

Basic IROC Training: Student Guide

Assignment Rosters

Contents

- 1 Objectives
- 2 Assignment Rosters Overview
- 3 Fill a Request Using an Assignment Roster
 - Filling with a Single Resource
 - Filling with a Master Roster
 - Filling with Configuration
 - Starting from Scratch
- 4 Manage Roster Items
 - Adding Roster Positions to an Assignment Roster
 - Reordering Roster Items on the Assignment Roster
 - Removing Roster Positions from the Assignment Roster
 - Identifying Resources for Roster Positions
- 5 Committing the Assignment Roster and Generating Subordinate Requests
- 6 Fill Nested Rosters

1. Objectives

Upon completion of this unit, you will be able to:

- Fill a request using an assignment roster
- Manage roster items on a request
- Fill nested rosters

2. Assignment Rosters Overview

An assignment roster is created when filling a request that has a configuration. That request is called the *parent request*. You work with the assignment roster to generate the subordinate requests for the parent request.

Example:

An Engine Type 6 is defined in the IROC catalog as having a configuration.

That configuration is defined as an Engine, Type 6, plus one Engine Operator and two Fire Fighter Type 2s.

The final assignment roster would have a single parent request for the engine, a subordinate request for the engine operator, and two more subordinate requests, one for each firefighter.

To generate the assignment roster, you first have to fill the parent (the Engine, Type 6, in our example). You then have the option of filling the configuration.

Note: Because of the Agile development used to create IROC, some of the screenshots, action buttons, and filters described here will be different from what you may see in the IROC instance you are viewing.

3. Fill a Request Using an Assignment Roster

When you fill a request for an item that has a configuration, IROC presents the **Rosters** tab on the Manage Requests screen, allowing you to create an assignment roster and generate the subordinate requests. Click on this tab to see the **Filling Options*** drop-down.

REQUEST SUMMARY: TX-MLR-000001 : E-1

ALBUQUERQUE INTERAGENCY DISPATCH CENTER

FILLED

Request	TX-MLR-000001 : E-1	Incident	UAT INCIDENT COMPLEX #1 TX-MLR-000001
Requesting Dispatch	Albuquerque Interagency Dispatch Center	Incident Contacts	2 contact[s]
Requesting Dispatch Contacts	6 contact[s]	Incident Type	Fire - Wildfire
Catalog	Equipment	Point Of Origin	
Catalog Item	Engine, Type 4	Dispatching Org	Albuquerque Interagency Dispatch Center
Claimed By:		Jurisdiction	Mule Shoe National Wildlife Refuge

INFO ROSTERS TRAVEL SUPPORT REQ UNFILL

Filling Options*

Fill With Configuration

On the **Rosters** tab, you can choose from the following four filling options:

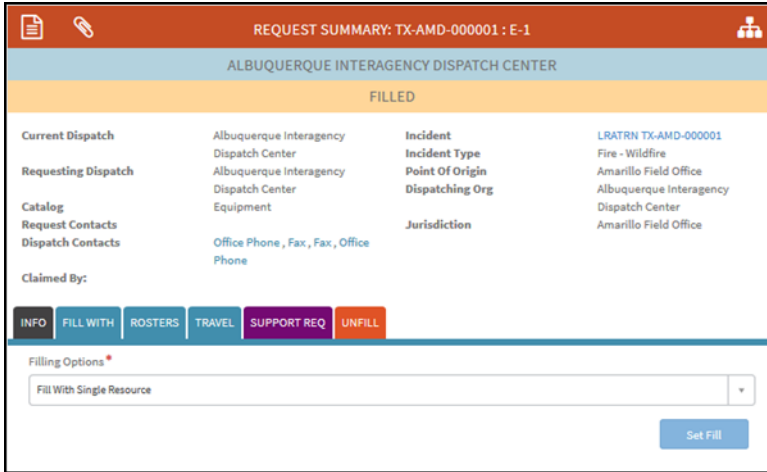
- **Fill with Single Resource** – After filling with a single resource, no further action is needed.
- **Fill with a Master Roster** – Choose this to fill the request with one of the resource’s master rosters, if any exist, to get a set of roster positions, all or some of which have resources identified.
- **Fill with Configuration** – Fill the request using the catalog configuration associated with the requested item to have a starting set of roster positions with no resources identified.
- **Start from Scratch** – Start a new assignment roster from scratch so you can add the roster positions and identify the resources for each based on your needs.

