



# Intermediate Unit 4 – Pending Request

**ROSS Dispatch Training Instructor Guide  
Release 2.16.12**

For ROSS Steady State  
Operations & Maintenance

12.0



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## Intermediate Unit 4 – Pending Request

### OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Identify the request chains.
2. Create a non-local support request.
3. Place Up a request.
4. Place Direct a request.
5. Place a request to an external or status-only dispatch.
6. Fill a request with a new resource.
7. Fill a request with a resource from an external or status-only dispatch.
8. Fill a request with the Requested Item
9. Fill a request with a Substitution
10. Fill a request with a Local Purchase
11. Fill a TFR Request.
12. Fill an Infrared Request.
13. Fill a configuration request.
14. Change the financial code when filling a request.
15. Create a manifest.

### REVISION LOG

Rev #	Date	Revision(s)	Author
12.0	10/08/2018	2.16.12: No updates.	M. Apicella
11.0	01/22/2018	2.16.11: No updates.	M. Apicella
10.0	10/06/2017	2.16.10: No updates.	M. Apicella
9.0	03/29/2017	2.16.9: No updates.	M. Apicella
8.0	01/23/2017	2.16.8: No updates.	M. Apicella
7.0	01/17/2017	2.16.7: No updates.	M. Apicella
6.0	05/11/2016	2.16.6: No updates.	J. Olson
5.0	02/16/2016	2.16.5: No updates.	C. Dingman
4.0	07/14/2015	2.16.4: Updated Fill With A Local Purchase section with new Buying Team functionality.	C. Dingman
3.0	04/23/2015	2.16.3: No updates.	C. Dingman
2.0	09/30/2014	2.16.2: No updates.	C. Dingman
1.0	02/28/2014	Re-formatted for consistency with NAP Instructor Guides, and updated for ROSS version 2.16.1.	J. Vahl

**INTERMEDIATE UNIT 4: PENDING REQUEST**

**4.1 Objectives**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.1 Objectives	<p><b>Display Slide ROSSD-SL-INTERMEDIATE-04-01 (Pending Request).</b></p> <p><b>Display Slides ROSSD-SL-INTERMEDIATE-04-02 and ROSSD-SL-INTERMEDIATE-04-03 (Objectives).</b></p> <p><b>Display Slide ROSSD-SL-INTERMEDIATE-04-04 (ROSS Dispatch Process).</b></p> <p>Point out which portions of the ROSS Dispatch Process are discussed in this unit.</p>

**4.2 Overview**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.2 Overview	<p><b>Log into Pagosa Springs Dispatch.</b></p> <p>Perform a quick, uninterrupted walk-through of the screens and major functions to be covered in this unit.</p> <p>Use the ‘extra’ resources in the training database as appropriate to demonstrate major actions.</p>

☑	Topic	Instructor Actions
☐	4.2 Overview (continued)	Do not field student questions during the walk-through; have students save their questions for the lecture.

**4.3 Request Chains**

☑	Topic	Instructor Actions
☐	4.3 Request Chains	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Request Chain business rules dictate dispatches that can view and take action on a particular request.</li>   <li>• Request chains are: Ordering, Touched By, Filling, and Home.</li> </ul> <p><b>Display Slide ROSSD-SL-INTERMEDIATE-04-05 (Request Chains).</b></p> <ul style="list-style-type: none"> <li>• Following scenario will be used to illustrate request chains:             <ul style="list-style-type: none"> <li>– TX Dispatch creates and places request O-1 to Durango Dispatch via Selection Area.</li>   <li>– Durango fills O-1 with ‘Wilson’, a Firefighter prepositioned with Durango from Pueblo Dispatch, which is Wilson’s Home Dispatch.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.3 Request Chains (continued)	<p>Note: Point out this is only an overview of request chains; additional information can be found in the Reference Manual.</p> <ul style="list-style-type: none"> <li>• Ordering Chain (also known as ‘Placing Chain’).                             <ul style="list-style-type: none"> <li>– Set of dispatches that have performed one of the following actions:                                     <ul style="list-style-type: none"> <li>▪ Created, placed, or filled the request.</li> <li>▪ Reassigned the resource from the request.</li> </ul> </li> <li>– Dispatches in Ordering Chain of a request can:                                     <ul style="list-style-type: none"> <li>▪ View request on Request Status screen.</li> <li>▪ Retrieve request from another dispatch.</li> <li>▪ View, create, and edit assigned resource’s travel on Travel screen.</li> <li>▪ Edit assigned resource’s ETD/ETA on Edit Assignment screen.</li> <li>▪ Add documentation on Edit Request screen.</li> <li>▪ Receive notification messages regarding the request and incident.</li> </ul> </li> </ul> </li> <li>– Ordering Chain for our scenario: TX Dispatch and Durango Dispatch.</li> </ul>

