National Dispatch Efficiency Working Group

Interagency Standards for Resource Ordering Guide (ISROG)

Standard Business Practices for Using IROC Portal within the Interagency Dispatch Community

June 06, 2025

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Note: The following standard business practices are only for the IROC Portal

<u>Incident Action Tile</u>

Create New Incident

Local Dispatch Centers have the primary responsibility for creating incidents within an integrated fire application or program. For incident information to flow properly through IRWIN, incidents shall be created in one of the following ways:
- If there is a CAD present - Create the record in the CAD.
- If a CAD is not present - Create the record in InFORM.
- If neither option is available, coordinate with the local dispatch center to create the
  - incident utilizing standard operating procedures.
- Creating an incident within FireCode should be rare.

<u>IRWIN to IROC Interface</u>. Basic incident header information, including Incident Name, Initial date/time, Incident Number, Incident Type, Description, Office Reference, Location, Dispatch, Protecting Unit, Billing Unit, and Default Cache can now be added to IROC from some Authoritative Data Sources; i.e., CAD systems, FireCode, etc. through an interface with IRWIN. When an incident's basic header information is added to IROC in this fashion, the Authoritative Data Source system of record, and any changes to the data fields described above must be edited in the Authoritative Data Source.

Incident Type. There are many types of incidents. Select the appropriate type of incident. Incident types that are described below have standardized uses. The following links include the incident types, descriptions and business rules:
- Incident Types and Descriptions: https://wildfireweb-prod-media-bucket.s3.us-gov-west-1.amazonaws.com/s3fs-public/2025-01/Event%20KIND%20%20CATEGORY_2024%20International_Final.pdf
- Incident Type Business Rules: https://wildfireweb-prod-media-bucket.s3.us-gov-west-1.amazonaws.com/s3fs-public/2025-01/EVENT%20KIND%20%20CATEGORY_additional%20Business%20Rules_International_Final.pdf

For information on Incident Record Creation and Data Integration see chapter 70 of the National Interagency Standards for Resource Mobilization. https://www.nifc.gov/sites/default/files/NICC/3-Logistics/Reference%20Documents/Mob%20Guide/2025/2025%20Chapter%2070.pdf

- "Incident/Event Support" - will be selected when requesting resources to work directly for the host agency responsible for supporting an actual incident. An event dealing with effective and timely support by the wildland fire community of an Event Host's dispatch unit, in order to relieve the dispatch unit of increased business volume due to anticipated or existing wildland fire or event activity. This category includes activities such as

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expansion of the existing Incident Support Organizations (ISO), such as initiating Expanded Dispatch operations, expanding Technical Support (such as establishment of contract-resource inspection stations), Multiagency Coordinating Group (MAC Group) support, and expanding administrative support (such as support of bill-payment centers)

- "Preparedness/Preposition" - will be selected when requesting resources that, once arrived, will be available for wildfire reassignments during the commitment duration. An event dealing with effective and efficient response by the wildland fire community to planned, anticipated or event activity. This category includes activities such as move-up and cover, fire standby, and severity activities.

- "Out of Area Response" – An event where resources are mobilized to a Wildfire (WF) Event within their corresponding dispatch center's response area (boundary). When resources arrive on scene, it is determined the ignition is not within their area of response, but in fact plots within an adjacent dispatch center's response area (boundary)

- Training – Classroom," "OJT," "Proficiency," and "Simulation". A scheduled activity that provides instruction so as to make attendees fit, qualified, or proficient in a particular area. This is a planned event. Requests for NIRSC radio items in support of these incidents will be placed through NICC. NICC will not process overhead resource orders for training unless it is required for an AD hire, or for a unique situation (agency approval required). See chapter 10 of the National Interagency Standards for Resource Mobilization for information on training incidents and planned events. https://www.nifc.gov/sites/default/files/NICC/3-Logistics/Reference%20Documents/Mob%20Guide/2025/2025%20Chapter%2010.pdf

Incident Name. Incidents established in IROC should be appropriately named. When left blank, the incident name will default to the incident number. It is recommended to appropriately name each incident before placing requests outside of the local host agency and/or the ordering unit jurisdiction. Below are recommendations and examples for naming incidents within IROC. See chapter 70 of the National Interagency Standards for Resource Mobilization. https://www.nifc.gov/sites/default/files/NICC/3-Logistics/Reference%20Documents/Mob%20Guide/2025/2025%20Chapter%2070.pdf

When naming a "Fire - Wildfire" incident within IROC, it is recommended that a local geographic feature be included within the incident name. There is no requirement to include the word "Fire" within the incident name.