Note: Regardless of which method you use to generate the assignment roster, you can add, reorder, and remove assignment roster positions on the **Roster** tab.

Note: To fill a request using an assignment roster, the parent request must be filled. The yellow status bar at the top of the screen shows that this request is filled. If this said “Pending,” you would need to fill the request before proceeding.

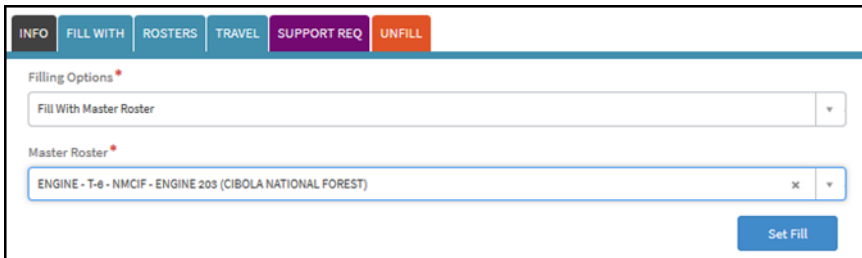
Filling with a Single Resource

- 1 On the **Rosters** tab, select **Fill With Single Resource** from the **Filling Options** drop-down.



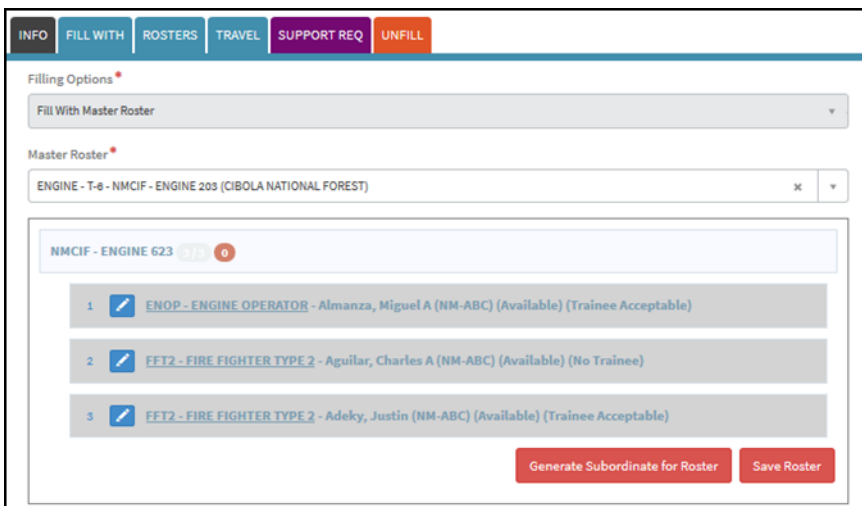
Filling with a Master Roster

- 1 On the **Rosters** tab, select **Fill With Master Roster** from the **Filling Options*** drop-down.
- 2 Select the resource’s master roster from the **Master Roster*** drop-down and click **Set Fill**.



Note: If the resource has no master rosters, the drop-down list will be empty.

- 3 IROC populates the assignment roster with the roster positions and their associated resources.



- 4 Once the assignment roster is complete, click **Generate Subordinate for Roster**. IROC generates the subordinates for each position on the assignment roster.

- a If the resource is local, IROC fills the request with the identified resource.
- b If the resource is not local, IROC places the request to the resource's home dispatch.

Note: The roster positions for which you generated subordinate requests are committed and cannot be edited or reordered after you take this action. However, you can add additional roster positions below these on the assignment roster and generate subordinate requests for those new roster positions.

Filling with Configuration

- 1 In the **Rosters** tab, select **Fill With Configuration** from the **Filling Options*** drop-down and click **Set Fill**.

The screenshot shows a navigation bar with tabs: INFO, FILL WITH, ROSTERS, TRAVEL, SUPPORT REQ, and UNFILL. Below the tabs is a 'Filling Options*' dropdown menu with 'Fill With Configuration' selected. A 'Set Fill' button is located to the right of the dropdown.

