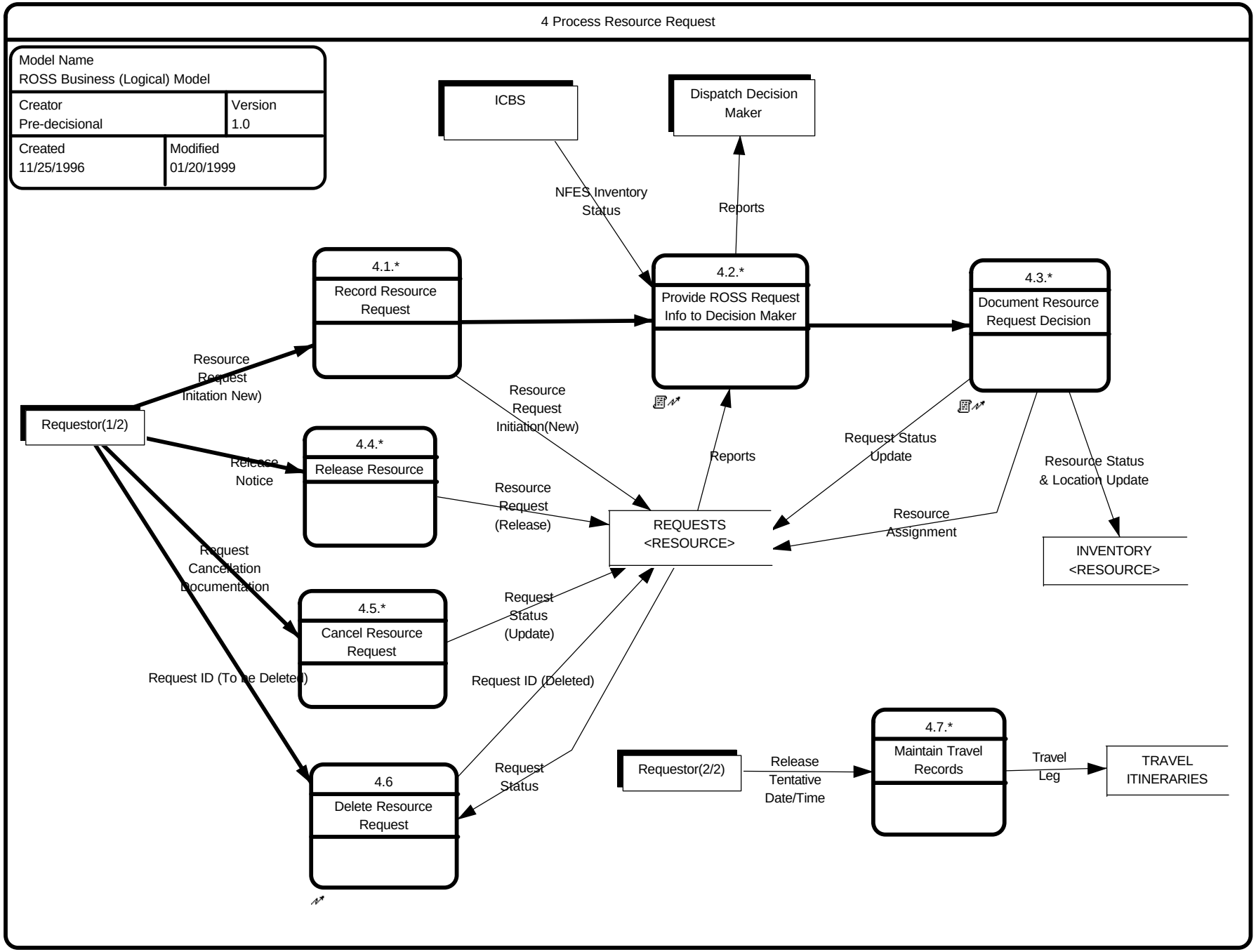
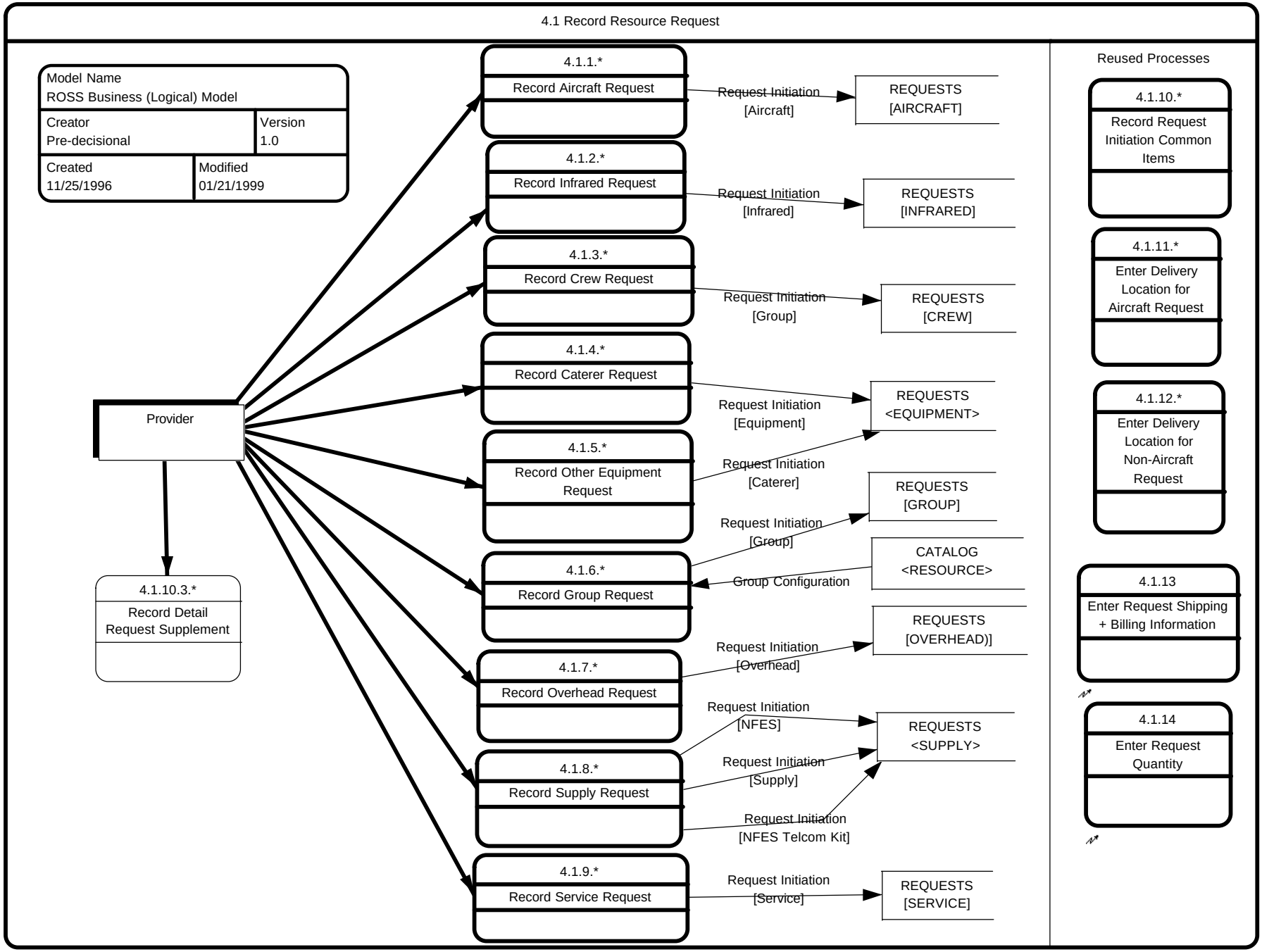
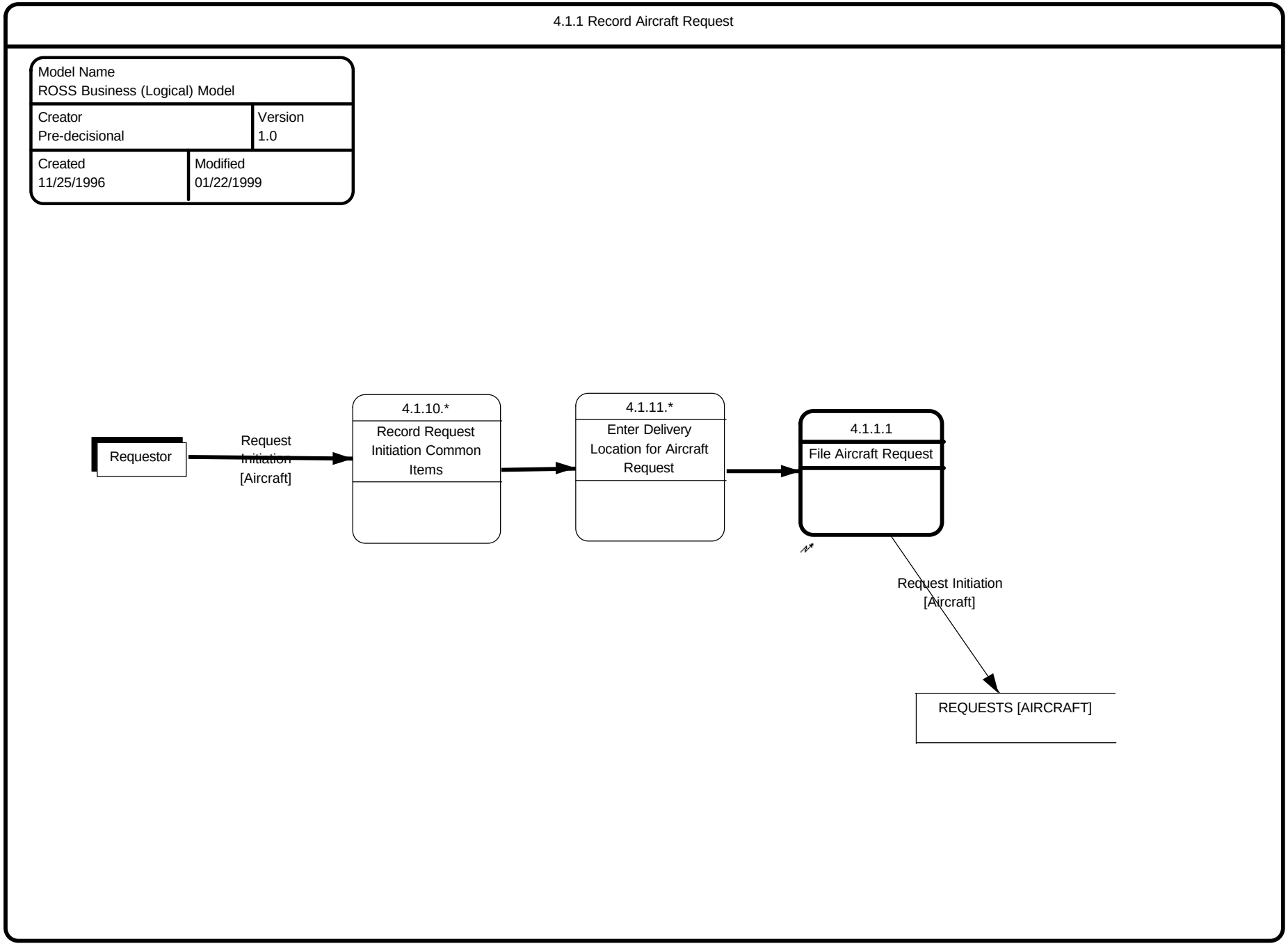
Process 4 Process Resource Request



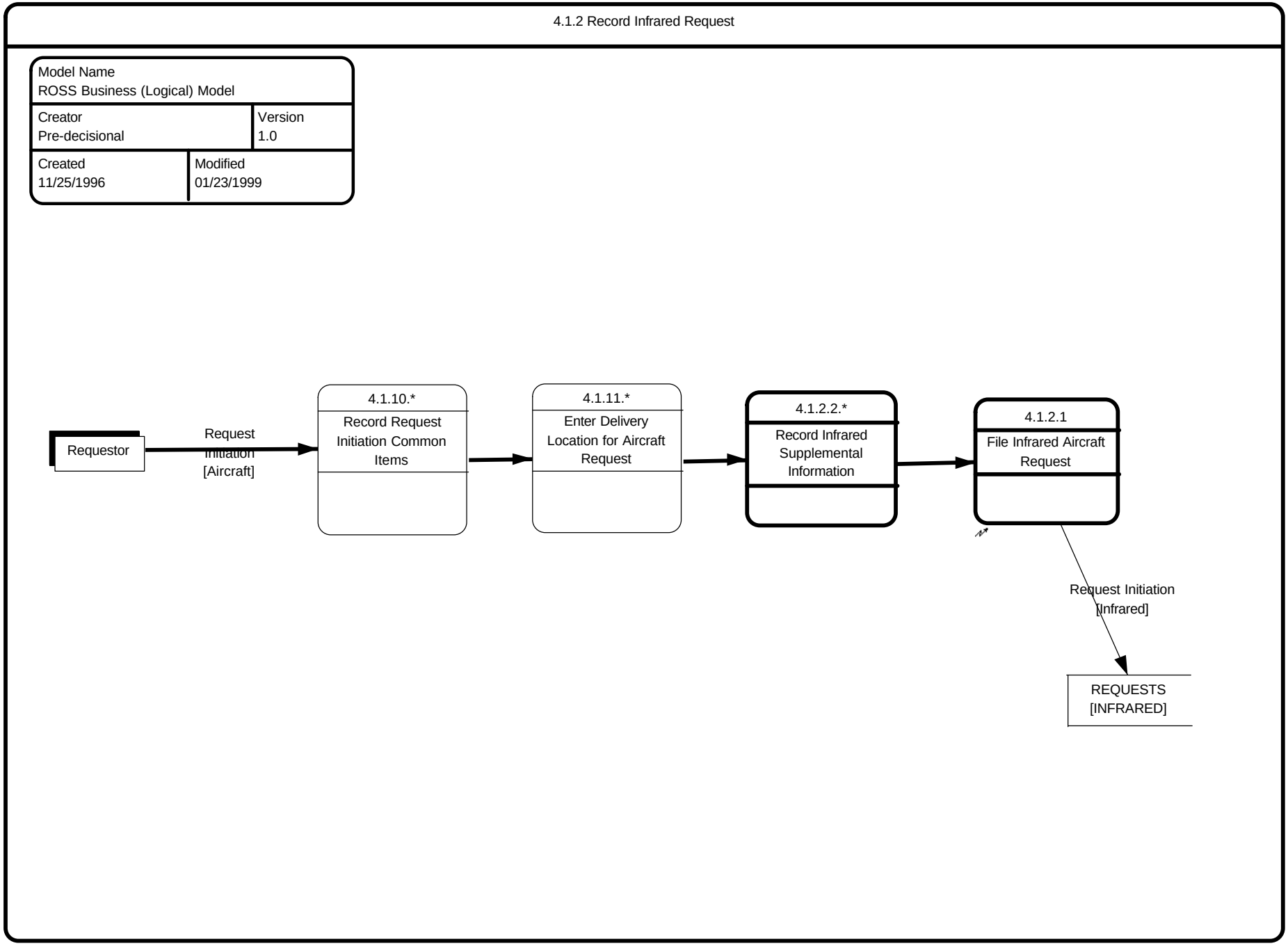
Process 4.1 Record Resource Request



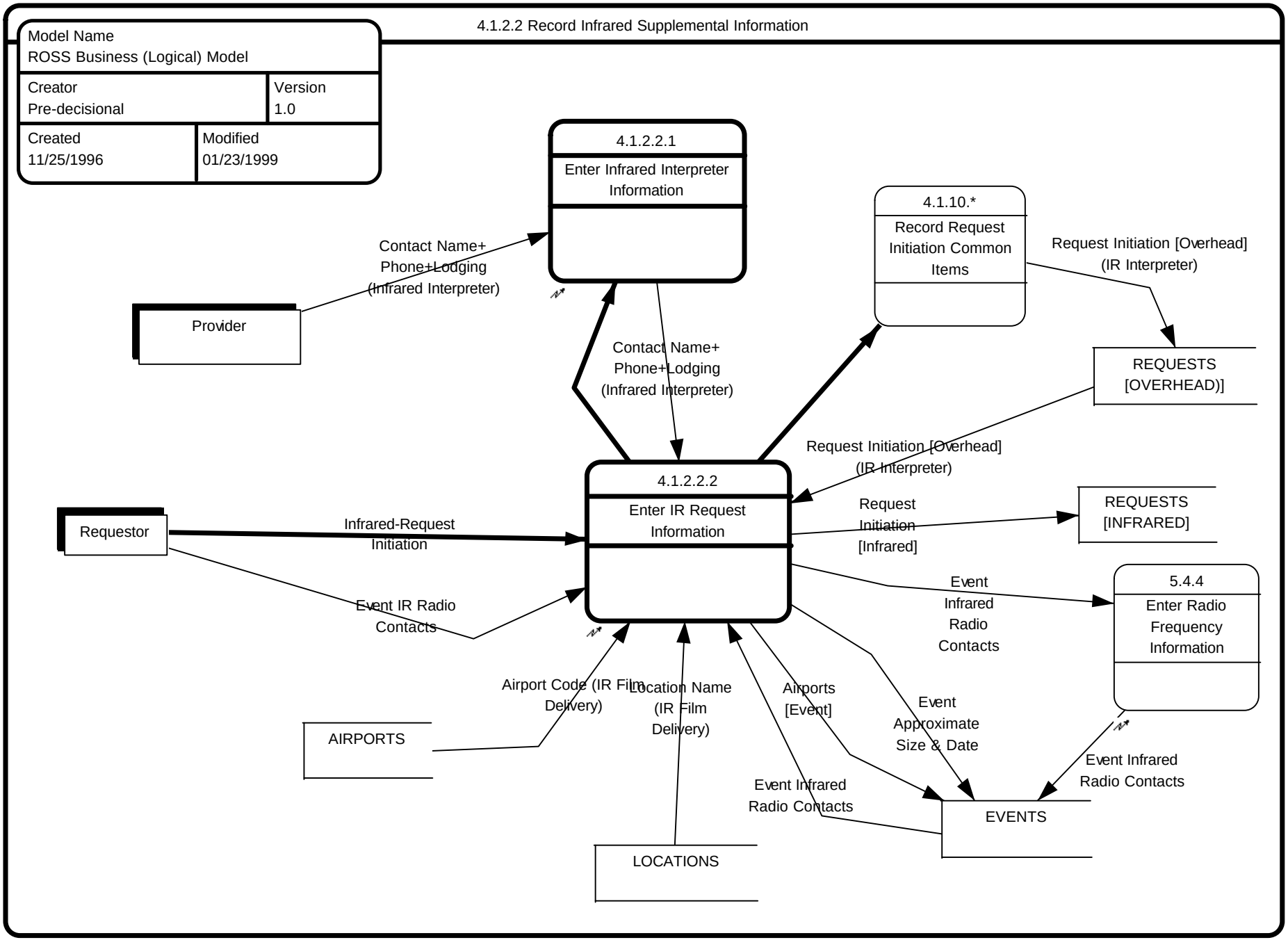
Process 4.1.1 Record Aircraft Request



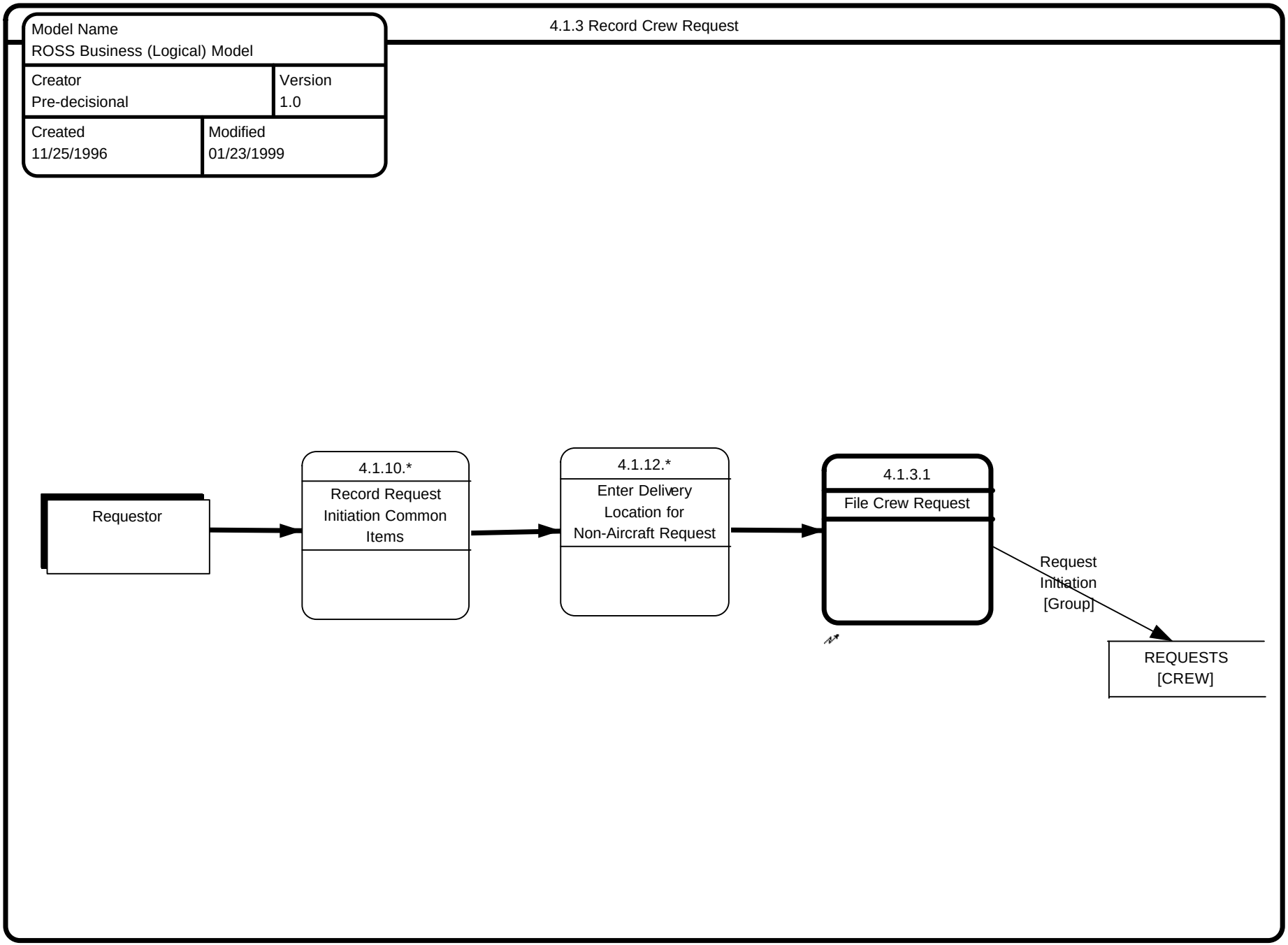
Process 4.1.2 Record Infrared Request



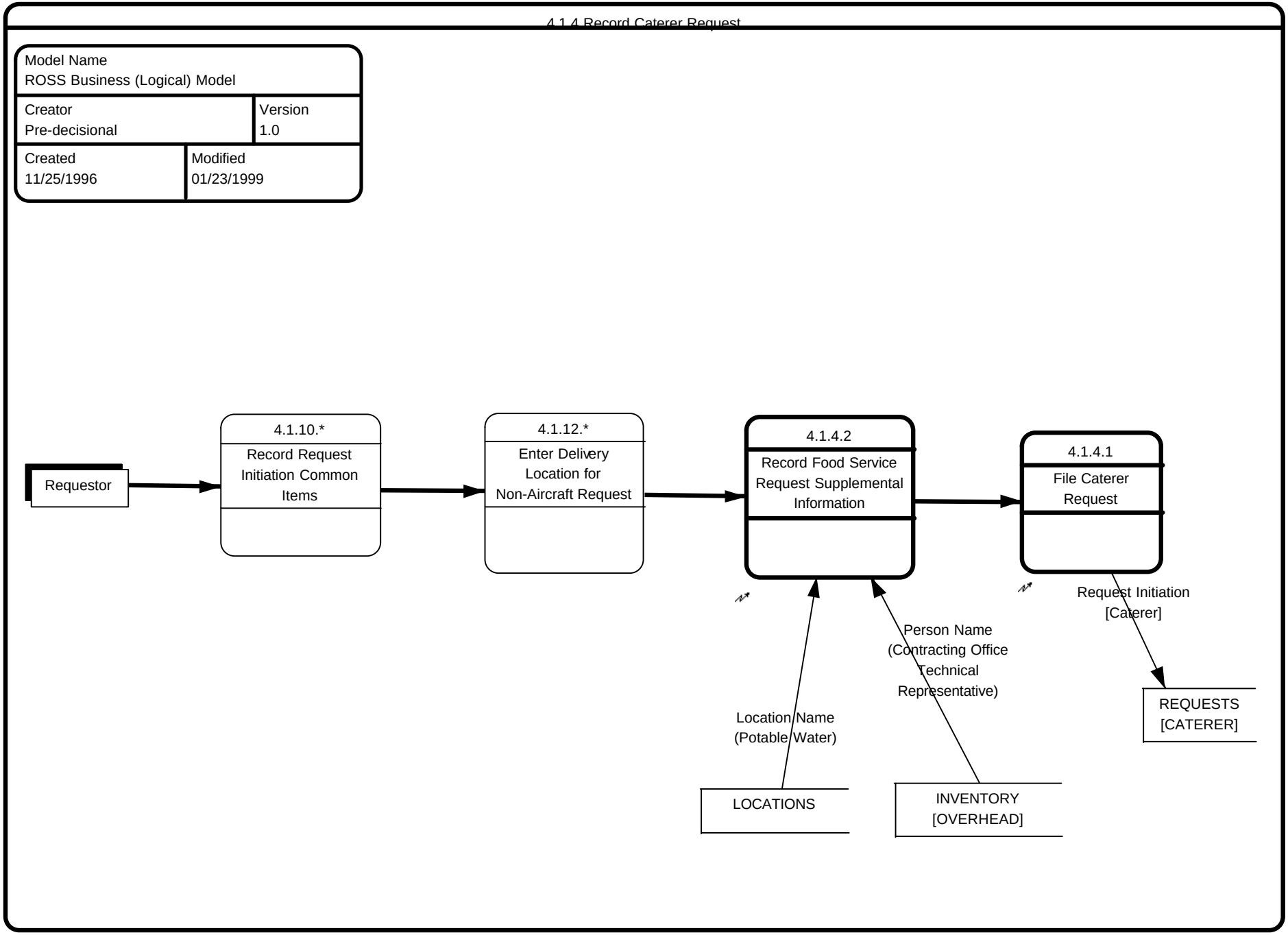
Process 4.1.2.2 Record Infrared Supplemental Information



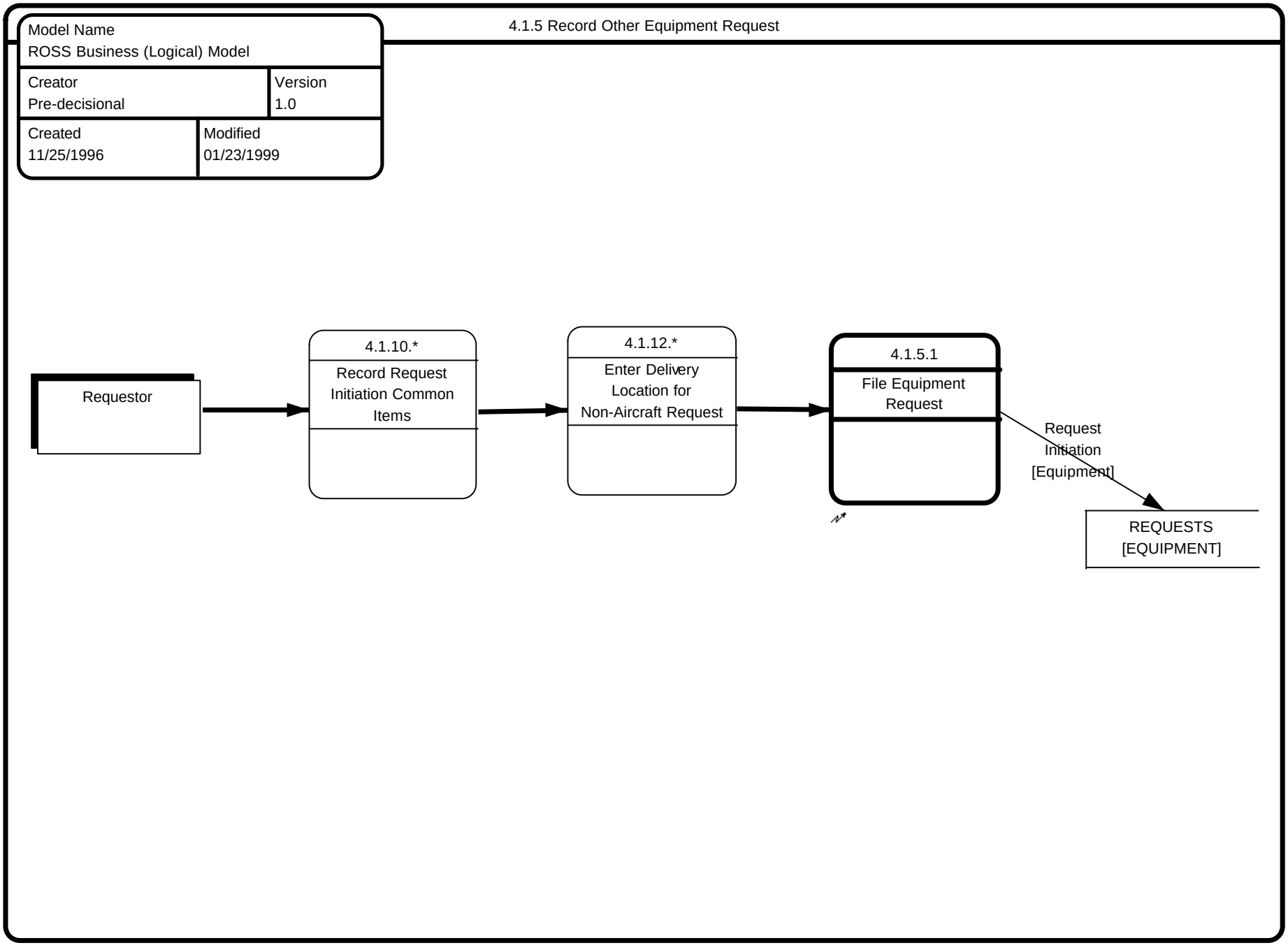
Process 4.1.3 Record Crew Request



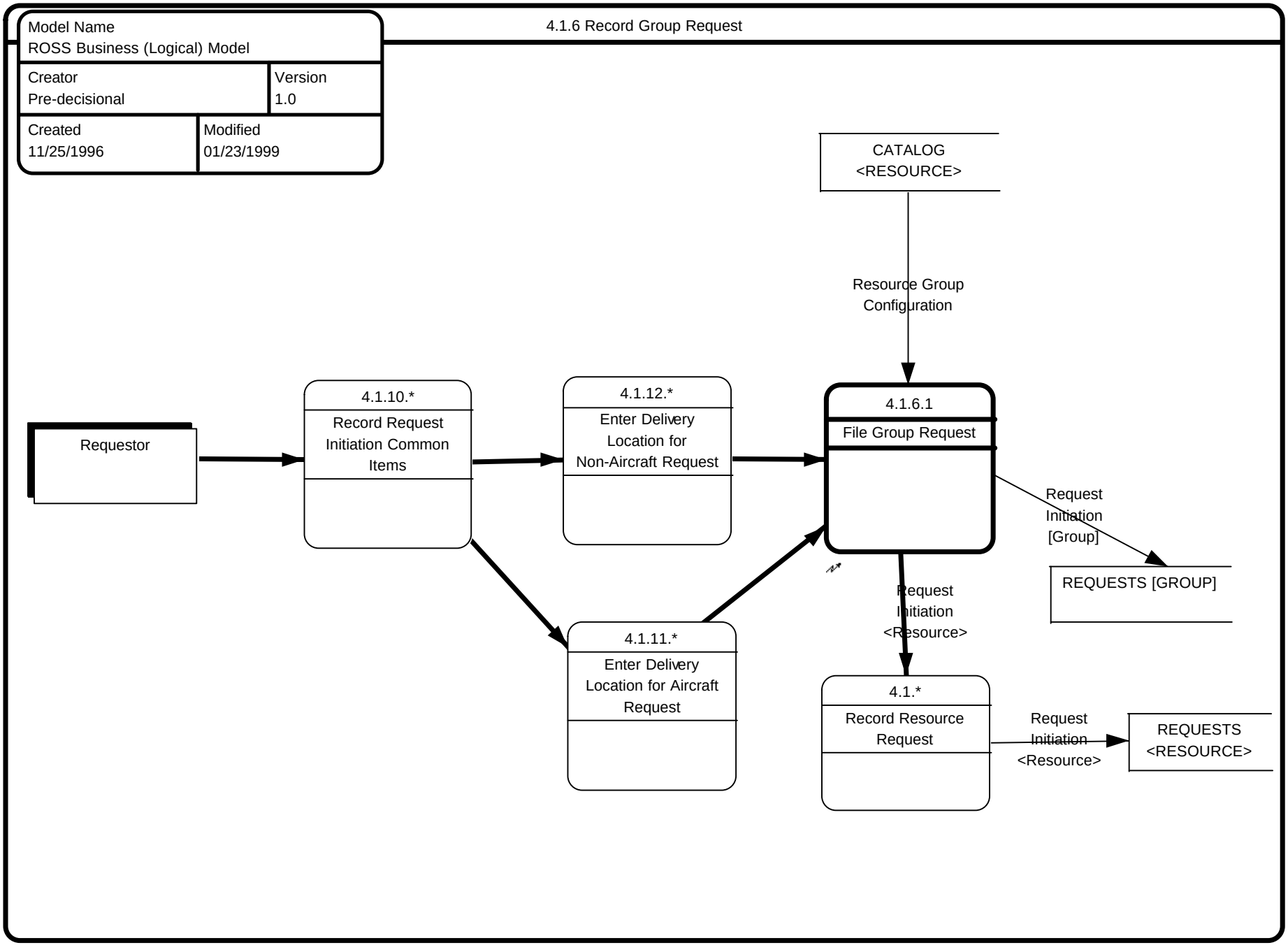
Process 4.1.4 Record Caterer Request



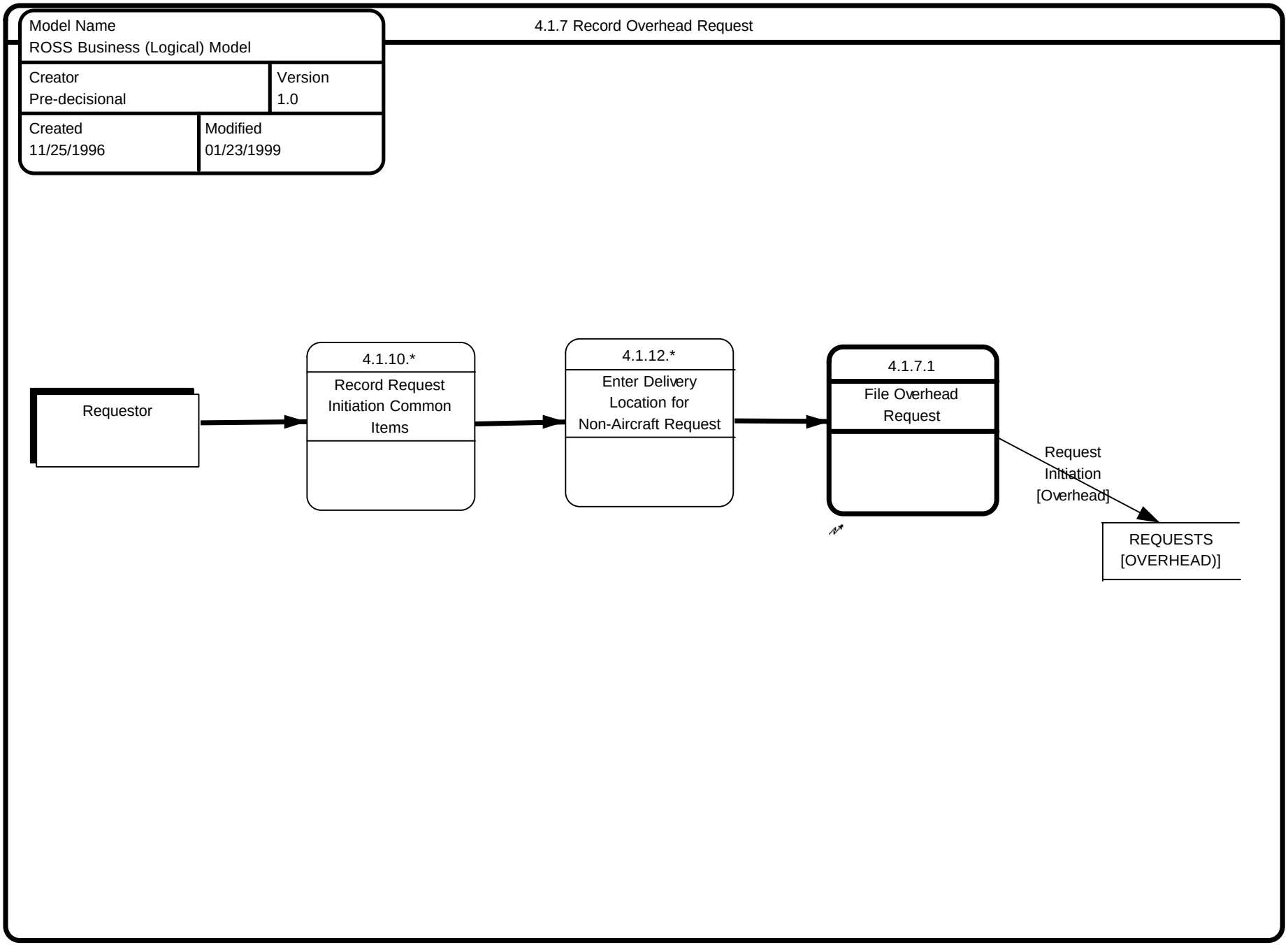
Process 4.1.5 Record Other Equipment Request