Example: Naming a "Fire - Wildfire" incident; the Vale District located in Oregon (OR-VAD) requires crews for a fire near Castle Rock. Utilize the category "Fire - Wildfire" for the incident type and by following the recommended incident naming convention, an appropriate name may be Castle Rock.

When naming other types of incidents that are available within IROC such as "Flooding" or "Hurricane/Typhoon", "Fire – Prescribed", "FM-Emergency Stabilization" or "FM-Fire Rehabilitation, it is recommended to use the event or activities pre-existing name if established within the incident name created within IROC. A Prescribe Fire record will have

RX in the naming convention. A FM – Emergency Stabilization incidents must include "BAER" in the Incident Name. A FM – Fire Rehabilitation incidents must include "FR" in the Incident Name.

> *Example:* Naming a "Flooding" incident; the Fairbanks Area Forestry office in Alaska (AK-FAS) requires a hand crew for the placement of sandbags along the Tanana River. Utilize the category "Flooding" for the incident type and when adhering to the recommended incident naming convention, an appropriate name may be <u>Tanana River Flood – January 2021</u>.

> Example: Naming an RX incident: the Medicine Bow National Forest in Wyoming (WY-MRF) requires a RXB2 to conduct a prescribed burn. Utilize the incident type "Prescribed Fire" and include the word "RX" in the name. An appropriate name may be <u>Clay Spur RX.</u>

When naming an "Incident/Event Support" incident within IROC, the incident name should include the word "Support" in the incident name when ordering resources that are mobilized in response to an agency's approved severity request. If a specific incident is being supported, the incident name would also be included.

> *Example #1:* Naming an "Incident/Event Support" incident; the Boise Interagency Dispatch Center located in Idaho (ID-BDC) requires additional dispatch personnel to help with predicted high-volume fire activity. Utilize the category "Incident/Event Support" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be <u>BDC Dispatch Support</u>

> *Example #2:* Naming an "Incident/Event Support" incident; the fire cache managed by the Boise National Forest located in Idaho (ID-BOF) requires a forklift to assist with the large volume of fire supplies being ordered by the Lowman fire. Utilize the category "Incident/Event Support" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be <u>Lowman – Cache Support</u>.

> *Example #3:* Naming an "Incident/Event Support" incident associated with a local center's use of GACC support code; the Southern Area Coordination Center located in Georgia (GA-SAC) asks the Tennessee Interagency Coordination Center (TN-TNCC) to host a Type 1 Airtanker on the GACC support. Utilize the category "Incident/Event Support" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be <u>SACC Support - TN</u>.

When naming "Preparedness/Preposition" incidents within IROC, the incident name should include either the word "preparedness", "preposition", "support" or "severity".

> *Example #1:* Naming a "Preparedness/Preposition" incident**;** the Boise National Forest in Idaho (ID-BOF) requires additional engines be located throughout the forest for a predicted high volume of new fires. Utilize the category "Preposition/Preparedness" for

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the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be 2023 BOF IA Preposition.

Example #2: Naming a "Preparedness/Preposition" incident**;** the Mendocino National Forest in California (CA-MNF) requires a Type 1 helicopter and associated personnel to be located at the forest helibase for a predicted high volume of new fires. Utilize the category "Preposition/Preparedness" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be Mendocino July Aviation Severity.

Example #3: Naming a "Preparedness/Preposition" incident**;** the USFS Region 8 in Georgia (GA-R08) requires additional crews throughout the Appalachian Mountains forests for predicted high fire danger. Utilize the category "Preposition/Preparedness" for the incident type and when adhering to the recommended incident naming convention, an appropriate incident name may be Region 8 Support.

