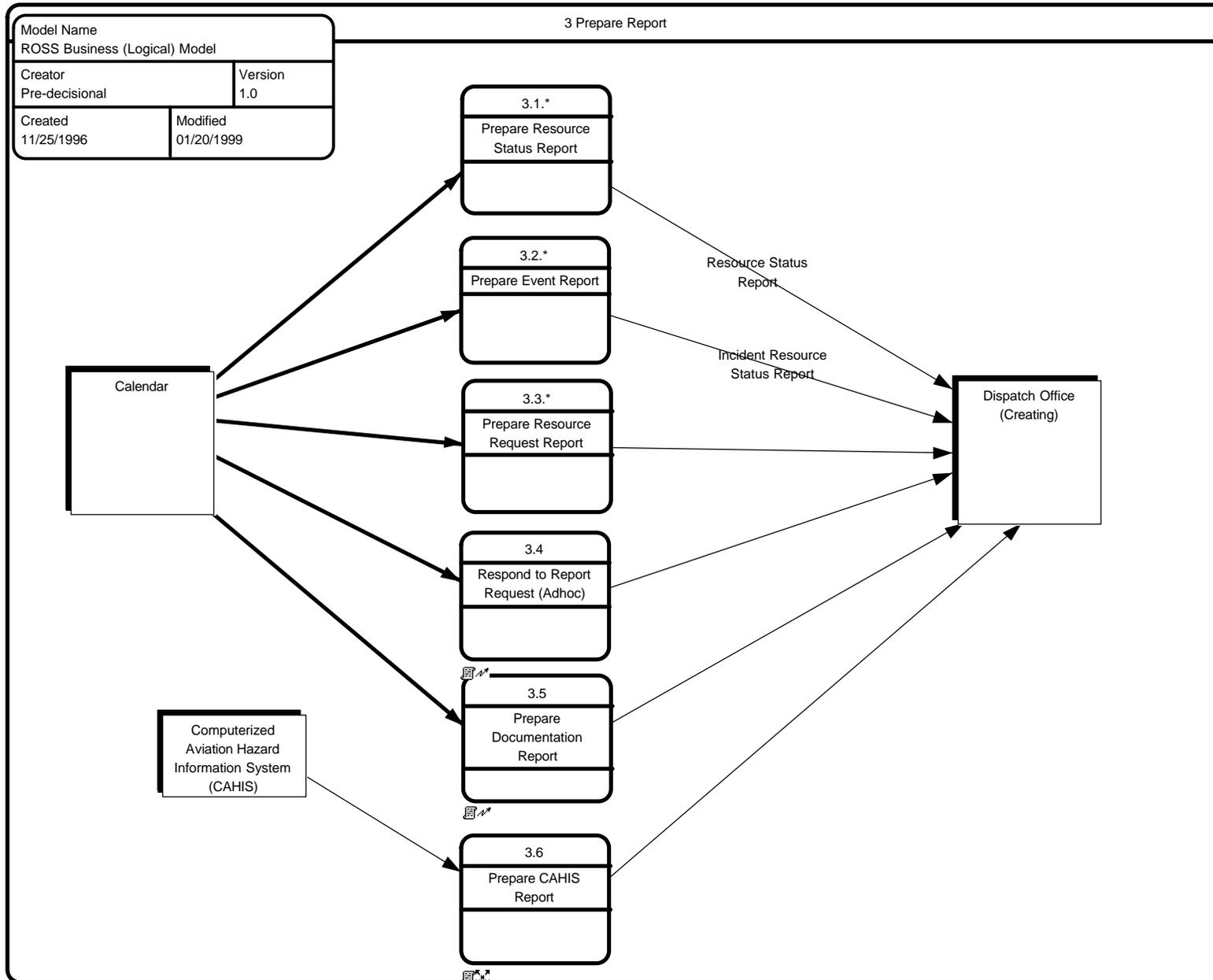
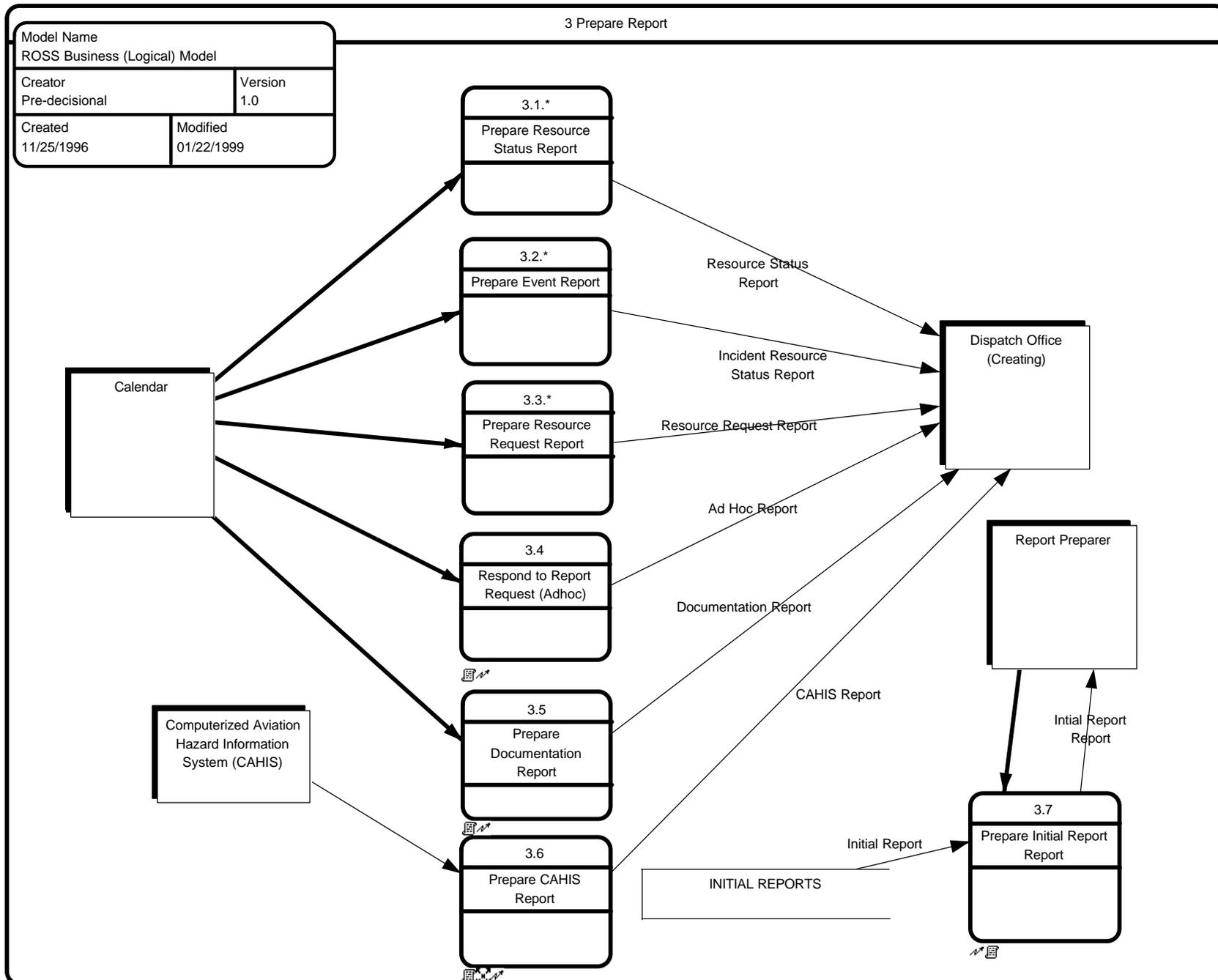