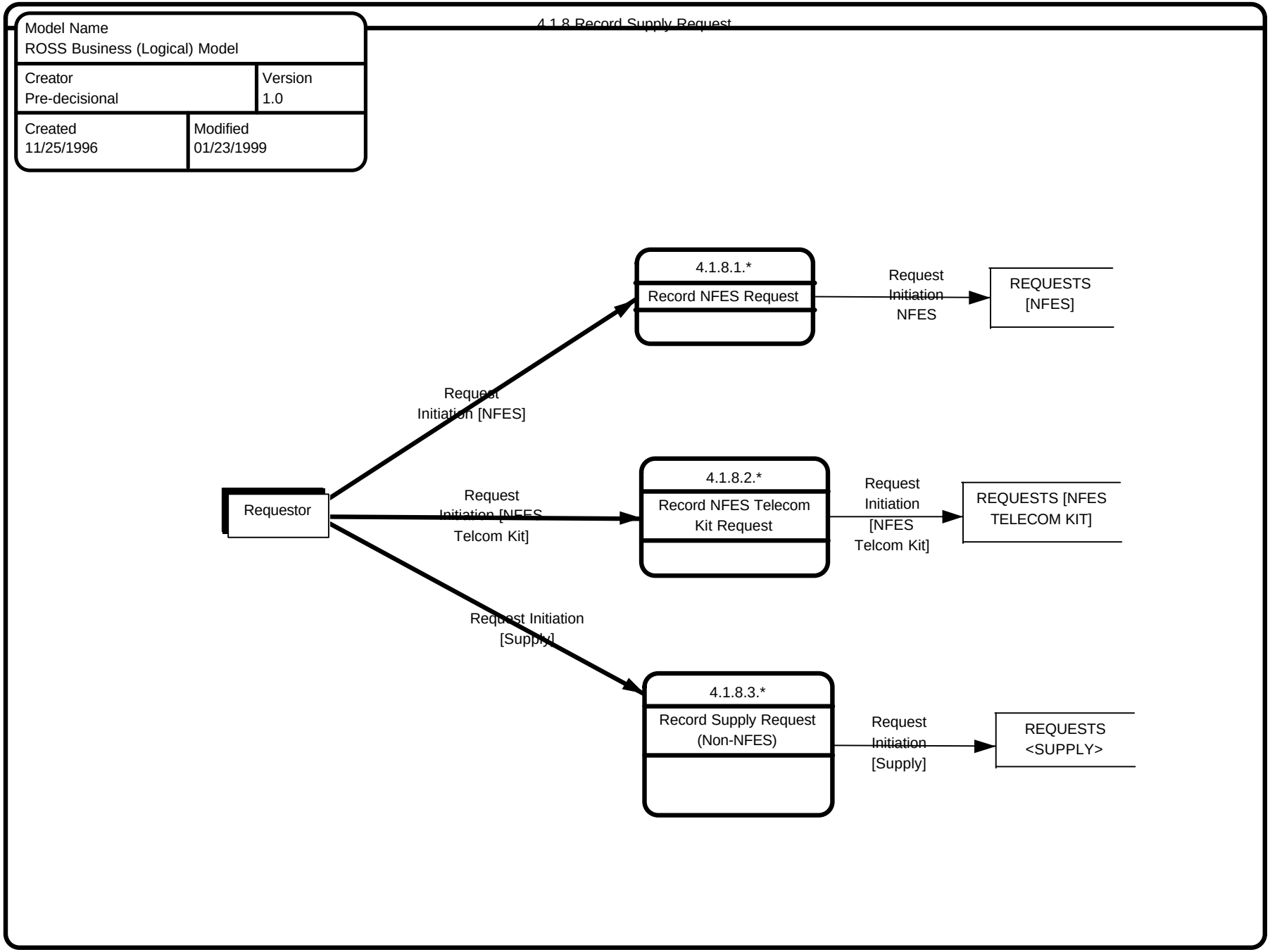
Process 4.1.6 Record Group Request



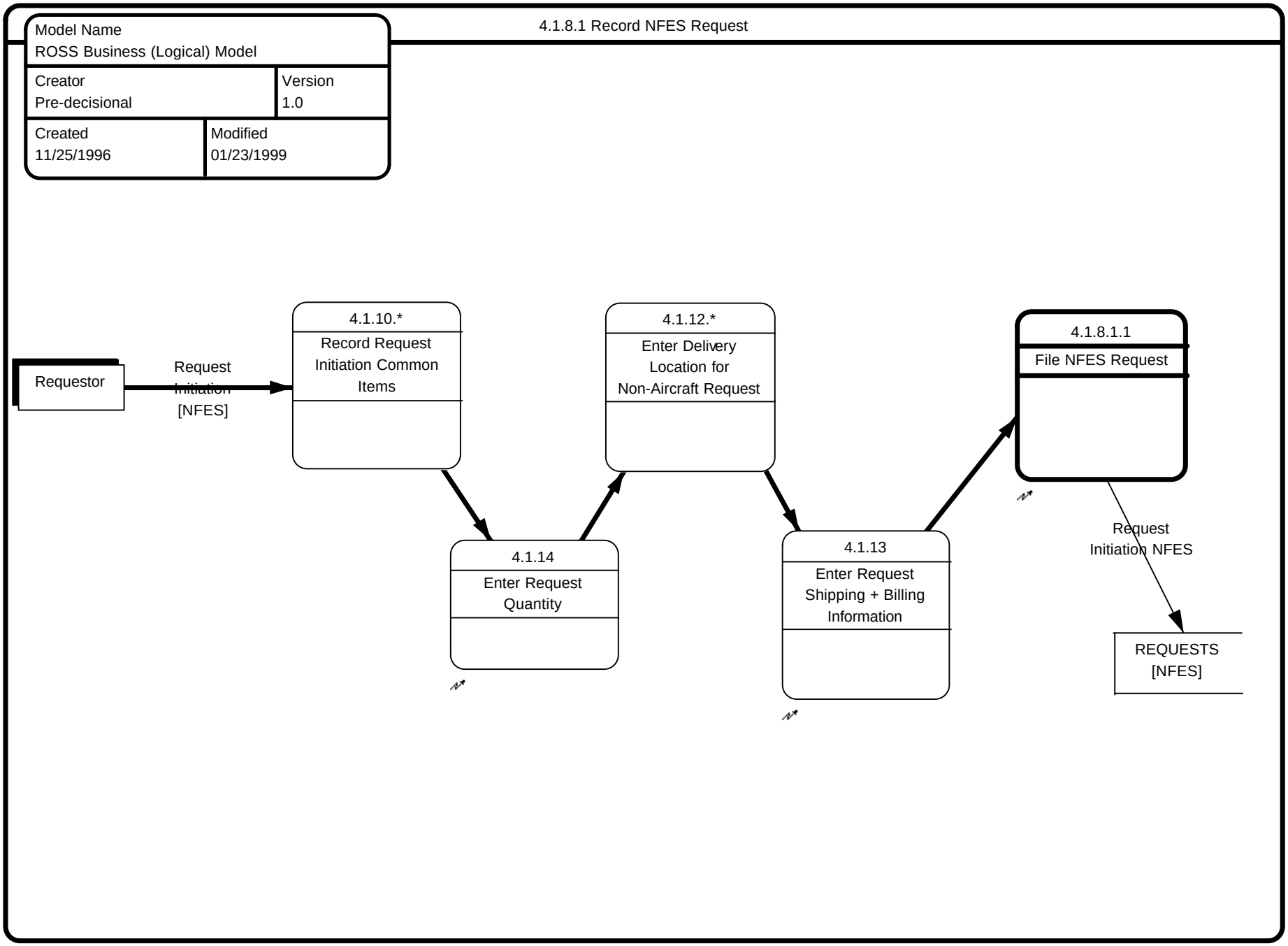
Process 4.1.7 Record Overhead Request



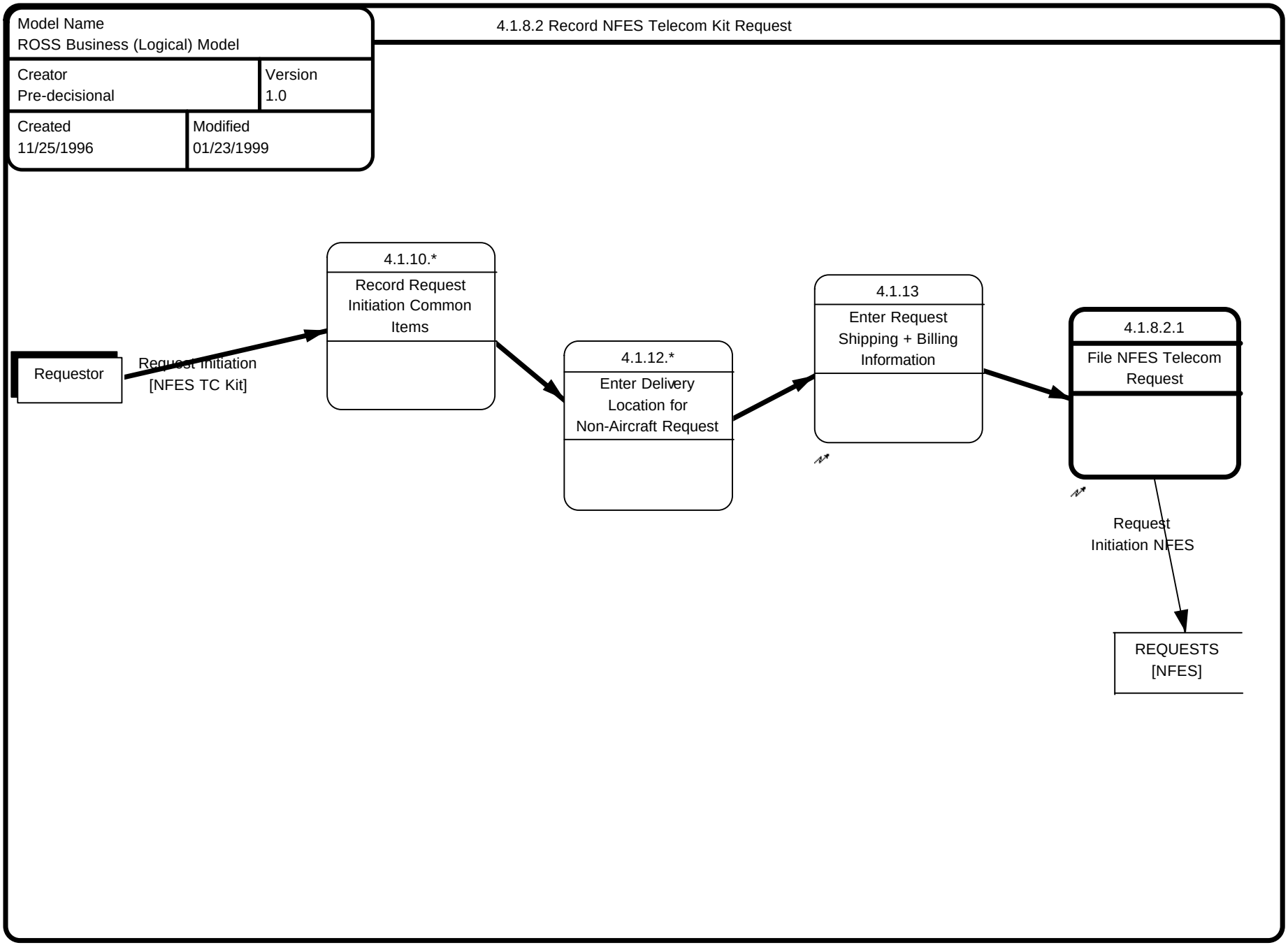
Process 4.1.8 Record Supply Request



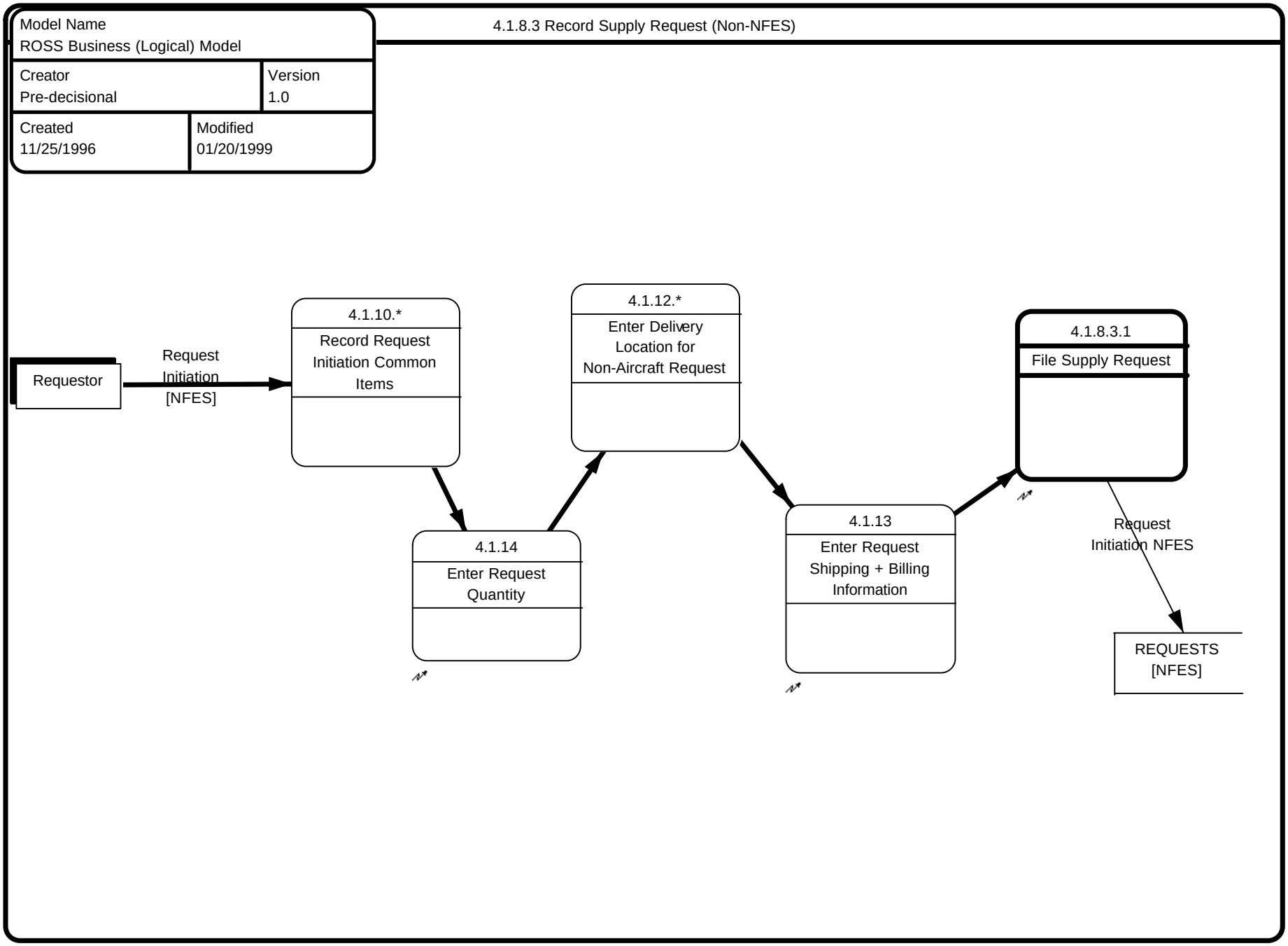
Process 4.1.8.1 Record NFES Request



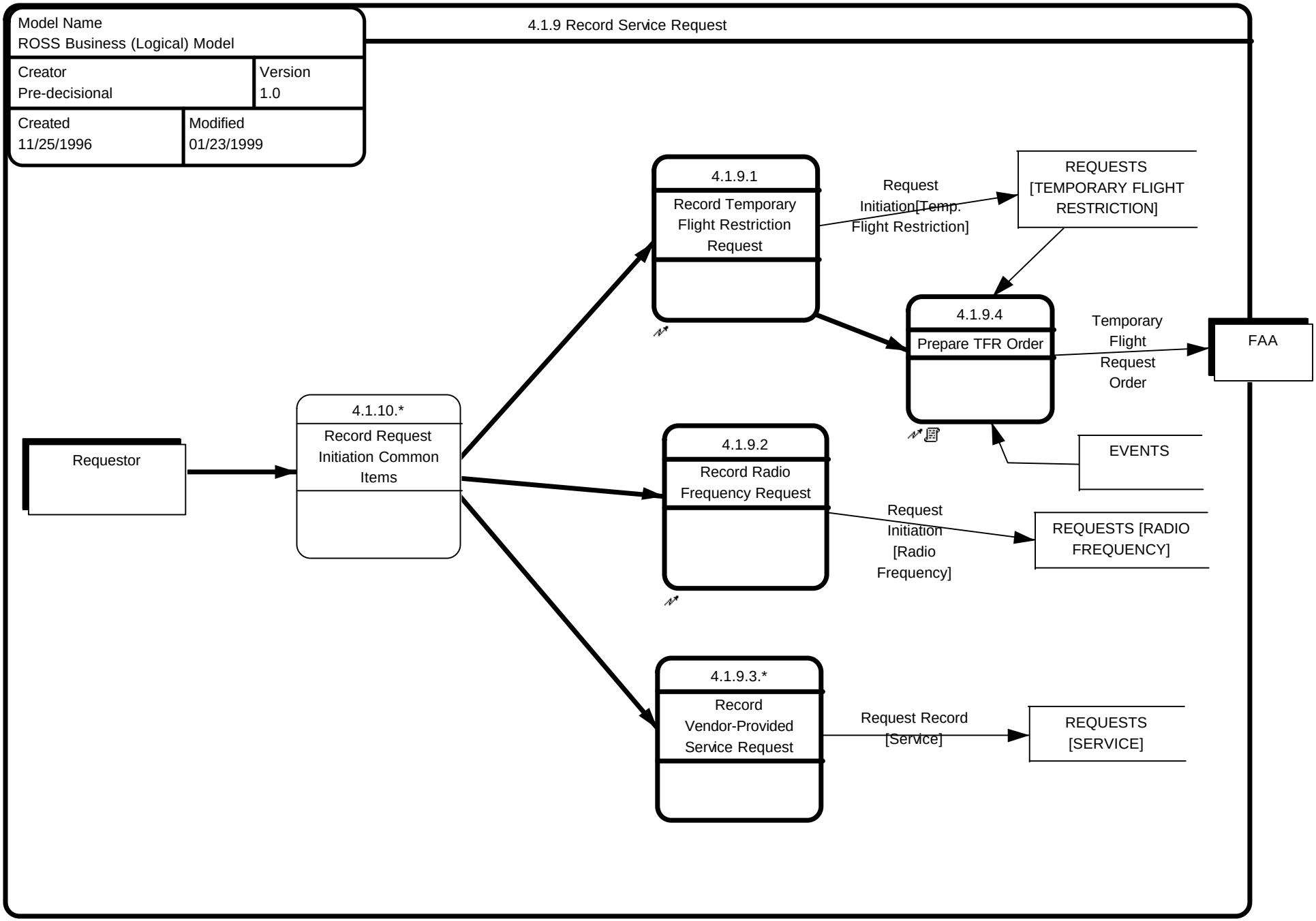
Process 4.1.8.2 Record NFES Telecom Kit Request



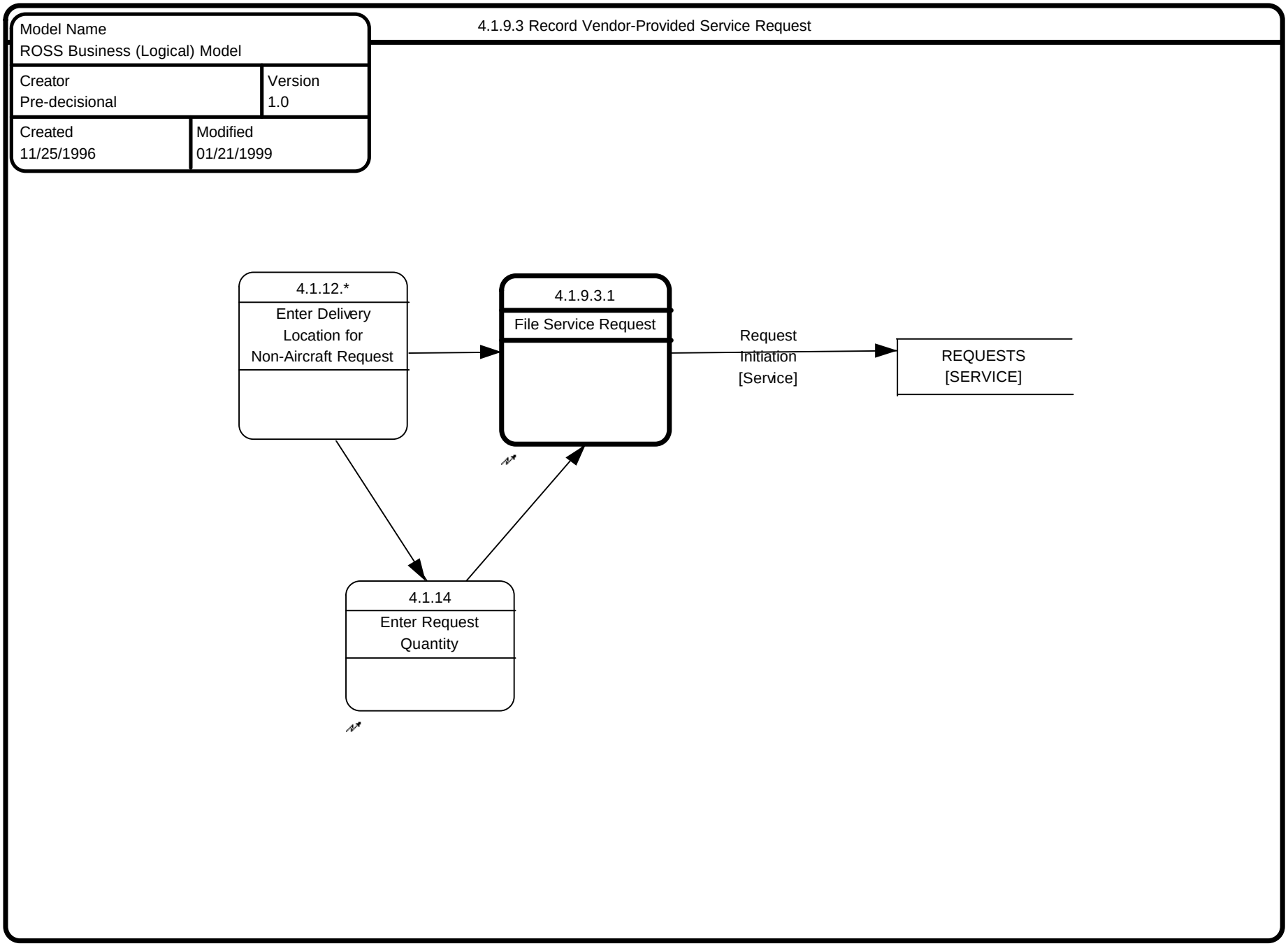
Process 4.1.8.3 Record Supply Request (Non-NFES)



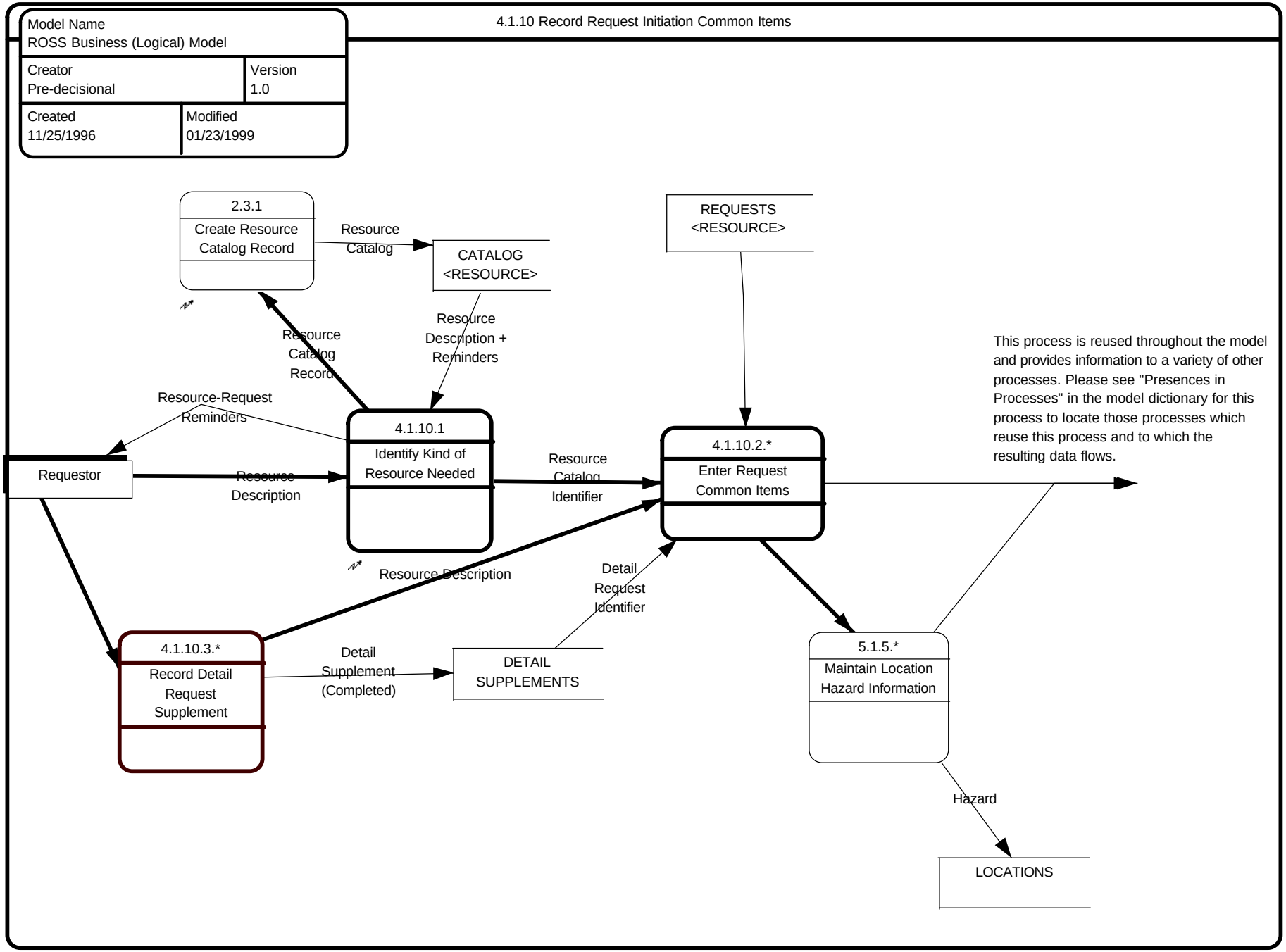
Process 4.1.9 Record Service Request



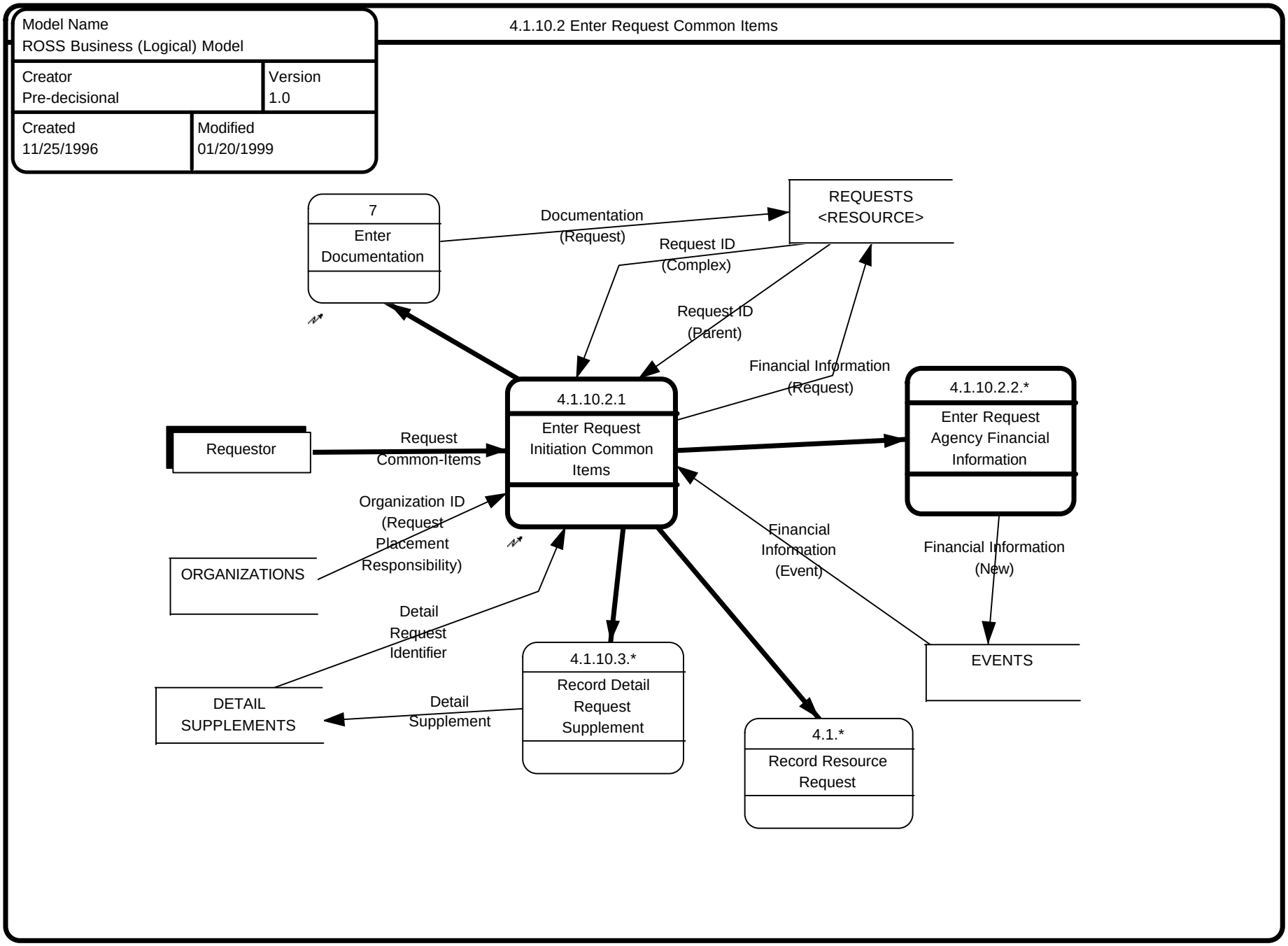
Process 4.1.9.3 Record Vendor-Provided Service Request



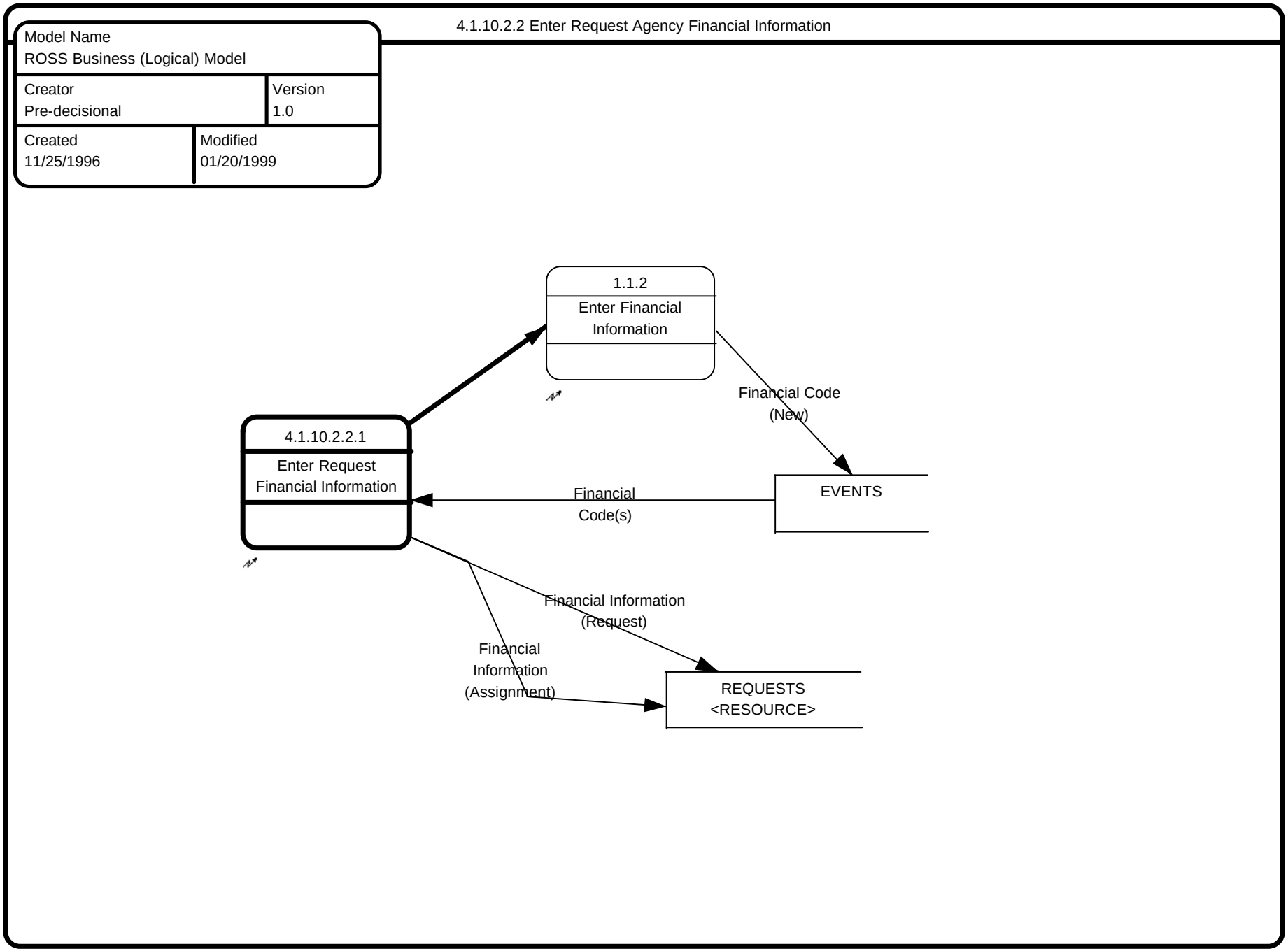
Process 4.1.10 Record Request Initiation Common Items



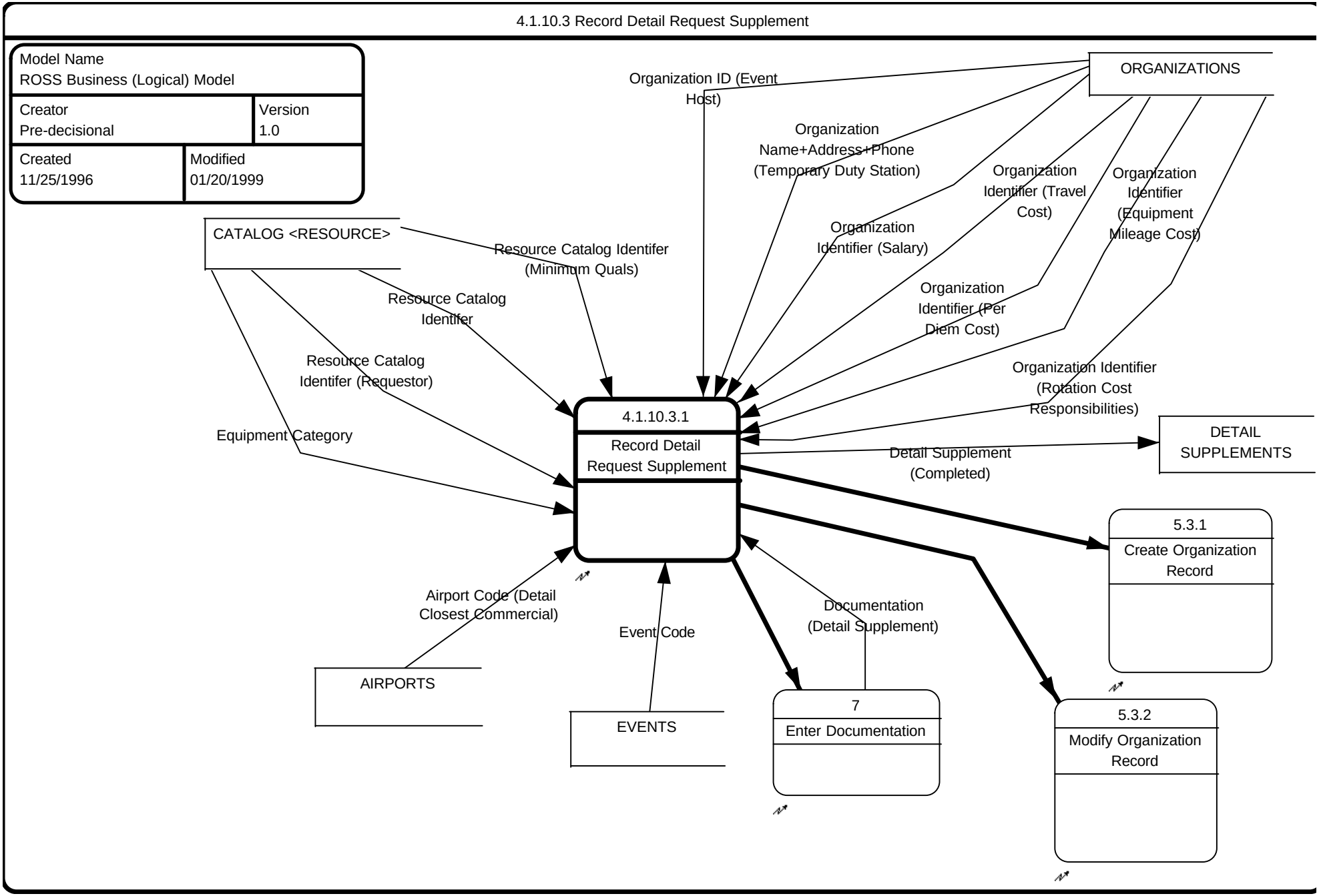
Process 4.1.10.2 Enter Request Common Items



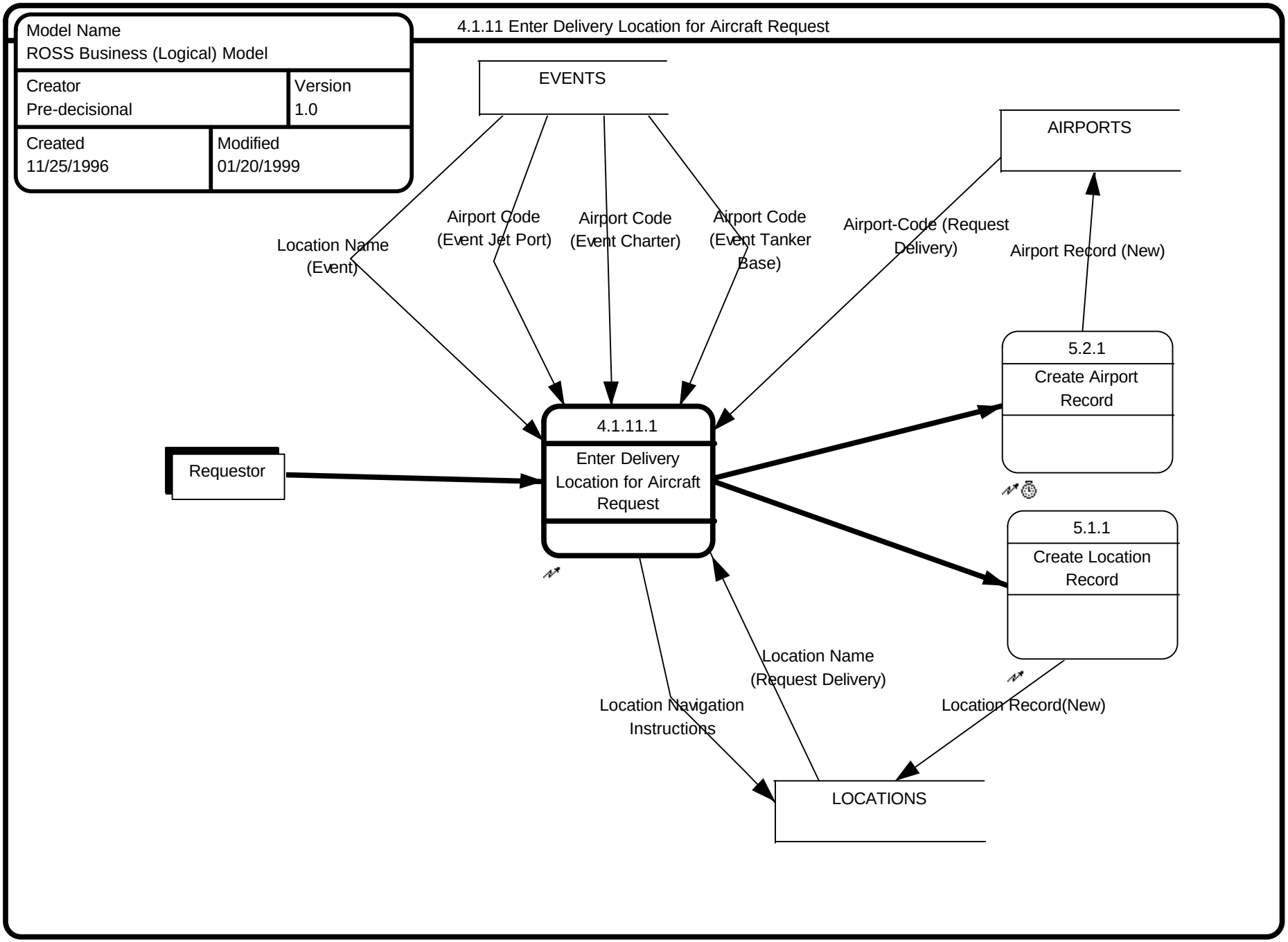
Process 4.1.10.2.2 Enter Request Agency Financial Information



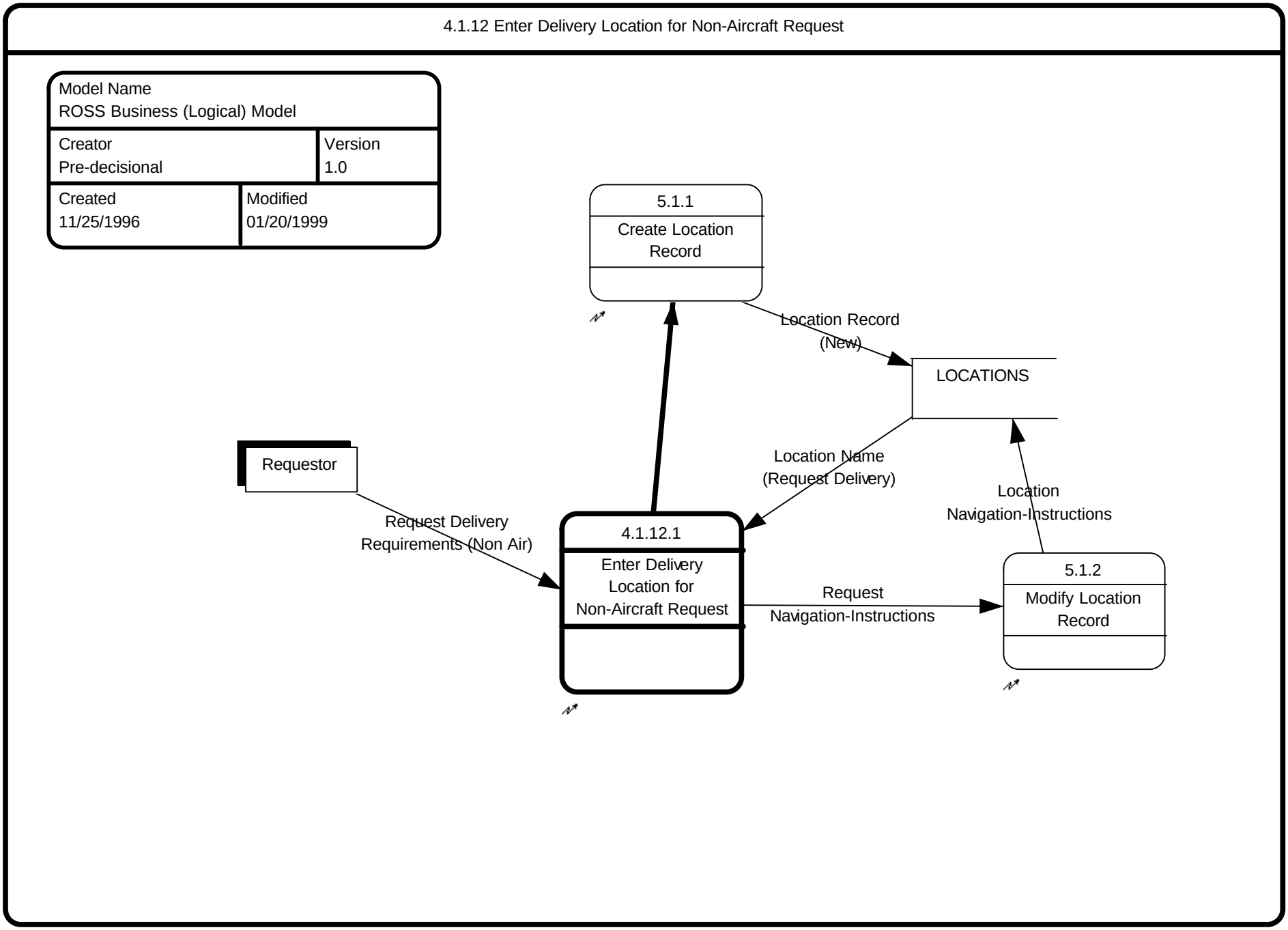
Process 4.1.10.3 Record Detail Request Supplement



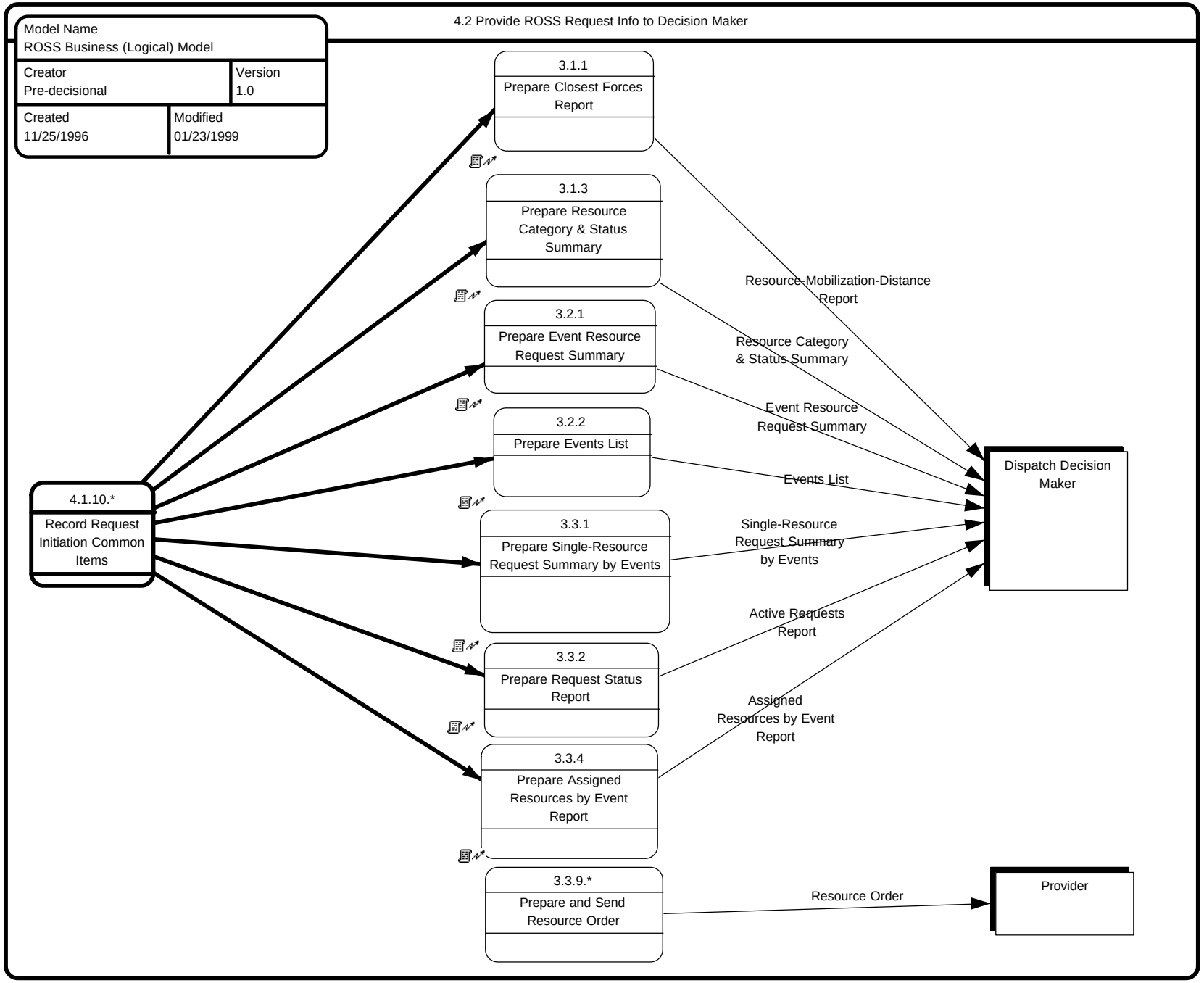
Process 4.1.11 Enter Delivery Location for Aircraft Request



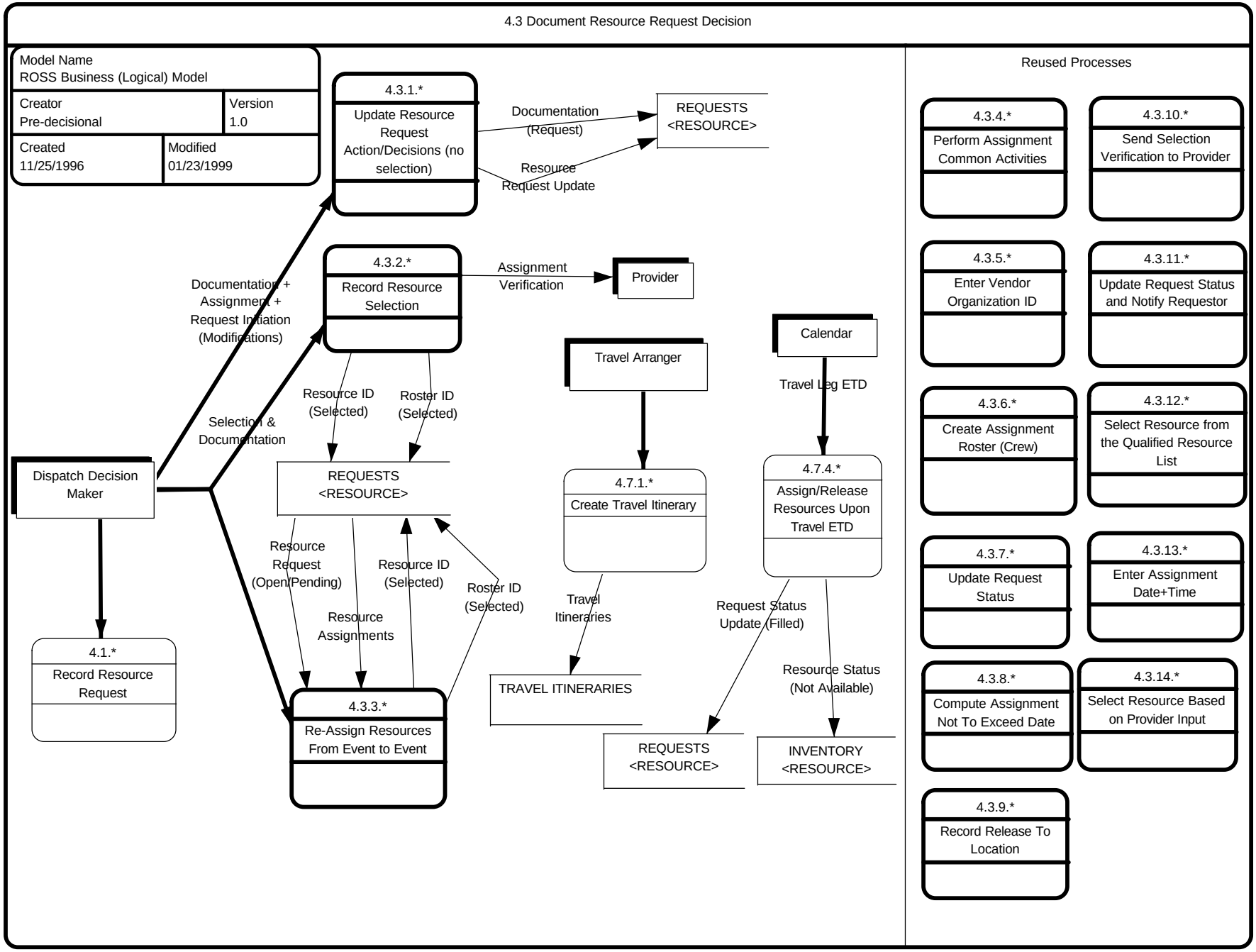
Process 4.1.12 Enter Delivery Location for Non-Aircraft Request



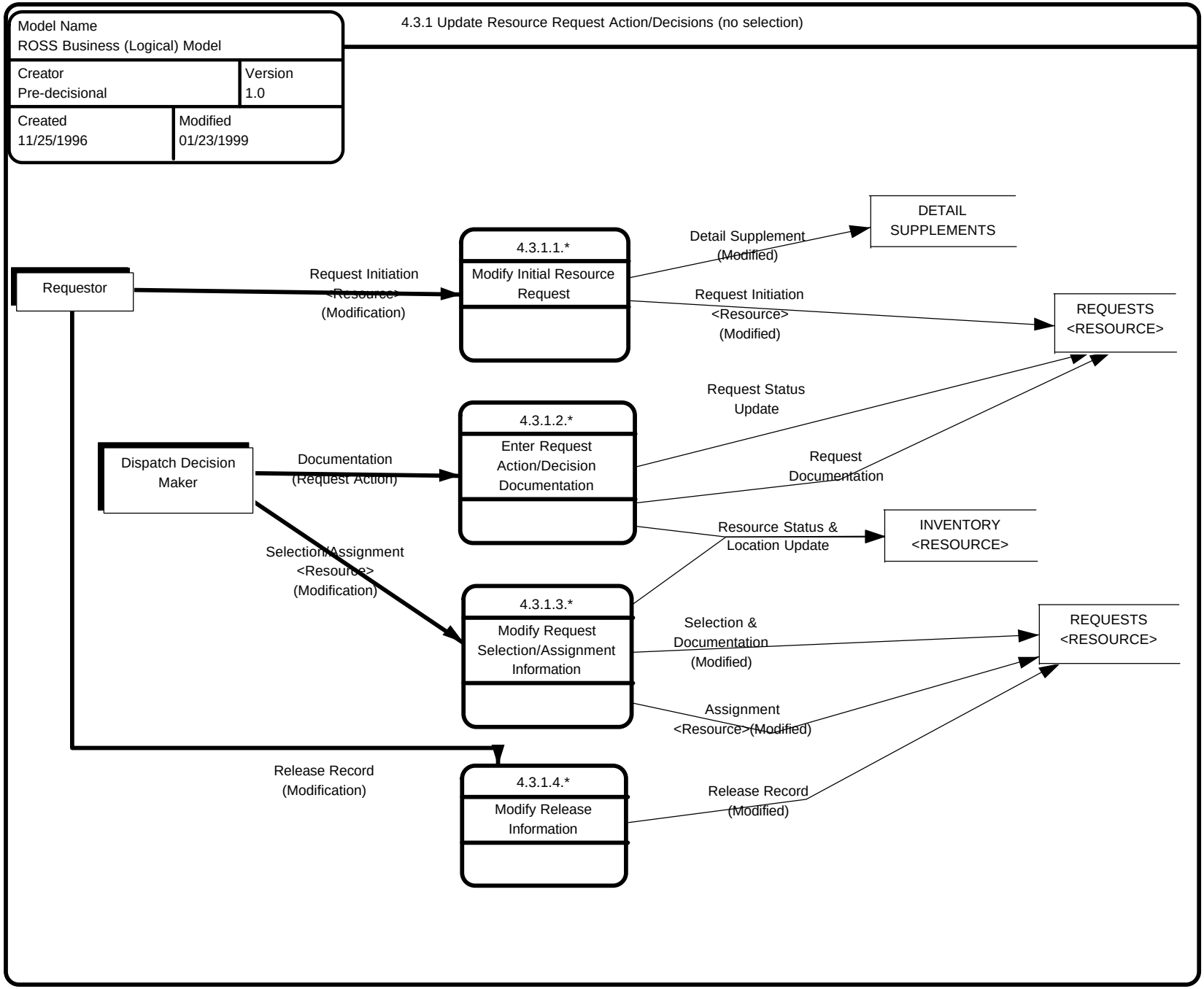
Process 4.2 Provide ROSS Request Info to Decision Maker



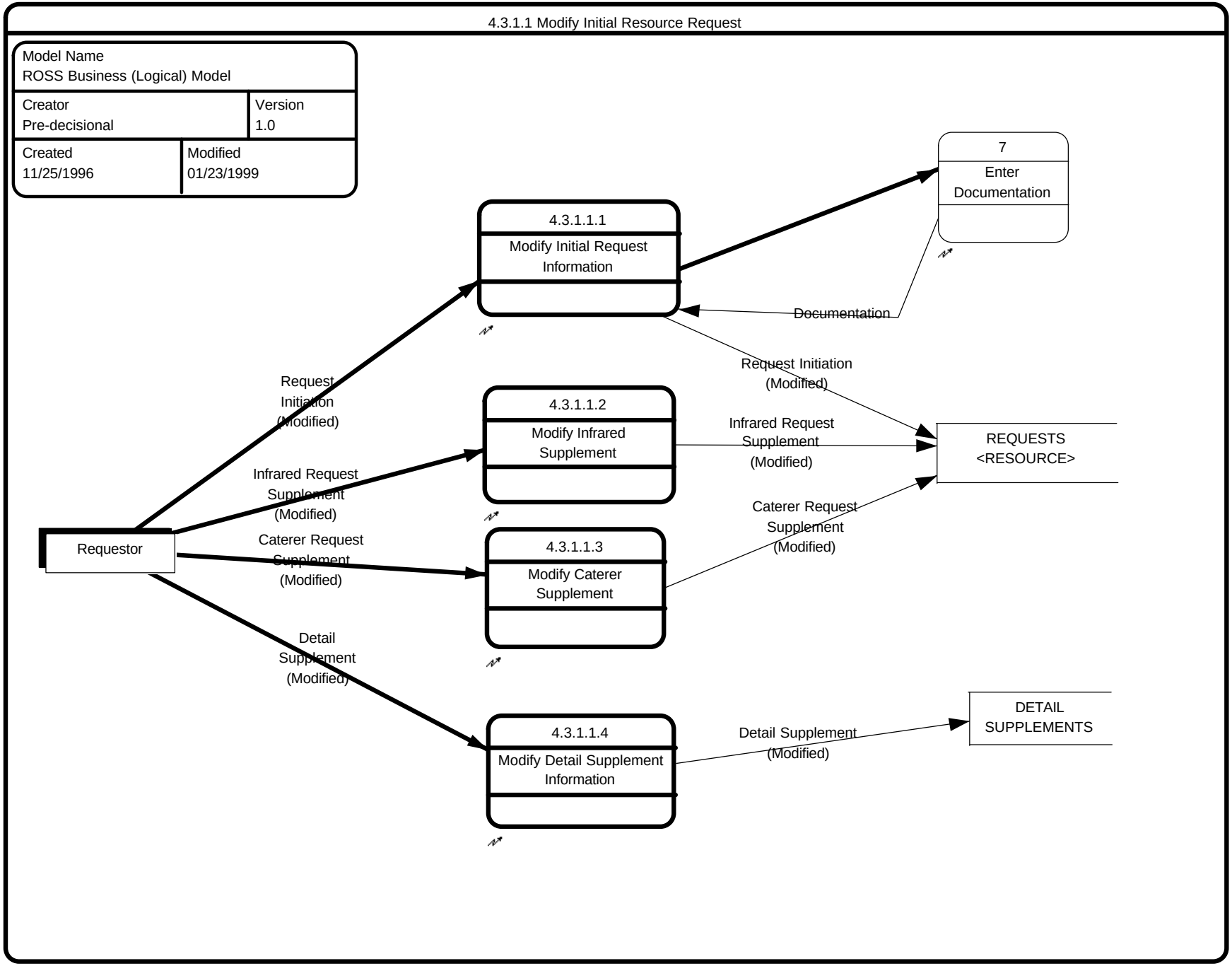
Process 4.3 Document Resource Request Decision



