

SECTION 11

RELEASING AND REASSIGNING RESOURCES

SECTION 11 – Releasing and Reassigning Resources

Significant Changes to this Section of the Training Reference Manual since last update:

1. Section was renamed to 'Releasing and Reassigning Resources'.
2. Text was added regarding the effect of the ordering chain on the Incident resources screen (p. 11.6).
3. Text was added regarding the release and reassignment of non-inventory agreement and EFF/AD resources (p. 11.6).
4. Text was added regarding 'Pick Resource' search results (p. 11.9).
5. Text was added regarding the release of a parent request, which was not assigned via a preposition incident, from a non-preposition incident (p. 11.12).
6. Text was added regarding the 'Reassign Roster' screen (p. 11.17).
7. Text was added regarding subordinate requests inheriting the travel selected for parent for reassignments (p. 11.17).
8. Text was added regarding the 'Release Resources (Non-Local Incident) screen (p. 11.31).

SECTION 11 – Releasing and Reassigning Resources

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I. INCIDENT RESOURCES SCREEN

Summary.

- Accessed by the 'Incident' menu or the 'IR' toolbar button.
- Used to:
 - Release resources from an Incident.
 - Reassign resources from one Incident to another.
- In general, you can only view, and take action on, resources that are assigned to your local Incidents:
 - You can only release from, or reassign from, a local Incident.
 - However, you can reassign to a local or non-local Incident.
 - The exception is for non-local support requests for which you have retained control.
- You can release (or tentatively release) a resource from a local Incident when the resource has the status of:
 - 'Mob in Route'
 - 'At Incident'
 - 'Available' (preposition resources)
- You can reassign a resource from a local Incident when the resource has the status of:
 - 'Mob in Route'
 - 'At Incident'
 - 'Tentative Release'
 - 'Released'
 - 'Demob in Route'
 - 'Available' (preposition resources)

- Note that you can also reassign resources (from which you are in the ordering chain) from the 'Pending Request' screen (using the 'Reassign' button).
- The ordering chain business rules dictating the reassignment of resources, discussed in the 'Pending Request' section of this document, do not affect the Incident Resources screen since it is for local Incidents only (and support requests on non-local Incidents).
- You can release and reassign non-inventory agreement and EFF/AD resources. Requests filled with a non-inventory agreement or EFF/AD resource are closed when the demobilization ETA is reached (i.e., resource does not enter a 'Returned From Assignment' status).
- The 'Most Recent Incidents' toolbar drop-down list does apply to the Incident Resources screen (but not the 'Non-local Support Requests' radio button). The Incident Resources screen will come up in the context of the Incident selected in the 'Most Recent Incidents' toolbar drop-down list.
- Certain Supply catalog, and Services category, requests have the option of not being 'tracked'. Resources used to fill untracked requests will not appear on the 'Incident Resources' screen.
- The Incident Resources screen is comprised of two tabs: 'Aircraft, Crews, Equipment, Overhead' (ACEO) and 'Services'.

'AIRCRAFT, CREWS, EQUIPMENT, OVERHEAD' TAB OF THE INCIDENT RESOURCES' SCREEN

The 'Aircraft, Crews, Equipment, Overhead' tab is used to take action on resources that were used to fill all requests except those for catalog items from 'Services' categories.

- A. 'Set Incident Filter' section of the 'ACEO' tab – Select one of the two radio buttons:
 1. Local – Provides access to requests for local Incidents.
 2. Non-local Support Requests – Provides access to non-local support requests you created and retained control of.
 - a. Select a non-local Incident from the drop-down list, and then click the '>' button to change the Incident context of the screen.
 - b. Note that when the 'Non-local Support Requests' radio button is selected, the Incident context field in the toolbar no longer applies.
 - c. Note that you cannot access non-local support requests for which you did not retain control.
- B. 'Set Catalog Filter' section of the 'ACEO' tab – Allows resources to be filtered by Catalog, Category, and Catalog Item.

Note that each of the drop-down lists will contain only the selections corresponding to the resources your organization presently has assigned to the selected Incident. For example, if you have no aircraft on the selected Incident, then the Aircraft catalog will not appear under the Catalog drop-down list.

1. Catalog – Select a Catalog from the drop-down list.
2. Category – Select a Category from the drop-down list.
3. Catalog Item – Select a Catalog Item from the drop-down list.

C. 'Set Resource Filter' section of the 'ACEO' tab.

The two remaining filters on the screen are: 'Incident Resources' and 'Individual Resources'. Only one of these filters can be used (i.e., if you select the 'Incident Resources' radio button, then you cannot also select the 'Individual Resources' radio button, and vice-a-versa).

1. 'Set Filter Criteria for Incident Resources'.

