

National Dispatch Efficiency Working Group

Interagency Standards for the ROSS Operations Guide (ISROG)

**Standard Business Practices for Using ROSS within the
Interagency Business Community**

March 22, 2007

Incident Screen

Business standards

Navigation Instructions. To display reporting directions or instructions within the Description Location (block 5) of the printed resource order, within the Incident Screen select the “locations tab”, and then from the “Locations Use” pull down menu select “Command Post”. Within the Navigations Instructions field enter information to be displayed on the resource order form. Include road directions to the delivery point or reporting point. If the deliver to point is the incident, type the navigation instructions within the Directions tab of the incident screen.

Financial Codes. Post valid financial codes on the Incident screen under the Financial Codes tab. Inactivate financial codes when no longer used or needed.

Always include the **Forest Service Override Code** when using a Forest Service financial code.

DO NOT enter Financial Codes on the New Incident screen in the Office Reference Number box.

- Only the dispatch center that created the incident may assign financial codes. If you have filled a request and as part of this activity assigned a specific agency financial code or are in need of a financial code, contact the ordering office through established ordering channels and request them to enter the financial code in ROSS.

Frequencies. Identify and select frequencies before ordering the resource that needs them. Identify and select both air to air and air to ground frequencies before placing Aircraft orders.

When frequencies are added or removed from an incident, you must update and revise this information immediately. Large incidents will identify frequencies within the Incident Action Plan (IAP). It is recommended that the dispatch unit supporting a large fire receive the IAP on a regular basis.

Airports. Identify all possible jet ports that mobilizing resources will use when flying commercially. Any new request created that is expected to be filled with non-local resources must have the jet port identified. Jet ports must be identified within the Airports tab in the Incident Screen.

Contacts. Enter new contact information specific to the incident under the Contacts tab. All contacts located within the Contacts tab will be displayed on a printed resource order within the Incident Base / Phone Number (block 8) field. Delete any contacts that should not to be displayed on a printed resource order.

For example, the host agency creates an expanded dispatch organization for an incident, a new contact name with the appropriate phone number including area code (Arbuckle Expanded 1-999-999-9999) will be created within the Contacts tab and all old contact information is deleted. The expanded dispatch contact will be used until the expanded organization is released. When expanded is released, the contact should be deleted and the normal contact name and phone number (Arbuckle Dispatch) and telephone number will be re-created for the duration of the incident.

Documentation. Enter any important documentation pertaining to a specific request on the on the New Request screen.

- You may view user documentation entered on this screen, but it will not display on the printed resource order or on reports.

Click for related topics

Incident Resources Screen

Business standards

Refer to the [Request Status Screen](#) section for the Interagency Standards required of Support Requests.

Working with Subordinate requests. ROSS assigns subordinate request numbers to the resources that are filling positions on an assignment roster. Members of an overhead team, fire crew, or an engine may be part of a subordinate request.

For example, the parent request for a Type 6 Engine is request number “E-16” the subordinate crew members on the assignment roster would be numbered, “E-16.1,” “E-16.2,” “E-16.3,” and so on.

When adding subordinate requests:

- You can add a subordinate request only to a filled configuration request.
- The sending (filling) unit can add a subordinate request only when the resource used to fill the parent request is “Reserved” or “Mob in Route.”
- The receiving unit can add a subordinate request only when the resource used to fill the parent request is status as “Mob in Route” or “At Incident.”
- You cannot select a Preorder when adding a subordinate request.

To add a subordinate request to a filled configuration request

1. On the Request Status screen, search for and then click to select the filled configuration request of your choice.
2. Click the Action button, and then click Add Subordinate Request.
3. On the Create Subordinate Request dialog box on the Catalog tab, search for and then click to select the catalog item of your choice.
4. Click the Request tab, and then complete all appropriate and requested boxes to complete the subordinate request.
5. If the new subordinate request is being added to a parent request for a local incident, which was place to and filled by another organization, click to select one of the following options under Select Placement.
 - to place the subordinate request with the organization that filled the parent request, click Place Directly with Filling Organization.
 - to add the subordinate request to the Pending Request screen, click Place/Fill Locally (via Pending Request).
 - to view information about the filling unit, click the View button.
6. When finished, click the Create Request button.