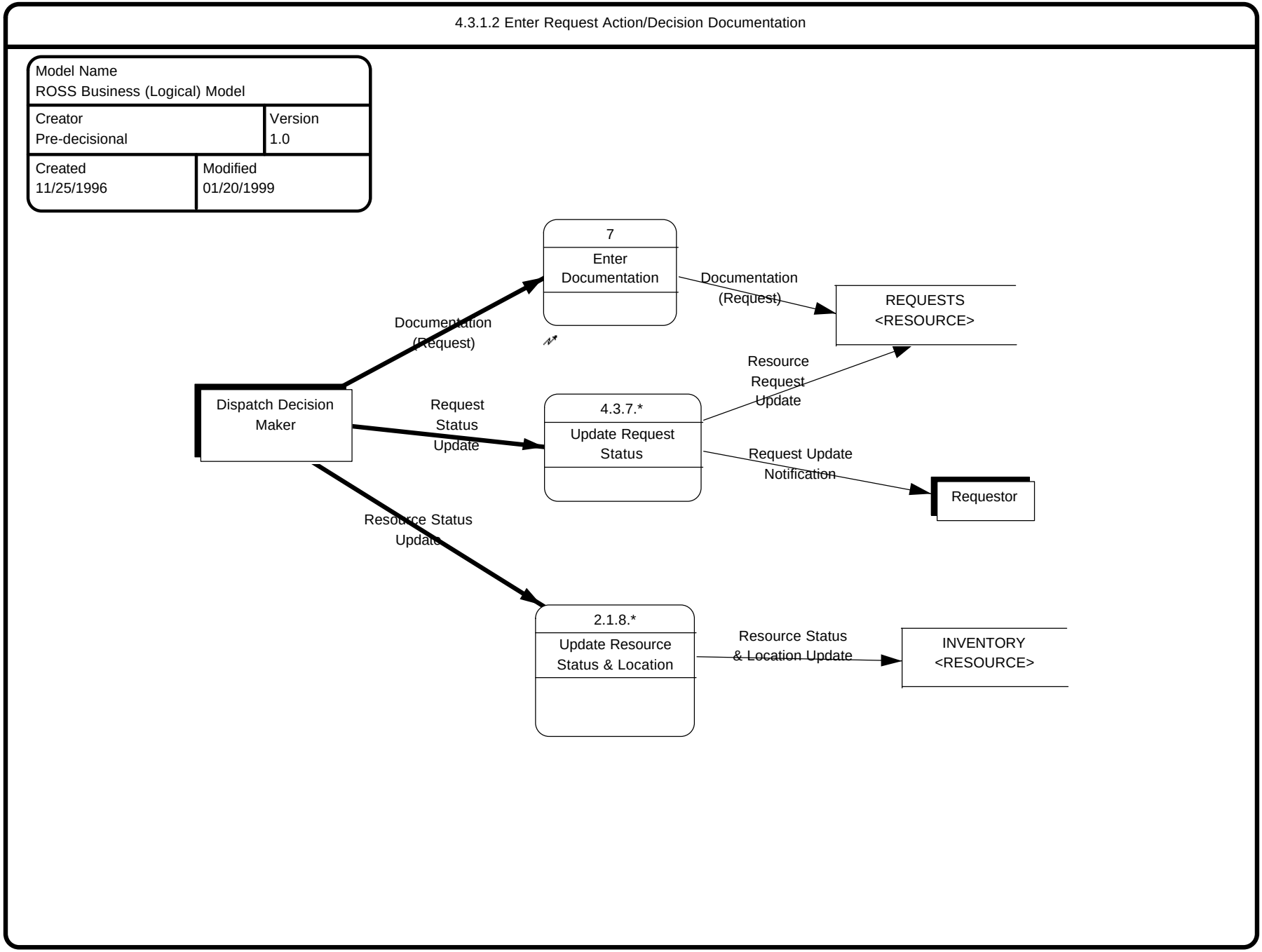
Process 4.3.1 Update Resource Request Action/Decisions (no selection)



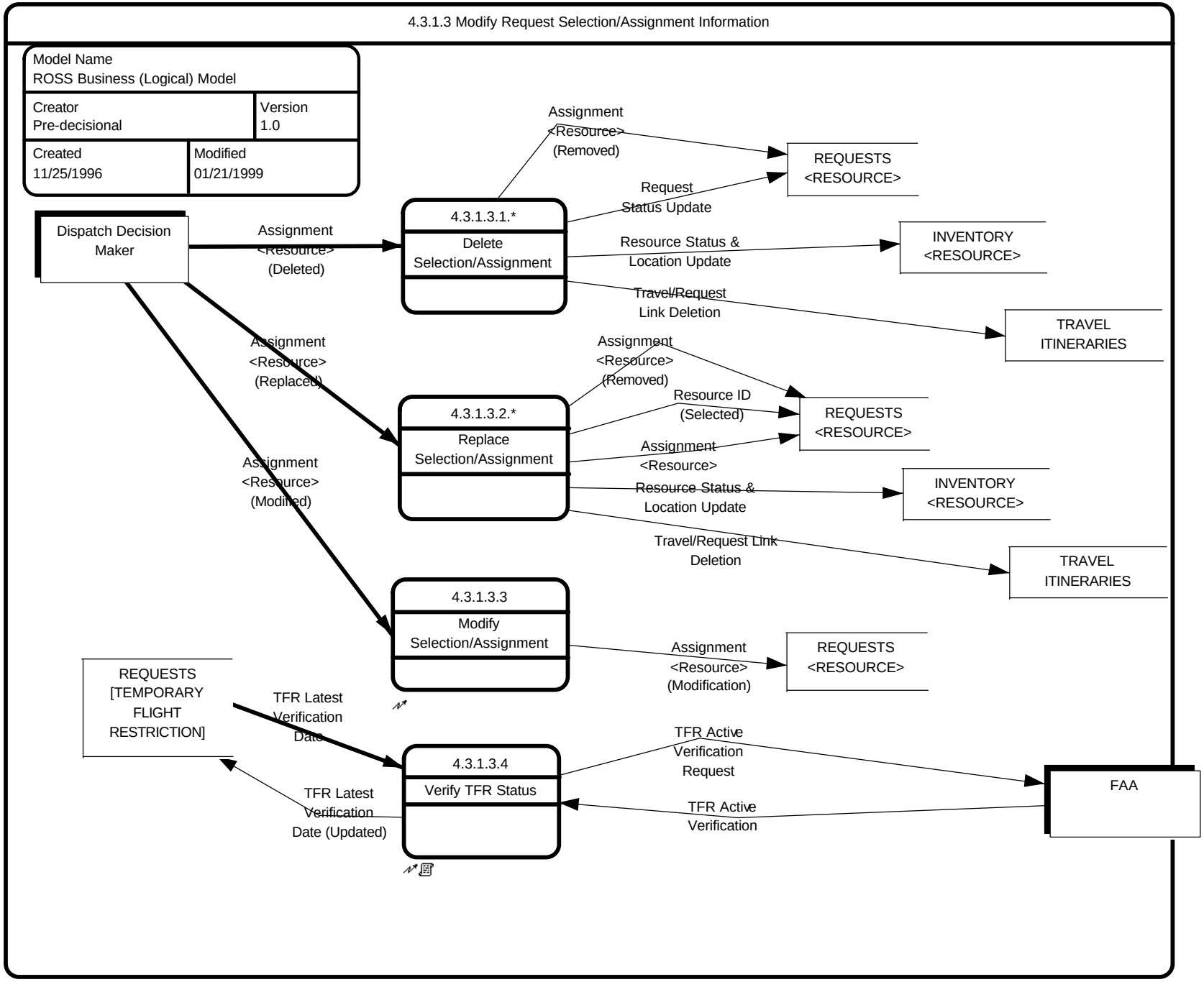
Process 4.3.1.1 Modify Initial Resource Request



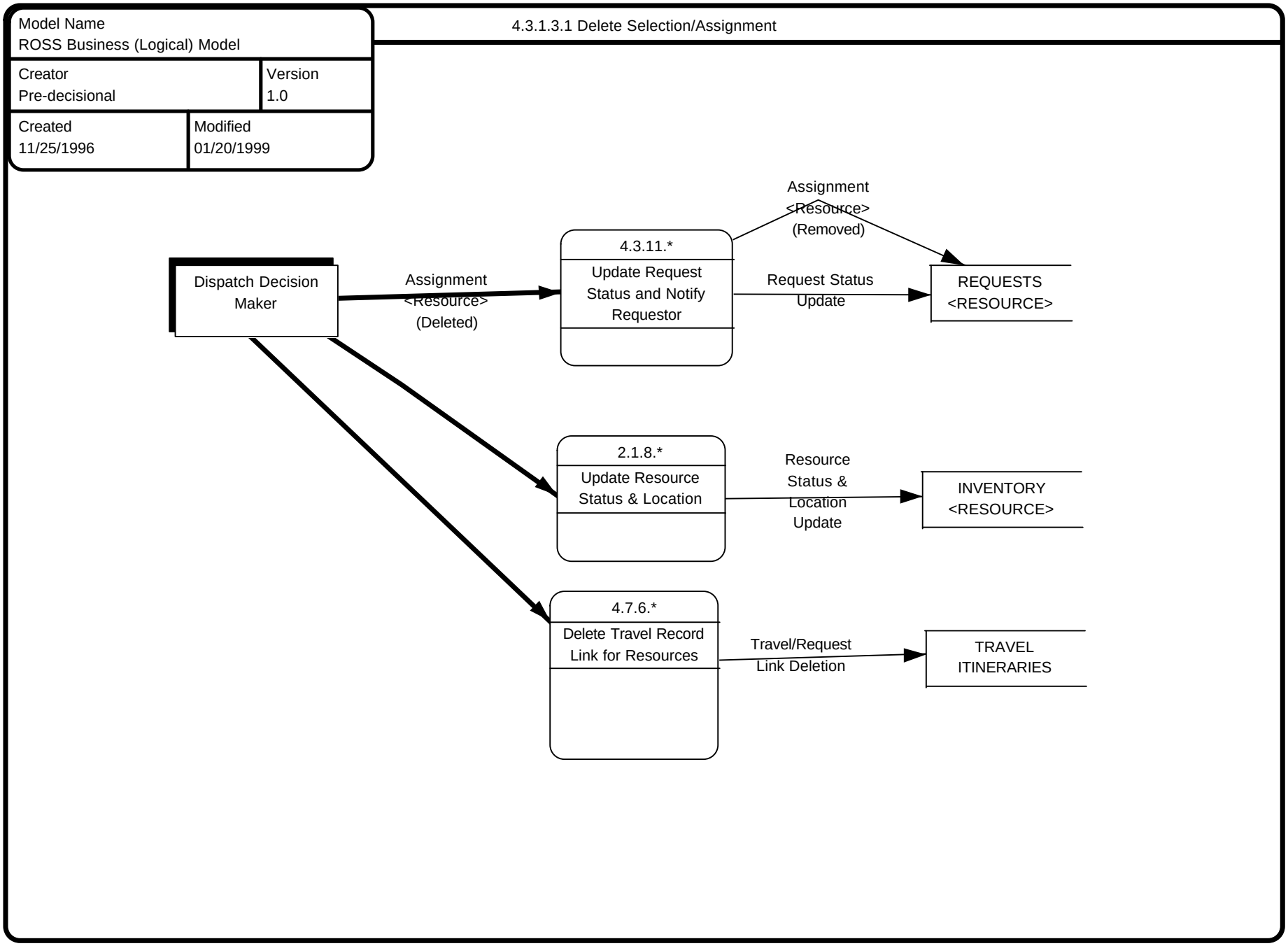
Process 4.3.1.2 Enter Request Action/Decision Documentation



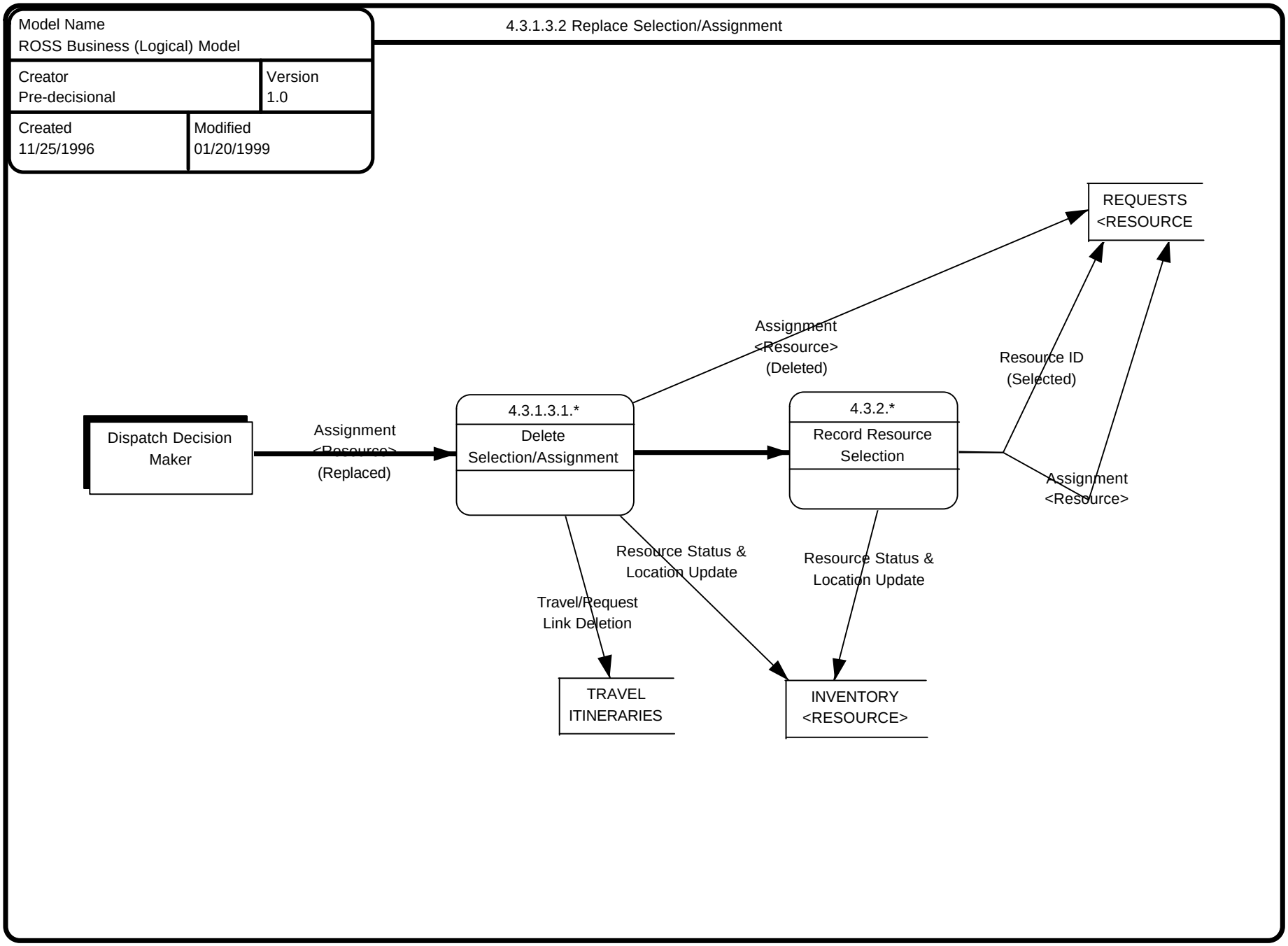
Process 4.3.1.3 Modify Request Selection/Assignment Information



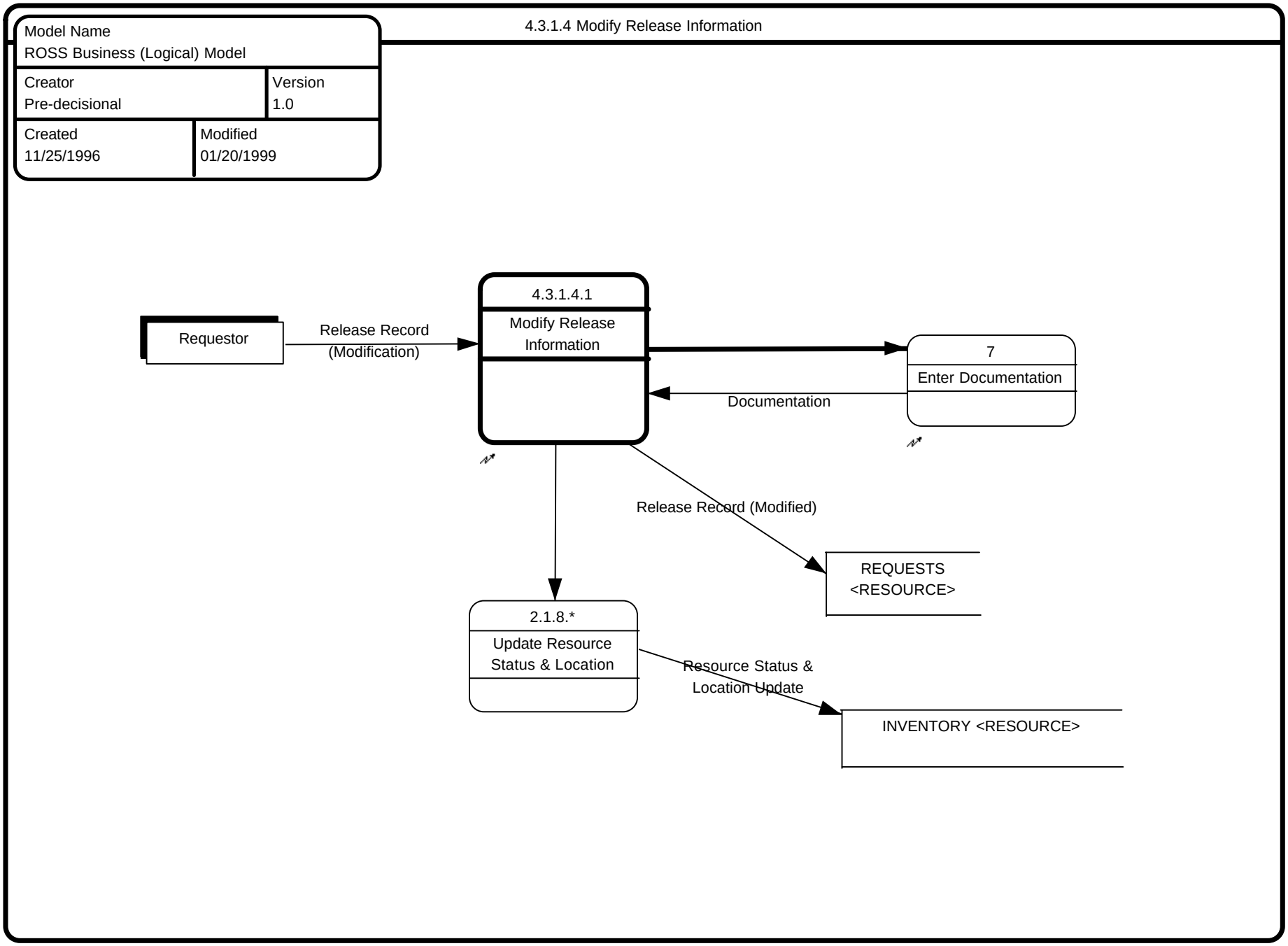
Process 4.3.1.3.1 Delete Selection/Assignment



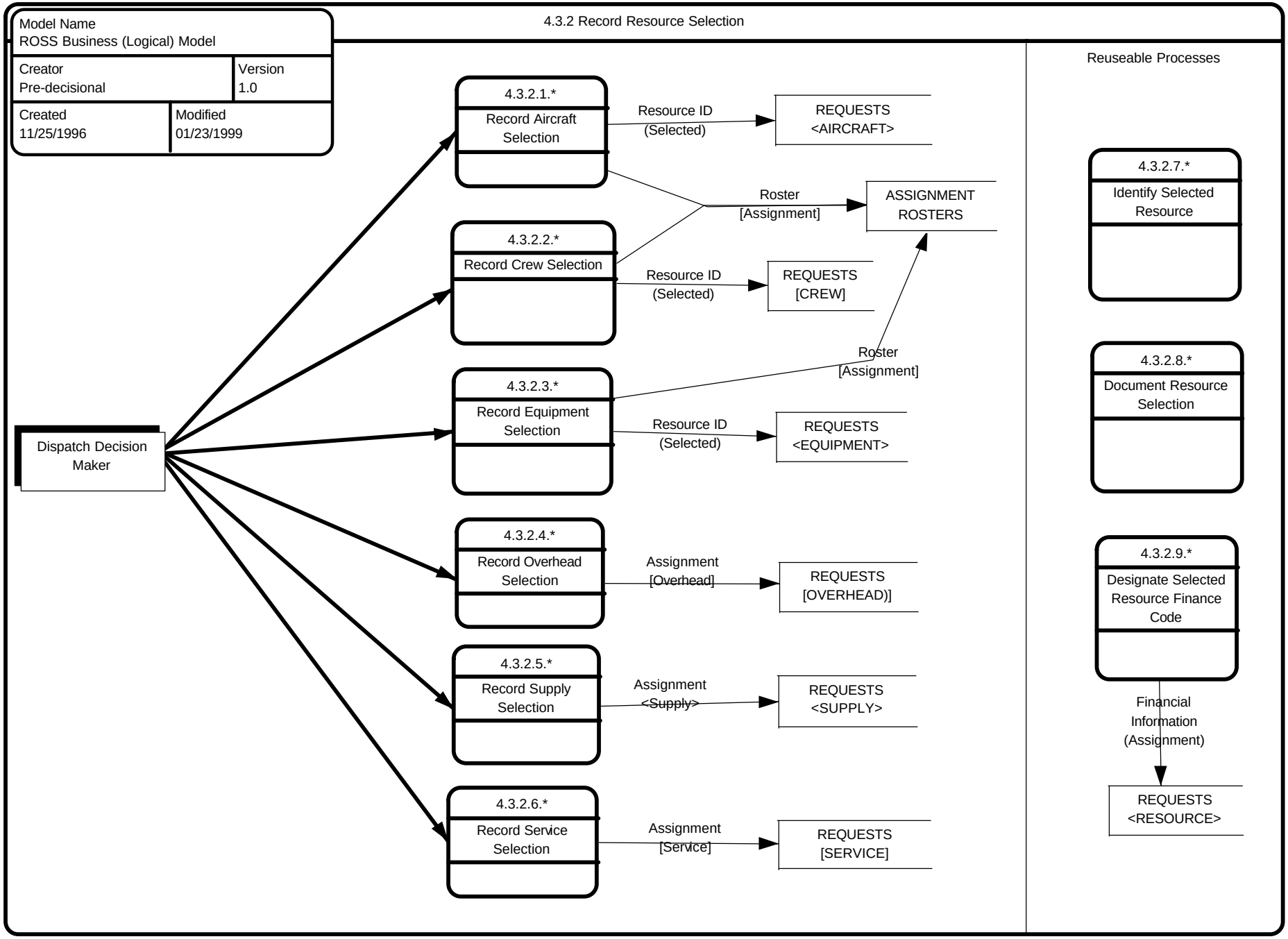
Process 4.3.1.3.2 Replace Selection/Assignment



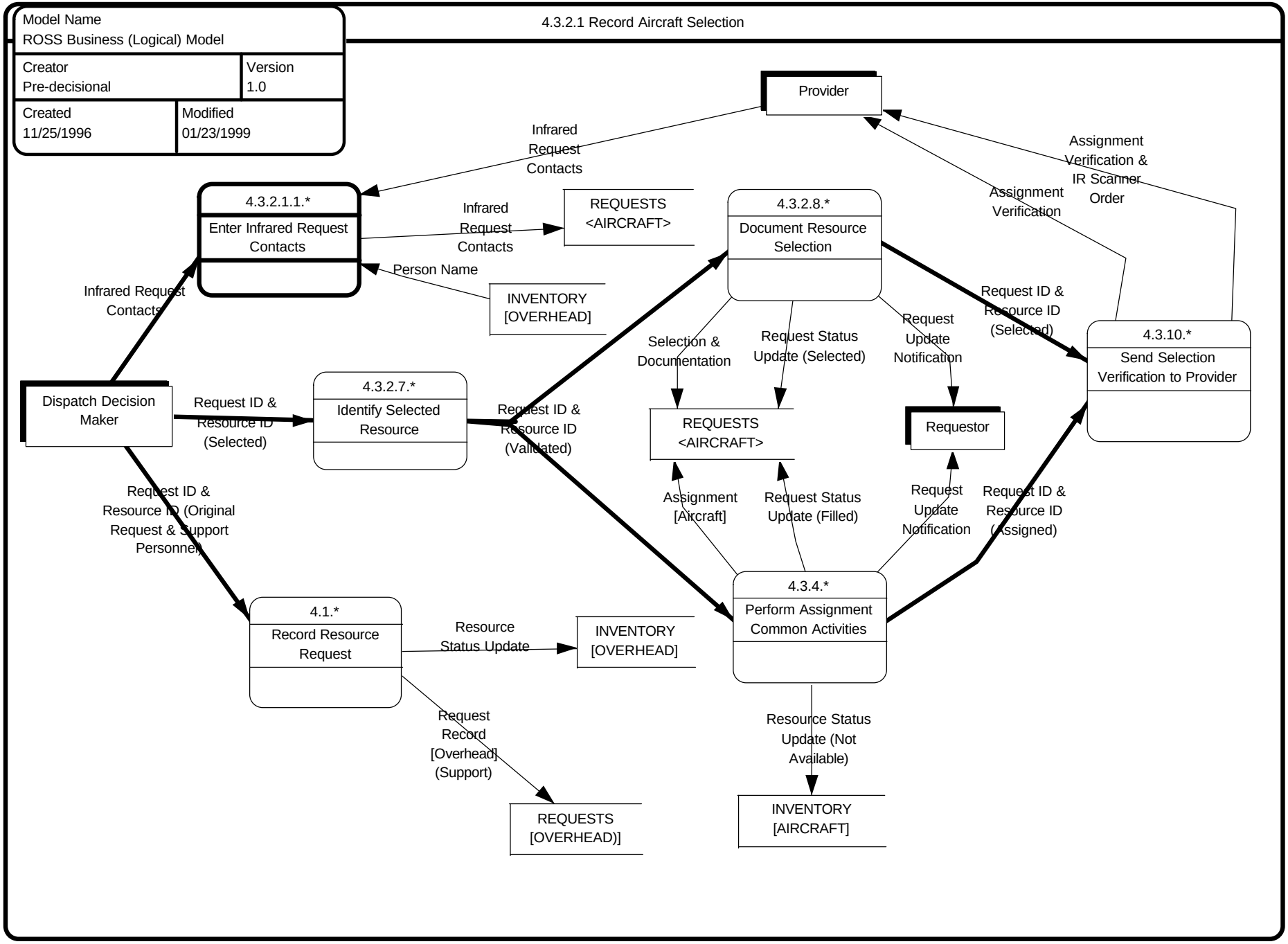
Process 4.3.1.4 Modify Release Information



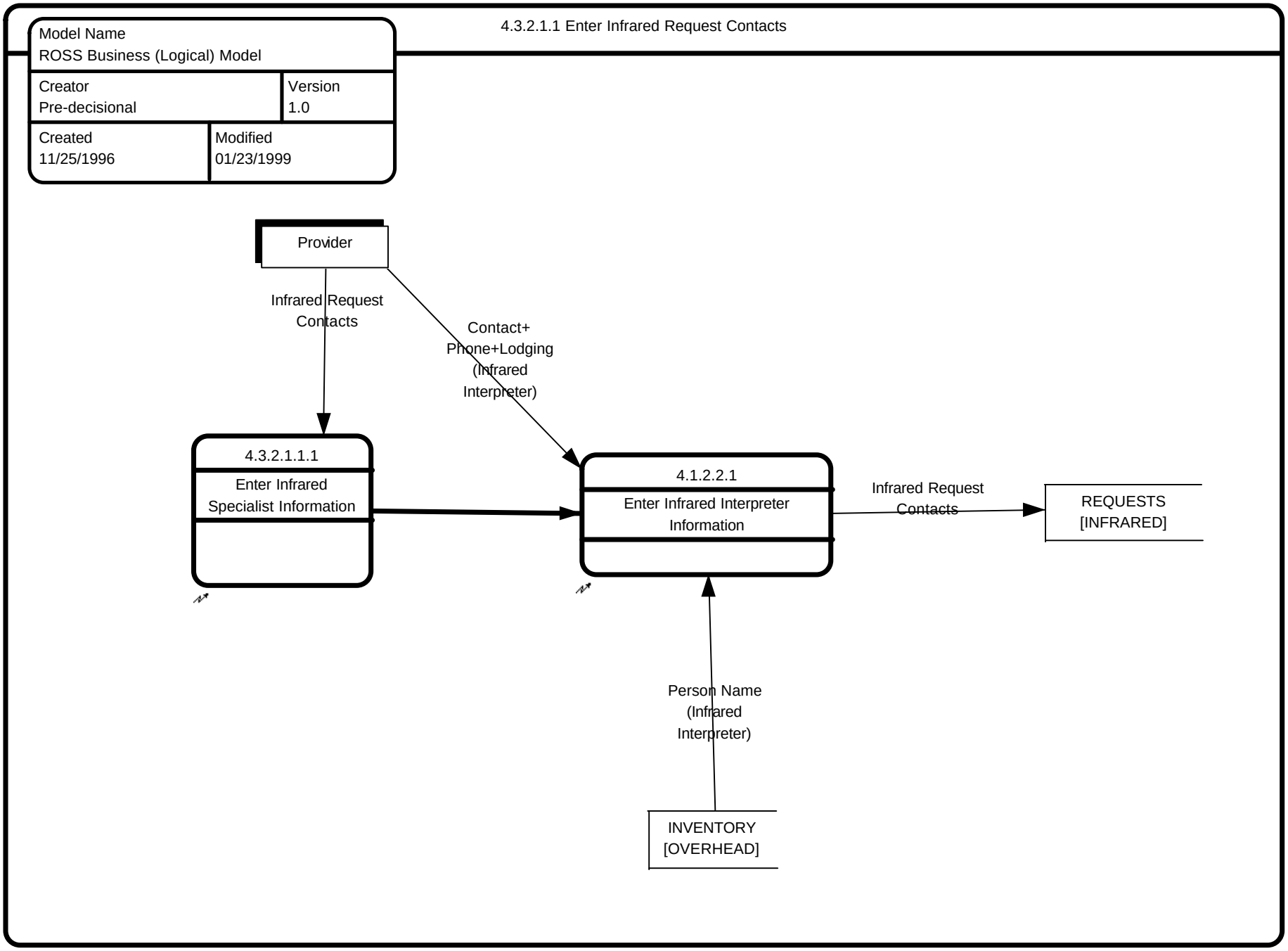
Process 4.3.2 Record Resource Selection



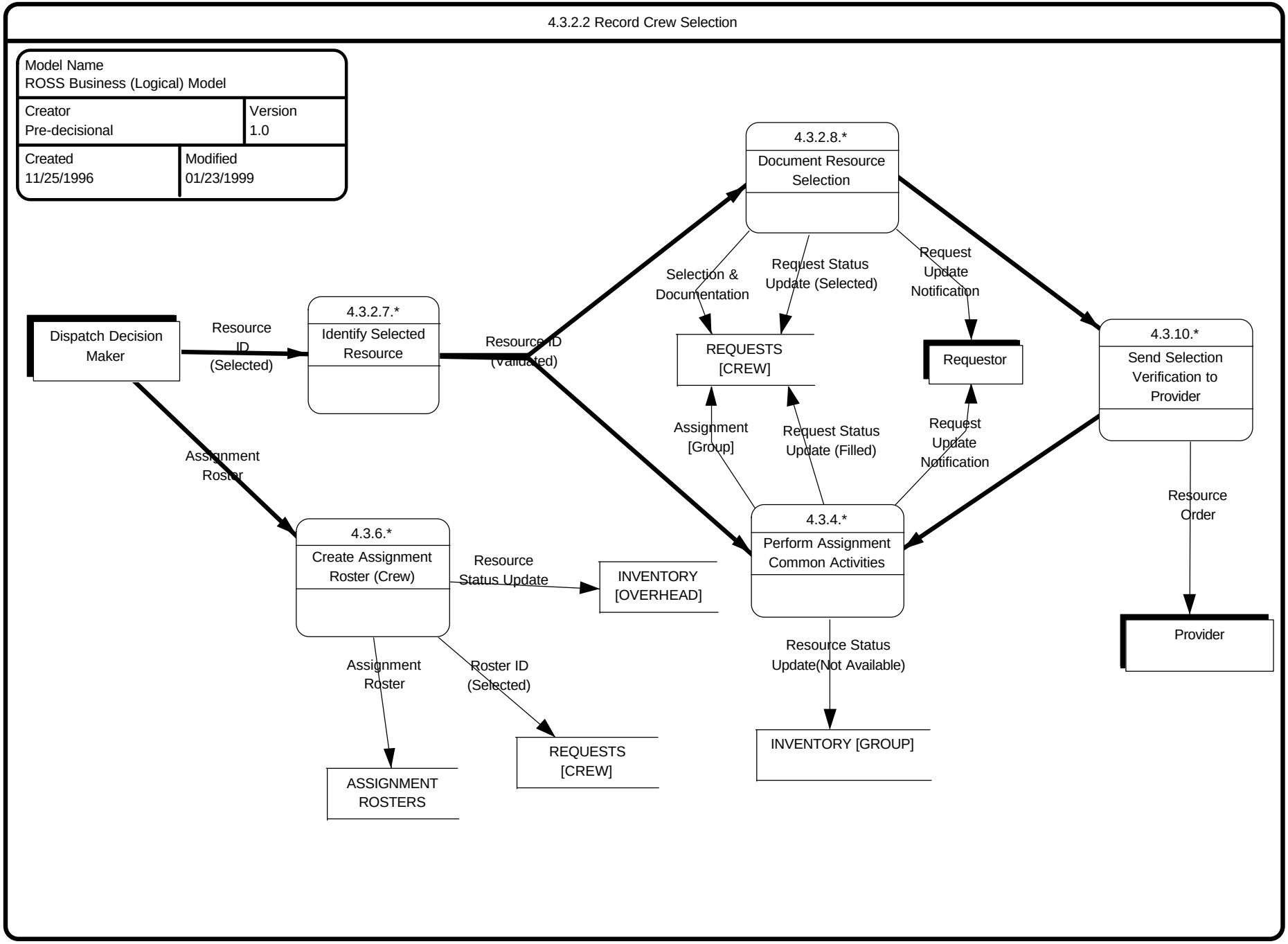
Process 4.3.2.1 Record Aircraft Selection



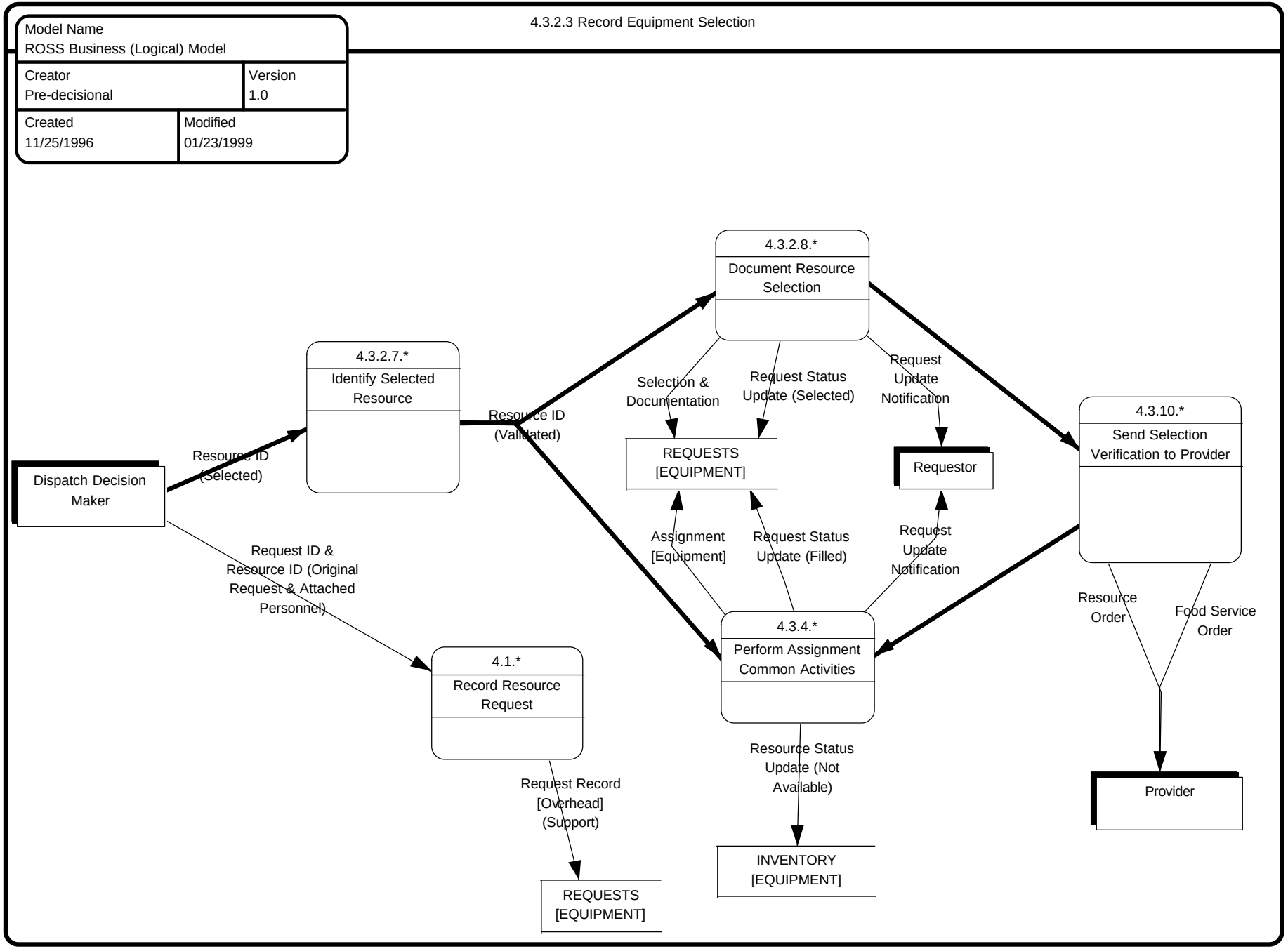
Process 4.3.2.1.1 Enter Infrared Request Contacts



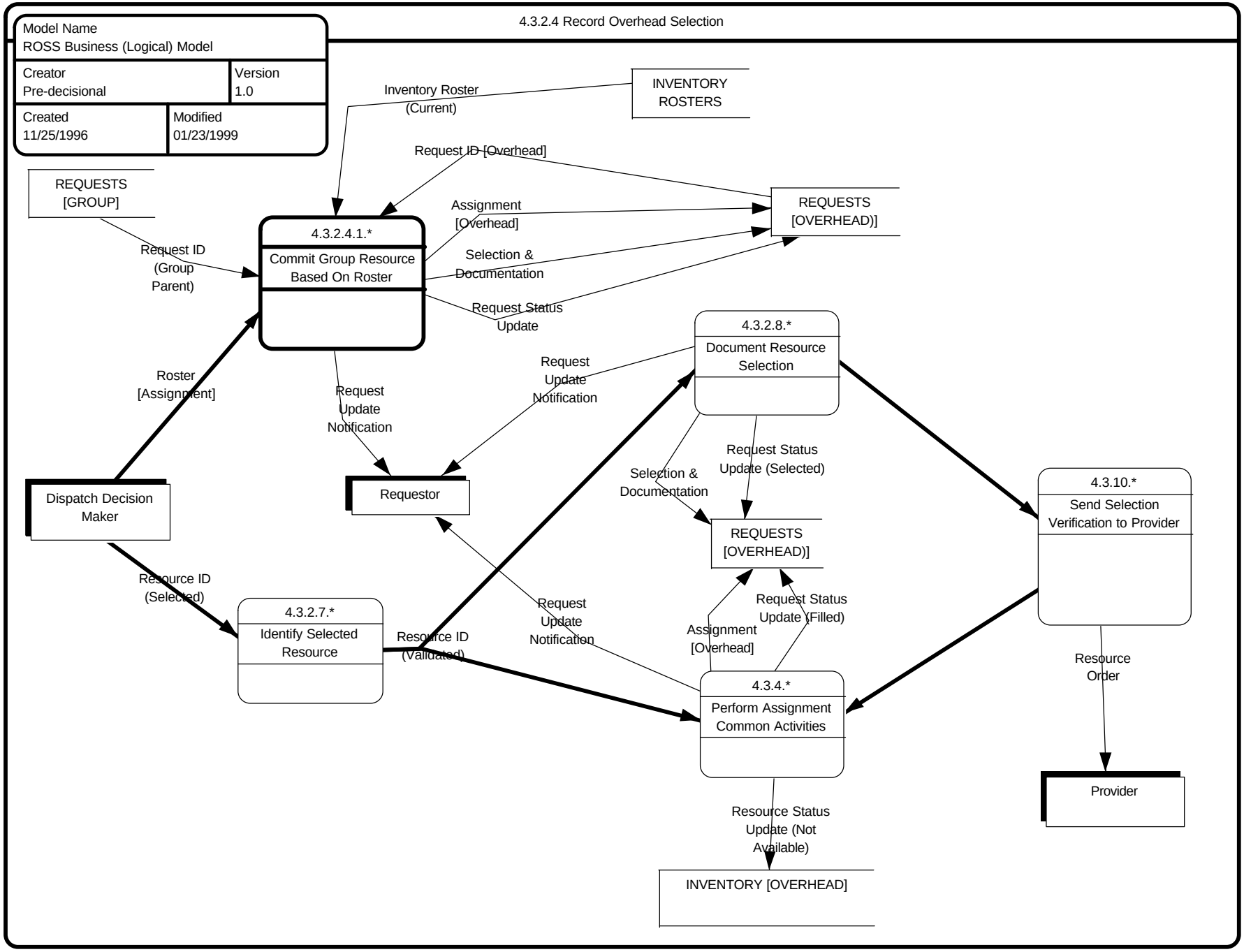
Process 4.3.2.2 Record Crew Selection



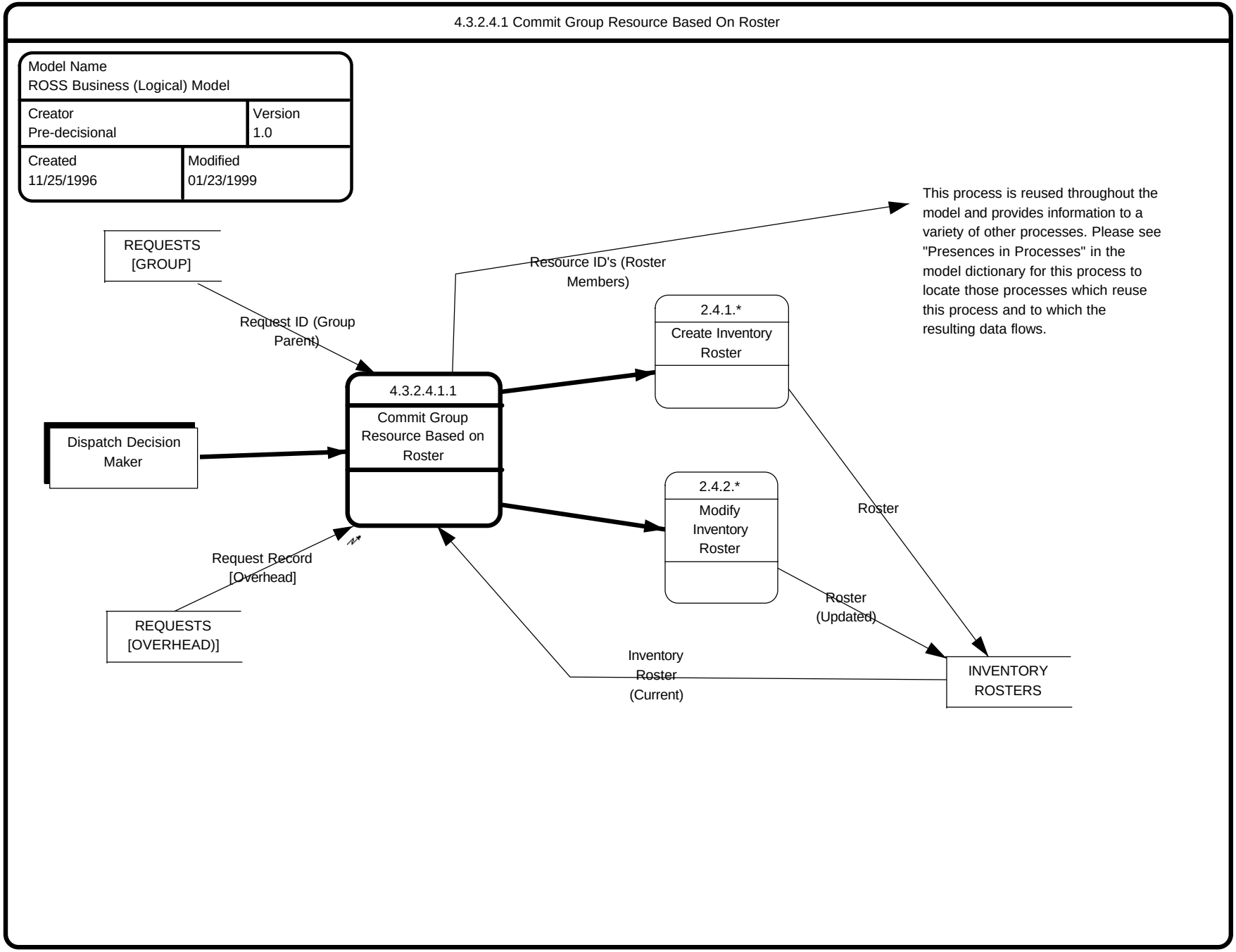
Process 4.3.2.3 Record Equipment Selection



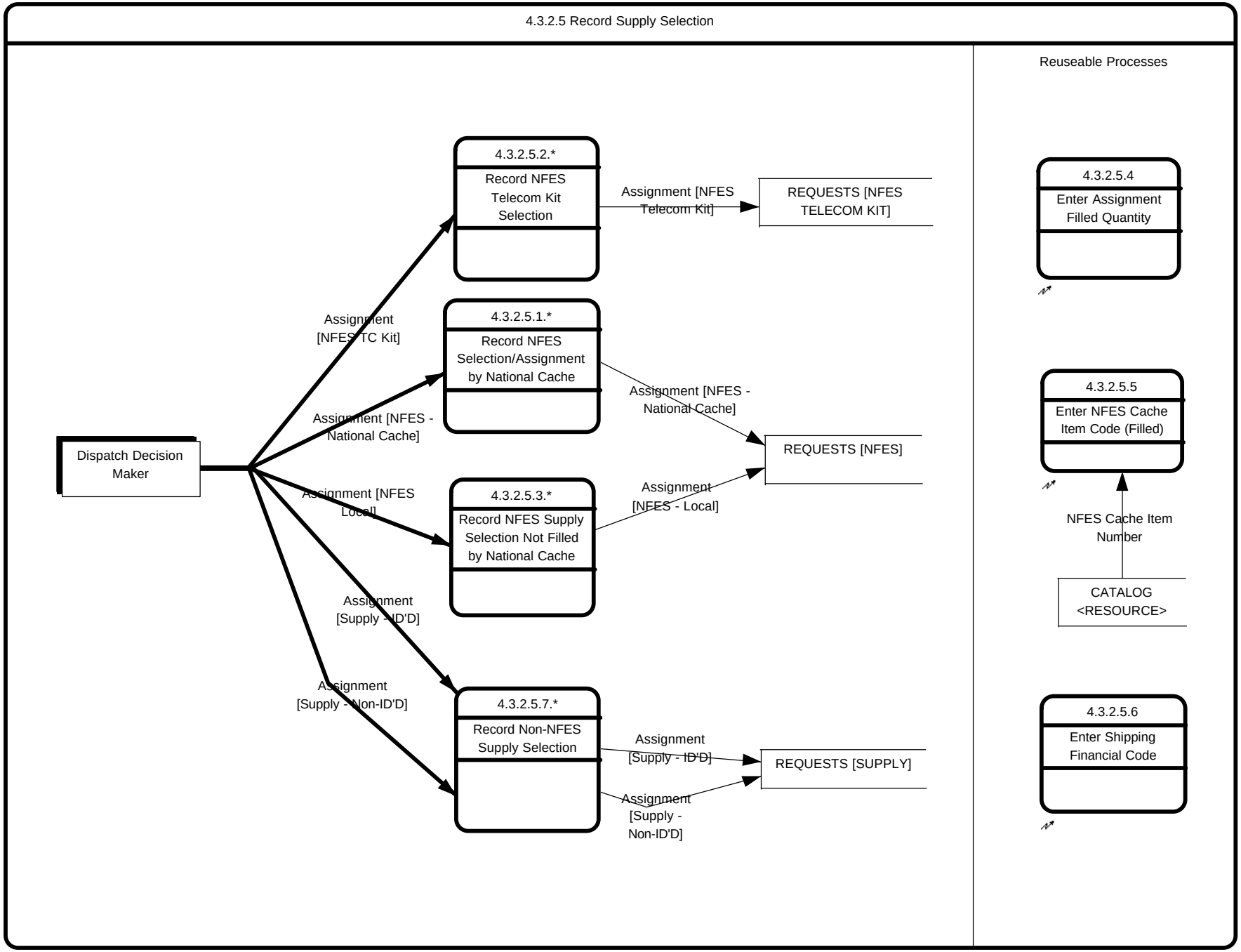
Process 4.3.2.4 Record Overhead Selection



