

# ROSS TIPS

ROSS TIP: ORG-2004-1  
Date: April 12, 2004 – V4  
Subject: Entering Organizations into ROSS

The focus of this paper is **entering organizations into ROSS**. It has been written to augment the ROSS Administration User's Guide with more detailed information. First we'll outline the different organization types and discuss those that have dispatch, reporting or agency relationships or affiliations that need to be input. We'll provide some examples of various organizations and what information needs to be entered for each, and we'll give step-by-step instructions on how to enter the most common types of organizations. At the end of this paper are some definitions that you can refer to as you work with organizations.

**Please note that we've also developed specific ROSS Tips outlining organizational entry for Forest Service, National Park, County and City, State, Bureau of Indian Affairs and US Fish and Wildlife Service units. These can be found online at: <http://ross.nwcg.gov/rosstips.htm>. Finally, the ROSS Helpdesk can be contacted at 1-866-224-7677 or via e-mail at [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov).**

## Organization Types:

Before we can use ROSS for resource ordering and status, the organizations we routinely work with have to be entered in ROSS. Different kinds of organizations (e.g. dispatch centers, BLM districts, federal agencies, state natural resource departments, county and city fire departments, vendors, etc.) have characteristics that will need to be "understood" by the ROSS application in order for it to reproduce the way resource ordering, status and reporting are done in the current "manual" dispatching world. Fortunately, a lot of work has been done upfront during the development of ROSS, so that when you enter one of your organizations, you'll just need to determine which type of organization it is and understand some of the attributes of that type.

An organization is categorized in ROSS as one of the following types:

"Dispatch Organizations":

- ? **NICC** (the National Interagency Coordination Center)
- ? **GACC** (one of the eleven Geographic Area Coordination Centers that report to NICC)
- ? **Local Dispatch** (any dispatch center working "below" a GACC)
- ? **National Cache** (one of the primary incident support supply warehouses)
- ? **Local Cache** (a secondary incident support supply warehouse)

"Non-Dispatch Organizations":

- ? **Agency** (basically, the NAME of a bureau or agency that many organizations represent)
- ? **Government (Non-Dispatch)** (organizations that provide resources and/or host incidents)
- ? **Vendor** (a company which does business with a Government (non-dispatch) organization)
- ? **Non-Government** (a non-profit or educational organization which supports a wildland agency organization)

A complete definition of each organization type can be found at the end of this paper.

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Entering organizations into ROSS requires some advanced planning. Data requirements for each type of organization MAY (depending on what type of organization is being entered) include:

- Unit code (unit identifier/unit ID)
- Location (latitude and longitude)
- Time zone
- Address (type, street, city, state, zip, country)
- Official city and state (used for Vendors and Non-Government Organizations)
- Contacts (numbers and contact methods)
- Radio frequencies
- Affiliations (managing, reporting and agency relationships) **MANDATORY**
- Financial code (agency, fiscal year)
- Subordinate dispatch centers
- Subordinate organizations
- Reload (retardant) bases
- Whether or not the organization is a resource provider
- Whether or not it's a “non-ROSS” organization

## Organization Affiliations:

In ROSS, the term “affiliation” is used to describe a broad variety of relationships.

EVERY organization in ROSS has an affiliation with a dispatch organization. A national forest, for example, is associated with the dispatch organization that processes resource orders for it. That forest is said to have a **Managing Affiliation** with its Local Dispatch organization, which manages the forest’s organizational record in ROSS so that it can process resource orders and resource status. ALL organizations in ROSS have a managing affiliation with the dispatch organization that manages their organization record in ROSS.

Government (Non-Dispatch) Organizations have a **Reporting Affiliation** with their “parent” organization. In the example above, the national forest is said to have a reporting affiliation with its Forest Service regional office. The forest organization literally reports up, and is accountable to, its regional office. Dispatch organizations, whether they are single agency or interagency, DO NOT have reporting affiliations.

All Government (Non-Dispatch) Organizations “belong” to an agency. In the example above, the national forest AND its regional office have an **Agency Affiliation** with the “Forest Service” agency. Dispatch organizations, whether they are single agency or interagency, DO NOT have agency affiliations. It might be helpful to briefly discuss the concept of “Agency” in terms of ROSS. An agency can best be thought of as an “umbrella” that encompasses organizations, personnel and infrastructure (e.g. buildings, vehicles, computer networks, aircraft resources, etc.). An agency, like the Forest Service, has no single address, location or any personnel. These are all features of the organizations that represent the agency.

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Every Dispatch Organization, except the NICC, has a **Parent Dispatch Affiliation** with the dispatch office that is directly above it in the resource-ordering chain. ROSS dispatch organizations are created from the top down so that a given dispatch organization's "Parent Dispatch Affiliation" and "Managing Affiliation" are one in the same. The Eastern Area Coordination Center (EACC), one of eleven GACCs, has a **Parent Dispatch** affiliation with NICC. In other words, if EACC cannot fill an incident resource order request from one of its organizations, it will "place it up" with its "parent dispatch organization," which is NICC. NICC does not have a parent dispatch affiliation because it is at the top of the national resource-ordering chain.

## **Dispatch Organizations:**

Dispatch organizations (i.e. NICC, GACC, Local Dispatch, National Cache or Local Cache) **DO NOT** have **Reporting** or **Agency Affiliations**. Dispatch organizations do have **Managing** and **Parent Dispatch Affiliations**. Each dispatch organization is entered (created) in ROSS by the next higher dispatch center (NICC, GACC or Local Dispatch). Let's illustrate this with some examples - starting at the top:

Example #1: Organization Type "NICC." The National Interagency Coordination Center (NICC) is the highest dispatch center in the resource-ordering channel. It is the **ONLY** organization of the type "NICC". NICC will enter the organization records for each of the eleven Geographic Area Coordination Centers that it serves (e.g. Northwest Area Coordination Center). As we saw earlier, NICC has no **Parent Dispatch Affiliation**.

Example #2: Organization Type: "GACC." The Northwest Area Coordination Center (NWCC) is a GACC and is the highest dispatch center in the dispatch channel for the Northwest Geographic Area. As a **Subordinate Dispatch** organization of NICC, it has a **Parent Dispatch Affiliation** with NICC. Since NICC entered NWCC, its **Managing Affiliation** is also NICC. NWCC will enter the organization records for each of the subordinate Local Dispatch Offices that it serves (e.g. Eugene Interagency Communication Center).

Example #3: Organization Type: "Local Dispatch." The Eugene Interagency Communication Center ("EICC") is a Local Dispatch Organization Type immediately "below" NWCC in the Northwest Area dispatch channel. EICC's **Parent Dispatch Affiliation** and **Managing Affiliation** are, of course, NWCC. Please note that these organizations' official names might include the terms Communication Center, Coordination Center, Emergency Operations Center, or similar, but in ROSS, these offices are considered "Local Dispatch" organization types.

Example #4: Organization Type: "Local Dispatch." Just to illustrate a point, let's imagine there was a "fourth tier" subordinate dispatch office called "Long Tom Dispatch Center" between EICC and a handful of Government (Non-Dispatch) Organizations. In other words, Long Tom Dispatch Center would place resource orders for these organizations' incidents with EICC (it's "parent"). In this

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hypothetical scenario, EICC would enter “Long Tom Dispatch Center” in ROSS as a “Local Dispatch” organization. So, Long Tom Dispatch Center’s **Parent Dispatch Affiliation** and **Managing Affiliation** would be EICC.

It will be helpful for you to be familiar with the terms “Parent” and “Child” in terms of dispatch hierarchies. In the above examples, NICC is the Parent dispatch organization to NWCC. Thus, NWCC is a Child (also called “subordinate”) dispatch organization of NICC. Likewise, NWCC is EICC’s Parent, and EICC is NWCC’s Child.

**The Parent Dispatch Affiliation** and **Managing Affiliation for a given dispatch organization** are one and the same. If need be, a dispatch organization’s managing and parent affiliation (and thus its ordering channel) may be changed in ROSS by selecting a new Parent Affiliation.

Dispatch organizations DO NOT have **Reporting** or **Agency Affiliations**, but we’ll look at them in the next section.

One last note before we move on. In the above example, ANY organizations serviced directly by NICC, NWCC, EICC or Long Tom Dispatch Center would be entered into ROSS by that center. For example, EICC provides dispatching services for the Willamette National Forest and the Eugene District Bureau of Land Management. EICC would enter the Willamette NF and the Eugene BLM District as “Government (Non-Dispatch)” organizations in ROSS.

## Agencies:

Remember we said earlier that an **Agency** could be thought of as the “umbrella” of several organizations. An agency does NOT represent a physical location or work group (e.g. a headquarters staff). An agency can be defined further by its **Political Type** or level (e.g. National, State, County, City, etc.). An agency is the only organization type that can have an **Abbreviation** entry (e.g. US Fish and Wildlife Service = FWS).

Like all ROSS organization types, agencies have a **Managing Affiliation** with the dispatch organization that entered the agency in ROSS. Not being a dispatch organization type, agencies do NOT have **Parent Dispatch Affiliations**. Agencies do NOT have **Reporting Affiliations**, because agency themselves do not report to any organization. Finally, agencies do NOT have **Agency Affiliations** (which would be redundant).

Let’s look at a few examples:

Example #1: The Bureau of Land Management (BLM) is a national level (political type) wildland agency encompassing all Bureau of Land Management organizations. The BLM agency is created by

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NICC, so the agency has a **Managing Affiliation** with NICC. Because it is an “agency” organization type, the BLM has no Parent Dispatch Affiliation, **Reporting Affiliation** or **Agency Affiliation**.

Example #2: The Oregon Department of Forestry (ODF) is a state level wildland agency encompassing all ODF organizations within the State of Oregon. The ODF agency is created by NICC, so the agency has a **Managing Affiliation** with NICC. Because it is not a dispatch organization, the ODF agency has no **Parent Dispatch Affiliation**. Because it is an “agency” organization type, the ODF has no **Reporting Affiliation** or **Agency Affiliation**.

Example #3: The Lane County Fire Department (LCFD) is a county level fire protection agency encompassing all LCFD organizations. The LCFD is created by EICC as a Government (Non-Dispatch) organization, so LCFD has a **Managing Affiliation** with EICC. Because it is a “Government (Non-Dispatch)” organization type, LCFD may or may not have a **Reporting Affiliation**. LCFD would have an **Agency affiliation** with the Lane County Agency, who was created by OR-NWC.