Click for related topics

Business standards

Release and Reassign actions. Be sure to complete all travel information correctly. You must use the actual date the action occurred. If a resource was released several days prior the ROSS release or reassignment, use the actual date the resource left the incident.

Refer to the [Travel Screen](#) section for the Interagency Standards required of Travel.

Add Documentation action for [Emergency Releases](#). All dispatch personnel associated with the transmittal and the verification that an emergency message was placed and received by the intended recipient will be documented. Use clear, simple text and avoid acronyms and abbreviations. Discretion should be applied.

- Do not document any information that is confidential and/or personal.
- Limit documentation to pertinent information concerning the emergency release; identify all contacts for demobilization from departure point to arrival point.
- Document that verification of information was passed and received by affected parties.

Click for related topics

New Initial Report or Incident Screen

Business standards

Internal Incidents. Select except when dispatching for a unit that is external or status only.

Incident Type. There are 43 types of incidents. Select the appropriate type of incident. Incident types that are described below have standardized uses; all others do not.

- “Other Support” will be selected when requesting resources to work directly for the host agency responsible for supporting an actual incident. Other support resources are expected to remain on their original order for the commitment duration and are not normally reassigned. Examples of support resources include dispatchers, cache workers, ramp personnel, and other positions described within Chapter 30 of the National Interagency Mobilization Guide, Incident Support Organization (ISO). Support resources perform duties associated with the host agency and are not associated directly with the incidents being supported by the host agency. For specific information on the ISO, see http://www.nifc.gov/nicc/mobguide/Chapter_30.pdf
- “Preparedness/Preposition” will be selected when requesting resources that, once arrived, will be locally available for wildfire reassignments during the commitment duration.
- “Training – Classroom,” “OJT,” “Proficiency,” and “Simulation” may be used for resources available locally and within the host agencies Geographic Area. Requests for NIRSC radio items in support of these incidents will be placed through NICC.
 - It is not a national requirement to create an incident to support mobilization of casual employed personnel (AD) for agency training purposes.
 - NICC will not process requests for overhead resources associated with “Training” incidents; this includes students and/or instructors.

Incident Name. Incidents established in ROSS should be appropriately named. When left blank, the incident number will default to the incident name. It is recommended to appropriately name each incident before placing requests outside of the local host agency or/and the ordering unit jurisdiction. Below are recommendations and examples as for naming incidents within ROSS.

When naming a “Wildland Fire” incident within ROSS, it is recommended that a local geographic feature be included within the incident name. There is no requirement to include the word “Fire” within the incident name.

Example #1 for the naming of a “Wildland Fire” incident; the Vale District located in Oregon (OR-VAD) requires crews for an escaped fire near Castle Rock. Utilize the category “Wildland Fire” for the incident type and by following the recommended incident naming convention, an appropriate name may be Castle Rock.

When naming other types of incidents that are available within ROSS such as “Flooding” or “Hurricane/Typhoon” or “Fire – Prescribed”, it is recommended to use the event or activities pre-existing name if established within the incident name created within ROSS.

Click for related topics

Business standards

Example for the naming of a “Flood” incident; the Fairbanks Area Forestry office in Alaska (AK-FAS) requires a hand crew for the placement sand bags along the Tanana River. Utilize the category “Flood” for the incident type and when adhering to the recommended incident naming convention, an appropriate name may be Tanana River Flood – January 2007.

When naming an “Other Support” incident (off incident support order) within ROSS, the incident name should include the word “Support and/or Severity” in the incident name when ordering resources that are mobilized in response to an agency’s approved severity request. If a specific incident is being supported, the incident name would also be included.

Example #1 for the naming of an “Other Support” incident; the Boise Interagency Logistics Center located in Idaho (ID-BDC) requires additional dispatch personnel to help with predicted high volume fire activity. Utilize the category “Other Support” for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be BDC Dispatch Support – IA Multiple Fires.