- a. Select the 'Set Filter Criteria for Incident Resources' radio button.
- b. Resource Status – Select a resource status from the drop-down list (e.g., Mob-in-Route, At Incident, Released). Only the statuses corresponding to the resources assigned to the selected Incident will appear in the list.

Note that preposition resources are stasured as 'Available'.

- c. Days or Less at Incident – Enter a number. The search will be limited to resources that have been on the Incident for that number of days or less. 'On the Incident' in this case means from 'At Incident' through 'Demob in Route' (but not yet stasured as 'available').
- d. If you wish to filter by type of mobilization travel:
 - (1) Check the check box just to the left of the 'Air Travel to Incident' and 'POV to Incident' radio buttons.
 - (2) Select one of the radio buttons:
 - Air Travel to Incident – At least one of the resource's modes of travel to the Incident is, or was, 'air'.
 - Ground Travel to Incident – At least one of the resource's modes of travel to the Incident is, or was, 'ground'.
 - POV (Privately Owned Vehicle) to Incident – At least one of the resource's modes of travel to the Incident is, or was, 'POV'.

- e. Release Date/Time.
 - (1) Use the 'Calendar' feature to select a 'To' and 'From' date and time.
 - (2) The search will be limited to resources that have a release (from the Incident) date set that falls during that period.
 - (3) Note that using this filter will eliminate from the search results all resources for which a release date has not yet been set.
- f. 'Display Status-Only and External Resources' check box – Checking this check box will result in only status-only and external resources being displayed.

2. 'Set Filter Criteria for Individual Resources'.

- a. Note that if you select the 'Individual Resources' filter, you cannot use the 'Incident Resources' filter.
- b. You must select either the 'Resource Name' or 'Request Number' radio button. The default is the 'Resource Name'.
 - (1) Resource Name – Click the 'Pick' button, which brings up the 'Pick Resource' pop-up dialog box.
 - 'Select Filter Criteria for Resource' section of the pop-up dialog box – Type in the full or partial (wildcard permitted) resource name, and then click the 'Search' button. Search results are displayed in the 'Select Resource' table.
 - 'Select Resource' table – Displays the resources meeting the search criteria. Only resources presently assigned to an Incident (Mob in Route, At Incident, or Demob in Route) display in 'Pick Resource' search results. Select a resource, and then click 'OK'.
 - (2) Request Number – The prefix of the request number will always match the Catalog selected in the drop-down list in the 'Set Catalog Filter' section of the 'Incident Resources' screen. Enter the specific request number in the field on the right.

3. Once all desired filter criteria has been selected/entered, click the 'Filter' button. Resources (for the selected Incident) matching the filter criteria are displayed in the 'Incident Resources' table.
- D. 'Incident Resources' section of the 'ACEO' tab.
1. Once the filter operation has been performed, the title of the table changes to 'Incident Resources [Resources Status]', with the appropriate resource status inserted (based on the status selected in the 'Resource Status' field).
 2. Note that the 'Catalog', 'Category', 'Catalog Item', and 'Resource Status' filters are 'dynamic', meaning that the options appearing under their drop-down lists changes based on present conditions. To refresh a particular set of filtered results, click the 'Filter' button again, rather than clicking the 'Refresh' button. Clicking the 'Refresh' button on a screen with dynamic filters will refresh the filters, not the displayed filter results.
 3. The table displays information for each resource. The information presented differs based on the resource's status. It is necessary to use the 'Next' arrow to access some columns of information.
 - a. S – 'S' indicates that the selected request has a support request, '*' indicates that the selected request is a support request.
 - b. G – '*' Indicates a request for a catalog item that has a configuration.
 - c. Request Number – (Displayed for all resource statuses). The number of the request the resource was used to fill.
 - d. Resource Requested – (Displayed for all resource statuses). The requested Catalog Item.
 - e. Resource Assigned – (Displayed for all resource statuses) – For root request of a configuration, either the Assignment Resource Name or Resource Name can be displayed, depending on which radio button is selected just below the 'Incident Resources' table.
 - f. Ext – (Displayed for all resource statuses). Indicates by Yes/No whether the resource is external (i.e., non-ROSS).

