

Release Authorization - setting catalog release options

This guide explains how a parent dispatch center can authorize or hold the release of aircraft, crew, equipment, and overhead non-service resources committed to their immediate subordinate's incidents. Topics include:

- Setting release authorization
- Managing tentatively released resources
- Setting notification options for release authorization
- Exploring the release authorization process in detail.

Setting release authorization

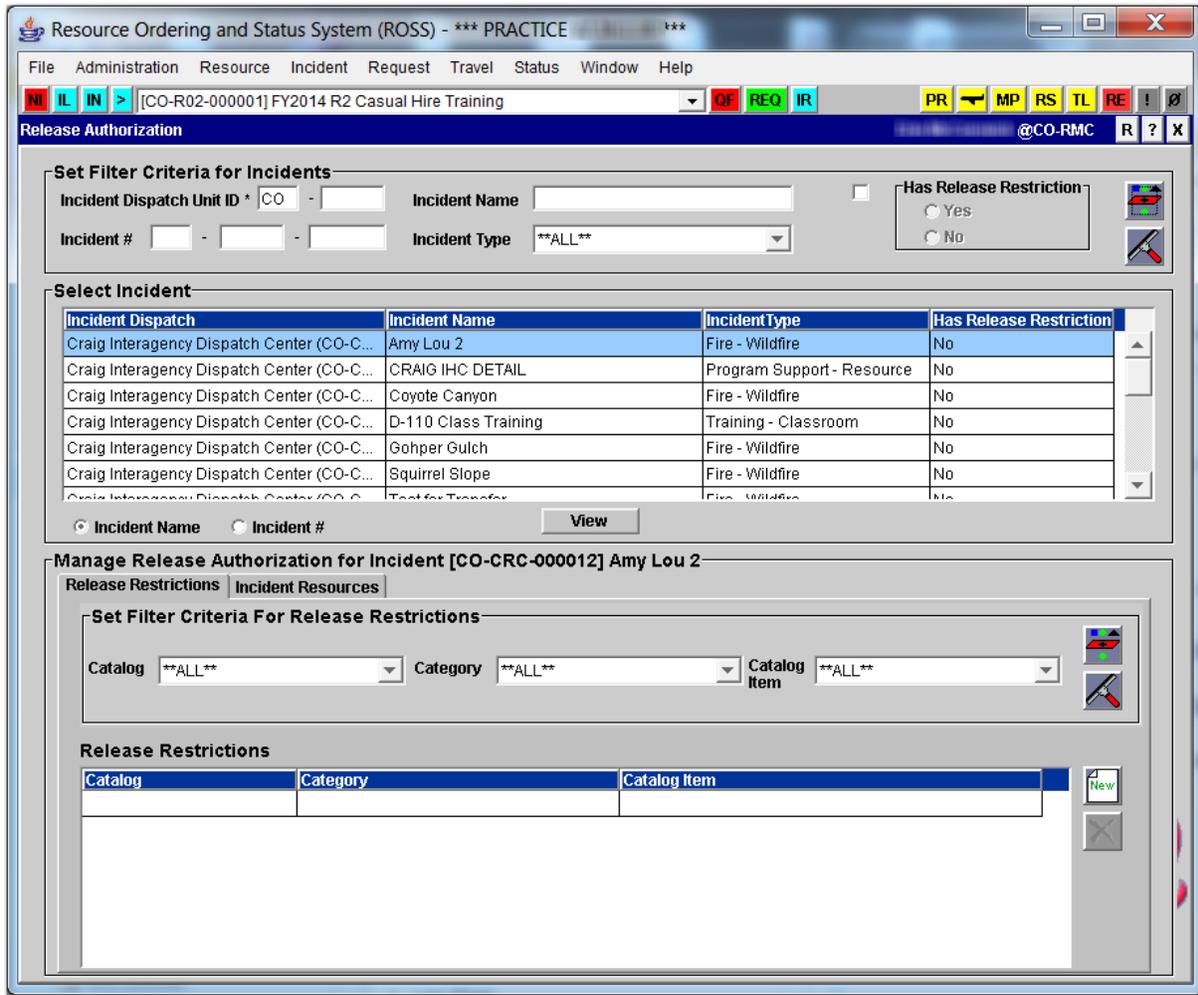
When the parent dispatch has set one or more resource catalogs on an incident to "Authorization Required," the incident dispatch is prevented from releasing resources that are assigned to requests in those catalogs. Instead, the incident must tentatively release the resources so that the parent may either authorize their release or hold them for possible reassignment.

