

# ROSS TIPS

ROSS TIP: ORG-2004-3  
Date: April 12, 2004 – V3  
Subject: Entering National Park Service Organizations into ROSS

The focus of this paper is to present data standards for entering National Park Service organizations into ROSS, and to show a few examples of typical NPS organizations and what information needs to be entered for each. In addition, we'll discuss the rationale for entering or not entering National Park Groups, National Park Districts and Detached Units as ROSS organizations, and we'll provide examples of each.

For an overview of entering organizations into ROSS, please see ROSS Tip #3. This, and other ROSS Tips can be found online at: <http://ross.nwcg.gov/rosstips.htm>. The ROSS Helpdesk is an excellent source of assistance and can be contacted at 1-866-224-7677 or via e-mail at [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov).

## Data Requirements and Entry:

Entering any organization into ROSS requires some advanced planning. National Park Service organizations are considered **Government (Non-Dispatch) Organizations** in ROSS. Data requirements for each NPS organization may include:

- Unit code (unit identifier/unit ID)
- Location (latitude and longitude)
- Address (type, street, city, state, zip, country)
- Contacts (numbers and contact methods)
- Radio frequencies
- Affiliations (managing, reporting and agency relationships) **REQUIRED**
- Financial code (agency, fiscal year)
- Subordinate organizations
- Whether or not the organization is a resource provider

The dispatch organization that provides dispatching services (i.e. processes resource orders) for an organization is responsible for creating and managing the NPS Government (Non-Dispatch) Organization record in ROSS.

Example #1: The **Eastern Interagency Coordination Center** in Virginia provides dispatching services for the **Washington Office – NPS**. The Eastern Interagency Coordination Center enters and manages the Washington Office – NPS organization record.

Example #2: The **Fort Collins Interagency Dispatch Center** in Colorado provides dispatching services for the **Rocky Mountain National Park**. The Fort Collins Interagency Dispatch Center enters and manages the Rocky Mountain National Park organization record.

## NPS Organization Data Entry Standards:

The ROSS National Data Steward, a member of the National Interagency Coordination Center (NICC) staff, has established the following data standards for **National Park Service Government (Non-Dispatch) Organizations**:

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## Organization Name:

- **Washington Office:** Data shall be entered as **Washington Office – NPS**. (Note: this organization has been entered).
- **Regional Office or Support Office:** Data shall be entered as Region Name followed by a space (“ ”), a dash (“-”), a space (“ ”) and “NPS” in capital letters. For example: **Pacific Northwest Region – NPS** and **Intermountain Region – NPS**. The word “Office” should NOT be included in the name.
- **National Park:** Data shall be entered as National Park Name. For example: **Yosemite National Park**. Any reference to an “office” or “unit” should NOT be included in the name.

The National Park Service has a large number of administrative units COMPARABLE to National Parks, but named differently. These are entered in the same way. For example: **Big Cypress National Preserve, Ellis Island National Monument, Viet Nam Veterans Memorial, Frederick Douglass National Historic Site, San Francisco Maritime National Historical Park, Boston Harbor Islands National Recreation Area, Cape Hatteras National Seashore, Pictured Rocks National Lakeshore, Delaware National Scenic River, Appalachia National Scenic Trail, Lewis and Clark National Historic Trail, Gettysburg National Military Park, Fort Necessity National Battlefield, Natchez Trace Parkway, Blackstone River Valley National Heritage Corridor, Inupiat National Heritage Center, National Mall and Deshler-Morris House.**

- **National Park Group:** In some cases, a distinct administrative unit has been created by the National Park Service to administer SEVERAL individual NPS units; generally to provide more efficient centralized administration for parks with little or no staff. For example: **Western Arctic National Parklands** (which would include the subordinate organizations: Kobuk Valley National Park, Noatak National Preserve, etc.), and **National Capital Parks – East** (including: Anacostia National Park, Greenbelt Park, etc.).

If an official **Unit ID** has been established for a **National Park group**, and if the group is a resource provider or would host incidents, it should be entered as an organization in ROSS. This Government (Non-Dispatch) Organization would have a **Reporting Affiliation** with its appropriate NPS Regional Office organization in ROSS.

Likewise, if an official Unit ID has been established for an **individual park** within a National Park group, and if the park is a resource provider or would host incidents, it should be entered as an individual NPS Government (Non-Dispatch) Organizations in ROSS. The park would have a

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**Reporting Affiliation** with its “parent” national park group, if that group has been entered in ROSS. Otherwise, its **Reporting Affiliation** would correspond with its NPS Regional Office organization.