When naming "International Compact" specific incidents within IROC**,** the incident name should include either the compact name or the abbreviation of the compact name.

Example #1: Naming a Compact Support request for an international mobilization or resources to Canada using the Great Lakes Forest Fire Compact. CY25 Support to Manitoba – GLFFC may be an appropriate name.

Protecting Unit. Identify the Protecting Unit by responsible/jurisdictional agency. The Protecting Unit is the agency that provides the primary financial code for payment of requested resources and/or the agency that generates the need for requesting the resources.

Location Name. IROC defaults to incident number and this displays on the printed resource order. You may type up to 50 characters of additional information.

Enter Coordinates. Ensure latitude and longitude are entered accurately, and that they represent the actual location of the incident. If an accurate latitude and longitude are not known at the time of incident creation, coordinates for the nearest known location to the incident should be entered. Coordinates should be updated once the accurate latitude and longitude is determined.

Financial Code.
NOTE "IRWIN to IROC Interface": FireCodes can be requested in DMT if the incident has an IRWIN ID (successfully exported to IRWIN), the incident does not already have a FireCode, the incident is not in quarantine, and the incident is type 'Fire' (Wildfire, Complex, Prescribed, Debris, Structure, Vehicle, OR, Other) OR it is a Preposition. FireCodes requested in IROC or imported through IRWIN will automatically be added as a Financial Code to the incident in IROC.

Locate the host agency financial code. If using more than one financial code from the same agency, identify the primary code by selecting the default button. In certain instances, more than

one agency may have financial codes included. An active incident default financial code **must** be selected in order for requests for NFES supply items to be accepted through the IROC-ICLIP interface. If a financial code becomes invalid, the financial code should be deleted. DO NOT mix financial codes that are not similar in intent (the financial code should match the incident type). All Forest Service financial codes require an associated override code. See chapter 70 of the National Interagency Standards for Resource Mobilization for information on Agency specific cost coding for incidents. https://www.nifc.gov/sites/default/files/NICC/3-Logistics/Reference%20Documents/Mob%20Guide/2025/2025%20Chapter%2070.pdf

- <u>Severity, Suppression, FEMA Financial Codes</u>. - When an agency has assigned a financial code to an incident resource order with the intent of obligating suppression funds (FireCode), severity funds, Federal Emergency Management Agency (FEMA) disaster funds, or similar funding sources, DO NOT assign an additional financial code that obligates an agency's budgeted or allocated funds (hard dollars), instead create a new incident.
- <u>Agency Budget, Allocated, Hard Dollar Codes</u>. When an agency has assigned a financial code to a resource order with the intent of obligating budgeted (hard dollars) or allocated funding, DO NOT permit an additional financial code that obligates suppression funds, severity funds, Federal Emergency Management Agency (FEMA) disaster funds, or similar funding sources, instead create a new incident.

Radio Frequencies.
See Frequencies under Incident Details Screen section.

Complex. A Complex Incident shall be created in a CAD system or ICS209.   The complex incident then can be added into IROC from the IRWIN interface.

For information on creating a complex see Best Business Practices for Incident Complexes. Best Business Practices for Incident Complexes | NWCG

Incident Details Screen

<u>NOTE "IRWIN to IROC Interface"</u>: Any changes to incident's basic header information data fields must be edited in the Authoritative Data Source, i.e. CAD, FireCode, etc.

Contacts Information. Enter new contact information specific to the incident under the Contacts Information tab. All contacts categorized "Block 8" located within the Contacts Information tab will be displayed on a printed resource order within the Incident Base / Phone Number field. Delete or recategorize any contacts that should not be displayed on a printed resource order.

For example, the host agency creates an expanded dispatch organization for an incident, a new contact name with the appropriate phone number including area code (Arbuckle Expanded 999-999-9999) will be created within the Contacts Information tab and all old

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contact information is deleted or recategorized. The expanded dispatch contact will be used until the expanded organization is released. When expanded is released, the contact should be deleted and the normal contact name and phone number (Arbuckle Dispatch) and telephone number must be re-created for the duration of the incident.