## Government (Non-Dispatch) Organizations:

A “Government (Non-Dispatch)” organization is any government organization that is NOT a dispatch organization (i.e. not Agency, NICC, GACC, Local Dispatch, National Cache or Local Cache). Some examples might include: the Washington Office – Bureau of Indian Affairs, Montana State Office BLM, Cameron Prairie National Wildlife Refuge, Gates of the Arctic National Park, Huron-Manistee National Forest, Eglin Air Force Base, Los Alamos National Laboratory, Angell Job Corps Center, Shasta-Trinity Ranger Unit, Butte County Fire Department, Craigsville Volunteer Fire Department, Miami Metro-Dade Fire Department, etc.

Like all organizations in ROSS, a Government (Non-Dispatch) Organization has a **Managing Affiliation** with the dispatch organization that created it and manages its information in ROSS.

A Government (Non-Dispatch) Organization normally is entered in ROSS by the dispatch organization that provides dispatch services to the organization. For example, EICC provides dispatching services for the Eugene District Bureau of Land Management. This district is a Government (Non-Dispatch) Organization, and EICC would enter it into ROSS. The **Managing Affiliation** for the Eugene District BLM is the Eugene Interagency Communication Center.

Government (Non-Dispatch) Organizations do NOT have a **Parent Dispatch Affiliation**, since they are not dispatch organizations.

Let’s illustrate the above example. As with dispatch organizations, we always start at the top:

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Example #1: The Washington Office of the Bureau of Land Management (Washington Office – BLM) is a Government (Non-Dispatch) Organization that falls under the umbrella of the Bureau of Land Management agency. The Virginia Interagency Coordination Center, which provides direct dispatching services for the Washington Office – BLM, enters the organization into ROSS. Thus, the Washington Office – BLM has a “**Managing Affiliation**” with the Virginia Interagency Coordination Center. Only that dispatch office can edit or delete the organization. Since the Washington Office – BLM is at the top of its organizational hierarchy, it reports to NO other organization in the agency. Therefore, the Washington Office – BLM has no “**Reporting Affiliation**” (one could say that the Director of the BLM reports to the Secretary of Interior, but the Department of the Interior [DOI] is a different “agency” in terms of ROSS – therefore, no reporting affiliation). The Washington Office – BLM is part of the BLM agency, so its “**Agency Affiliation**” is the Bureau of Land Management.

Example #2: The Oregon/Washington State Office of the Bureau of Land Management (Oregon/Washington State Office – BLM) is a Government (Non-Dispatch) Organization that is part of the Bureau of Land Management agency, and is headquartered in Portland, Oregon. The State Director reports directly to the Director of the Bureau of Land Management in the Washington Office – BLM. The Northwest Area Coordination Center in Portland, which provides direct dispatching services for the Oregon/Washington State Office - BLM, enters the organization into ROSS. Thus, the Oregon/Washington State Office – BLM has a “**Managing Affiliation**” with NWCC. Only that dispatch office can edit or delete the organization. The Oregon/Washington State Office - BLM has a “**Reporting Affiliation**” with “Washington Office – BLM.” The Oregon/Washington State Office - BLM is part of the Bureau of Land Management agency, so its “**Agency Affiliation**” is the Bureau of Land Management.

Example #3: The Eugene District BLM is a Government (Non-Dispatch) Organization that is part of the Bureau of Land Management agency, and is headquartered in Eugene, Oregon. The District Manager reports directly to the State Director of the Oregon/Washington State Office - BLM. The Eugene Interagency Communication Center in Eugene, which provides direct dispatching services for the Eugene District BLM, enters the organization into ROSS. Thus, the Eugene District BLM has a “**Managing Affiliation**” with EICC. Only that dispatch office can edit or delete the organization. The Eugene District BLM has a “**Reporting Affiliation**” of “Oregon/Washington State Office – BLM.” The Eugene District BLM is part of the Bureau of Land Management agency, so its “**Agency Affiliation**” is the Bureau of Land Management.

## Vendors:

A **Vendor** is a private “for-profit” company that has services or resources available for hire via contract or agreement by one or more wildland agency organizations. Common examples of vendors are those offering

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helicopter or fixed wing aircraft, national caterer/shower services, contract fire-fighting crews, sanitation services, copy machines, computers, restaurant meals, water tenders, vehicles, etc.

Although some vendors might have contracts/agreements with multiple dispatch offices, each Vendor Organization will be inputted into ROSS by one primary dispatch office. Thus, each vendor will have a **Managing Affiliation** with the dispatch organization that entered it in ROSS. Duplicate vendor organizations are NOT permitted in ROSS (e.g., Safeway, Inc. will only have one record in ROSS). However, a contract/agreement may be with a local outlet of a national chain. In this case the local outlet should be entered with a unique name such as the store number (e.g., Safeway, Inc. #1251). Before you create a vendor in ROSS you should perform a search to make sure it has not already been entered. Not being a dispatch organization type, vendors do NOT have **Parent Dispatch Affiliations**. Vendors do NOT have **Reporting Affiliations** or **Agency Affiliations**. Vendors that have agreements do not have to have a contract entered in ROSS; in this case the agreement number and resource can be entered at the time of the Fill.

Some contracts, like the national food and shower services contract, require that the government hire the closest available vendor to an incident. For this reason, each vendor's **Official City** and **Official State** will be entered in ROSS.

Here are a few examples:

Example #1: Sierra Pacific is a vendor that offers commercial jets for hire via a contract to the Forest Service. The National Interagency Coordination Center, the only dispatch organization that has the authority to hire Sierra Pacific, enters the vendor in ROSS. Thus, Sierra Pacific has a **Managing Affiliation** with NICC. Only that dispatch office can edit or delete the organization. As a vendor, Sierra Pacific has no **Reporting Affiliation** or **Agency Affiliation**.

Example #2: Allied Water Service is a vendor in the Northwest Area, which offers water tenders for hire via contract to the Forest Service. Although Forest Service and Dept of Interior organizations across the country could hire Allied Water Service equipment, the Northwest Area Coordination Center is the primary dispatch organization for Allied, and NWCC enters the organization into ROSS. Allied Water Service has a **Managing Affiliation** with NWCC. Only that dispatch office can edit or delete the organization. As a vendor, Allied has no **Reporting Affiliation** or **Agency Affiliation**.

Example #3: Pioneer Helicopter is a vendor in Central Oregon, which offers helicopters for hire via contract to the Forest Service and BLM. Although several Forest Service and Dept of Interior organizations can hire Pioneer Helicopter's aircraft under two separate agency contracts, the Eugene Interagency Communication Center is the primary dispatch organization for Pioneer, and EICC enters the organization into ROSS. Pioneer Helicopter has a **Managing Affiliation** with EICC. Only that

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dispatch office can edit or delete the organization. As a vendor, Pioneer Helicopter has no **Reporting Affiliation** or **Agency Affiliation**.

For more information about vendor-owned resources and contracts see ROSS Tips # 12 and 13.

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## **Non-Government Organizations:**

A **Non-Government Organization** is a private organization with services or resources available on a no-cost basis to one or more wildland agency organizations. Two common categories of Non-Government Organizations are non-profit organizations (e.g. The Nature Conservancy, the American Red Cross, the Boy Scouts of America, etc.) and educational institutions (e.g. University of Tennessee, Treasure Valley Community College, etc.).

Although some Non-Government Organizations' services or resources might be available to multiple dispatch offices, each Non-Government Organization will be input into ROSS by one primary dispatch office. Thus, each Non-Government Organization will have a **Managing Affiliation** with the dispatch organization that entered it in ROSS. Not being a dispatch organization type, Non-Government Organizations do NOT have **Parent Dispatch Affiliations**. They also do NOT have **Reporting Affiliations** or **Agency Affiliations**.

Similar to entering a Vendor Organization, an **Official City** and **Official State** will be entered in ROSS for each Non-Government Organization. The key reasons for differentiating between a Vendor and a Non-Government Organization is that Vendor Organizations can be associated with contracts and can be given the ability to status vendor resources via the World Wide Web.

Example #1: Treasure Valley Community College is a Non-Government Organization that offers volunteer fire camp assistance to the Vale BLM District in Oregon. Treasure Valley Community College has a **Managing Affiliation** with Vale Dispatch Center. Only that dispatch office can edit or delete the organization. As a Non-Government Organization, Treasure Valley Community College has no **Parent Dispatch Affiliation, Reporting Affiliation** or **Agency Affiliation**.

Example #2: The Nature Conservancy of Florida is a Non-Government Organization that offers prescribed fire and fire suppression assistance on a volunteer basis to the National Forests in Florida. The Nature Conservancy of Florida has a **Managing Affiliation** with the Florida Interagency Coordination Center. Only that dispatch office can edit or delete the organization. As a Non-Government Organization, The Nature Conservancy of Florida has no **Parent Dispatch Affiliation, Reporting Affiliation** or **Agency Affiliation**.