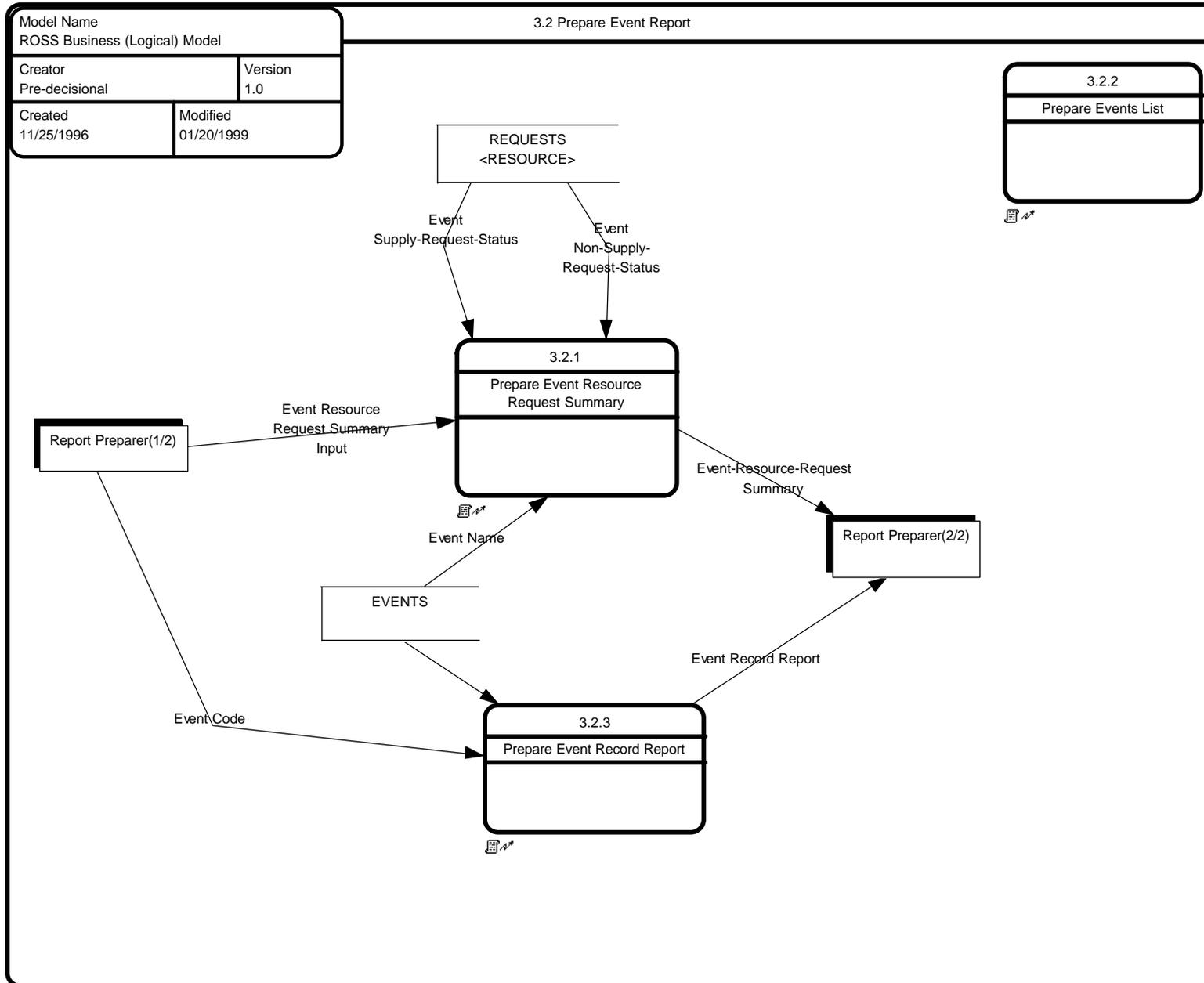
Process 3 Prepare Report



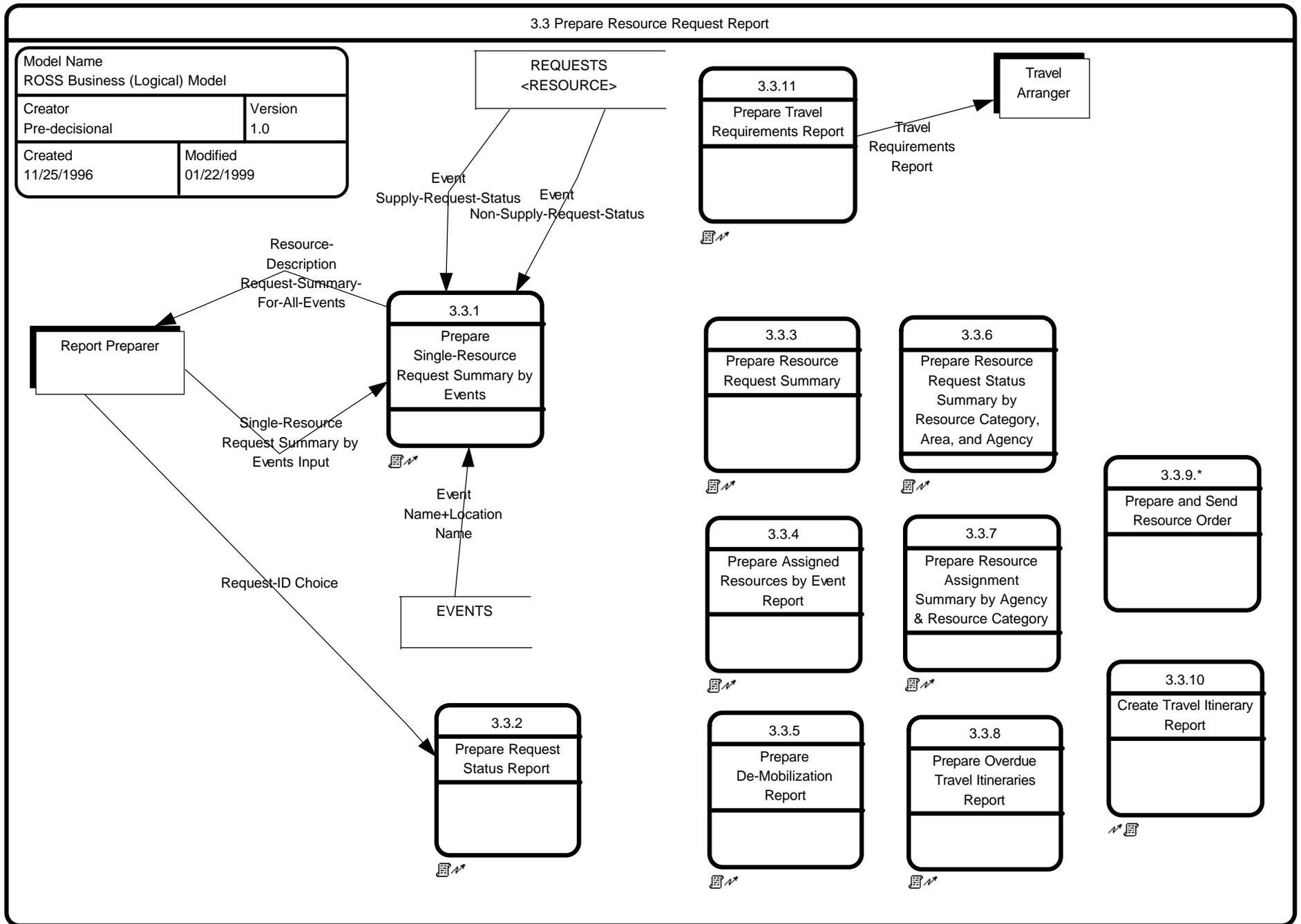
Process 3.1 Prepare Resource Status Report