☑	Topic	Instructor Actions
☐	4.3 Request Chains (continued)	<p>Note: Point out that if the scenario had involved placing the request via the normal dispatch hierarchy (up to GACC, up to NICC, down to GACC), those dispatches would have been in the Ordering Chain.</p> <ul style="list-style-type: none"> <li>• Touched By Chain.                             <ul style="list-style-type: none"> <li>– Dispatches in the Ordering Chain plus those dispatches that UTFd the request.</li> <li>– Dispatches in Touched By Chain of a request can view the request on Request Status screen.</li> <li>– Touched By Chain for our scenario: TX Dispatch and Durango Dispatch (i.e., same as Ordering Chain).</li> </ul> </li> <li>• Filling Chain (filled requests only).                             <ul style="list-style-type: none"> <li>– Set of dispatches that fall, in normal dispatch hierarchy, between Requesting and Filling dispatches.</li> <li>– Filling Chain of non-local support request for which control was yielded is set of dispatches between Incident and Filling dispatches.</li> <li>– If resource’s filling organization is not part of normal dispatch hierarchy (e.g., external supply cache), Filling Chain is set of organizations that fall between Requesting Dispatch and last dispatch to place the request.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.3 Request Chains (continued)	<ul style="list-style-type: none"> <li>– Dispatches in Filling Chain of a request can:                             <ul style="list-style-type: none"> <li>▪ Reassign resource when it is Mob En Route.</li> <li>▪ Edit request assignment information on Edit Assignment screen.</li> </ul> </li> <li>– Filling Chain for our scenario: TX Dispatch, SACC, NICC, RMCC, and Durango Dispatch.</li> <li>• Home Chain (filled requests only).                             <ul style="list-style-type: none"> <li>– Set of dispatches that fall, in normal dispatch hierarchy, between Current and Home dispatches of the assigned resource.</li> <li>– Home Chain for a non-local support request for which control was maintained is set of dispatches that fall between resource's Current and Home dispatches.</li> <li>– Home Chain for a non-preposition incident request that is filled with a prepositioned resource, and for which 'Release to Preposition' was selected, is set of dispatches that fall between resource's Current (on non-preposition incident) and Preposition dispatches.</li> <li>– Dispatches in Home Chain of a request can reassign the resource when it is Demob En Route.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.3 Request Chains (continued)	– Home Chain for our scenario: TX Dispatch, SACC, NICC, RMCC, and Pueblo Dispatch.

**4.4 Create Non-Local Support Request**

☑	Topic	Instructor Actions
☐	4.4 Create Non-Local Support Request	<p><b>Open the Pending Request screen in context of Buena Vista Dispatch &gt; Bear Lake incident.</b></p> <p><b>Select Crew request for Crew, Fire, T2.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• When create a support request on a non-local incident, have option of retaining ‘control’ of resource’s release.</li> </ul> <p><b>Create a support request for Equipment, Transportation, Bus.</b></p> <ul style="list-style-type: none"> <li>• If select No, Incident Dispatch will control release.</li> </ul> <p><b>Select Yes to retain control.</b></p>

☑	Topic	Instructor Actions
☐	4.4 Create Non-Local Support Request (continued)	<ul style="list-style-type: none"> <li>• Non-local support requests can be:                             <ul style="list-style-type: none"> <li>– Viewed on Request Status screen independent of whether you retained control.</li> <li>– Accessed on Incident Resources screen only if you retained control.</li> </ul> </li> </ul> <p><b>Display the support request on the Incident Resources screen.</b></p> <ul style="list-style-type: none"> <li>• Can subsequently yield control to Incident Dispatch via Incident Resources screen, but support request must be filled.</li> </ul>