Financial Code Information. If you have filled a request and as part of this activity must assign a specific agency financial code, or are in need of a financial code, you may contact the ordering office through established ordering channels and request them to enter the financial code in IROC. Alternately, you may utilize the "Add New Financial Code" function from the manage request screen to enter your agency specific financial code (see Manage Request Screen). In this case you must document your actions, and you should contact the ordering office to inform them of the change.

Frequencies Information. Identify and select frequencies before ordering the resource that needs them. Identify and select both air-to-air and air-to-ground frequencies before placing Aircraft orders.

When frequencies are added or removed from an incident, you must update and revise this information immediately. Large incidents will identify frequencies within the Incident Action Plan (IAP). It is recommended that the dispatch unit supporting a large fire maintain current frequency information by utilizing the IAP. Delete any frequencies that should not be displayed on a printed resource order.

Organization. Dispatch centers cannot be the billing organization. The billing organization needs to be a single agency that has fiscal responsibility for the incident.

Airports. Use this screen to add airports. These airports will populate the jetport section on the Pending Request Screen and ROF.

Request Blocks. This screen identifies the various request blocks associated with the incident. Check with dispatch management before using request blocks as there may be local protocols to follow.

Shipping Addresses. This screen can be used to add shipping addresses to the incident. Please ensure that the full address, including zip code, is added.

Documentation Interface Icon. Enter any important documentation pertaining specific to the incident.

Pending Request Tile

Create New Request Screen

Financial Code. Select the appropriate Financial Code for the request. The Financial Code must be entered before the new request is created; it must not be left blank.

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Need Date/Time. Enter the appropriate Need Date/Time the resource is needed. The Need Date/Time must be entered before the new request is created; it must not be left blank.

Prior to placing requests, verify that the Need Date/Time is realistic and, if needed, revise the date and time.

NICC will not process "after-the-fact" new requests for resources that have been self-dispatched or self-mobilized to an incident. NICC will not process "after-the-fact" requests that are intended to provide correction to the length of commitment for a past assignment.

NICC may process "after-the-fact" requests when compelling circumstances are present, such as to correct an accidental release of a resource due to a IROC user error; or to follow up with a resource order for a resource appropriately mobilized under a neighborhood initial attack agreement. Prior to placing the request, the ordering unit must provide adequate documentation.

Deliver To. Select pre-identified information or create new Deliver To. Any special or unique reporting information related to the specific request may be included.

Navigation/Reporting Instructions. Provide detailed reporting or navigation instructions for incoming resources in this field. For NFES items that will be provided by a cache this section must contain a valid address or latitude /longitude.

Incident Jetports. All new requests created for the incident that will be filled with non-local resources requiring commercial air travel must have the commercial jetport identified in the Incident Jetport section.

Inclusions and Exclusions. Ensure the appropriate inclusions and exclusions are selected.

EFF/AD Exclusion: Example - An incident is unable to support an EFF/AD employee at the incident location. Check the "EFF/AD Exclusion" box prior to creating the new request.

Host Agency Only: Example - A non-fire US Fish and Wildlife Service incident is funded by the Agency only with no reimbursable funding. Select the "Host Agency Only" box prior to creating the new request.

Federal Only: Example - An incident to provide assistance internationally is created under a federal agreement that does not allow for the use of non-Federal resources. Select the "Federal Only" box prior to creating the new request.

Contractor Not Acceptable: Example - An incident is unable to support a Contractor at the incident location. Check the "Contractor Not Acceptable" box prior to creating the new request.

Portal to Portal Acceptable: Example - An incident can support a Portal to Portal. Check the "Portal to Portal Acceptable" box prior to creating the new request.

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Special Needs. Use special needs only to describe information that is not documented anywhere else. Identify information that is critical to the resource mobilization.

- DO NOT identify name requests for overhead single resources in special needs. Name requests for overhead must be created using the "named request" function in the IROC Create New Request Screen or in the Manage Request Screen.

- DO NOT enter information in the special needs field that is listed or specified in another IROC field. For example, do not duplicate an inclusion or exclusion in the special needs field.