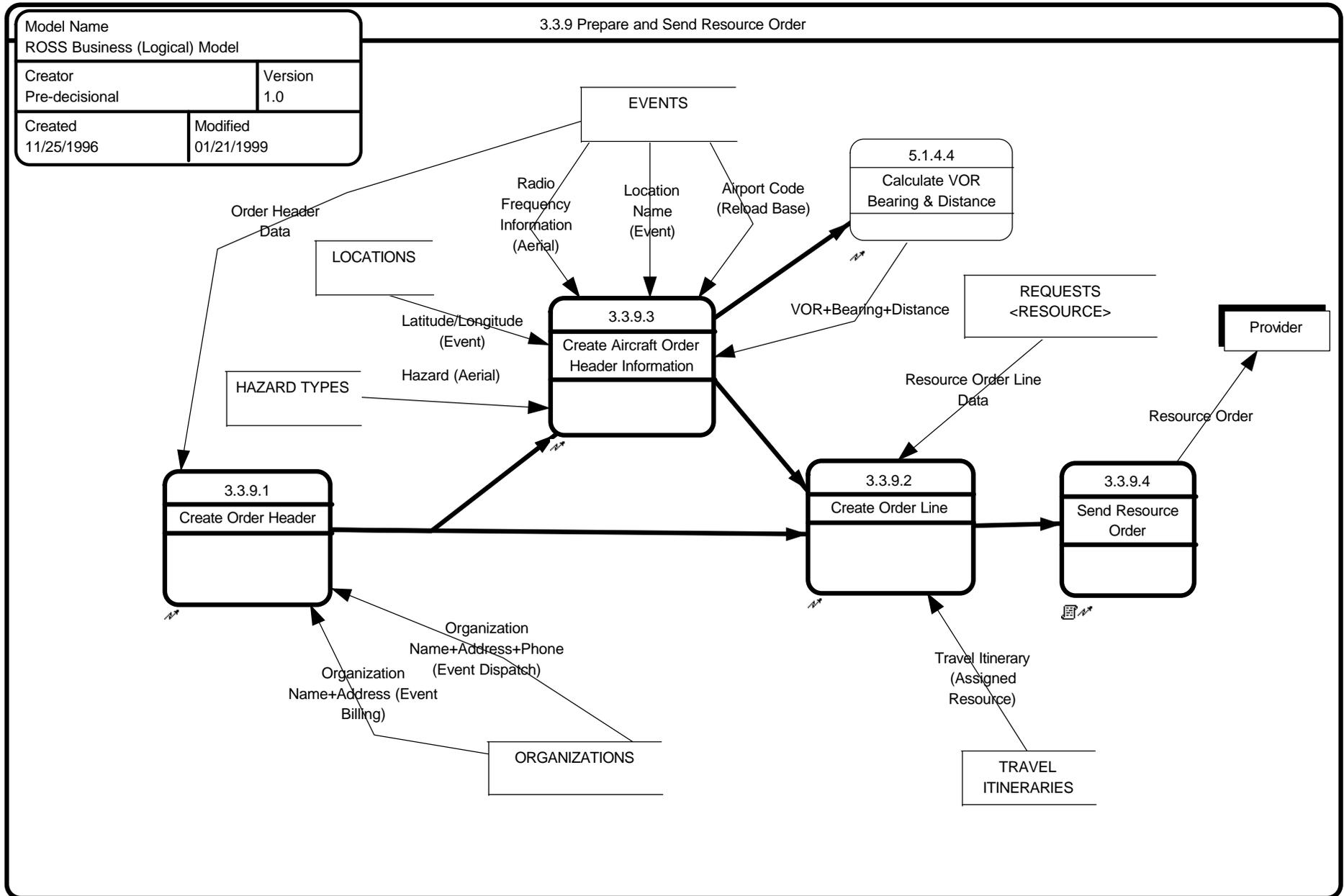
Process 3.2 Prepare Event Report



Process 3.3 Prepare Resource Request Report



Process 3.3.9 Prepare and Send Resource Order



3 Prepare Report

This process allows the user to identify the type of report and set the parameters for information needed by an interested party.

The report layout examples are not intended to establish the actual report formats, but rather to aid the reader to understand the type of data that will be included in the report.

All reports will include the selected parameter values in the report header. All reports will allow selection by date range.

1. If the Dispatch Decision Maker wishes to request a status report, perform the [3.1 Prepare Resource Status Report](#) process.
2. If the Dispatch Decision Maker wishes to request an event report, perform the [3.2 Prepare Event Report](#) process.
3. If the Dispatch Decision Maker wishes to request a resource request status report, perform the [3.3 Prepare Resource Request Report](#) process.
4. If the Dispatch Decision Maker wishes to respond to an (ad hoc) report request, perform the [3.4 Respond To Report Request \(Ad Hoc\)](#) process.
5. If the Dispatch Decision Maker wishes to request a demobilization report, perform the [3.5 Prepare Documentation Report](#) process.
6. If the Dispatch Decision Maker wishes to request a documentation report, perform the [3.5 Prepare Documentation Report](#) process.

3.1 Prepare Resource Status Report

1. Prepare [3.1.1 Prepare Closest Forces Report](#)
2. Prepare [3.1.2 Prepare Individual Resource Assignment Summary](#)
3. Prepare [3.1.3 Prepare Resource Category & Status Summary](#)

1. The following are 'derived' data elements that will appear in ROSS reports:

A. Resource Commitment Status - An indicator as to whether the Resource is committed to an event.

B. Resource Ownership Status - The dispatch office that currently has control over the resource. Values are: Home or Event. Once a resource is selected, the providing dispatch office will assign the resource, and the assignment will then transfer temporary "ownership" of the resource to the requesting office. This field is used to determine who has edit rights on the inventory record.

The following table provides the logic of how the different data elements relate:

If Resource is:	Resource Readiness Status may be:	Resource Commitment Status	Resource Ownership Status
Not associated with an "open" resource request.	Available (local, area, or national) or Not Available	N/A	Home
Associated with a request whose REQUEST STATUS = "Selected" or "Selected with Detailed Resource" (Selected to fill a request, pending mobilization.)	Available (local, area, or national) Or Not Available	Reserved	Home
Associated with a request whose REQUEST STATUS = "Assigned" (Selected to fill a request and immediately assigned (no pending travel).	Not Available	Committed	Event
Associated with a request whose REQUEST STATUS = "Assigned" who is in transit to the event.	Not Available	Committed	Event
Associated with a request whose REQUEST STATUS = "Assigned" and a DEMOBILIZATION DATE & TIME has not been identified.	Not Available	Committed	Event
Associated with a request with an associated DETAIL REQUEST ID whose REQUEST STATUS = "Selected" or "Assigned"	Available (local, area, or national) Or Not Available, if sick, broken, etc.	Detailed	Event
Associated with a request whose REQUEST STATUS = "Assigned" and a DEMOBILIZATION DATE & TIME has been identified. (Available for reassignment)	Available (local, area, or national) or Not Available, if sick, broken, etc.	Pending Release	Event
Associated with a request whose REQUEST STATUS = "Released" and Travel ETA on the demobilization TRAVEL ITINERARY has not yet arrived. (demobilization in progress)	Available (local, area, or national) or Not Available	Demobed	Home
Re-assigned while traveling home, now in transit to new event.	Not Available	Committed	Event

No association with an "open" Resource Request. (Same as first item above.)	Available (local, area, or national) Not Available	N/A	Home
---	---	-----	------

2. Assignment Days Remaining - The number of days remaining of the recommended days-out for the assigned resource.
Calculation: Current Date minus the Assignment NTE date.

Mobilization Distance (derived)	Travel Status Flag (Y/N) (derived)	Resource ID / Org Name (Provider)	Resource Inventory Access Type	Readiness/Status Commitment / Location (derived)	Release Date+Time (Tentative)	Avail. Qty	ORGANIZATION ID/ Location Name (Home)	Current Location + (Event Code)	Resource ASSIGNMENT MAXIMUM Day Qty	Resource Deactivation Date	Assignment NTE Date **	Assignment Remaining Days ** (derived)
100 Miles	Y	Boise Regs	Govt..	Available Home			ID-BOF Boise, ID	Garden Valley, ID	21	XX/XX/XX	XX/XX/XX	XX
100 Miles			Govt..	Available Home		3	ID-BOF Boise, ID	Boise, ID	21	XX/XX/XX		
100 Miles	Y	Flame N Goes	Govt.	Committed Event "Traveling to _____"	XX/XX/XX		UT-XXX Salt Lake City	ID-BOF-12345 Boise, ID	21	XX/XX/XX	XX/XX/XX	XX
150 Miles		Crews R Us	CWN	Available Home		1	UT-XXX Provo, UT	UT-XXX Provo, UT	14	XX/XX/XX		
150		Happy Crew	Govt..	Available Assigned Event	XX/XX/XX		ID-BOF	ID-PAF-34567 McCall	21	xx/xx/xx	xx/xx/xx	xx

Description of Sample Report Contents:

Line 1: Agency-owned Permanent Crew that is on their way home from an event. Status is available.

Line 2: Agency-owned Temporary Crew that is at home awaiting an assignment.

Line 3: Agency-owned Temporary Crew that is on their way to an assignment. "Travel to" location retrieved from TRAVEL ITINERARIES.

Line 4: Vendor-provided Temporary Crew that is awaiting an assignment.

Line 5: Agency-owned Permanent Crew that is still assigned to an event, but is available for reassignment.

**Derived Data

3.1.1 Prepare Closest Forces Report

This process is used to create a report that provides the mobilization distances for all resources with a common description (e.g. Type 1 Crew) to a specific location. These resources are inventoried by individual identifier or by provider available quantities and location.

This report may be triggered by an event or request location, but also by the dispatch decision-maker who inputs a location without an event or request. The initializing input may be provided as one of the following:

- 1) Location Coordinates (Latitude and Longitude)
- 2) Location Name
- 3) Request ID (Event Code and Request Number)
- 4) Event Code
- 5) Airport Code
- 6) VOR, Bearing and Distance
- 7) Legal Land Description (Meridian, Township, Range, Section)

Layout: Due to space considerations this material might need to be displayed as a summary table for all resources. In addition to the tabular data depicted below, mechanisms are also needed to select a single detail line for display of the entire inventory record in full detail (including all documentation, a list of all unavailable dates, and special conditions).

1. Define Report Parameters:
 - A. Identify the Resource Description
 - 1) Select the desired *RESOURCE DESCRIPTION* from the **CATALOG <RESOURCE>** store.