- g. Prepos– Indicates by Yes/No whether the resource is assigned to a preposition Incident.
- h. Home Unit – (Displayed for all resource statuses). The resource's home unit.
- i. Mob ETD – (Displayed for 'Mob in Route' only). The resource's Estimated Time of Departure from its present location.
- j. Mob ETA – (Displayed for 'Mob in Route' only). The resource's Estimated Time of Arrival at the Incident.
- k. Demob ETD ('Tentative Release', 'Released', and 'Demob in Route' only) – The resource's Estimated Time of Departure from the Incident.
- l. Demob ETA ('Tentative Release', 'Released', and 'Demob in Route' only) – The resource's Estimated Time of Arrival at its demobilization destination.
- m. Depart From – (Displayed for 'At Incident' only). The resource's designated departure location.
- n. Release To – (Displayed for 'At Incident' only). The resource's designated 'release to' location.
- o. Release Date – (Displayed for 'Tentative Release' and 'Released' only). The resource's release date from the Incident
- p. Preferred Jetport – (Displayed for Crew and Overhead catalog items only). The resource's preferred jetport.
- q. Home Location – (Displayed for 'At Incident' only). The resource's home location.

E. 'Show Subordinate Requests' check box.

- 1. The table defaults to displaying 'parent' and 'subordinate' requests.
- 2. Unchecking the 'Show Subordinate Requests' check box results in only 'parent' requests being displayed.

F. 'Action' Button.

Select a resource from the table, and then click the 'Action' button, which displays a drop-down list consisting of the following actions. Multi-select (i.e., multiple resources at the same time) is available for certain actions, as noted.

1. Release (**1st** option under Action) – Only available for a resource that is 'Mob in Route' or 'At Incident'. Multi-select is permitted. Brings up the 'Release Resource(s)' pop-up dialog box.
 - a. Used to 'tentatively release' or 'release' selected resource from the selected Incident.
 - b. Reassigning a resource to a new Incident automatically releases the resource from the old Incident.
 - c. Releasing resources that are part of a configuration:
 - (1) Releasing the resource on a parent request automatically releases the resources on the subordinate requests (but does not affect resources already released from subordinates).
 - (2) The resource on a subordinate request can be released without affecting the resources on the parent request or the other subordinate requests.
 - (3) When the resources on all subordinate requests of a parent request have been released or reassigned, the resource on the parent request will automatically be released.
 - (4) When a parent request, which was not assigned via a preposition incident, is released from a non-preposition incident, any of its subordinate requests that were assigned via a preposition are returned home and their corresponding requests on the preposition are closed. There is no option to release the subordinates back to the preposition.
 - d. Selecting 'Release' brings up the 'Release Resource(s)' pop-up dialog box.

- e. 'Release Status' section of the 'Release Resource(s)' pop-up dialog box – Select either the 'Release' or 'Tentative Release' radio button.
- (1) If 'Release' is selected, the resource is automatically released when the displayed release date/time arrives.
 - (2) If 'Tentative Release' is selected, the resource is not automatically released when the displayed release date/time arrives. Note that the 'Travel' options are not applicable for tentative release.
- f. 'Release Date/Time'.
- (1) Defaults to the present date and time.
 - (2) A future date and/or time can be set using the Calendar feature.
- g. 'Travel' section of the 'Release Resource(s)' pop-up dialog box – Select one of the four Travel option radio buttons, which have previously been discussed with the exception of Release Options.

Note that the 'Travel' options are not applicable for tentative release.

Release Options

- (1) Applicable only to preposition Incidents.
- (2) If you use a preposition resource on another local Incident, you can determine, at the time of release, the resource's disposition upon release from the assignment. Select one of the two radio buttons:
 - Release to Home – Releases the resource back to its home location.
 - Release to Preposition – Releases the resource back to the preposition location (your preposition Incident).
- (3) If you use a preposition resource on a non-local Incident, you can determine, at the time of filling, the resource's

disposition upon release from the assignment (on the 'Pending Request' screen).

Note that if the Incident Dispatch chooses to use the resource on another preposition Incident (local or non-local), they can override your selected release option.

- (4) When a resource is released from a preposition Incident the owner of the resource, and all dispatch units in the ordering chain, receive a No Action notification message, even if the resource was reassigned to another preposition Incident.
- h. 'Release To Location' section of the 'Release Resource(s)' pop-up dialog box – Click the 'Pick' button, which brings up the 'Pick Location' pop-up dialog box. The 'Pick Location' pop-up dialog box has three tabs. Only one tab can be selected.

Note that if you multi-select resources to be released, you cannot set a 'Release To' location.

- (1) Organizations – The table displays the resource's Home Unit, Provider, Owner, and Home Dispatch. Select an organization and click 'OK'.

(2) Airports.

- You can filter by any or all of the following: Airport Name, FAA Code, City, and State Code.
- Enter the desired search criteria, and then click the 'Search' button.
- Airports matching the search criteria are displayed in the 'Search Results' table.
- Select an airport, and then click 'OK'.

(3) Locations.

- You can filter by any or all of the following: Location Name, City, and State Code.
- Enter the desired search criteria, and then click the 'Search' button.

