **PROVIDER RESOURCE QUANTITIES** store. A modification can be triggered by a change submitted by the provider, or by the dispatch organization when dispatching resources.

1. If the *PROVIDER AVAILABLE QUANTITY (UPDATE)* is received from the Provider,

   A. Enter the *PROVIDER AVAILABLE QUANTITY (NEW)* into the **PROVIDER RESOURCE QUANTITIES** store.

2. If the process is triggered by an assignment,

   A. Retrieve the *RESOURCE AVAILABLE QUANTITY (OLD)* from the **PROVIDER RESOURCE QUANTITIES** store.

      B. Decrease the RESOURCE AVAILABLE QUANTITY by 1 or, in the case of supplies by the SUPPLY ASSIGNED QUANTITY. The user may overwrite the quantity if it is not correct.

   C. Enter the *PROVIDER AVAILABLE QUANTITY (NEW)* into the **PROVIDER RESOURCE QUANTITIES** store.

3. If the process is triggered by a release or any other action that may increase the available quantity,

   A. Retrieve the *RESOURCE AVAILABLE QUANTITY (OLD)* from the **PROVIDER RESOURCE QUANTITIES** store.

      B. Increase the RESOURCE AVAILABLE QUANTITY by 1 or, in the case of supplies by the SUPPLY ASSIGNED QUANTITY. The user may overwrite the quantity if it is not correct.

   C. Enter the *PROVIDER AVAILABLE QUANTITY (NEW)* into the **PROVIDER RESOURCE QUANTITIES** store.

## *2.2.3 Delete Provider Resource Quantities Record*

The purpose of this process is to delete an inventory record from the **PROVIDER RESOURCE QUANTITIES)** store.

1. Select the *PROVIDER RESOURCE QUANTITIES RECORD* that is to be deleted from the **PROVIDER RESOURCE QUANTITIES** store.

2. Send PROVIDER RESOURCE QUANTITIES RECORD (DELETED) to the **PROVIDER RESOURCE QUANTITIES** store.

3. If the providing organization is also to be deleted (and the organization is not associated with any other data store),

   A. Perform the 5.3.3. Delete Organization Record process.

## *2.3 Maintain Resource Catalogs*

The purpose of this process is to maintain the **RESOURCE CATALOG** stores.

1. If a new record is to be added to a **CATALOG <RESOURCE>** store,

   A. Perform the 2.3.1 Create Resource Catalog Record process.

2. If an existing record is to be modified in a **CATALOG <RESOURCE>** store,

   A. Perform the 2.3.2 Modify Resource Catalog Record process.

3. If a record must be deleted from a **CATALOG <RESOURCE>** store,

   A. Perform the 2.3.2 Delete Resource Catalog Record process.

### *2.3.1 Create Resource Catalog Record*

The purpose of this process is to enter all of the data items for a new catalog record.

*Security/access: The resource catalogs will require special control since the nomenclature that they establish will be imposed on all ROSS users as they process resource requests. Issues like system initialization, standardization and political correctness will probably require the establishment of some dispatcher user group to review these entries.*

1. Enter CATALOG COMMON ITEMS:

   A. RESOURCE CATALOG ITEM IDENTIFIER. This may be a unique, system generated value.

   B. RESOURCE CATEGORY (Aircraft, Crew, Equipment, Overhead, or Supplies)

   C. RESOURCE SUB-CATEGORY (to be defined by Data Steward -- possible examples: medical, transport, maintenance, tactical, administrative, scientific)

   C. RESOURCE REMINDER (Selected from RESOURCE REMINDERS reference table), which consists of:
      a) Resource Reminder Category
      b) Resource Reminder Text

   D. ORGANIZATION IDENTIFIER (CREATING DISPATCH OFFICE)

   E. CATALOG ENTRY ORG TEMPORARY FLAG; Default is “No”. User may set this flag to “Yes” if the catalog entry is for a “one-time only”, unusual item. This flag allows such items to be filtered from displays and reports.