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## **Organization Screen Layout:**

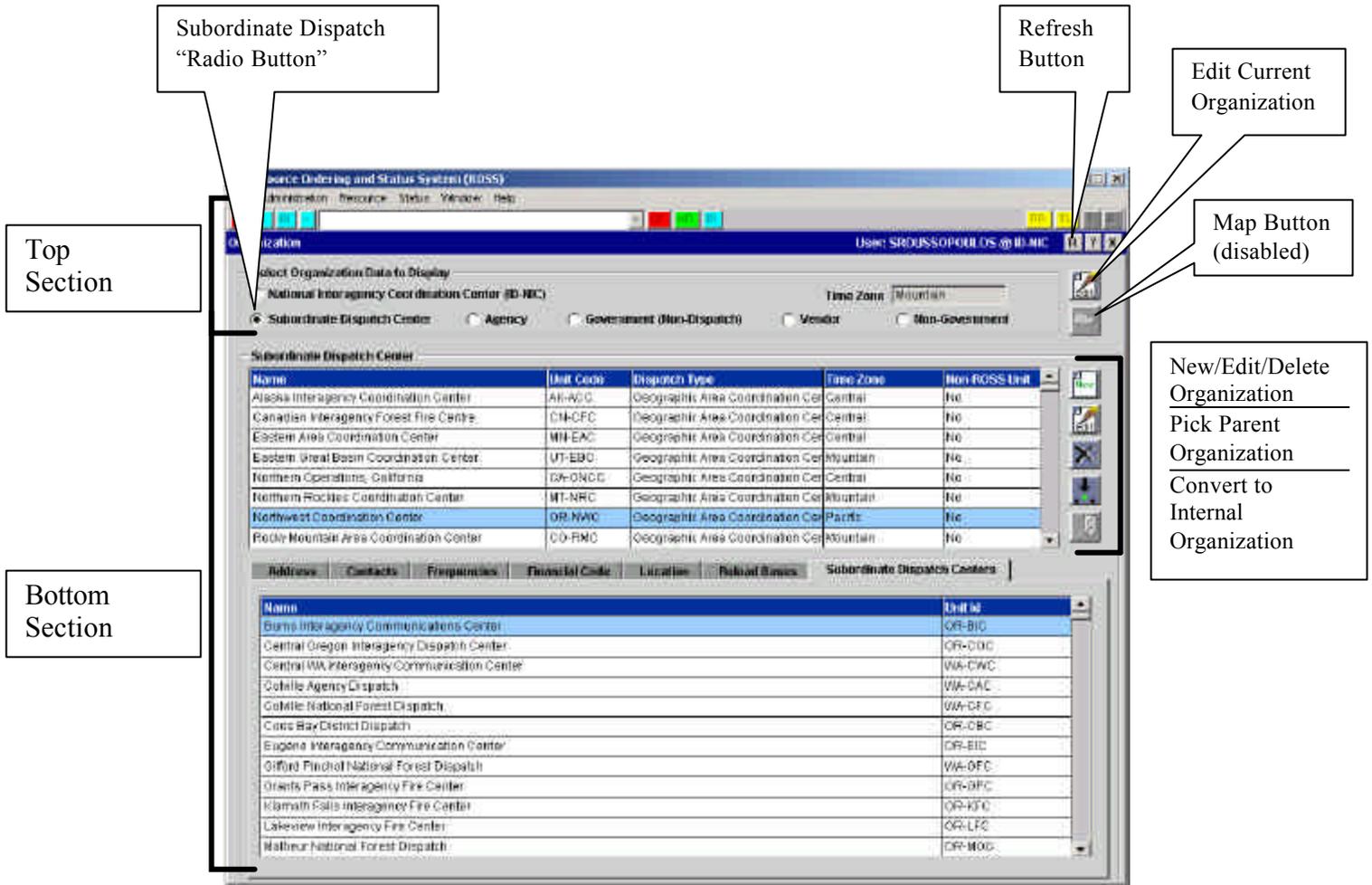
Let's take a quick look at the **Organization** screen layout and its features. The screen is comprised of two main sections. The top section is labeled **Select Organization Data to Display**. This section is used to choose organizations by type, which will permit the user to select them for viewing and editing. The bottom section of the screen is used to enter or change the basic data for an organization, and to delete organizations.

Whichever "radio button" is selected in the top section of the screen (e.g. Subordinate Dispatch Center, Agency, etc.) will determine what appears in the bottom section of the screen and what data entry items can or must be entered. The top radio button corresponds to your dispatch organization (the one under which you are CURRENTLY LOGGED ON), and allows you to edit the information for that organization. The remaining radio buttons are used for dispatch organizations directly "below" your dispatch center in the resource-ordering channel, or for other types of organizations whose ROSS data you manage.

The **Time Zone** box simply displays the time zone of the dispatch organization you are logged on as (which may be different than the time zone of the selected organizations in the table in the bottom section of the screen).

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**Refresh Button:** used to retrieve the most current information from the ROSS server and display it on the screen

**Edit Current Organization:** used to change information about your dispatch organization (the one under which you are currently logged on)

**Map Button:** disabled at this time. A ROSS Tip will be issued when this feature is activated.

**New Button:** used to create a new Dispatch, Agency, Government (Non-Dispatch), Vendor or Non-Government Organization (depending on which organization type radio button is highlighted)

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**Edit Button:** used to change information about a Dispatch, Agency, Government (Non-Dispatch), Vendor or Non-Government Organization (depending on which organization type radio button is highlighted)

**Delete Button:** used to remove an existing Dispatch, Agency, Government (Non-Dispatch), Vendor or Non-Government Organization (depending on which organization type radio button is highlighted)

**Pick Button:** used to select a Parent Dispatch for a dispatch organization, or a Managing Affiliation for an Agency, Government (Non-Dispatch), Vendor or Non-Government Organization (depending on which organization type radio button is highlighted)

**Convert to Internal:** used to convert an existing Non-ROSS Dispatch Organization to an “internal” organization (one using ROSS)

## **Entering Dispatch Organizations:**

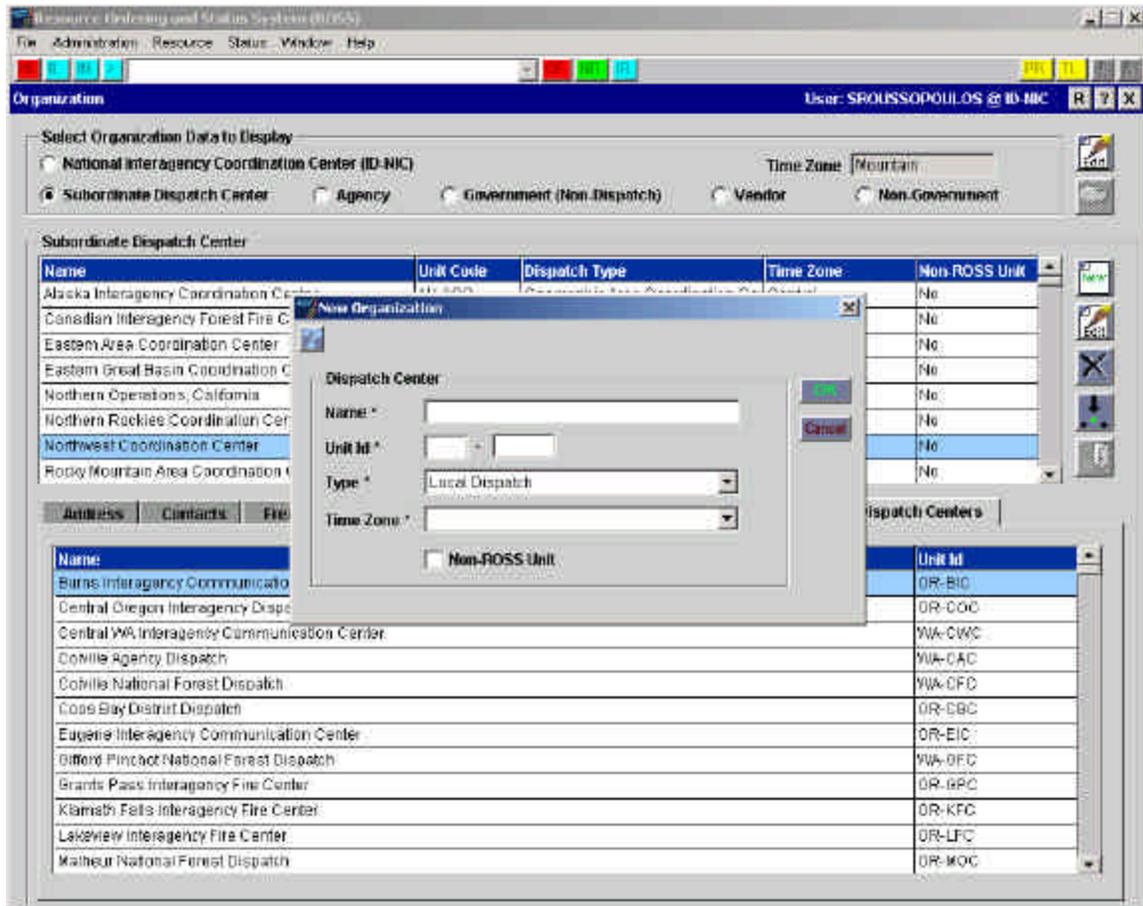
First, log onto the local ROSS Administration account, and then open the **Organization** screen by using the **Administration** drop-down menu on the menu bar. You should NOT enter or edit organization information while logged on to a personal ROSS User Account.

To view, edit or enter dispatch center organizations, first click the radio button for **Subordinate Dispatch Center** on the Organization Screen. This is where ANY dispatch organization below the current will be created.

Next click the “**New**” icon on the right side of the screen. This will allow you to create a new dispatch organization. In the pop-up **New Organization** window that appears you will see five entries: name, unit ID, (organization) type, time zone and whether it’s a “non-ROSS” organization (i.e. a dispatch office that will not be using ROSS). Each of the entries here will tell ROSS which dispatch organizations are affiliated with the current dispatch organization. ROSS determines automatically that whichever dispatch organization that you are logged on as will be the new dispatch organization’s managing organization in ROSS. For example, if you were logged on to the Administration account at NWCC and you created EICC, ROSS would recognize that NWCC created EICC and, in the future, would be the only office with editing authority to change or delete EICC’s information in ROSS.

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Let's look at each of the entries:

**Name\*:** Enter the Dispatch center's official name (e.g. Eugene Interagency Communication Center).

**Unit ID\*:** Enter the Dispatch Centers Unit ID. For the Eugene Interagency Communication Center, this would be "OR-EIC."

**Dispatch Type\*:** The choices available here are GACC (only NICC will have this choice), Local Dispatch, National Cache and Local Cache. For purposes of ROSS, caches are types of dispatch centers that "dispatch" supplies. GACCs will typically enter National Caches (e.g. the Northwest Area Incident Support Cache in Redmond, Oregon), and Local Dispatch centers will typically enter any Local Caches.

**Time Zone\*:** This will be the time zone for the dispatch center office (e.g. Pacific).

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**Non-ROSS:** This button is checked only if this organization does not plan on using ROSS for dispatching. If the organization later begins to use ROSS, you can change this. Once you change from a Non-ROSS Unit to a ROSS Unit, you cannot change it back.

\*Please note that a data entry field with an asterisk (\*) indicates that an entry is mandatory.

Once you've made all the entries, please click the **OK** button to create the new organization. You will now see your new dispatch organization in the **Subordinate Dispatch Center** table. If you need to revise any of this information (except for the **Dispatch Type**) now or sometime in the future, you can click the **Edit** icon, which is next to the Subordinate Dispatch Center table. Likewise, if you need to delete an organization, highlight it in the table (it will appear blue) and click the **Delete** icon.

As was mentioned earlier, ROSS concludes that the dispatch organization you log in as manages the information for the new dispatch organization. It also assumes that your dispatch organization is the "Parent" dispatch organization for the new entity. If this is not the case, you can change this.