For example, the group **National Capital Parks – East** is a resource provider, has a Unit ID of **DC-NEP** and its Reporting Affiliation is the **National Capital Region – NPS**. The unit **Frederick Douglass National Historic Site** is a resource provider, has a Unit ID of **DC-FDP** and its Reporting Affiliation is **National Capital Parks – East**.

- **District:** Some larger national parks contain several districts (e.g. the **Everglades National Park** includes Flamingo District, Pine Island District, and others). Districts **DO NOT NECESSARILY** have to be entered in ROSS. If the ROSS user needs the ability to differentiate and report resources from separate districts within a national park, then districts should be entered. If a district is entered, data shall be entered as District Name followed by the word “ District”(e.g. **Flamingo District**). An example of how this is done follows this section.

The following assumptions **MUST** be understood before entering a district as an organization:

- Districts **ARE NOT CONSIDERED** an **Incident Host**; the park is. Although incidents occur on the districts, the park is the host.
  - Districts **DO NOT** have a **Unit IDs**; the park does. In ROSS, the Unit ID of the park is applied to the district through the district’s affiliation with the park.
  - The park is the **Resource Provider**, **NOT** the district. All resource items entered into ROSS **MUST** show the park as the **Resource Owner** and **Provider**.
  - If entered in ROSS, a district can be designated as the **Home Unit** for those **Resource Items** attached to the district.
- **Units where detached employees are based:** Many National Park Service units serve as the office for employees who are detached from their home unit (e.g. an employee of the Northeast Region - NPS whose duty station and office is the “Boston Support Office” in Boston, Massachusetts). There is no need to create a separate organization for detached employees. If the person in the above example were entered in ROSS and designated as a “Resource Item,” the “Northeast Region – NPS” would be selected as the employee’s **Provider** and **Owner**, and “Boston Support Office” would be selected as the **Home Unit**. A “Preferred Jetport” (Boston) could be entered in the Resource Item screen to show that person’s demobilization point.

## NPS Organization Affiliations:

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The most important aspect of planning for data entry is determining where an organization fits within its agency structure and the dispatch channel. It's recommended that you first sketch out these relationships before actually entering organizations in ROSS. As with most federal organizations, the NPS is an agency that has a national office, regional offices and local units (e.g. national parks, national monuments, etc.). Each organization is served by a dispatch center. Let's look at some examples of NPS Government (Non-Dispatch) Organizations and their Affiliations. A diagram follows the examples.

Example #1: The Washington Office of the National Park Service (Washington Office – NPS) is a Government (Non-Dispatch) Organization that falls under the umbrella of the National Park Service agency. The Eastern Interagency Coordination Center in Virginia, which provides direct dispatching services for The Washington Office – NPS, enters the organization into ROSS. Thus, the Eastern Interagency Coordination Center has a **Managing Affiliation** with the organization in ROSS. Only that dispatch office can edit or delete the organization.

Since the Washington Office – NPS is at the top of its organizational hierarchy, it reports to no other organization in the agency. Therefore, the Washington Office – NPS has no **Reporting Affiliation** (one could say that the Director of the NPS 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 – NPS is part of the National Park Service agency, so its **Agency Affiliation** is the National Park Service.

Example #2: The Intermountain Regional Office of the National Park Service (Intermountain Region – NPS) is a Government (Non-Dispatch) Organization that is part of the National Park Service agency, and is headquartered in Denver, Colorado. The Regional Director reports directly to the Director of the National Park Service in the Washington Office – NPS. The Rocky Mountain Area Coordination Center in Colorado, which provides direct dispatching services for the Intermountain Region – NPS, enters the organization into ROSS. Thus, the Rocky Mountain Area Coordination Center has a **Managing Affiliation** with the organization in ROSS. Only that dispatch office can edit or delete the organization.

The Intermountain Region – NPS has a **Reporting Affiliation** to the Washington Office – NPS. The Intermountain Region – NPS is part of the National Park Service agency, so its **Agency Affiliation** is the National Park Service.