For group requests, subordinates are governed by the release authorization setting for their parent.

To access the Release Authorization screen

- On the **Resource** menu, click **Release Authorization**.

Release Authorization screen



To display all open incidents managed by your immediate subordinates



- 1 On the **Release Authorization** screen under **Set Filter Dispatch for Incidents**, type the first several characters of the **Incident Host Unit ID**, and then click the **Filter** button.

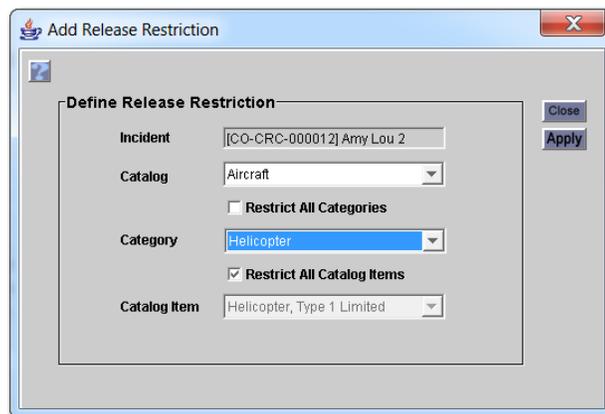
To view current release restrictions on an incident for a catalog items

- 1 On the **Release Authorization** screen, click the **Incident** of your choice.
- 2 On the **Release Restrictions** tab under **Set Filter Criteria For Release Restrictions**, click the following drop-down arrows to narrow your filter criteria, and then click the **Filter** button
 - Catalog
 - Category
 - Catalog Item.

To specify an incident and catalog(s) for release authorization

- 1 On the **Release Authorization** screen, click the **Incident** of your choice.
-  2 On the **Release Restrictions** tab, click the **New** button.
- 3 On the **Add Release Restriction** dialog box, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice
- 4 To specify the category for the release authorization, perform the following
 - click to select the **Restrict All Categories** check box
 - click the **Category** drop-down arrow
 - click to select the **category** of your choice.
- 5 To specify a catalog item for the release authorization, perform the following
 - click to select the **Restrict All Catalog Items** check box
 - click the **Catalog Item** drop-down arrow
 - click to select the **catalog item** of your choice.
-  6 When finished defining the release restriction, click the **Apply** button.
- 7 To define additional release restrictions, repeat **step 3** through **step 6**.
- 8 When finished, click the **Close** button.

The following graphic shows the Add Release Restriction dialog box.



