

# Dispatching in ROSS with Rosters

DATE: 09/28/10

VERSION 2.12

## Key points about rosters

- Using a roster is not mandatory. You may use one or not.
- Just because a request is created with a specific type of roster, you don't have to fill it with that type of roster.
- On a prepositioned incident, the only roster option is to **Fill with Pre-Positioned Roster**. *This tells ROSS that the resources on the roster have the same rules as a single resource on a preposition.*

## Definitions

- **Configuration**. A template of positions.  
*For example, the standard configuration in a Type 3 helicopter module is a manager and two crew members.*
- **Roster**. A list of resources assigned to the positions in a configuration.  
*For example, a roster for the Type 3 helicopter module could be Joe Smith, the manager; crew member #1, Jack Jones; and crew member #2, Bill Able.*

## Three ways to create a request for resource items with rosters

### Catalog Item with Configuration.

- Request an item with a preconfigured roster.

### Catalog Item without Configuration.

- Request an item without a preconfigured roster.

### Selected Items from Configuration.

- Pick the positions you want filled from a preconfigured roster.



## Five ways to fill a pending request with a roster, no matter how the request was created

**Fill with a Single Resource.** Fill a request with a single resource. *A crew would only have one request number.*

- No roster attached.
- Only one request number is generated and the crew name fills that request.

**Fill with an Assignment Roster Using Master Roster.** Fill a request using a preconfigured roster where resources have already been assigned to the positions on the roster.

- Add and delete positions on a roster.
- Add/Swap resources to the positions on the roster.
- *CWN contract and agreement resources do not have master rosters. Instead, fill the resource with a manifest.*

**Fill with Assignment Roster Using Configuration.** Fill a request with a preconfigured roster that has no resources attached to the positions.

- Add and delete positions on a roster.
- Add/Swap resources to the positions on the roster.  
*You cannot add resources from a status-only dispatch center to a roster.*

**Fill with Assignment Roster (build from scratch).** Fill a request and start a roster from scratch.

- Add and delete positions on a roster.
- Add/Swap resources to the positions on the roster.

**Fill with Assignment Roster for Selected Items.** Fill a request by assigning resources to the specified roster items.

- Add and delete positions on a roster.
- Add/Swap resources to the positions on the roster.

ROSS Helpdesk: 866-224-7677  
email: [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov)