- Locations matching the search criteria are displayed in the 'Search Results' table.
 - Select a location, and then click 'OK'.
- i. 'Enter Documentation' section of the 'Release Resource(s)' pop-up dialog box – Type the documentation in the text-entry field.
2. Edit Release (**2nd** option under Action) – Only available for a resource that is 'Tentative Release' (At Incident), 'Released (At Incident)', or 'Demob in Route'. Multi-select permitted.

Brings up the 'Edit Release' pop-up dialog box. The 'Edit Release' pop-up dialog box is essentially identical to the 'Release Resource(s)' pop-up dialog box, previously discussed. Only the differences are addressed here:

- a. Used to edit the 'tentative release' or 'release' information of the selected resource.
- b. Unreleasing resources on subordinate requests:
 - (1) If the resource on a subordinate request is released independent of the resource on the parent request:
 - The resource on the subordinate request can independently be unreleased if the resource on the parent request is still at the Incident.
 - The resource on the subordinate request cannot independently be unreleased if the resource on the parent request is demobilizing.
 - (2) If the resource on a subordinate request is released because the resource on the parent request is released, the resource on the subordinate request cannot independently be unreleased.
- c. If only one resource is selected, three fields appear at the top of the pop-up dialog box displaying the following for the resource:
 - (1) Request Number.

- (2) Resource Requested.
 - (3) Resource Assigned.
 - d. If multiple resources are selected, these fields do not appear, and the following message is displayed: 'Editing Release for Multiple Incident Resources.'
 - e. 'Release Status' section of the pop-up dialog box – Select one of the three radio buttons:
 - (1) Release.
 - (2) Tentative Release.
 - (3) No Release.
 - f. 'Travel' – Previously discussed.
 - g. 'Release To Location' – Previously discussed.
 - h. 'Enter Documentation' – Previously discussed.
3. Reassign (**3rd** option under Action).
- a. Used to reassign the selected resource to another Incident.
 - b. Reassigning a resource to a new Incident automatically releases the resource from the old Incident.
 - c. Note that a resource can only be assigned to one preposition Incident at a time. If a resource that is presently on a preposition Incident is reassigned to another preposition Incident, the resource's assignment to the first preposition Incident is cancelled.
 - d. Reassigning resources that are part of a configuration:
 - (1) Reassigning the resource on a parent request automatically reassigns the resources on the subordinate requests.
 - (2) The resource on a subordinate request can be reassigned without affecting the resources on the parent request or the other subordinate requests.

- (3) When the resources on all subordinate requests of a parent request have been released or reassigned, the resource on the parent request will automatically be released.
 - (4) If reassigning the parent of a configuration, the 'Reassign Roster' screen will display. Reassign Roster was previously discussed, as well as the business rules for disposition of subordinate requests after a reassignment.
 - (5) When a parent request is reassigned, any filled subordinate requests on the original assignment (reserved, mob in route, at Incident, demob in route) inherit the travel selected for the parent to the new assignment.
- e. Fields at top of 'Reassign Resource' pop-up dialog box.
- (1) Fields at the top of the 'Reassign Resource' pop-up dialog box.

The fields at the top of the pop-up dialog box display information for the selected resource.

 - Current Request.
 - Requested Item.
 - Resource.
 - Agency.
 - Contract – The contract name, if the resource is contracted.
- f. The 'Reassign Resource' pop-up dialog box contains two tabs: 'Incident Requests' and 'Local Incident Requests (Quick Fill).'
- g. 'Incident Requests' (**1st Tab** in the 'Reassign Resource' dialog box).
- (1) Used to reassign a resource to another Incident request.

- (2) You can search for requests pending with your organization that the resource could fill.
- (3) Select either the 'Local Incidents' or 'Non-local Incidents' radio button.
- (4) 'External Request' check box – Clicking this check box will result in only requests for External Incidents being displayed.
- (5) 'Set Filter Criteria for Requests' section of the tab.

The 'Search by Qualification' radio button is the default selection (and is the only option for all Catalogs except Overhead). For an Overhead resource, select either the 'Search by Qualification' or 'Search by Catalog Item' radio button.

- Search by Qualification.
 - Select a qualification from the drop-down list.
 - Only the qualifications of the selected resource appear in the list.
 - Note that this option is not available for Services items.
 - Note that External Resources can only be reassigned based on their current qualification (i.e., the catalog item for which they are presently being used).
- Search by Catalog Item (Available for Overhead only).
 - This feature can be used to search for a role (i.e., Overhead Catalog Item) that you know the resource can perform, but for which the resource may not be 'qualified'.
 - For example, a resource may be qualified as a Division Supervisor. The resource could likely be used to fill a request for a Crew Boss, since the Division Supervisor is the Crew Boss' superior.