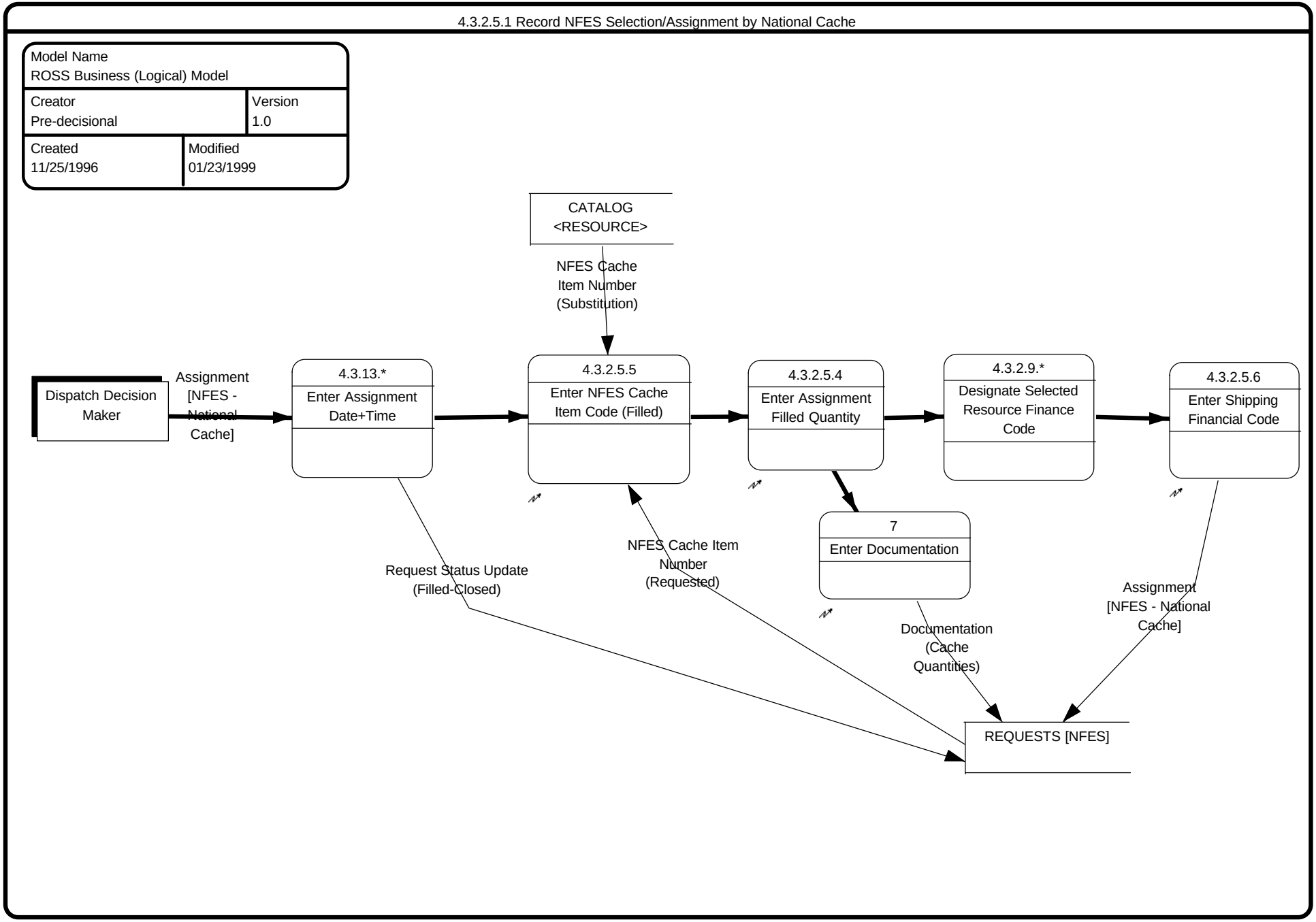
Process 4.3.2.4.1 Commit Group Resource Based On Roster



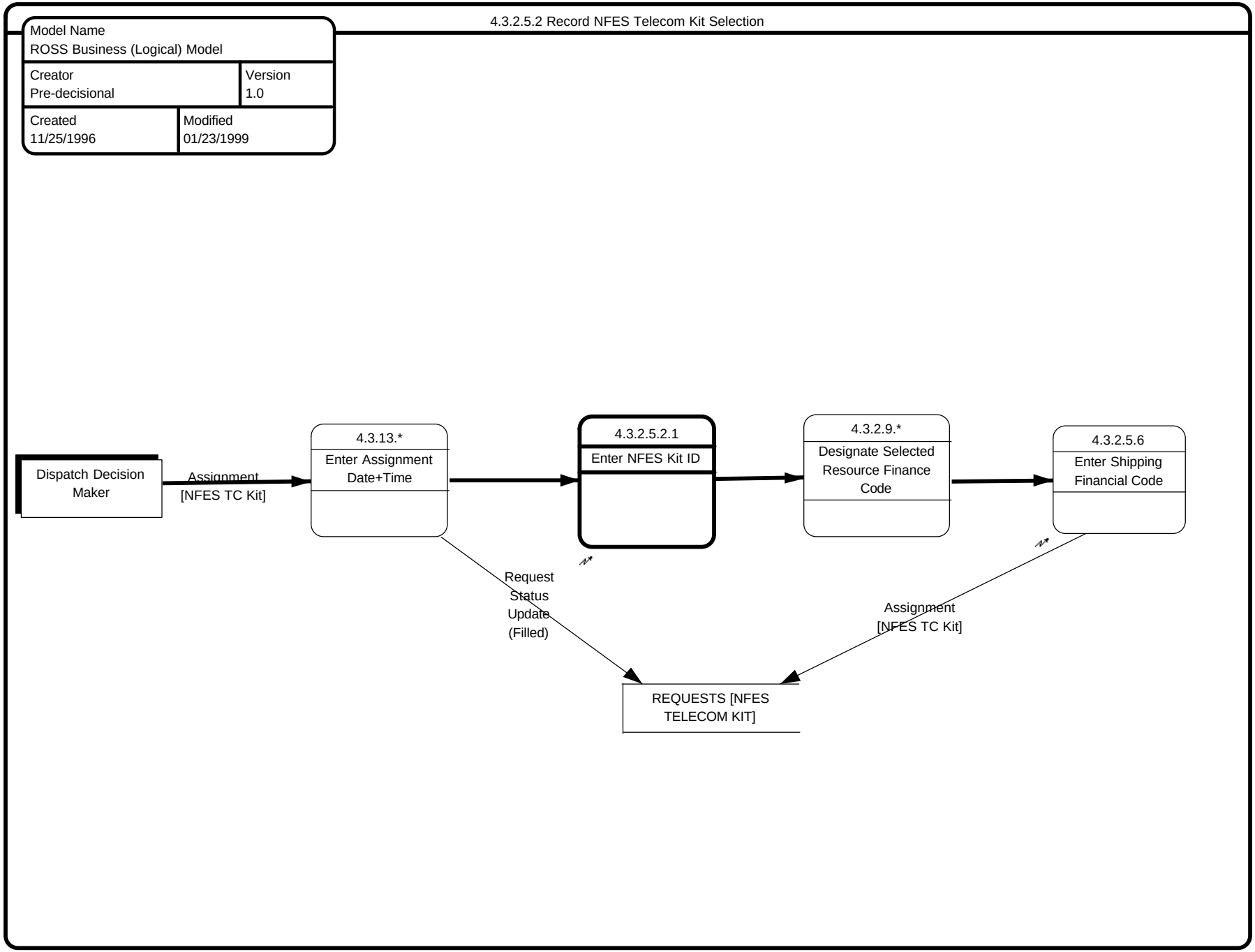
Process 4.3.2.5 Record Supply Selection



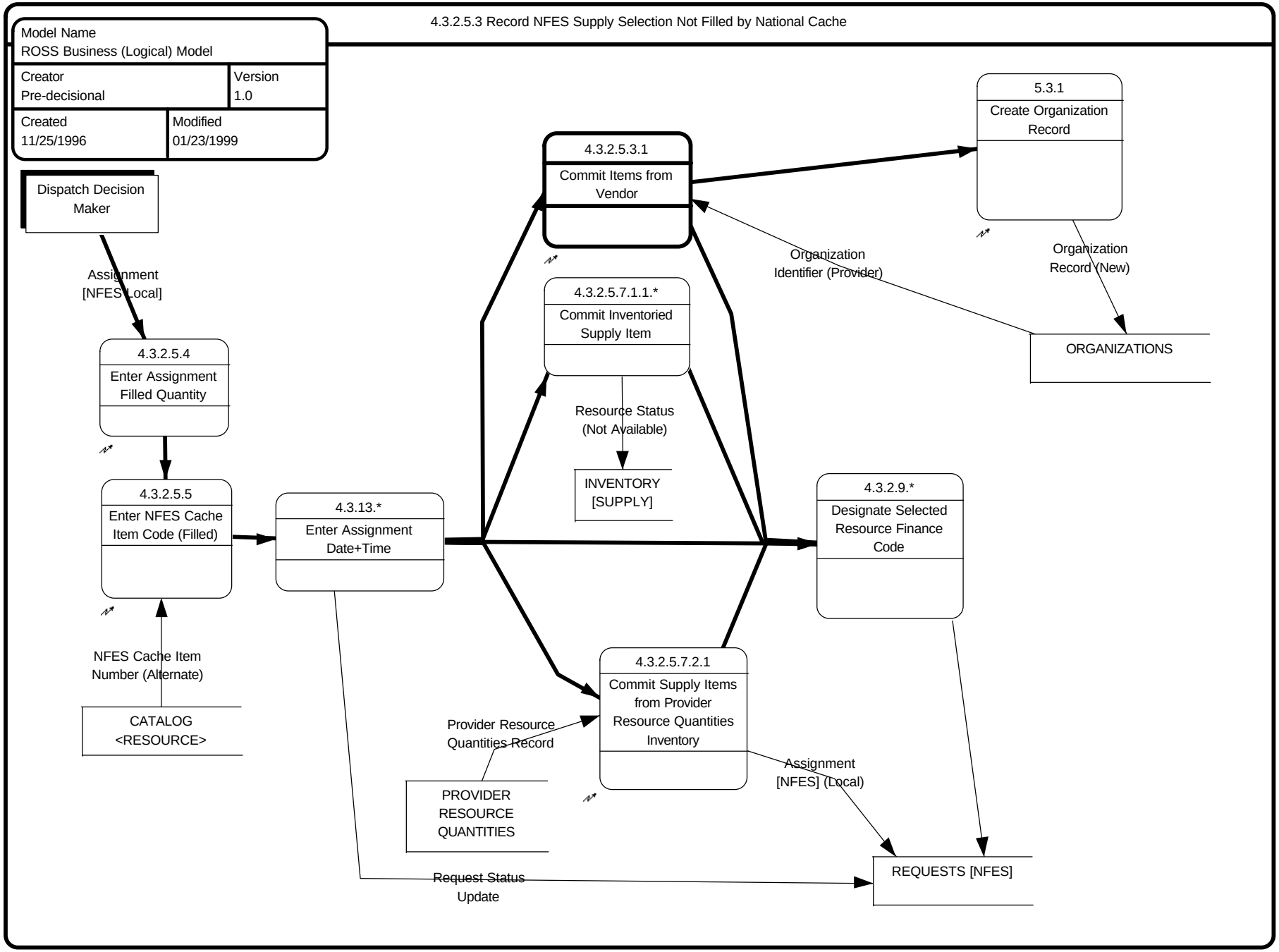
Process 4.3.2.5.1 Record NFES Selection/Assignment by National Cache



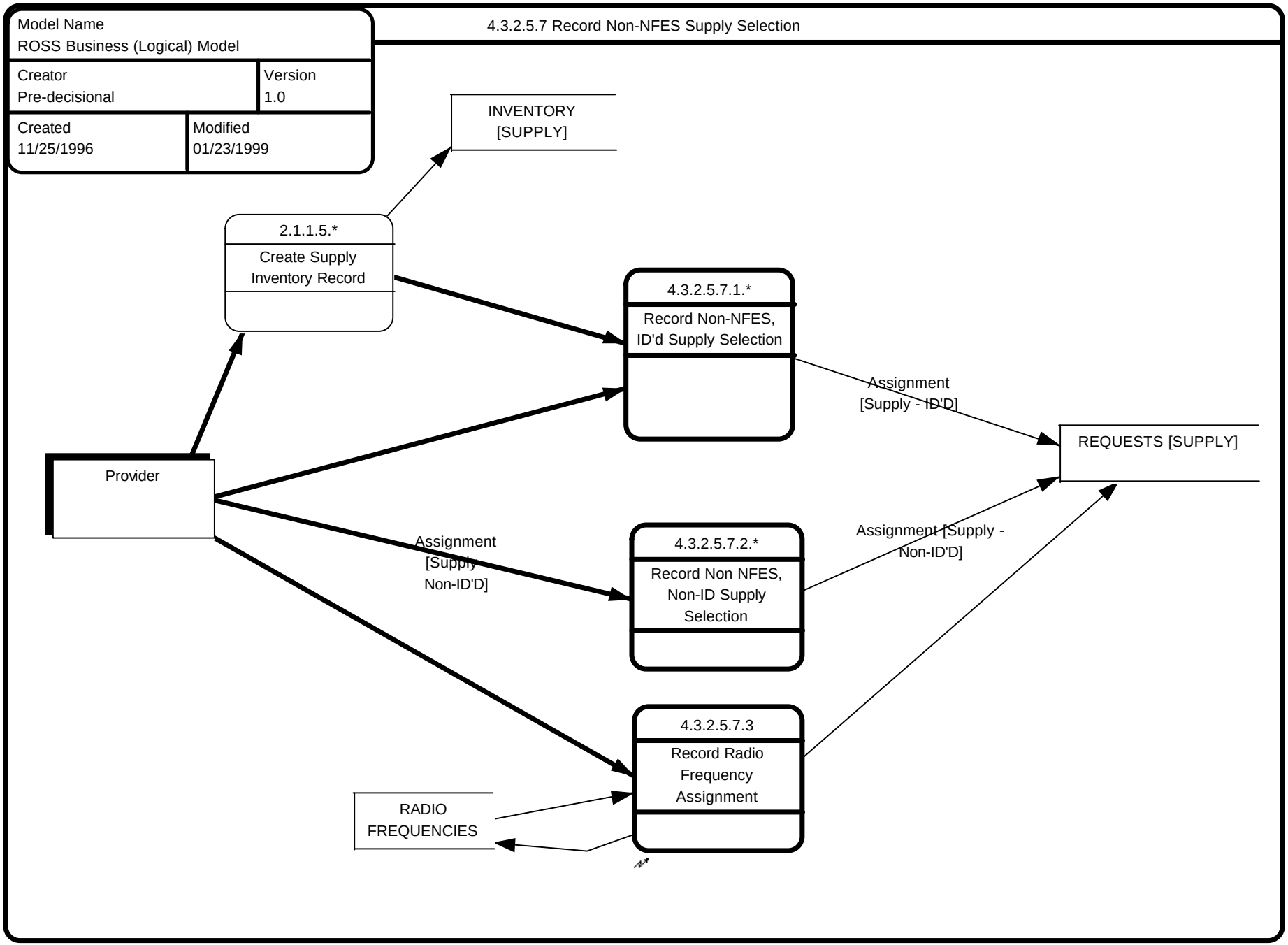
Process 4.3.2.5.2 Record NFES Telecom Kit Selection



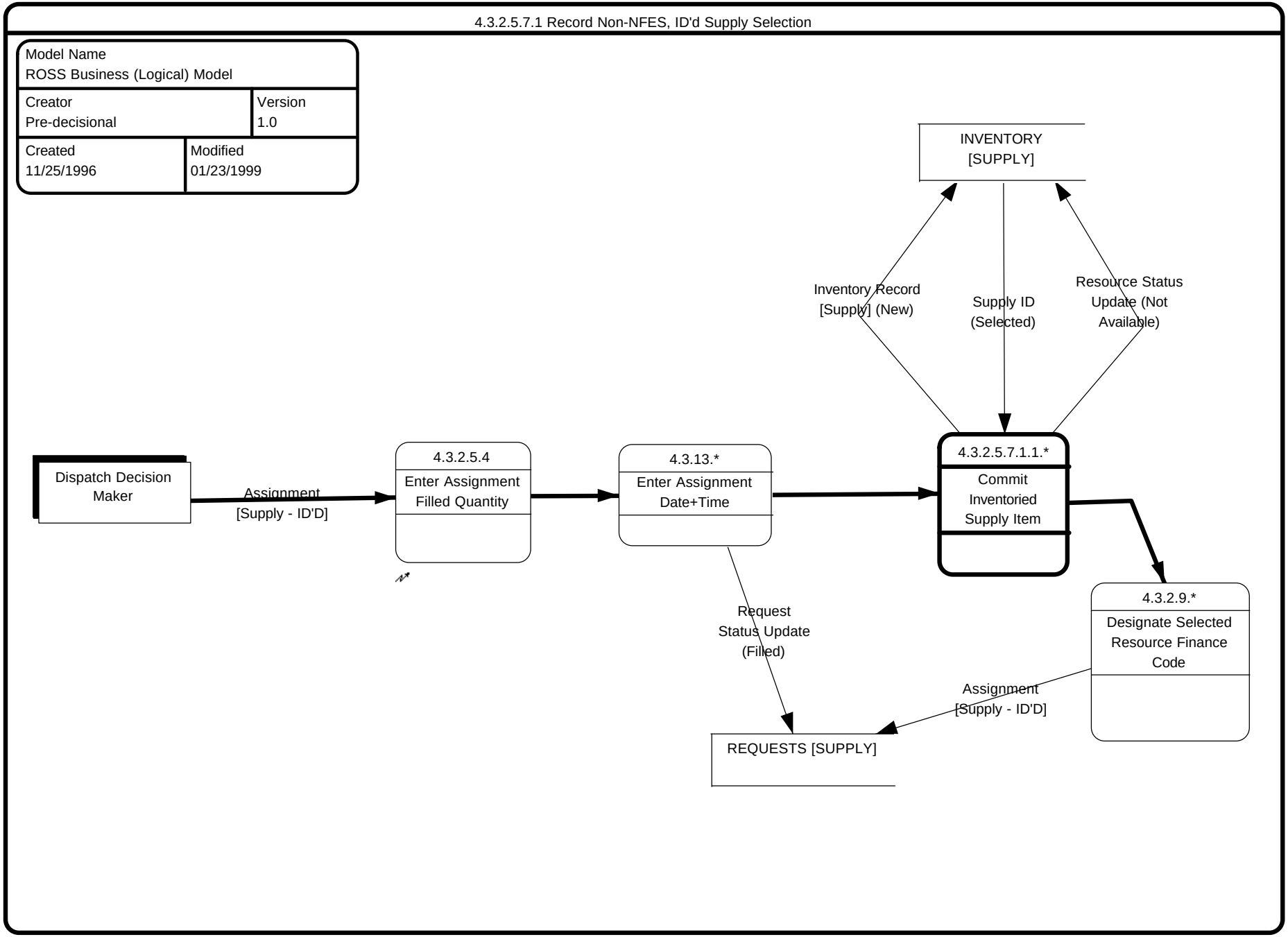
Process 4.3.2.5.3 Record NFES Supply Selection Not Filled by National Cache



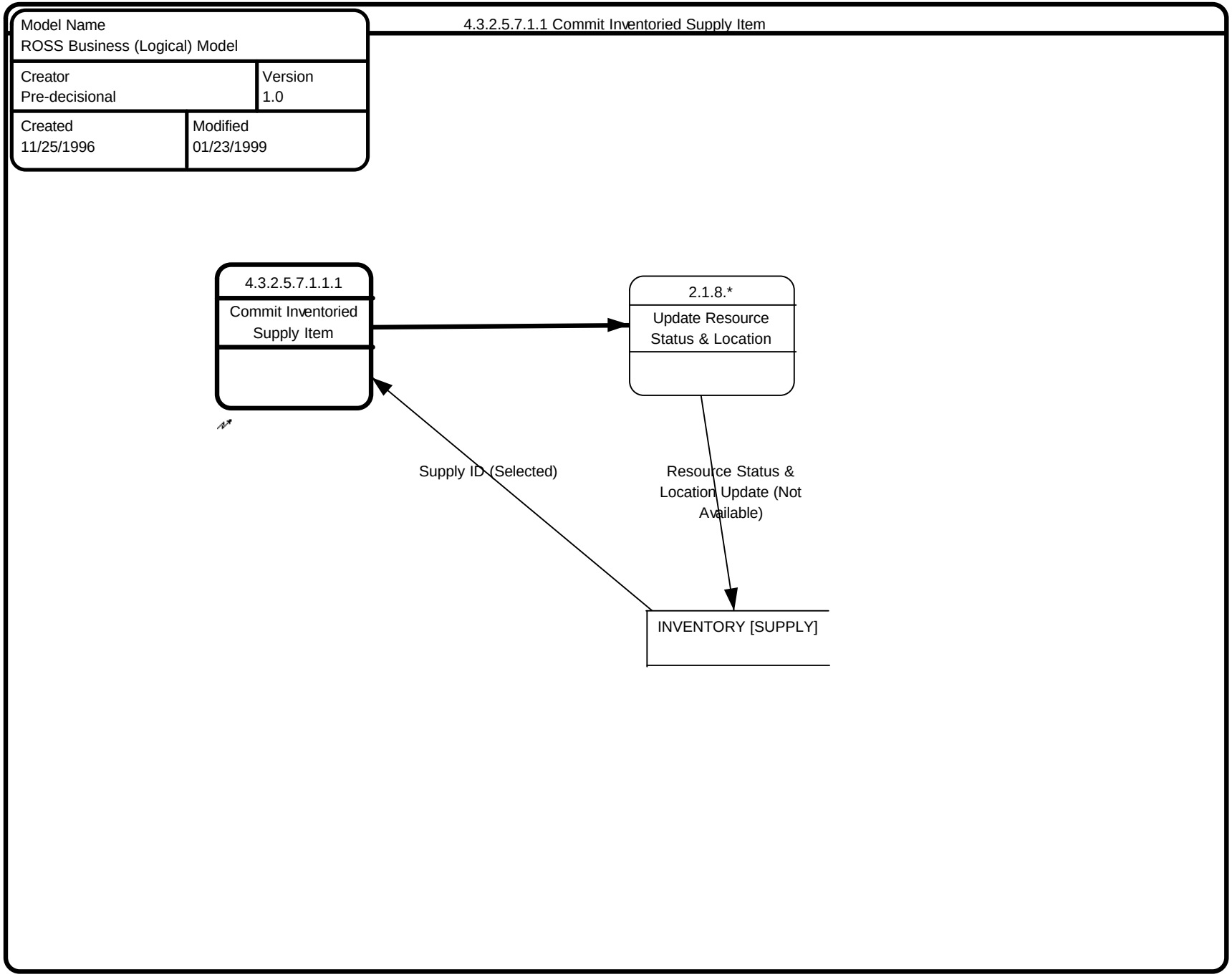
Process 4.3.2.5.7 Record Non-NFES Supply Selection



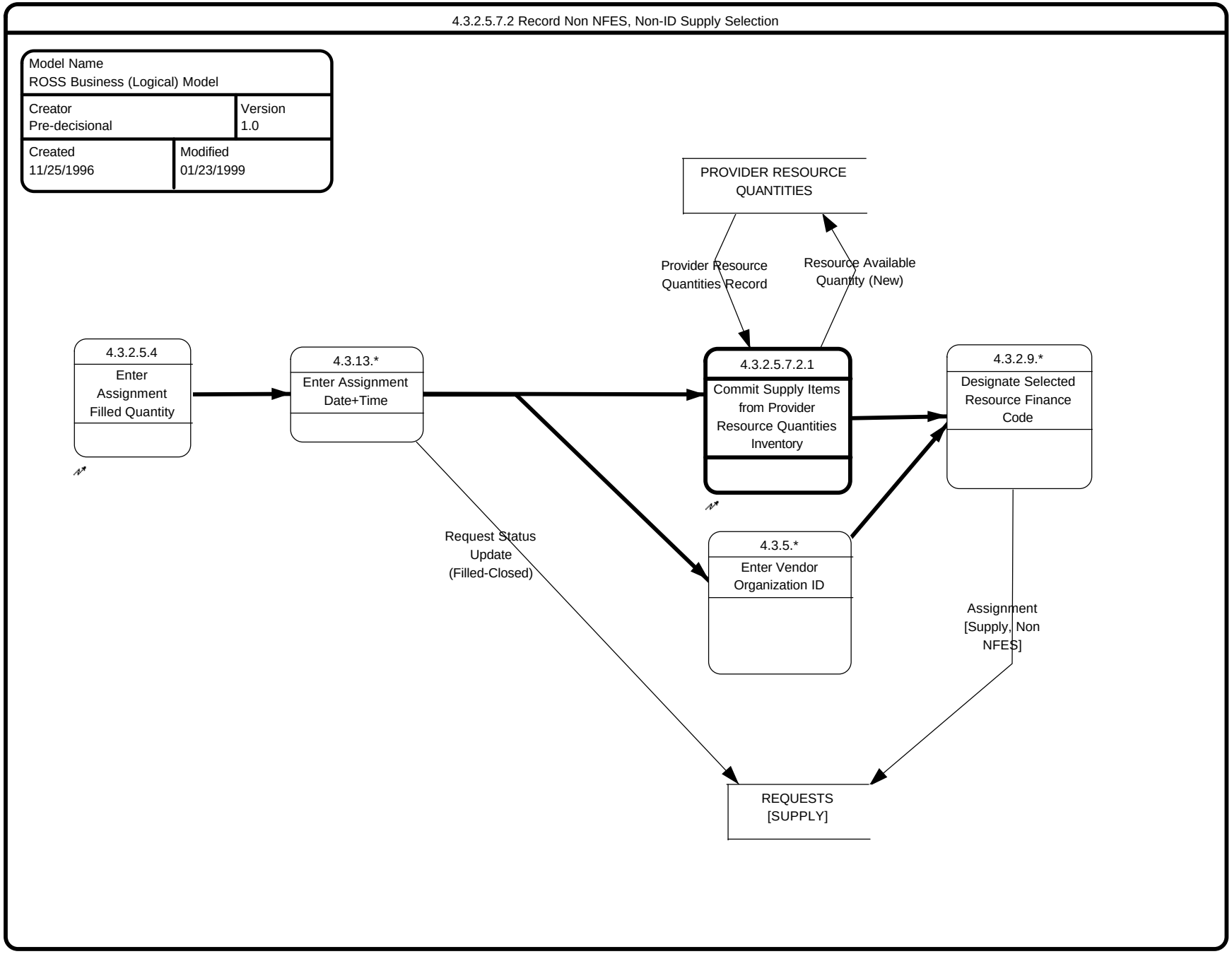
Process 4.3.2.5.7.1 Record Non-NFES, ID'd Supply Selection



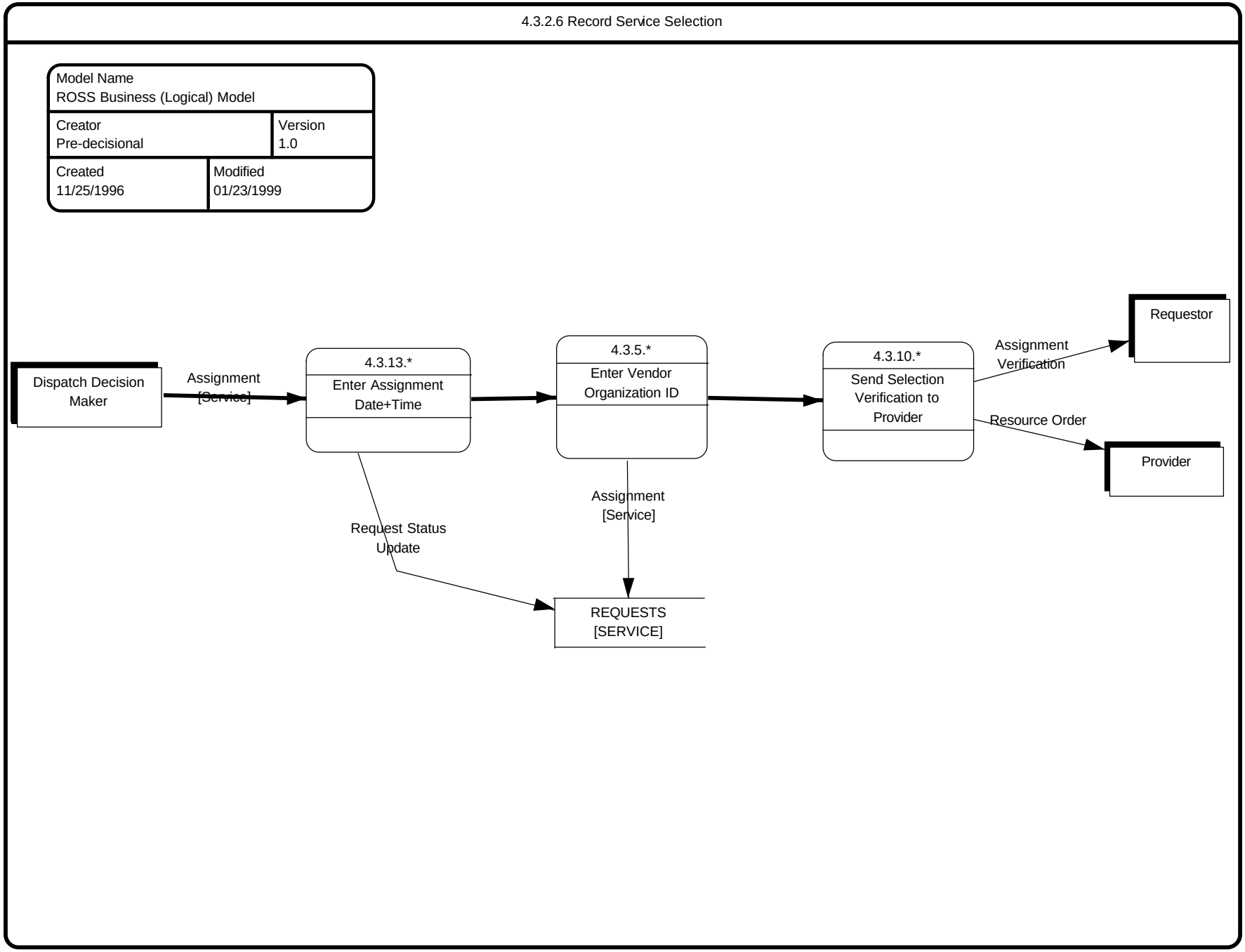
Process 4.3.2.5.7.1.1 Commit Inventoried Supply Item



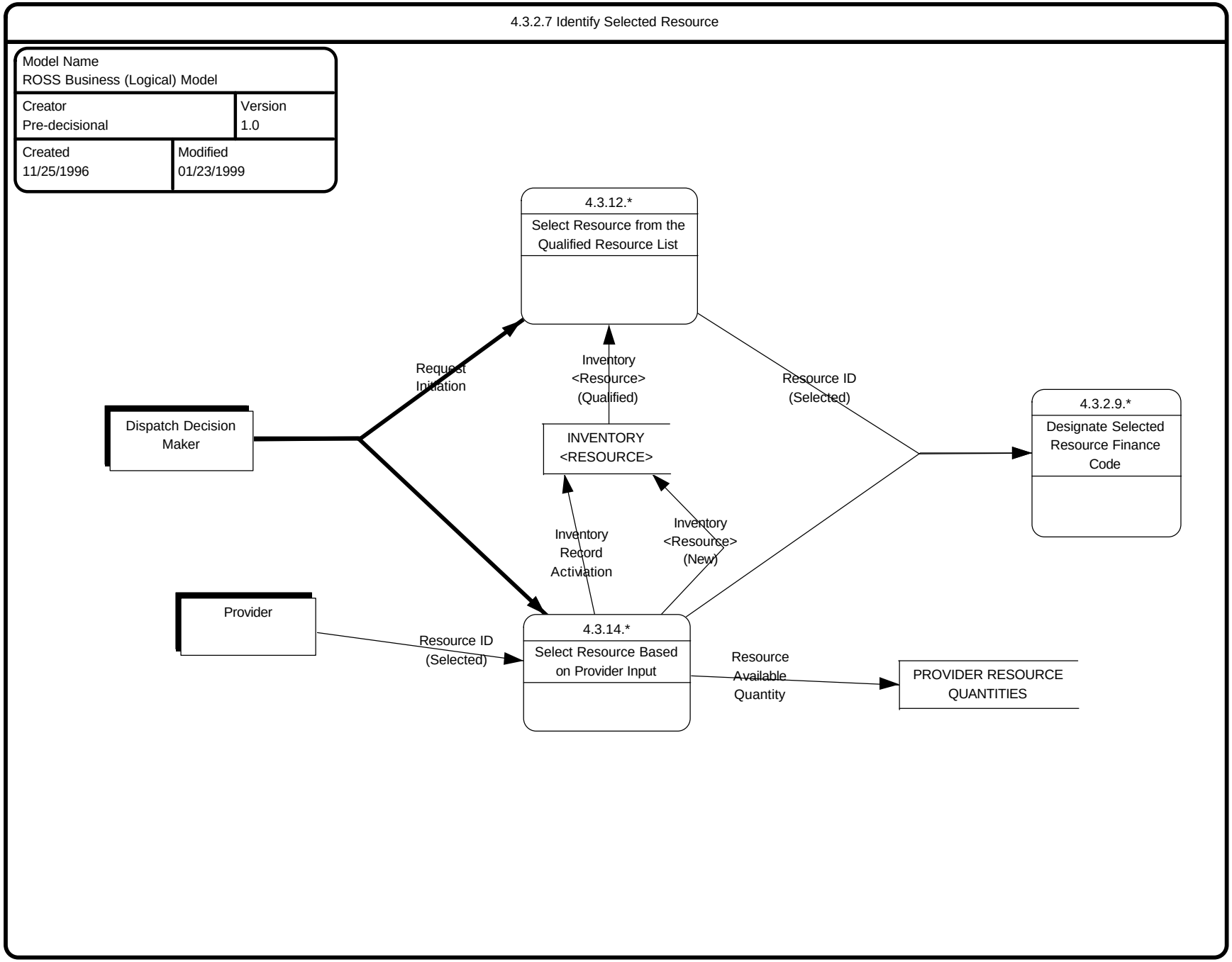
Process 4.3.2.5.7.2 Record Non NFES, Non-ID Supply Selection



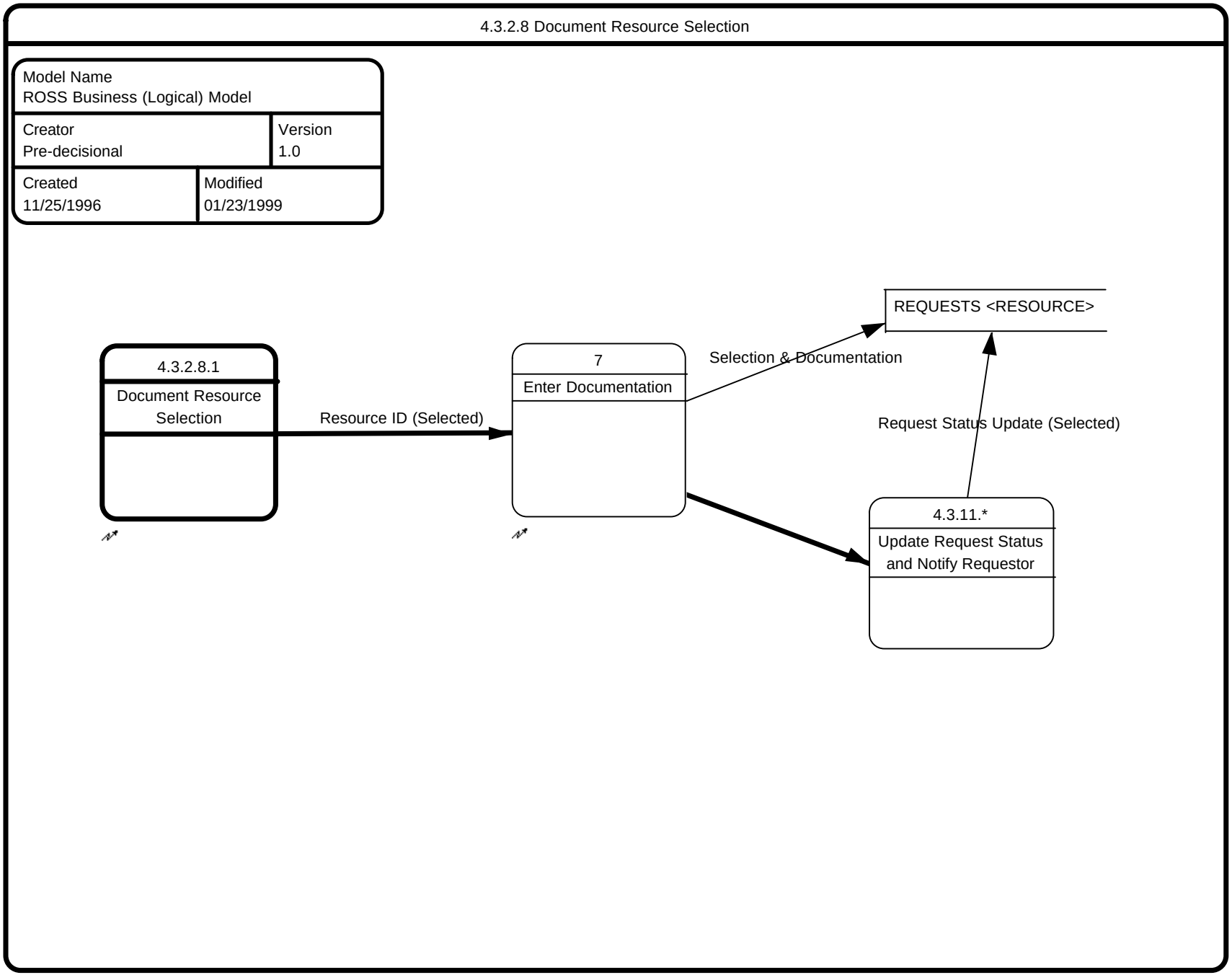
Process 4.3.2.6 Record Service Selection



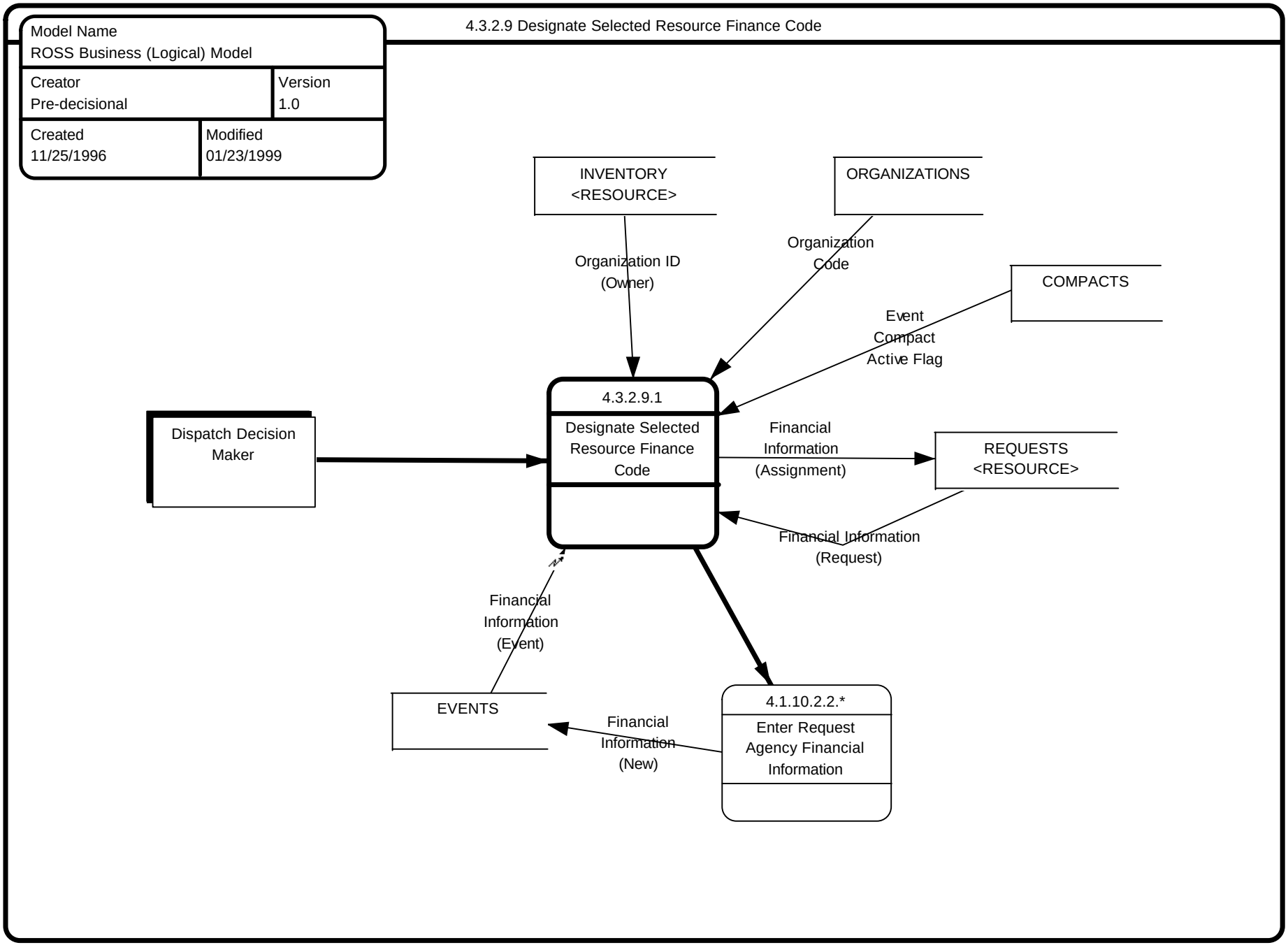
Process 4.3.2.7 Identify Selected Resource



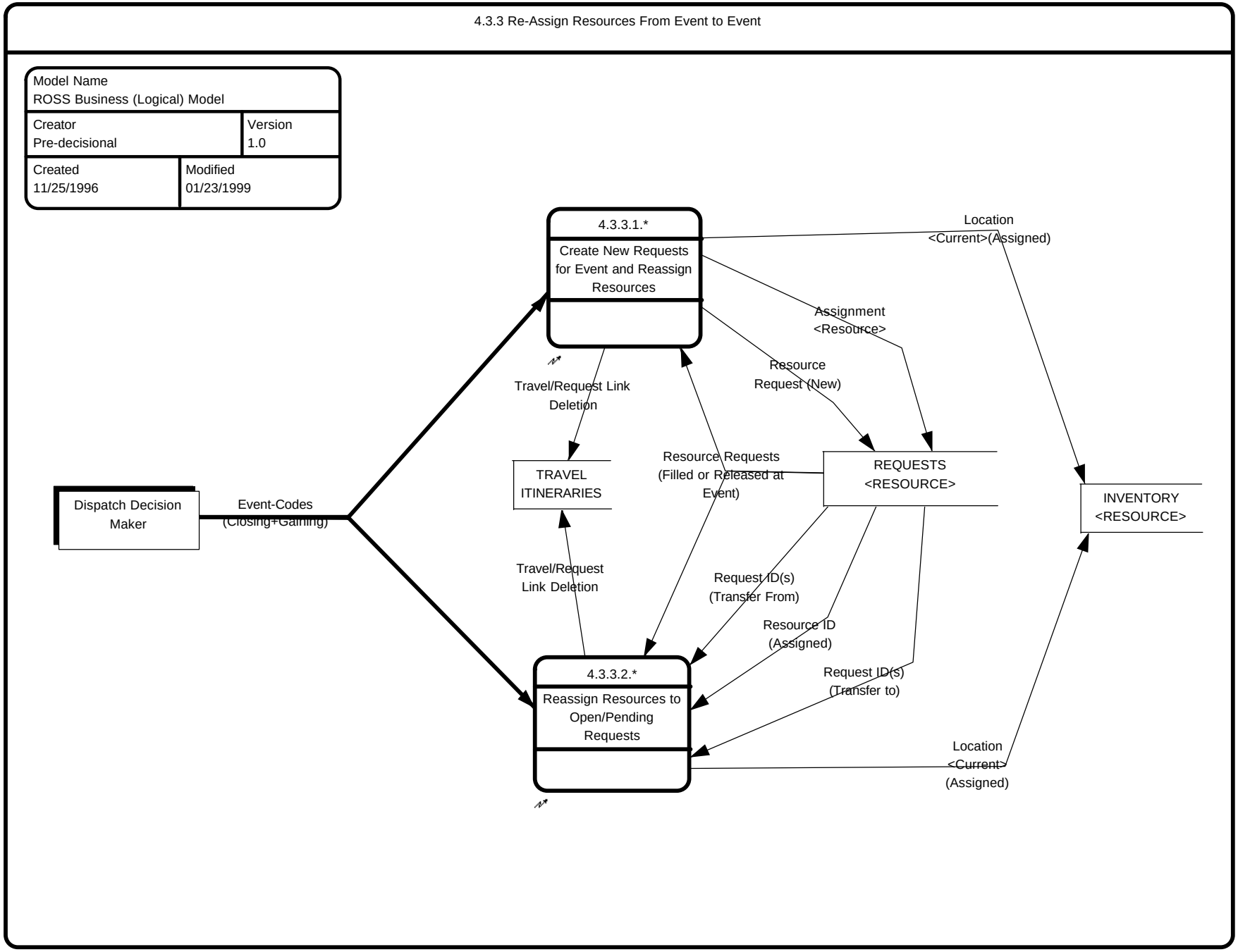
Process 4.3.2.8 Document Resource Selection



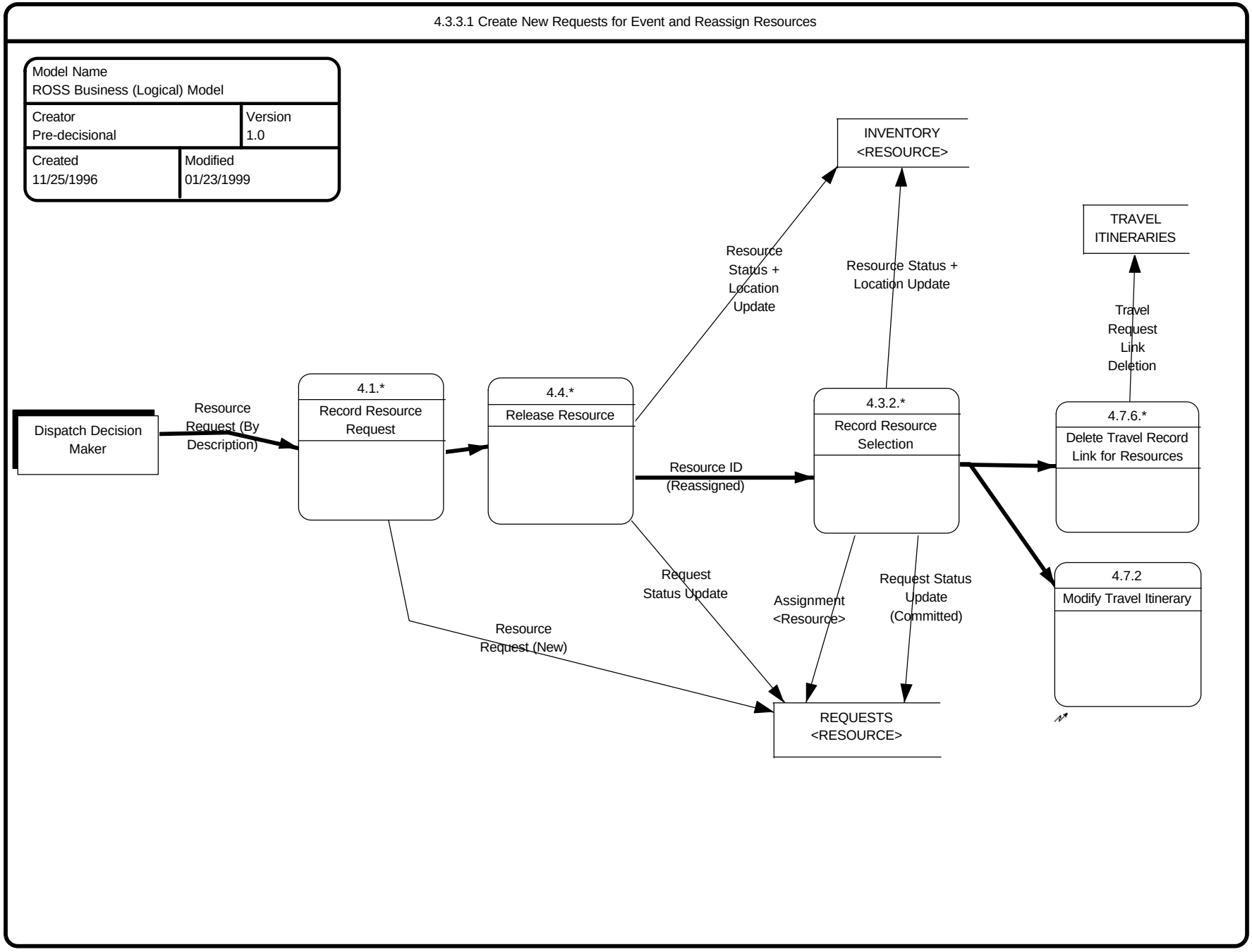
Process 4.3.2.9 Designate Selected Resource Finance Code