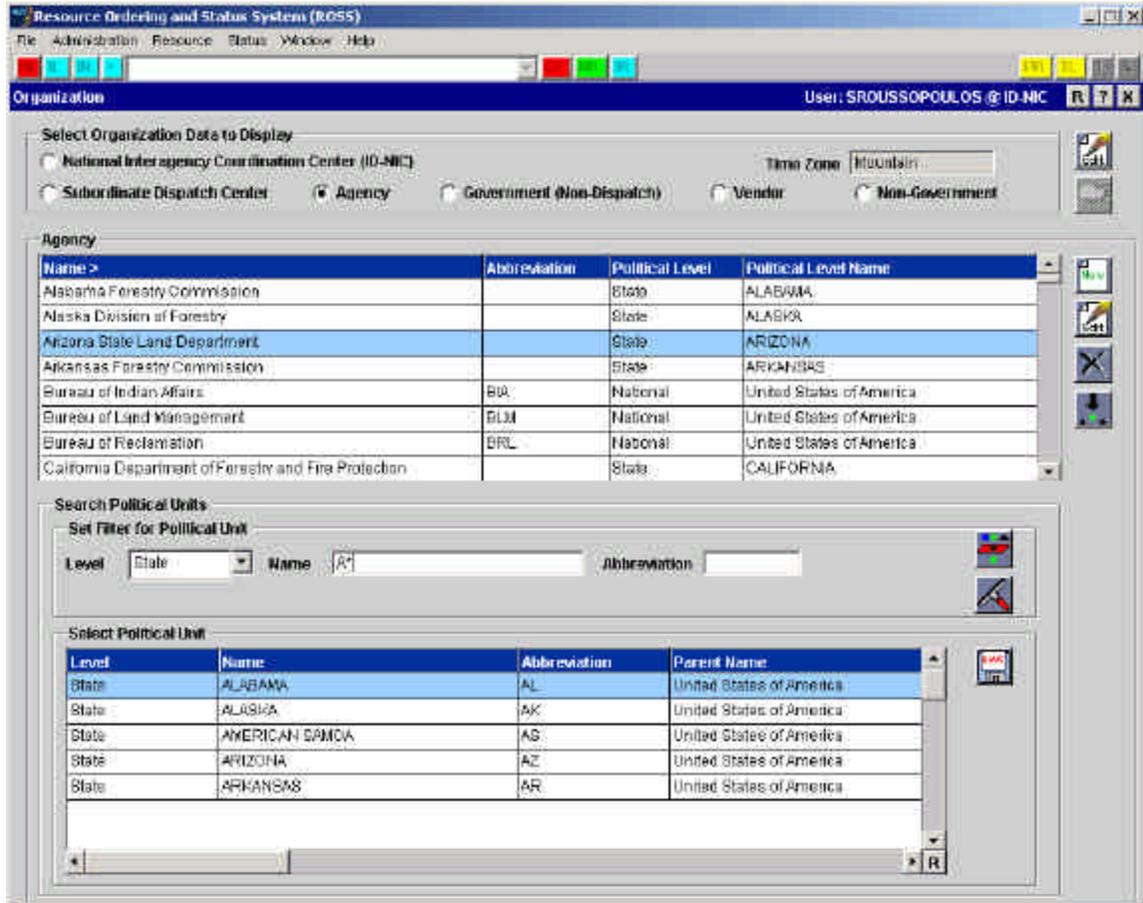
At the bottom of the organization screen you'll notice several **Tabs** for entering additional information. We'll explain those separately after looking at entering the other types of organizations. Most of these tabs for subordinate dispatch organizations are not editable. The parent dispatch center can only view this information.

## **Entering Agencies:**

Entering agencies is pretty straightforward. First, open the **Organization** screen by using the **Administration** drop-down menu on the menu bar. Next, click the radio button for **Agency** on the Organization Screen.

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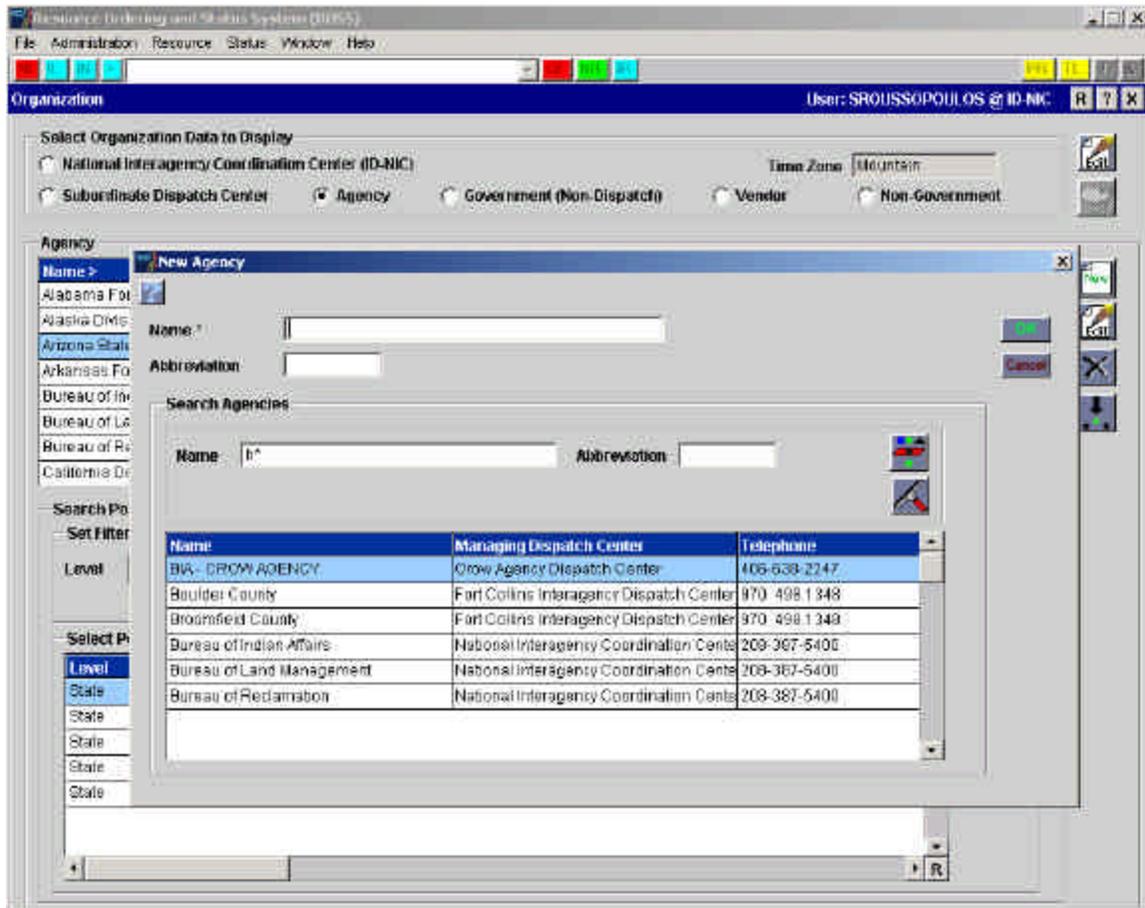
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Next click the **New** icon on the right side of the screen. This will allow you to create a new Agency. In the pop-up **New Agency** window that appears you will see two entries: **Name** and **Abbreviation**.

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Before entering a new Agency, it's best to search for the Agency to ensure you're not making a duplicate entry. Using the bottom section of the screen ("Search Agencies"), you can search for either the Agency Name or the Agency Abbreviation. The asterisk (\*) character is a "wildcard" in any filter or search function in ROSS, so if you were to search for the Bureau of Indian Affairs, you could enter "b\*" in the **Name** or **Abbreviation** field to filter for the records starting with that letter. Keep in mind that the key federal agencies and State agencies with primary wildland fire responsibility have already been entered in ROSS.

After entering your search criteria click the **Filter Agencies** icon . Any Agencies that have been entered previously will be displayed, along with the **Managing Dispatch Center** that entered them, and that dispatch organization's **Telephone** number. The **Clear Search** icon is used to clear the search screen, which lets you do subsequent searches without closing the pop-up window.

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Once you're satisfied that your Agency has not been entered previously into ROSS, type the Agency Name into the **Name** field at the top of the **New Agency** pop-up window. Type in the Agency Abbreviation (optional) and click **OK**.

If you decide that you do NOT want to add an Agency, simply click the **Cancel** button to close the window.

Once the ROSS Application has accepted the new Agency, the following message will appear, "All agencies require a political unit." Click **OK**. The last step in entering the agency record will be to select the correct **Political Unit** and level to which that agency belongs. Political units have been imported into ROSS from USGS data. All US counties and parishes exist in ROSS as *political units* with the level of County. However, county *agencies* and fire departments must be created where necessary (e.g., Butte County *agency* and Butte County Fire Department *government (non-dispatch)*).

Here are two examples of Agencies and the Political Units to which they belong:

## Example #1:

<b>Agency:</b>	Pennsylvania Department of Conservation and Natural Resources
<b>Political Unit:</b>	Pennsylvania
<b>Level:</b>	State
<b>Abbreviation:</b>	PA
<b>Parent Name:</b>	United States of America

## Example #2:

<b>Agency:</b>	Washoe County Emergency Management Agency
<b>Political Unit:</b>	Washoe
<b>Level:</b>	County
<b>Abbreviation:</b>	(none)
<b>Parent Name:</b>	Nevada

Make sure the new Agency Name is highlighted in the Agency table. In the "Search Political Units" section of the screen, select the **Political Level** from the drop-down menu (e.g. State, County, City, National, etc.). If you're not sure, you can select multiple levels from which to search. Next, using the "\*" wildcard, enter the first few letters of the Political Unit name (e.g. "pen\*" to find the State of Pennsylvania). You can also search in the **Abbreviation** field, but abbreviations are generally reserved for States, Provinces and Countries (e.g. USA = United States of America). Once you've found the Political Unit to which your Agency belongs, highlight it in the "Select Political Unit" table and click the **Save** icon. This will assign your agency to its correct political unit, and this information will be displayed in the Agency table.