- Click the 'Pick' button, which brings up the 'Select Catalog Item' pop-up dialog box.
 - Enter a Catalog Name and/or Catalog Item Code (wildcard permitted), and then click the 'Search' button.
 - Results are displayed in the table. Select the desired Catalog Item, and then click 'OK'.
 - The 'Select Catalog Item' pop-up dialog box closes, and you are returned to the 'Incident Request' tab of the 'Reassign Resource' pop-up dialog box.
 - The selected Catalog Item is displayed in the 'Search by Catalog Item' field.
- (6) Select the desired filter criteria, and then click the 'Filter' button. Requests matching the search criteria are displayed in the 'Select Request for Reassignment' table.
- (7) 'Select Request for Reassignment' table. The following is shown for each request:
- Incident Name.
 - Incident Number.
 - Request Number.
 - Request Item – The requested Catalog Item.
 - Need Date/Time – The need date and time specified on the request.
 - Exclusions – The exclusions designated on the request, such as 'Federal Only' or 'Non-federal Only'.
 - Inclusions – The inclusions designated on the request, such as 'Portal to Portal Acceptable'.

Accessed by clicking the 'Next' arrow once:

- Contact – The contact name and information specified on the request.

Accessed by clicking the 'Next' arrow twice:

- Financial Code/Compact – The financial code or compact selected for the request.

Accessed by clicking the 'Next' arrow three times:

- Claimed By – The User that 'claimed' the request when it was on the 'Pending Request' screen.

- (8) Select the desired request from the 'Select Request for Reassignment' table, and then click 'OK', which brings up the 'Reassign Request' pop-up dialog box.
- (9) The 'Reassign Request' pop-up dialog box is identical to the 'Fill Request' and 'Reassign Resource' pop-up dialog boxes that appear on the 'Pending Request' screen when a request is filled or a resource is reassigned, respectively. These pop-up dialog boxes have previously been discussed.
- (10) Select/enter information as appropriate, and then click 'OK'.
 - The selected request is filled with the resource, and the request is removed from the 'Pending Request' screen.
 - The 'Reassign Request' pop-up dialog box closes, and you are returned to the 'Incident Resources' screen.
- (11) 'View' Button – Clicking the 'View' button displays a drop-down list containing the following options. Views cannot be edited.
 - View Incident.
 - View Request.
 - View Requesting Unit.

- View Associated Request.
- h. 'Local Incident Requests (Quick Fill)' (**2nd Tab** in the 'Reassign Resource' dialog box).
- (1) Used to reassign a resource to an identified Local Incident resource need (for which a request has not yet been created).
 - (2) Note that External Resources cannot be reassigned via Quick Fill.
 - (3) 'Select Resource Criteria for Reassignment' section of the 'Local Incident Requests (Quick Fill)' tab.
 - (4) The 'Assign by Qualification' radio button is the default selection (and is the only option for all Catalogs except Overhead). For an Overhead resource, select either the 'Assign by Qualification' or 'Assign by Catalog Item' radio button.
 - Assign by Qualification – Select the qualification (i.e., role/capacity) for which the resource will be used from the drop-down list. Only the qualifications of the selected resource appear in the list.
 - Assign by Catalog Item – (Available for Overhead only). This feature can be used to select a role (i.e., Overhead Catalog Item) that you know the resource can perform, but for which the resource may not be 'qualified'.
 - Clicking the 'Pick' button brings up the 'Select Catalog Item' pop-up dialog box.
 - This pop-up dialog box is identical to the 'Select Catalog Item' pop-up dialog box that appears when the 'Pick' button is clicked on the 'Incident Requests' tab of the 'Reassign Resource' pop-up dialog box, which was previously discussed.
 - After picking a Catalog Item, click 'OK' to return to the 'Local Incident Requests (Quick Fill)' tab.

(5) 'Select Incident for Reassignment' section of the 'Local Incident Requests (Quick Fill)' pop-up dialog box.

- You can filter the search for Local Incidents by any or all of the following:
 - Incident Name.
 - Incident Number.
 - Host Unit.
 - Enter the desired filter criteria, and then click the 'Filter' button.
 - Incidents meeting the filter criteria are displayed in the table. The following is shown for each Incident:
 - Incident Name.
 - Incident Number.
 - Location.
 - Select the desired Incident from the 'Select Incident for Reassignment' table, and then click 'OK'.
 - The resource is reassigned to the selected Incident.
 - Since this is a Quick Fill, a request is automatically created and then filled with the resource.
 - The 'Reassign Resource' pop-up dialog box closes, and you are returned to the 'Incident Resources' screen.
4. Edit Request (**4th** option under Action) – Allows request and assignment information to be edited. Multi-select is permitted. Edit Request has previously been discussed.
5. Add Documentation (**5th** option under Action) – Allows documentation to be added for the request associated with the selected resource. Multi-select is permitted. Add Documentation has previously been discussed.