Information identified in Special Needs:
- Only use the THSP position code when there is no other appropriate position code available. Use of the THSP position code (Technical Specialist) requires additional information be added to the Special Needs field. The ordering unit must describe the duties to be performed by the THSP position prior to placing the request. When appropriate, a GACC or NICC can direct an ordering unit to correct and resubmit a THSP request as an appropriate position.
- Example: ICT3 and special needs/documentation indicates that the individual will serve as a Duty Officer. As this person will be serving as a Duty Officer the ICT3 is inappropriate, and they should be ordered as a THSP-Duty Officer.
- Example: THSP – Duty Officer. This individual will be serving in a role that does not have a unique Position Code/qualification. Therefore, THSP is the appropriate position code.
- Resource mobilization information. Identify information critical to the resource mobilization such as the time and physical location that an incident management team will receive the team in-briefing.
- Approved items. Identify any items that must be approved in advance of mobilization. Select as appropriate Rental Vehicle Approved, Cell Phone Approved and/or Laptop Approved using the radial button. Utilize Special Needs to describe the following approved items, e.g. Mobile Devices, agency owned vehicle (AOV) or privately owned vehicle (POV). Traveling with a service animal or a LEO traveling with a canine can be added to special needs.
- Required items of high importance. Identify required items such as personal protective equipment (PPE), tools, or lunches. Identify the off-incident location where a helicopter manager will meet the Call-When-Needed helicopter. Identify if the resource needs to be self-sufficient. List if you are willing to approve back fill for resources filling the request. Directions to contact IC/Duty Officer/Dispatch, etc. for specifics regarding mobilization.
- Resource suggests. Include the official name as it is listed in IROC, the local unit, and appropriate GACC. Include the contact telephone number and identify the agency employment status. Any dispatch unit within the established ordering chain may fill the pending request with a qualified and available resource.

Named Request Only. Use the Named Request Only field when a name request is created for an overhead single resource. NICC will not process any "name requests" unless they are

appropriately created using the "name request" function in the IROC Create New Request Screen or in the Manage Request Screen.

To name request a non-overhead single resource; it is appropriate to use Special Needs to add the name requested resource with their current dispatch unit identifier. Example: Engine 651 (GA-CHF) or Suppression Module 21 (VA-VIC).

Prior to placing a Name Request, the incident and ordering unit must adhere to the policy and associated criteria as identified within Chapter 20 of National Interagency Standards for Resource Mobilization:
https://www.nifc.gov/sites/default/files/NICC/3-Logistics/Reference%20Documents/Mob%20Guide/2025/2025%20Chapter%2020.pdf

New Cache Order. All NFES Supply Requests must now be placed to the national caches via a Cache Order. This functions similarly to an online shopping cart, as the actual mechanism for placing the order. With the ICLIP interface, IROC requests not on a Cache Order cannot be placed directly with the cache. Whenever possible, place NFES Supply Requests to the cache in bulk. If necessary, you can place individual requests with the cache, which also requires a Cache Order. For more thorough instructions, see KB0010151 - Creating/Managing Cache Orders and Placing NFES Requests to the Cache

Compact Requests. Compact Ordering in IROC allows for states that are members of Compacts to order State/Local Resources according to the guidelines set forth in the Compact agreements. Compact Ordering within Same Compact - Compact Requests can be placed to Dispatch Organizations within the same Compact.

- Creating Compact Requests. Requests on state/local incidents can be identified as Compact Requests.

- Compact check box appears on Create New Request screen of state/local Incidents.

- Compact associated with Request can be selected from drop down menu.

- "COMPACT REQUEST" is added to Special

- Inclusions are changed to State Only to limit fill options to State/Local resources.

- Compact Requests can be filled with state/local Resources that have NWCG Qualified, State Qualified, or Compact Qualified qualifications. IQSweb has the ability to send the Dispatch Level/Mobilization Level for their resource's qualifications.

Manage Request Screen

Fill Tab. Set travel when filling the request.

VIPR: Use only for items procured through VIPR. (example: Dozers)

Available: Use for filling with local, or prepositioned resources. Fill with single resource, master roster, configuration or start from scratch. Refer to the Roster Screen section for the interagency standards identifying resources that require a roster.