B. Define Report Location Information.

B. Perform the following:	A. If Report Requestor provides:							
	LOCATION COORDINATES	LOCATION NAME	REQUEST ID		EVENT ID	AIRPORT CODE	VOR+ BEARING+ DISTANCE	LEGAL LAND DESCRIPTION
			A/C	Other				
Retrieve the <i>EVENT NAME+LOCATION-NAME</i> from the EVENTS store.					X			
Retrieve the <i>LOCATION DESCRIPTION</i> from the LOCATIONS store based on the <i>EVENT LOCATION NAME</i> .		X			X			
Retrieve the <i>EVENT NAME+LOCATION NAME</i> from the EVENTS store, based on the <i>REQUEST ID</i> .			X	X				
Retrieve the Location Name (Request Delivery) from the REQUESTS store.				X				
Retrieve the <i>LOCATION SUMMARY (which includes location coordinates, county, and state code)</i> from the LOCATIONS store based on the <i>Location Name (Request Delivery)</i> .				X				
If aircraft request delivery location is a drop point, Retrieve the <i>AIRCRAFT REQUEST DROP POINT</i>			X					

B. Perform the following:	A. If Report Requestor provides:							
	LOCATION COORDINATES	LOCATION NAME	REQUEST ID		EVENT ID	AIRPORT CODE	VOR+ BEARING+ DISTANCE	LEGAL LAND DESCRIPTION
			A/C	Other				
(which contains the VOR, Bearing, and Distance) from the AIRCRAFT REQUEST store.								
If aircraft request delivery location is an airport, or requestor provided the Airport Code, Retrieve the AIRPORT DESCRIPTION,(which includes the LOCATION COORDINATES) from the AIRPORT store based on the AIRPORT CODE.			x			x		
Use the 5.1.4.1 Convert Between Lat/Long, Legal, and VOR process to convert LOCATION COORDINATES (included in the <i>LOCATION CONVERSION INPUT</i>) to the LOCATION COORDINATES and LEGAL LAND DESCRIPTION (included in the <i>LOCATION CONVERSION RESULTS</i>).	x	x	x	x	x	x		
Use the 5.1.4.1 Convert Between Lat/Long, Legal, and VOR process to convert VOR+BEARING+DISTANCE (included in the <i>LOCATION</i>							x	

B. Perform the following:	A. If Report Requestor provides:							
	LOCATION COORDINATES	LOCATION NAME	REQUEST ID		EVENT ID	AIRPORT CODE	VOR+ BEARING+ DISTANCE	LEGAL LAND DESCRIPTION
			A/C	Other				
<i>CONVERSION INPUT</i>) to the LOCATION COORDINATES and LEGAL LAND DESCRIPTION (included in the <i>LOCATION CONVERSION RESULTS</i>).								
Use the 5.1.4.1 Convert Between Lat/Long, Legal, and VOR process to convert LEGAL LAND DESCRIPTION to the LOCATION COORDINATES (included in the <i>LOCATION CONVERSION INPUT</i>) and the VOR+BEARING+DISTANCE (included in the <i>LOCATION CONVERSION RESULTS</i>).								x

C. Select the report Sort Order: Mobilization distance, Provider Type Code, or Status.

3. Create Report Header.

Report Header								
Report Field Name	"x" indicates fields that will appear for each of the following types of location inputs provided by the Report Requestor:							
	LOCATION COORDINATES	REPORT LOCATION NAME	REQUEST ID		EVENT ID	AIRPORT CODE	VOR+ BEARING+ DISTANCE	LEGAL LAND DESCRIPTION
			A/C	Other				
REPORT DATE	x	x	x	x	x	x	x	x
DISPATCH ORGANIZATION NAME (PREPARER)	x	x	x	x	x	x	x	x
LOCATION NAME	x	x			x	x	x	x
LOCATION COORDINATES	x	x	x	x	x	x	x	x
LEGAL LAND DESCRIPTION	x	x	x	x	x	x	x	x
VOR+BEARING+ DISTANCE	x	x	x	x	x	x	x	x
COUNTY NAME	x	x	x	x	x	x	x	x
STATE CODE	x	x	x	x	x	x	x	x
EVENT CODE			x	x	x	x		
REQUEST NUMBER			x	x				
EVENT NAME			x	x				
AIRPORT CODE			x			x		
AIRPORT NAME			x			x		

4. Create Report Body

The report body will be constructed of data from the **RESOURCE INVENTORY** and the **PROVIDER RESOURCE-QUANTITIES** stores.

A. Generate Report Lines for RESOURCE STATUS-BY-ID records.

Retrieve the *RESOURCE STATUS BY ID* record from the appropriate **INVENTORY <RESOURCE>** store. For each resource record whose RESOURCE-RECORD STATUS = "current", produce the following report line:

Report Body - RESOURCE INVENTORY Records		
Field Name	Agency-owned	Vendor
1) RESOURCE MOBILIZATION DISTANCE a) Retrieve the <i>REPORT DELIVERY LOCATION COORDINATES</i> from the <i>REPORT DELIVERY LOCATION RECORD</i> . b) Retrieve the <i>RESOURCE CURRENT LOCATION COORDINATES</i> from the LOCATIONS store based on the RESOURCE CURRENT LOCATION NAME (CURRENT) from the RESOURCE INVENTORY BY ID RECORD. If CURRENT LOCATION is a REQUEST ID, retrieve REQUEST DELIVERY LOCATION COORDINATES based on the REQUEST DELIVERY LOCATION NAME. c) Compute the RESOURCE MOBILIZATION DISTANCE by using the REPORT DELIVERY-LOCATION COORDINATES and the RESOURCE CURRENT LOCATION COORDINATES.	x	x
2) TRAVEL STATUS FLAG (Yes/No) Set RESOURCE TRAVEL STATUS FLAG to indicate whether the resource is currently in transit between two locations. a) If Resource READINESS STATUS = "committed", 1 - Retrieve the <i>RESOURCE ARRIVAL DATE+TIME (ESTIMATED)</i> from the TRAVEL	x	x

Report Body - RESOURCE INVENTORY Records		
Field Name	Agency-owned	Vendor
<p>SCHEDULES store based on the <i>ASSIGNMENT MOBILIZATION TRAVEL SCHEDULE ID</i> from the RESOURCE REQUESTS store.</p> <p>a - If ETA time is still in the future, RESOURCE TRAVEL STATUS FLAG = "yes".</p> <p>b) If Resource READINESS STATUS = "available",</p> <p>1 - Retrieve the <i>RESOURCE ARRIVAL DATE+TIME (ESTIMATED)</i> from the TRAVEL SCHEDULES store based on the <i>ASSIGNMENT RELEASE TRAVEL SCHEDULE ID</i> from the RESOURCE REQUESTS store.</p> <p>a - If ETA time is still in the future, RESOURCE TRAVEL STATUS FLAG = "yes".</p> <p>(If Resource Readiness status = "not available", travel status is not reported.)</p>		
<p>3) RESOURCE ID</p> <p>4) VENDOR NAME</p> <p>5) RESOURCE READINESS STATUS</p> <p>6) RESOURCE LOCATION STATUS from the RESOURCE STATUS BY ID RECORD</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>
<p>7) RELEASE DATE+TIME (TENTATIVE):</p> <p>a) If the RESOURCE READINESS STATUS = "Committed",</p> <p>1 - Retrieve the Release Date+Time (Tentative), if present, from the REQUESTS store based on the CURRENT-LOCATION-REQUEST ID.</p> <p>(If RESOURCE READINESS STATUS = "Available" or "Not Available", this field has no value.)</p>		
<p>8) RESOURCE AVAILABLE QUANTITY</p>		
<p>9) RESOURCE INVENTORY ACCESS TYPE and</p> <p>10) HOME UNIT-ID-CODE (OWNER) and</p> <p>11) HOME UNIT-ID-CODE (Vendor's sponsor) or</p> <p>12) RESOURCE-HOME LOCATION NAME</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>

Report Body - RESOURCE INVENTORY Records		
Field Name	Agency-owned	Vendor
from the RESOURCE STATUS-BY-ID RECORD		
13) RESOURCE CURRENT-UNIT-ID and 14) RESOURCE CURRENT-LOCATION-NAME a If the current location is a LOCATION NAME (the resource is at home unit, and may be at a different place from the home unit), 1 - Use the HOME-UNIT-ID CODE as the CURRENT UNIT-ID-CODE. b) If the current location is a REQUEST ID (the resource is committed to an event or returning from an event), 1 - Use the REQUEST ID to: a - Retrieve the LOCATION [REQUEST DELIVERY] NAME from the REQUESTS store to be used as the LOCATION NAME (CURRENT), and, b - Use the EVENT HOST UNIT-ID-CODE from the REQUEST ID as the CURRENT UNIT-ID-CODE.	x x	x x
15) RESOURCE MAXIMUM-ASSIGNMENT-DAYS and 16) RESOURCE DEACTIVATION DATE from the RESOURCE STATUS-BY-ID RECORD	x x	x x
17) ASSIGNMENT NTE DATE 1) If the RESOURCE READINESS STATUS is "Committed", a) Retrieve ASSIGNMENT NOT-TO-EXCEED DATE from the appropriate Resource REQUESTS store based RESOURCE CURRENT-LOCATION-REQUEST ID. 2) If the RESOURCE READINESS STATUS is "Available" a) Compute the ASSIGNMENT NOT-TO-EXCEED-DATE:	x	x