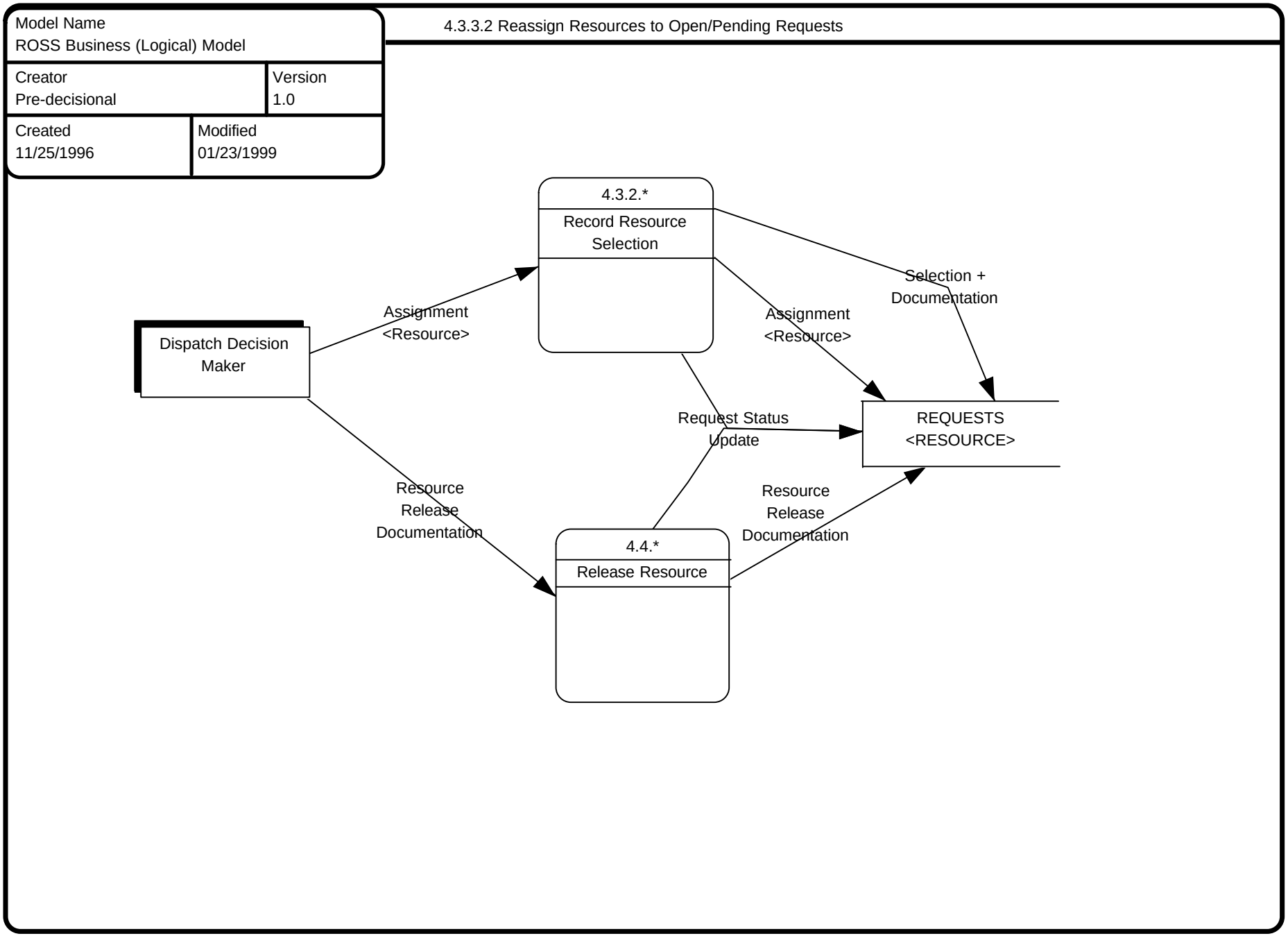
Process 4.3.3 Re-Assign Resources From Event to Event



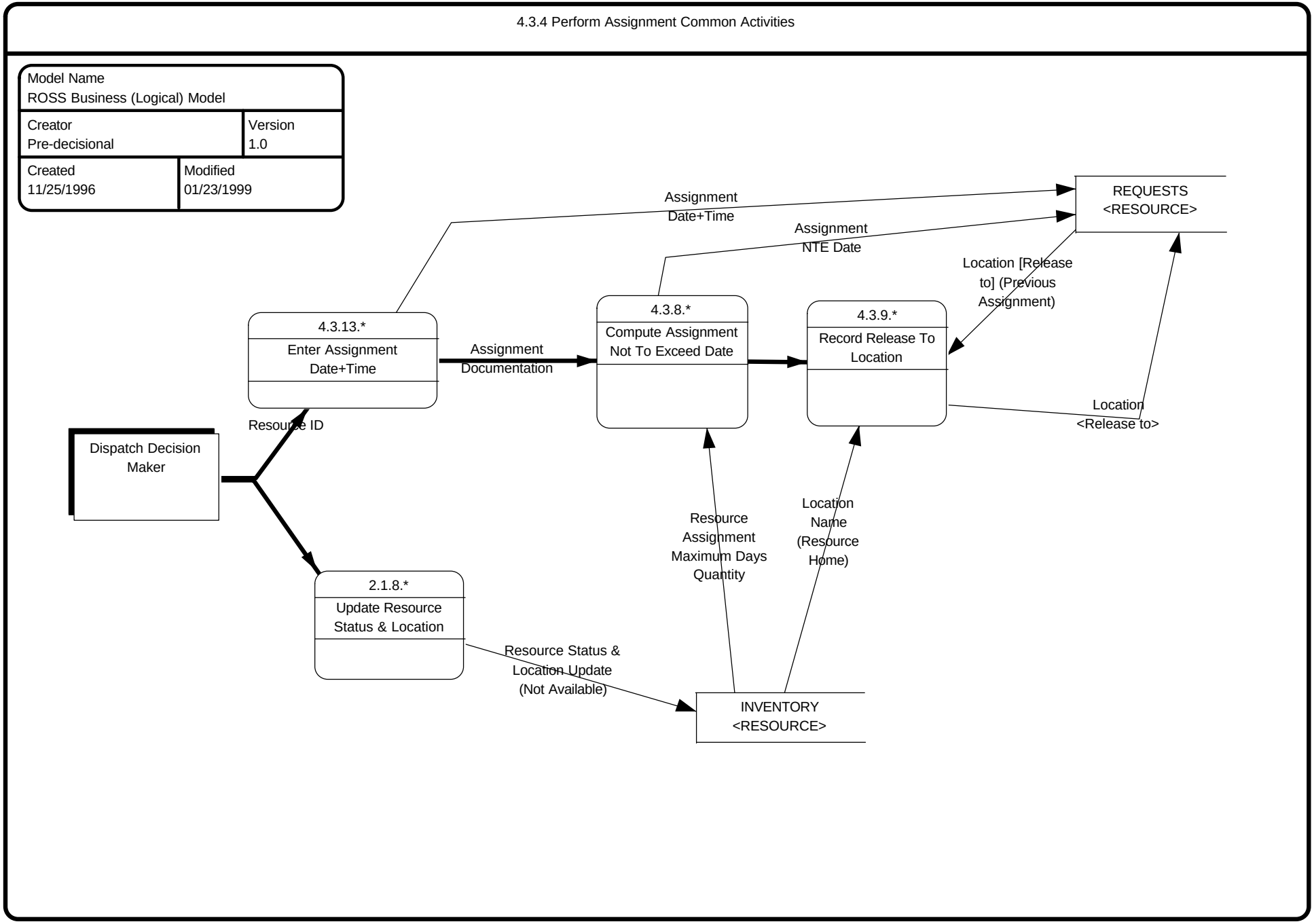
Process 4.3.3.1 Create New Requests for Event and Reassign Resources



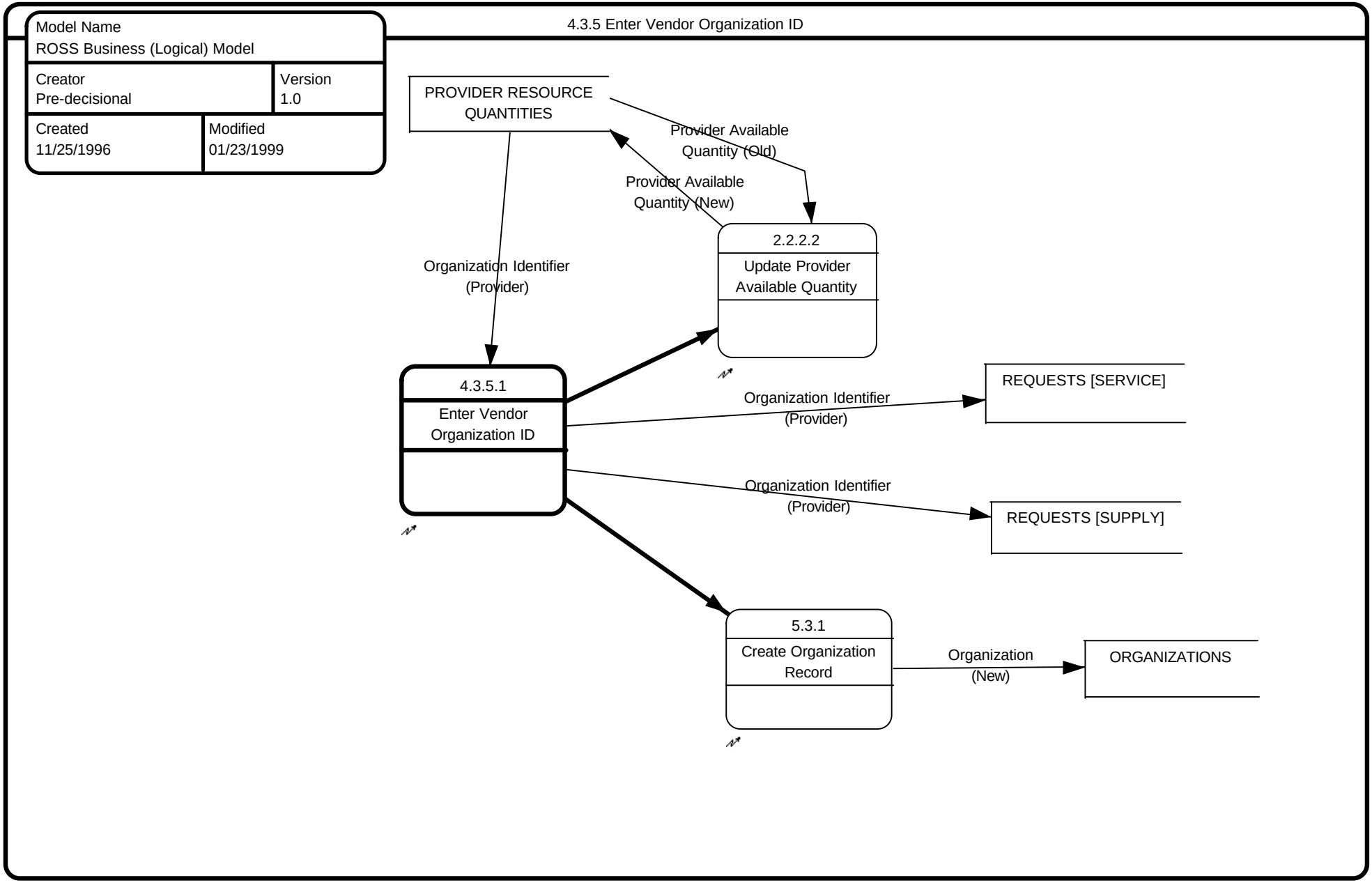
Process 4.3.3.2 Reassign Resources to Open/Pending Requests



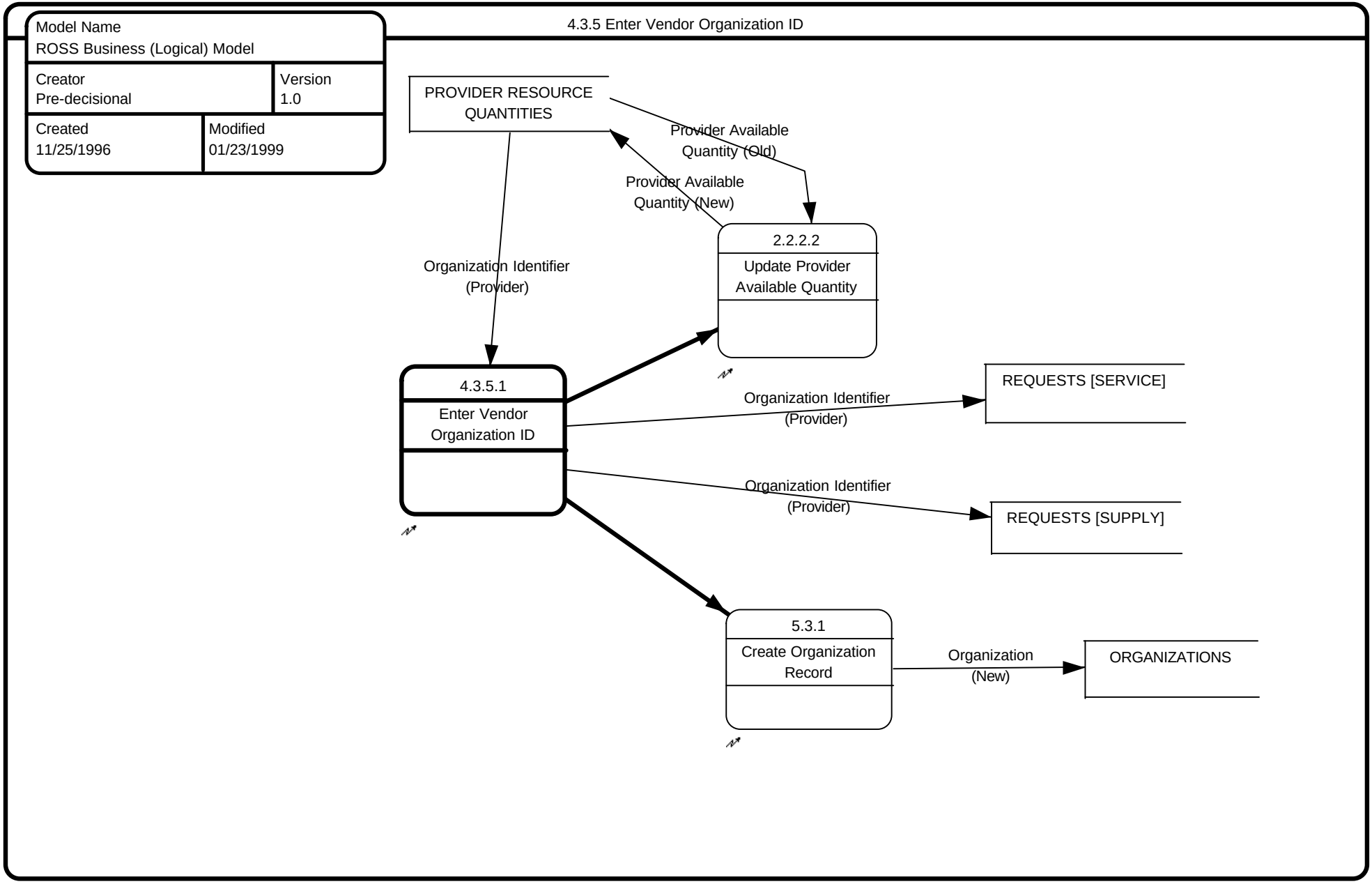
Process 4.3.4 Perform Assignment Common Activities



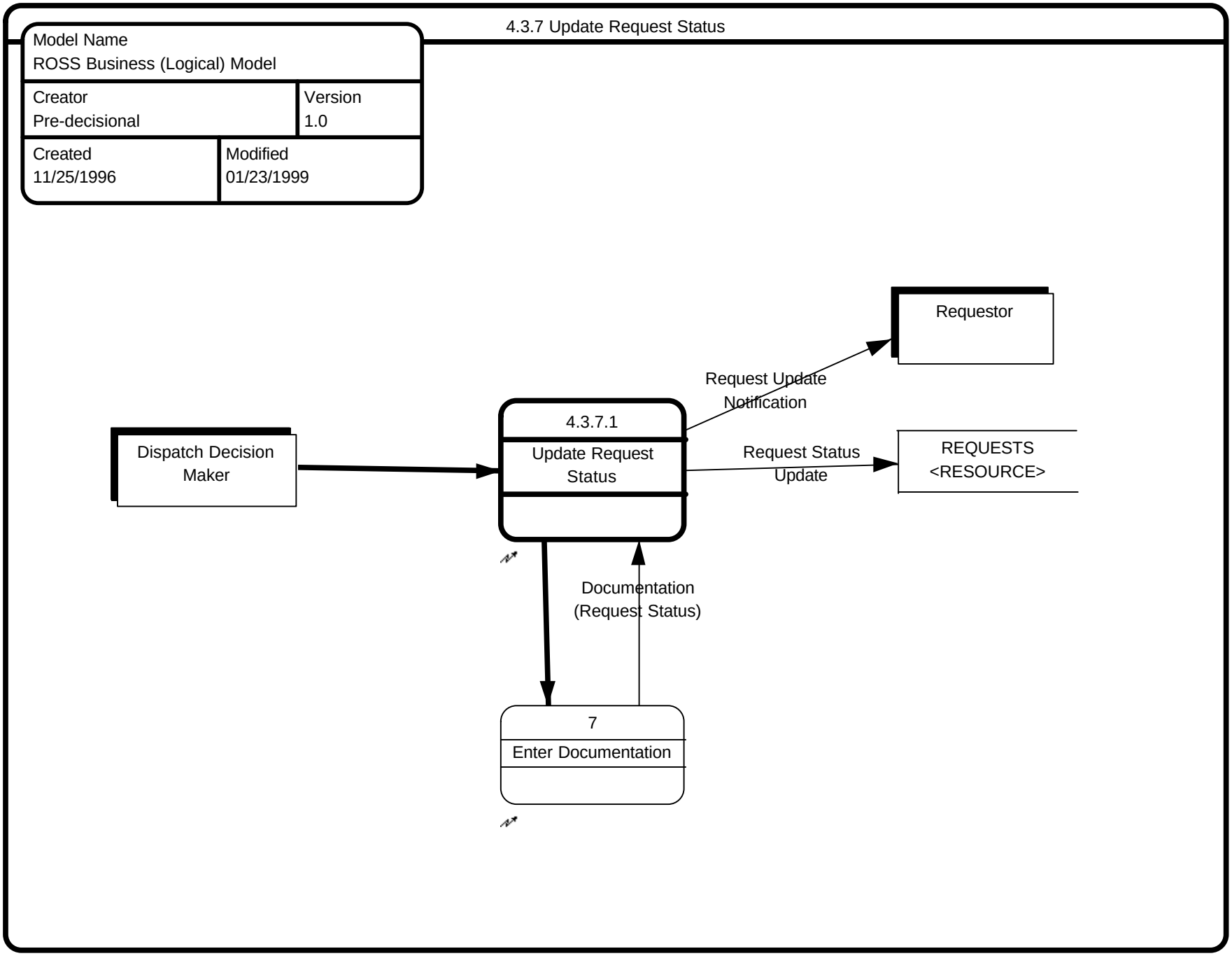
Process 4.3.5 Enter Vendor Organization ID



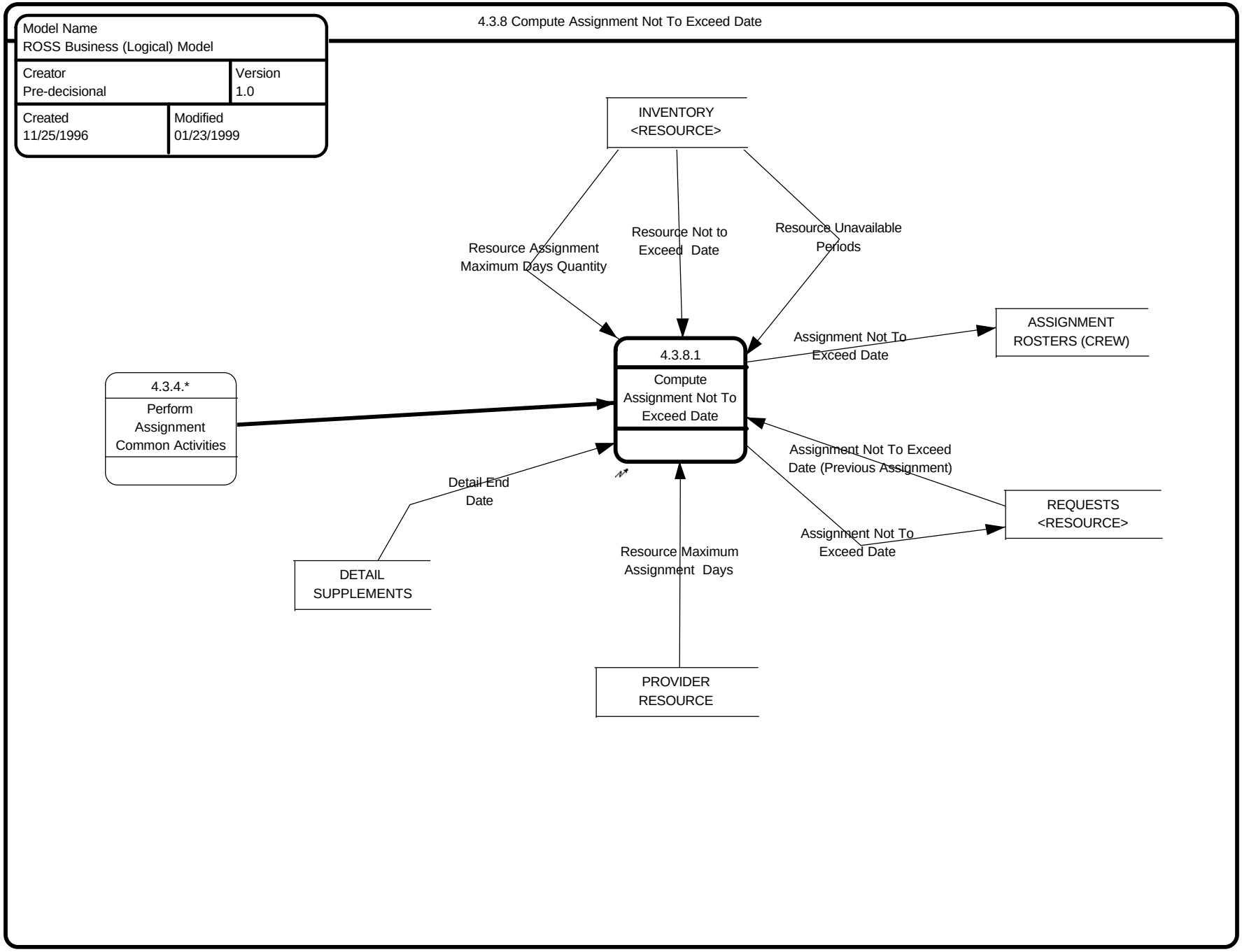
Process 4.3.6 Create Assignment Roster (Crew)



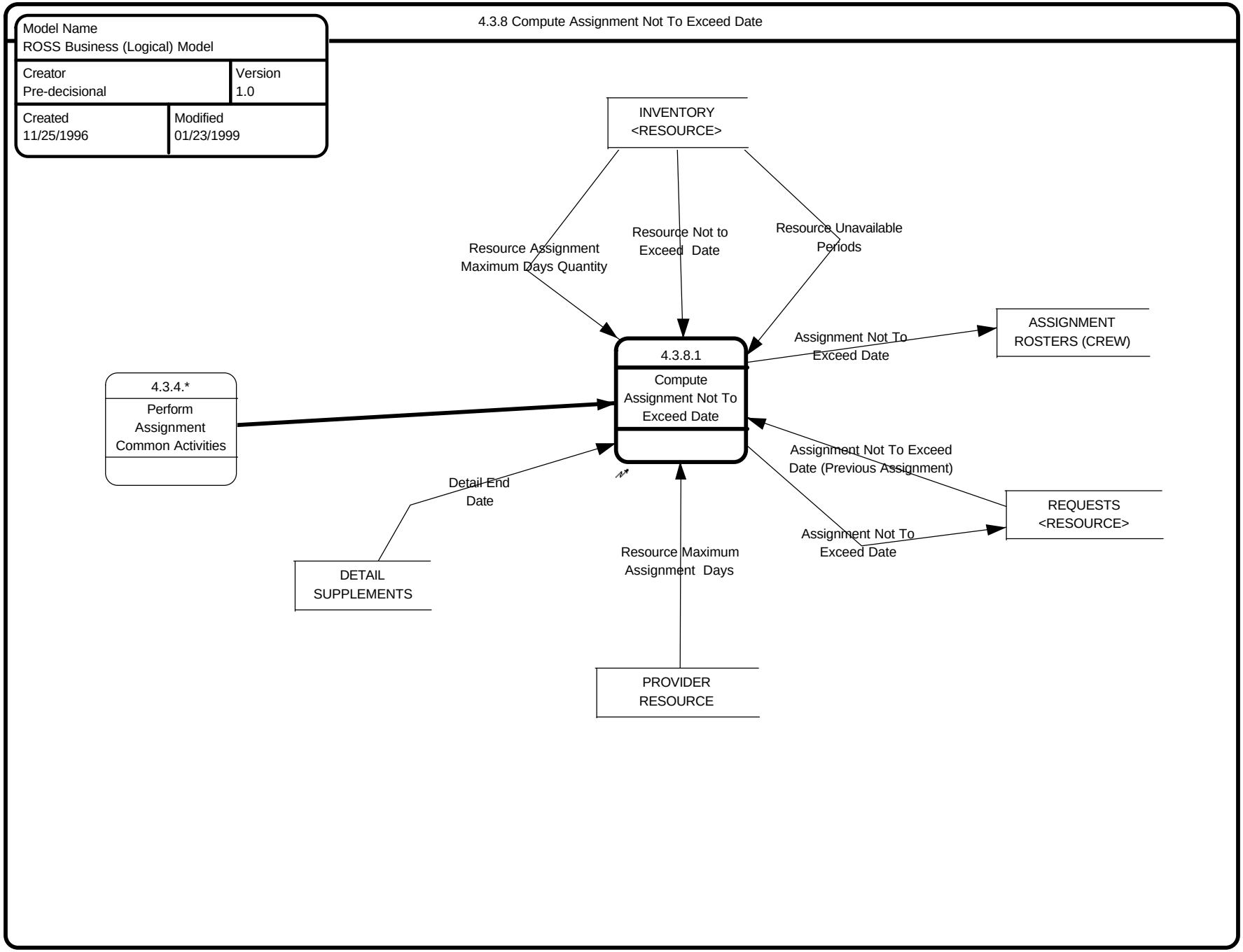
Process 4.3.7 Update Request Status



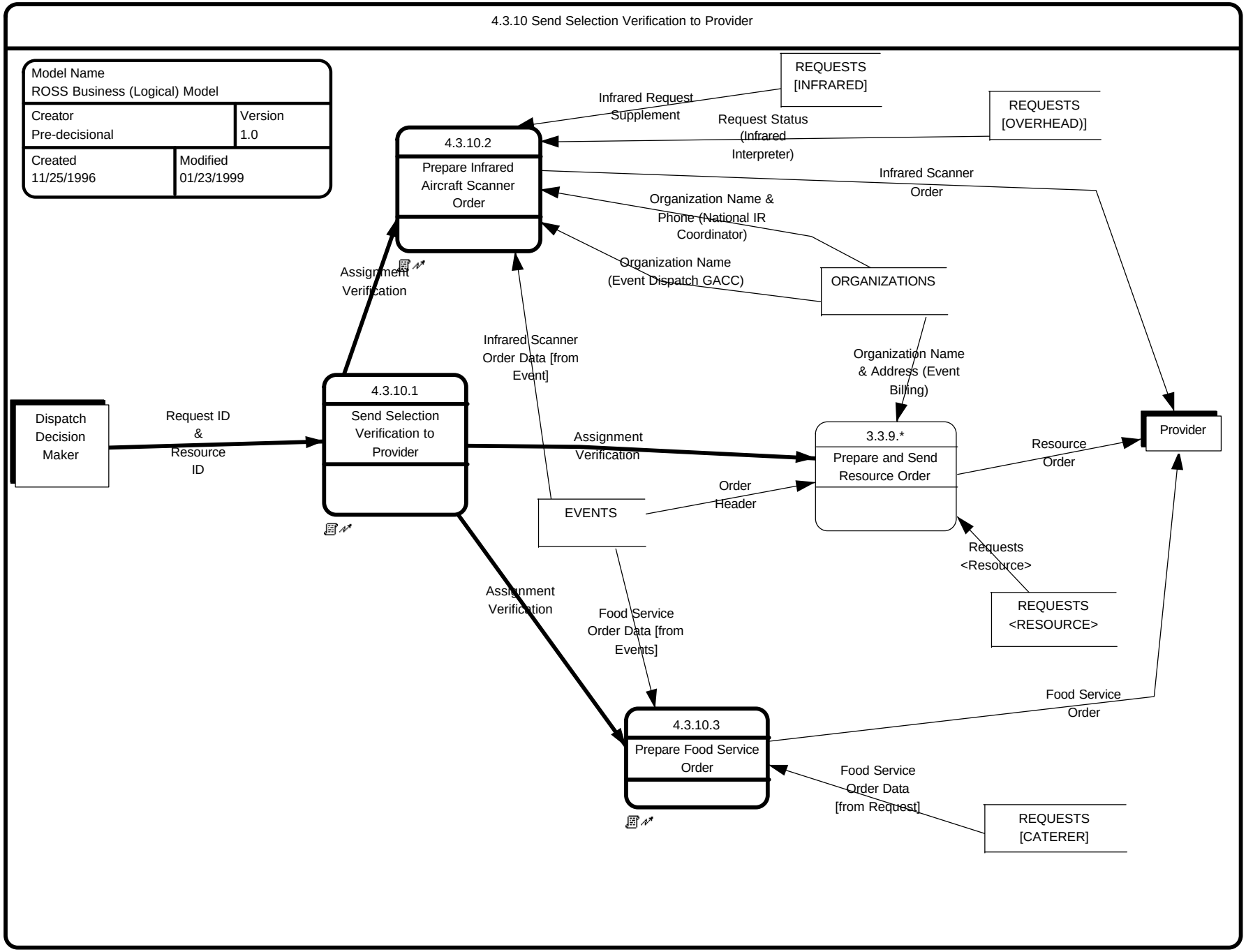
Process 4.3.8 Compute Assignment Not To Exceed Date



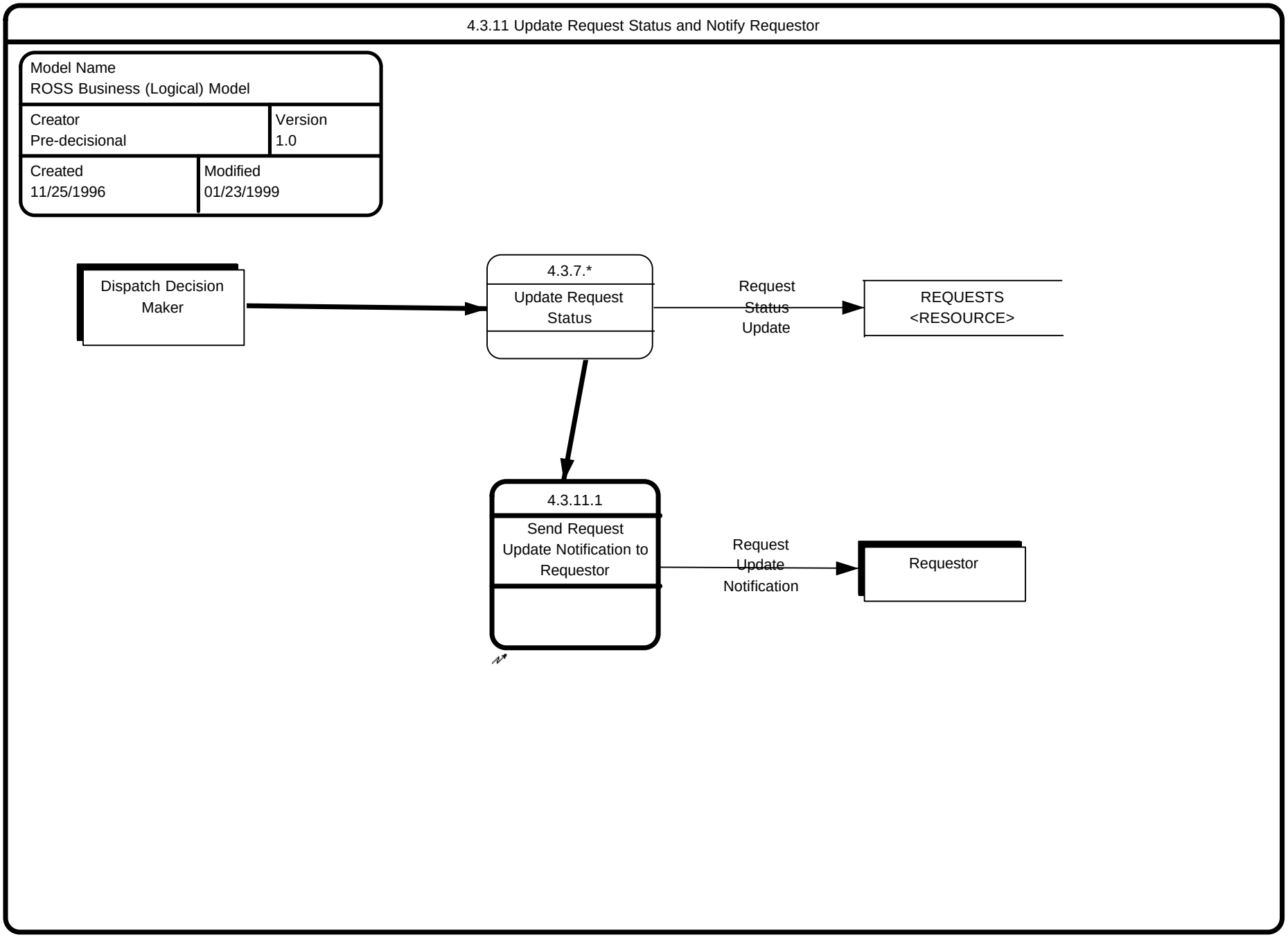
Process 4.3.9 Record Release To Location



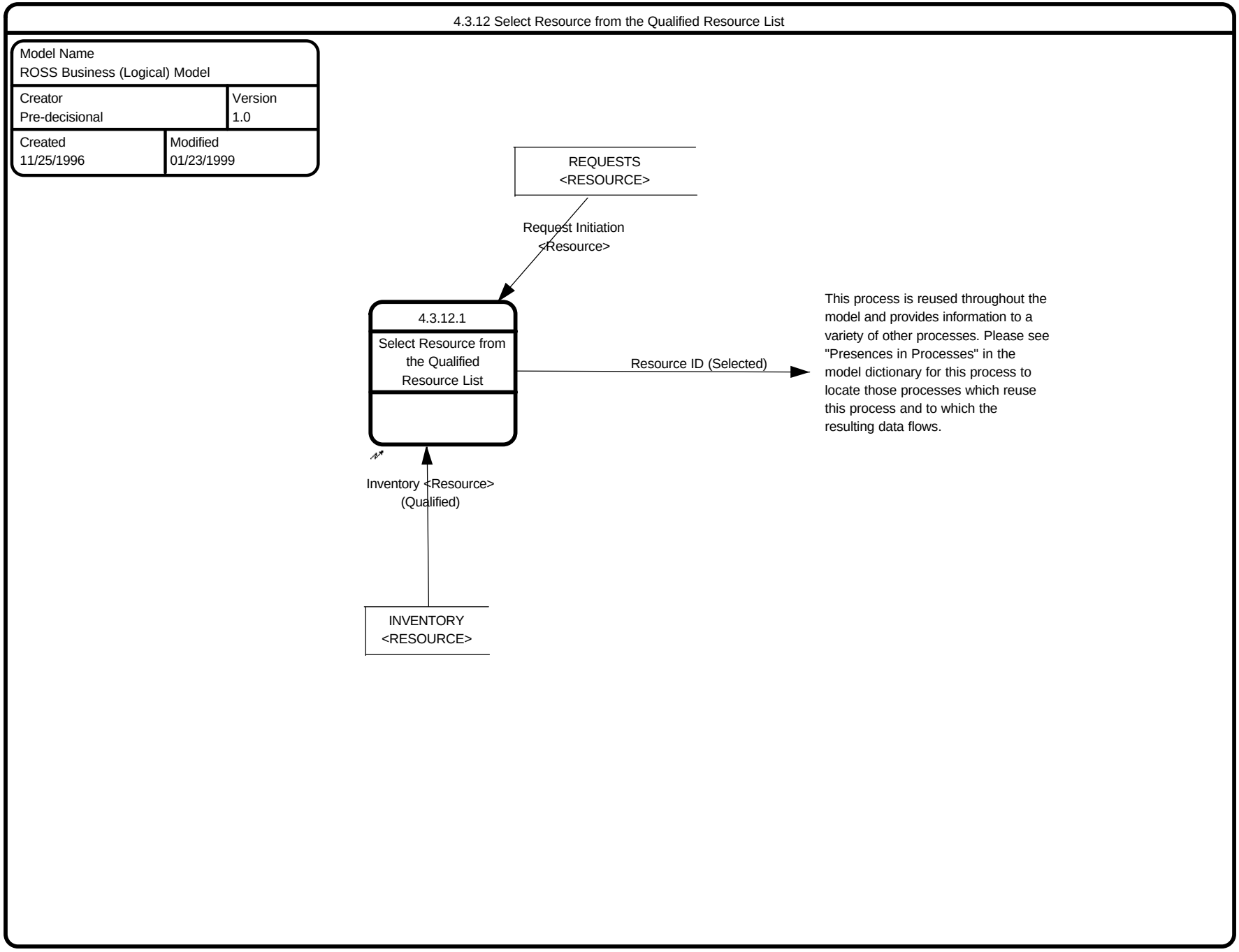
Process 4.3.10 Send Selection Verification to Provider



Process 4.3.11 Update Request Status and Notify Requestor



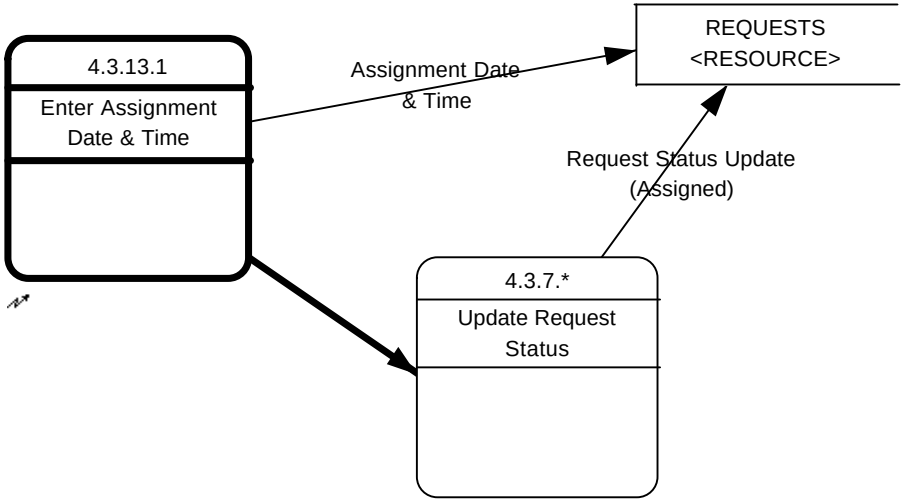
Process 4.3.12 Select Resource from the Qualified Resource List



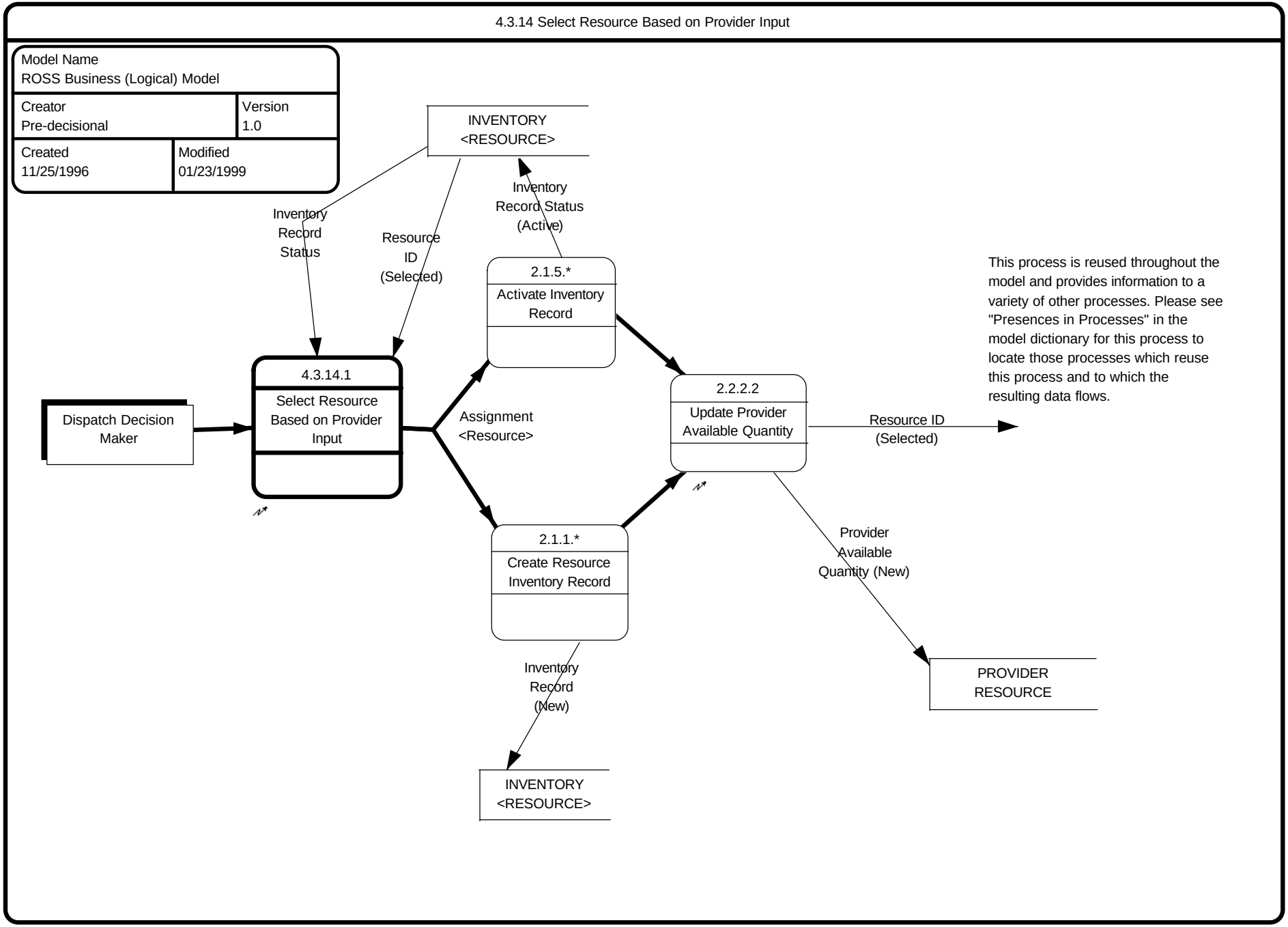
Process 4.3.13 Enter Assignment Date & Time

4.3.13 Enter Assignment Date & Time

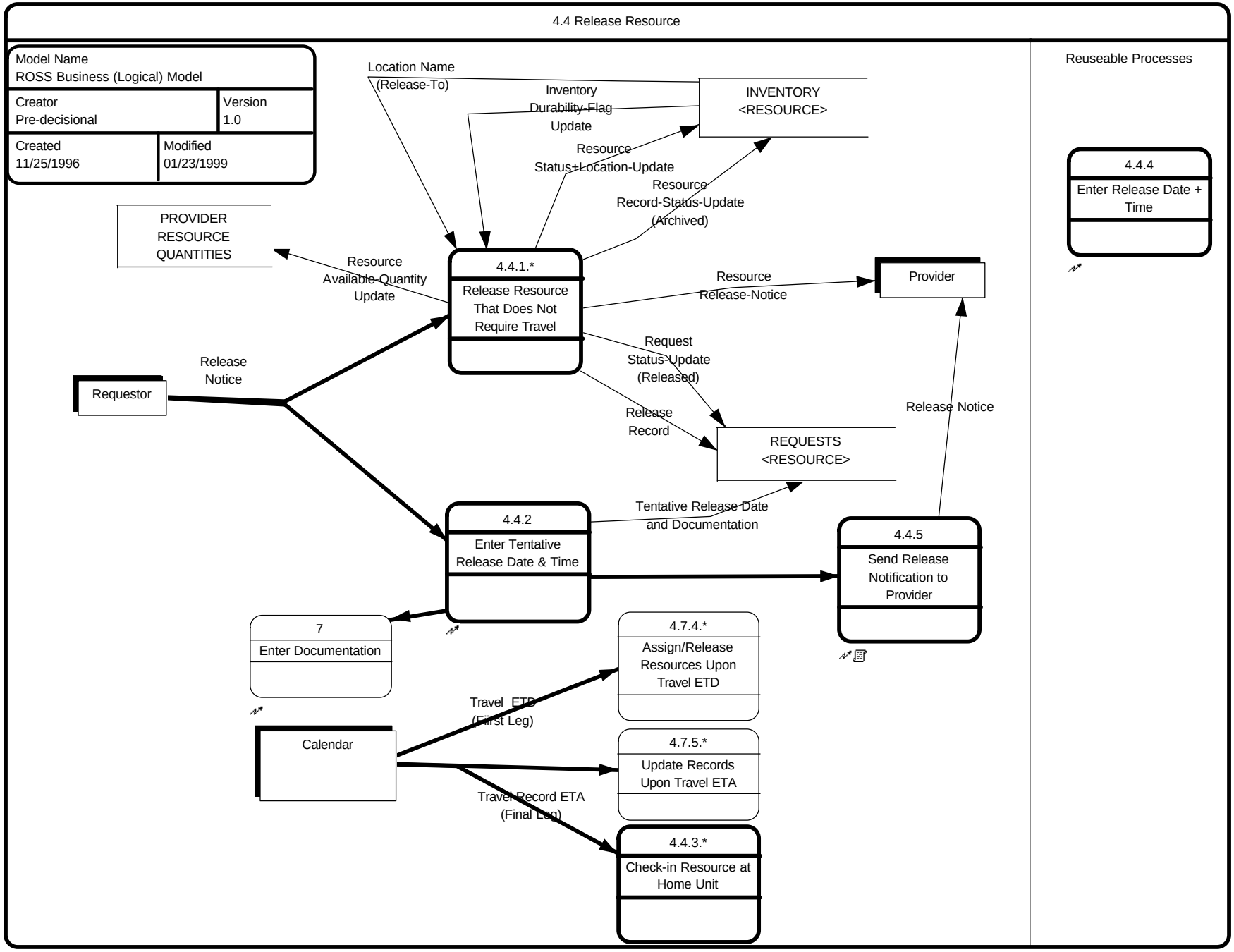
Model Name	
ROSS Business (Logical) Model	
Creator Pre-decisional	Version 1.0
Created 11/25/1996	Modified 01/23/1999



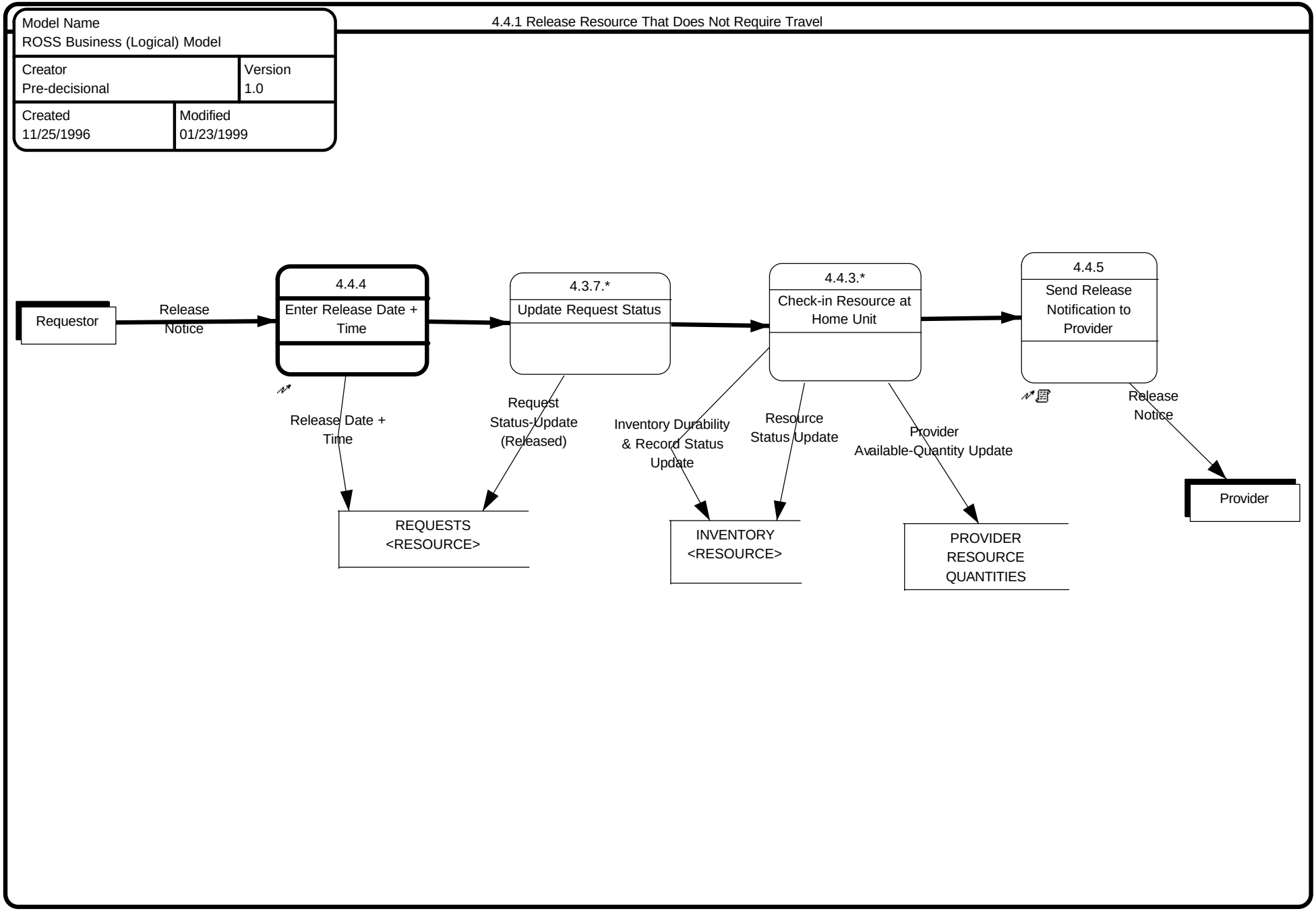
Process 4.3.14 Select Resource Based on Provider Input