Example #2 for the naming of an “Other Support” incident; the Boise District Office located in Idaho (ID-BOD) requires a fixed wing aircraft and associated personnel to provide detection and mapping of potential fires. Costs are being funded from a BLM appropriated fund source. Utilize the category “Other Support” for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be BOD Severity / Aviation Support - 2007.

Example #3 for the naming of an “Other Support” incident; the fire cache managed by the Boise National Forest located in Idaho (ID-BOF) requires a fork lift to assist with the large volume of fire supplies being ordered by the Lowman fire. Utilize the category “Other Support” for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be Lowman – Cache Support.

Example #4 for the naming of an “Other Support” incident associated with a hurricane; the Everglades National Park located in Florida (FL-EVP) requires a logistics team to support hand crews and overhead assigned to provide facility cleanup resulting from high winds generated by Hurricane Arbuckle. Utilize the category “Other Support” for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be Hurricane Arbuckle Everglades Support.

When naming “Preparedness/Preposition” incidents within ROSS, the incident name should also include either the word “preparedness” or the word “preposition” in the incident name when ordering resources that are mobilized in response to an agency’s approved severity request.

Example #1 for the naming of a “Preparedness/Preposition” incident; the Boise National Forest in Idaho (ID-BOF) requires additional engines be located throughout the forest for a predicted high volume of new fires. Utilize the category “Preposition/preparedness” for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be 2007 BOF IA Preposition.

Click for related topics

Business standards

Example #2 for the naming of a “Preparedness/Preposition” incident; the Mendocino National Forest in California (CA-MNF) requires a type 1 helicopter and associated personnel to be located at the forest helibase for a predicted high volume of new fires. Utilize the category “Preposition/preparedness” for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be Mendocino July Aviation Severity.

Complex. When creating a complex, you must manually append the word “Complex” to the end of the parent incident name. Select the Complex check box for the incident that becomes a complex. All other incidents that are related to the parent incident will automatically have [CPX] added to the incident name when they are associated. Note: You only need to enter “Complex” to the end of the parent incident name.

Incident Host. Identify the incident host by responsible/jurisdictional agency. The Incident Host is the owner agency that provides the primary financial code for payment of requested resources and/or the agency that generates the need for requesting the resources.

Location Name. ROSS defaults to incident name and this displays on the printed resource order. You may type up to 50 characters to add additional information.

Office Reference. May be used by the unit creating the incident for internal filing or other internal tracking purposes. It is recommended that financial code information not be located within the office reference field.

Financial Code. Locate the host agency financial code. If using more than one financial code from the same agency, identify the primary code by selecting the default button. DO NOT mix financial codes that are not similar in intent. All Forest Service financial codes require an associate override code.

- **Severity, Suppression, FEMA Financial Codes.** - When an agency has assigned a financial code to an incident resource order with the intent of obligating suppression funds, severity funds, Federal Emergency Management Agency (FEMA) disaster funds, or similar funding sources, DO NOT permit an additional financial code that obligates an agency’s budgeted or allocated funds (hard dollars).

Example for Severity, Suppression, and FEMA Financial Codes: An incident resource order is created by an agency for the purpose of wildland fire fighting using a suppression fund source. Create a new incident resource order to identify and obligate the budgeted or similar funding. DO NOT assign financial codes associated with budgeted (hard dollar) funding sources to the incident.

- **Agency Budget, Allocated, Hard Dollar Codes.** When an agency has assigned a financial code to a resource order with the intent of obligating budgeted (hard dollars) or allocated funding, DO NOT permit an additional financial code that obligates suppression funds, severity funds, Federal Emergency Management Agency (FEMA) disaster funds, or similar funding sources.

Example for Agency Budget, Allocated, and Hard Dollar Codes: An incident resource order is created by an agency for the purpose of insect control using a budgeted (hard dollar) financial code. DO NOT assign financial codes associated with a suppression fund source to the incident.

Click for related topics

Business standards

Radio Frequencies.