**4.5 Place Request Up**

☑	Topic	Instructor Actions
☐	4.5 Place Request Up	<p><b>Switch to Pagosa Springs Dispatch &gt; Deer Valley incident.</b></p> <p><b>Select Overhead request for Procurement Unit Leader.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Places request to your parent or a dispatch with which you have a Place Up affiliation.</li> </ul>

☑	Topic	Instructor Actions
☐	4.5 Place Request Up (continued)	<ul style="list-style-type: none"> <li>• Must have user role for which Place Up function is designated.</li> <li>• Place Up affiliations:                             <ul style="list-style-type: none"> <li>– Allow placing of requests, based on Host, up to a dispatch other than parent.</li> <li>– Set up by your dispatch on Place Up Affiliations screen.</li> <li>– Can establish for each of your Hosts (including your dispatch), with multiple affiliations for each Host.</li> </ul> </li> <li>• Only Requesting Dispatch can place via a Place Up affiliation.</li> <li>• If Place Up affiliation and selection area applicable, can use either.</li> <li>• If do not have Place Up affiliations for Host of selected incident, request is placed up to your parent.</li> </ul> <p><b>Initiate placing the Procurement Unit Leader request up.</b></p>

☑	Topic	Instructor Actions
☐	4.5 Place Request Up (continued)	<p>Note: Point out that the GACC displayed is not the parent GACC of Pagosa Springs Dispatch.</p> <ul style="list-style-type: none"> <li>In order to place up a request received via selection area, the ordering authorization by which request was placed to you must have 'Place Up Authorization' designated.</li> </ul> <p><b>Select 'Place Up Affiliation' radio button. Select displayed GACC and complete the place.</b></p>

**4.6 Place Request Direct**

☑	Topic	Instructor Actions
☐	4.6 Place Request Direct	<p><b>Select Overhead request for ADO Team Member.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>Places request to dispatch with which you have Direct Order affiliation.</li> <li>Direct Order affiliations:                             <ul style="list-style-type: none"> <li>Allow placing, based on Host, to another dispatch that is not parent, subordinate, or in selection area.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.6 Place Request Direct (continued)	<ul style="list-style-type: none"> <li>– Must be set by your parent.</li> <li>– Can be established for each of your Hosts, with multiple affiliations for each Host.</li> <li>– Must be established for a specific category. Can be applied to one, multiple, or all catalog items in the category.</li> </ul> <ul style="list-style-type: none"> <li>• Only requesting dispatch can place request via Direct Order.</li> <li>• Direct Order affiliations take precedence over selection area agreements.</li> <li>• You cannot further place a request that was placed direct to you.</li> </ul> <p><b>Initiate placing the ADO Team Member request via Direct Order.</b></p> <p>Note: Point out that the GACC displayed is not the parent GACC of Pagosa Springs Dispatch.</p> <p><b>Select the displayed dispatch and complete the place.</b></p>

**4.7 Place Request External and Status-Only**

☑	Topic	Instructor Actions
☐	4.7 Place Request External and Status-Only	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Place external:                             <ul style="list-style-type: none"> <li>– Allows request to be placed with an external (non-ROSS) dispatch.</li> <li>– Not applicable to services requests.</li> <li>– Print selected request and fax or physically deliver to the external dispatch.</li> </ul> </li> </ul> <p><b>Select Overhead request for Safety Officer T1. Initiate placing the request to an external dispatch.</b></p> <ul style="list-style-type: none"> <li>– Place External dialog box – Can search for existing or create new (previously discussed in Incidents unit).</li> </ul> <p><b>Select Castle Rock Dispatch and complete the place.</b></p> <ul style="list-style-type: none"> <li>• Place status-only.                             <ul style="list-style-type: none"> <li>– Allows request to be placed with Status-Only ROSS Dispatch.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.7 Place Request External and Status-Only (continued)	<p>– Not applicable to services requests.</p> <p>– Print selected request and fax or physically deliver to the status-only dispatch.</p> <p><b>Select Overhead request for Crew Representative. Initiate placing the request to a status-only dispatch.</b></p> <p>– Place Status-Only dialog box – Same as Place External dialog box except cannot create a status-only dispatch on-the-fly.</p> <p><b>Click Cancel; do not place the request.</b></p>