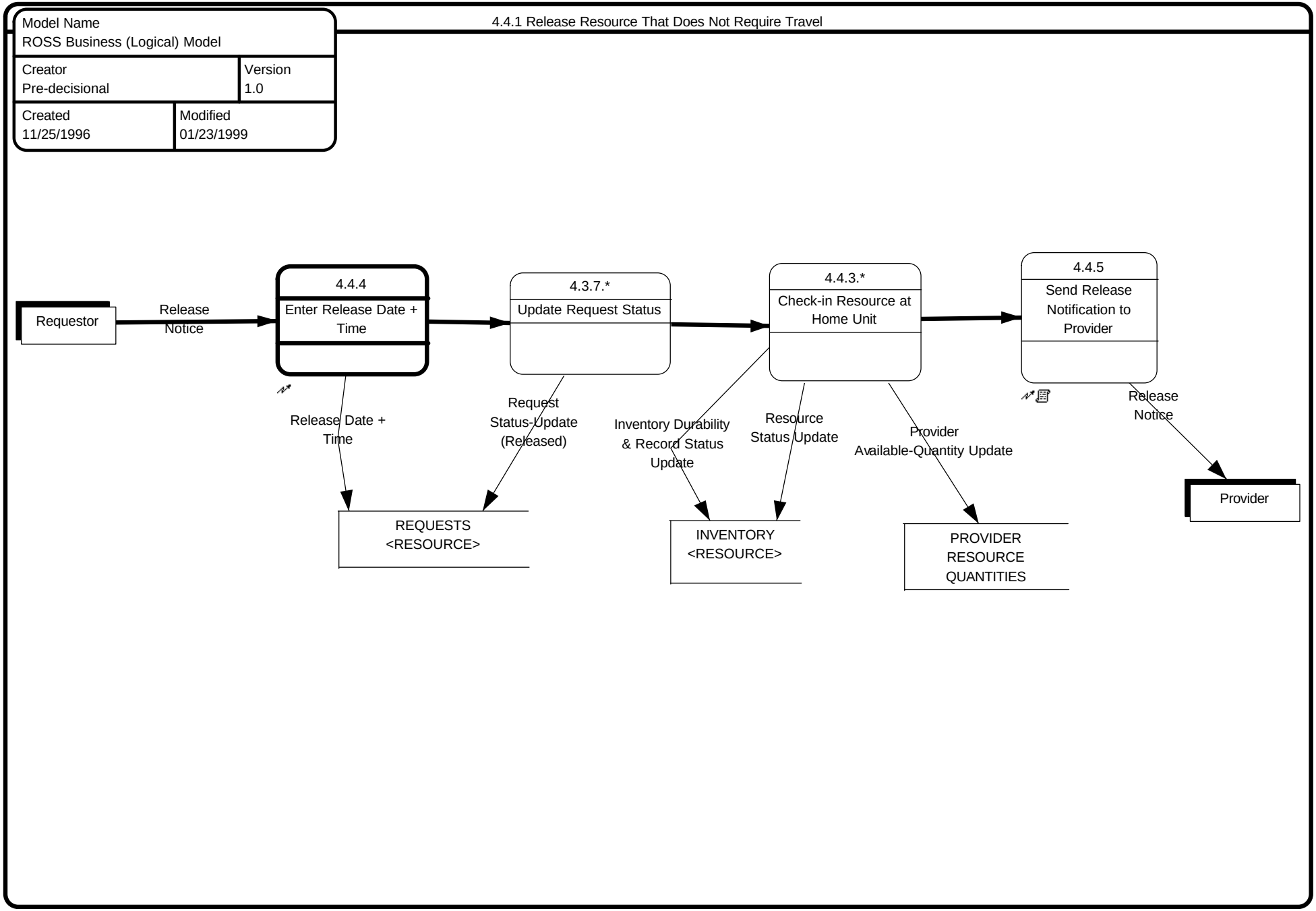
Process 4.4 Release Resource



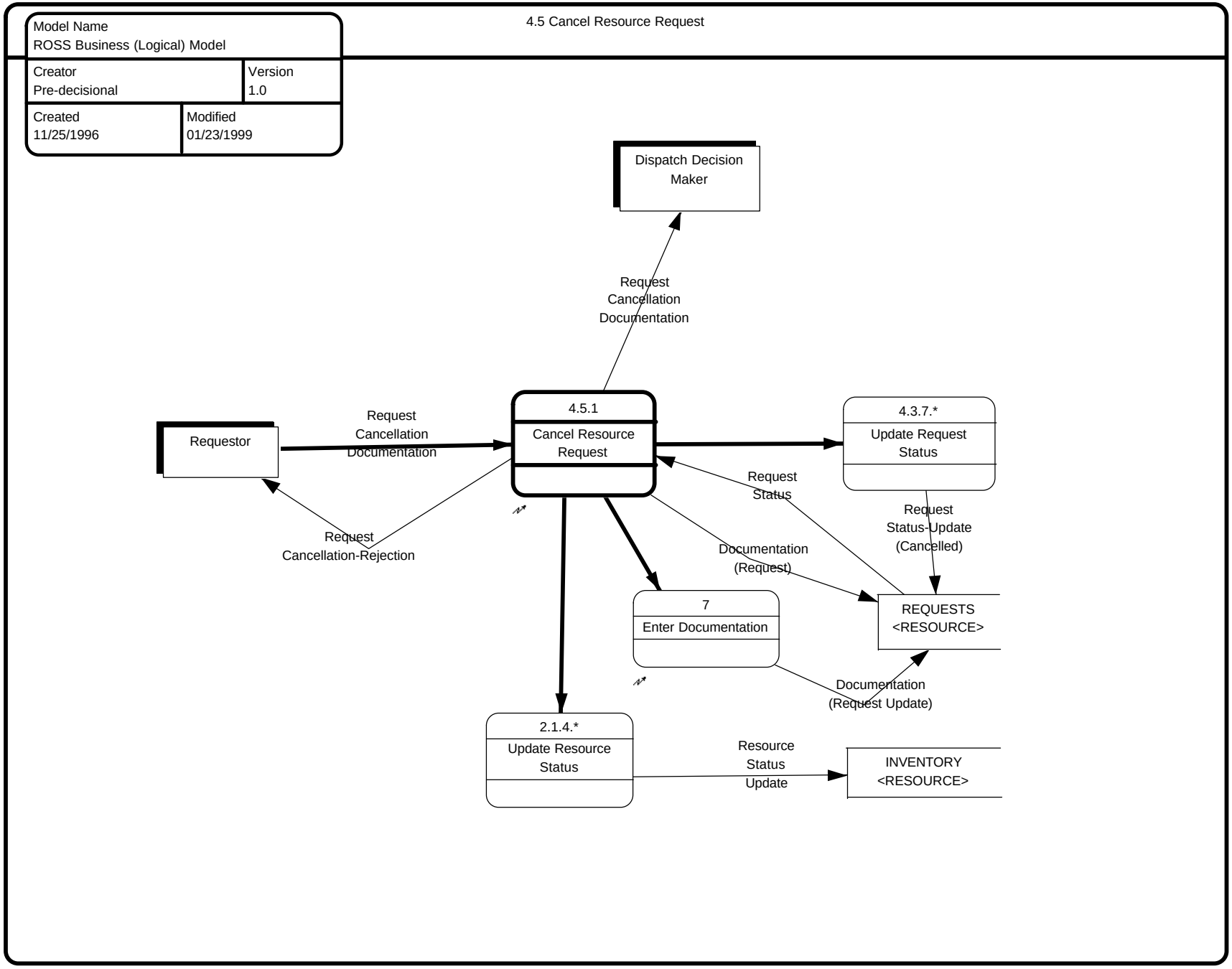
Process 4.4.1 Release Resource That Does Not Require Travel



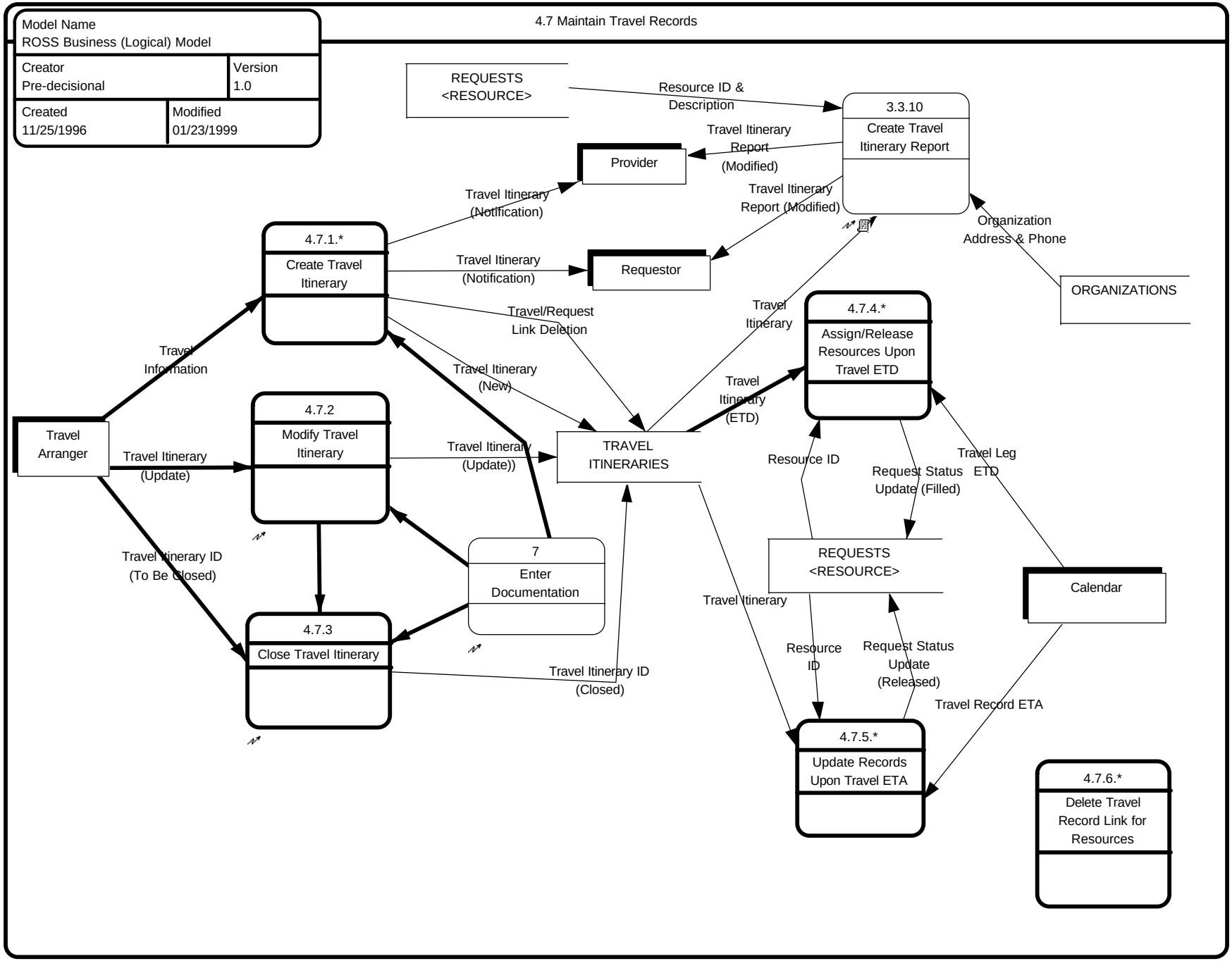
Process 4.4.3 Check-in Resource at Home Unit



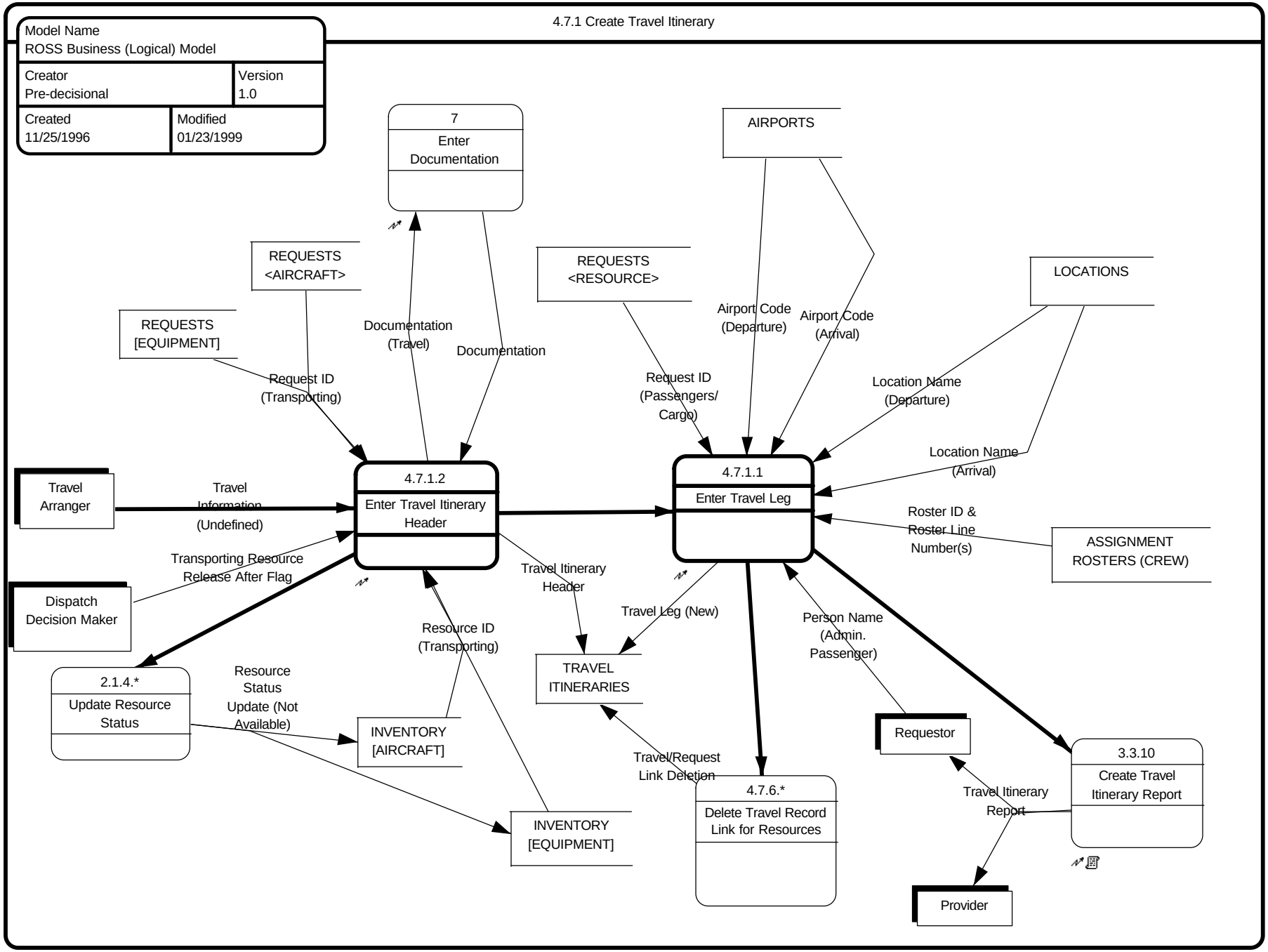
Process 4.5 Cancel Resource Request



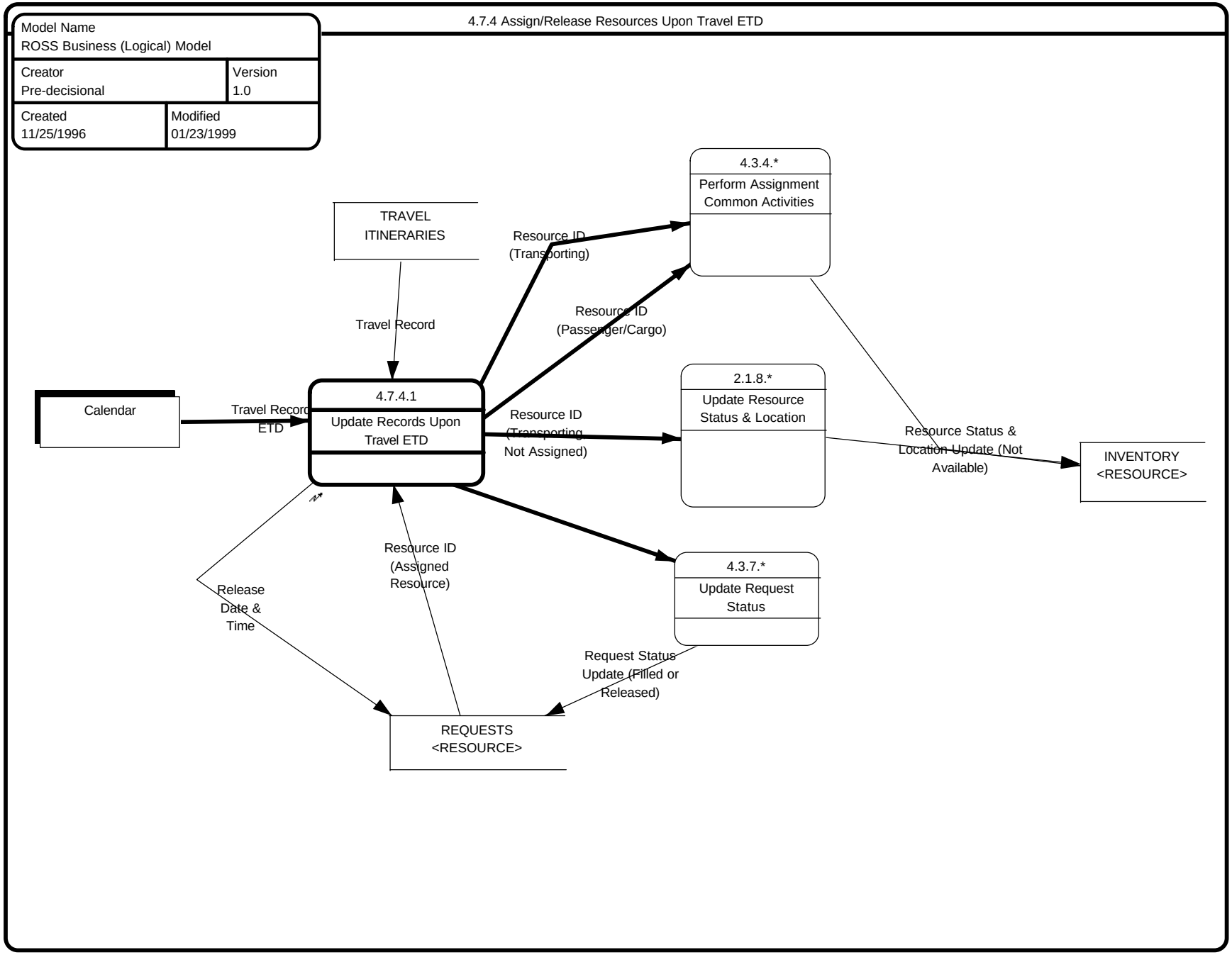
Process 4.7 Maintain Travel Records



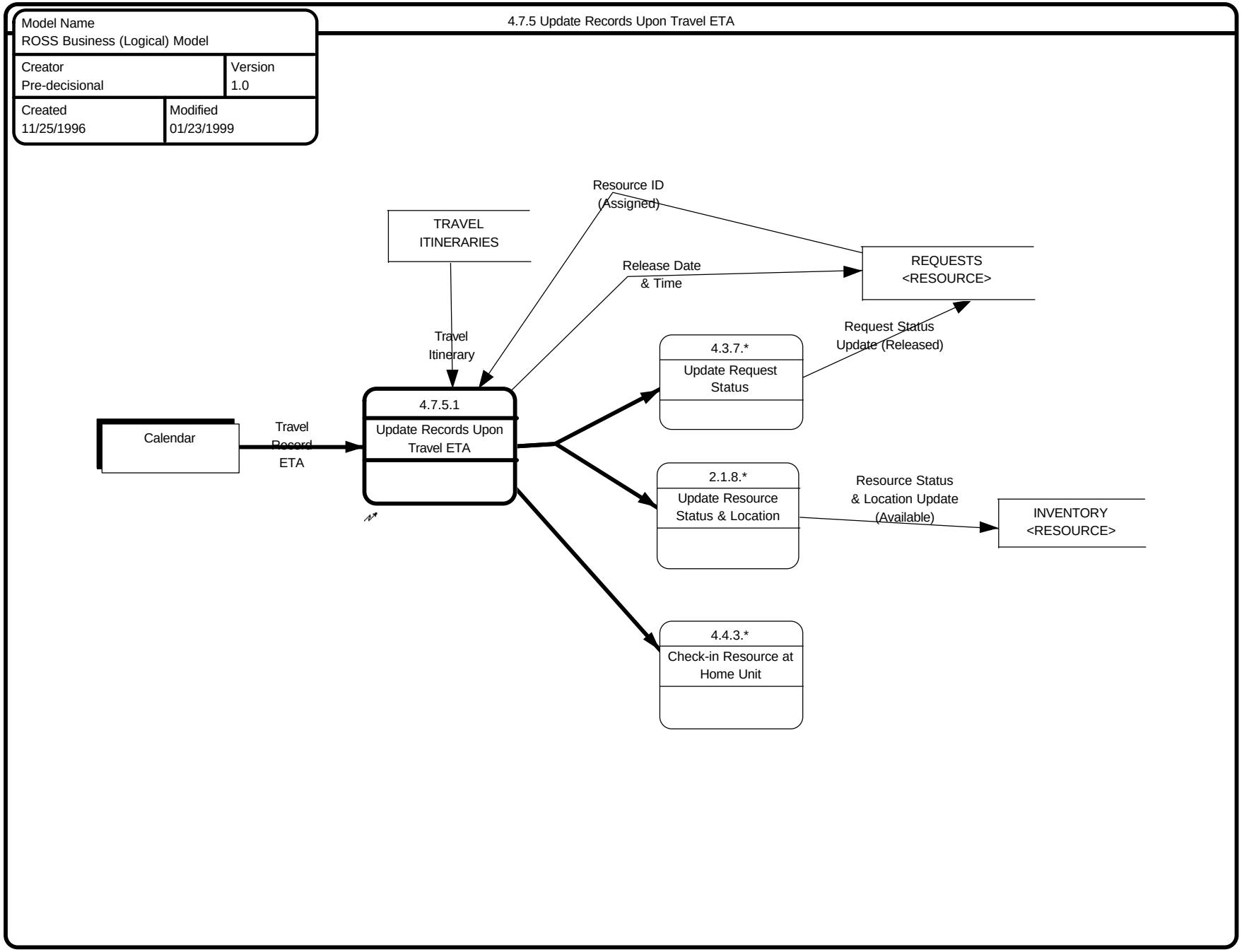
Process 4.7.1 Create Travel Itinerary



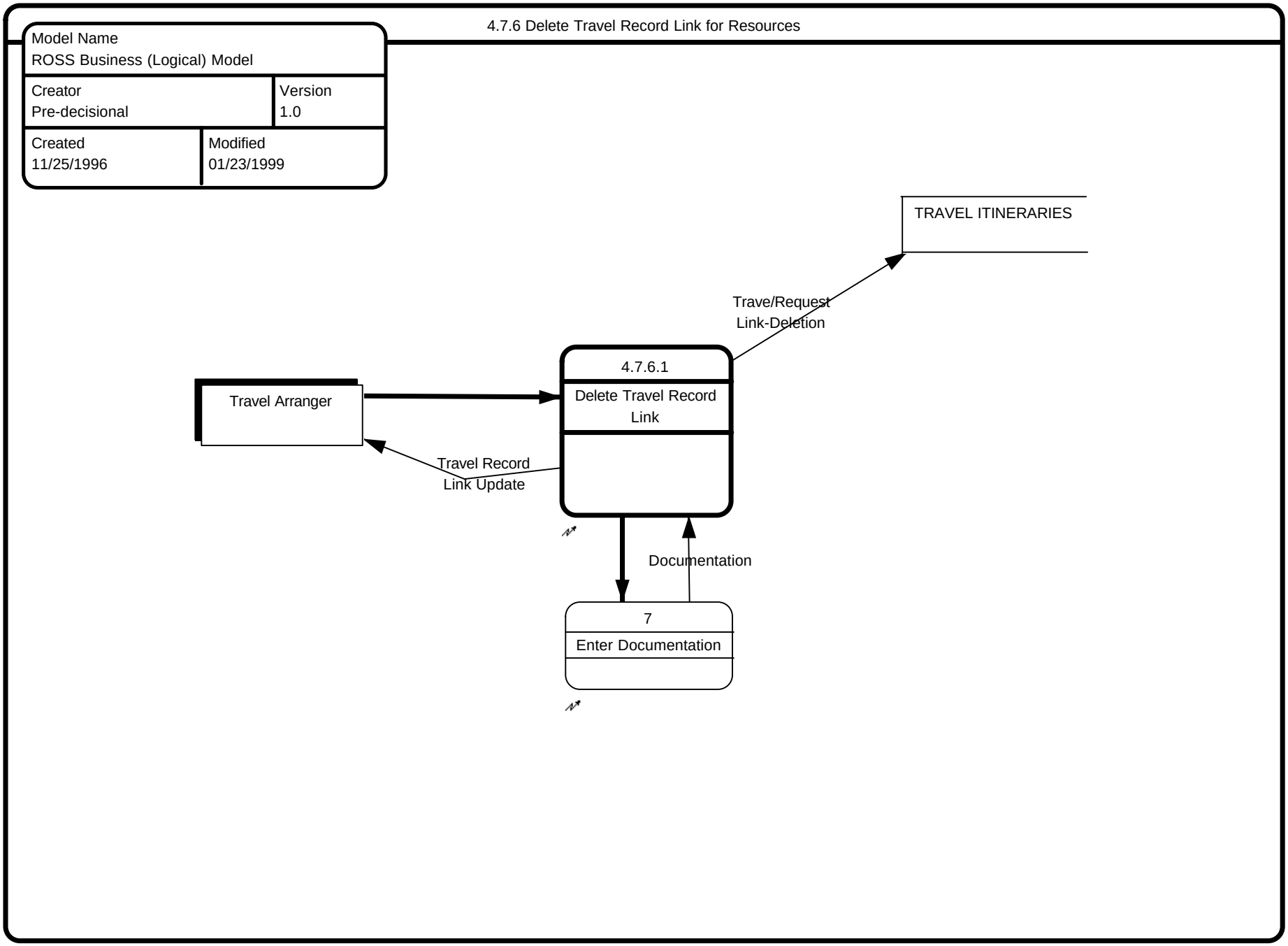
Process 4.7.4 Assign/Release Resources Upon Travel ETD



Process 4.7.5 Update Records Upon Travel ETA



Process 4.7.6 Delete Travel Record Link for Resources



4 Process Resource Request

The purpose of the process is to perform all of the operations in the life cycle of a resource request. These include, creating, modifying, scheduling, filling, canceling, and releasing resources.

1. If the requestor wishes to create a new resource request,

   A. Perform the 4.1 Record Resource Request process.

2. If the Request Coordinator wishes to evaluate open requests to determine course of action,

   A. Perform the 4.2 Provide ROSS Request Information to Decision Maker process.

3. If the Request Coordinator wishes to document dispatch decisions/actions concerning a resource request,

   A. Perform the 4.3 Document Resource Request Decision process.

4. If the requestor wishes to cancel an existing resource request,

   A. Perform the 4.5 Cancel Resource Request process.

5. If the requestor wishes to release a resource,

   A. Perform the 4.4 Release Resource process.

6. If the Travel Arranger provides a new, modified or deleted Travel Record,

   A. Perform the 4.7 Maintain Travel Records process.

7. If the requestor wishes to delete a request,

   A. Perform the 4.6 Delete Resource Request process.

4.1 Record Resource Request

The purpose of this process is to record a new resource request to support an event.

1. If this is a detail request,

   A. Perform the 4.1.10.3 Record Detail Request Supplement process to provide supplemental information regarding the detail to support this request. (The detail supplement may result in more than one requirement; therefore, may be shared between multiple requests.

2. If RESOURCE CATEGORY = **"**Aircraft**"**,

   A. If the request is for an infrared scan,

      1) 4.1.2 Record Infrared Aircraft Request.

   B. If the request is for any other type of aircraft,

      1) 4.1.1 Record Aircraft Request.

3. If RESOURCE CATEGORY = **"**Crew**"**,

    1) Send *REQUEST INITIATION [GROUP]* to the 4.1.3 Record Crew Request process.

4. If RESOURCE CATEGORY = "Group**"**

    1) Send *REQUEST INITIATION [GROUP]* to the 4.1.6 Record Group Request process.

5. If catalog selection is EQUIPMENT CATEGORY,

    A. 4.1.4 Record Caterer Request.

    B. 4.1.5 Record Other Equipment Request.

6. If catalog selection is OVERHEAD DESCRIPTION,

    A. Send *REQUEST INITIATION (OVERHEAD)* to the 4.7.1 Record Overhead Request process.

7. If catalog selection is SUPPLY CATEGORY,

    A. 4.1.8.3.1 File Supply Request.

8. If catalog selection is SERVICE CATEGORY,

    A. Send *REQUEST INITIATION (SERVICE)* to the 4.1.9 Record Service Request process.

4.1.1 Record Aircraft Request

The purpose of this process is to record a request for an aircraft request.

1. Perform the 4.1.10 Record Request Initiation Common Items process to enter general information about the date needed, requestor name, reporting instructions and special needs, etc. that are provided by the requestor.

2. Perform the 4.1.11 Enter Delivery Location for Aircraft Request process.

3. Perform the 4.1.1.1 File Aircraft Request to send the *REQUEST INITIATION [AIRCRAFT]* to the **REQUESTS [AIRCRAFT]** store.

4.1.2 Record Infrared Aircraft Request

The purpose of this process is to record a request for an Infrared Scan Flight.

1. Perform the 4.1.10 Record Request Initiation Common Items process to enter general information about the date needed, requestor name, reporting instructions and special needs, etc. that are provided by the requestor.

2. Perform the 4.1.11 Enter Delivery Location for Aircraft Request process.

3. 4.1.2.2 Record Infrared Request Supplemental Information.

4. Perform the 4.1.2.1 File Infrared Aircraft Request by sending the *REQUEST INITIATION [INFRARED]* to the **REQUESTS [INFRARED]** store.

4.1.2.2 Record Infrared Supplemental Information

The purpose of this process is to enter the completed Infrared Aircraft Request into the **REQUESTS [AIRCRAFT]** store. Refer to the current National Mobilization Guide (Appendix A) for the Infrared Aircraft Scanner Order form format. This process is used to store data that is not available in other data stores (e.g. **EVENTS**, **ORGANIZATIONS**, etc.). The actual form will be generated in the report process 4.3.10.2 Prepare Infrared Aircraft Scanner Order.

1. Retrieve *INFRARED REQUEST INITIATION* from the Requestor, which consists of the following:

   A. Check to see if a request has been initiated for the Infrared Interpreter. An interpreter from a different event may be utilized, so a request is not always necessary.

      1) If an infrared interpreter has not been requested or assigned at another event,

         a) Perform the 4.1 Record Resource Request process to enter a request for an IR interpreter.

      2) If the infrared interpreter has been identified,

         a) 4.1.2.2.1 Enter Infrared Interpreter Information

   B. INFRARED SCAN AREA AVERAGE ELEVATION.

   C. EVENT SIZE and EVENT SIZE DATE.

   D. INFRARED FILM DELIVERY DESCRIPTION, which consists of

      1) INFRARED FILM DELIVERY TYPE to indicate whether the film will be air-dropped or hand-delivered.

      2) INFRARED FILM NEEDED DELIVERY DATE+TIME.

      3) WEATHER CONDITIONS TEXT (IR FILM DELIVERY), to provide information about the expected weather conditions at the location of film drop-off.

      4) LOCATION <DELIVERY> (IR FILM PRIMARY), to indicate either;

         a) LOCATION NAME (DELIVERY) or,

b) LOCATION COORDINATES (AIR DROP DELIVERY),which includes;

1- LATITUDE
2- LONGITUDE

c) or AIRPORT CODE. (Select AIRPORT CODE (EVENT) from the **EVENTS** store as a default, otherwise select the AIR CODE (IR FILM DELIVERY) from the **AIRPORTS** store).

5) LOCATION <DELIVERY> (IR FILM ALTERNATE), to indicate an alternative delivery point if delivery to the primary delivery point is not possible. (Same definition as 1.D.4) a, b, or c).

E. Identify the INFRARED SCAN AREA by entering the following;

1) FLIGHT DETECTION AREA BOUNDARIES;

a) LATITUDE (NORTH BOUNDARY)

b) LATITUDE (SOUTH BOUNDARY)

c) LONGITUDE (EAST BOUNDARY)

d) LONGITUDE (WEST BOUNDARY)

2) WEATHER CONDITIONS TEXT (SCAN AREA) to identify the anticipated state of the weather during the actual scan.

3) INFRARED SCAN AREA AVERAGE ELEVATION.

F. Enter *EVENT APPROXIMATE SIZE & DATE* into the **EVENTS** store.

G. Verify that the following *EVENT INFRARED RADIO CONTACTS* exist in the **EVENTS** store:
RADIO FREQUENCY (HOST DISPATCH)
RADIO FREQUENCY (INCIDENT COMMAND)
RADIO FREQUENCY (AIR TACTICAL GROUP)

1) If the radio contact frequencies are not entered into the event record,

a) Perform the 5.4.4 Enter Radio Frequency Information process to update the event frequency information).

b) Enter the *EVENT INFRARED RADIO CONTACTS* into the **EVENTS** store.

H. AIRCRAFT DELIVERY INFRARED SCAN AREA, which consists of:

1) INFRARED SCAN AREA BOUNDARY, which consists of:

A) NORTH-BOUNDARY LATITUDE

B) SOUTH-BOUNDARY LATITUDE

C) EAST-BOUNDARY LONGITUDE

D) WEST-BOUNDARY LONGITUDE

2) INFRARED SCAN AREA WEATHER CONDITIONS (Optional)

3) INFRARED SCAN AREA AVERAGE ELEVATION.

2. Send *REQUEST INITIATION [INFRARED]* to the **REQUESTS [INFRARED]** store.

4.1.2.2.1 Enter Infrared Interpreter Information

The purpose of this process is to identify specific information about the Infrared Interpreter.

1. Retrieve the *CONTACT NAME+ PHONE+LODGING (INFRARED INTERPRETER)* from the Provider, which consists of;

A. CONTACT PERSON NAME+PHONE+FAX (INFRARED INTERPRETER):

1) PERSON NAME (CONTACT), the person designated to operate the infrared scanning equipment onboard the aircraft.

2) PHONE CONTACT which consists of;

a) PHONE NUMBER,

b) PHONE CONTACT TYPE,

c) PHONE CONTACT PRIORITY.

3) INFRARED INTERPRETER LODGING NAME which provides a narrative of where the IR Interpreter will be housed during the mission.

4.1.3 Record Crew Request

This process is used to record a crew request.

1. Perform the 4.1.10 Record Request Initiation Common Items process to enter general information about the date needed, requestor name, reporting instructions and special needs, etc. that are provided by the requestor.

2. Perform the 4.1.12 Enter Delivery Location For Non-Aircraft Request process to enter the delivery location.

3. Perform the 4.1.3.1 File Crew Request by sending the *REQUEST INITIATION (GROUP)* to the **REQUESTS (CREW)** store.

4.1.4 Record Caterer Request

The purpose of this process is to record equipment requests, including caterer.

1. Perform the 4.1.10 Record Request Initiation Common Items process to enter general information about the date needed, requestor name, reporting instructions and special needs, etc. that are provided by the requestor.

2. Perform the 4.1.12 Enter Delivery Location For Non-Aircraft Request process to enter the delivery location.

3. 4.1.4.2 Record Food Service Supplemental Information.

4. Perform the 4.1.4.1 File Caterer Request to send the *REQUEST INITIATION [CATERER]* to the **REQUESTS [CATERER]** store.

4.1.4.2 Record Food Service Supplemental Information

This process specifies the data store into which the caterer request is stored. The RESOURCE DESCRIPTION [EQUIPMENT] and REQUEST COMMON ITEMS are identified in the 4.1 Record Resource Request process.

1. Retrieve *CATERER REQUEST SUPPLEMENT* from the Requestor which consists of:

   A. MEAL-PLANNING QUANTITIES (required) to define the type and quantity for the first three meals to be served. The request can contain multiples of the following, based on MEAL TYPE. This includes:

      1) MEAL TYPE to identify whether the meal is for Breakfast, Lunch, or Dinner.

      2) MEAL TOTAL QUANTITY to identify the total number of meals needed for the identified MEAL TYPE.

      3) MEAL PACKAGED QUANTITY to identify how many of the meals identified in 2) above need to be bagged.

   B. Retrieve the *PERSON NAME (EVENT CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE)* from the **INVENTORY [OVERHEAD]** store to identify the person responsible for the contract administration.

   C. Retrieve the *LOCATION NAME (POTABLE WATER)* from the **LOCATIONS** store to identify the location of the closest potable water.

   D. REQUEST ESTIMATED END DATE to provide an estimate of how long the Caterer will be needed.

   E. FOOD SERVICE PEAK ATTENDANCE QUANTITY to provide an estimate of the total quantity of people expected at the highest point during the incident.

   F. CATERER SPIKE CAMP QUANTITIES (Optional);

      1) SPIKE CAMP QUANTITY to identify the number of spike camps associated with the event.

      2) SPIKE CAMP DAILY MEAL QUANTITY to identify the number of meals required at

each spike camp (there may be multiple quantities, one for each spike camp)

2. Send the *REQUEST INITIATION [CATERER*] to the **REQUESTS [CATERER]** store.

4.1.5 Record Other Equipment Request

The purpose of this process is to record equipment requests, (excluding caterer requests).

1. Perform the 4.1.10 Record Request Initiation Common Items process to enter general information about the date needed, requestor name, reporting instructions and special needs, etc. that are provided by the requestor.

2. Perform the 4.1.12 Enter Delivery Location For Non-Aircraft Request process to enter the delivery location.

3. Perform the 4.1.5.1 File Equipment Request to send the *REQUEST INITIATION [EQUIPMENT]* to the **REQUESTS [EQUIPMENT]** store.

4.1.6 Record Group Request

The purpose of this process is to record a multiple requests for a grouping of resources. A group must have been defined in the **CATALOG <RESOURCE>** via process 6.3.4 Maintain Catalog Tables.

1. Perform the 4.1.10 Record Request Initiation Common Items process to enter general information about the date needed, requestor name, reporting instructions and special needs, etc.

2. Perform the 4.1.11 Enter Delivery Location for Aircraft Request or 4.1.12 Enter Delivery Location For Non-Aircraft Request process to enter the delivery location.

3. Perform the 4.1.6.1. File Group Request by sending the *REQUEST INITIATION (GROUP)* to the **REQUESTS [GROUPS]** store.

4. For Each *RESOURCE GROUP CONFIGURATION* item from the **CATALOG [RESOURCE]**;

    A. Create a separate request record based on catalog RESOURCE CATEGORY by performing the appropriate 4.1 Record Resource Request process using the REQUEST INITIATION information gathered in the previous step. Enter the group REQUEST ID as the REQUEST ID (GROUP PARENT).

4.1.7.1 Record Overhead Request

This process is used to record an overhead request. The type of overhead needed is already defined in the 4.1 Record Resource Request process.

1. Perform the 4.1.10 Record Request Initiation Common Items process to enter general information about the date needed, requestor name, reporting instructions and special needs, etc. that are provided by the requestor.

2. Perform the 4.1.12 Enter Delivery Location For Non-Aircraft Request process to enter the delivery location.

3. Perform the 4.1.7.1 File Overhead Request process to send the *REQUEST INITIATION (OVERHEAD)* to the **REQUESTS [OVERHEAD]** store.

4.1.8 Record Supply Request

The purpose of this process is to record the type of supply request and enter the selection into the appropriate store.

1. If the request is for an NFES item (except NFES Telecom Kit);

   A. Send *REQUEST INITIATION [NFES]* to the 4.1.8.1 Record NFES Request process.

2. If requested item is a NFES Telecommunications Kit request,

   A. Send *REQUEST INITIATION [NFES TELECOM KIT]* to the 4.1.8.2 Record NFES Telecom Kit Request process.

3. If requested item is not an NFES item (any other type of supply),

   A. Send *REQUEST INITIATION (SUPPLY)* to the 4.1.8.3 Record Supply Request (Non-NFES) process.

4.1.8.1 Record NFES Request

The purpose of this process is to enter a request for an NFES item (except telecommunication kits.)

1. Perform 4.1.10 Record Request Initiation Common Items.

2. Perform 4.1.14 Enter Request Quantity.

3. Perform 4.1.12 Enter Delivery Location For Non-Aircraft Request

4. Perform 4.1.13 Enter Request Shipping & Billing Information

5. Perform 4.1.8.1.1 File NFES Request to send the *REQUEST INITIATION [NFES]* to the **REQUESTS [NFES]** store.

4.1.8.2 Record NFES Telecommunication Kit Request

This process is used to enter an NFES Telecommunications Kit Request. So that each kit can be tracked individually, NFES Telecommunication kits can only be requested with quantity = “1".

1. Perform 4.1.10 Record Request Initiation Common Items

2. Perform 4.1.12 Enter Delivery Location For Non-Aircraft Request

3. Perform 4.1.13 Enter Request Shipping & Billing Information

4. Perform 4.1.8.1.2 File NFES Telecom Request to send the *REQUEST INITIATION [NFES TELECOM KIT]* to the **REQUESTS [NFES TELECOM KIT]** store.

4.1.8.3 Record Supply Request (Non-NFES)

This process is used to enter a Non-NFES Supply Request.

1. Perform 4.1.10 Record Request Initiation Common Items

2. Perform 4.1.14 Enter Request Quantity

3. Perform 4.1.12 Enter Delivery Location For Non-Aircraft Request

4. Perform 4.1.13 Enter Request Shipping & Billing Information

5. Perform 4.1.8.3.1 File Supply Request to send the *REQUEST INITIATION [SUPPLY]* to the **REQUESTS [SUPPLY]** store.

4.1.8 Record Supply Request

The purpose of this process is to record the type of supply request and enter the selection into the appropriate store.

1. If the request is for an NFES item (except NFES Telecom Kit);

   A. Send *REQUEST INITIATION [NFES]* to the 4.1.8.1 Record NFES Request process.

2. If requested item is a NFES Telecommunications Kit request,

   A. Send *REQUEST INITIATION [NFES TELECOM KIT]* to the 4.1.8.2 Record NFES Telecom Kit Request process.

3. If requested item is not an NFES item (any other type of supply),

   A. Send *REQUEST INITIATION (SUPPLY)* to the 4.1.8.3 Record Supply Request (Non-NFES) process.

4.1.9 Record Service Request

The purpose of this process is to enter a service request. The type of EQUIPMENT (service) item needed is already defined in the 4.1 Record Resource Request process.

1. Perform 4.1.10 Record Request Initiation Common Items

2. Determine which kind of service request from one of the following:

   A. Perform 4.1.9.1 Record Temporary Flight Restriction Request

   B. Perform 4.1.9.2 Record Radio Frequency Request

   C. Perform 4.1.9.3 Record Vendor-Provided Service Request

4.1.9.1 Record Temporary Flight Restriction Request

The purpose of this process is to initiate a request for a temporary flight restriction.

1. Enter Temporary Flight Restriction Supplemental Information:

   A. ORGANIZATION IDENTIFIER (AIR ROUTE TRAFFIC CONTROL CENTER)

   B. TFR AFFECTED AREA, which consists of:

      1) VOR+BEARING+DISTANCE (TFR Affected Area)

         a) VOR IDENTIFIER
         b) VOR BEARING (MAGNETIC)
         c) VOR DISTANCE (NAUTICAL)

      2) TFR HIGHEST GROUND ELEVATION

      3) TFR HAZARD MATERIAL/ACTIVITY DESCRIPTION

      4) TFR HAZARD MATERIAL/ACTIVITY DESCRIPTION (AFFECTED BY LOW-FLYING AIRCRAFT OR ROTOR WASH)

      5) TFR AIRBORNE RELIEF TYPE

      6) TFR PROPOSED AIRCRAFT OPERATIONS

      7) AIRPORT CODE (TFR AIRCRAFT OPERATING BASE)

      8) TFR HORIZONTAL RESTRICTION DISTANCE

      9) TFR VERTICAL RESTRICTION ELEVATION

      10) TFR AFFECTED MOA/RA NAME

11) TFR AFFECTED MILTARY TRAINING ROUTE(s) information, which may include multiples of:

a) TFR MILITARY TRAINING ROUTE NUMBER
b) TFR MILITARY TRAINING ROUTE SCHEDULING OFFICE
c) TFR MILITARY TRAINING ROUTE POINT (FROM)
d) TFR MILITARY TRAINING ROUTE POINT (TO)

12) TFR INSTRUMENT FLIGHT RULE

C. CONTACT PERSON NAME+PHONE+FAX (ARTCC)

1) PERSON NAME (CONTACT)

2) ROLE NAME (CONTACT PERSON)

3) PHONE CONTACT

a) Phone Number
b) Phone Contact Type
c) Priority Number (Phone Contact)

D. CONTACT PERSON NAME+PHONE+FAX (EMERGENCY ACTIVITIES RESPONSIBILITIES)

1) PERSON NAME (CONTACT)

2) ROLE NAME (CONTACT PERSON)

3) PHONE CONTACT

a) Phone Number
b) Phone Contact Type
c) Priority Number (Phone Contact)

3. Send the *REQUEST INITIATION [TEMPORARY FLIGHT RESTRICTION]* to the **REQUESTS [TEMPORARY FLIGHT RESTRICTION]** store.

4. Perform 4.1.9.4 Prepare TFR Order and send the order to the FAA Service Center responsible for the airspace within which the Event located.

4.1.9.2 Record Radio Frequency Request

The purpose of this process is to initiate a request for a radio frequency to support an event.

1. Enter the following:

A. RADIO FREQUENCY USE (e.g. air-to-air, air-to-ground, etc.)

2. Send the *REQUEST INITIATION [RADIO FREQUENCY]* to the **REQUESTS [RADIO FREQUENCY]** store.

4.1.9.3 Record Vendor-Provided Service Request

The purpose of this process is to initiate a vendor-provided service request.

1. 4.1.12 Enter Delivery Location For Non-Aircraft Request

2. Perform 4.1.14 Enter Request Quantity, if applicable.

3. Perform 4.1.9.3.1 File Service Request by sending the *REQUEST INITIATION [SERVICE]* to the **REQUESTS [SERVICE]** store.

4.1.9 Record Service Request

The purpose of this process is to enter a service request. The type of EQUIPMENT (service) item needed is already defined in the 4.1 Record Resource Request process.

1. 4.1.10 Record Request Initiation Common Items

2. Determine which kind of service request from one of the following:

   A. 4.1.9.1 Record Temporary Flight Restriction Request

   B. 4.1.9.2 Record Radio Frequency Request

   C. 4.1.9.3 Record Vendor-Provided Service Request

4.1.9.4 Prepare TFR Order

The purpose of this process is to create the standard formatted form as required by the FAA flight service station. The form is in the Interagency Airspace Coordination Guide.

4.1.10 Record Request Initiation Common Items

The purpose of the process is to enter components of the resource request that are common to all resource requests.

1. If this is a request to detail (pre-position, etc.) a resource to a temporary duty location,

   A. Retrieve the DETAIL SUPPLEMENT from the **DETAIL SUPPLEMENTS** store.

      1) If DETAIL SUPPLEMENT does not exist,

         a) Perform the 4.1.10.3 Record Detail Request Supplement process.

2. Perform the 4.1.10.1 Identify Kind of Resource Needed process to enter a valid RESOURCE DESCRIPTION. (If this is a reassignment or transfer from an event merge, skip this step since the RESOURCE DESCRIPTION has already been defined.)