Standards for this are being developed.

Set Air Tactical.

Standards for this are being developed.

Click for related topics

Merge Incidents Screen

Business standards

Standards for this screen are being developed.

Click for related topics

Multi-Place Screen

Business standards

Standards for this screen are being developed.

Click for related topics

New Request Screen

Business standards

NICC will not process “after-the-fact” new requests for resources that have been self dispatched or self mobilized to an incident. NICC will not process “after-the-fact requests that are intended to provide correction to the length of commitment for a past assignment.

NICC may process “after-the-fact” requests that are intended to correct an accidental release of a resource by a ROSS user error. Prior to placing the request, the ordering unit will provide adequate documentation.

Need Date/Time. Enter the appropriate Need Date/Time the resource is needed. For local initial attack purposes, this is often left blank. If left blank, the time will default to the moment the new request was created.

When placing up, DO NOT use the default time. Prior to placing requests up, verify that the date and time is realistic and, if needed, revise the date and time.

Support Request. After a request is created, the action button will allow for a support request to be created for the new request. Refer to the [Request Status Screen](#) section for the Interagency Standards required of Support Requests.

Named Requests Only. Use the Name Request Only field when a name request is created. NICC will not process any “name requests” if they are located elsewhere.

- Prior to placing a Name Request, the incident and ordering unit must adhere to the policy and associated criteria as identified within Chapter 22 of the National Interagency Mobilization Guide.

http://www.nifc.gov/nicc/mobguide/Chapter_20.pdf

Deliver To. All new requests created for the incident that will be filled with non-local resources must have the commercial jet port identified in the Deliver To field. Commercial Jet ports must be identified within the Airports tab on the Incident Screen before they can be selected from the “deliver to” field.

Reporting Instructions. You may select pre-identified information or you may create new information.

- For all NIRSC radio kits and 4390 ICS starter systems, you must enter the deliver-to-address in the Reporting Instructions field.
- Include who the mobilizing resources are to contact. For example, Bill Fletcher at NICC Dispatch 208-387-5400.

Special Needs. Use special needs only to describe information that is not documented anywhere else. Identify information that is critical to the resource mobilization, such as the time and physical location of the team in-briefing for the incident management team.

- DO NOT identify named requests in special needs. NICC will not process named requests that are identified in the special needs box.
- DO NOT enter special needs that are listed or specified in another ROSS field on this screen.

Click for related topics

Business standards

Information identified in Special Needs:

- Use of the THSP position code requires additional information be located within the Special Needs field. The ordering unit must fully describe all duties to be performed of the THSP position prior to placing the THSP request. When appropriate, a GACC or NICC can direct an ordering unit to correct and resubmit a THSP request as an appropriate Position Code.

Only use the THSP position code when there is no other appropriate position code available.
- NIRSC radio kits and NIRSC ICS Starter Systems. Enter the required Bill-to-Address in the Special Needs field for all radio kits and ICS Starter Systems prior to placing the requests.

If the request is for a starter system replacing a prepositioned starter system, enter the appropriate FireCode that will be charged for the transportation costs. For example, *charge transportation to FireCode 1234*.
- Resource mobilization information. Identify information critical to the resource mobilization such as the time and physical location that an incident management team will receive the team in-briefing.
- Remote Automated Weather Station (RAWS). When requesting a RAWS, identify if a RAWS technician is available locally. Include the technicians name and contact information.
- Advance Approval Items. Identify any item that must be approved in advance of mobilization. This includes rental vehicles, agency owned vehicle (AOV), privately owned vehicle (POV), cell phones, and/or laptop computers.
- Not Approved Items. Include items that are not authorized. For example, “rental car is not authorized.”
- Required Items of High Importance. Identify required items such as cell phones, laptop computers, rental cars, personal protective equipment (PPE), tools, or lunches. Identify the off incident location where a helicopter manager (HELM) will meet the Call-When-Needed helicopter.
- Name or Resource Suggests. Include the official name as it is listed in ROSS, the local unit, and appropriate GACC. Include the contact telephone number. For overhead personnel, identify the agency employment status.
 - o Any dispatch unit within the established ordering chain may fill the pending request with a qualified and available resource.
 - o Casual, EFF, or AD hire employees must be identified as such and may be requested as a Name or Resource Suggests.