- 2 IROC populates the assignment roster with the items from the resource's catalog configuration.

The screenshot shows the 'Rosters' tab selected in the navigation bar. The 'Filling Options*' dropdown is still set to 'Fill With Configuration'. Below the dropdown is a 'Set Fill' button. The main area displays a list of five roster items, each with a numbered position, a pencil icon, a red 'X' icon, and a resource name:

- 1 CRWB - CREW BOSS
- 2 CRWB - CREW BOSS
- 3 FFT1 - FIREFIGHTER, TYPE 1
- 4 FFT1 - FIREFIGHTER, TYPE 1
- 5 FFT1 - FIREFIGHTER, TYPE 1

 At the bottom right, there are two buttons: 'Generate Subordinate for Roster' and 'Save Roster'.

Note: These items are numbered on the assignment roster in the same order as they are numbered in the catalog configuration.

- 3 Once the assignment roster is complete, click **Generate Subordinate for Roster**. IROC generates the subordinates for each position on the assignment roster.
 - a If the resource is local, IROC fills the request with the identified resource.
 - b If the resource is not local, IROC places the request to the resource's home dispatch.

Starting from Scratch

- 1 On the **Rosters** tab, select **Start From Scratch** from the **Filling Options** drop-down and click **Set Fill**.

The screenshot shows the top navigation bar with tabs: INFO, FILL WITH, ROSTERS (selected), TRAVEL, SUPPORT REQ, and UNFILL. Below the tabs, the 'Filling Options' dropdown menu is open, showing 'Start From Scratch' as the selected option. A blue 'Set Fill' button is located at the bottom right of the dropdown area.

- 2 IROC displays a blank assignment roster to which you can add roster positions.

The screenshot shows the 'Rosters' tab selected. The 'Filling Options' dropdown is set to 'Start From Scratch'. Below the dropdown, there are buttons for 'Generate Subordinate for Roster' and 'Save Roster'. The 'Add Positions' section is visible, with fields for 'Catalog', 'Catalog Item', 'Number of Positions', and 'Restrictions'. The 'Add Positions' button is at the bottom left of the section.

Note: For more information, see [Adding Roster Positions to an Assignment Roster](#).

4. Manage Roster Items

After creating an assignment roster, you can add or remove positions, reorder positions on the roster, assign resources to a position, and commit the roster to generate subordinate requests.

Notes: IROC allows you to manage assignment rosters regardless of the method used to generate the initial assignment roster. It's important to keep the following in mind:

- You can add, remove, and reorder roster positions any time before generating the subordinate requests for the assignment roster.
- When editing an assignment roster for which you've already generated subordinate requests, you can add positions below the committed positions, but you cannot rearrange or reorder committed positions. Nor can you insert new positions within committed positions.

Adding Roster Positions to an Assignment Roster

- 1 Navigate to the **Rosters** tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.

- 2 Select the catalog for the new position from the **Catalog** drop-down.
- 3 Select the catalog item from the **Catalog Item** drop-down.
- 4 Identify the **Number of Positions** you want to add for this catalog item.
 - a To add more than one roster position for the same catalog item, indicate the amount in **Number of Positions** and click **Add Position**. IROC adds the number of roster positions you identified for that catalog item to the assignment roster.

- 5 Select the training restrictions from the **Restrictions** drop-down, if applicable.

Note: The **Restrictions** drop-down only appears for certain catalog items.

- 6 Click **Add Position**.

- 7 IROC adds the roster position to the assignment roster.

Note: You can edit or delete the new position, but you cannot move it to precede existing positions.

Reordering Roster Items on the Assignment Roster

- 1 Navigate to the **Rosters** tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.
- 2 Click and drag to move the roster position where you would like it placed on the assignment roster.

The screenshot shows the 'Rosters' tab for 'NMCIF - ENGINE 621'. The roster list contains four items:

- 1 ENOP - ENGINE OPERATOR (No Trainee)
- 2 FFT2 - FIRE FIGHTER TYPE 2 (No Trainee)
- 4 FFT1 - FIREFIGHTER, TYPE 1 (No Trainee)
- 3 FFT2 - FIRE FIGHTER TYPE 2 (No Trainee)

The number '3' is highlighted with a dashed blue border, indicating it is being repositioned. The 'Generate Subordinate for Roster' and 'Save Roster' buttons are visible at the bottom right.