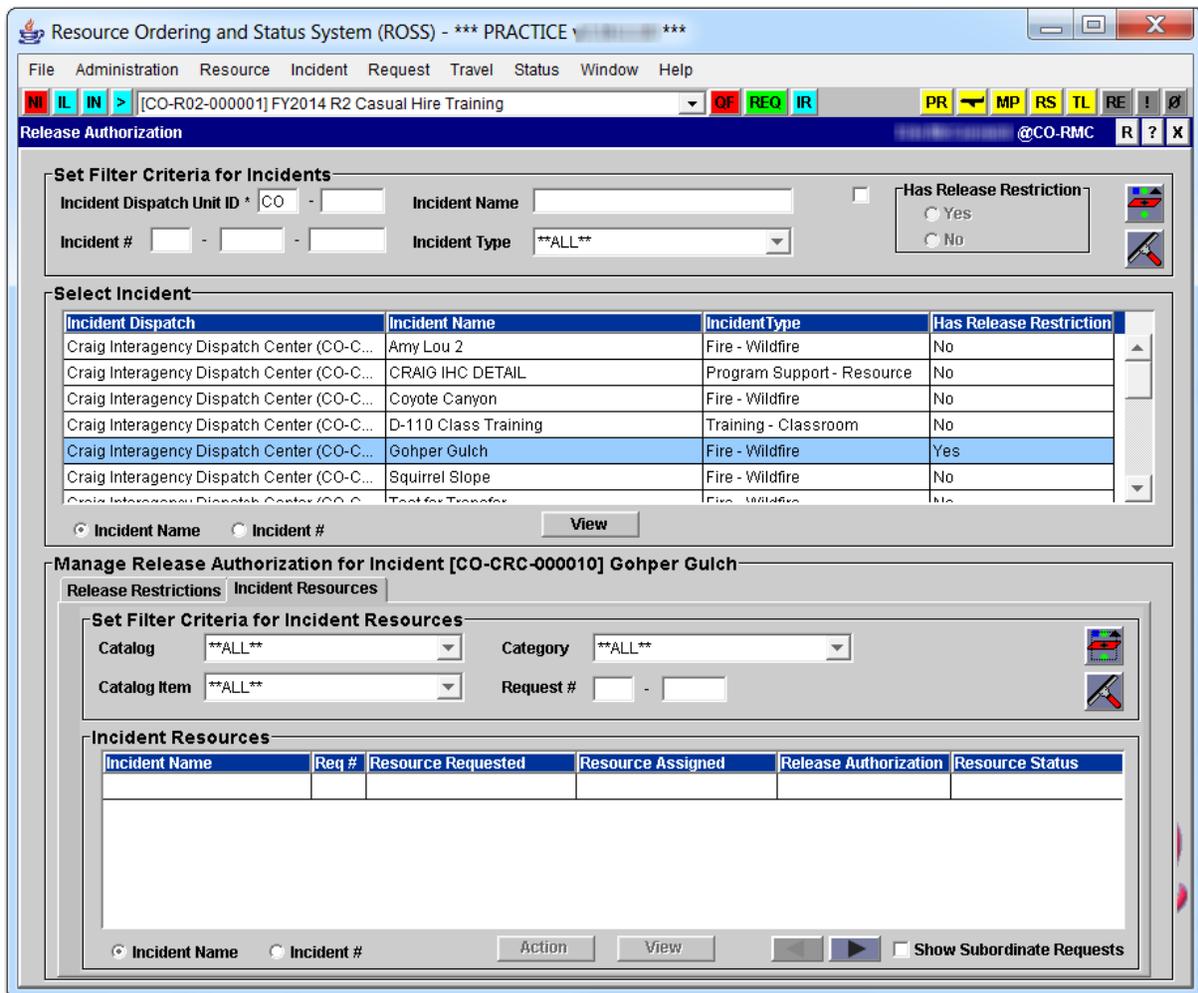
Managing tentatively released resources

As a subordinate dispatch center, when you tentatively release resource(s) from an incident where releases are being controlled by your parent, the resource(s) are automatically held until your parent dispatch authorizes its release. The parent dispatch can authorize release of the resource(s) from the Incident Resources tab on the Release Authorization screen.

To access the Incident Resources tab on the Release Authorization screen

- On the **Resource** menu, click **Release Authorization**, and then click the **Incident Resources** tab.

Release Authorization screen - Incident Resources tab



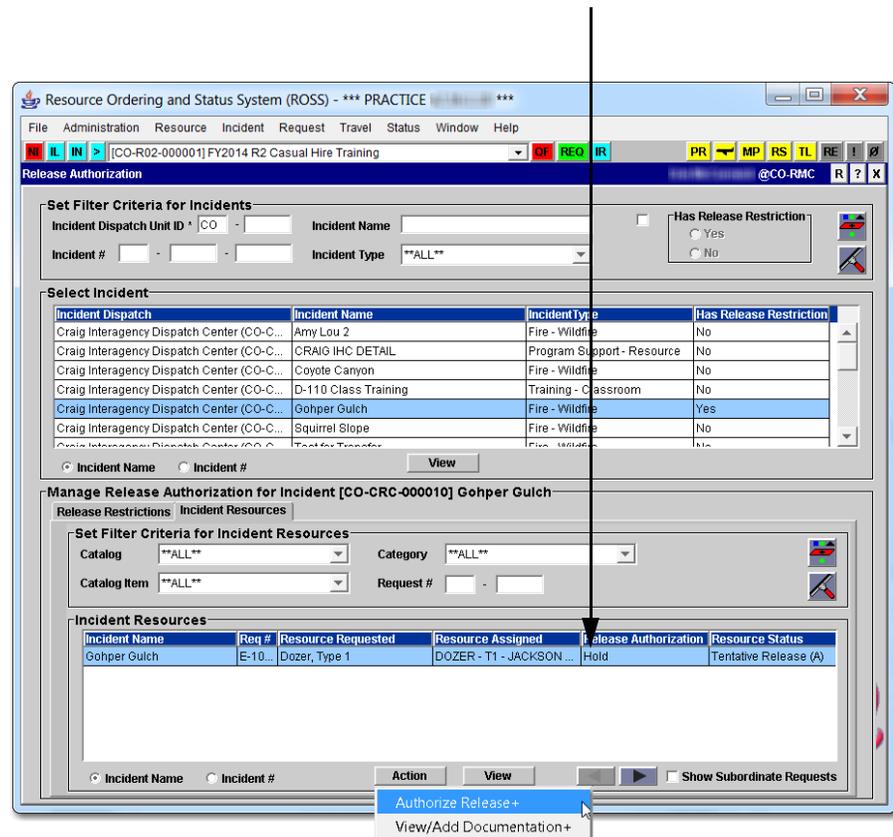
To authorize the release a held resource