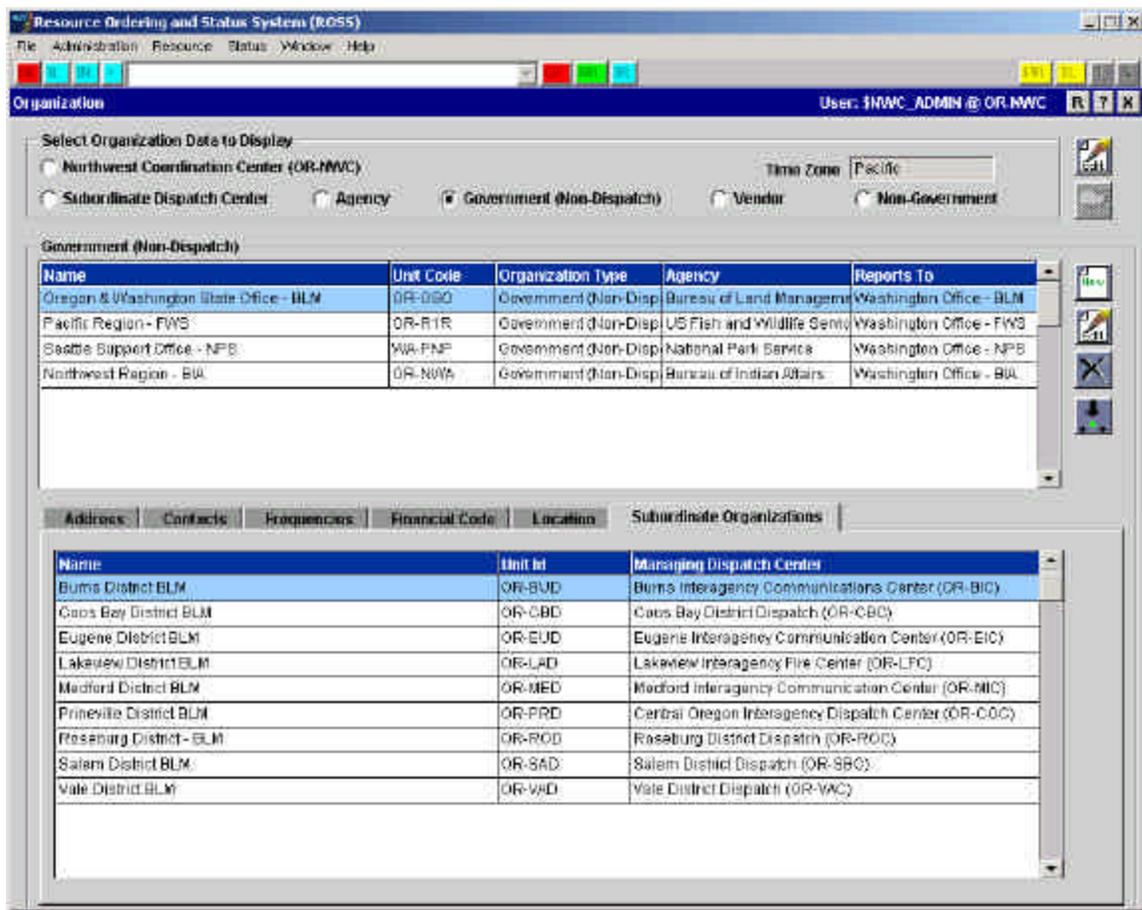
## Entering Government (Non-Dispatch) Organizations:

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The best advice we can offer on entering Government (Non-Dispatch) Organizations is to first diagram the organizational hierarchy (i.e. reporting affiliations), and which dispatch organization will enter and manage each organization's data in ROSS (i.e. its managing affiliations). This will help you determine how the organizations should be input. **We encourage you to contact the ROSS Helpdesk if you have any questions. The Helpdesk staff has experience helping ROSS users diagram their complex organizational relationships in preparation for organization entry.**

When you're ready to begin, open the **Organization** screen from the ROSS Admin drop-down menu. Select the "Government (Non-Dispatch)" radio button.

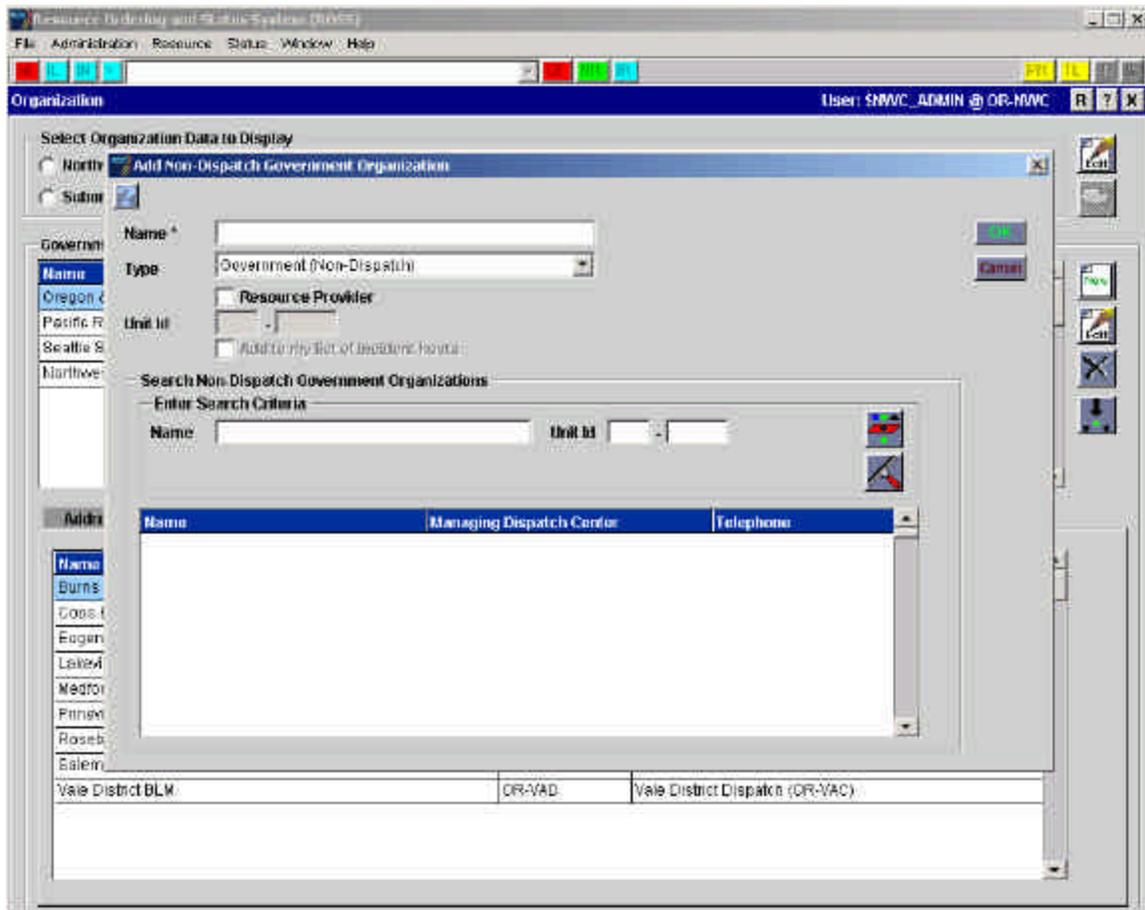


As we showed you when entering Agencies, use the **Search Government (Non-Dispatch) Organizations** section in the bottom section of the screen to ensure that you don't make a duplicate entry. Once you're

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satisfied that your Government (Non-Dispatch) Organization has not been entered previously into ROSS, type the Government (Non-Dispatch) Organization name into the **Name** field at the top of the **Add Non-Dispatch Government New Organization** pop-up window and click **OK**.



Now let's look at each of the entries in the **Add Non-Dispatch Government New Organization** window:

**Name\*:** Enter the Government (Non-Dispatch) Organization's official name (e.g. Williamette National Forest). Note: please see ROSS Tips #4, #5, #6, #7 and #8 for specific suggestions on naming and entering Government (Non-Dispatch) Organizations of the USDA Forest Service, National Park Service, counties and cities, states, Bureau of Indian Affairs and US Fish and Wildlife Service.

**Type:** The choices available here are "Government (Non-Dispatch)" and "ARTCC." An ARTCC is a Federal Aviation Administration (FAA) Air Route Traffic Control Center.

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**Resource Provider:** This button is checked only if this organization can provide resources for incidents. Most Government (Non-Dispatch) Organizations you enter will be resource providers (an example of one that would not be considered a resource provider might be a small district office with no qualified overhead personnel resources). Note: an ARTCC cannot be a Resource Provider. Note: Many folks want to classify their sub-units as Resource Providers. DO NOT do this. A sub-unit is classified as a Home Unit.

**Unit ID:** A Unit ID is required for any Government (Non-Dispatch) Organization that provides resources. If you didn't click the Resource Provider check box, you will not be allowed to enter a Unit ID. For the Willamette National Forest, this would be "OR-WIF," with the Oregon postal code "OR" entered in the first entry field, and "WIF" entered in the second field. As with Dispatch Organizations, Geographic Area Coordinating Groups approve Unit Identifiers, so please don't just make one up.

**Add to my list of incident hosts:** Each dispatch center typically provides dispatch services to a "Government (Non-Dispatch)" organization that provides resources and hosts incidents. In order to perform resource ordering for these units, they MUST be added to this list.

\*Please note that, as with all ROSS screens, a data entry field with an asterisk (\*) indicates that an entry is mandatory.