2. Enter RESOURCE DESCRIPTION, which is one of the following:

   A. AIRCRAFT CATEGORY which describes the kind of aircraft (e.g. Type 1 Helicopter); or

   B. EQUIPMENT CATEGORY which describes the kind of equipment (e.g. Water Tender)

C. RESOURCE DESCRIPTION [OVERHEAD], which includes:
   a) OVERHEAD POSITION CODE (e.g. DMOB)
   b) OVERHEAD POSITION TITLE (e.g. Demobilization Unit Leader)
   c) If OVERHEAD POSITION CODE is "THSP**"**, technical specialist, enter, OVERHEAD POSITION SPECIALITY DESCRIPTION (e.g. Biologist)

D. SERVICE CATEGORY (e.g. Garbage Service, Ice Delivery, Temporary Flight Restriction)

E. RESOURCE DESCRIPTION [NON-NFES SUPPLY] which consists of:
   a) SUPPLY [NON-NFES] CATEGORY (e.g. Fence Post, Canoe)
   b) SUPPLY ITEM ISSUE UNIT (each, dozen, box)

F. RESOURCE DESCRIPTION [GROUP], which consists of:
   a) GROUP CATEGORY (Type 1 Crew, Incident Management Team, Buying Team)
   b) RESOURCE GROUP CONFIGURATION (list of Overhead Position Codes)

Note: The NFES Catalog is intentionally left out of this process since it will be imported from the ICBS system. ROSS users are not authorized to add new NFES items.

3. Record the *CATALOG <RESOURCE>* into the **CATALOGS <RESOURCE>** store.

### *2.3.2 Modify Resource Catalog Record*

The purpose of this process is to provide a method to modify the data items for an existing catalog record.

Within the 2.3.2 Modify Resource Catalog Record and 2.3.3 Delete Resource Catalog Record processes any record that has been used cannot be deleted. The process allows the Dispatch Decision Maker to change the status to "archive" and, at that time, the record will be removed from view and saved for end of year historic processing.

1. Receive the *RESOURCE CATALOG RECORD (MODIFIED)* from the Provider. For all Resource Catalogs, modifications to any of the RESOURCE DESCRIPTIONS should be taken with care due to data integrity constraints. Even if the description is not used in any **"**active**"** records, a change may compromise the integrity of historic records.

   *Security/access: The resource catalogs will require special control since the nomenclature that they establish will be imposed on all ROSS users as they process resource requests. Issues like system initialization, standardization and political correctness will probably require the establishment of some dispatcher user group to review these entries. How these concerns will be met have been left to the Design Team.*

2. Modification is the same as the 2.3.1 Create Resource Catalog Record; however, data integrity rules (for historical reporting) dictate that the following field may not be changed;

   A. RESOURCE CATEGORY

3. Perform the appropriate 2.3.1 Create Resource Catalog Record

4. Send the *modified RESOURCE CATALOG RECORD (MODIFIED)* to the **CATALOGS <RESOURCE>** store.

### *2.3.3 Delete Resource Catalog Record*

The purpose of this process is to delete a catalog record in one of the **CATALOGS <RESOURCE>** stores.

1. Select the *RESOURCE CATALOG (CONTAINING RECORD-TO-DELETE)* which contains the record to be deleted from **CATALOGS <RESOURCE>** store.

2. Select the record to be deleted.

3. Send the deleted record to the selected **CATALOGS <RESOURCE>** store.

## *2.4 Maintain Inventory Rosters*

The purpose of this process is to add, modify, or delete Inventory Rosters.

