

# Release Resources - filled requests on non-local incidents

This User Guide explains how to search for and release resources from non-local incidents. Topics include:

- Working with resources on non-local incidents
- Exploring the release resources function in detail.

## To access the Release Resources (Non-Local Incident screen

*You must have the Dispatch Manager access role to perform this function.*

- On the **Resource** menu, click **Resources (Nonlocal)**.

## Release Resources (Nonlocal Incident)

Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE \*\*\*

File Administration Resource Incident Request Travel Status Window Help

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Resources (Nonlocal Incident) @CO-RMC R ? X

**Filter Criteria For Filled Requests**

Resource Name  Provider  -

Last Name \*  Incident Name

First Name  Incident #  -  -

Request #  -

**Filled Requests**

S	G	Resource Assigned	Incident Name	Incident Dispatch	Request #	Prepos
		AIRTANKER - T1 - MAFFS 3 (MAFFS 3) (CO-R...	Bronco Knob	Grand Junction Air ...	A-3	No
		FIXED WING - AIR TACTICAL - AC 500B - AA...	Bronco Knob	Grand Junction Air ...	A-5	No
		FIXED WING - AIR TACTICAL - AC 500B - AA...	Big Complex	Durango Interagen...	A-4	No
			OSC 2014 Severity Supp...	Southern California...	A-11.2	Yes
		HELICOPTER - T3S - AS 350B2 - N215LA (N...	Hodge Podge	Durango Interagen...	A-5	No
		HELICOPTER - T3S - B206 B3 - N20WY (N2...	Big Complex	Durango Interagen...	A-2	No
			Brandon	Grand Junction Air ...	A-1.1	No

Assignment Resource Name  Resource Name

Incident Name  Incident #

## Working with resources on non-local incidents

This section explains how to search for and release resources on non-local incidents. Topics include:

- Releasing the resource from the non-local incident
- Viewing information about the filled request.

### To search for a resource on a non-local incident

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*For more information about wildcard searches see, "Performing wildcard searches and narrowing your search criteria," in the ROSS User Guide, "Search For Resources - locating resources at incidents."*

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- 1 On the **Release Resources (Nonlocal Incident)** screen under **Filter Criteria For Filled Requests**, complete one or more of the following
  - in the **Resource Name** text box, type the **resource Name**
  - click **Last Name/First Name**, and then type the **Last Name** and **First Name** of the resource
  - in the **Request #** text box, type the **Request Number** associated with that resource
  - In the **Provider** text box, type the **Resource Provider Unit Code**
  - in the **Incident Name** text box, type the **Non-Local Incident Name**
  - in the **Incident #** text box, type the **Incident Number**.



- 2 When finished entering all search criteria, click the **Search** button.

### Releasing the resource from the non-local incident



The **Action** button allows you to release and/or edit the release of resources from non-local incidents.

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*The + (plus sign) next to an option allows you and act on more than one resource at a time. To do this, click and press Ctrl, and then click every resource of your choice.*

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### To release a resource from a non-local incident

- 1 On the **Release Resources (Non-Local Incident)** screen, locate and then click the **Resource Name** of your choice.



- 2 Click the **Action** button, and then click **Release+**.
- 3 On the **Release Resource** dialog box, complete the following information and then click **OK**
  - Release Date/Time
  - Travel
  - Release Options
  - 'Release To' Location
  - Enter Documentation.

- 4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.
- 5 On the **Request Action Message** dialog box, click **OK**.

The following graphic shows a sample Release Resource dialog box.

The screenshot shows a "Release Resource" dialog box with the following fields and options:

- Release Date/Time**: 06/25/2014 10:41, MST
- Travel**:
  - Set Travel to be Arranged
  - Set Travel ATD: 06/25/2014 10:41, MST, ETE: 1, hrs: 1, min: 30, Dest TZ: MST
  - Set Travel (will have Itinerary)
- Travel Remarks**: (empty text field)
- Resource Needs Transportation
- Release Options**:
  - Release to Home
  - Release to Preposition
- Release To' Location**: Wyoming National Guard (WY-WNG)
- Available For Reassignment**:
  - Available
  - Unavailable
- Enter Documentation**: (empty text area)

### To edit the release information of a “Released at Incident” resource

- 1 On the **Release Resources (Non-Local Incident)** screen, locate and then click to select the **Resource Name** of your choice.
- 2 Click the **Action** button, and then click **Edit Release+**.
- 3 On the **Edit Release** dialog box, change the following information as appropriate, and then click **OK**
  - Release Status
  - Release Date/Time
  - Travel
  - Release Options
  - ‘Release To’ Location
  - Enter Documentation.
- 4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following graphic shows the Edit Release dialog box.

## Viewing information about the filled request

**View** The View button allows you to view information about the filled request on the non-local incident, including the incident, request, resource, requesting unit, filling unit, and associated subordinate requests.

### To view information about the filled request

**1** On the **Release Resources (Non-Local Incident)** screen, locate and then click to select the **Resource Name** of your choice.

**View** **2** Click the **View** button, and then click to select one of the following

- View Incident
- View Request
- View Resource
- View Requesting Unit
- View Filling Unit
- View Associated Requests.

**3** When finished, click the **Close** button.

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*For examples of the dialog boxes that display from the View button, see "Viewing resource information," in "Search For Resources - locating resources at incidents," in this ROSS User's Guide.*

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## Exploring the release resources function in detail

Remember these key points when releasing resources from non-local incidents:

- As a Dispatch Manager, you can release resources from non-local incidents that are managed by your dispatch center. This includes releasing all tracked service and non-service aircraft, crew, equipment, and overhead resources. When released, ROSS automatically documents the release of that resource by the home dispatch center, and includes the date, time, and person who performed the release.
- Releasing these resources mitigates the problem that occurs when resources have physically returned from an assignment but have not yet been released and/or traveled home in ROSS.
- The home dispatch may release the resources, make them available, and assign them to new requests.
- To release a resource from a non-local incident, the status of that resource must be “available” for non-local preposition incidents, “at incident,” “tentative release,” or “released at incident.” The home dispatch unit may change the resource’s travel to the appropriate status.
- When releasing a resource from a non-local incident, you must provide an ETD/ETA but mode of travel is optional. The request will be closed and the demob dates are set to the provided ETD/ETA.
- You cannot tentatively release resources managed by your dispatch center (the home dispatch of the resource) from non-prepositioned incidents managed by a different dispatch center (non-local incident).
- You can release a resource on a non-local preposition incident even if it is currently filling a request on a wildfire or other non-preposition incident. The requests on both incidents will be closed.
- If a resource on a local preposition incident has filled a request on a non-local, non-preposition incident, the preposition dispatch can release the resource back to the preposition or to its home dispatch, as appropriate. This also applies to subordinate requests and support requests where control was given to the non-local incident dispatch. *Remember that you can already release a support request if your office retained control.*

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*For example, Dispatch A’s airtanker, assigned to Dispatch B’s preposition incident, was used to fill a request on Dispatch C’s wildfire. If necessary, Dispatch B can release the airtanker back to their preposition incident, or home to Dispatch A.*

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- If you release the parent of a non-local request that was filled with an assignment roster, all subordinates will also be released. This includes subordinates managed by other dispatch centers. However, the parent may not be released from a non-local request if any of its subordinates are still pending. The pending subordinates must first be canceled.