**4.8 Fill with New Resource**

☑	Topic	Instructor Actions
☐	4.8 Fill with New Resource	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Can enter a new resource into ROSS, and use it to fill selected request.</li> </ul> <p>Note: Emphasize that these are your dispatch’s resources that have not yet been entered into ROSS.</p>

☑	Topic	Instructor Actions
☐	4.8 Fill with New Resource (continued)	<ul style="list-style-type: none"> <li>• Dispatch Manager role required, with Fill with New Resource function assigned.</li>   <li>• Not applicable to service, 'generic' (i.e., Requestor Provides Item Name), or NFES catalog items.</li> </ul> <p><b>With Crew Representative request, initiate filling with new resource.</b></p> <ul style="list-style-type: none"> <li>• Fill Request with New Resource dialog box.                             <ul style="list-style-type: none"> <li>– Information entered about new resource differs based on catalog of request.</li>   <li>– Provider – Cannot select your dispatch. Selected Provider becomes resource's Owner and Home Unit.</li> </ul> </li> </ul> <p><b>Fill the request with a new person and set Mob En Route.</b></p>

**4.9 Fill with External and Status-Only**

☑	Topic	Instructor Actions
☐	4.9 Fill with External and Status-Only	<p><b>Click Placed Status-Only or External checkbox.</b></p> <p><b>Select Overhead request for Safety Officer T1 and initiate fill with external resource.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Fill with External Resource.                             <ul style="list-style-type: none"> <li>– Allows filling request placed to External Dispatch with resource from that dispatch.</li> <li>– Not applicable to services requests.</li> </ul> </li> <li>• Fill with External Resource dialog box.                             <ul style="list-style-type: none"> <li>– Existing External Resource Tab – Resources in ROSS inventory.</li> <li>– New External Resource Tab.</li> </ul> </li> </ul> <p><b>Click Cancel; do not fill the request.</b></p>

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.9 Fill with External and Status-Only (continued)	<p><b>Select Overhead request for Advanced FF/Squad Boss and initiate fill with status-only resource.</b></p> <ul style="list-style-type: none"> <li>• Fill with Status-Only Resource                             <ul style="list-style-type: none"> <li>– Allows filling request placed to Status-Only Dispatch with a resource from that dispatch.</li> <li>– Can only fill with resources, your dispatch has been authorized to use, qualified as requested item.</li> <li>– Not applicable to services requests.</li> </ul> </li> <li>• Fill with Status-Only Resource dialog box – Same as Fill with External Resource dialog box except cannot create a resource on-the-fly.</li> </ul> <p><b>Click Cancel; do not fill the request.</b></p>

**4.10 Fill with Requested Item**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.10 Fill with Requested Item	<b>Unclick Placed Status-Only or External Only checkbox.</b>

☑	Topic	Instructor Actions
☐	4.10 Fill with Requested Item (continued)	<p><b>Select Supply request for ACTUATOR PTT Racal.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Allows filling non-service, non-tracked Supply request with the 'requested item'.</li> <li>• A resource is not assigned to the request.</li> <li>• Fill with Requested Item dialog box.</li> </ul> <p><b>Fill the request.</b></p>

**4.11 Fill with Substitution**

☑	Topic	Instructor Actions
☐	4.11 Fill with Substitution	<p><b>Select Supply request for Kit Public Address.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Allows filling non-service Supply request with item other than requested (including service items).</li> </ul>

☑	Topic	Instructor Actions
☐	4.11 Fill with Substitution (continued)	<ul style="list-style-type: none"> <li>• Fill with Substitution dialog box.</li> </ul> <p><b>Fill the request.</b></p>