1. If a new Roster must be created;

   A. Perform the 2.4.1 Create Inventory Roster process.

2. If an existing Roster must be modified;

   A. Perform the 2.4.2 Modify Inventory Roster process.

3. If an existing Roster must be deleted;

   A. Perform the 2.4.3 Flag Inventory Roster for Deletion process.

### *2.4.1 Create Inventory Roster*

The purpose of this process is to enable the user to create an Inventory Roster. The roster identifies the Overhead Positions and the personnel for a particular crew or team. The roster is used to create permanent or temporary rosters. A temporary roster is created to identify personnel who are put together as a team to fill an assignment, but are not permanently joined as a team (e.g. Helicopter Module Team, pick up crew, smoke chasers, Dive Team, etc.). A permanent roster is created to identify personnel on a formal crew/team (e.g. Type 1 Crew, Incident Management Team, etc.). All rosters are created using personnel in the INVENTORY [OVERHEAD].

1. Create the roster using one of the following techniques:

   A. 2.4.1.1 Create a New Inventory Roster from Scratch or

   B. 2.4.1.2 Create Roster by Copying and Modifying an Existing Roster

### 2.4.1.1 Create a New Inventory Roster from Scratch

The purpose of this process is to construct a new listing of resources associated with a grouped inventory item. This includes identifying the overhead positions required on the crew, module, or team as well as the personnel membership.

1. 2.4.1.1.2 Create Inventory Roster Header:

   A. ROSTER ID to uniquely identify the roster. This unique value may be system generated.

   B. RESOURCE INVENTORY IDENTIFIER to identify the inventory item (crew name, A/C tail number, etc.) for which the roster is being created.

   C. ROSTER CURRENT FLAG:

   Yes = this roster reflects the current membership of the group, or
   No = this roster does not reflect the current membership of the group)

   Business Rule: Only one roster may be flagged as current.

   D. ROSTER MASTER/ALTERNATE FLAG = **"**Master", or **"**Alternate":

   Master = this roster reflects the permanent membership of the group
   Alternate = this roster reflects a membership that varies from the master roster (this is used to depict temporary substitutions)

   E. Enter ROSTER HEADER into the **INVENTORY ROSTERS** store.

   F. Enter ROSTER DOCUMENTATION. (DOCUMENTATION CATEGORY = Roster )

   A. Perform the 7 Enter Documentation process.

2. 2.4.1.1.1 Create an Inventory Roster Line

3. Enter the *INVENTORY ROSTER RECORD (NEW)* to the **INVENTORY ROSTERS** store.

### 2.4.1.1.1 Create an Inventory Roster Line

The purpose of this process is to construct a new listing of resources associated with a grouped inventory item. This includes identifying the overhead positions required on the crew, module, or team as well as the personnel membership.

1. Retrieve the GROUP CONFIGURATION from the CATALOG [GROUP] based on the RESOURCE GROUP CATEGORY.

2. Create a ROSTER LINE for each RESOURCE DESCRIPTION in the GROUP CONFIGURATION by entering:

   *Useability/layout: This may be a screen where one side shows the group configuration. As you highlight a RESOURCE DESCRIPTION, a list of qualified RESOURCES will appear on the other side of the screen. The specific resource item will be dragged and dropped into the resource description to display the filled roster line.*

A. If the resource is an equipment;

1) Enter the *RESOURCE CATALOG ITEM IDENTIFIER (EQUIPMENT CATEGORY)* from the GROUP CONFIGURATION.

2) Enter the *EQUIPMENT IDENTIFIER* from the **INVENTORY <RESOURCE>**

a) If RESOURCE ID does not exist in the **INVENTORY <RESOURCE>** store,

1- Perform the 2.1.1 Create Resource Inventory Record process.

B. If the resource is an overhead;

1) Enter the *RESOURCE CATALOG ITEM IDENTIFIER* (OVERHEAD POSITION TITLE) from the GROUP CONFIGURATION.

2) Enter the *PERSON IDENTIFIER* from the **INVENTORY <RESOURCE>** store.

a) If RESOURCE ID (PERSON IDENTIFIER) does not exist in the **INVENTORY <RESOURCE>** store,

1- Perform the 2.1.1 Create Resource Inventory Record

C. Enter ROSTER DOCUMENTATION.

1) Perform the 7 Enter Documentation process.