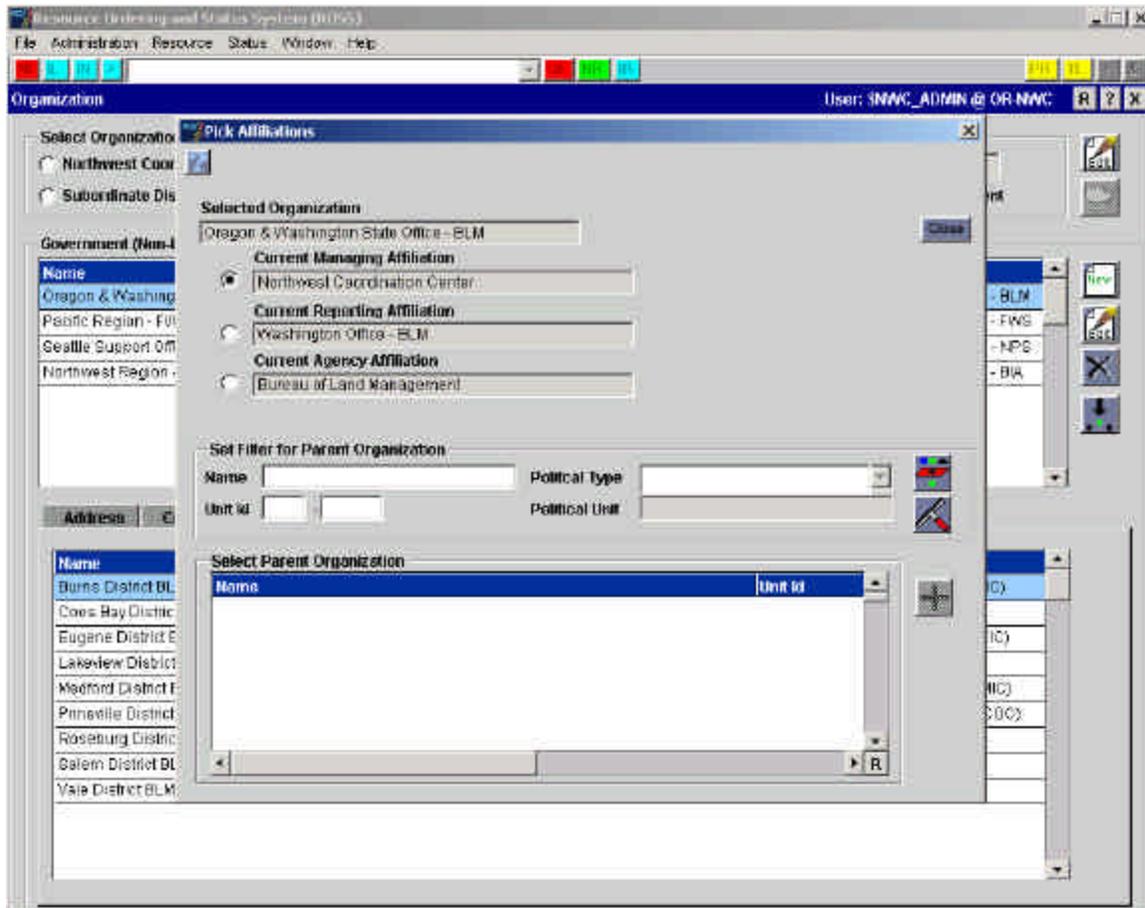
Once you've made all the entries, please click the **OK** button to create the new organization. You will now see your new organization in the "Government (Non-Dispatch)" table. If you need to revise any of this information, except organization type, click the **Edit** icon, which is next to the Government (Non-Dispatch) grid. Likewise, if you need to delete an organization, highlight it in the table and click the **Delete** icon.

Notice that the **Agency** and **Reports To** columns contain no information for this new organization. These affiliations are necessary in order for ROSS to answer the questions that are often posed to dispatchers. For example, if a Regional Director for the National Park Service wants to find out how many Park Service resources are currently committed to incidents, we first need to "tell" ROSS which organizations report to that region (i.e., all the NPS units in the region).

Make sure your new organization is highlighted (it will appear blue) and click the **Pick Affiliations** icon, which is next to the Government (Non-Dispatch) table. This will open the **Pick Affiliations** pop-up window where we'll enter this information. The **Pick Affiliations** pop-up window has a window showing the selected organization, and three fields for three types of entries.

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Let's look at each entry.

**Current Managing Affiliation:** As before, ROSS determines that the dispatch organization creating the new Government (Non-Dispatch) Organization is the one that has editing privileges in ROSS to edit or delete the organization. If you change this to another dispatch organization, your organization will no longer be able to view and edit this organization.

**Current Reporting Affiliation:** Within most agency or corporate organizational hierarchies, an office at each level reports to an office at a higher level. For example, the Regional Director for the Rocky Mountain Region of the National Park Service reports directly to the National Park Service Director in the NPS Washington Office. Thus, the Rocky Mountain Regional Office – NPS has a “reporting affiliation” with the Washington Office – NPS. So, if you were logged on as the Rocky Mountain Area Coordination Center and were entering the Rocky Mountain Regional Office – NPS, you would click the radio button next to the “Current Reporting

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Affiliation” box, and then search below for the Washington Office – NPS as its “parent” organization. Only those organizations that have been entered as a “Government (Non-Dispatch) Organization” can be selected for a reporting affiliation. Remember to use the “\*” character as a wildcard. It is often easier to search by an organization’s Unit ID than by its name if you are unsure how the name was entered in ROSS. Once you’ve found the correct organization, click the “+” icon to select it and establish this reporting affiliation for your new organization. If the parent organization you are looking for has not been created in ROSS, please contact the ROSS Helpdesk. They can determine which dispatch organization needs to enter the organization and advise you when this has been done.

**Current Agency Affiliation:** If the highest office in the reporting chain has an Agency Affiliation entry in ROSS, then each level below that office will automatically have the affiliation too. So, in most cases, once you’ve picked the Current Reporting Affiliation, the Agency Affiliation will fill in automatically. If not, the Current Reporting Affiliation is probably wrong and needs to be checked. Only those organizations that have been entered as an “Agency” can be selected for an agency affiliation. This information is necessary to run reports that will show such information as, for example, all Bureau of Land Management organizations currently having open resource orders, or all Oregon Department of Forestry resources committed to incidents.

The **Political Type** field can be used to filter (narrow the search) for a parent organization such as a “County,” “Borough” or “State” when selecting an Agency Affiliation. Note: Boroughs, Parishes, Townships are all listed as counties in ROSS.

The **Political Unit** field displays the unit to which an Agency belongs (e.g. the Pennsylvania Department of Conservation and Natural Resources belongs to the State of Pennsylvania – its Political Unit).

## **Entering Vendor Organizations:**

It’s quite a bit simpler to enter Vendors than it is Government (Non-Dispatch) Organizations.

When you’re ready, open the **Organization** screen from the ROSS Admin drop-down menu. Next, click the radio button for **Vendor**.

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The screenshot shows the Resource Ordering and Status System (ROSS) interface. The title bar reads "Resource Ordering and Status System (ROSS)". The menu bar includes "File", "Administration", "Resource", "Status", "Window", and "Help". The user is identified as "User: SROUSSOPOULOS @ ID-NIC".

The "Organization" section is active, showing "Select Organization Data to Display" with radio buttons for "National Interagency Coordination Center (ID-NIC)", "Subordinate Dispatch Center", "Agency", "Government (Non-Dispatch)", "Vendor" (selected), and "Non-Government". A "Time Zone" dropdown is set to "Mountain".

The "Vendor" section displays a table of existing vendors:

Name	Official City	Official State
AAA Mobile Showers	Placerville	CA
Abel Fire Equipment	Diamond Springs	CA
Action Sanitary	Vallejo	CA
Aero Flite	Kingman	AZ
Aero Union	Chico	CA
Aerowest Helicopters Inc.		
Agrotors	Gettysburg	PA
AIR Inc.	Apple Valley	CA

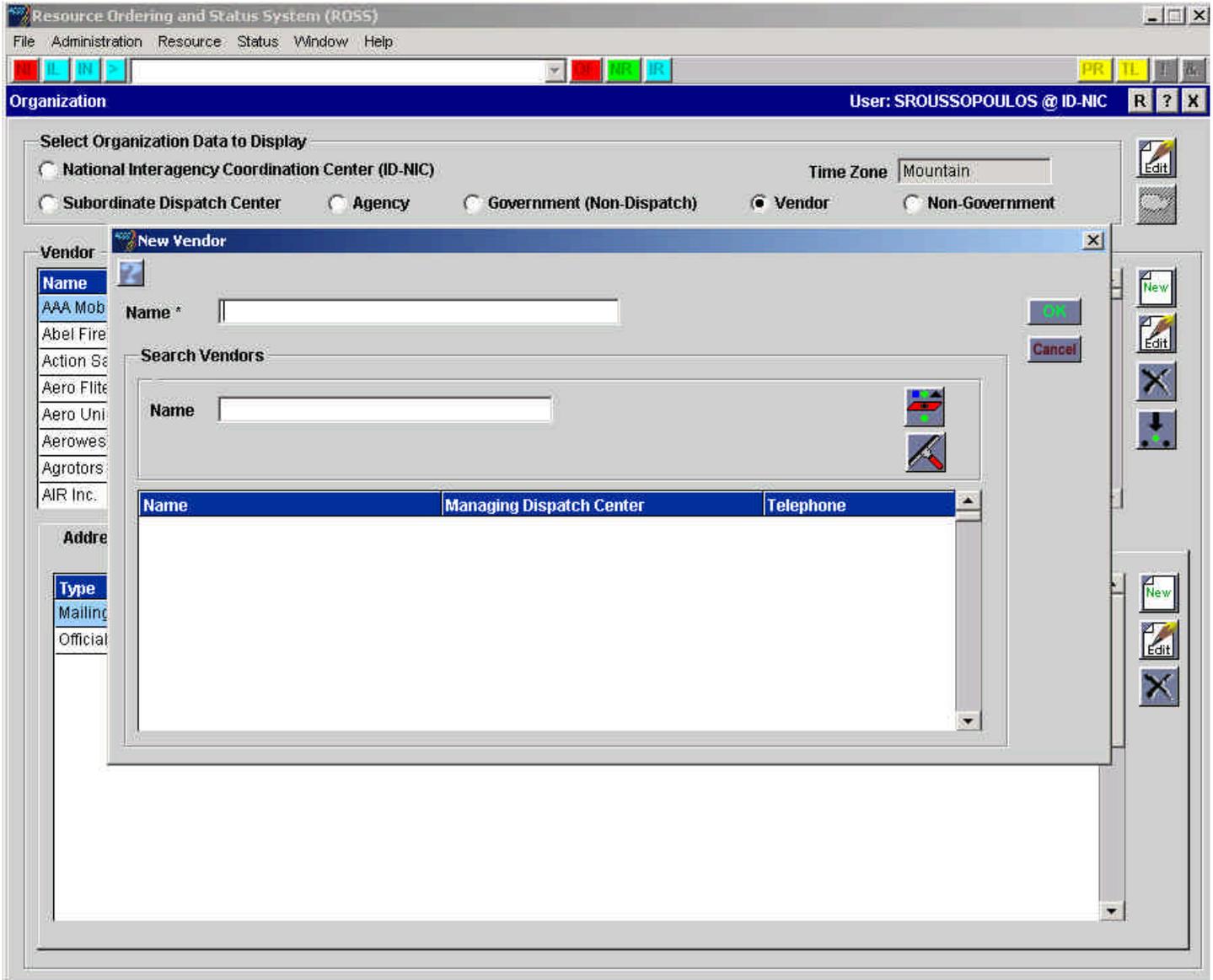
Below the vendor table, there are tabs for "Address", "Contacts", "Frequencies", and "Location". The "Address" tab is selected, showing a table of addresses:

Type	Street 1	Street 2	City	State	Zip	Country
Mailing	PO Box 1774		Diamond Springs	CA	95619	USA
Official	2000 Camp Navoo Road		Placerville	CA	95667	USA

Next click the "New" icon on the right side of the screen. This will allow you to create a new Vendor Organization. Use the **Search Vendors** section in the bottom section of the screen to ensure that you don't enter a duplicate entry. Once you're satisfied that your vendor has not been previously entered into ROSS, type the vendor name into the **Name** field at the top of the **New Vendor** pop-up window and click **OK**.