Refer to the GACC for area specific guidance on the following Fill Tab options: Non-Local, Preposition, Reserved, At Incident, Mob En Route, Demob En Route, Other, IR, Tactical, Contracts, Exclusive Use

Mode of Travel. *Fill Request dialog box.* Identify the mode of travel and other travel details.

Support Request Tab. Support requests required for the mobilization of crews, equipment and overhead may be created or added by the incident dispatch, or by any unit in the ordering or filling chain. An overhead support request WILL NOT be created against a parent request that is also an overhead request, other than for local area use.

Example: A filling unit mobilizing a DIVS to an out of area assignment will not create a support overhead request for a DIVS-T to accompany the qualified DIVS. A trainee request must be created by the incident host unit and processed through established ordering channels.

NICC will not normally process support requests for equipment items required for the mobilization and/or demobilization of resources (e.g. Transportation, Lowboy).

Example #1: A lowboy trailer is required to transport a Type 2 dozer. The unit filling the Type 2 dozer will create the support request and assign the lowboy trailer to transport the Type 2 dozer.   If the unit filling the Type 2 dozer is unable to locate a lowboy trailer, the support order may be placed elsewhere.

Example #2: A crew being mobilized to a "wildfire"; a Type 2 crew from Elko, Nevada requires a bus for transporting the crew to a Colorado incident. The bus should be assigned to a support request created by Elko Dispatch (unit filling the crew) and filled locally. The support request will not be processed by NICC.

Example #3: A lowboy trailer to demobilize a tractor plow from a "wildfire"; a county fire district in Kansas used a lowboy trailer to transport a tractor plow resource ordered to an incident located in Oklahoma. The lowboy returned to Kansas after delivery. During the assignment, the tractor plow was reassigned to multiple incidents, and as a result, the dispatch center for the county fire district in Kansas is unable to create a support request for sending the lowboy back to demob the tractor plow from its current incident assignment. The support request was created by the local Oklahoma dispatch unit and placed up. NICC will process the support request once received from the Southern Area Coordination Center; however, the situation should be clearly documented on the request prior to placing to NICC.

Cache Orders. <u>Use only when placing requests for NFES items that will be filled at one of the national caches in ICLIP, including telecommunications and weather station items</u>. NFES Radio Kits, RAWS units or other items that must be ordered through established ordering channels will be submitted to ICLIP by the appropriate dispatch center. Note: **DO NOT** utilize the Cache Order when items will be filled at a local unit cache, fill those NFES items as via the "Fill with Requested Item".

Fill With Tab.

> **EFF:** <u>Use only for EFF overhead resources not in IROC</u>. These resources are only assigned to the individual incident and are not part of the permanent IROC database (example: Driver).

> **Fill with Agreement:** <u>Use only for resources not in IROC or listed under the VIPR tab</u>. These resources are only assigned to the individual incident and are not part of the permanent IROC database (example: Land Use Agreement).

> **Fill with Local Purchase:** <u>Use only for purchasing supplies locally</u> (example: cases of water purchased from Walmart).

> **Fill with Requested Item:** <u>Use only for NFES supplies filled at a local unit cache.</u>

Send Back Tab. Use only when the order was placed by mistake, or the requesting unit is unable to retrieve the request. This feature shouldn't be used when a request needs to be UTFed.

The unit using the send back feature must contact, via telephone, the placing unit and provide notice that the request was sent back.

Retrieve Tab. Use only when the order was placed by mistake or when a closer resource from another unit becomes available.

The retrieving unit must contact, via telephone and through established ordering channels, the unit where the request is currently pending or waiting to be filled and provide notice that the request is to be retrieved.

UTF Tab. Use when you are unable to fill a pending request from outside your dispatch office.
- Enter complete documentation before the request is "UTFed".

Cancel UTF Tab. Use only when there are no available resources to fill a pending request. Only the incident's designated dispatch office that created the request will utilize the "Cancel UTF" function. The "Cancel UTF" function will only be used after it is determined that the request cannot be filled.

Cancel Tab. Use only when a pending request is no longer needed by the incident. Only the incident's designated dispatch office that created the request will utilize the "Cancel" function. The "Cancel" function will only be used after it is determined that the incident no longer needs the request.

- Enter complete documentation before the request is cancelled.