D. Add the new ROSTER LINE to the *INVENTORY ROSTER*.

### *2.4.1.2 Create Roster by Copying and Modifying an Existing Inventory Roster*

The purpose of this process is to allow the ROSS user to create a new roster by copying and modifying an existing roster by removing and replacing roster lines.

1. Retrieve the *ROSTER RECORD (TO COPY)* from the **ROSTERS** store based on the ROSTER NAME.

2. Enter the new ROSTER ID and copy the old *ROSTER RECORD* into a *ROSTER RECORD (NEW)*.

3. Modify Roster Copy.

A. Perform the 2.4.2 Modify Inventory Roster process.

4. Enter ROSTER DOCUMENTATION. (DOCUMENTATION CATEGORY = Roster Creation.)

A. Perform the 7 Enter Documentation process.

5. Enter the roster into *ROSTER RECORD (NEW)* to the **INVENTORY ROSTERS** store.

### 2.4.2 Modify Inventory Roster

The purpose of this process is to make a modification to an existing inventory roster.

1. Retrieve a *ROSTER RECORD (BEFORE)* from **ROSTERS** store based on the *ROSTER NAME* to be modified.

2. If the Roster header requires modification, perform the 2.4.2.1 Modify Inventory Roster Header process.

3. If the Roster requires that lines be added, modified, or deleted, then perform the 2.4.2.2 Modify Inventory Roster Line process.

4. Send *ROSTER RECORD (AFTER)* to the **ROSTERS** store.

5. If this roster is associated with a current assignment:

   A. Send *ROSTER RECORD (UPDATE)* to the Dispatch Office (Creating) to insure that they have been notified of the change in personnel within their crew or team.

   B. Send *ROSTER RECORD (UPDATE)* to the **ASSIGNMENT ROSTERS** store.

#### 2.4.2.1 Modify Inventory Roster Header

The purpose of this process is to permit the ROSS user to enter or modify the header to a roster.

1. Enter the ROSTER ID. This unique value may be system generated.

2. Select the RESOURCE GROUP CATEGORY from the **CATALOG [GROUP]**.

   A. If the RESOURCE GROUP CATEGORY does not exists,

      1) Perform the 2.3.1 Create Resource Catalog Record process, to add the new description, including the configuration.

3. Enter the ROSTER CURRENT FLAG:

   Yes = this roster reflects the current membership of the group, or
   No = this roster does not reflect the current membership of the group)

   Business Rule: Only one roster may be flagged as current.

4. Enter the ROSTER MASTER/ALTERNATE FLAG = “Master**”**, or “Alternate”:

   Master = this roster reflects the permanent membership of the group
   Alternate = this roster reflects a membership that varies from the master roster (this is used to depict temporary substitutions)

5. Enter the GROUP NAME (usually the name of the team, crew, etc.)

6. Enter ROSTER DOCUMENTATION. (DOCUMENTATION CATEGORY = Roster Creation.)

   A. Perform the 7 Enter Documentation process.

7. Send the *ROSTER HEADER* to the **INVENTORY ROSTERS** store.

### *2.4.2.2 Modify Inventory Roster Line*

The purpose of this process is to add, modify, or delete individual lines within a Roster.

1. For each roster line, based on RESOURCE CATEGORY:

   A. Retrieve *QUALIFIED RESOURCE LIST* from the **INVENTORY <RESOURCE>** store to provide a list of resources qualified for slot on the roster.

   B. Select the RESOURCE ID from the *QUALIFIED RESOURCE LIST* and enter into the appropriate roster line. If the roster already has resources attached, the user may modify the roster line to change the RESOURCE ID that is assigned to that roster line.