6. Yield Control to Incident Dispatch (**6th** option under Action) – Applicable only when the 'Non-local Support Request' radio button is selected. Transfers release/reassignment control of the support request from your organization to the non-local Incident Dispatch.
 7. Add Subordinate Request (**7th** option under Action) – Applicable only to filled requests involving catalog items that have a configuration. Used to add a subordinate request to the selected request. Brings up the 'Add Subordinate Request' pop-up dialog box, which was previously discussed (in 'Request Status').
 8. Edit External Resource (**8th** option under Action) – Applicable only for requests that were filled with an external resource. Brings up the 'Edit External Resource' pop-up dialog box, which is very similar to the 'Fill with External Resource' dialog box addressed in the 'Pending Request' unit. The 'Edit External Resource' dialog box allows you to:
 - a. Edit information about the selected external resource.
 - b. Edit the resource's manifest, if applicable.
 - c. Enter documentation.
- G. 'View' Button – Click the 'View' button to display a drop-down list containing the following options. Views cannot be edited.
1. View Incident.
 2. View Request.
 3. View Resource.
 4. View Filling Unit.
 5. View Home Dispatch Unit.
 6. View Associated Request.
- H. 'Print' Button – Prints the request that the selected resource was used to fill.

'SERVICES' TAB OF THE 'INCIDENT RESOURCES' SCREEN

The 'Services' tab is used to take action on resources that were used to fill all requests for catalog items from 'Services' categories only.

The 'Services' tab is essentially identical to the 'Aircraft, Crews, Equipment, Overhead' tab, therefore only the differences will be addressed in detail.

- A. 'Set Catalog Filter' section of the 'Services' tab – All three fields (Catalog, Category, and Catalog Item) are required fields.
- B. 'Set Filter Criteria for Incident Resources'.
 - 1. The 'Days or Less at Incident' filter is not available on the Services tab.
 - 2. The ability to filter by type of mobilization travel is not available on the Services tab.
- C. 'Set Filter Criteria for Individual Resources' – There are no differences in this section between the 'ACEO' and 'Services' tabs.
- D. 'Incident Requests' Table of the 'Services' tab.
 - 1. Once the filter operation has been performed, the title of the table changes to 'Incident Resources [Resources Status]', with the appropriate resource status inserted (based on the status selected in the 'Resource Status' field).
 - 2. The table displays information for each resource. The information presented differs based on the specific resource item and the resource's status. It is necessary to use the 'Next' arrow to access some columns of information.
 - a. Request Number – (Displayed for all services and all resource statuses). The number of the request the resource was used to fill.
 - b. Quantity Requested – (Displayed for all resource statuses, but only for service catalog items that can be ordered in quantity). The quantity specified on the request.
 - c. Resource Requested – (Displayed for all services and all resource statuses). The requested Catalog Item.

- d. Quantity Assigned – (Displayed for all resource statuses, but only for service catalog items that can be ordered in quantity). The quantity the request was actually filled with.
- e. Resource Assigned – (Displayed for all services and all resource statuses). The resource item used to fill the request.
- f. Provider – (Displayed for all services except 'Infrared Flight' and 'Temporary Flight Restriction', and all resource statuses). The resource Provider.
- g. Mob ETD – (Displayed for all services except 'Infrared Flight' and 'Temporary Flight Restriction', but for 'Mob in Route' resource status only). The resource's Estimated Time of Departure from its present location.
- h. Mob ETA – (Displayed for all services except 'Infrared Flight' and 'Temporary Flight Restriction', but for 'Mob in Route' resource status only). The resource's Estimated Time of Arrival at the Incident.
- i. Demob ETD – (Displayed for all services except 'Infrared Flight' and 'Temporary Flight Restriction', but for 'Tentative Release', 'Released', and 'Demob in Route' resource statuses only). The resource's Estimated Time of Departure from the Incident.
- j. Demob ETA – (Displayed for all services except 'Infrared Flight' and 'Temporary Flight Restriction', but for 'Tentative Release', 'Released', and 'Demob in Route' resource statuses only). The resource's Estimated Time of Arrival at its demobilization destination.
- k. Depart From – (Displayed for all services except 'Infrared Flight' and 'Temporary Flight Restriction', but for 'At Incident' resource status only). The resource's designated departure location.
- l. Release To – (Displayed for all services except 'Infrared Flight' and 'Temporary Flight Restriction', but for 'At Incident' resource status only). The resource's designated 'release to' location.
- m. Delivery Date – (Displayed for 'Infrared Flight' only). The scheduled date of the flight.