Configuration Option.

- Engines. All engine requests should be ordered using the default “with configuration.”
- Helicopters. Unless the ordering unit has the helicopter manager and module members available locally, all helicopters should be ordered using the default “with configuration.”

Click for related topics

Pending Request Screen

Business standards

Support Request. Refer to the [Request Status Screen](#) section for the Interagency Standards required of Support Requests.

Fill request. Set ETD/ETA travel when filling the request.

- Mode of Travel. *Fill Request dialog box*. Identify the commercial airline, POV, and other travel details. This field should be identical to the Mode of Travel field on the Travel screen.

Unable to Fill Request (UTF). Use only when your unit has no available resources to fill a pending request. **Do not** UTF a request if the ordering unit asks for the request to be returned. The ordering unit must retrieve the request.

- Add Documentation action is mandatory. Enter complete documentation before the request is UTF.

Cancel UTF Request. Use only when there are no available resources to fill a pending request. Only the incident's designated dispatch office that created the request will utilize the "Cancel UTF" function. The "Cancel UTF" function will only be used after it is determined that the request is not going to be filled. Do not use the "Cancel UTF" function for a request after it is determined that the incident no longer needs the request.

- Add Documentation action is mandatory. Enter complete documentation before the request is "Cancel UTF" unable to fill request UTF. Identify within the request's documentation the reason the request is being Cancel UTF.

Cancel Request. Use only when a pending request is no longer needed by the incident. Only the incident's designated dispatch office that created the request will utilize the "Cancel" function. The "Cancel" function will only be used after it is determined that the incident no longer needs the request. Do not use "Cancel Request" function for a request that is unable to fill (UTF).

- Add Documentation action is mandatory. Enter complete documentation before the request is "Cancel". Identify within the request's documentation the reason the request is being Cancelled.

Fill with Agreement. Use for resources not in ROSS. These resources are only assigned to the individual incident and are not part of the permanent ROSS database.

- Add Documentation action. *mandatory*. Enter complete documentation before completing the fill with agreement action.

Click for related topics

Request Status Screen

Business standards

Always document actions of importance that pertain specifically to resources assigned to an incident.

Cancel Request. Use only when a pending request is no longer needed by the incident. Only the incident's designated dispatch office that created the request will utilize the "Cancel" function. The "Cancel" function will only be used after it is determined that the incident no longer needs the request. Do not use "Cancel Request" function for a request that is unable to fill (UTF).

- Add Documentation action is mandatory. Enter complete documentation before the request is "Cancel". Identify within the request's documentation the reason the request is being Cancelled.

To cancel a request that has been placed to another unit. The canceling unit must contact, via telephone and through the established dispatch ordering chain, the unit where the request is currently pending or waiting to be filled and provide notice that the request is going to be canceled.

- View/Add Documentation action. *mandatory.* Enter reason of cancellation and action taken before completing the cancel request action. **All affected units must accurately enter documentation.**

To cancel a request for a National Resource that has been placed to another unit. The canceling unit must contact, via telephone and through established dispatch ordering chain, the unit where the request is currently pending or waiting to be filled and provide notice that the request is going to be canceled.

- If any dispatch unit within the established dispatch ordering chain is closed or is unable to process the cancellation request, the canceling unit will contact the sending unit directly.
- View/Add Documentation action. *mandatory.* Enter reason of cancellation and action taken before completing the cancel request action. **All affected units must accurately enter documentation.**

To cancel an already filled request. The canceling unit must contact, via telephone through established dispatch ordering chain, the sending unit where the request is currently filled.