**4.12 Fill with Local Purchase**

☑	Topic	Instructor Actions
☐	4.12 Fill with Local Purchase	<p><b>Select another Supply request for Kit Public Address.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Allows filling non-service Supply request with one or more local purchase(s).</li> <li>• Fields print on Buying Team Listing Report; all fields are optional.</li> <li>• Fill with Local Purchase dialog box.</li> </ul> <p><b>Fill the request.</b></p>

### 4.13 Fill TFR Request

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.13 Fill TFR Request	<p><b>Select Aircraft request for TFR.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Fill Temporary Flight Restriction Request dialog box.                             <ul style="list-style-type: none"> <li>– Not filled with a resource.</li> </ul> </li> </ul> <p><b>Fill the request.</b></p>

### 4.14 Fill Infrared Request

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.14 Fill Infrared Request	<p><b>Select Aircraft request for Infrared Flight.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Fill Infrared Flight Request dialog box.                             <ul style="list-style-type: none"> <li>– Table displays available resources classified as Infrared Flight.</li> </ul> </li> <li>– An Infrared Flight request is filled with a resource item; however resource is <u>not</u> committed to the incident.</li> </ul>

☑	Topic	Instructor Actions
☐	4.14 Fill Infrared Request (continued)	<b>Fill request with 'King Air – 100Z' at set At Incident.</b>

**4.15 Fill Configuration Request**

☑	Topic	Instructor Actions
☐	4.15 Fill Configuration Request	<p>Note: Point out that assignment rosters are discussed in the Advanced Course. We will only discuss the general options for filling a configuration request.</p> <p><b>Select Equipment request for Engine T3.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Tabs involving committed resources operate same whether or not request for configuration catalog item.</li>   <li>• A resource with an open assignment roster cannot be used to fill another request.</li> </ul> <p><b>Select Engine 7 from Available tab.</b></p>

☑	Topic	Instructor Actions
☐	4.15 Fill Configuration Request (continued)	<ul style="list-style-type: none"> <li>• Fill with Single Resource – Fills request as if it were a non-configuration request.                             <ul style="list-style-type: none"> <li>– Resource cannot be:                                     <ul style="list-style-type: none"> <li>▪ OH group.</li> <li>▪ On CWN/AGR.</li> </ul> </li> <li>– Request cannot:                                     <ul style="list-style-type: none"> <li>▪ Be a support request.</li> <li>▪ Have a Configuration Option of Selected Items (SI).</li> </ul> </li> </ul> </li> <li>• Fill with Single Resource (Add Roster Later) – Fills request as a configuration, but initiation of assignment roster is deferred.                             <ul style="list-style-type: none"> <li>– Resource cannot be:                                     <ul style="list-style-type: none"> <li>▪ OH group.</li> <li>▪ On CWN/AGR.</li> <li>▪ Prepositioned.</li> </ul> </li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.15 Fill Configuration Request (continued)	<ul style="list-style-type: none"> <li>– Request cannot be:                             <ul style="list-style-type: none"> <li>▪ A support request.</li> <li>▪ For Selected Items (SI).</li> </ul> </li> <li>• Fill with Assignment Roster using Master Roster – Builds assignment roster using resource’s master roster.                             <ul style="list-style-type: none"> <li>– Resource:                                     <ul style="list-style-type: none"> <li>▪ Must have a master roster.</li> <li>▪ Cannot be a prepositioned group parent.</li> </ul> </li> <li>– Request cannot be for Selected Items (SI).</li> <li>– A resource can have only one master roster; however multiple versions can be maintained.                                     <ul style="list-style-type: none"> <li>▪ All, some, or none of positions on master roster can be assigned to a given version.</li> <li>▪ One version can be designated as default, and is used as the basis for assignment rosters.</li> </ul> </li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.15 Fill Configuration Request (continued)	<ul style="list-style-type: none"> <li>▪ If two or more versions of master roster exist, and no default is designated, Select Master Roster Version dialog box displays and you must select a version.</li>   <li>– Positions are added to assignment roster in order they appear on master roster.</li>   <li>• Fill with Assignment Roster using Configuration – Builds assignment roster using template of resource's configuration qualification.             <ul style="list-style-type: none"> <li>– Resource cannot be:                 <ul style="list-style-type: none"> <li>▪ On CWN/AGR.</li>   <li>▪ Prepositioned.</li> </ul> </li>   <li>– Request cannot be for Selected Items (SI).</li>   <li>– If any configuration items are themselves configurations, their subordinate catalog items are <u>not</u> added to assignment roster.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.15 Fill Configuration Request (continued)	<ul style="list-style-type: none"> <li>– If requested item is an alias, assignment roster built based on resource’s qualification associated with the alias.</li>   <li>– Positions are added to assignment roster in order they appear in configuration.</li>   <li>• Fill with Assignment Roster (build from scratch) – Creates blank assignment roster; all subordinate positions must be added manually.                             <ul style="list-style-type: none"> <li>– Resource cannot be:                                     <ul style="list-style-type: none"> <li>▪ On CWN/AGR.</li>   <li>▪ Prepositioned.</li> </ul> </li>   <li>– Request cannot be for Selected Items (SI).</li> </ul> </li>   <li>• Fill with Assignment Roster for Selected Items – Builds assignment roster using catalog items selected from the configuration.                             <ul style="list-style-type: none"> <li>– Resource cannot be:                                     <ul style="list-style-type: none"> <li>▪ On CWN/AGR.</li> </ul> </li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.15 Fill Configuration Request (continued)	<ul style="list-style-type: none"> <li>▪ Prepositioned.</li> <li>– Request must have Configuration Option of Selected Items (SI).</li> <li>– If resource being assigned has a master roster, the roster is ignored.</li> <li>– Selected items are added to assignment roster in order they appear in configuration.</li> <li>– Cannot remove the select catalog items from assignment roster.</li> <li>• Fill with Prepositioned Roster – Builds assignment roster using the resource’s prepositioned roster.             <ul style="list-style-type: none"> <li>– Requested item must not be able to be filled with a temporary group.</li> </ul> </li> </ul> <p>Note: Point out that for a catalog item to be designated ‘Allow Fill with Temporary Group’ it must be an alias with an associated catalog item that has a configuration.</p>