To cancel a request that has been placed to another unit the canceling unit must contact, via telephone, the unit where the request is currently pending or waiting to be filled and provide notice that the request is going to be canceled. The GACC and NICC must be notified if the resource being cancelled is a national resource.

To cancel an already filled request the canceling unit must contact, via telephone, the sending unit where the request is currently filled to communicate the cancellation of the request. The GACC and NICC must be notified if the resource being cancelled is a national resource.

- If the assigned resource can be contacted before travel begins, the resource will be unfilled, and the ordering unit will cancel the request.

- If the assigned resource has begun travel but the travel has yet to start in IROC, the resource will be released, or unfilled and the ordering unit will cancel the request, provided that the resource can be contacted. Communication is needed between the ordering and sending unit in this scenario.

- If the assigned resource has begun travel in IROC, the request can be released by the requesting dispatch upon completion of travel or the times can be adjusted to reflect the actual time spent in travel status to ensure accurate documentation.

- Enter the reason for cancellation and action taken before completing the cancel request action.

Request Status Action Tile

This tile takes you to pages addressed in other sections of this document, such as the Manage Request Screen, or displays information on the status of requests.

Resources Action Tile

Resource Status Screen

All resources should reflect current status by using the appropriate level (Priority Trainee Assignment Only, IMT Only, Virtual Only, Local, State, GACC, or National) within IROC.

Local Resources. These may be set as available for a Priority Trainee Assignment Only, IMT Only, Virtual Only, Local, State, GACC or a National dispatch after consideration of draw-down levels or a ready reserve operation.

Resources assigned to "Preposition/Preparedness" incidents. The availability status should be set to reflect the resources' actual availability status. If the resource is not available to the GACC or Nationally set to available "local". If not set to local, the resources host dispatch and host GACC will still view the resource as "Available."

Returned from Assignment. The resource must have status correctly identified as soon as possible. It is preferred that re-status be accomplished promptly upon return to available status.

Resource Item Screen

Data Entry Standards
To prevent the duplication of resource records please search for existing resource items and only create new items with the consultation of your supervisor or the GACC.

Please see the IROC Resource Data Entry Standards document for details. https://wildfireweb-prod-media-bucket.s3.us-gov-west-1.amazonaws.com/s3fs-public/2025-06/2025_IROC_Resource_Data_Entry_Standards.pdf

Units with hand crews will maintain a maximum of one (1) crew record for each crew. Dispatching units will not create a new crew record for each assignment, mobilization, or crew dispatch.

Overhead Single Resources should not be manually added in IROC. The IQCS, IQS or CFQMS are the only qualification and certification systems to be used when adding overhead single resources to IROC via the IRWIN Interface.

National Resource. The "National Resource" box should only be checked for resources listed as such in chapter 10, National Interagency Standards for Resource Mobilization: https://www.nifc.gov/sites/default/files/NICC/3-Logistics/Reference%20Documents/Mob%20Guide/2025/2025%20Chapter%2010.pdf

Record Manager Only. The Record Manager Only check box is used to designate a tactical aircraft that **does not** have a permanent home dispatch, such as national airtankers. These aircraft are dispatched and statused by the office that manages their current operating base.

Classification (Aircraft, Crew or Supply), Equipment Type (Equipment), or Qualification (Overhead) must be populated for each resource item in order to fill requests.

Manage Removed Resources. Removed resources should be deleted when appropriate. It is recommended that units review their removed resources on a regular basis.

Roster Screen

NOTE "IRWIN to IROC Interface": *Resource Integrated Rosters. When a resource is rostered in WildCAD, CFCAD or Fireweb, the roster will flow through IRWIN to IROC. The roster will not need to be recreated but can be amended or added to if filled with integrated roster.*

Master Rosters. A master roster is a dedicated list of positions and personnel assigned to a parent catalog item that has a configuration, such as crews, overhead teams, helicopters, and engines. The master roster expedites the assigning of that resource to an incident request.

"Group" parent catalog items (also known as nested rosters) such as IA Loads of Smokejumpers or Rappellers, Crew, Dozer or Engine Strike Teams, Task Forces, and Heavy Equipment Task Forces may have child catalog items that have their own configuration.