- 1 On the **Release Authorization** screen under **Select Incident**, search for and then click the **Incident** of your choice.
- 2 Under **Manage Release Authorization for Incident**, click the **Incident Resources** tab.
- 3 On the **Incident Resources** tab, search for an then click the **tentatively released resource** of your choice.

Action

- 4 Click the **Action** button, and then click **Authorize Release**.

The following graphic shows the Incident Resources tab on the Release Authorization screen. The arrow points to the “Hold” designation in the Release Authorization column.



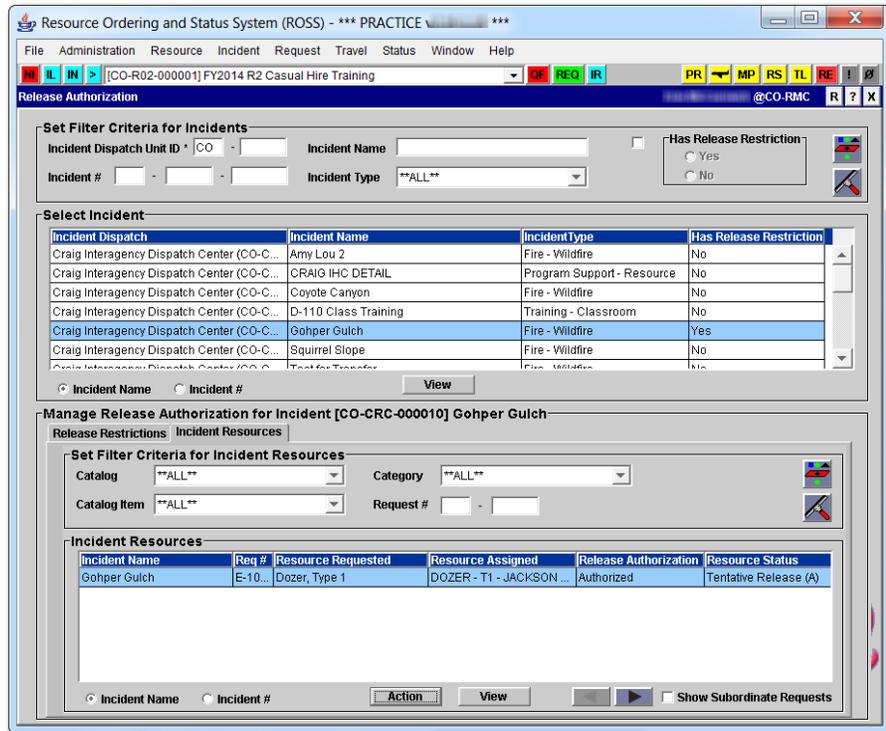
To hold the tentative release of a resource

- 1 On the **Release Authorization** screen under **Select Incident**, search for and then click the **Incident** of your choice.
- 2 Under **Manage Release Authorization for Incident**, click the **Incident Resources** tab.
- 3 On the **Incident Resources** tab, search for an then click the **held resource** of your choice.

Action

4 Click the **Action** button, and then click **Hold Release**.

The following graphic shows the Incident Resources tab on the Release Authorization screen. The arrow points to the “Authorized” designation in the Release Authorization column.