- n. Release Date – (Displayed for all services except 'Infrared Flight' and 'Temporary Flight Restriction', but for 'Tentative Release' and 'Released' resource statuses only). The resource's release date from the Incident.
 - o. Effective Date – (Displayed for 'Temporary Flight Restriction' only). The start date of the restriction.
 - p. Cancellation Date – (Displayed for 'Temporary Flight Restriction' only). The end date of the restriction.
3. 'Infrared Flights' and 'Temporary Flight Restrictions'
- a. 'Infrared Flights' and 'Temporary Flight Restrictions' are statused as 'At Incident' the moment the request is filled.
 - b. 'Infrared Flights' and 'Temporary Flight Restrictions' are not 'released' from the Incident – 'Infrared Flights' are 'Completed', and 'Temporary Flight Restrictions' are 'Cancelled'.
 - c. This means that these services cannot have the status of 'Mob in Route', 'Tentative Release', 'Released', or 'Demob in Route'.
 - d. However, a 'Temporary Flight Restriction' can have the status of 'Released' if it has been cancelled, but its cancellation date/time has not yet passed.
4. 'Show Subordinate Requests' check box – This option is not available for Services catalog items, since they cannot be configurations, and thus cannot have subordinate requests.

E. 'Action' Button.

1. Select a resource from the table, and then click the 'Action' button, which displays a drop-down list consisting of the following actions.
2. The options available under the 'Action' button differ based on whether the service item is an 'Infrared Flight', 'Temporary Flight Restriction', or another type of Service.

3. For 'Infrared Flight':
 - a. Complete Request – Selecting 'Complete Request' brings up the 'Complete Infrared Flight' pop-up dialog box.
 - (1) The following statement appears: "Request [Request Number, Resource Assigned] will be completed".
 - (2) Text can be typed in the 'Enter Documentation' text-entry field.
 - b. Edit Supplemental – Supplemental forms are discussed later in the course.
 - c. Add Documentation – Previously discussed.
4. For 'Temporary Flight Restriction':
 - a. Cancel TFR – Selecting 'Cancel TFR' brings up the 'Cancel Temporary Flight Restriction' pop-up dialog box.
 - (1) 'Enter Cancellation' section of the dialog box.
 - NOTAM Number – The NOTAM number for the TFR is displayed.
 - Received Date/Time (required field) – The present date and time are displayed. If the request to cancel the TFR was received at a previous date/time, use the 'Calendar' feature to enter that date/time.
 - From (required field) – Enter the name of the individual that requested you cancel the TFR.
 - Cancellation Date/Time (required field) – The present date and time are displayed. Use the 'Calendar' feature to specify a future date/time, if appropriate. Note that you can only undo a TFR cancellation before the cancellation date/time arrives.
 - (2) 'Enter Documentation' section of the dialog box – Text can be typed in the 'Enter Documentation' text-entry field.

- b. Undo TFR Cancellation.
 - (1) You can only undo a TFR Cancellation if the cancellation date and time have not yet passed.
 - (2) Brings up the 'Undo Temporary Flight Restriction Cancellation' pop-up dialog box.
 - (3) The following statement is displayed: "Request [Request Number, Resource Assigned] will not be cancelled".
 - (4) 'Enter Documentation' section of the pop-up dialog box – Enter text in this field, as appropriate.
 - c. Edit Supplemental – Supplemental forms are discussed later in the course.
 - d. Add Documentation – Previously discussed.
5. For All Other Services:
- a. Release.
 - (1) Only available for a resource that is 'Mob in Route' or 'At Incident'.
 - (2) Brings up the 'Release Services' dialog box, which is essentially the same as the 'Release Resource(s)' pop-up dialog box in the 'Aircraft, Crews, Equipment, Overhead' tab, with the following exceptions:
 - The 'Release To Location' field is not available for 'Fill With Description' resources (i.e., it is only available for ROSS resources).
 - The 'Travel (With Itinerary)' option is not available for services.

b. Edit Release.

- (1) Only available for a resource that is 'Tentative Release', 'Released', or 'Demob in Route'.
- (2) Selecting 'Edit Release' brings up the 'Edit Release' pop-up dialog box. This dialog box is essentially the same as the 'Edit Release' pop-up dialog box in the 'Aircraft, Crews, Equipment, Overhead' tab, with the following exceptions:
 - The 'Release To Location' field is not available for 'Fill With Description' resources (i.e., it is only available for ROSS resources).
 - The 'Travel (With Itinerary)' option is not available for services.

c. Reassign.