Report Body - RESOURCE INVENTORY Records		
Field Name	Agency- owned	Vendor
<p>1 - Add the CURRENT DATE and RESOURCE MAXIMUM-ASSIGNMENT-DAYS to get the ASSIGNMENT NTE DATE.</p> <p>2 - Validate the ASSIGNMENT NTE DATE:</p> <p style="padding-left: 20px;">a - If the ASSIGNMENT NTE-DATE is greater than the RESOURCE DEACTIVATION DATE, the ASSIGNMENT NTE-DATE is equal to the RESOURCE DEACTIVATION DATE.</p> <p style="padding-left: 20px;">b - For each RESOURCE UNAVAILABLE-PERIOD,</p> <p style="padding-left: 40px;">1 + If the ASSIGNMENT NTE-DATE falls within the RESOURCE UNAVAILABLE-PERIOD, the ASSIGNMENT NTE-DATE is equal to the RESOURCE UNAVAILABLE-BEGIN- DATE.</p>		
<p>18) ASSIGNMENT REMAINING DAYS</p> <p>If RESOURCE READINESS STATUS = "Committed"</p> <p>a) Use the ASSIGNMENT NTE DATE and subtract CURRENT DATE to derive the ASSIGNMENT REMAINING DAYS. ADD AVAILABLE-EVENT, NOT AVAILABLE - EVENT, CALCULATE REMAINING DAYS</p> <p>If RESOURCE READINESS STATUS = "not available", do not compute an ASSIGNMENT NTE DATE or ASSIGNMENT REMAINING DAYS.</p>	x	x
<p>19) AGREEMENT/CONTRACT NUMBER</p> <p>20) RESOURCE SPECIAL CONDITIONS</p> <p>21) DOCUMENTATION (RESOURCE) from the RESOURCE STATUS-BY-ID RECORD</p>	x x	x x x

B. Generate Report Lines for RESOURCE INVENTORY-BY-PROVIDER records.

- 1) Retrieve *RESOURCE QUANTITIES-BY-PROVIDER* from the **PROVIDER RESOURCE-QUANTITIES** store for records whose RESOURCE DESCRIPTION matches the requested resource in the RESOURCE-MOBILIZATION-REPORT REQUEST.
- 2) Each Report Line will consist of the following:

Report Body - PROVIDER RESOURCE-QUANTITIES Records		
Field Name	Agency-owned	Vendor
1) RESOURCE MOBILIZATION DISTANCE a) Retrieve the <i>REPORT DELIVERY-LOCATION-COORDINATES</i> from the <i>REPORT-DELIVERY-LOCATION RECORD</i> . b) Retrieve the <i>RESOURCE CURRENT-LOCATION-COORDINATES</i> from the LOCATIONS store based on the RESOURCE-CURRENT-LOCATION NAME (CURRENT) from the RESOURCE INVENTORY BY ID RECORD. c) Compute the RESOURCE MOBILIZATION DISTANCE by using the REPORT-DELIVERY-LOCATION-COORDINATES and the RESOURCE-CURRENT-LOCATION-COORDINATES.	x	x
2) TRAVEL STATUS FLAG (Yes/No)		
3) RESOURCE ID		
4) VENDOR NAME from the RESOURCE QUANTITIES-BY-PROVIDER		x
5) RESOURCE READINESS STATUS		
6) RESOURCE LOCATION STATUS		
7) RELEASE DATE+TIME (TENTATIVE)		
8) RESOURCE AVAILABLE QUANTITY	x	x
9) RESOURCE INVENTORY ACCESS TYPE	x	x

Report Body - PROVIDER RESOURCE-QUANTITIES Records		
Field Name	Agency-owned	Vendor
10) HOME UNIT-ID-CODE (OWNER) 11) HOME UNIT-ID-CODE (Vendor's sponsor) 12) RESOURCE-HOME LOCATION NAME from the RESOURCE QUANTITIES-BY-PROVIDER	X X	 X
13) RESOURCE CURRENT-UNIT-ID and 14) RESOURCE CURRENT-LOCATION-NAME a If the current location is a LOCATION NAME (the resource is at home unit, and may be at a different place from the home unit), 1 - Use the HOME-UNIT-ID CODE as the CURRENT UNIT-ID-CODE.	X X	X X
15) RESOURCE MAXIMUM-ASSIGNMENT-DAYS from the RESOURCE QUANTITIES-BY-PROVIDER	X	X
16) RESOURCE DEACTIVATION DATE 17) ASSIGNMENT NTE DATE 18) ASSIGNMENT REMAINING DAYS		
19) AGREEMENT/CONTRACT NUMBER 20) RESOURCE SPECIAL CONDITIONS 21) DOCUMENTATION (RESOURCE) from the RESOURCE QUANTITIES-BY-PROVIDER	X X	X X

Layout: Items 19), 20), and 21) below the double line above are included in the event the user may wish to retrieve additional information about a particular resource, and so may wish to see the entire inventory record.

3.1.2 Prepare Individual Resource Assignment Summary

Individual Resource Assignment Summary

Office: XXXXXXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX.XX/XX

RESOURCE ID:

Report Description: Chronological list of events to which a resource was assigned.
 Report Parameters: Report From Date, Report To Date, Resource ID, Resource Description, Event Category, Report Area.
 Sort Order:

Request ID	Event Name	Event Category		Resource Description	Organization ID Code (Org Provider)	Assignment Date	Demob Date	Total # of Days in Assignment (derived)
		Event Type	Fire Type					
WY-BHF-468 0-5	Bad	Wildfire	Suppression	EDSD	ID-BOF	9/15/97		
ID-PAF-310 O-34	Good	Wildfire	Suppression	FSC1	ID-BOF	7/5/97	7/18/97	14
WY-BHF-95867 O-91	Tom's	Wildfire	Suppression	PROC	ID-BOF	6/10/97	6/14/97	5

1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body
3. Send Report.

3.1.3 Prepare Resource Category and Status Summary

Resource Category and Status Summary

Office: XXXXXXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX.XX/XX

NATIONAL INCLUDES ALL LOCAL, LOCAL SHOULD ONLY INCLUDE THOSE RESOURCES THAT ARE ONLY AVAILABLE
 LOCALLY

DISCLAIMER: OVERHEAD CAN BE DOUBLE-COUNTED IF PERSON IS QUALIFIED FOR MORE THAN ONE POSITION.

Report Description: Total quantities of selected resources by readiness status (“available”, “not available”, “committed”).
 Report Parameters: REPORT AREA, STATUS(S), RESOURCE DESCRIPTION

Quantity	Resource Description				
	Crew T-1 Interagency Hotshot Crew	Airtankers	DIVS Division Group Supervisor	PSC2 Planning Section Chief, 2	Lead Plane
Available LOCAL Only	2	2	10	0	0
Available AREA & LOCAL Only	8	0	20	10	1
Available NATIONAL, AREA, & Local	48	29	150	20	18
SUB-TOTALS					
Not Available, not Committed	2	4	10	5	2
Committed	8	4	10	10	1
Total Resource Quantity	68	39	200	45	22

1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body

Data integrity: : In the current manual system, this report is prepared with a disclaimer. For the Overhead (Crew T-1 Interagency Hotshot Crew) column. During design, the business representatives and design team should consider a way to resolve this double counting.

For the Quantity Column:

“LOCAL Only” includes only those resources that are ONLY available locally.

“AREA & LOCAL Only” includes only those resources that are ONLY available for local or area dispatching.

“NATIONAL” includes all Local resources which are not listed under the LOCAL Only and AREA & LOCAL Only report lines.

4. Send Report.

3.1.4 Prepare ICBS Inventory Report

This process investigates the various ICBS databases to produce a consolidated summary of inventory.

3.2.2 Prepare Events List

EVENT LIST

Office: XXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX.XX/XX

Report Parameters: Report Area: _____ Report Event Status(s): _____

Report Description: Header information for Events within a specified area (i.e.; dispatch center, GACC, National, Unit, geographic area, state, etc.)

Report Parameters: Report Area (or Dispatch Office) , Event Status, From/To Dates.