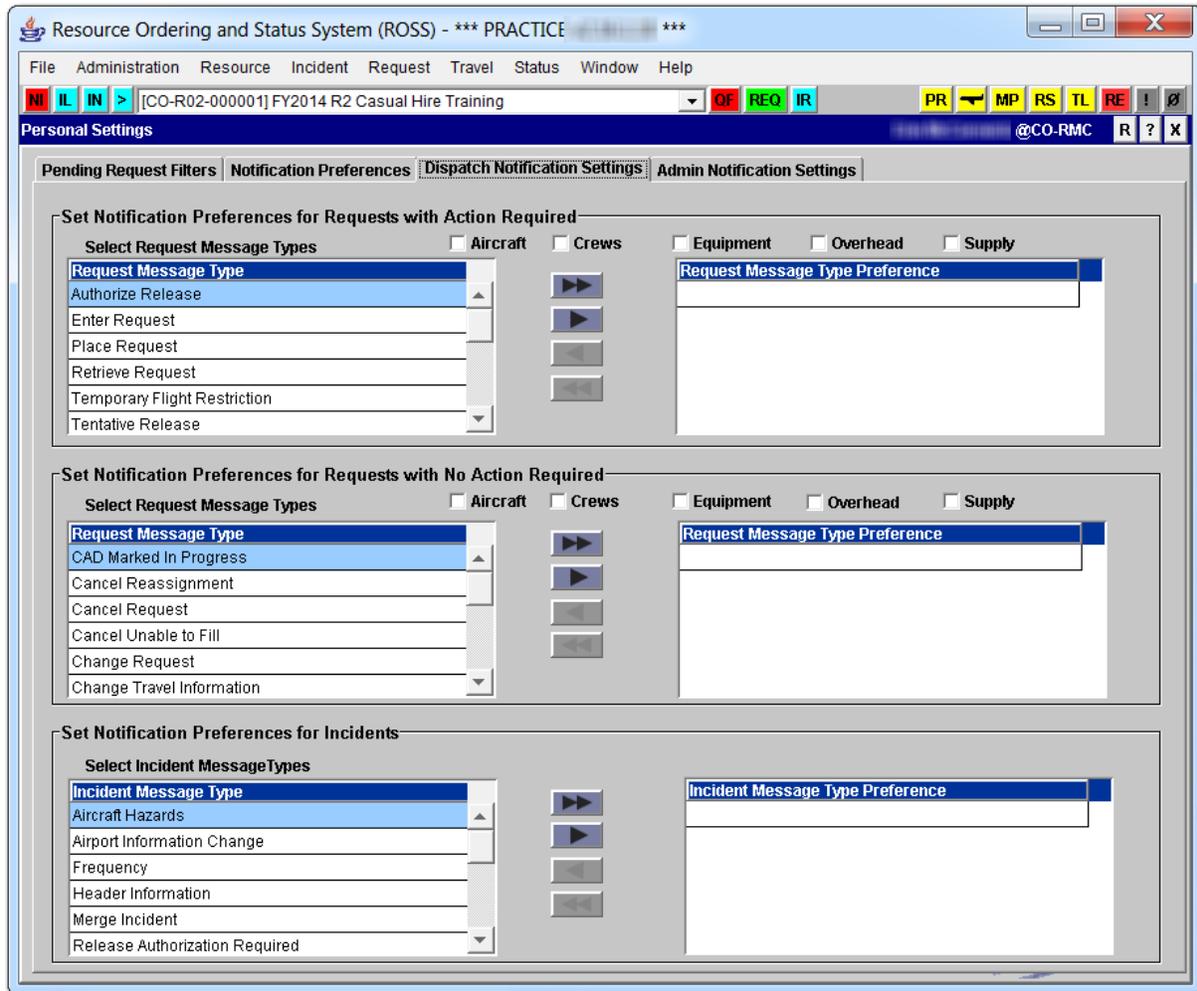
Setting notification options for release authorization

Be sure to set your personal preferences so that you are notified when resources are set for release but require authorization.

To access the Personal Settings screen

- On the **Administration** menu, click **Personal Settings**.