☑	Topic	Instructor Actions
☐	4.15 Fill Configuration Request (continued)	<ul style="list-style-type: none"> <li>– A prepositioned group cannot be used to fill a group request for which a subordinate request has already been created.</li>   <li>– Positions are added to assignment roster in order they appear on the prepositioned roster.</li>   <li>• Reassign Prepositioned Roster – Reassigns prepositioned group to a different preposition incident.                         <ul style="list-style-type: none"> <li>– Not enabled if any subs are currently assigned to a non-prepo incident or are unavailable.</li> <li>– Order of positions, and their associated subordinate request number suffixes, are retained.</li> </ul> </li>   <li>• Fill with Temporary Group – Can use part of a prepositioned Crew or Overhead team to construct a temporary (non-inventory) group to fill a request on a non-preposition incident.                         <ul style="list-style-type: none"> <li>– Request on non-prepo incident must be an alias for which ‘Fill With Temporary Group’ is authorized.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.15 Fill Configuration Request (continued)	<ul style="list-style-type: none"> <li>– Resources on preposition roster can be spread out among multiple non-prepo incidents.</li>   <li>– Following illustrates use of Fill with Temporary Group functionality:                             <ul style="list-style-type: none"> <li>▪ A Crew Type II is prepositioned with Dispatch A.</li>   <li>▪ Dispatch A assigns a portion of crew to request for a short crew C-1 (by removing unneeded positions from assignment roster). Assignment roster initially displays parent resource’s prepositioned roster.</li>   <li>▪ To fill a second short crew request C-2, for example, using same prepositioned crew, use ‘Fill with Temporary Group’ from Action button drop-down list.</li>   <li>▪ Assignment roster initially contains only parent position – all subordinate positions must be added manually.</li>   <li>▪ Assign resources from prepositioned Crew Type II that were not used on C-1 request to C-2 assignment roster as appropriate.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.15 Fill Configuration Request (continued)	<ul style="list-style-type: none"> <li>• Fill with Temporary Group (Action button option).</li> </ul> <p>Note: If there is a catalog item in the database designated as 'Allow Fill with Temporary Group', and time permits, demonstrate the Fill with Temporary Group functionality from the Fill button and then the Action button.</p>