Selecting 'Reassign' brings up the 'Reassign Service' pop-up dialog box. This dialog box is essentially the same as the 'Reassign Resource' pop-up dialog box in the 'ACEO' tab, with the following exceptions:

- (1) 'Incident Requests' Tab in the 'Reassign Service' pop-up dialog box – There is no 'Set Filter Criteria for Requests' section of the tab, therefore the search for requests cannot be filtered by resource qualification or catalog item.
- (2) 'Local Incident Requests (Quick Fill)' Tab in the 'Reassign Service' pop-up dialog box – There is no 'Select Resource Criteria for Reassignment' section of the tab, therefore the search for Incidents cannot be filtered by resource qualification or catalog item.
- (3) A service item (ROSS or non-ROSS) cannot be reassigned if it was requested in a quantity greater than one (even if it was filled with a quantity of one).

d. Edit Supplemental – There are no differences between the 'ACEO' and 'Services' tabs.

e. Add Documentation – There are no differences between the 'ACEO' and 'Services' tabs.

- F. 'View' Button.
 - 1. View Incident.
 - 2. View Request.
- G. 'Print' Button – Prints the request that the selected resource was used to fill.

II RELEASE RESOURCES (NON-LOCAL INCIDENT) SCREEN

Summary

- Accessible from the Resource menu. Only ROSS users with the 'Dispatch Manager' role can access this screen.
- Allows either the Home Dispatch or Preposition Dispatch to release, or edit the release of, their resources from a non-local Incident.
- Users can release their tracked resources:
 - From the aircraft, crew, equipment, and overhead catalogs, whether services or non-services.
 - That have not yet been released, been tentatively released, or been released but have not yet begun demobilization. Travel for resources that have already begun demobilizing can be edited on the 'Travel' screen.
 - From non-local preposition Incidents even if they have been assigned to a non-preposition Incident. In this case, the requests on both Incidents are closed.
 - From support requests whether or not control was yielded to the non-local Incident Dispatch.
- As with a local release, releasing the parent of a configuration releases all the subordinates, even those managed by non-local dispatches. The parent, however, cannot be released if pending subordinate requests remain. These requests must first be cancelled.

A. 'Filter Criteria For Filled Requests' section of the screen

1. Resource Name filter – Applicable to resources from all catalogs.
 - a. Select the radio button to the left of the Resource Name field.
 - b. Resource Name – Enter the resource's name. Wildcard permitted. Required field.
2. Overhead Resource Name filters – Applicable for Overhead resources only.
 - a. Select the radio button to the left of the Last/First Name fields.

- b. Last Name – Enter the resource's last name. Wildcard permitted. Required field.
 - c. First Name – Enter the resource's first name. Wildcard permitted.
 - 3. Additional filters – Applicable with either the Resource Name filter or Overhead Resource Name filters. Wildcard searches are permitted.
 - a. Request # – Enter the number of the request the resource is assigned to.
 - b. Provider – Enter the unit code of the resource's provider. Wildcard permitted.
 - c. Incident Name – Enter the name of the Incident the resource is assigned to.
 - d. Incident # – Enter the number of the Incident the resource is assigned to.
 - 4. After entering appropriate filter criteria, click the 'Filter' button.
- B. 'Filled Requests' section of the screen
 - 1. Filter results display in the table, which displays the following for each request:
 - a. S – 'S' indicates that the selected request has a support request, '*' indicates that the selected request is a support request.
 - b. G – '*' indicates the request is part of a configuration.
 - c. Resource Assigned.
 - d. Incident #.
 - e. Incident Dispatch.
 - f. Request #.
 - g. Prepos – Indicates by 'Yes/No' whether the resource is prepositioned.

2. 'Action' button.
 - a. Release – Applicable to resources that have not yet been released. Brings up the 'Release Resource' dialog box, which has previously been discussed. Note that 'Set Travel (ETD/ETA)' is the only available travel option.
 - b. Edit Release – Applicable to resources that have either been tentatively released or released but have not begun to demobilize. Brings up the 'Edit Release' dialog box, which has previously been discussed. Note that 'Set Travel (ETD/ETA)' is the only available travel option.
3. 'View' button – Select a View from the drop-down list, which contains the following options. Views cannot be edited.
 - a. View Incident.
 - b. View Resource.
 - c. View Request.
 - d. View Requesting Unit.
 - e. View Filling Unit.
 - f. View Associated Requests.
4. 'Resource Name'/'Assignment Resource Name' radio buttons – Toggles the 'Resource Name' column between 'Resource Name' and 'Assignment Resource Name'.
5. 'Incident #'/'Incident Name' radio buttons – Toggles the 'Incident #' column between ' Incident #' and ' Incident Name'.