      *Data integrity: If a resource is named as a member of the roster but is not in the* QUALIFIED RESOURCE LIST, *it is assumed that the resource is qualified, but their INVENTORY record is in error. The design team will have to protect against unauthorized updates.*

      1) If the resource is an equipment;

         a) Enter the RESOURCE CATALOG ITEM IDENTIFIER (EQUIPMENT CATEGORY)

         b) Enter the EQUIPMENT IDENTIFIER

            1- If RESOURCE ID does not exist in the **INVENTORY** store, perform the 2.1.1 Create Resource Inventory Record process.

      2) If the resource is an overhead;

         a) Enter the RESOURCE CATALOG ITEM IDENTIFIER (OVERHEAD POSITION TITLE)

         b) Enter the PERSON NAME

            1- If RESOURCE ID does not exist in the **INVENTORY** store, perform the 2.1.1 Create Resource Inventory Record process.

      C. Enter ROSTER DOCUMENTATION.

         1) Perform the 7 Enter Documentation process.

   D. Send the new *ROSTER LINE(NEW)* to the **INVENTORY ROSTERS** store.

### *2.4.3 Flag Inventory Roster for Deletion*

This process removes a roster from the user's view of the **ROSTERS** store by setting the ROSTER RECORD STATUS to “Flagged for Deletion”. If this roster has ever been used during the assignment process, an historic copy during the end-of-year archive process.

1. Enter the *ROSTER ID (FLAGGED FOR DELETION*) into the **INVENTORY ROSTERS** store to indicate which roster to delete.

A. Change the ROSTER RECORD STATUS to “Flagged for Deletion” in the **INVENTORY ROSTERS** store.

*Security/access: ROSS must provide record security which will control who can delete a particular roster.*

## Process 2 Design Notes

Data integrity: For some EFF employees the SSN may not be immediately known to ROSS so SSN may not be used to identify Overhead (Personnel) Resources. The system will generate a unique identifier for Overhead Inventory Items and may use the SSN as an alternate reference, if this information is deemed required for the Quals Interface, 6.1.5 Import Overhead Personnel Qualifications Data. ..... 27

Useability: The system should make use of the organization (provider) location to scale down the list of possible locations. ..... 29

Navigation: ROSS must provide an easy way to jump to the maintenance process for creating a new entry in the **CATALOG <RESOURCE>** store if the desired RESOURCE DESCRIPTION do not already exist. ..... 37

Navigation: ROSS must provide an easy way to jump to the maintenance process for creating a new entry in the **LOCATIONS** store if the desired location doesn't already exist. ..... 37

Navigation: ROSS must provide an easy way to jump to the maintenance process for creating a new entry in the **RESOURCE CATALOG** store if the desired RESOURCE DESCRIPTION does not exist. ..... 38

Navigation: ROSS must provide an easy way to jump to the maintenance process for creating a new entry in the **LOCATIONS** store if the desired location doesn't already exist. ..... 38

Security/access: The resource catalogs will require special control since the nomenclature that they establish will be imposed on all ROSS users as they process resource requests. Issues like system initialization, standardization and political correctness will probably require the establishment of some dispatcher user group to review these entries. ..... 41

Security/access: The resource catalogs will require special control since the nomenclature that they establish will be imposed on all ROSS users as they process resource requests. Issues like system initialization, standardization and political correctness will probably require the establishment of some dispatcher user group to review these entries. How these concerns will be met have been left to the Design Team. ..... 42

Useability/layout: This may be a screen where one side shows the group configuration. As you highlight a RESOURCE DESCRIPTION, a list of qualified RESOURCES will appear on the other side of the screen. The specific resource item will be dragged and dropped into the resource description to display the filled roster line. ..... 44

Data integrity: If a resource is named as a member of the roster but is not in the QUALIFIED RESOURCE LIST, it is assumed that the resource is qualified, but their INVENTORY record is in error. The design team will have to protect against unauthorized updates. ..... 47

Security/access: ROSS must provide record security which will control who can delete a particular roster. ..... 48