**Resource Allocation Strategy – Resource Information Sheet**

**Definitions:**

**Lend/Lease Strategy -** An agreement between IMTs to allow for the temporary use of assigned resources **from one incident to another incident** for a short-term mission (**generally not to exceed one to three operational periods; validated each day by Operations**.

**Sending Incident -** Incident where resource is officially assigned in ROSS

**Receiving Incident -** Incident where resource is temporarily assigned

The following guidance applies to resources upon arrival at the **Receiving Incident.**

* **Check-in** – Resources are still required to report to Check-in upon arrival at the receiving incident. Resources are **not** **reassigned** in ROSS and will **not receive** a new resource order #.
* **Finance** - Resources will check in with Finance. Inform the Finance section that you are a lend/lease resource. You will keep track of your own CTRs and/or shift tickets and turn them in to the sending incident Finance section.
* **Inspections** - Lend/lease contract resources previously inspected by sending incident should **not** be **re-inspected** by receiving incident.
* **Length of assignment** - will not be affected by lend/lease – all days count toward the original assignment length.
* **Demob from Receiving Incident**– You will **not** be officially demobed in ROSS. Upon completion of the lend/lease assignment, resources should check with Plans and Finance to ensure that all documentation is complete.
* **Hard Copy Documents** – The resource is responsible to ensure that all original documents (Shift tickets, CTRs, etc.) are taken to the sending incident.

**Return to Sending Incident:**

**Upon return to the sending incident, resources should once again check with Plans and Finance to inform them that the lend/lease assignment is completed and to submit all the hardcopy documents.**

***Note:*** *Communication between the resource and both the sending and receiving incidents is critical to ensure the success of any non-standard resource allocation strategy (In other words you will get paid!). If you have any questions make sure you obtain clear directions prior to the start of a lend/lease assignment.*