**4.16 Change Financial Code**

☑	Topic	Instructor Actions
☐	4.16 Change Financial Code	<p><b>Initiate filling an Equipment request in order to access the Change Financial Code button on the Fill Request dialog box.</b></p> <p><u>Discuss the following:</u>                      Select Financial Code dialog box:</p> <ul style="list-style-type: none"> <li>• Incident Financial Codes tab.                             <ul style="list-style-type: none"> <li>– Displays active codes assigned to incident by local and non-local dispatches.</li> <li>– During a reassignment, displays local and non-local codes assigned to reassign- to incident.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	4.16 Change Financial Code (continued)	<ul style="list-style-type: none"> <li>– Ad Hoc Financial Code dialog box.</li>   <li>• [Your Dispatch] Financial Codes tab.                             <ul style="list-style-type: none"> <li>– Displays codes associated with your dispatch and providers.</li>   <li>– Tab does not display when Select Financial Code dialog box is accessed during request creation.</li> </ul> </li>   <li>• Host Financial Codes tab.                             <ul style="list-style-type: none"> <li>– Tab only displays if your dispatch is not the Incident Dispatch.</li>   <li>Note: Point out that tab does not display because our dispatch is the Incident Dispatch.</li>   <li>– Displays codes associated with incident Host. Ad-hoc codes cannot be created on this tab.</li>   <li>– During a reassignment, displays active codes associated with reassign-to incident Host.</li> </ul> </li> </ul>

**4.17 Create Manifest**

☑	Topic	Instructor Actions
☐	4.17 Create Manifest	<p><b>Initiate filling an Equipment request via the non-inventory Fill with Agreement method in order to access the Create Manifest button on the Fill Request dialog box.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• A manifest is a temporary listing of positions and associated resources.</li>   <li>• Applicable when resource is from:                             <ul style="list-style-type: none"> <li>– External dispatch.</li>   <li>– CWN contract.</li>   <li>– Inventory agreement.</li>   <li>– Non-inventory agreement.</li> </ul> </li>   <li>• Cannot be saved for use on other requests, but if resource is reassigned the manifest is carried over to reassign-to request.</li>   <li>• Positions (i.e., catalog items) are added to manifest, then non-inventory resource information entered for the positions.</li> </ul>

☑	Topic	Instructor Actions
☐	4.17 Create Manifest (continued)	<ul style="list-style-type: none"> <li>• Manifest resources are <u>not</u> added to ROSS inventory.</li> </ul> <p><u>Manifest dialog box:</u></p> <ul style="list-style-type: none"> <li>• Grid of positions.</li> <li>• New button – Used to add a position to the manifest (cannot be an alias catalog item).                             <ul style="list-style-type: none"> <li>– Add Position(s) dialog box.</li> </ul> </li> </ul> <p><b>Add a position from each catalog.</b></p> <ul style="list-style-type: none"> <li>• Resource information that can be entered differs based on catalog of position.</li> <li>• Save button.</li> <li>• Edit button.</li> </ul>

☑	Topic	Instructor Actions
☐	4.17 Create Manifest (continued)	<ul style="list-style-type: none"> <li>• Print button.</li>   <li>• Can re-access manifest via Edit Assignment dialog box.</li> </ul> <p><b>Click Cancel; do not fill the request.</b></p>

**4.18 Objectives Review**

☑	Topic	Instructor Actions
☐	4.18 Objectives Review	<p><b>Display Slides ROSSD-SL-INTERMEDIATE-04-06 and ROSSD-SL-INTERMEDIATE-04-07 (Objectives Review).</b></p> <p>Ensure each objective has been met.</p> <p>Elicit and answer remaining student questions.</p>

Intermediate Unit 4 – Pending Request

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.18 Objectives Review (continued)	Request students fill out the unit evaluation.

**4.19 Practice Session**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.19 Practice Session	Facilitate the unit practice session.