- The canceling unit will contact the sending unit directly, via telephone, if any dispatch unit within the established dispatch ordering chain is closed or is unable to process the cancellation request.
 - o If the assigned resource can be contacted before travel begins, the resource will be unfilled and the ordering unit will cancel the request.
 - o If the assigned resource has begun travel but the travel has yet to start in ROSS, the resource will be unfilled and the ordering unit will cancel the request.
 - o If the assigned resource has begun travel in ROSS, the request must be released by the requesting dispatch to ensure accurate documentation.

View/Add Documentation action. Enter the reason of cancellation and action taken before completing the cancel request action. All affected units must accurately enter documentation.

Click for related topics

Business standards

Retrieve Request action. Use only when the order was placed by mistake or when a closer resource from another unit becomes available. Retrieving a request that has been placed to other locations requires various immediate actions.

The retrieving unit must contact, via telephone and through established ordering channels, the unit where the request is currently pending or waiting to be filled and provide notice that the request is to be retrieved.

Prior to actually retrieving the request, user entered documentation is mandatory and must be accurately entered by the retrieving dispatcher. Documentation should describe the reason the request is being retrieved.

Support Request. Support request required for the mobilization of crews, equipment and overhead may be created or added by the incident dispatch, or by any unit in the ordering or filling chain.

NICC will not normally process support requests for equipment items required for mobilizing and/or the demobilization of resources.

Example #1 a low boy trailer is required to transport a Type 2 Dozer. The unit filling the Type 2 Dozer will create the support request and assign the low boy trailer to transport the Type 2 Dozer. If the unit filling the Type 2 Dozer is unable to locate a low boy trailer, the support order may be placed elsewhere.

Example #2 for a crew being mobilized to a “wildfire”; a type 2 crew from Elko, Nevada requires a bus for transporting the crew to a Utah incident. The bus should be assigned to a support request created by the Elko Field Office (unit filling the crew) and filled locally. The support request will not be processed by NICC.

Example #3 for a camp crew being mobilized to a “wildfire”; a camp crew from Moab, Utah requires a 10 passenger van for transporting the crew to a New Mexico incident. There are no local vehicles available. The coordination center in Salt Lake City, Utah created the support request and locally hired a van. The support request will not be processed by NICC.

Example #4 for a low boy trailer to demobilize a tractor plow from a “wildfire”; a county fire district in Kansas used a lowboy trailer to transport a tractor plow resource ordered to an incident located in Oklahoma. The lowboy returned to Kansas after delivery. During the assignment, the tractor plow was reassigned to multiple incidents, and as a result, the county fire district in Kansas is unable to create a support request for sending the lowboy back to demob the tractor plow. The support request was created by local Oklahoma dispatch unit and placed up. NICC will process the support request once received from the Southern Area Coordination Center.

Working with Subordinate requests. ROSS assigns subordinate request numbers to the resources that are filling positions on an assignment roster. Members of an overhead team, fire crew, or an engine may be part of a subordinate request.

For example, the parent request for a Type 6 Engine is request number “E-16” the subordinate crew members on the assignment roster would be numbered, “E-16.1,” “E-16.2,” “E-16.3,” and so on.

Click for related topics

Business standards

When adding subordinate requests:

- You can add a subordinate request only to a filled configuration request.
- The sending (filling) unit can add a subordinate request only when the resource used to fill the parent request is “Reserved” or “Mob in Route.”
- The receiving unit can add a subordinate request only when the resource used to fill the parent request is status as “Mob in Route” or “At Incident.”
- You cannot select a Preorder when adding a subordinate request.

To add a subordinate request to a filled configuration request

1. On the Request Status screen, search for and then click to select the filled configuration request of your choice.
2. Click the Action button, and then click Add Subordinate Request.
3. On the Create Subordinate Request dialog box on the Catalog tab, search for and then click to select the catalog item of your choice.
4. Click the Request tab, and then complete all appropriate and requested boxes to complete the subordinate request.
5. If the new subordinate request is being added to a parent request for a local incident, which was place to and filled by another organization, click to select one of the following options under **Select Placement**.
 - to place the subordinate request with the organization that filled the parent request, click Place Directly with Filling Organization.
 - to add the subordinate request to the Pending Request screen, click Place/Fill Locally (via Pending Request).
 - to view information about the filling unit, click the View button.
6. When finished, click the Create Request button.