Note: You cannot reorder committed roster positions for which you've generated subordinate requests.

- 3 IROC rennumbers the roster positions to represent the new order, as indicated by the numbers to the left of each position.

The screenshot shows the 'Rosters' tab for 'NMCIF - ENGINE 621' after reordering. The roster list now contains four items in the correct order:

- 1 ENOP - ENGINE OPERATOR (No Trainee)
- 2 FFT2 - FIRE FIGHTER TYPE 2 (No Trainee)
- 3 FFT1 - FIREFIGHTER, TYPE 1 (No Trainee)
- 4 FFT2 - FIRE FIGHTER TYPE 2 (No Trainee)

The number '4' is highlighted with a red box, indicating it is the last position. The 'Generate Subordinate for Roster' and 'Save Roster' buttons are visible at the bottom right.

Removing Roster Positions from the Assignment Roster

- 1 Navigate to the **Rosters** tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.
- 2 Click the **Delete** icon (✖) beside the item you want to remove.

The screenshot shows the 'Rosters' tab selected in the IROC interface. At the top, there are navigation tabs: INFO, FILL WITH, ROSTERS, TRAVEL, SUPPORT REQ, and UNFILL. Below the tabs is a 'Filling Options' dropdown menu currently set to 'Start From Scratch' with a 'Set Fill' button. The main content area displays a roster for 'NMCIF - ENGINE 621'. It lists four roster positions:

Position Number	Position Name	Trainee Status
1	ENOP - ENGINE OPERATOR	(No Trainee)
2	FFT2 - FIRE FIGHTER TYPE 2	(No Trainee)
3	FFT1 - FIREFIGHTER, TYPE 1	(No Trainee)
4	FFT2 - FIRE FIGHTER TYPE 2	(No Trainee)

At the bottom of the roster list, there are two buttons: 'Generate Subordinate for Roster' and 'Save Roster'. A 'Delete' tooltip is shown over the delete icon of the third position.

- Note:** You cannot delete a committed roster item for which you've generated a subordinate request.
- 3 IROC removes the roster item you deleted and renumbers the roster positions to reflect the deleted roster position.

Identifying Resources for Roster Positions

- 1 Navigate to the **Rosters** tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.
- 2 Click the **Edit** icon (✎) beside the roster position for which you want to identify a resource. IROC displays the Add Resources screen.

- 3 Adjust the restrictions, if needed, by selecting from the **Restrictions** drop-down.

Note: The **Restrictions** drop-down only appears for certain resources.

- 4 Select either the **Local Inventory** or **Non-Local Inventory** radio button.

Note: Selecting **Local Inventory** limits your search to only those resources local to your dispatch center. Selecting **Non-Local Inventory** brings up the Dispatch drop-down, where you can choose another dispatch center and search for resources from across the community.

- 5 Select a resource from the **Resource** drop-down and click **Add/Edit**. IROC adds the resource you identified to the roster position on the assignment roster.

Note: You can choose to commit this position and generate subordinates for the uncommitted roster positions, or you can continue adding, reordering, and/or removing more roster positions on the assignment roster.

5. Committing the Assignment Roster and Generating Subordinate Requests

- 1 Navigate to the **Rosters** tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.
- 2 Click **Generate Subordinate for Roster**.
- 3 IROC generates the subordinate requests for any uncommitted roster positions. You can see these subordinate requests on the request navigator to the right of the Manage Request screen.