3. Perform 4.1.10.2 Enter Request Common-items

4. If the discussion with the requestor uncovers EVENT HAZARD INFORMATION (airspace/road closures, environmental hazards, contact frequencies, or airports) that has not yet been entered in the EVENT record;

   A. Perform the 5.1.5 Maintain Location Hazard Information process.

4.1.10.1 Identify Kind of Resource Needed

This process permits the ROSS user to input the information required to initiate a resource request.

1. Select the *RESOURCE DESCRIPTION+REMINDERS* from the **CATALOG <RESOURCE>** store.

   A. If the requested item is not in the **CATALOG <RESOURCE>**,

      1) Perform the appropriate 2.3.1 Create Resource Catalog Record process.

2. Send *RESOURCE-REQUEST REMINDERS* to the Requestor to provide him/her with additional considerations regarding the request.

4.1.10.2 Enter Request Common Items

The purpose of this process is to record request information provided by the Requestor using the following processes:

A. 4.1.10.2.1 Enter Request Initiation Common Items

B. 4.1.10.2.2 Enter Request Agency Financial Information

4.1.10.2.1 Enter Request Initiation Common Items

The purpose of this process is to record request information provided by the Requestor, which consists of the following:

1. REQUEST ID (which identifies the EVENT CODE and REQUEST NUMBER) from the Requestor.

   A. Verify the Event:

      1) If EVENT CODE does not exist in the **EVENTS** store,

         a) Perform the 1.1 Create Event Record process.

   B. Enter the REQUEST NUMBER.

2. If this request is generated as a support request for a previously identified request,

   A. Enter the REQUEST ID (PARENT) from the **REQUESTS** store of the request that triggered this resource request. (Note: Not applicable to Temporary Flight Restriction Requests.)

3. If this request is generated as a result of a group request,

   A. Enter the REQUEST ID (GROUP PARENT**)** from the **REQUESTS** store of the group request that triggered this resource request. This field is mandatory for Group Requests as it is how all associated requests for a particular group will be identified. (Note: Not applicable to Temporary Flight Restriction and Radio Frequency Requests.)

4. If this request is for a Detail request,

   A. Enter the *DETAIL REQUEST IDENTIFIER* from the DETAIL SUPPLEMENT that contains specific information regarding the detail.

   B. If the DETAIL SUPPLEMENT does not exist, 4.1.10.3 Record Detail Request Supplement.

5. REQUEST NEEDED-DATE+TIME to document the date and time that the resource or service needs to be delivered.

6. REQUEST REPORTING INSTRUCTIONS to record any instructions on where to proceed upon arrival (e.g. "Report to John Jones", etc.). (Note: Not applicable to Temporary Flight Restriction and Radio Frequency Requests.)

7. REQUEST REMINDERS:

   A. Using the CATALOG ITEM IDENTIFIER for the type of resource being requested, select the RESOURCE REMINDERS that apply to this request.

   B. If the REQUEST REMINDER CATEGORY is **"**Support.**"**

      1) Perform 4.1 Record Resource Request to generate the support request as indicated by the reminders. This original request will serve as the parent request.

      Note: If the REQUEST REMINDER CATEGORY is other than "Support", the REQUEST REMINDERS simply serve as additional information displayed for the dispatcher.

8. REQUEST SPECIAL-NEEDS, if applicable, to identify any special requirements that are not already covered in the REQUEST REMINDERS above.

9. REQUEST ESTIMATED END DATE (optional)

10. REQUEST PROVIDER RESTRICTION, if applicable, to limit the type of providers that will be considered to fill a request.

    A. REQUEST PROVIDER RESTRICTION INCLUSION

1 - Federal Only	Only Federally-managed resources should be considered.
2 - State/County Only	Only State or county-managed resources should be considered.
3 - Host Agency Only	Only resources managed by Event Host's agency should be considered.

    B. REQUEST PROVIDER RESTRICTION EXCLUSION: The 4th & 5th EXCLUSION options may be used in combination with any one of three INCLUSION choices.

4 - EFF/AD Exclusion	Emergency hires should not be considered.
5 - Portal-to-Portal Exclusion	State/county resources that have a portal-to-portal pay plan should not be considered.
6 - Contractor Exclusion	Private contractors should not be considered.

11. FINANCIAL INFORMATION (REQUEST) -- optional. This field is only used if the requestor wants to pre-specify the COMPACT NAME or FINANCE CODE to be used by resources assigned to the request:

    A. 4.1.10.2.2 Enter Request Agency Financial Information

12. DOCUMENTATION (REQUEST INITIATION);

    A. Perform the 7 Enter Documentation process to document the record initiation date/time, requestor, recorder, and additional comments.

13. REQUEST STATUS = **"**Open**"**.

14. Select and enter the *ORGANIZATION ID (REQUEST PLACEMENT RESPONSIBILITY)* from the **ORGANIZATIONS** store to identify the office that is currently responsible for taking action on the request. Default is the Event Dispatch Office; however the responsibility may be sent up to the GACC.

4.1.10.2.2 Enter Request Agency Financial Information

The purpose of this process is to select the assignment financial code for assigned resources that are not assigned via a compact agreement.

1. Retrieve the FINANCIAL CODE INFORMATION (EVENT) from the **EVENTS** store.

2. If the designated financial information is an agency FINANCIAL CODE,

   A. Select and enter the agency FINANCIAL CODE from the FINANCIAL INFORMATION (e.g. if the owner is USFS, use the Forest Service Charge Code, if the owner is BLM, use the BLM Charge Code).

      1) If the FINANCIAL CODE does not exist in the **EVENTS** store,

         a) Perform 1.1.2 Enter Event Financial Information to add the financial code.

3. If the designated financial information is COMPACT NAME,

   A. Enter the COMPACT NAME into the FINANCIAL INFORMATION.

4. Enter the FINANCIAL INFORMATION:

   A. If this process was triggered from within the request initiation 4.1 Record Resource Request process,

      1) Enter *FINANCIAL INFORMATION (REQUEST)* into the request initiation portion of the **REQUESTS <RESOURCE>** store.

   B. If this process was triggered from within the assignment process, 4.3.2 Record Resource Selection,

      1) Enter *FINANCIAL INFORMATION (ASSIGNMENT)* into the assignment portion of the **REQUESTS <RESOURCE>** store.

4.1.10.3 Record Detail Request Supplement

The purpose of this process is to add information to a detail request. This information is a supplement to a request, an event and a request must already be created. This applies to overhead, (which includes groups), and equipment requests. One detail request form may be used for multiple requests.

1. Enter the DETAIL REQUEST IDENTIFIER a unique, system-generated value.

2. Retrieve the *EVENT CODE* from the **EVENTS** store to identify the event that this detail request will support.

3. Identify the DETAIL RESOURCE REQUIREMENT(S); for each resource,

   A. Retrieve the *RESOURCE CATALOG IDENTIFIER(S)* from the **CATALOGS <RESOURCE>** store to identify the resources requested.

   B. Enter the DETAIL REQUESTED QUANTITY to identify the amount of requested resources.

   C. DETAIL START DATE

   D. DETAIL END DATE

4. *ORGANIZATION IDENTIFIER (TEMPORARY DUTY STATION)* from the **ORGANIZATIONS** store, which identifies who will pay travel cost for the detail.

   A. If the temporary duty station does not exist,

      1) Perform 5.3.1 Create Organization Record.

   B. If the temporary duty station exists, but address, phone, or FAX information is not up-to-date,

      1) Perform 5.3.2 Modify Organization Record to update the existing record.

5. Retrieve the *AIRPORT CODE (DETAIL CLOSEST COMMERCIAL)* from the **AIRPORTS** store to identify the nearest commercial airport.

6. DETAIL VEHICLE REQUEST/AUTHORIZATION which includes:

   A. DETAIL VEHICLE OWNERSHIP CATEGORY, if the vehicle is government owned and resource typed, retrieve the

      1) *EQUIPMENT CATEGORY* from the **CATALOG <RESOURCE>** store.

   B. DETAIL VEHICLE AUTHORIZED QUANTITY.

7. Enter the DETAIL EMPLOYER RESTRICTION:

   A. Enter the FEDERAL AGENCY CODE(S) of eligible agencies to identify which agency's employees are acceptable to assign to the detail request.

   B. If the requesting unit will accept state agency employees, enter the STATE DEPARTMENT CODE(S) of the eligible state department(s).

8. Enter the following DETAIL PERSONNEL REQUIREMENTS, if applicable:

A. *RESOURCE CATALOG IDENTIFIER (MINIMUM QUALS)* from the **CATALOGS <RESOURCE>** store.

B. DETAIL EMPLOYMENT STATUS to identify the type of employee the detail will accept.

C. DETAIL AGENCY UNIFORM REQUIREMENT FLAG, (yes/no), which identifies the need for an agency uniform.

D. DETAIL FIRE RESISTANT CLOTHING FLAG, (yes/no), which identifies the need for fire resistant clothing.

E. DETAIL DRIVERS LICENSE ENDORSEMENT(S) which identifies specific driving qualifications.

F. DETAIL ESTABLISHED WORKWEEK to identify the days of the week worked during a detail.

G. DETAIL DUTY HOURS TEXT to identify the hours worked within a day.

H. DETAIL ROTATION DAY QUANTITY to identify how many days between rotation.

I. DETAIL MEAL FACILITY AVAILABILITY CATEGORY

J. DETAIL GOVERNMENT PROVIDED LODGING AVAILABILITY FLAG

K. DETAIL MEAL & EXPENSE AUTHORIZATION AMOUNT

L. DETAIL COMMERCIAL LODGING RATE

M. DETAIL COMMERCIAL LODGING APPROVED AMOUNT

N. DETAIL TRAVEL OUTSIDE DUTY HOURS AUTHORIZATION FLAG

9. Enter DETAIL RADIO REQUIREMENT:

A. DETAIL RADIOS NEEDED QUANTITY to identify the number of radios required during the detail.

B. Enter MAKE & MODEL (DETAIL RADIO REQUIREMENT) to describe the kind of radio needed during the detail. Examples are; Motorola, programmable King, hand held.

10. Enter the following DETAIL REQUEST CONTACT INFORMATION:

A. PERSON ID (DETAIL REQUEST CONTACT) that is assisting with this detail request.

B. ELECTRONIC ADDRESS (DETAIL REQUEST CONTACT):

1) Using the Organization Identifier from the Event Code,

a) Retrieve *ELECTRONIC ADDRESS (EVENT HOST*) from the **ORGANIZATIONS** store to use as the default entry for the ELECTRONIC ADDRESS (DETAIL REQUEST CONTACT). This value may be overridden by the user.

1 - If the ELECTRONIC ADDRESS (EVENT HOST) does not exist,

a - Perform 5.3.2 Modify Organization Record to add the ELECTRONIC ADDRESS.

C. CONTACT PERSON NAME+PHONE+FAX (PERSONNEL) that is assisting with this detail request.

D. CONTACT PERSON NAME+PHONE+FAX (BUDGET & FINANCE) that is assisting with this detail request.

E. CONTACT PERSON NAME+PHONE+FAX (RADIO TECH) to identify the technician responsible for radio programming.

11. Identify DETAIL COST RESPONSIBILITIES which include:

1) *ORGANIZATION IDENTIFIER (SALARY)* from the **ORGANIZATIONS** store, which identifies who will pay base salary for the detail. If it is not available;

a) Perform the 5.3.1 Create Organization Record process.

2) *ORGANIZATION IDENTIFIER (TRAVEL COST)* from the **ORGANIZATIONS** store, which identifies who will pay travel cost for the detail. If it is not available;

a) Perform the 5.3.1 Create Organization Record process.

3) *ORGANIZATION IDENTIFIER (PER DIEM COST)* from the **ORGANIZATIONS** store, which identifies who will pay Per Diem Cost for the detail. If it is not available;

a) Perform the 5.3.1 Create Organization Record process.

4) *ORGANIZATION IDENTIFIER (EQUIPMENT USE MILEAGE COST)* from the **ORGANIZATIONS** store, which identifies who will pay for equipment use (FOR). If it is not available;

a) Perform the 5.3.1 Create Organization Record process.

5) *ORGANIZATION IDENTIFIER (ROTATION COST RESPONSIBILITY)* from the **ORGANIZATIONS** store, which identifies who will pay for the cost of replacing personnel. If it is not available;

a) Perform the 5.3.1 Create Organization Record process.

6) Enter the DETAIL REQUESTING UNIT ESTIMATED TOTAL COST to identify the total cost of the detail to the Requesting Unit.

12. Perform the 7 Enter Documentation process to include any additional information about the Detail.

13. Enter the *DETAIL SUPPLEMENT (COMPLETED)* into the **DETAIL SUPPLEMENTS** store.

4.1.11 Enter Delivery Location for Aircraft Requests

This process permits the ROSS user to enter the delivery information for an aircraft resource request.

1. Retrieve the *LOCATION NAME (REQUEST DELIVERY*) from the Requestor.

2. If the Delivery Location is an airport,

   A. If request is for Large Transport, retrieve the *AIRPORT CODE (EVENT JETPORT)* from the **EVENTS** store, as the default AIRPORT CODE (REQUEST DELIVERY).

      1) If the default delivery point is not correct, go to 2.D. below.

   B. If request is for tactical, non-tanker mission, retrieve the *AIRPORT CODE (EVENT CHARTER)* from the **EVENTS** store, as the default AIRPORT CODE (REQUEST DELIVERY).

      1) If the default delivery point is not correct, go to 2.D. below.

   C. If request is for an Air Tanker mission, retrieve the *AIRPORT CODE (EVENT TANKER BASE)* from the **EVENTS** store, as the default AIRPORT CODE (REQUEST DELIVERY).

      1) If the default delivery point is not correct, go to 2.D. below.

   D. Select the *AIRPORT CODE (REQUEST DELIVERY)* from the **AIRPORTS** store.

      1) If the *AIRPORT CODE (REQUEST DELIVERY)* provided by the Requestor does not exist in the **AIRPORTS** store,

         a - Perform the 5.2.1 Create Airport Record process.

3. If the Delivery Location is not an airport,

   A. Retrieve the *LOCATION NAME (EVENT)* as the default LOCATION NAME (REQUEST DELIVERY).

      1) If the default LOCATION NAME (REQUEST DELIVERY) is not correct,

         a) Select the correct *LOCATION NAME (REQUEST DELIVERY)* from the **LOCATIONS** store as provided by the requestor.

            1- If the LOCATION NAME (REQUEST DELIVERY) does not exist in the **LOCATIONS** store,

               a- Perform the 5.1.1 Create Location Record Process.

         b) Enter the request LOCATION NAME (REQUEST DELIVERY) into the request record.

   B. If the Requestor provides specific instructions on how to get to the delivery point. (e.g. "Take Highway 95 North to Exit #59. Follow signs to ICP".), enter the *LOCATION NAVIGATION INSTRUCTIONS* into the request record and send them to the **LOCATIONS** store.

4.1.12 Enter Delivery Location for Non-Aircraft Requests

This process permits the ROSS user to enter the delivery information for a non-aircraft resource request.

1. Retrieve the *REQUEST DELIVERY-REQUIREMENTS (NON-AIR)* from the REQUESTOR.

2. Retrieve *LOCATION NAME (REQUEST DELIVERY)* from the **LOCATIONS** store based on the

LOCATION NAME (REQUEST DELIVERY) provided by the Requestor.

A. If the LOCATION NAME does not exist in the **LOCATIONS** store,

1) Perform the 5.1.1 Create Location Record process.

B. Enter the LOCATION NAME (REQUEST DELIVERY).

3. If the requestor provides new or additional LOCATION NAVIGATIONAL INSTRUCTIONS which provides specific instructions on how to get to the delivery point, (e.g. "Take Highway 95 North to Exit #59. Follow signs to ICP");

A. Perform the 5.1.2 Modify Location Record to enter *LOCATION NAVIGATION INSTRUCTIONS* into the **LOCATIONS** store.

4.1.13 Enter Request Shipping + Billing Information

This process is used to enter a Supply Request. The RESOURCE DESCRIPTION is defined in the 4.1 Record Resource Request process.

1. Receive the request billing information from the Requestor;

A. Retrieve the *REQUEST QUANTITY+SHIPPING* from the Requestor which includes;

1) REQUEST QUANTITY

2) REQUEST SHIPPING INSTRUCTIONS

2. If the ORGANIZATION IDENTIFIER (EVENT BILLING) (from which billing address can be derived later), does not exist in the EVENT record,

A. Retrieve the *ORGANIZATION IDENTIFIER (EVENT BILLING)* from the Requestor, and

B. Send *ORGANIZATION IDENTIFIER (EVENT BILLING*) to the 1.2 Modify Event Record process to identify the billing organization/address.

3. Receive the *REQUEST SHIPPING+BILLING INFORMATION* from the Requestor to identify the agencies and organizations responsible for processing billing information.

4.2 Provide ROSS Request Information to Decision Maker

This process is used to supply the Dispatch Decision Maker with pertinent information regarding all outstanding resource requests for the purpose of prioritization and initial decision-making.

1. Retrieve and send one or more of the following reports to the Dispatch Decision Maker:

   A. ACTIVE-REQUESTS REPORT

      1) Perform the 3.3.2 Prepare Request Status Report process.

   B. ASSIGNED RESOURCES BY EVENT REPORT

      1) Perform the 3.3.4 Prepare Assigned Resources by Event Report process.

   C. EVENT LIST

      1) Perform the 3.2.2 Prepare Events List process.

   D. SINGLE-RESOURCE REQUEST SUMMARY BY EVENTS

      1) Perform the 3.3.1 Prepare Single-Resource Request Summary by Events process.

   E. EVENT RESOURCE REQUEST SUMMARY

      1) Perform the 3.2.1 Prepare Event Resource Request Summary process.

   F. CLOSEST FORCES REPORT

      1) Perform the 3.1.1 Prepare Closes Forces Report process.

   G. RESOURCE CATEGORY & STATUS SUMMARY

      1) Perform the 3.1.3 Prepare Resource Category & Status Summary process.

2. Evaluate current situation and establish work priorities.

   This task is primarily manual and occurs outside the context of ROSS. The Dispatch Decision Maker will evaluate current conditions such as severity, management priorities, resource status, event status, etc. The outcome of this evaluation will be instructions to the dispatchers regarding work priorities.

3. If Dispatch Decision Maker determines that the request will be placed with providers outside the dispatch inventory (e.g. national cache, vendor, buying team, procurement office),

   A. 3.3.9 Prepare and Send Resource Order to provide information about the requested resource description, finance codes, delivery information, etc. to the Provider.

4.3 Document Resource Request Decision

The purpose of this process is to facilitate the documentation of all action taken on a resource request. This process may be initiated at any time (and multiple times) during the decision-making process. The decision making process involves a series of contacts with the Requestor, Providers, and management which may result general information regarding the request, an "unable-to-fill" request, or assignment or transfer of resources.

1. If the decision results in:

   A. General information regarding contacts or decisions made during the decision-making process that does not result in a selection or assignment, or

   B. Inability to fill the request;

      1) Perform the 4.3.1 Update Resource Request Action/Decisions process.

2. If the decision results in the selection of a resource to fill the request,

   A. Perform *one of the following*:

      1) Perform the 4.3.2 Record Resource Selection process; *or*

      2) Perform the 4.3.3 Reassign Resources From Event to Event process.

2. Once Travel Arrangements for Mobilization of the Selected or Reassigned resource have been made,

   A. Perform the 4.7.1 Create Travel Itinerary process.

4. Once Travel Estimated Departure Date/Time arrives,

   A. 4.7.4 Assign/Release Resources Upon Travel ETD

4.3.1 Update Resource Request Action/Decisions

This process is used to process any pertinent information regarding the action taken on a resource request other than the initial "selection" or "assignment" action. Request Cancellation is handled in processes 4.5 Cancel Resource Request. The update provides a log of contacts with the Requestor, Providers, and management which may include information about management direction regarding the request, information received from a provider about a resource's limitations regarding a request, etc. This process may be initiated at any time during the decision-making process.

Actions may include:

1) documentation about a conversation with the Requestor, a Provider, or management,
2) modification to the initial request and/or supplemental information,
3) modification to a selection/assignment, or
4) modification to the release information.

2. If Action/Decision is based on the requestor's decision to modify the initial request information,

   A. Perform 4.3.1.1 Modify Initial Resource Request .

3. If Action/Decision consists only of documentation about the request or a resource which does *not* result in a selection or assignment of a resource,

A. Perform 4.3.1.2 Enter Request Action/Decision Documentation

4. If Action/Decision is based on the provider or decision maker's modification to an existing selection or assignment,

   A. Perform 4.3.1.3 Modify Request Selection/Assignment Information.

5. If Action/Decision is based on the requestor's decision to modify release Information,

   A. Perform 4.3.1.4 Modify Release Information.

4.3.1.1 Modify Initial Resource Request

This process is used to modify the initial information for an existing Resource Request. Any modifications to the request will include documentation about why the request was modified and who made the modifications.

1. If the initial request information needs to be modified,

   A. Perform 4.3.1.1 Modify Initial Request Information

2. If the Infrared Request Supplement needs to be modified,

   A. Perform 4.3.1.1.2 Modify Infrared Supplement.

3. If the Caterer Request Supplement needs to be modified,

   A. Perform 4.3.1.1.3 Modify Caterer Supplement

4. If the Detail Request Supplement needs to be modified,

   A. Perform 4.3.1.1.4 Modify Detail Supplement Information.

4.3.1.1.1 Modify Initial Request Information

The purpose of this process is to modify the initial request information. Only the requestor is authorized to change the initial request information.

This process is basically the same as the 4.1 Record Resource Request process with the following rules:

1. The following items cannot be changed:

   A. REQUEST ID.

   B. RESOURCE DESCRIPTION, If the requestor wishes to ask for another resource, he/she must cancel the original request, and initiate a new request. The rationale for this is the dispatch office wants to keep a history of un-fillable requests. If users were allowed to change the requested item, the ability to track that history would be lost.

   C. REQUEST DOCUMENTATION, (includes the date/time and the recording dispatcher).

2. Caution should be exercised in changing the following due to possible conflicts with travel arrangements:

   A. DELIVERY LOCATION

B. REQUESTED NEEDED DATE & TIME

3. To record *any* changes,

A. Perform 7 Enter Documentation to record the date & time, recording person and narrative of why the modification is being made and who authorized the change.

4.3.1.1.2 Modify Infrared Supplement

The purpose of this process is to modify information on an existing Infrared Request Supplement. Only the requestor is authorized to change the initial request information.

This process is basically the same as the 4.1.2 Record Infrared Aircraft Request process.

1. Enter *INFRARED REQUEST SUPPLEMENT (MODIFIED)* into the **REQUESTS [INFRARED]** store.

4.3.1.1.3 Modify Caterer Supplement

The purpose of this process is to modify information on an existing Food Service Request Supplement. Only the requestor is authorized to change the initial request information.

This process is basically the same as 4.3.1.1.3 Modify Caterer Supplement.

1. Enter *CATERER REQUEST SUPPLEMENT (MODIFIED)* into the **REQUESTS [CATERER]** store.

4.3.1.1.4 Modify Detail Supplement Information

The purpose of this process is to modify information on an existing Food Service Request Supplement. Only the requestor is authorized to change the initial request information.

This process is basically the same as 4.1.10.3 Record Detail Request Supplement.

1. Enter *DETAIL SUPPLEMENT (MODIFIED)* into the **DETAIL SUPPLEMENTS** store.

4.3.1.2 Enter Request Action/Decision Documentation

This process is used to document any pertinent information regarding the action taken on a resource request other than the initial "selection" or "assignment" action or cancellation of the request. The update provides a log of contacts with the Requestor, Providers, and management which may include information about management direction regarding the request, information received from a provider about a resource's limitations regarding a request, etc. This process may be initiated at any time during the decision-making process.

Actions may include documentation about:

1) a conversation with the requestor, a provider, or management,
2) a decision that the request is "unable to fill," or
3) other miscellaneous documentation.

Action/Decision consists only of documentation about the request *that does not result in a selection or assignment of a resource*.

1. If action/decision needs to be documented, but does not result in a change to the REQUEST STATUS,

A. Perform the 7 Enter Documentation process to record the DATE + TIME,

DOCUMENTATION PERSON/OFFICE (RECORDING), and any further information in relation to this request.

2. If action/decision results in a change to the REQUEST STATUS (e.g. "Pending**"**, "Unable to Fill**"**, "Cancellation",

   A. Perform the 4.3.7 Update Request Status to change the REQUEST STATUS and to enter required documentation.

3. If Action/Decision to document also results in a change to a resource's status,

   A. Perform the 2.1.8 Update Resource Status & Location process.

4.3.1.3 Modify Request Selection/Assignment Information

The purpose of this process is to modify selection or assignment information in a resource request.

1. If the Selection or Assignment needs to be *deleted*,

   A. Perform 4.3.1.3.1 Delete Selection/Assignment

2. If the Selection or Assignment needs to be *replaced,*

   A. Replace Selection/Assignment:

      1) Perform 4.3.1.3.1 Delete Selection/Assignment for the resource being removed from the request assignment.

      2) Perform 4.3.2 Record Resource Selection for the resource being selected/assigned to fill the request.

3. If *any other* Selection or Assignment needs to be modified,

   A. Send *SELECTION/ASSIGNMENT MODIFICATION* to the **REQUESTS <RESOURCE>** store.

      1) Enter modifications to original ASSIGNMENT <RESOURCE> data, and

      2) Perform 7 Enter Documentation to record the date & time, recording person and narrative of why the modification is being made and who authorized the change.

4.3.1.3.1 Delete Selection/Assignment

The purpose of this process is to modify a request when a resource that has previously been selected or assigned is now unable to fill the request.

1. If travel arrangements have been made for the resource being removed from the assignment, perform 4.7.6 Delete Travel Record Link for Resources to update the **TRAVEL ITINERARIES** store.

   Note: If the resource has already departed, the resource may not be deleted from the assignment. Instead, the requesting unit must release the resource upon arrival. See 4.4 Release Resource.

2. Enter *SELECTION/ASSIGNMENT DELETION* into the **REQUESTS <RESOURCE>** store, which includes the following:

   A. Delete the *ASSIGNMENT <RESOURCE>* from the **REQUESTS <RESOURCE>** store.

   B. If the action being taken is an assignment deletion, without a replacement,

      1) Perform 4.3.11 Update Request Status & Notify Requestor to change the request status to **"**Pending**"** and to record the date & time, recording person and narrative of why the resource is being removed from the assignment. and who authorized the change.

3. If necessary, perform the 2.1.8 Update Resource Status & Location to update the **INVENTORY <RESOURCE>** store.

4. Perform 7 Enter Documentation to record:

   A. DOCUMENTATION DATE+TIME

   B. RECORDING PERSON, RECORDING OFFICE

   C. DOCUMENTATION TEXT: system generated text to document the fact that Engine #9 was selected in the history of the request. (e.g. "Engine #9 was removed from this assignment due to the following reason: XXXXXX".)

4.3.1.3.4 Verify TFR Status

The purpose of this process is to provide a reminder to the dispatcher to verify the current status of a temporary flight restriction. At a minimum, the status should be verified with the FAA every three days. This process is triggered if the TFR LATEST VERIFICATION DATE is more than three days prior to the current date.

1. The system will send a reminder to the ROSS user that identifies the TFR NOTAM Number and the TFR LATEST VERIFICATION DATE (the date the TFR status was verified with the FAA as active).

2. The ROSS user will determine if the TFR should remain active.

   A. If TFR should remain active,

      1) Verify active status of the TFR NOTAM Number by sending a *TFR ACTIVE VERIFICATION REQUEST* to the FAA.

2) FAA will send a *TFR ACTIVE VERIFICATION*.

3) Enter today's date into the TFR LATEST VERIFICATION DATE in the **REQUESTS [TFR]** store.

B. If TFR should be terminated,

1) 4.4.1 Release Resource That Does Not Require Travel

4.3.1.4 Modify Release Information

The purpose of this process is to modify release information for a request.

1. If Release Date & Time needs to be modified,

   A. Enter modified RELEASE DATE & TIME.

   B. Enter RELEASE TENTATIVE/ACTUAL FLAG to indicate whether the RELEASE DATE & TIME is "Tentative" or "Actual".

2. If Release Date & Time needs to be deleted,

   A. Delete RELEASE DATE & TIME and RELEASE TENTATIVE/ACTUAL FLAG.

3. Perform 7 Enter Documentation to record the date, time, recording person & office and reason.

4. If changes have been made to the Resource Status;

   A. Perform the 2.1.4 Update Resource Status process.

5. Send *RELEASE RECORD (MODIFIED)* into the **REQUESTS <RESOURCE>** store.

4.3.2 Record Resource Selection

The purpose of this process is record the selection of a resource to fill a resource request. This process attaches the resource to the request; however, actual commitment of the resource does not occur until the resource is mobilized. An exception is for Supply resources that are immediately assigned. This process changes the inventory RESOURCE COMMITMENT STATUS to "Reserved" and changes the REQUEST STATUS to "Selected". Because the selection and assignment tasks are often performed simultaneously, this process enables the user to perform both functions.

1. Perform one of the following:

   A. If selection is for a fixed/rotor-wing aircraft,

   1) 4.3.2.1 Record Aircraft Selection

   B. If selection is for a crew,

   1) 4.3.2.2 Record Crew Selection

   C. If selection is for equipment,

   1) 4.3.2.3 Record Equipment Selection

D. If selection is for individual overhead,

1) 4.3.2.4 Record Overhead Selection

E. If selection is for supplies,

1) 4.3.2.5 Record Supply Selection

F. If selection is for a service,

1) 4.3.2.6 Record Service Selection

4.3.2.1 Record Aircraft Selection

The purpose of this process is to document the selection of an aircraft resource for a particular request. Perform the following:

1. 4.3.2.7 Identify Selected Resource

2. If selected aircraft includes inventoried overhead support personnel who should be tracked throughout the assignment,

   A. Perform 4.1 Record Resource Request to generate an overhead support request for the attached personnel. The PARENT REQUEST ID will be the original REQUEST ID.

3. If request is for an Infrared Flight,

   A. Perform 4.3.2.1.1 Enter Infrared Request Contacts to identify information about the infrared specialist and interpreter, including name, contact phone numbers, and lodging.

4. Enter Selection or Assignment Documentation for the assigned aircraft & attached personnel:

   A. If selected resource's *LOCATION (CURRENT)* from the **INVENTORY <RESOURCE>** store is already at or near the LOCATION [REQUEST DELIVERY] (travel will not be necessary) and the current date is the same or within 24 hours of the REQUEST NEEDED DATE, *immediately assign the resource*:

      1). 4.3.4 Perform Assignment Common Activities to enter assignment date, documentation, NTE date, Release-to Location, and to update the Request Status.

   B. If selected resource is *not* at or near the LOCATION [REQUEST DELIVERY] (travel will be necessary) and the current date is 24 hours prior to the REQUEST NEEDED DATE, *select the resource, pending departure on assignment*:

      1) Perform 4.3.2.8 Document Resource Selection to enter Selection Documentation and to update the Request Status.

5. 4.3.10 Send Selection Verification to Provider to give the provider pertinent information regarding the selection or assignment, including the IR Scanner Form, if this is an Infrared request.

4.3.2.1.1 Enter Infrared Request Contacts

The purpose of this process is to identify the infrared specialist and interpreter who have been identified to provide infrared support to a particular infrared request. This information is retrieved from the Provider (e.g. Pilots). The IR Specialist is designated by NICC, who is the "owner" (director and manager) of Infrared Resources.

1. Enter the INFRARED REQUEST CONTACTS:

   A. CONTACT PERSON NAME, PHONE & FAX (INFRARED SPECIALIST):

      1) PERSON NAME;

         a) PERSON LAST NAME

         b) PERSON FIRST NAME

         c) PERSON MIDDLE NAME

      2) ROLE NAME (Contact Person) to 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).

   B. PHONE CONTACT;

      1) PHONE NUMBER

      2) PHONE CONTACT TYPE

      3) PRIORITY NUMBER (PHONE CONTACT)

   C. If the infrared interpreter has not yet been entered into the record,

      1) 4.1.2.2.1 Enter Infrared Interpreter Information. This information may have already been entered in the 4.1.2 Record Infrared Request process; however, if it was not previously entered, it is mandatory at this time.

2. If this processes was triggered by the 4.1.1.1 Record Aircraft Selection process,

   A. Enter the *INFRARED REQUEST CONTACTS* into the **REQUESTS <INFRARED>** store. Otherwise, forward the *INFRARED REQUEST CONTACTS* to the next process.

4.3.2.2 Record Crew Selection

The purpose of this process is to document the selection of a crew resource for a particular request. Perform the following:

1. 4.3.2.7 Identify Selected Resource

2. 4.3.6 Create Assignment Roster (Crew)

3. Enter Selection or Assignment Documentation:

   A. If selected resource is already at or near the LOCATION [REQUEST DELIVERY] (travel will not be necessary) and the current date is the same or within 24 hours of the REQUEST NEEDED DATE, assign the resource:

      1). 4.3.4 Perform Assignment Common Activities to enter assignment date, documentation, Not to exceed date, Release-to Location, and to update the Request Status.

   B. If selected resource is *not* at or near the LOCATION [REQUEST DELIVERY] (travel will be

necessary) and the current date is 24 hours prior to the REQUEST NEEDED DATE, select the resource:

1) 4.3.2.8 Document Resource Selection to enter Selection Documentation and to update the Request Status.

4. Perform 4.3.10 Send Selection Verification to Provider to send the RESOURCE ORDER to the Provider.

4.3.2.2 Record Crew Selection

The purpose of this process is to document the selection of a crew resource for a particular request. Perform the following:

1. 4.3.2.7 Identify Selected Resource

2. 4.3.6 Create Assignment Roster (Crew)

3. Enter Selection or Assignment Documentation:

   A. If selected resource is already at or near the LOCATION [REQUEST DELIVERY] (travel will not be necessary) and the current date is the same or within 24 hours of the REQUEST NEEDED DATE, assign the resource:

      1) 4.3.4 Perform Assignment Common Activities to enter assignment date, documentation, Not to exceed date, Release-to Location, and to update the Request Status.

   B. If selected resource is not at or near the LOCATION [REQUEST DELIVERY] (travel will be necessary) and the current date is 24 hours prior to the REQUEST NEEDED DATE, select the resource:

      1) 4.3.2.8 Document Resource Selection to enter Selection Documentation and to update the Request Status.

4. Perform the 4.3.10 Send Selection Verification to Provider to send the RESOURCE ORDER to the Provider.

4.3.2.4 Record Overhead Selection

The purpose of this process is to document the selection of an overhead resource for a particular request. Because team requests are actually kept in the database as individual overhead requests, this process includes a requirement to use an existing inventory roster of grouped personnel to fill multiple overhead requests.

1. Link Selected Person to the Request:

   A. If the selection is for an individual overhead position or it is for a group for which an inventory roster does not exist or the user does not wish to utilize the roster,

      1) 4.3.2.7 Identify Selected Resource

   B. If the selection is for a group for which an accurate inventory roster exists (to fill multiple overhead requests),

      1) 4.3.2.4.1 Commit Group Resources Based on Roster

3. Enter selection or assignment documentation. For each individual request, or for each roster line,

   A. If selected resource is already at or near the LOCATION [REQUEST DELIVERY] (travel will not be necessary) and the current date is the same or within 24 hours of the REQUEST NEEDED DATE, assign the resource:

      1). 4.3.4 Perform Assignment Common Activities to enter assignment date, documentation, NTE date, Release-to Location, and to update the Request Status.

   B. If selected resource is *not* at or near the LOCATION [REQUEST DELIVERY] (travel will be necessary) and the current date is 24 hours prior to the REQUEST NEEDED DATE, select the resource:

      1) 4.3.2.8 Document Resource Selection to enter Selection Documentation and to update the Request Status.

3. 4.3.10 Send Selection Verification to Provider to give the provider pertinent information regarding the selection or assignment.

4.3.2.4.1 Commit Group Resource Based on Roster

The purpose of this process is to identify the roster associated with the assignment that identifies the specific resources for a Group request. This process is necessary because when a Group is requested, a separate request is automatically generated for each item in the Group Configuration. Therefore the assigned group's roster information must be copied into the Assignment record. For example, an Incident Management Team Roster shows the current membership of the team; however, since a separate Overhead Request is required for each team member, the roster is used as a means to automatically select and associate the group members into the appropriate assignment record.

A roster is not necessary to make a group assignment. The user may perform 4.3.2.7 Identify Selected Resource to select each resource individually.

> *Usability: This may be a click and drag capability to associate a roster to the Group Request header resulting in each child request will be assigned the appropriate roster member assignment. Click and drag to allow user to select multiple items.*

1. Identify all related overhead requests for the group:

   A. Retrieve the *REQUEST ID (GROUP PARENT)* from the **REQUESTS [GROUP]** store.

   B. Identify REQUEST ID [OVERHEAD] with REQUEST ID (GROUP PARENT) identified in 1.A. above from the **REQUESTS [OVERHEAD]** store.

2. Using the GROUP NAME (SELECTED), retrieve the Inventory Roster Configuration:

   A. If the current Inventory Roster (ROSTER CURRENT FLAG = **"**Yes**"**) in the **INVENTORY ROSTERS** store accurately lists the resources being assigned for this request,

      1) Return to 4.3.2.4 Record Overhead Selection process, Item 3.

   B. If the current Inventory Roster is not accurate in the **ROSTERS** store and the user wishes to update the roster,

      1) If a permanent change to the "Master**"** roster; or a change to the "Alternate**"** roster

is necessary,

a) Perform the 2.4.2 Modify Inventory Roster process.

b) Return to 4.3.2.4 Record Overhead Selection process, Item 3.

C. If a new "Alternate" Inventory Roster needs to be created,

1) Perform the 2.4.1 Create Inventory Roster

Incident Mgmt. Team Roster			Incident Mgmt. Team Requests		
Resource Description	Resource ID		Request Number	Resource Description	Resource ID
ICT1	Joe	➜	O-1	ICT1	Joe
DPIC	Bob	➜	O-2	DPIC	Bob
SOF1	Dale	➜	O-3	SOF1	Dale

b) Return to 4.3.2.4 Record Overhead Selection process, Item 3.

4.3.2.5 Record Supply Selection

The purpose of this process is to record the selection of requested supply item(s) into the Supply Request record. Supplies are automatically assigned without an interim "selected" status.

1. If selection is for an NFES supply item,

A. If NFES item is a Telecom Kit,

1) 4.3.2.5.2 Record NFES Telecom Kit Selection

B. If NFES item is not a Telecom Kit,

1) If selection is from a national NFES cache,

a) 4.3.2.5.1 Record NFES Selection/Assignment by National Cache

2) If selection is from a local cache or non-government provider,

a) 4.3.2.5.3 Record NFES Selection Not Filled by National Cache

2. If selection is for a non-NFES supply item,

A. 4.3.2.5.7 Record Non-NFES Supply Selection

4.3.2.5.1 Record NFES Selection/Assignment by National Cache

The purpose of this process is to record the selection and assignment of an NFES item that is being provided by a National Cache. The assignment is completed simultaneously with the selection; however, travel information is still required for resources that require transportation to the delivery point. NFES requests are always "Filled-Closed".

1. Enter NFES Assignment:

A. 4.3.13 Enter Assignment Date & Time

B. 4.3.2.5.5 Enter NFES Cache Item Code (Filled)

C. Enter ASSIGNMENT FILLED QUANTITY to indicate the actual number of items being provided. This may be different from the requested quantity.

1) If the assignment is being made by more than one cache,

a) 7 Enter Documentation (Cache Quantities) to identify each cache and quantity provided.

D. 4.3.2.9 Designate Selected Resource Finance Code

E. If REQUEST PRE-POSITION REPLACEMENT FLAG = "Yes**"**, this item was requested to replace a pre-positioned item that was moved from the pre-positioned location as a result of an assignment,

1) 4.3.2.5.6 Enter Shipping Financial Code

F. Send *ASSIGNMENT [NFES-NATIONAL CACHE]* to the **REQUESTS [NFES]** store.

4.3.2.5.2 Record NFES Telecom Kit Selection

The purpose of this process is to record the selection of a national telecommunication kit. The assignment is completed simultaneously with the selection; however, travel information is still required for resources that require transportation to the delivery point.

1. Enter NFES Telecommunications Kit Assignment:

A. 4.3.13 Enter Assignment Date & Time

B. 4.3.2.5.2.1 Enter NFES Kit ID

D. 4.3.2.9 Designate Selected Resource Finance Code

C. If REQUEST PRE-POSITION REPLACEMENT FLAG = **"**Yes**"**, (this item was requested to replace a pre-positioned item that was moved from the pre-positioned location as a result of an assignment),

1) 4.3.2.5.6 Enter Shipping Financial Code

D. Send *ASSIGNMENT [NFES TC KIT]* to the **REQUESTS [NFES TELECOM KIT]** store.

4.3.2.5.3 Record NFES Supply Selection Not Filled by National Cache

4.3.2.5.3.1 Commit Items from Vendor

The purpose of this process is to identify the vendor who provided a requested resource.

1. Enter ORGANIZATION IDENTIFIER [PROVIDER].

A. Retrieve *ORGANIZATION IDENTIFIER [PROVIDER]* from the **ORGANIZATIONS** store.

1). If ORGANIZATION does not exist in the **ORGANIZATIONS** store,

a) 5.3.1 Create Organization Record

4.3.2.5.4 Enter Assignment Filled Quantity

4.3.2.5.5 Enter NFES Cache Item Code (Filled)

The purpose of this process is to enter the filled NFES Cache Item Number into the order. This allows a Provider to fill a request with alternate items.

1. If an alternate NFES item has been selected,

   A. Retrieve and Enter *NFES CACHE ITEM CODE (SUBSTITUTION)* from the **CATALOG <RESOURCE>** store. More than one number can be entered if the substitution involves more than one NFES item.

2. Otherwise, use the *NFES CACHE ITEM NUMBER (REQUESTED)* from the initial request from the **REQUESTS [NFES]** store.

4.3.2.5.6 Enter Shipping Financial Code

The purpose of this process is to enter a financial code to which shipping costs for the assigned item(s) will be charged. The condition only occurs for supplies that are being assigned to replace pre-positioned resources that have been assigned to an event. For example, Radio Kit #1 is pre-positioned in Denver. The Denver Office pays the shipping costs to send Radio Kit #1 to Denver. Radio Kit #1 is then assigned to fill an assignment on Fire A. Denver submits a request to replace Radio Kit #1. Radio Kit #2 is assigned to fill the replacement request and is sent to Denver. The shipping costs to send Radio Kit #2 will be charged to Fire A.

1. Identify the REQUEST ID of the original pre-position request.

   A. Retrieve the RESOURCE ID of the resource assigned to fill the request.

   B. Using the RESOURCE ID of the resource that filled in original request,

      1) Identify the REQUEST ID of the resource's current assignment.

   C. Using the REQUEST ID of the resource's current assignment,

      1) Retrieve the FINANCIAL INFORMATION (ASSIGNMENT) to identify the compact name or charge code.

   D. Enter FINANCIAL INFORMATION (ASSIGNMENT) from C. above into the FINANCIAL INFORMATION (SHIPPING) for the resource being assigned as the replacement.

4.3.2.5.7 Record Non-NFES Supply Selection

The purpose of this process is to record the selection of non-NFES supply items

1. If selected item was procured and is not yet in the inventory, but need to be added to the inventory,

   A. 2.1.1.5 Create Supply Inventory Record to add the new item to the inventory.

   B. 4.3.2.5.7.1 Record Non-NFES ID'd Supply Selection

2. If selection is from the **INVENTORY [SUPPLY**] store,

A. If selected item is individually tracked by the local cache,

1) 4.3.2.5.7.1 Record Non-NFES ID'd Supply Selection

B. If selection is issued by quantity (not individually tracked),

1) 4.3.2.5.7.2 Record Non-NFES, Non-ID Supply Selection

4.3.2.5.7.1 Record Non-NFES, ID'd Supply Selection

The purpose of this process is to record the selection of a supply item that is being provided from an accountable government property inventory, but does not include NFES items provided by the National Cache. The local inventory manager requires that these items be tracked and returned to the owner. If new accountable items are procured to fill the request, the item will be added to the inventory. The assignment is completed simultaneously with the selection; however, travel information is still required for resources that require transportation to the delivery point.

1. 4.3.2.5.4 Enter Assignment Filled Quantity

2. 4.3.13 Enter Assignment Date & Time

3. 4.3.2.5.7.1.1 Commit Inventoried Supply Item

4. 4.3.2.9 Designate Selected Resource Finance Code

5. Enter *ASSIGNMENT [SUPPLY-ID:D]* into the **REQUESTS [SUPPLY]** store.

4.3.2.5.7.1.1 Commit Inventoried Supply Item

The purpose of this process is to identify the selected supply item from the Supply Inventory and change the resource's readiness status. Because a supply request can be for multiple quantities, more than one supply item may be selected.

1. Retrieve selected *SUPPLY ID(s)* from the **INVENTORY [SUPPLY]** store.

2. 2.1.8 Update Resource Status & Location to change the status to "Not Available".

4.3.2.5.7.2 Record Non-NFES, Non-ID Supply Selection

The purpose of this process is to record the selection of a supply item that *is not* being provided from an accountable government property inventory or by a National Cache. This process is used when the selected item does not require individual tracking throughout the assignment. Selected items are selected from the **PROVIDER RESOURCE QUANTITIES** store, or from external procurement sources. The assignment is completed simultaneously with the selection; however, travel information is still required for resources that require transportation to the delivery point.

1. 4.3.2.5.4 Enter Assignment Filled Quantity

2. 4.3.13 Enter Assignment Date & Time

3. Update Inventory/Organization Records:

1) If selected item is from **PROVIDER RESOURCE QUANTITIES**,

a) 4.3.2.5.7.2.1 Commit Supply Items from Provider Resource Quantities Inventory

2) If selected item is from other procurement source,

a) 4.3.5 Enter Vendor Organization ID

4. 4.3.2.9 Designate Selected Resource Finance Code

5. Enter *ASSIGNMENT [SUPPLY-NON-ID'D]* into the **REQUESTS [SUPPLY]** store.

4.3.2.5.7.2.1 Commit Supply Items from Provider Resource Quantities Inventory

The purpose of this process is to perform the necessary steps to fill a supply request utilizing information from the **PROVIDER RESOURCE QUANTITIES** store.

1. Retrieve *PROVIDER RESOURCE QUANTITIES RECORD* from the **PROVIDER RESOURCE QUANTITIES** store, which includes the available quantity and the ORGANIZATION ID (Provider).

2. If applicable, update the RESOURCE AVAILABLE QUANTITY,

   A. Use RESOURCE AVAILABLE QUANTITY (OLD) from the *PROVIDER RESOURCE QUANTITIES RECORD*.

   B. Decrease the RESOURCE AVAILABLE QUANTITY by the ASSIGNMENT FILLED QUANTITY.

   C. Send *RESOURCE AVAILABLE QUANTITY (NEW)* to the **PROVIDER RESOURCE QUANTITIES** store.

3. Enter assignment of requested item(s),

   A. If supply is NFES, enter *ASSIGNMENT [NFES]* into the **REQUESTS <SUPPLY>** store.

   B. If supply is Non-NFES, enter *ASSIGNMENT [NON-NFES]* into the **REQUESTS [SUPPLY]** store.

4.3.2.6 Record Service Selection

The purpose of this process is to record the selection and assignment of a vendor to provide a requested service. The selection and assignment are performed simultaneously.

1. Enter ASSIGNMENT [SERVICE]:

   A. Perform 4.3.13 Enter Assignment Date+Time.

   B. Perform 4.3.5 Enter Vendor Organization ID.

2. 4.3.10 Send Selection Verification to Provider.

4.3.2.7 Identify Selected Resource

The purpose of this process is to validate the assigned resource item with the **INVENTORY <RESOURCE>** store. If the assigned resource does not exist in the active inventory, an inventory record is created or updated. This process changes the inventory RESOURCE COMMITMENT STATUS to **"**Reserved**"** and changes the REQUEST STATUS to **"**Identified**"**. Because the decision-making and assignment processes are often performed simultaneously, this process enables the user to perform both functions.

1. Identify Valid Assigned Resource by using one of the following methods:

   A. 4.3.12 Select Resource from Qualified Resource List

   B. 4.3.14 Select Resource Based on Provider Input

2. 4.3.2.9 Designate Selected Resource Finance Code to identify the charge code that the provider will use for billing.

3. Enter the *RESOURCE ID (VALIDATED)* into the **REQUEST <RESOURCE>** store.

4.3.2.8 Document Resource Selection

The purpose of this process is to record the selection of a resource to fill a request. This process is used when the resource is not immediately mobilized due to pending travel arrangements or a lag time between when the resource was selected and the needed date.

1. Using RESOURCE ID (SELECTED), Enter *SELECTION & DOCUMENTATION* into the appropriate **REQUESTS <RESOURCE>** store:

   A. Enter RESOURCE ID (SELECTED).

   B. 7 Enter Documentation to record the selection remarks and date. DOCUMENTATION CATEGORY = **"**Request Selection**"**.

2. 4.3.11 Update Request Status & Notify Requestor to change the status to **"**Selected**"**.

4.3.2.9 Designate Selected Resource Finance Code

The purpose of this process is to identify the finance code to be used by the provider of the selected resource for billing purposes.