Add Documentation action for Emergency Releases. All dispatch personnel associated with the transmittal and the verification that an emergency message was placed and received by the intended recipient will be documented. Use clear, simple text and avoid acronyms and abbreviations. Discretion should be applied.

- Do not document any information that is confidential and/or personal.
- Limit documentation to pertinent information concerning the emergency release, identify all contacts for demobilization from departure point to arrival point.
- Document that verification of information was passed and received by affected parties.

Click for related topics

Resource Status Screen

Business standards

All resources should reflect current status by using the appropriate level (Local, GACC, or National) within ROSS.

Local Resources. These may be set as available for a GACC or a National dispatch after consideration of draw-down levels or part of a ready reserve operation.

National Resources. The following resources should reflect status as available “nationally” unless assigned to an incident:

- Type 1 and 2 air tankers working under federal contracts,
- Type 1 Interagency Hotshot Crews (IHC),
- Type 1 and Type 2 helicopters working under federal contracts (Exclusive Use or Call-When-Needed),
- Mobile catering, shower, and commissary units working under federal contracts established by the national office,
- NIRSC radio items.

Resources assigned to “Preposition/Preparedness” incidents. The availability status should be set to “Local.” If not set to local, the resources home dispatch and home GACC will still view the resource as “Available.”

Self-status capability. Each resource will maintain accurate status year round.

Returning from assignment. The resource must have status correctly identified as soon as possible. It is preferred that re-status be accomplished within 48 hours. The length of assignment and agency policy on mandatory days off will apply.

Click for related topics

Resource Item Screen

Business standards

Data Entry Standards

For information on data entry standards, refer to the document entitled, “Data Entry Standard for Resource Items in ROSS” at the location identified below.

[ROSS Resource Data Entry Standards](#)

To prevent the duplication of crew resource records, units with hand crews will maintain a maximum of one (1) crew record for each crew. Dispatching units will not create a new crew record for each assignment, mobilization, or crew dispatch.

Organizations

Standards for this screen are being developed.

Click for related topics

Roster Screen

Business standards

Certain agency resources will be configured using a roster as identified below. Foreign government resources mobilized through NICC are not agency and will not be configured using a roster when assigned.

Incident Management Teams

- Type 1 and Type 2 Interagency Incident Management Teams
- National Area Command Teams
- Interagency Fire Use Management Teams (FUMT)
- National Park Service All-Hazard Incident Management Team

Incident Support Teams

- National Interagency Buying Teams
- Administrative Payment Teams (APT)
- Burned Area Emergency Response Teams (BAER)
- NPS Critical Incident Stress Debriefing Teams
- National Fire Prevention and Education Teams

Crews

- Agency Type 1 Crews (includes hotshot crews)
- Agency Type 2 or Type 2 IA Crews (if comprised of regular agency employees)

Equipment

- ICS Starter System, 4390
- Kit, MAFFs Base Station, MBSK
- Agency engines
- Agency tenders
- Agency dozers
- Agency tractor plows

Aircraft

- Aerial Supervision Modules (ASM1 platform)
- Lead Planes
- Agency exclusive use helicopters and the permanently assigned module members
- Agency owned helicopters and the permanently assigned module members.

Click for related topics

Tactical Aviation Screen

Business standards

Standards for this screen are to be developed after October, 2007.

Click for related topics

Travel screen

Business standards

Use the **Create/Edit Travel Itinerary** to complete all mobilization and demobilization travel for all resources assigned to off-unit incidents. A Travel Itinerary is to be completed whenever there are multiple legs (segments) to the travel. For example, several airline connections or combinations of supply delivery that includes both air & ground portions of transportation.

Always utilize the appropriate time zone for departure and arrival locations.

- Resources must have travel information entered into ROSS prior to departure.
- All segments of travel will be included as the travel itinerary. Indicate if the travel includes a required layover.
- Any deviation to the travel itinerary requires placing a telephone call to the receiving unit. User entered documentation is mandatory.