- Example, a strike team of engines is a configuration made up of 1 strike team leader and 5 engines of the same type. Each engine may have its own configuration of 1 engine and 3 to 5 overhead resources. This configuration will not be added to the strike team roster until the engine is added to the strike team roster. Since the engine has its own configuration, users must build individual rosters for each engine.

Rosters. The subordinate requests on rosters should be comprised of overhead position (except in the instance of "Group" configured catalog items). Transportation, UTVs/ATVs, trailers etc. should be created as support requests and not added as subordinates on the roster.

Do not roster different catalog items under the original catalog item.

- Example. Do not roster an engine under a crew, suppression module or fuels module. The engine should be a separate request.
- Example. Do not roster a chase rig under an engine, crew, suppression module or fuels module. The chase rig is transportation and should be a support request.

Agency resources identified below will be configured using a roster. Foreign government resources mobilized through NICC are not agency and will not be configured using a roster when assigned.

Incident Management Teams
- CIM, Type 1 and Type 2 Interagency Incident Management Teams
- National Area Command Teams
- National Incident Management Organization Teams (NIMO)
- All-Hazard Incident Management Team

Incident Support Teams
- Interagency Buying Teams
- Payment Teams
- Burned Area Emergency Response Teams (BAER)
- National Fire Prevention and Education Teams (NFPET)

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Other Overhead Groups
- Interagency Wildland Fire Modules
- Suppression Modules
- Fuels Modules
- Faller Modules

Crews
- Agency Type 1 Crews (includes hotshot crews)
- Agency Type 2 or Type 2 IA Crews (if comprised of regular agency employees)

Equipment
- Agency engines
- Agency tenders
- Agency dozers
- Agency tractor plows

Aircraft
- Aerial Supervision Modules (ASM platform)
- Lead Planes
- Air Attack platforms
- Helicopters

Working with Subordinate requests. IROC assigns subordinate request numbers to the resources that are filling positions on an assignment roster for a parent request that has been filled with a configuration. Members of an overhead team, crew, helicopter, engine, etc. may fill a subordinate request as part of an assignment roster (see Roster Screen for complete list).

For example, the parent request for a Type 6 engine is request number "E-16" the subordinate crew members on the assignment roster would be numbered, "E-16.1," "E-16.2," "E-16.3," and so on.

When adding subordinate requests:
- **DO NOT** use this function to circumvent the system.
- You can add a subordinate request only to a parent request filled with a configuration.
- Either the sending or receiving unit may add a subordinate request to a parent request.
- When rotating personnel, the receiving unit may permit the sending unit to add additional subordinate requests only on an initial assignment to a Prepo or non-Prepo incident. Once resources are "Assign" from initial Prepo request or "Reassign" from the initial non-Prepo request, only the dispatch center that manages the resource can manage the roster on the current request when additional positions need to be added for crew swaps.
- At times it may be appropriate to order crew swaps as O# when being ordered for non-local incidents/Prepositions. This would alleviate the potential for the request to get hung up if the resource has not yet traveled or is mob enroute when the parent request is being reassigned.

- If the sending unit is adding subordinate requests to a parent request they must be "like" resources and have the agreement of the ordering unit.

  • Example #1: A parent request has been filled with a configuration for an exclusive use Type 2 helicopter and the resource is currently "At Incident." The receiving unit (Incident Host) should create subordinate requests for replacement helicopter crew members as needed.

  • Example #2: A parent request has been filled with a configuration for an exclusive use Type 2 helicopter and the resource is currently "Reserved." The filling unit can create a subordinate request to add an additional trainee to the assignment roster.

  • Example #3: A parent request has been filled with a configuration for a Type 3 engine. The receiving unit can create a subordinate request to replace a crewmember that has been released for a crew swap or emergency release.

- <u>Add Documentation</u> action. Add documentation when permission is granted by the receiving unit for a subordinate request to be added by the sending unit.
- <u>Add Documentation</u> action. Add documentation when a subordinate request for a replacement resource is placed through the established ordering chain rather than direct to the filling unit.
- A Preorder cannot be selected when adding a subordinate request.