

MANAGING ORGANIZATIONS IN ROSS

2008 Field Season

Access to the ROSS Organizations Module will be restricted beginning March 17, 2008. The purpose of this restriction is to ensure that only approved organizations exist within ROSS and business rules for establishing unit identifiers are followed. This change will remain in effect until deployment of the NWCG Organization Information System (OIS). The OIS is a replacement system for the current NWCG Unit ID repository. The OIS will interface with systems such as ROSS to provide consistent organization data.

The objective of this effort is to provide correct organization hierarchies, organization names, addresses, contacts, and locations within ROSS. Report outputs will be greatly improved.

Beginning March 17, 2008 changes to data within the ROSS organizations module (such as additions, deletions, merges, edits) must be submitted to the ROSS Organization Data Manager. There are three Organization Information WinZip files including: Dispatch/Cache, Vendor, and Government (non-dispatch)/Non-government, with forms to aid users with change submissions. The link to these forms can be found on the ROSS home page website: <http://ross.nwcg.gov>. If your organizations and data are correct, nothing needs to be done.

To create, update or delete an organization or its data, perform the following:

1. For new Unit IDs and changes or deletions of current Unit IDs, you must go through the Geographic Area Data Steward and obtain approval by the National Data Steward in advance of any submission to the ROSS Organization Data Manager. New Unit IDs will NOT be entered or old Unit IDs removed until approved by the National Data Steward. Only dispatch organizations, organizations that can be incident hosts or resource providers, and the parents of host or provider organizations need Unit IDs. A vendor organization and a Forest Service district office are examples of organizations that will not need Unit IDs. Following is a list of Geographic Area Data Stewards and the National Data Stewards, along with their e-mail addresses and phone numbers.

National Fire Center	Rick Squires	rick_squires@nifc.blm.gov	208-387-5655
National Fire Center	Bill Fletcher	bill_fletcher@blm.gov	208-387-5400
Alaska	Lauren Barber	lauren_barber@blm.gov	907-356-5680
California, North Ops	Thomas Evans	tkevans@fs.fed.us	530-226-2801
California, South Ops	Beth Mason	bmason02@fs.fed.us	909-276-6721
Eastern Area	Ann Stegmaier	annstegmaier@fs.fed.us	612-713-7300
Eastern Great Basin	Ed Gray	egrays01@fs.fed.us	801-531-5323
Eastern Great Basin	Kim Whalen	kwhalen@fs.fed.us	801-531-5320
Western Great Basin	Nancy Ellsworth	nancy_ellsworth@nv.blm.gov	775-861-6455
Northern Rockies	Kathy Elzig	kelzig@fs.fed.us	406-329-4709
Northwest	Gina Papke	gpapke@fs.fed.us	503-808-2726
Rocky Mountain	Rob Juhola	Rob_Juhola@nifc.gov	303-445-4304
Southern Area	Pat Boucher	pat_boucher@fws.gov	678-320-3003
Southwest	Richard Black	rblack@fs.fed.us	505-842-3473
Southwest	Frank Bedonie	fbedonie@fs.fed.us	505-842-3473

2. Go to the ROSS website and click on the “Update Organizations” link.
3. Three zip files and two documents will be displayed. The document you are currently reading is the first document: “Managing Organizations in ROSS.” The second document is entitled “How to Download the Forms.” Please read this document as it instructs how to copy these forms to your Word Templates directory. The three files include, “Government (Non-dispatch)/non-government Information Templates,” “Dispatch/Cache Information Templates,” and “Vendor Information Templates.” There are several forms included in each.
4. After reading the two documents, click the zip file for the type of organization you want to manage.
 - a. Dispatch/Cache
 - b. Vendor
 - c. Government (non-dispatch)/non-government
5. The zip file for that organization type displays. Follow the directions in the “How to Download the Forms” document to copy those forms to a folder of your choice.
6. Once downloaded, this folder identifies forms for each organization type, including forms for updating, creating and deleting organizations. Choose the form you need and enter all pertinent data. For more information on filling out the forms, see Specific Steps below.
7. When finished entering all of the information on your form, send it to vend_maint@nwcg.gov for Vendor Organizations or org_maint@nwcg.gov for all other organizations. The ROSS Organization Data Manager will issue a ticket number. Information will be entered into ROSS as soon as possible. An e-mail confirming the ticket has been resolved will be sent to the ROSS user who sent the form and the ticket will be closed.

Specific Steps for Entering Information on the Forms for Creating, Updating and Deleting Organizations

1. Creating a New Organization

- a. Open the Create and Delete form for the type of organization you want to manage.
- b. Please enter **all** pertinent information for the organization. Many fields are required entries. Some have drop down menus. If you need additional entries for frequencies, reload bases, finance codes, request number blocks and incident host request number blocks click the corresponding form (such as “Continuation Page for Finance Codes.dot”). You can save and or print the forms for your records. You may also combine all forms for the same organization into one, by copying and pasting these forms to the bottom of the main form.

2. Updating an Existing Organization

NOTE: To see information about an organization you wish to update, refer to any screen captures you have made. If you do not have a screen capture for the organization you want to update, send an e-mail request to vend_maint@nwcg.gov for vendor organizations or to org_maint@nwcg.gov for all other organizations. Be specific about what information you need to see and a screen capture of that information will be e-mailed to you. Every attempt will be made to respond to your request within one business day.

- a. Open the Update form for the type of organization you want to manage.
- b. In Section 1, enter data for you and your dispatch office.
- c. In Section 2, enter the current organization information.
- d. In Section 3, click Item, and select the item to be updated from the drop-down menu. Enter the information as it is currently in the “Change From” field and what you want it changed to in the “Change To” field. If you want to add information, enter “Add” in the “Change From” field and enter your information in the “Change To” field. If you want to delete information, enter the information as it is currently in the “Change From” field and enter “Delete” in the “Change To” field.
- e. Enter any comments or clarification in the Comments section at the bottom of the form.

3. Deleting an Organization.

NOTE: To see information about an organization you wish to delete, refer to any screen captures you have made. If you do not have a screen capture for the organization you want to delete, send an e-mail request to vend_maint@nwcg.gov for vendor organizations or to org_maint@nwcg.gov for all other organizations. Be specific about what information you need to see and a screen capture of that information will be e-mailed to you. Every attempt will be made to respond to your request within one business day.

- a. Open the Create and Delete form for the type of organization you want to manage.
- b. Enter information for Sections 1, 2 and 6 only.
- c. If deleting an organization, you must first remove all references to that organization. If combining offices, you must remove or change all references to the offices accordingly. The ROSS Organization Data Manager will contact you to ensure all necessary steps have been taken. Procedures could vary greatly depending on which references are tied to the organizations being combined and how they are combined. The ROSS Organization Data Manager will take screen captures of references and send them to the requester so the references can be removed.
 - ROSS Users are responsible for removing the references listed on the following tabs on the View Organization Usage dialog box on the Organizations Screen: Incident, Location, Place Affiliation, Pre Order, Resource, Selection Area, Contract, Hazard, Import and User. DO NOT remove the user named “organization maintenance.” The ROSS Organization Data Manager will remove references, with your help, from the Affiliation and Financial Code tabs.
 - After removing the references, notify the ROSS Organization Data Manager through the DMS addresses vend_maint@nwcg.gov for vendor organizations or org_maint@nwcg.gov for all other organizations. Keep in mind that some cannot be removed until archiving that occurs at the beginning of the year.