Event Status	Event Initial Date / Event Estimated End Date	Event Name	Event Code	Event Category		Event Contact Person Info.	Location (Event)	Financial Code Information (Event)
				Event Type	Fire Type			
A (Active)	3/1/97	Tom Gulch	OR-DEF-146	Fire	Wildland	COC Dispatch 503-335-6789	1) 44,21.6 / 114,23.5 2) T 21 N R 4 E S 12 3) 123,12NM - DES 4) Highway 54 to Rd # 9, go 10 miles to camp	USFS P60456 BLM 747E NPS 89201104673 ORS 123

- coordinates) 1) Coordinates
- coordinates) 2) Township, Range Section, (derived from
- location) 3) VOR, bearing & distance (derived from
- 4) Location Navigation Instruction Text (from

1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body

4. Send Report.

3.2.3 Prepare Event Record Report*(Italics identify sample data)***Alligator Fire**

<u>Organization Identifier & Event Code:</u>		<u>Organization Name</u>	<u>Event Status:</u> <i>ACTIVE</i>
Event Dispatch:	<i>FL-OCF 98NF-005563</i>	<i>Osceola National Forest</i>	
Event Billing:	<i>FL-FNF</i>	<i>National Forests of Florida</i>	
Event Benefitting:	<i>FL-OCF</i>	<i>Osceola National Forest</i>	
Event Code (Complex):		Event Name (Complex):	
Event Code (Parent)		Event Name (Parent):	
Contact Information (Event): Bob Jones at 770-888-9922			
<u>Event Category</u>	Event Type:	<i>Fire</i>	
	Fire Type:	<i>Suppression</i>	
<u>Event Dates:</u>	Event Initial Date & Time	<i>03/10/99 (mm/dd/yy)</i>	
	Event Estimated End Date & Time	<i>03/20/99</i>	
<u>Event Location:</u>	Location Name (Event):	<i>Tallahassee, Florida</i>	
	Location Coordinates (Latitude/Longitude):	<i>35° 15.10' x 95° 30.15'</i>	
	Township, Range, Section, map reference	<i>T4S, R2W Section 12 Panther Meridian</i>	
	VOR, Bearing & Distance:	<i>TLH 45° @ 120 NM</i>	
	Location Navigation Instruction Text:	<i>From Tallahassee, FL proceed east on Hwy 45 to</i>	
<i>Mile Post 20;</i>		<i>Turn south onto Forest Road 100; proceed 2 miles</i>	
<i>to camp.</i>			
<u>Financial Code Information (Event):</u>	<u>Agency Code</u>	<u>Financial Code</u>	
	<i>FS</i>	<i>P53289</i>	
	<i>FL-FNF</i>	<i>Compact (SE)</i>	
	<i>NPS</i>	<i>0032-8353</i>	

<u>Financial Code (Non-cooperator Cross-Reference)</u>	<i>FL-DNR</i>	<i>X53I-B10</i>
<u>Event Approximate Size & Date:</u>	<u>Size</u>	<u>Date</u>
	<i>10100 acres</i>	<i>6/3/98</i>
	<i>10700 acres</i>	<i>6/9/98</i>
	<i>20000 acres</i>	<i>6/10/98</i>

Radio Frequency Information (Event):

<u>Role Name (Radio Contact)</u>	<u>Radio Frequency Number</u>	<u>Radio Frequency Use</u>	<u>Priority Number</u>
<i>Incident Air Command</i>	<i>168.450</i>	<i>Air-to-Air</i>	<i>1</i>
<i>Incident Air Command</i>	<i>168.550</i>	<i>Air-to-Ground</i>	<i>1</i>
<i>Incident Command</i>	<i>175.123</i>	<i>Ground-to-Ground</i>	<i>1</i>

Event Documentation:

Date & Time	Text	Recording Organization ID & Person Name	Dialog Organization ID & Person Name
<i>06/01/99 1650</i>	<i>FEMA funding pending.</i>	<i>FL-OCF Christy Jones</i>	<i>DC-FEMA Joe Smith</i>

3.3 Prepare Resource Request

1. [3.3.1 Prepare Single-Resource Request Summary by Events](#)
2. [3.3.2 Prepare Request Status Report](#)
3. [3.3.3 Prepare Resource Request Summary](#)
4. [3.3.4 Prepare Assigned Resources by Event Report](#)
5. [3.3.5 Prepare De-Mobilization Report](#)
6. [3.3.6 Prepare Resource Request Status Summary by Resource Category, Area and Agency](#)
7. [3.3.7 Prepare Resource Assignment Summary by Agency & Resource Category](#)
8. [3.3.8 Prepare Overdue Travel Itineraries Report](#)
9. [3.3.9 Prepare and Send Resource Order](#)

3.3.1 Prepare Single-Resource Request Summary by Events

This report summarizes the total quantity of requests by REQUEST STATUS for a particular resource description by EVENT CODE.

"Type 2 Crew" *
Single Resource Request Summary by Events

Office: XXXXXXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Description: Current demand for a particular kind of resource.
 Report Parameters: Resource Description(s), Event Status (Active), Area, Request Status(s)

Event Code	Event Name	Request Status	Event Request-Status-Total
OR-XXX-XXXXX	XXXXXXXXXXXXXXXXXXXXX	Filled	15
OR-XXX-XXXXX	XXXXXXXXXXXXXXXXXXXXX	Open	3
NV-XXX-XXXXX	XXXXXXXXXXXXXXXXXXXXX	Filled	3
NV-XXX-XXXXX	XXXXXXXXXXXXXXXXXXXXX	Pending	2

* Use the RESOURCE DESCRIPTION in the Report Title.

1. Receive the *REPORT RESOURCE DESCRIPTION+REQUEST STATUS LIST* from the REPORT PREPARER.
2. Create Report Header which consists of:
 - A. DISPATCH ORGANIZATION NAME
 - B. REPORT DATE+TIME (current date & time)
 - C. RESOURCE DESCRIPTION
2. Prepare Report Body.

- A. If RESOURCE CATEGORY = "Supply",
 - 1) For each REQUEST STATUS identified by the REPORT PREPARER,
 - a) Retrieve *EVENT SUPPLY REQUEST STATUS* records from the Supply **RESOURCE REQUESTS** store.
 - b) Sort the records by EVENT CODE. For each EVENT CODE,
 - 1 - Retrieve the *EVENT NAME* from the **EVENTS** store.
 - 2 - Compute the Event Request Status Total by totaling the REQUEST QUANTITY(s) for each event.
- B. Otherwise,
 - 1) For each REQUEST STATUS identified by the REPORT PREPARER,
 - a) Retrieve *EVENT NON-SUPPLY REQUEST STATUS* records from the various non-supply **RESOURCE REQUESTS** stores.
 - b) Sort the records by EVENT CODE. For each EVENT CODE,
 - 1 - Retrieve the *EVENT NAME* from the **EVENTS** store.
 - 2 - Compute the Event Request Status Total by totaling the number of requests for each event.
3. Send *SINGLE RESOURCE REQUEST SUMMARY BY EVENTS* to the REPORT PREPARER.

3.3.2 Prepare Request Status Report

Request Status Report

Office: XXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX.XX/XX

Report Description: Provides a list of requests that still require action, by Resource Description, and by Request Status for selected events / all events, for a specified geographic area. (i.e.; Dispatch Center, Unit ID, GACC, National, etc.)

Report Parameters: Event Code and or Report Area; Event Status; Request Status; Resource Description.

Event Name	Event Code	Request ID	Request Date and Time (Created) *	Request Status	Resource Description (Requested)	Request Needed Date And Time	Location (Request Delivery)	Request Special Needs text
Rock Hound	WY-CCD-001	O-1	3/1/97	Open	Planning Section Chief 1	3/15/97	JAC	With Radio

- from request documentation, first entry

1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body
 - A) Select Events with Event Status = Active and Request Status = Open or Pending
 - B) Sorted by Event Resource Description.)
4. Send Report.

3.3.3 Prepare Resource Request Summary

Resource Request Summary

Office: XXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX.XX/XX

Report Description: Resource requested by Type, Agency, Area, Status, and Totals.

Report Parameters: Report From-Date, Report To-Date, Resource Category, Resource Description, Report Area.

Resource Description	Organization Identifier (Event dispatch)	Area	Request Total	Request Status					
				Open	Pending	Selecte d	Assigned Total	Unable to Fill	Cancele d
Engine	ID-BOF	GB	7	0	1	5	5	1	

1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body
4. Send Report.

3.3.3 Resource Request Summary

Resource Request Summary

Office: XXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX.XX/XX

Report Description: Resource requested by Type, Agency, Area, Status, and Totals.
 Report parameters: Report From-Date, Report To-Date, Resource Category, Resource Description, Report Area.
 Sort Order:

Resource Description	Organization Identifier (Event dispatch)	Area	Request Total	Request Status					
				Open	Pending	Selecte d	Assigned Total	Unable to Fill	Cancele d
Engine	ID-BOF	GB	7	0	1	5	5	1	

1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body
4. Send Report.

3.3.4 Prepare Assigned Resources By Event

Assigned Resources By Event

Office: XXXXXXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX/XX/XX

Event Status: Active, Inactive Inventory Record Status: Active

Report Description: Provides a list of resources by Readiness Status by event for Local, Geographic, and National Areas
 Report Parameters: Report From Date, Report To Date, Report Area, (Event Code).