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After entering a new vendor, the **Edit** icon will let you edit the Vendor Name or perform another search.

When entering a new Vendor, ROSS will assume that the dispatch organization you are logged on as will manage the ROSS data on the vendor (i.e. the vendor's **Managing Affiliation**). If you need to change its "Managing Affiliation," make sure your new organization is highlighted and click the **Pick Parent Dispatch** icon, which is next to the Vendor table. This window will allow you to search for dispatch organizations and

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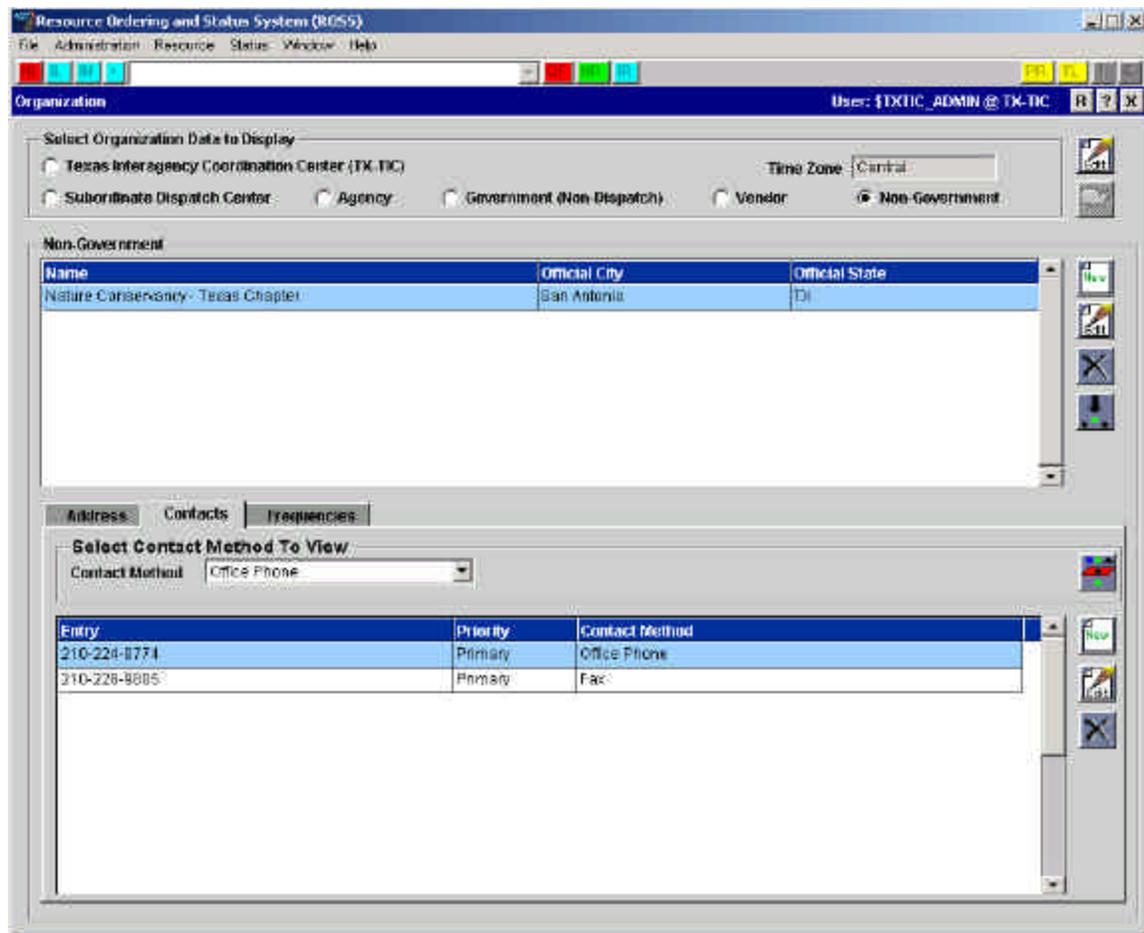
select one as the new managing office. Once this change is made your organization will no longer be able to view or edit the Vendor organization.

All that's left to do is enter information on the Tabs at the bottom of the screen.

## Entering Non-Government Organizations:

Entering **Non-Government Organizations** is nearly identical to entering Vendors.

Bring up the **Organization** screen as before. Next, click the radio button for **Non-Government Organization**.

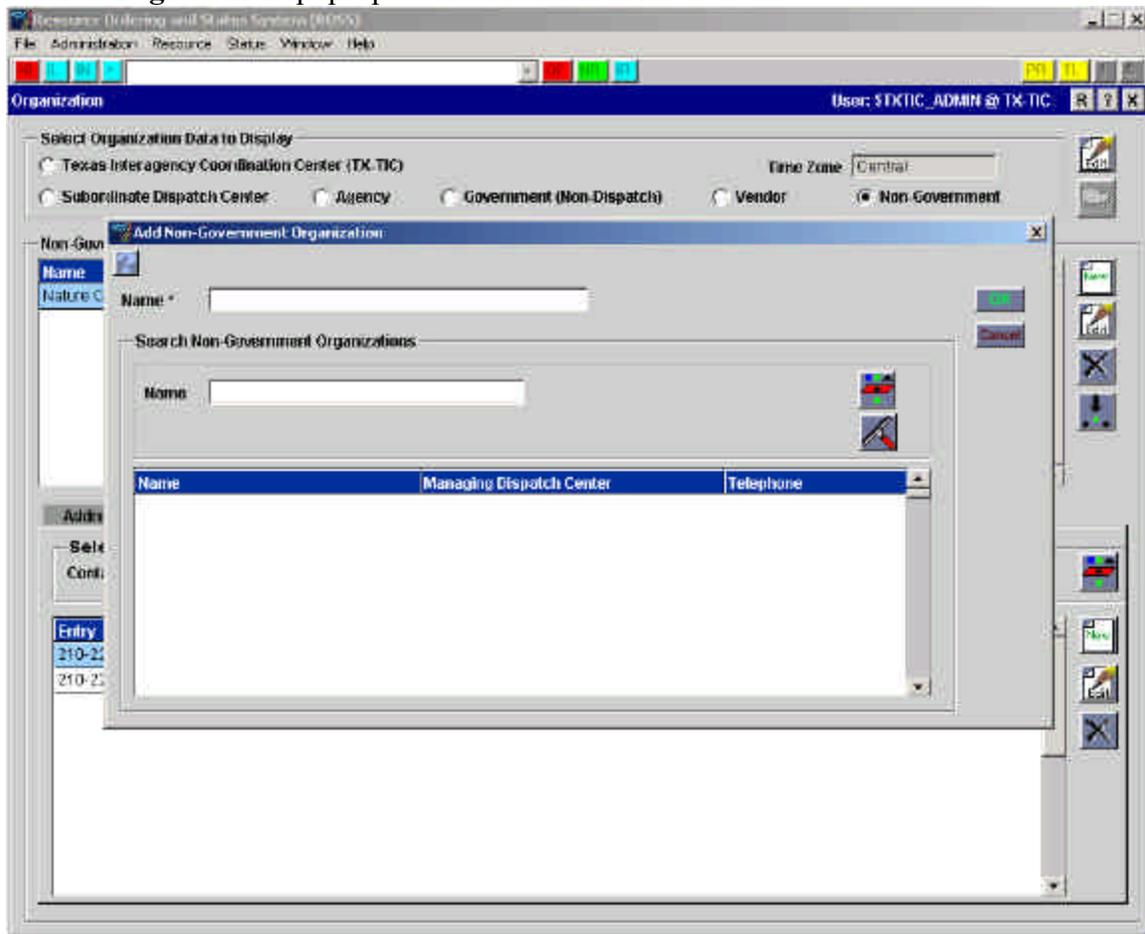


Click the “**New**” icon on the right side of the screen. This will allow you to create a new Non-Government Organization. Use the **Search Non-Government Organizations** section in the bottom section of the screen to

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ensure that you don't make a duplicate entry. Once you're satisfied that your vendor has not been previously entered into ROSS, type the Non-Government Organization name into the **Name** field at the top of the **Add Non-Government Organization** pop-up window and click **OK**.



After entering a new Non-Government Organization, the **Edit** icon will let you edit the organization name or perform another search.

When entering a new Non-Government Organization, ROSS will assume that the dispatch organization you are logged on as will manage the ROSS data for the Non-Government Organization (i.e. its **Managing Affiliation** is your dispatch organization). If you need to change its “Managing Affiliation,” make sure your new organization is highlighted and click the **Pick Parent Dispatch** icon, which is next to the Non-Government Organization table. This window will allow you to search for dispatch organizations and select one as the new managing office.

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All that's left to do is enter information on the Tabs at the bottom of the screen.

## **Tab Information:**

At the very bottom of the organization screen, you will see up to eight **Tabs**, depending on the **Organization Type** chosen in the **Select Organization Data to Display** at the top of the screen. These tabs are for entering and displaying additional information about the organization highlighted in the table above the tabs. When **Agency** is the selected organization type, there are NO tabs. Also, some of the tabs contain information that is derived elsewhere in the ROSS application, and therefore cannot be edited directly on the tab. This is noted in the table below.

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The following table displays the tabs that will be displayed for each organization type.

