

MANAGING ORGANIZATIONS IN ROSS

2010 Field Season

Access to the ROSS Organizations Module has been restricted since March 17, 2008. The purpose of this restriction ensures that only approved organizations exist within ROSS and business rules for establishing unit identifiers are followed.

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.

Since 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, and resource providers or owners (non-vendor) 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.

GACC	Custodian	Email	Phone
FC	Jon Skeels	jskeels@fs.fed.us	(303) 236-0630
FC	Bill Fletcher	bill_fletcher@blm.gov	(208) 387-5400
FC	Rick Squires	rick_squires@nifc.blm.gov	(208) 387-5655
AK	Lauren Hickey	lauren_hickey@blm.gov	(907) 356-5680
NO	Mark Luker	mluker@fs.fed.us	(530) 226-2801
SO	Beth Mason	bmason02@fs.fed.us	(909) 276-6721
EA	Laura A. McIntyre-Kelly	lmcintyrekelly@fs.fed.us	(612) 713-7300
EB	Gina Dingman	Gina_Dingman@blm.gov	(801) 531-5320
EB	Kim Whalen	kwhalen@fs.fed.us	(801) 531-5320
WB	Nancy Ellsworth	nancy_ellsworth@nv.blm.gov	(775) 861-6455
NR	Kathy Elzig	kelzig@fs.fed.us	(406) 329-4709
NW	Gina Papke	gpapke@fs.fed.us	(503) 808-2726
RM	Rob Juhola	Rob_Juhola@nifc.gov	(303) 445-4304
SA	Pat Boucher	pat_boucher@fws.gov	(678) 320-3003
SW	Frank Bedonie	fbedonie@fs.fed.us	(505) 842-3473
SW	Richard Black	rblack@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 ross-vend-maint@dms.nwcg.gov for Vendor Organizations or ross-org-maint@dms.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.

2. Updating an Existing Organization

- 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.

NOTE: Information about the organization you wish to update can be viewed in ROSS Practice. It is a duplicate of what is in ROSS Production and is updated every two weeks.

You can see the current contacts and addresses for your organizations and dispatch offices by accessing ROSS Reports. To access ROSS Reports, log on to ROSS and then perform the following:

1. On the **Administration** menu, click **Reports**.
2. On the Public Folders tab, click the **User Community Reports** folder.
3. Click the **Administration** folder, and then click the **Organizations** folder.
4. Click to select one of the following reports
 - Government (non-dispatch) Contacts Report
 - Government (non-dispatch) Address Report
 - Subordinate Dispatch Address Report
 - Subordinate Dispatch Contact Report.

For more information about ROSS Reports please refer to the Quick Reference Card, "Running User Community Reports," on the ROSS web page.

3. Deleting an Organization.

NOTE: Information about the organization you wish to update can be viewed in ROSS Practice. It is a duplicate of what is in ROSS Production and is updated every two weeks.

- 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 run a report showing the references and send them to the requester so that 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, and Import. **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 ross-vend-maint@dms.nwcg.gov for vendor organizations or ross-org-maint@dms.nwcg.gov for all other organizations. Keep in mind that some cannot be removed until archiving, which occurs at the beginning of the year.