Organization Identifier (Event Dispatch)	Event Name	Event Code	Request Number	Resource Description	Resource ID	Resource Readiness Status	Resource Commitment Status	Assignment Date & Time	Resource Assignment NTE Date	Release Date (Tentative)
UT-MIC	Red Rock	UT-MOD-45123	C-5	Crew Type I	Logan IHC	Not Available	Assigned	7/7/96	7/28/96	7/20/96

1. Define Report Parameters
ASSIGNED RESOURCES BY EVENT REPORT PARAMETERS

2. Generate Report Header

3. Generate Report Body

RESOURCE COMMITMENT STATUS is derived through status of request and assigned resource.
 The RELEASE DATE (TENTATIVE) is printed only if the RELEASE DATE TENTATIVE/ACTUAL FLAG = "Yes".

4. Send Report. This results in an *ASSIGNED RESOURCES BY EVENT REPORT*.

3.3.5 Prepare Demobilization Report

De-Mobilization Report for XX-XXX-XXXXX Event

Office: XXXXXXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX.XX/XX

Report Description: De-Mobilization report by Resource, sorted by demob point.
 Report Parameters Event ID, Report Area.

Location (Release To)	Location (Resource Current)	Resource Description	Demob Date (Tentative)	Assignment NTE Date	Assignment Date	Organization ID (Provider)	Organization Name (Provider)	Event Code	Request Number
BOI	SLC	Crew Type 1	7/12/97	8/1/97	7/10/98	ID-BOF	USFS	UT-MLF-008	C-12

TENTATIVE DEMOB DATE - ENTERED BY THE EVENT FOR PLANNING PURPOSES.

1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body
5. Send Report.

3.3.6 Prepare Resource Request Status Summary by Resource Category, Area, and Agency

Request Status Summary By Resource Category, Area, and Agency

Office: XXXXXXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX/XX/XX

Report Description: Resources requested, canceled, and sent by Resource Description including each Geographic Area and the Agency within the area.

Report Parameters: Resource Description, To and From Dates, Area.

Area (Benefiting)	Agency ID (Provider)	Air Tanker				Helicopter Type 3				Type 1 Crew			
		Requested	Canceled	Assigned	Unable to Fill	Requested	Canceled	Assigned	Unable to Fill	Requested	Canceled	Assigned	Unable to Fill
AK		5	0	4	1	37	3	37	0	50	3	42	5
	BLM			1				13				12	
	STATE			0				07				10	
	USFS			3				14				38	
AZ		10	1	8	1								
	BLM			3									
	STATE			4									
	NPS			1									

1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body

Layout: For this report, consider listing columns for "Area" across top and list "Resources" as rows on left side.

4. Send Report.

3.3.7 Prepare Resource Assignment Summary By Agency and Resource Category

Resource Assignment Summary For Idaho

Office: XXXXXXXXXXXXXXXXXXXXXXXX Report Period - From: XX/XX/XX
 Report Date: XX/XX/XX To: XX.XX/XX

Report Description: Total Resources assigned to incidents by Agency/ Area / Unit/ GACC, etc.
 Report Parameters: Report Area, Report From-Date+Report To-Date.

All Resources assigned from State: IDAHO

	Agency (Provider)	Number of Assignments
Resource Description	BIA	
Engines		3
Crews		4
Overhead		2
	FS	
Engines		17
Crews		12
Overhead		56
	BLM	

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1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body
4. Send Report.

3.3.8 List of Overdue Travel Itineraries

Overdue Travel Itineraries

Office: XXXXXXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Area: _____

Report Description: Resources associated with travel itineraries whose estimated arrival time is beyond the specified arrival date & time.

Report Parameters: LOCATION (Arrival) and DATE & TIME (Arrival)

Travel Estimated Date+Time (Arrival)	Resource ID	Location (Arrival) (Location Name and/or Airport Code)	Travel Carrier + Tracking Number Text <u>or</u> Resource ID (Transporting)	Location (Departure) [Location Name Airport Code]	Organization ID (Home Dispatch Office)	Organization Name (Provider)
7/1/97 0800	N67438	TLH, Tallahassee, FL		BOI	ID-NICC	Air Service, Inc.
7/1/97 1600	Doug Myer	TLH, Tallahassee, FL	UA 697	DEN Denver, CO	CO-GJT	Grand Junction Air Center
7/1/97 1600	Jane Smiley	TLH, Tallahassee, FL	UA 697	SLC Salt Lake City, UT	UT-UNF	Uinta National Forest

1. Define Report Parameters
 - A. Define Reporting Area:
 - 1) Select the LOCATION NAME (ARRIVAL) to be covered in the report.
 - B. Define DATE & TIME (ARRIVAL).

(Example: To find out which travel schedules have a RESOURCE ARRIVAL TIME+DATE (ESTIMATED) that has exceeded 2 hours, the OVERDUE TIME = 2).

2. Generate Report Header
3. Generate Report Body
 - A. Retrieve OVERDUE TRAVEL SCHEDULE RECORDS from the TRAVEL SCHEDULES store based on records whose:
 - 1) TRAVEL RECORD STATUS = "arranged" or "underway" ; and
 - 2) RESOURCE ARRIVAL TIME+DATE (ESTIMATED) that has exceeded the OVERDUE TIME..

3.3.9 Prepare and Send Resource Order

The purpose of this process is to generate a resource order to be sent to a non-cooperator provider (e.g. vendor, cache, or procurement) to request resources or to verify the assignment of a resource. The resource order provides billing information. Refer to the Resource Order Form for format; however, remember that the provider does not need all the information on the current resource order header section. Multiple requests can be combined on a single supply order.

1. [3.3.9.1 Create Order Header](#)
2. [3.3.9.2 Create Order Line](#)
3. Compile the Resource Order. Refer to the Resource Order Form for basic format (see National Mobilization Guide).
4. Send *RESOURCE ORDER* to the Provider (Vendor, Cache or Procurement).

3.3.9.1 Create Order Header

The purpose of this process is to create the header information for a resource order to be sent to the Provider.

1. Retrieve the *ORDER HEADER DATA* from the **EVENTS** store which includes:
 - A. EVENT CODE
 - 1) ORGANIZATION IDENTIFIER (EVENT HOST)
 - 2) EVENT NUMBER
 - B. EVENT NAME
 - C. FINANCIAL CODE(S) (EVENT)
 - D. EVENT INITIAL DATE+TIME
 - E. ORGANIZATION IDENTIFIER (EVENT DISPATCH)
 - F. ORGANIZATION IDENTIFIER (EVENT BILLING) if applicable.
 - G. ORGANIZATION IDENTIFIER (EVENT BENEFITTING)
 - H. HAZARDS (EVENT NON-AERIAL)
 - 1) HAZARD IDENTIFIER
 - 2) HAZARD NAME
 - 3) HAZARD AFFECTED OPERATIONS TYPE
 - 4) ORGANIZATION IDENTIFIER (CREATING OFFICE)

2. If ORGANIZATION IDENTIFIER (EVENT NON-HOST BILLING) exists, use it as the billing organization; otherwise, use the ORGANIZATION IDENTIFIER (EVENT HOST) as the billing organization to retrieve the following:
 - A. Retrieve ORGANIZATION NAME+ADDRESS+PHONE (EVENT BILLING) from the **ORGANIZATIONS** store.
3. Using the ORGANIZATION IDENTIFIER (EVENT DISPATCH),
 - A. Retrieve the ORGANIZATION NAME+PHONE (EVENT DISPATCH) from the **ORGANIZATIONS** store.
4. If order is being created for an aircraft request,
 - A. [3.3.9.3 Create Aircraft Order Header Information](#),
5. Send RESOURCE ORDER HEADER to the next process.

3.3.9.2 Create Order Line

The purpose of this process is to create the resource order request line.

1. Retrieve RESOURCE ORDER LINE DATA from the **REQUESTS <RESOURCE>** store.
2. Retrieve TRAVEL ITINERARY (ASSIGNED RESOURCE) from the **TRAVEL ITINERARIES** store.
3. Create the Order Line which consists of:

REQUEST NUMBER
RESOURCE DESCRIPTION (REQUESTED)
REQUEST QUANTITY (for supplies & service only)
REQUEST NEEDED DATE & TIME
LOCATION <REQUEST DELIVERY>
REQUEST SPECIAL NEEDS
REQUEST REMINDER TEXT
REQUEST REPORTING INSTRUCTIONS
REQUEST SHIPPING INSTRUCTION TEXT
FINANCIAL CODE (ASSIGNMENT)
ORGANIZATION IDENTIFER (REQUEST PLACEMENT RESPONSIBILITY)

ASSIGNED RESOURCE (Optional)

ASSIGNED RESOURCE TRAVEL INFO:
TRAVEL LEG (ETD first leg)
TRAVEL LOCATION (Departure)
TRAVEL LEG (ETA last leg)
TRAVEL LOCATION (Arrival)

3.3.9.3 **Create Aircraft Order Header Information**

The purpose of this process is to retrieve and generate the necessary data to produce Aircraft Information as depicted on the current resource order form.