Tabs Displayed on Organization Screen										
Organization Type	Address	Contacts	Frequencies	Financial Code	Location	Reload Base	Incident Numbering	Incident Hosts	Subordinate Dispatch Centers	Subordinate Organizations
β										
<b>(Your current Dispatch Organization)</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
<b>NICC</b>	* Yes	* Yes	* Yes	* Yes	* Yes	* Yes	No	No	* Yes	No
<b>GACC</b>	* Yes	* Yes	* Yes	* Yes	* Yes	* Yes	No	No	* Yes	No
<b>Local Dispatch</b>	* Yes	* Yes	* Yes	* Yes	* Yes	* Yes	No	No	* Yes	No
<b>National Cache</b>	* Yes	* Yes	* Yes	* Yes	* Yes	* Yes	No	No	* Yes	No
<b>Local Cache</b>	* Yes	* Yes	* Yes	* Yes	* Yes	* Yes	No	No	* Yes	No
<b>Agency</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Government (Non-Dispatch) Including ARTCCs</b>	Yes	Yes	Yes	Yes	Yes	No	No	No	No	* Yes
<b>Vendor</b>	Yes	Yes	Yes	No	Yes	No	No	No	No	No
<b>Non-Government</b>	Yes	Yes	Yes	No	No	No	No	No	No	No

**Create new tab information:** to enter **New** information on a tab, first make sure the correct organization is highlighted in the table. Click the tab to which you want to add information. Click the **New** icon. Enter the required and/or optional information and then click the **Save** icon when you are finished.

**Edit existing tab information:** to **Edit** existing information on a tab, first make sure the correct organization is highlighted in the table. Click the tab in which you want to edit information. Click the **Edit** icon. Edit the information and then click the **Save** icon when you are finished.

\* **Tab information derived elsewhere in ROSS:** Tabs identified with an asterisk (\*) above contain information that is created elsewhere in the ROSS application and simply appears on the tab. For example: information on the **Address** tab of a **Subordinate Local Dispatch Center** is entered by logging on as THAT

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Dispatch Organization, clicking the radio button for the current dispatch organization and clicking the **New** icon in the **Current Dispatch Center** area of the screen. Information on the **Subordinate Organization** tab is entered by first selecting the **Government Non-Dispatch Organization** radio button. Next, highlight the subordinate organization in the “Government Non-Dispatch” table, and then use the **Pick Affiliations** button to designate the parent organization for that subordinate organization. When you then highlight its parent organization, the subordinate organization will appear on the **Subordinate Organization** tab.

Let’s look at the information that is entered in each tab:

## Address Tab:

ROSS uses this information to display an organization’s address whenever that organization creates a resource order request or has a new incident.

<b>Type:</b>	Pick from drop-down menu (e.g. mailing address, shipping address, etc.)
<b>Street 1:</b>	Street address or P.O. Box number
<b>Street 2:</b>	Optional (e.g. Suite #)
<b>City:</b>	Text entry
<b>State:</b>	Text entry (postal code recommended)
<b>Zip Code:</b>	Optional
<b>Country:</b>	Defaults to USA

## Contacts:

ROSS uses this information to display telephone numbers or other means of getting in touch with an organization.

<b>Entry:</b>	Text entry
<b>Priority:</b>	Pick from drop-down menu (e.g. primary, alternate, etc.)
<b>Contact Method:</b>	Pick from drop-down menu (e.g. office phone, fax, e-mail, etc.)

## Frequencies:

ROSS uses this information to display an organization’s regular radio frequencies.

<b>Frequency:</b>	Text entry
<b>Tone:</b>	Text entry for those frequencies having a separate tone
<b>Type:</b>	Pick from drop-down menu (e.g. air-to-ground, air-to-air, etc.)
<b>Primary:</b>	Check box for the main frequency for an organization

## Financial Code:

ROSS uses this information for resource order numbering.

<u>One Financial Code:</u> used for entering a single financial code for an organization
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<b>Financial Code:</b>	Text entry
<b>Fiscal Year:</b>	Text entry
<b>Active:</b>	Check box
<b>Owned By:</b>	Pick agency (in ROSS) from drop-down menu to which code belongs

<u>Add Multiple Financial Codes:</u> used for entering a range of financial codes for an organization so that ROSS can assign them to subsequent incidents	
<b>Fiscal Year:</b>	Text entry
<b>Financial Code Prefix:</b>	Text entry (e.g. override codes or other prefixes such as 0811_P)
<b>Range Minimum:</b>	Starting number of multiple code range
<b>Range Maximum:</b>	Ending number of multiple code range
<b>Owned By:</b>	Pick agency (in ROSS) from drop-down menu to which code belongs

## Location:

ROSS uses this information for GIS mapping purposes and to calculate closest forces information.

<b>Latitude:</b>	Degrees, Minutes, Seconds, North or South (Note: all organizations north of the Equator are located in North Latitude)
<b>Longitude:</b>	Degrees, Minutes, Seconds, West or East (Note: all organizations in North America are located in West Longitude)

## Reload Bases:

ROSS allows the user to select airports that have been designated as tanker bases (on the Airport screen), and are used by the highlighted dispatch organization.

<b>Airport Name:</b>	Official airport name (FAA in the US; ICAO if outside the US)
<b>FAA Code:</b>	Official airport code (“ICAO code” for airports outside of the US)

## Incident Numbering:

ROSS uses this information for automatic numbering. This feature allows a dispatch office to account for initial reports or incidents that occurred prior to implementing ROSS Dispatch.

<b>Initial Report Sequence Next Value:</b>	Pick starting number for ROSS to number your new reported incidents
<b>Incident Sequence Next Value:</b>	Pick starting number for ROSS to number your new incidents

## Incident Host:

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ROSS uses this information to show the “Government (Non-Dispatch)” organizations your dispatch organization serves and can host incidents. Note: A Government (Non-Dispatch) organization can be served by more than one dispatch office.

<b>Organizations Managed by (your dispatch organization):</b>	Filter button
<b>All Organizations:</b>	Filter button
<b>Name:</b>	Filter field for picking organization which will host incidents
<b>Unit ID:</b>	Filter field for picking organization which will host incidents
<b>Managing Dispatch Center:</b>	Fills in automatically

## Subordinate Dispatch Centers:

“Child” dispatch organizations of the highlighted “parent” dispatch organization.

<b>Name:</b>	These fields are completed automatically when a dispatch organization picks the highlighted center as its Parent Dispatch.
<b>Unit ID:</b>	

## Subordinate Organizations:

“Child” Government (Non-Dispatch) Organizations of the highlighted “parent” Government (Non-Dispatch) Organization.

<b>Name:</b>	As with Subordinate Dispatch Centers, these fields are completed automatically when a Government (Non-Dispatch) Organization establishes a Reporting Affiliation to the highlighted organization.
<b>Unit ID:</b>	
<b>Managing Dispatch Center:</b>	

## Organization Type Definitions:

**National Interagency Coordination Center:** this is a type of dispatch organization. There is only one organization that exists in ROSS whose organization type is “National Interagency Coordination Center”. Users should NOT create any additional organizations of this type.

**Geographic Area Coordination Center:** this is a type of dispatch organization. An organization of type “Geographic Area Coordination Center” (or GACC for short) exists for each of the eleven geographic areas of the country.

**Local Dispatch:** this is a type of dispatch organization. This typically is the organization that exists at the lowest level of the dispatch reporting chain. There are cases however where local dispatch offices may have a dispatch affiliation with another local dispatch office. Basically, any dispatch organization under a GACC is a local dispatch organization.

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**National Cache** : one of the primary interagency incident support caches across the nation (there are currently approximately eleven). For purposes of ROSS, these caches have nearly identical attributes as GACCs, and typically are entered by a GACC.

**Local Cache**: one of the many unit-level NFES incident support caches, which provide support for initial attack and extended attack incidents. For purposes of ROSS, these caches have nearly identical attributes as Local Dispatch organizations, and normally are entered by a Local Dispatch organization.

**Agency**: an organization of type “Agency” represents an organization that DOES NOT have a specific location. An agency has a political type (or level) of national, state, county, borough, parish, township, city, etc. Examples of these are: National Park Service, Texas State Forest Service, Santa Clara County, City of Boulder and others. This type of organization entry includes: hierarchy and agency.

**Government (Non-Dispatch)** : an organization of type “Government (Non-Dispatch)” represents a government organization that is not a dispatch organization. Government (Non-Dispatch) Organizations include: Washington Office – BIA, Pacific Region – FWS, Deschutes National Forest, Tallahassee State Office – FL DOF, and Santa Clara County Fire Department.

**ARTCC**: this is an abbreviation for Air Route Traffic Control Center. These organizations, affiliated with the Federal Aviation Administration (FAA) agency, are a sub-type of Government (Non-Dispatch) Organization, and are entered typically only by NICC or a GACC.

**Vendor**: an organization of type “Vendor” represents a private, for-profit company. Examples of this might be Safeway Grocery Store #121, Joe’s Sandwich Shop, ABC Logging and Construction, etc.

**Non-Government**: an organization of type “Non-Government” is an organization that is NOT a government agency, but also is NOT a private, for-profit company. Non-Government Organizations include: non-profit entities (e.g. Girl Scouts of America, the Nature Conservancy, American Red Cross, Sierra Club, etc.) and educational entities (e.g. Universities and Colleges).

## Affiliation Definitions:

**Managing Affiliation**: the NICC, GACC or Local Dispatch organization which has the authority to edit or delete an organization record in ROSS. When an organization of any type is first created (entered) in ROSS, the Managing Affiliation will default to the dispatch organization that entered it.

**Reporting Affiliation**: the office to which a Government (Non-Dispatch) Organization reports within the same agency. For example, within the National Park Service agency, the Intermountain Region – NPS reports to the

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Washington Office – NPS, and therefore has a Reporting Affiliation with that organization. Only Government (Non-Dispatch) Organizations have reporting affiliations.

**Agency Affiliation:** the agency “ownership” of an organization. For example, the Washington Office – BLM, Oregon/Washington State Office BLM and the Eugene District BLM ALL have an Agency Affiliation of “Bureau of Land Management.”

**Parent Dispatch Affiliation:** this is basically the same as the Managing Affiliation, but applies only to dispatch organizations. It refers to both the dispatch organization that has the authority to edit or delete an organization record in ROSS, AND the dispatch organization which is directly above a dispatch organization in the resource ordering channel. For example, if the Eugene Interagency Communication Center cannot fill a resource order request, it will “place the request up” to the Northwest Area Coordination Center. Thus, EICC has a Parent Dispatch Affiliation with NWCC. When a dispatch organization of any type is first entered in ROSS, the Parent Dispatch Affiliation will default to the dispatch organization that entered it.