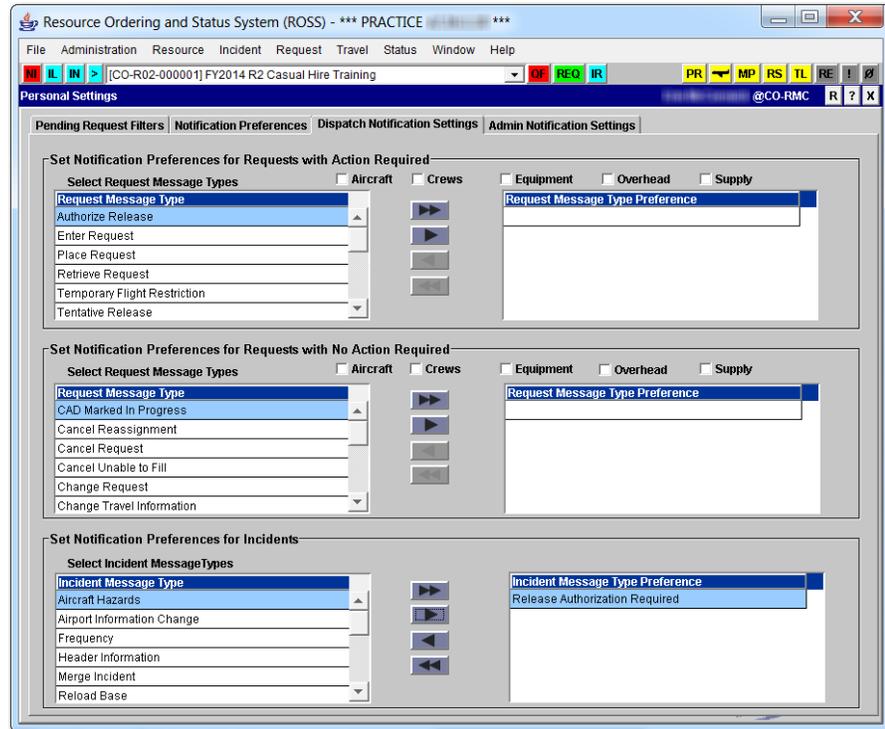
Personal Settings screen - Dispatch Notification Settings tab



To be notified that your parent has restricted or removed release authorization for your incident

- 1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.
- 2 Under **Set Notification Preferences for Incidents** under **Select Incident Message Types**, click **Release Authorization Required**, and then click the **Add** arrow.

The following graphic shows the Personal Settings screen. The arrow points to Release Authorization Required in the Incident Message Type Preference text box.



To be notified that your parent has held the release of a resource on your incident

- 1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.
- 2 Under **Set Notification Preferences for Requests with No Action Required** under **Select Request Message Types**, click the **Catalog** check boxes of your choice.
- 3 Scroll, then click **Hold Release**, and then click the **Add** arrow.

To be notified that your parent has authorized release of a resource on your incident

- 1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.
- 2 Under **Set Notification Preferences for Requests with Action Required** under **Select Request Message Types**, click the **Catalog** check boxes of your choice.
- 3 Scroll, then click **Authorize Release**, and then click the **Add** arrow.

To be notified that your subordinate has tentatively released a resource under your control

- 1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.
- 2 Under **Set Notification Preferences for Requests with No Action Required** under **Select Request Message Types**, click the **Catalog** check boxes of your choice.
- 3 Scroll, then click **Tentative Release**, and then click the **Add** arrow.

Exploring the release authorization process in detail

Many geographic area coordination centers (GACCs) have policies requiring them to be notified of a resource's release 24 to 48 hours prior to its demobilization, so that they may hold critical resources and broker the reassignments. Remember these key points:

- Once specified that a catalog requires release authorization, the incident dispatch's only release option is for a tentative release, which automatically sets the authorization to "Hold." When setting a tentative release, you must indicate whether the resource is available for reassignment.
- Resources assigned to subordinate requests are controlled by the catalog of the parent request. For example, if release authorization is required for Crews, then crewmember releases must also be authorized.
- Incidents where the parent is controlling released from one or more catalogs are noted in the Data Delivery System (DDS).
- The Incident Resources table on the Incident Resources screen contains a new column, "Release Authorization." If the parent is restricting release for catalog(s) within an incident, this column displays "Hold" for held resources, "Authorized" for tentatively released resources, or "N/A" if there is no authorization set.

For more information about managing tentatively released resources see, "Releasing (demobing) resources from an incident," in "Incident Resources - managing incident resources," in this ROSS User Guide.