Fill request. Set ETD/ETA travel when filling the request.

- Mode of Travel. *Fill Request dialog box*. Identify the commercial airline, POV, and other travel details. *This field should be identical to the Mode of Travel field on the Travel screen.*

Click for related topics

22 Overhead/Crews

Personnel must be requested by the description found in the Fireline Handbook, NWCG Handbook 3, PMS 410-1, NFES 0065 (March 2004) and in the National Interagency Incident Management System (NIIMS) Wildland Fire Qualification System Guide, PMS 310-1, NFES 1414 (April 2006). All requests will be in one of these categories:

- C = Crews by type
- O = Overhead by position title
- IA = Initial Attack Smokejumpers

22.1 Overhead Mobilization and Demobilization

Units filling requests for personnel are responsible for ensuring all performance criteria are met. Requests will be processed as "fully qualified" unless "Trainee Acceptable" is selected as an inclusion in ROSS. The sending unit must designate a Flight Manager when two (2) or more personnel travel together to the same incident via non-commercial air transport. Refer to Chapter 62.8 for Flight Manager responsibilities.

NICC will not accept requests for clerical, driver, or laborer positions. It is not cost effective to hire and transport such personnel when they are normally available from local sources.

If a request requires individuals to be self sufficient for the duration of the assignment, they must be able to procure food, lodging, and local transportation.

Name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between state agencies). The ordering unit must confirm availability for the individual being requested prior to placing the request.

Severity requests often involve strategic movement of resources from areas with lower fire potential. In these cases, name requests may be appropriate and are typically directed by agency managers.

Name requests charged to budgeted/programmed, non-suppression funds are acceptable and will be processed without delay.

All name requests not filled by the sending unit will be returned to the requesting unit by NICC as UTF.

Unless specified "agency only", ADs and private contractors will be accepted for suppression and severity orders.

During demobilization of resources, emphasis will be placed on having personnel home no later than 2200 hours local time. Occasionally, the availability of large transport aircraft will dictate timeframes during demobilization.

22.2 Crews

Crews will be ordered by a standard type. Four (4) types exist for National or interagency assignments. They are; Type 1, Type 2, Type 2 with IA (initial attack) capability, and Type 3. Refer to Chapter 62.2 for minimum crew standards for national mobilization.



NIFC Forest Service has contracted nationally for T-2IA crews (National Contract Resources, or NCR). National Contract Resources (NCR) are hosted by local units (Host Unit Coordination Centers, or HUCC) which are contractually required to utilize dispatch priorities when mobilizing crews, as outlined in section C.7 of the 2007 National Type-2IA Firefighter Crew Contract. See the following web-site for further details:

<http://www.fs.fed.us/fire/contracting/crews/crews.htm>

Type 1 Crews:

Crews that meet minimum standards identified within the Fireline Handbook, NWCG Handbook 3, PMS 410-1, NFES 0065 (March 2004). Interagency Hotshot Crews (IHC) are a Type 1 crew that exceeds the Type 1 Standards as required by the National IHC Operations Guide (revised 2004). Interagency Hotshot Crews require appropriate Federal or State agency sponsorship and a recommendation by their respective Geographic Area Coordinating Group for inclusion into the National Interagency Mobilization Guide. NIFC will maintain availability status of Type 1 Crews, but will not recognize internal Geographic Area rotations of these crews.

Type 1 Crews attempting to transport chain saws on other than NIFC contract jets should always be prepared to ship their chain saws via an alternative method should loading be refused. Type 1 Crews normally come equipped with hand tools. There may be occasions when Type 1 Crews transported by air do not arrive with hand tools. If tools are needed, they should be ordered separately as supply items.

When Type 1 Crews are transported by aircraft, the receiving unit should be prepared to provide the following:

- A. Crew transportation.
- B. Vehicle to transport saws, fuel, and hand tools separate from crew transportation.
- C. Fire equipment (minimum two (2) cases of fuses).