1. Enter Location Information:
 - A. LOCATION COORDINATES (LATITUDE/LONGITUDE):
 - 1) Using the LOCATION NAME (EVENT) from the **EVENTS** store, retrieve the *LATITUDE/LONGITUDE* from the **LOCATIONS** store.
 - B. VOR, BEARING & DISTANCE:
 - 1) [5.1.4.4 Calculate VOR Bearing & Distance](#) using the LATITUDE/LONGITUDE (EVENT).
2. Enter Aircraft Radio Contact Information:
 - A. Retrieve RADIO FREQUENCY INFORMATION from the **EVENTS** store and select the appropriate RADIO FREQUENCY and ROLE NAME identify the job title or functional area of expertise of a person/office designated as a contact. (e.g. Incident Command Unit, Dispatch Unit, Air Attack Unit).
3. Enter Airtanker Reload Base Information (Not necessary if no airtanker requests):
 - A. Retrieve AIRPORT CODES (EVENT) from the **EVENTS** store whose AIRPORT FUNCTION TYPE = "Tanker Base".
4. Enter Air Hazard Information:
 - A. Retrieve *HAZARD DESCRIPTION* from the **HAZARDS** store related to the EVENT LOCATION COORDINATES whose Hazard Affected Operations Type = "aerial".

3.3.10 Create Travel Itinerary Report

The purpose of this process is to build a report of all the travel legs of an itinerary.

1. Retrieve *TRAVEL ITINERARY* from the **TRAVEL ITINERARIES** store.
2. Create Travel itinerary Report Header:
 - A. Enter TRAVEL ITINERARY IDENTIFIER.
 - B. Using the ORGANIZATION ID (Preparing Dispatch Office),

Retrieve *ORGANIZATION NAME + ADDRESS+ PHONE (Preparing Dispatch Office)* from the **ORGANIZATIONS** store.
 - C. Enter the RESOURCE ID [TRANSPORTER].
 - D. If transporting resource is assigned on a request (e.g. REQUEST ID is identified), Use the REQUEST ID to:

Retrieve the *RESOURCE DESCRIPTION [TRANSPORTER]* from the **CATALOG <RESOURCE>** store.
2. Create Travel Itinerary Report Leg(s). For each TRAVEL LEG,
 - A. Enter TRAVEL LEG SEQUENCE NUMBER.
 - B. Enter TRAVEL LEG TOTAL CARGO VOLUME.
 - C. Enter TRAVEL LEG TOTAL WEIGHT.
 - D. Enter TRAVEL CARRIER+TRACKING NUMBER TEXT. This will be blank if a RESOURCE [TRANSPORTER] was identified in the header above.
 - E. Enter TRAVEL LEG LOCATION + TIME (DEPARTURE).
 - F. Enter TRAVEL LEG LOCATION + TIME (ARRIVAL).
 - G. Enter Cargo/Passenger Information. For each person or item:
 - 1) Enter RESOURCE ID (Cargo/Passenger). This includes administrative passengers and assigned resources.

- 2) If cargo/passenger has a REQUEST ID indicated,
 - a) Enter the REQUEST ID.
 - b) Use the REQUEST ID to:
 - 1- Retrieve the *RESOURCE DESCRIPTION* from the **CATALOG <RESOURCE>** store.
 - 2 - Enter RESOURCE DESCRIPTION.
 - 3 - Enter the FINANCIAL INFORMATION (ASSIGNMENT).

Layout: The RESOURCE ID is the name or number of the resource item. If, during design, the RESOURCE ID is changed to a non-descript identifier, this structure should be changed to show the actual resource name (e.g. crew name, equipment number, aircraft tail number, etc.)

3.3.11 Prepare Travel Requirements Report

The purpose of this report is to provide the Travel Arranger with the pertinent information needed to arrange transportation for personnel or supplies.

Travel Requirements Report

REQUEST ID	RESOURCE ID	CURRENT LOCATION	DEPARTURE DATE/TIME	DELIVERY LOCATION	ARRIVAL DATE/TIME	TRAVEL AUTHORIZATION NUMBER
ID-BOF-12345 C-1	Alpine Hotshots	Denver		Boise	8/5/98	xxxxx-0095
ID-BOF-12345 O-5	Jim Brown	Boise	8/7/98	Redmond, OR		OR-98-12345

1. If travel is for a "Mobilization", include:
 - A. ARRIVAL DATE/TIME, which is derived by using the REQUEST NEEDED DATE/TIME.
 - B. DELIVERY LOCATION, which is derived by using the LOCATION (REQUEST DELIVERY).
2. If travel is for a "Demobilization", include:
 - A. DEPARTURE DATE/TIME, which is derived by using the RELEASE DATE/TIME.
 - B. DELIVERY LOCATION, which is derived by using LOCATION (RELEASE-TO).
3. TRAVEL AUTHORIZATION NUMBER is only necessary for personnel (Crews, Overhead) who are being transported via commercial carrier.
 - A. If Individual Overhead request,
 - 1) Retrieve the TRAVEL AUTHORIZATION NUMBER from the INVENTORY [OVERHEAD].
 - B. If Crew request,
 - 1) Retrieve the RESOURCE ID from the ASSIGNMENT ROSTER, and then
 - 2) Retrieve the TRAVEL AUTHORIZATION NUMBER from the INVENTORY [OVERHEAD].

3.4 Respond to Report Request (Ad Hoc)

This process supports user-defined reports. The report format is dependent upon the parameters and sort order set by the user.

3.5 Documentation Summary

Documentation Summary

Office: XXXXXXXXXXXXXXXXXXXXXXXX
 Report Date: XX/XX/XX

Report Period - From: XX/XX/XX
 To: XX.XX/XX

Report Description: Displays all documentation depending on the specified report parameters.
 Report Parameters: [Event ID |Resource ID| Area] Report From Date, Report To Date

Documentation Category	Documentation Reference	Documentation Date and Time	Documentation Text	Org ID & Person Name (Recording)	Org ID & Person Name (Dialog)
Event Status	Event Code: CO-CGF1-018951	8/19/97 1400	Governor is requesting Disaster Funding.	CO-CGF1 Sarah Lee	CO-DNR Jack Jones
Request Status	Request ID: C-5 CO-CGF1-018951	8/29/97 0800	First consideration to state-owned crews.	CO-CGF1 David Powers	CO-DNR Jack Jones
Request Placement	Request ID: C-5 CO-CGF1-018951	8/29/97 0813	Unable to Fill - management wants to keep crew in area due to heavy lightning activity.	CO-CGF1 David Powers	CO-DGF Mike Moore
Request Status	Request ID: O-1 CO-EFG-018960	8/29/97 0910	Potential source for divers is local fire department.	CO-CGF1 Cindy Gates	CO-HIJK Mary Waters

1. Define Report Parameters
2. Generate Report Header
3. Generate Report Body

The DOCUMENTATION REFERENCE column will include the identifiers for the data store from which documentation is retrieved. The amount of data needed will depend on the report parameters. For instance, if the report parameters specify all documentation within a certain period of time, the DOCUMENTATION REFERENCE may need to include both EVENT CODE and REQUEST ID.

5. Send Report.

3.7 Prepare Initial Report Report

This process outputs the details of the **INITIAL REPORT** store as specified by the user.

Process 3 Design Notes

- Layout: This report does not show AIRPORT SPECIAL CONDITIONS, which should be considered in the design of the final report. 9

- Layout: In addition to the tabular data depicted below, mechanisms are also needed to select a single detail line for display of the entire inventory record in full detail (including all documentation, a list of all unavailable dates, and special conditions). 9

- Layout: Due to space considerations this material might need to be displayed as a summary table for all resources. In addition to the tabular data depicted below, mechanisms are also needed to select a single detail line for display of the entire inventory record in full detail (including all documentation, a list of all unavailable dates, and special conditions). 11

- Layout: Items 19), 20), and 21) below the double line above are included in the event the user may wish to retrieve additional information about a particular resource, and so may wish to see the entire inventory record. 21

- Data integrity: : In the current manual system, this report is prepared with a disclaimer. For the Overhead (Crew T-1 Interagency Hotshot Crew) column. During design, the business representatives and design team should consider a way to resolve this double counting. 24

- Layout: For this report, consider listing columns for “Area” across top and list “Resources” as rows on left side. 38

- Layout: The RESOURCE ID is the name or number of the resource item. If, during design, the RESOURCE ID is changed to a non-descript identifier, this structure should be changed to show the actual resource name (e.g. crew name, equipment number, aircraft tail number, etc.) 47