1. Determine whether the resource owner is State, Federal, or Privately-owned:

   A. Retrieve ORGANIZATION ID (OWNER) from the **INVENTORY <RESOURCE>** store.

   B. Retrieve AGENCY CODE from the **ORGANIZATIONS** store.

2. Select the *EVENT FINANCIAL CODE* that will be used for charges related to this selected resource from the **EVENTS** store:

If:	If resource owner is Federal Agency,	If resource owner is State Agency,	If resource owner is Private,
	ASSIGNMENT FINANCIAL INFORMATION consists of:		
COMPACT ACTIVE FLAG = N (from **COMPACTS** store)	Financial Code (owning agency or event host or coop agreement agency)	Agency Financial Code	Agency Financial Code (event host)
COMPACT ACTIVE FLAG = Y and REQUEST FINANCIAL INFORMATION includes a COMPACT NAME.	Agency Financial Code	Compact Name, if covered under Compact or Agency Financial Code, if not under compact	Agency Financial Code (event host)

COMPACT ACTIVE FLAG = Y and REQUEST FINANCIAL INFORMATION includes a FINANCIAL CODE.	Financial Code (request) unless the request financial code is a state code, then use the Event Agency Financial Code	Financial Code (request) unless the request financial code is a federal code, then use the Event Agency Financial Code	Financial Code (request)
COMPACT ACTIVE FLAG = N and REQUEST FINANCIAL INFORMATION includes a FINANCIAL CODE.	Financial Code (request) unless the request financial code is a state code, then use the Event Agency Financial Code	Financial Code (request) unless the request financial code is a federal code, then use the Event Agency Financial Code	Financial Code (request)

1) Perform 4.1.10.2.2 Enter Request Agency Financial Information process.

4.3.3 Re-assign Resources From Event To Event

This process transfers a resource or a series of assigned resources from one event to another to satisfy outstanding resource requests of another event. This situation arises when one event is in (or approaching) the demobilization phase and one or more events have pending resource requests. Management may also choose to use this process when it is determined that the priority of an event justifies a transfer of resources from another event.

1. Select the affected Events:

   A. Use the EVENT CODE (CLOSING).

   B. Use the EVENT CODE(S) (GAINING) from a list similar to the 3.2.2 Prepare Events List.

2. If the gaining event does not have any open or pending requests, a new request must first be created and then the resource will be assigned to the new request:

   A. Perform the 4.3.3.1 Create New Requests for Event & Reassign Resources

3. If the losing event will transfer assigned resources to existing open or pending requests for the gaining event,

   A. Perform the 4.3.3.2 Reassign Resources to Open/Pending Requests (

4.3.3.1 Create New Requests for Event & Reassign Resources

The purpose of this process is to reassign resources currently located at a closing event to a new event that doesn't have existing open or pending requests. This process will 1) create new requests for the resources, 2) release the resources from one event and 3) assign them to the new event. This process may be used to reassign single or multiple quantities of resources.

> *Usability: This may be a split screen with the "transfer from" event requests on one side, and the "transfer to" event requests on the other side of the screen with drag and drop capability to associate the selected item(s) from the "transfer from" screen to the "transfer to" screen.*

1. Determine which resources will be reassigned:

   A. Retrieve *RESOURCE REQUESTS (BY DESCRIPTION)* (all requests with matching RESOURCE DESCRIPTION -- e.g. all Crew Requests) from the **REQUESTS <RESOURCE>** store for the closing EVENT CODE whose REQUEST STATUS = "Selected", "Assigned" or "Assigned-Closed".

      1) Select the requests/assignments to be reassigned to the "transfer to" event. For each selected resource,

         a) Perform the 4.1 Record Resource Request process to create a new request(s) for the "transfer to" event..

         b) Perform the 4.4 Release Resource process to release the selected request's assigned resource from the "transfer from" event.

2. Using the *RESOURCE ID* Perform the 4.3.2 Record Resource Selection (choosing the appropriate category) to identify and assign the resource.

3. If the reassigned resource's REQUEST ID (CLOSING) is attached to a TRAVEL LEG whose TRAVEL MOB/DEMOB FLAG = **"**Demob**"**, either:

   A. 4.7.6 Delete Travel Record Link for Resources; or

   B. 4.7.2 Modify Travel Itinerary to either:

      1) If resource travel time and destination is still valid, change the TRAVEL MOB/DEMOB FLAG to **"**Mobilization**"** and to the REQUEST ID to the new REQUEST ID.

4.3.3.2 Reassign Resources to Open/Pending Requests

The purpose of this process is to reassign resources currently located at an event to a new event that has existing open or pending requests. This process will release the resources from one event and assign them to the new event. This process may be used to reassign single or multiple quantities of resources.

> *Usability: This may be a split screen with the "transfer from**"** event requests on one side, and the **"**transfer to**"** event requests on the other side of the screen with drag and drop capability to associate the selected item(s) from the "transfer from**"** screen to the "transfer to**"** screen.*

1. Select resources to be reassigned to new Event:

   A. Retrieve all requests in the closing event**'**s **REQUESTS <RESOURCE>** store whose REQUEST STATUS = **"**Selected, "Filled**"**, or **"**Filled-Closed**"** grouped by RESOURCE CATEGORY.

   B. **For each request,**

      1) Retrieve the *RESOURCE ID (ASSIGNED*) from the closing event's **REQUESTS <RESOURCE>** store.

   C. Retrieve all requests in the gaining event**' REQUESTS <RESOURCE>** store whose REQUEST STATUS = **"**Open**"** or **"**Pending**"** grouped by RESOURCE CATEGORY.

2. **For each closing event's request,**

   A. Reassign Resource from the Closing Event**' s** Request to the Gaining Event**' s** Request:

      1) Select the Request to which the resource will be transferred.

      2) 4.3.2 Record Resource Selection using the RESOURCE ID.

      3) Send *REQUEST ID (RELEASED)* to perform the 4.4 Release Resource process to release the selected request**' s** assigned resource from the closing event.

4.3.4 Perform Assignment Common Activities

The purpose of this process is to record assignment data that is common to all ID'd resources.

1. Enter the following assignment items to update the request:

   A. 4.3.13 Enter Assignment Date & Time

   B. ASSIGNMENT NTE DATE:

      1) 4.3.8 Compute Assignment Not To Exceed Date

   C. ASSIGNMENT RELEASE-TO LOCATION

      1) 4.4 Enter Release To Location

   D. Record *ASSIGNMENT <RESOURCE>* in the **REQUESTS** store.

2. Update Resource Readiness Status to **"**Not Available**"**:

   A. 2.1.8 Update Resource Status & Location.

4.3.5 Enter Vendor Organization ID

The purpose of this process is to enter the Organization ID of the vendor who provided the assigned resource in cases where the assignment was not from the **INVENTORY by ID** store.

1. Identify the Vendor by performing one of the following:

   A. If the assigned item is recorded in the **PROVIDER RESOURCE QUANTITIES** store,

      1) Retrieve the *ORGANIZATION IDENTIFIER (PROVIDER)* from the **PROVIDER RESOURCE QUANTITIES** store.

         Usability: This may be accomplished with a lookup list of vendors used to associate the vendor's name to the assignment record.

      2) If available quantities need to be changed, 2.2.2.2 Update Provider Available Quantity.

   B. If the assigned item is not recorded in the **PROVIDER RESOURCE QUANTITIES** store ,

      1) Enter the *ORGANIZATION ID* from the **ORGANIZATIONS** store.

         a) If ORGANIZATION does not exist in the **ORGANIZATIONS** store,

            1) 5.3.1 Create Organization Record

2. If the assigned item is:

   A. Supply

      1) Enter the *ORGANIZATION IDENTIFIER (PROVIDER)* into the **REQUESTS [SUPPLY]** store.

B. Service

1) Enter the *ORGANIZATION IDENTIFIER (PROVIDER)* into the **REQUESTS [SERVICE]** store.

4.3.6 Create Assignment Roster (Crew)

The purpose of this process is to construct a listing of resources committed via a roster to fill a request. The Release-to Location is recorded in the Assignment Roster. The Assignment NTE Date (and subsequent RESOURCE READINESS STATUS change) will be added to the request later, once the mobilization ETD is established. A new roster is created for each assignment so that the assignment NTE dates and RELEASE-TO LOCATION can be recorded for each assignment.

Once the assignment roster is created and resources have been mobilized, the roster may not be modified. The assignment roster is the only way the assignment history of individual roster members can be tracked.

1. Create a new ASSIGNMENT Roster.

A. Perform 4.3.6.1 Create Assignment Roster Header to enter;

1) ROSTER ID a unique, system generated value that identifies the roster.

2) GROUP NAME to identify the name used by the group for identification purposes. (Default is the *RESOURCE ID* selected in the **REQUESTS [CREW]** store.)

3) GROUP CATEGORY, retrieve from the *RESOURCE DESCRIPTION* in the **REQUESTS [CREW]** store.

4) Enter the *ASSIGNMENT ROSTER HEADER* into the **ASSIGNMENT ROSTERS** store.

B. Create the ROSTER LINES by doing **one** of the following:

1) 4.3.6.2 Copy Roster Membership From a Current Inventory Roster:

a) Retrieve current (ROSTER CURRENT FLAG = **"**Yes**"**) *RESOURCE CATALOG ITEM IDENTIFER (OVERHEAD POSITION CODE)* from the **INVENTORY ROSTERS** store.

b) Copy *RESOURCE DESCRIPTION [OVERHEAD]* into the new ASSIGNMENT ROSTER record.

c) For each roster member, 4.3.6.3 Create Assignment Roster Line (Crew) or;

2. 4.3.6.4 Enter Assignment Roster ID Into the Requests Record:

A. Enter the *ROSTER ID (ASSIGNMENT)* into the **REQUESTS <RESOURCE>** store.

4.3.6.3 Create Assignment Roster Line

The purpose of this process is to assign the selected resource, update the NTE date and the release to location, and update the resource status.

Usability: This may be a split screen where the resource descriptions from the GROUP CONFIGURATION can be displayed on one side and the qualified resources listed on the other side of the screen. Users can drag and drop the appropriate resource onto the resource description to associate the selected item to the roster line.

1. **For each assigned resource**, create an Assignment Roster Line:

   A. Retrieve and enter the associated RESOURCE CATALOG ITEM IDENTIFIER (OVERHEAD POSITION CODE) from the OVERHEAD CATALOG.

   B. Retrieve and enter the OVERHEAD INVENTORY record from the **OVERHEAD INVENTORY** store to obtain the following:

      1) PERSON IDENTIFIER

      4) If person will be immediately assigned (no travel required), enter the ASSIGNMENT NTE DATE:

         a) 4.3.8 Compute Assignment NTE Date

      5) ASSIGNMENT RELEASE-TO LOCATION

         a) 4.3.9 Record Release-To Location

   C. Enter *ROSTER LINE (ASSIGNMENT)* into the **ASSIGNMENT ROSTERS** store.

   D. Enter DOCUMENTATION (REQUEST STATUS).

      a) Perform the 7 Enter Documentation process to record any information regarding the assignment roster into the **REQUESTS** store.

   D. Update the person's Resource Readiness Status to **"**Not Available**"**:

      1) 2.1.4 Update Resource Status.

4.3.7 Update Request Status

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

1. Enter new REQUEST STATUS

2. Perform the 7 Enter Documentation process to record the reason for this change in status. DOCUMENTATION CATEGORY = **"**Request Status Update**"**

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

4. Send *REQUEST UPDATE NOTIFICATION* to the Requestor to indicate that the request has changed.

4.3.8 Compute Assignment Not To Exceed Date

The purpose of this process is to calculate the ASSIGNMENT NOT TO EXCEED DATE by considering the various dates stored in the appropriate store, **INVENTORY <RESOURCE>** or **PROVIDER RESOURCE**

QUANTITIES, which specifies the recommended length of an assignment. The ASSIGNMENT NTE DATE is a guideline dispatchers may use to target resources for demobilization. It is *not* a mandatory release date.

1. If the assignment or reassignment is *made by the home unit or detailing unit*. Only the home unit or the detailing unit will perform initial assignments:

   A. Compute the initial ASSIGNMENT NOT TO EXCEED DATE:

      1) Retrieve *RESOURCE ASSIGNMENT MAXIMUM DAYS QUANTITY* from the **INVENTORY <RESOURCE>** store, (If no date is entered, the default is 21 days)

      2) Add ASSIGNMENT DATE (from the **REQUESTS** store) + RESOURCE ASSIGNMENT MAXIMUM DAYS QUANTITY to derive the initial ASSIGNMENT NOT TO EXCEED DATE.

   B. If the assigned resource is an inventoried item retrieve *RESOURCE DEACTIVATION DATE* if it exists, from the **INVENTORY <RESOURCE>** store.

      1) If the RESOURCE DEACTIVATION DATE is prior to the initial ASSIGNMENT NOT TO EXCEED DATE, the ASSIGNMENT NOT TO EXCEED DATE is equal to the RESOURCE DEACTIVATION DATE.

   C. If the assigned resource is an inventoried item retrieve *RESOURCE UNAVAILABLE PERIODS* if it exists from the **INVENTORY <RESOURCE>** store.

      1) If the RESOURCE UNAVAILABLE BEGIN DATE is prior to the initial ASSIGNMENT NOT TO EXCEED DATE, the ASSIGNMENT NOT TO EXCEED DATE is equal to the RESOURCE UNAVAILABLE BEGIN DATE.

   D. If the assigned resource is an inventoried item, and the request is for a detail (DETAIL REQUEST IDENTIFIER is entered in request record) retrieve *DETAIL END DATE* from the **DETAIL SUPPLEMENTS** store.

      1) If the DETAIL END DATE is prior to the initial ASSIGNMENT NOT TO EXCEED DATE, the ASSIGNMENT NOT TO EXCEED DATE is equal to the DETAIL END DATE.

   E. Validate the initial ASSIGNMENT NOT TO EXCEED DATE with the provider. (The Home Unit can override this date with a shorter or longer length of time.)

2. If this is a re-assignment and resource is away from the home unit,

   A. Compute the ASSIGNMENT NOT TO EXCEED DATE by performing the following:

      a) Retrieve the *ASSIGNMENT NOT TO EXCEED DATE (PREVIOUS ASSIGNMENT)* from the **REQUESTS <RESOURCE>** store. This not to exceed date becomes the not to exceed date for the new assignment. (Can be overwritten by the user if it needs to be changed.)

3. Record the *ASSIGNMENT NOT TO EXCEED DATE* in the:

   A. **REQUESTS <RESOURCE>** store if it is the single resource item; OR

   B. ROSTER LINE in the **ASSIGNMENT ROSTERS (CREW)** store if it is a member of an assigned roster.

4.3.9 Record Release To Location

This process is used to designate the release-to location of an individual resource as identified by the provider. It is not needed for NFES supplies whose REQUEST STATUS = **"**Filled-Closed**"**.

1. Enter the Release to Location or Airport into the REQUEST record:

   A. If this is an initial assignment from the home unit,

      1) If resource is an aircraft, retrieve *AIRPORT CODE (AIRCRAFT HOME)* from the **INVENTORY [AIRCRAFT]** store to use as the default for AIRPORT CODE (RELEASE TO).

         a) If the default airport is not accurate, enter a valid *AIRPORT CODE* from the **AIRPORTS** store.

      2) If resource is not an aircraft, retrieve *LOCATION NAME (RESOURCE HOME)* from the appropriate **INVENTORY** store to use as the default for LOCATION NAME (RELEASE TO).

         a) If the default location name is not accurate, enter a valid *LOCATION NAME* from the **LOCATIONS** store.

   B. If this is a re-assignment,

      1) Default: the Release-to point from the previous assignment.

         a) If aircraft,

            1 - Retrieve *AIRPORT CODE (RELEASE TO)* from the **REQUESTS <RESOURCE>** store.

         b) If non-aircraft,

            2 - Retrieve *LOCATION NAME (RELEASE TO)* from the appropriate **REQUESTS <RESOURCE>** store.

      2) The user may overwrite this location with a different demobilization to location.

   C. If this is an assignment of a detailed resource (RESOURCE COMMITMENT STATUS = **"**Detailed & Assigned**"**)

      1) If aircraft,

         a) Retrieve the *AIRPORT CODE (REQUEST DELIVERY)* from the **REQUESTS <RESOURCE>** store from the initial detail request and use as AIRPORT CODE (RELEASE TO) for the subsequent request under the detail;

      2) If non-aircraft,

         a) Retrieve the *LOCATION NAME (REQUEST DELIVERY)* from the **REQUESTS <RESOURCE>** store from the initial detail request and use as LOCATION NAME (RELEASE TO) for the subsequent request under the detail.

2. If the request is for a crew,

   A. Perform step 1 above using the ROSTER ID to identify and enter the *LOCATION NAME (RELEASE TO)* for the crew and enter it into the **ASSIGNMENT ROSTERS (CREW)** store.

4.3.10 Send Selection Verification to Provider

The purpose of this process is to send the assignment verification to the provider (agency or vendor) of the resource. This process is reusable within the model, use only the portions of this document that apply to the resource designated.

Note: If the Assigning Unit is also the Provider, the Assignment Verification need not be sent.

1. Send the appropriate order form as indicated below:

   A. If request is for an aircraft,

      1) If aircraft request is for an infrared aircraft scan,

         a) Perform the 4.3.10.2 Prepare Infrared Aircraft Scanner Order; and

         b) Perform the 3.3.9 Prepare and Send Resource Order

         Layout: Consider adding resource order data to the Infrared Aircraft Scanner Order, so that only one report needs to be sent.

      2) If aircraft request is for *any* other kind of aircraft,

         a) Perform the 3.3.9 Prepare and Send Resource Order

   B. If request is not for an aircraft,

      1) If the request is for a caterer,

         a) Perform the 4.3.10.3 Prepare Food Service Order; and

         b) Perform the 3.3.9 Prepare and Send Resource Order

         Layout: Consider adding resource order data to the Food Service Order, so that only one report needs to be sent.

      2) If the request is for **any** other kind of resource or doesn't meet criteria above,

         a) Perform the 3.3.9 Prepare and Send Resource Order

4.3.10.2 Prepare Infrared Aircraft Scanner Order

The purpose of this process is to produce an Infrared Aircraft Scanner Order that is sent to the pilot and the Infrared Technician of the Infrared Mission Request. This form provides information regarding the flight and contact information. The form is generated from the **EVENTS** store and AIRCRAFT REQUEST & INFRARED SUPPLEMENTAL INFORMATION. Refer to the current National Mobilization Guide (Appendix A) for the Infrared Aircraft Scanner Order form format.

1. Retrieve *INFRARED SCANNER ORDER DATA (FROM EVENT)* from the **EVENTS** store (based

on the ORGANIZATION IDENTIFIER in the REQUEST ID), which consists of the following:

A. EVENT NAME

B. REQUEST ID:

1) EVENT CODE:

a) ORGANIZATION IDENTIFIER (EVENT HOST)

b) EVENT NUMBER

2) REQUEST NUMBER

F. ORGANIZATION IDENTIFIER (EVENT DISPATCH)

G. LOCATION NAME (EVENT)

H. EVENT APPROXIMATE SIZE & DATE (most recent)

I. RADIO FREQUENCY INFORMATION to obtain the following radio frequency contacts:

- Local Admin Unit
- Incident Command Post
- Air Tactical Group Supervisor

2. Retrieve *ORGANIZATION NAME (DISPATCH OFFICE GACC)* from **ORGANIZATIONS** store based on the ORGANIZATION IDENTIFIER (EVENT DISPATCH).

3. Enter National Infrared Coordinator Information. Retrieve *ORGANIZATION NAME & PHONE (NATIONAL COORDINATION CENTER)* (default to NICC but may be overwritten with):

A. PERSON NAME (NATIONAL INFRARED COORDINATOR)
B. PHONE NUMBER
C. FAX NUMBER

4. Retrieve *INFRARED REQUEST SUPPLEMENT* from **REQUESTS (INFRARED)** store, which consists of:

A. CONTACT PERSON NAME+PHONE+FAX(INFRARED SPECIALIST)

1) PERSON LAST NAME
2) PERSON FIRST NAME
3) PERSON MIDDLE NAME
4) ROLE NAME (CONTACT PERSON) to 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).
5) PHONE NUMBER
6) PHONE CONTACT TYPE
7) PRIORITY NUMBER (PHONE CONTACT)

B. CONTACT PERSON NAME+PHONE+FAX(INFRARED INTERPRETER)

1) PERSON LAST NAME
2) PERSON FIRST NAME
3) PERSON MIDDLE NAME

4) ROLE NAME (CONTACT PERSON) to 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).
5) PHONE NUMBER
6) PHONE CONTACT TYPE
7) PRIORITY NUMBER (PHONE CONTACT)
8) INFRARED INTERPRETER LODGING NAME

C. INFRARED FILM DELIVERY DESCRIPTION:

1) INFRARED FILM NEEDED DELIVERY DATE+TIME
2) INFRARED FILM DELIVERY TYPE
3) LOCATION <DELIVERY> (INFRARED FILM PRIMARY)
2) LOCATION <DELIVERY> (INFRARED FILM ALTERNATE)

D. SPECIAL NEEDS TEXT

E. FLIGHT DETECTION AREA BOUNDARIES**:**

1) LATITUDE (NORTH BOUNDARY)
2) LATITUDE (SOUTH BOUNDARY)
3) LONGITUDE (EAST BOUNDARY)
4) LONGITUDE (WEST BOUNDARY)
5) WEATHER CONDITIONS TEXT (SCAN AREA)
6) INFRARED SCAN AREA AVERAGE ELEVATION

5. 5.1.4.4 Calculate VOR Bearing & Distance based on the two closest VORs to the INFRARED SCAN AREA BOUNDARIES to provide the following:

A. First VOR,

1) VOR ID
2) BEARING and DISTANCE from VOR

B. Second VOR,

1) VOR ID
2) BEARING and DISTANCE from VOR

6. Produce the Infrared Aircraft Scanner Order (Reference: current National Mobilization Guide (Appendix A))

7. Send *INFRARED SCANNER ORDER* to the Provider(s); e.g. pilots and vendor.

4.3.10.3 Prepare Food Service Order

The purpose of this process is to generate a Food Service Order, which will be sent to the Food Service Provider. Refer to the current National Mobilization Guide for the Food Service Request form format.

1. Retrieve *FOOD SERVICE ORDER DATA [FROM EVENTS]* from the **EVENTS** store, which includes:

A. EVENT NAME

B. EVENT FINANCIAL INFORMATION

2. Retrieve *FOOD SERVICE ORDER DATA [FROM REQUEST]* from the **REQUESTS** store which includes:

   A. REQUEST ID

   B. REQUEST CREATION DATE+TIME

   C. LOCATION NAME (REQUEST DELIVERY)

   D. REQUEST NEEDED DATE+TIME

3. Retrieve Supplemental Information from the CATERER REQUEST SUPPLEMENT in the **REQUESTS** store:

   A. CATERER MEAL PLANNING QUANTITIES, which may include up to three sets of the following:

      1) MEAL TYPE
      2) MEAL TOTAL QUANTITY
      3) MEAL PACKAGED QUANTITY

   B. PERSON NAME (EVENT CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE)

   C. LOCATION NAME (CLOSEST POTABLE WATER)

   D. REQUEST ESTIMATED END DATE

   E. FOOD SERVICE PEAK ATTENDANCE QUANTITY (ESTIMATED)

   F. CATERER SPIKE CAMP QUANTITIES

   G. REQUEST SPECIAL NEEDS

   H. RESOURCE REMINDER TEXT

4. Send the *FOOD SERVICE ORDER* to the Provider.

4.3.11 Update Request Status and Notify Requestor

The purpose of this process is to update the status of a request. It is assumed that the initial requestor will be notified of any changes to the request. If the Dispatch Office (Updating) and the Dispatch Office (Requesting) are the same, notification is not necessary.

> *Data processing: In the physical design, an audible alarm may be used to notify the requestor and produce a list of updated requests. The requestor may open each request and view the entire request record. Recent changes might be identified by color.*

1. Send *REQUEST STATUS UPDATE (FILLED) or (FILLED CLOSED)* to the **REQUESTS <RESOURCE>** store to indicate that the status of the request has been changed to "Filled**"**.

   1) Perform the 4.3.7 Update Request Status process.

2. Send *REQUEST UPDATE NOTIFICATION* to the Requestor as notification that a change to the request has occurred.

4.3.12 Select Resources from the Qualified Resource List

The purpose of this process is to allow the user to view and select a particular resource from the inventory and assign it to a resource request.

This process is written so that it can be re-used for various kinds of resources.

1. Select the Resource:

   A. Retrieve *REQUEST INITIATION <RESOURCE>* from the **REQUESTS <RESOURCE>** store.

   B. Retrieve Inventory information:

      1) Retrieve *INVENTORY <RESOURCE> (QUALIFIED)* from the **INVENTORY <RESOURCE>** store based on the following:

         a) RESOURCE CATALOG ITEM IDENTIFIER in **INVENTORY** that matches RESOURCE CATALOG ITEM IDENTIFIER in *REQUEST INITIATION*.

         b) LOCATION (CURRENT) from **INVENTORY,** sorted by closest to the LOCATION (REQUEST DELIVERY) in the *REQUEST INITIATION*.

   C. Sort and display inventory record with the following considerations:

      1) Any conflicts between the REQUEST NEEDED DATE from *REQUEST INITIATION* and the RESOURCE ACTIVATION DATE, RESOURCE UNAVAILABLE PERIOD(s), and/or RESOURCE DEACTIVATION DATE in the **INVENTORY** must be flagged as a potential conflict.

      2) User must be able to set the sort criteria and filters for example:

         - List contains only resources whose RESOURCE READINESS STATUS = “Available” and whose REQUEST COMMITMENT STATUS is “Selected but not gone”, or

         - Sort by Geographic area

   D. Select the resource.

2. Forward the selected *RESOURCE ID (SELECTED*) to the next process.

4.3.13 Enter Assignment Date & Time

The purpose of this re-useable process is to document the Assignment Date and Time. This process can be triggered by the Assignment Process (4.3.2 Record Resource Selection) when a resource is immediately assigned without travel arrangements, and when a resource travel itinerary triggers an estimated departure time when a resource is mobilized, thus officially assigned.

1. Enter ASSIGNMENT DATE+TIME:

   A. If the resource is being assigned immediately, and travel to the request delivery point is not required,

      1) ASSIGNMENT DATE+TIME is current date/time; the user can overwrite this data.

B. If the resource requires travel to the request delivery point,

1) ASSIGNMENT DATE+TIME is the TRAVEL DATE +TIME (DEPARTURE) from the travel record.

2. Perform 4.3.11 Update Request Status and Notify the Requestor.

4.3.14 Select Resource Based on Provider Input

The purpose of this process is to assign a resource based on assignment information from the provider. Sometimes a provider assigns a resource that is not in the ROSS **INVENTORY**, or is “Archived”. This process looks for the resource and adds it to the active inventory, if necessary.

1. Retrieve *INVENTORY RECORD STATUS* based on the resource identifier from the **INVENTORY <RESOURCE>** store to ensure that an inventory record exists:

A. If the INVENTORY RECORD STATUS = “Active”,

1) Go to step 2.

B. If the INVENTORY RECORD STATUS = "Inactive”,

1) Perform the 2.1.5 Activate Inventory Record process to change the record status to “Active”

2) Perform the 2.2.2.2 Update Provider Available Quantity process to reduce the RESOURCE AVAILABLE QUANTITY by 1, if applicable.

3) Go to step 2.

C. If the RESOURCE IDENTIFIER does not exist in the **INVENTORY <RESOURCE>** store,

1) Perform the 2.1.1 Create Resource Inventory Record process to add the resource to the appropriate **INVENTORY** store

2) Perform the 2.2.2.2 Update Provider Available Quantity process to reduce the RESOURCE AVAILABLE QUANTITY by 1, if applicable.

3) Go to step 2.

2. Select the assigned *RESOURCE ID* from the **INVENTORY <RESOURCE>** store and forward the *RESOURCE ID (SELECTED)* to the next process.

4.4 Release Resource

This process is used to record the release of a resource returning to its home unit. Release is not performed on requests whose status is “Filled-Closed”.

Only the Event Dispatch Office or the System Override Office can perform the process to Release a resource.

If a resource is to be reassigned to another event, the release and assignment processes will be accomplished in the 4.3.3 Re-Assign Resources from Event to Event process.

1. Perform Release Process:

   A. If the resource is being released and does not require travel to the Release to Location,

      1) Perform 4.4.1 Release Resource That Does Not Require Travel

   B. If the event is reporting that the resource is being released, but travel arrangements are pending,

      1) Perform 4.4.2 Enter Tentative Release Date & Time

2. Upon occurrence of the TRAVEL ETD (Estimated Time of Departure) (first leg) in the **TRAVEL ITINERARIES** store,

   A. Perform 4.7.4 Assign/Release Resources Upon Travel ETD to update request and inventory to either assign or release a resource.

3. Upon arrival of the TRAVEL ETA (last leg),

   a. Perform 4.7.5 Update Records Upon Travel ETA to release the transported resource.

   b. Perform 4.4.3 Check-in Resource at Home Unit to allow the home unit of traveling and transporting resources to perform final inventory updates.

4.4.1 Release Resource That Does Not Require Travel

The purpose of this process is to immediately release resources that do not require transportation to the Release To Location. This situation occurs in the case when a resource is assigned to a local event.

1. Update Request:

   A. 4.4.4 Enter Release Date + Time to *ENTER THE RELEASE DATE + TIME* into the **REQUESTS <RESOURCE>** store.

   B. 4.3.7 Update Request Status to change the status to “Released”. Documentation Category = “Request Status”.

2. Perform 4.4.3 Check-in Resource at Home Unit to update the inventory. (Not applicable to service requests.)

3. Perform 4.4.5 Send Release Notification to Provider to sends the *RELEASE NOTICE* to the Provider.

4.4.2 Enter Tentative Release Date & Time

The purpose of this process is to initialize the release process by identifying a tentative release date for resources that are no longer needed at the event but are still located at the event pending travel arrangements. This process is usually initiated when an event wishes to release a resource to be available for other assignments. The date is tentative, because the actual release does not occur until the resource begins demobilization travel.

1. Update the Request:

    a) Enter RELEASE TENTATIVE DATE & TIME.

    b) Enter RELEASE DATE TENTATIVE/ACTUAL FLAG = “tentative**”**

    c) Perform 7 Enter Documentation to record who reported and recorded the change. (Documentation Category = Request Status). Enter *TENTATIVE RELEASE DATE & DOCUMENTATION* into the appropriate **REQUESTS <RESOURCE>** store.

2. Perform 2.1.4 Update Resource Status to change the readiness status. Default is “Available**”**.

3. Perform 4.4.5 Send Release Notification to Provider which sends the *RELEASE NOTICE* to the Provider.

4.4.3 Check-in Resources at Home Unit

This process is used to change the home unit's inventory status and available quantities once Resources have been demobilized from an assignment. In the 4.4 Release Resource process, the resource’s status is updated; however, the home unit has the opportunity to revise the RESOURCE READINESS STATUS upon the resource’s return.

1. Modify the Resource Inventory record:

    A. Retrieve *INVENTORY DURABILITY FLAG* from the **INVENTORY <RESOURCE>** store.

        1) If the resource's INVENTORY DURABILITY FLAG = "permanent",

            a) Perform 2.1.8 Update Resource Status & Location to change the readiness status and to enter the new current location.

2) If the resource's INVENTORY DURABILITY FLAG = "temporary",

a) Evaluate the resource's inventory record to determine if the resource's INVENTORY DURABILITY FLAG need to be changed from "temporary" to "permanent".

If Returning Resource is:	Valid INVENTORY DURABILITY FLAG =	Note
Aircraft	Permanent	Aircraft and Type 1 Crews are required to be maintained in an **INVENTORY**. The decision to maintain **INVENTORY** for other resources is a local decision.
Type 1 Crew	Permanent	
Other Crew/Team	Permanent	
	Temporary	
EQUIPMENT	Permanent	
	Temporary	

1 - If the INVENTORY DURABILITY FLAG is changed to "permanent",

a - Send *INVENTORY DURABILITY-FLAG UPDATE* to the appropriate **INVENTORY <RESOURCE>** store.

b - Go to 1.A.1) above.

a) Evaluate the inventory record to determine if the INVENTORY RECORD-STATUS needs to be changed to **"**Inactive".

If INVENTORY DURABILITY FLAG =	INVENTORY RECORD-STATUS default =	Note
Permanent	Active	The default INVENTORY RECORD-STATUS can change in situations where the RESOURCE DEACTIVATION DATE has been reached.
Temporary	Inactive	

1 - If RECORD STATUS is changed, Send *INVENTORY RECORD STATUS UPDATE (Inactive)* to the appropriate **INVENTORY <RESOURCE>** store.

b) If the resource**'**s RESOURCE READINESS-STATUS = "available**"**,

1 - Determine whether the **PROVIDER RESOURCE-QUANTITIES** store needs to be updated to show an additional available resource.

If so, Perform 2.2.2 Modify Provider Resource-Quantities Record to increase the quantity available by 1.

4.5 Cancel Resource Request

This process is used to cancel a request.

1. Receive *REQUEST CANCELLATION* from the original Requestor, which is the only organization that is allowed to cancel a request.

2. Retrieve *REQUEST STATUS* from the **RESOURCE REQUESTS** store to determine the current status of the request. Perform the appropriate option below:

   A. If REQUEST STATUS = "Open" (no action is pending):

      1) Perform the 4.3.7 Update Request Status process to change the status to "Canceled" and to document the reason why the request was canceled. DOCUMENTATION CATEGORY = **"**Request Cancellation**"**.

   B. If REQUEST STATUS = "Pending":

      1) Send *REQUEST CANCELLATION DOCUMENTATION* to the Dispatch Decision Maker to notify him/her that the request has been cancelled and all action taken regarding the request should be aborted.

      2) Perform the 4.3.7 Update Request Status process to change the status to "Canceled" and to document the reason why the request was canceled. DOCUMENTATION CATEGORY = **"**Request Cancellation**"**.

   C. If REQUEST STATUS = "Selected":

      1) Send *REQUEST CANCELLATION* to the Dispatch Decision Maker to notify him/her that the request has been cancelled and all action taken regarding the request should be aborted, including any travel arrangements.

      2) Perform the 4.3.7 Update Request Status process to change the status to "Canceled" and to document the reason why the request was canceled. DOCUMENTATION CATEGORY = **"**Request Cancellation**"**.

      3) Perform the 2.1.4 Update Resource Status process to change the selected resource**'s** RESOURCE READINESS STATUS to **"**Available**"**.

   D. If REQUEST STATUS = "Unable to Fill,**"** "Filled,**"** "Canceled,**"** or **"**Released,**"**

      1) Send *REQUEST CANCELLATION-REJECTION* to the Requestor as notification that the request is already **"**Closed**"**; therefor cannot be canceled.

      2) Send *DOCUMENTATION (REQUEST*) to the **REQUESTS** store to document the rejection, if necessary.

         a) Perform the 7 Enter Documentation process to send the *DOCUMENTATION (REQUEST UPDATE)* to the **REQUESTS <RESOURCE>** store. (Documentation Category = Request Status).

4.6 Delete Resource Request

The purpose of this process is to permanently delete a request. A request may be deleted only: 1) when a single request is accidentally entered multiple times; or 2) when a requestor decides to delete a request that has had no action taken (i.e. REQUEST STATUS = **"**Active**"**); otherwise the 4.5 Cancel Resource Request process must be performed.

1. Retrieve *REQUEST STATUS* from the **REQUESTS <RESOURCE>** store.

   A. If REQUEST STATUS = **"**Active**"**, go to 2. Below.

   B. If REQUEST STATUS is not "Active**"**, it cannot be deleted; therefore,

      1) 4.5 Cancel Resource Request.

2. Send *REQUEST ID (DELETED)* to the **REQUESTS <RESOURCE>** store.

4.7 Maintain Travel Records

The purpose of this process is to record the transportation arrangements for resources traveling to and from assignments. The travel itinerary is limited to a single mode of travel; therefore, if a resource is traveling via airplane and ground vehicle, two travel itineraries are required. Many resources assigned to different events may be attached to the same travel leg. If the traveling resource makes multiple stops en route to its destination, a travel leg record must be created for each stop. This process provides information regarding the delivery of resources to a specified destination. It is not intended to provide a mechanism for tracking or following the transport mission.

1. To create a new Travel Itinerary,

   A. 4.7.1 Create Travel Itinerary.

2. To modify an existing Travel Itinerary,

   A. 4.7.2 Modify Travel Itinerary.

3. To delete an existing Travel Itinerary,

   A. 4.7.3 Close Travel Itinerary

4. To compile and send a complete travel itinerary for resource(s) or for transporting resource,

   A. 3.3.10 Create Travel Itinerary Report

5. To remove a resource from a travel leg(s):

   A. 4.7.6.1 Delete Travel Record Link

6. 4.7.4.1 Assign/Release Resources Upon Travel ETD

7. 4.7.5.1 Update Records Upon Travel ETA

4.7.1 Create Travel Itinerary

This process is used to record travel information for an assigned resource's mobilization or demobilization; or an administrative passenger. The travel record is divided into two sections; 1) the Travel Carrier Information, and 2) Travel Leg of which multiples can occur. This process requires that a person who participates in multiple travel legs must be entered for each leg. A travel leg can be used to transport many assigned resources in support of various events. Passengers and cargo may each be in either mobilization or demobilization phases of dispatching. A separate travel itinerary is prepared for each mode of travel. For example, if a crew is travelling by bus and airplane, a separate itinerary is needed for the bus trip and the airplane trip.

1. Receive *TRAVEL INFORMATION* (undefined) from the Travel Arranger.

2. Enter TRAVEL ITINERARY HEADER:

   A. TRAVEL ITINERARY IDENTIFIER; a system generated unique identifier.

   B. TRAVEL ITINERARY STATUS; default is **"**Active**"**.

   C. Identify the TRAVEL CARRIER, if the transporter is completing each travel leg identified below:

      1) If the carrier is a government managed equipment or aircraft resource that is performing the transport mission *via an assignment* on a resource request, enter:

         a) *REQUEST ID (TRANSPORTING)* from the **REQUESTS** store.

         b) TRANSPORTING RESOURCE RELEASE-AFTER FLAG, determined by the owning office Dispatch Decision Maker,

            Yes, if resource is to be released upon completion of travel; or
            No, if resource should not be released upon completion of travel.

      2) If the carrier is a equipment or aircraft resource that is performing the transport mission <u>without an assignment</u> on a resource request, enter:

         a) *RESOURCE ID (TRANSPORTING)* to identify the AIRCRAFT FAA REGISTRATION NUMBER or the EQUIPMENT ID from the **INVENTORY <RESOURCE>**. (Not applicable if a commercial carrier is used).

         b) If the transporting resource is government-owned or exclusive-use contracted,

            1 - 2.1.4 Update Resource Status to change the resource readiness status to "Not Available**"**.

         c) If the carrier is a commercial carrier for which different vehicles are performing each leg of travel, don**'**t enter anything here; it will be entered for each flight leg below.

   D. Enter *DOCUMENTATION (TRAVEL)* to indicate any additional information.

      1) Perform the 7 Enter Documentation process.

   E. Send *TRAVEL ITINERARY HEADER* to the **TRAVEL ITINERARIES** store.

3. Enter TRAVEL LEG(S). For each leg:

A. For each passenger or cargo item, Enter the TRAVEL CARGO/PASSENGER INFORMATION:

1) If cargo/passenger is being transported on a resource request, enter:

a) *REQUEST ID* (*PASSENGERS/CARGO*) from the **REQUESTS <RESOURCE>** store; and

1 - If the Request is a Crew Request,

a - Retrieve the *ROSTER ID & ROSTER LINE-NUMBER(S)* from the **ASSIGNMENT ROSTERS** store.

b) TRAVEL MOB/DEMOB FLAG which identifies if the purpose of the travel is to mobilize a resource to fill a request, or to demobilize a resource upon release from an event. If the flag indicates "Demob", the Release To Date and Time (ETD and ETA) is required by the home unit.

c) If passenger is being re-assigned and is identified as a passenger in another TRAVEL ITINERARY that has overlapping times with this travel itinerary,

1 - Perform 4.7.6 Delete Travel Record Link for Resources for the previously assigned travel.

2) If the passenger is *not associated with a resource request*, enter:

a) PERSON NAME (ADMINISTRATIVE PASSENGER).

B. Enter the TRAVEL LEG LOCATION AND TIME;

1) Enter the TRAVEL LEG LOCATION & TIME (DEPARTURE)

a) Enter the TRAVEL ESTIMATED DATE AND TIME (DEPARTURE) to identify the estimated departure date and time (ETD) of the travel leg.

b) Enter the departure location, which can be one of the following:

1 - AIRPORT CODE from the **AIRPORTS** store; or

2 - LOCATION NAME from the **LOCATIONS** store.

2) Enter the TRAVEL LEG LOCATION & TIME (ARRIVAL),

a) Enter the TRAVEL ESTIMATED DATE AND TIME (ARRIVAL) to identify the estimated arrival date and time (ETD) of the travel leg.

b) Enter the arrival location, which can be one of the following:

1 - AIRPORT CODE from the **AIRPORTS** store; or

2 - LOCATION NAME from the **LOCATIONS** store.

C. Enter the TRAVEL LEG TOTAL CARGO VOLUME (from the TRAVEL ARRANGER) to specify the total cubic measurement of the cargo (in feet) associated with that leg of travel.

D. Enter the TRAVEL LEG TOTAL WEIGHT (from the TRAVEL ARRANGER) to specify the total weight (in pounds) of all cargo and passengers associated with that leg of travel.

E. Send *TRAVEL LEG (NEW)* to the **TRAVEL ITINERARIES** store.

4. Create 3.3.10 Travel Itinerary Report and send to the resource Provider, and to the Requestor.

4.7.2 Modify Travel Itinerary

This process is used to modify travel information for an assigned resource's mobilization or demobilization.

1. Receive *TRAVEL ITINERARY UPDATE.*

2. Retrieve the *TRAVEL ITINERARY* from the **TRAVEL ITINERARIES** store:

3. Modification is the same as the 4.7.1 Create Travel Itinerary process; however the following fields may *not* be changed.

   A. TRAVEL ITINERARY ID cannot be modified.

   B. TRAVEL CARRIER cannot be deleted, without replacing it with another carrier.

4. To remove a resource from the TRAVEL LEG,

   A. Select and delete the appropriate TRAVEL CARGO/PASSENGER INFO (DELETED).

      Perform 4.7.6.1 Delete Travel Record Link

   B. If the deletion of the TRAVEL CARGO/PASSENGER INFO leaves the travel itinerary without any cargo/passengers to transport,

      1) Perform 4.7.3 Close Travel Itinerary

5. Perform the 7 Enter Documentation process to document the reason for the change. DOCUMENTATION CATEGORY = Travel Itinerary.

6. Send *TRAVEL ITINERARY (UPDATE)* to the **TRAVEL ITINERARIES** store.

7. Create 3.3.10 Travel Itinerary Report and send it to the resource Provider, and to the Requestor to notify them of the change in the travel itinerary.

4.7.3 Close Travel Itinerary

The purpose of this process is to close a travel itinerary record. The only time a travel itinerary can be closed is when no resources are attached to the itinerary as either the cargo/passenger or as the

transporting resource.

1. Receive *TRAVEL ITINERARY* ID (to be closed).

2. Change TRAVEL ITINERARY STATUS to "Closed**"**.

3. Perform 7 Enter Documentation to document the reason for the deletion.

4. Send the *TRAVEL ITINERARY ID (closed)* to the **TRAVEL ITINERARY** store.

4. Create 3.3.10 Travel Itinerary Report and send *TRAVEL ITINERARY REPORT (MODIFIED)* to the resource Provider(s), and to the Requestor.

4.7.4 Assign/Release Resources Upon Travel ETD

This process is triggered by the Estimated Time of Departure from a record in the first **TRAVEL ITINERARIES** store. A travelling resource is not officially released or assigned until its travel is underway. This process will update request and resource records which may result in an assignment or release of selected resources.

1. *TRAVEL ITINERARY (ETD)* from the **TRAVEL ITINERARIES** store triggers this process.

2. Update transporting resource records:

   A. If this is the first leg of travel of the travel itinerary,

      1) If the transporter is a Government-owned Carrier:

         a) If the TRAVEL RECORD's carrier information contains a REQUEST ID (the assigned government-owned carrier is *thus committed via a request assignment*),

            1 - Use the RESOURCE ID (Transporting) and 4.3.4 Perform Assignment Common Activities to show that the transporting resource's request and inventory status is **"**committed**"**.

      2) If the TRAVEL RECORD's carrier information contains a RESOURCE ID (the assigned government-owned carrier is *not committed via a request assignment*),

         a) Use the RESOURCE ID (Transporting Not Assigned) to 2.1.8 Update Resource Status & Location to change the status to "Not Available**"** and to change the current location.

3. Update passenger/cargo records:

   A. For each RESOURCE ID identified in the TRAVEL CARGO/PASSENGERS INFO that is either attached to a REQUEST ID or attached to a Travel ROSTER:

      1) If TRAVEL MOB/DEMOB FLAG = "Mobilization" and assigned resource is not a supply item and ASSIGNMENT DATE+TIME has not been established

         a) Set ASSIGNMENT DATE+TIME to the same as the TRAVEL DATE+TIME (ETD)

         b) Use the RESOURCE ID and ASSIGNMENT DATE+TIME to 4.3.4 Perform Assignment Common Activities

      2) If TRAVEL MOB/DEMOB FLAG = "De-mobilization"

         a) Set RELEASE DATE+TIME to the same as the TRAVEL DATE+TIME (ETD).

         b) Enter *RELEASE DATE + TIME* into the **REQUESTS <RESOURCE>** store.

         c) Perform 4.3.7 Update Request Status to change the status to "Released". Documentation Category = "Request Status".

         d) Perform 2.1.4 Update Resource Status to change the status. Default is "Available".

4.7.5 Update Records upon Travel Estimated Time of Arrival (ETA)

This process is triggered by the occurrence of the Estimated Time of Arrival for a record in the **TRAVEL ITINERARIES** store. This process will update request and resource records which may result in an assignment or release of selected resources.

1. Retrieve TRAVEL ITINERARY from the **TRAVEL ITINERARIES** store.

2. Update Government-owned or Exclusive-Use Carrier Records:

   If this is the last leg of the Travel Itinerary,

   A. If the TRAVEL RECORD's carrier information contains a REQUEST ID and the TRAVEL TRANSPORTING RESOURCE RELEASE-AFTER FLAG = "Yes,

      1) Set RELEASE DATE+TIME to the same as the TRAVEL DATE+TIME (ETD)

      2) Enter *RELEASE DATE + TIME* into the **REQUESTS <RESOURCE>** store.

      3) 4.3.7 Update Request Status to change the status to "Released". Documentation Category = "Request Status".

4) 2.1.8 Update Resource Status & Location to change the readiness status to **"**Available**"** and to enter the new current location.

B. If the TRAVEL RECORD**'s** carrier information contains a RESOURCE ID (not associated with a request assignment)

1) Use the RESOURCE ID (Transporting) to,

a) 2.1.8 Update Resource Status & Location to change the readiness status to and to enter the new current location.(Default is **"**Available**"**.)

3. Update Passenger Cargo information.

A. If this is the final leg for the passenger/cargo,

1) 4.4.3 Check-in Resource at Home Unit

4.7.6 Delete Travel Record Link for Resources

The purpose of this process is to perform maintenance on the **TRAVEL ITINERARIES** store when travel arrangements have been made for a resource, but the resource will no longer be a part of the transportation manifest. It deletes the Resource ID link to the Travel Legs.

Usability: If a group is identified on the Travel Itinerary, user will be able to select the REQUEST ID to which that group is assigned, which selects all members of the group. This eliminates the need to select and remove each group member individually. This action may result in deletion of the entire travel itinerary record if no other resource REQUEST ID's are associated with the travel itinerary.

1. Identify the resource(s) being removed from the travel itinerary.

2. Remove the resource from the itinerary:

A. Delete the RESOURCE ID from the TRAVEL LEG.

B. Perform 7 Enter Documentation to record the reason why the resource was removed.

3. Send *TRAVEL/REQUEST LINK-DELETION* to the **TRAVEL RECORDS** store to remove the REQUEST ID (ORIGINAL ASSIGNMENT) from the travel record.

4. Send *TRAVEL RECORD LINK UPDATE* to the Travel Arranger to notify that the TRAVEL CARGO/PASSENGER INFORMATION has been changed.

Process 4 Design Notes

Usability: This may be a click and drag capability to associate a roster to the Group Request header resulting in each child request will be assigned the appropriate roster member assignment. Click and drag to allow user to select multiple items. 104

Usability: This may be a split screen with the “transfer from” event requests on one side, and the “transfer to” event requests on the other side of the screen with drag and drop capability to associate the selected item(s) from the “transfer from” screen to the “transfer to” screen.....112

Usability: This may be a split screen with the “transfer from” event requests on one side, and the “transfer to” event requests on the other side of the screen with drag and drop capability to associate the selected item(s) from the “transfer from” screen to the “transfer to” screen.....113

Usability: This may be accomplished with a lookup list of vendors used to associate the vendor’s name to the assignment record. 114

Usability: This may be a split screen where the resource descriptions from the GROUP CONFIGURATION can be displayed on one side and the qualified resources listed on the other side of the screen. Users can drag and drop the appropriate resource onto the resource description to associate the selected item to the roster line....116

Layout: Consider adding resource order data to the Infrared Aircraft Scanner Order, so that only one report needs to be sent.....119

Layout: Consider adding resource order data to the Food Service Order, so that only one report needs to be sent. 119

Data processing: In the physical design, an audible alarm may be used to notify the requestor and produce a list of updated requests. The requestor may open each request and view the entire request record. Recent changes might be identified by color.....122

Usability: If a group is identified on the Travel Itinerary, user will be able to select the REQUEST ID to which that group is assigned, which selects all members of the group. This eliminates the need to select and remove each group member individually. This action may result in deletion of the entire travel itinerary record if no other resource REQUEST ID's are associated with the travel itinerary. 135