REQUEST SUMMARY: TX-AMD-000001 : E-1

ALBUQUERQUE INTERAGENCY DISPATCH CENTER

FILLED

Current Dispatch	Albuquerque Interagency Dispatch Center	Incident	LRATRN TX-AMD-000001
Requesting Dispatch	Albuquerque Interagency Dispatch Center	Incident Type	Fire - Wildfire
Catalog	Equipment	Point Of Origin	Amarillo Field Office
Request Contacts		Dispatching Org	Albuquerque Interagency Dispatch Center
Dispatch Contacts	Office Phone, Fax, Fax, Office Phone	Jurisdiction	Amarillo Field Office

Claimed By:

INFO FILL WITH ROSTERS TRAVEL SUPPORT REQ UNFILL

Filling Options*

Fill With Master Roster

Master Roster*

ENGINE - T-6 - NMCIF - ENGINE 205 (CIBOLA NATIONAL FOREST)

Set Fill

NMCIF - ENGINE 623

1	<input checked="" type="checkbox"/>	ENOP - ENGINE OPERATOR
2	<input checked="" type="checkbox"/>	FFT2 - FIRE FIGHTER TYPE 2
3	<input checked="" type="checkbox"/>	FFT2 - FIRE FIGHTER TYPE 2

Generate Subordinate for Roster Save Roster

INCIDENT DISPATCH

T A C O E S

PN

E-1.1
Overhead - ENOP - ENGINE OPERATOR
Pending
Qty: 1

E-1.3
Overhead - FFT2 - FIRE FIGHTER TYPE 2
Pending
Qty: 1

E-1.2
Overhead - FFT2 - FIRE FIGHTER TYPE 2
Pending
Qty: 1

Note: IROC locks the committed roster positions and restricts any further editing. IROC also only generates subordinate requests for uncommitted roster positions.

Tip: In the request navigator, you can filter by catalog or pending requests by clicking on one or more of the letters: **A** = aircraft, **C** = crew, **O** = overhead, **E** = equipment, **S** = Supply, and **PR** = Pending Request. To remove all filters, click the **Filter** icon. You can also click on **Dispatch** to see all requests for your dispatch center or **Incident** to see all requests for the selected incident.

6. Fill Nested Rosters

Nested rosters, such as those found on strike teams, are built using the same procedure used to build the roster on the parent. Each subordinate that has a configuration displays in a tab numbered the same as the request number. In the example below, C-1.2 in the list on the right is a crew. When you navigate to the nested roster, you have the same filling options available on the parent configuration.

Once you generate an assignment roster for the nested roster, you can generate the subordinates. The assignment roster for the nested roster(s) will be available so you can add subordinates at this level. The same rules that apply to the parent roster apply to each nested roster.

The screenshot displays a software interface for managing dispatch requests. At the top, a header bar shows 'REQUEST SUMMARY: CA-HIG-000001 : C-1' and 'SAN BERNARDINO EMERGENCY COMMAND CENTER'. Below this, a 'FILLED' status bar is visible. The main area contains a table with details for the current dispatch, including the request number, incident type, and jurisdiction. A navigation bar at the bottom includes tabs for 'INFO', 'ROSTERS', 'TRAVEL', 'SUPPORT REQ', 'UNFILL', 'C-1.2 ROSTER', and 'C-1.3 ROSTER'. On the right side, a list of nested rosters is shown, including 'C-1.1 Overhead - STCR - STRIKE TEAM LEADER, CREW' and 'C-1.2 Crew - Crew, Type 1'. A 'Filling Options' dropdown menu is open, showing options like 'Fill With Single Resource', 'Fill With Master Roster', 'Fill With Configuration', and 'Start From Scratch'.

Current Dispatch	San Bernardino Emergency Command Center	Incident	HIGHLAND TRN INCIDENT CA-HIG-000001
Request	CA-HIG-000001 : C-1	Incident Type	Fire - Wildfire
Requesting Dispatch	San Bernardino Emergency Command Center	Point Of Origin	Adin Fire Protection District
Catalog	Crew	Dispatching Org	San Bernardino Emergency Command Center
Catalog Item	Crew, Strike Team, Type 1	Jurisdiction	Highland Fire Department
Request Contacts	Receptionist , Receptionist , Main Incoming		
Dispatch Contacts	Receptionist , Receptionist , Main Incoming		
Claimed By:			

Filling Options

- Fill With Single Resource
- Fill With Single Resource
- Fill With Master Roster
- Fill With Configuration
- Start From Scratch

INCIDENT DISPATCH

T A C E O S

PR

- C-1.1 Overhead - STCR - STRIKE TEAM LEADER, CREW Pending Qty: 1
- C-1.2 Crew - Crew, Type 1 Filled Qty: 1
- C-1.3 Crew - Crew, Type 1 Filled Qty: 1