Example #3: The Rocky Mountain National Park is a Government (Non-Dispatch) Organization that is part of the National Park Service agency, and is headquartered in Estes Park, Colorado. The Park Superintendent reports directly to the Regional Director of the Intermountain Region – NPS. The Fort Collins Interagency Dispatch Center in Colorado, which provides direct dispatching services for the Rocky Mountain National Park, enters the organization into ROSS. Thus, the Fort Collins Interagency

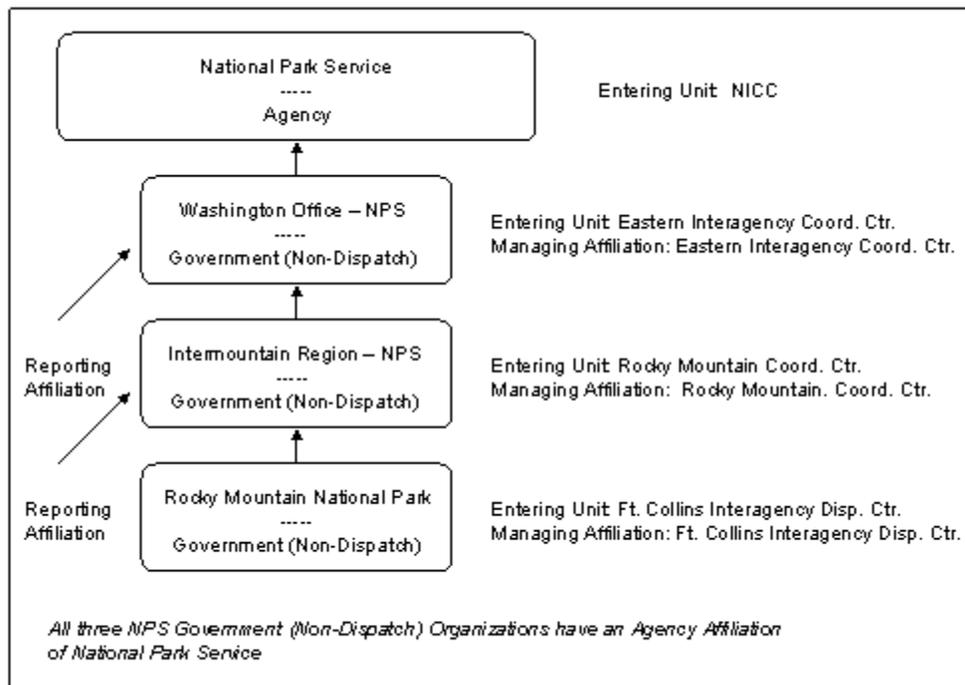
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Dispatch Center has a **Managing Affiliation** with the organization in ROSS. Only that dispatch office can edit or delete the organization.

The Rocky Mountain National Park has a **Reporting Affiliation** to the Intermountain Region – NPS. The Rocky Mountain National Park is part of the National Park Service agency, so its **Agency Affiliation** is the National Park Service.

Here is a diagram showing the above organizations and relationships:



## “Add Non-Dispatch Government Organization” Window Entries:

Let’s look at typical NPS entries in the “Add Non-Dispatch Government Organization” pop-up window.

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**Name\*:** Enter the organization’s name as described in the above “NPS Organization Data Entry Standards” section (e.g. Rocky Mountain National Park).

**Type:** For the organization type, select “Government (Non-Dispatch)” from the drop-down menu for entering ALL NPS organizations (the NPS Agency has already been created in ROSS).

**Resource Provider:** you will normally check this box UNLESS you are entering an NPS district. The Washington Office, regional offices, local units (e.g. national parks, national monuments, etc.) and national park groups would typically provide resources. Note: if a national park group does not provide resources, do not check this box and do not enter a Unit ID.

**Unit ID\*:** IF you checked “Resource Provider,” this entry is mandatory (e.g. CO-RMP). Unit IDs are assigned to administrative units that can host an incident and/or which administratively control NPS resources. Each Geographic Area Coordinating Group approves Unit Identifiers for organizations in its area, so please use the approved Unit ID here. If a national park group provides resources, but does NOT have a Unit ID, dispatchers should request that their Geographic Area Coordinating Group designate one (e.g. DC-NEP = National Capital Parks – East).

DISTRICTS ARE NOT ASSIGNED A UNIT ID. If a district is entered in ROSS, ROSS will recognize it as part of its “parent” administrative unit (e.g. a national park, national monument, etc.) for reporting purposes.

**Add to my list of Incident Hosts:** you will normally check this box UNLESS you are entering a district.

Note: at first glance, a national park group might not be thought of as an organization that would host an incident. However, if a pre-position or support order were created to obtain resources for the group of parks (e.g. DC-NEP-4 “National Capital East Special Event Support”), the group would be considered an incident host. For this reason, it’s generally desirable to obtain a Unit ID for a group of parks, designate it as a resource provider, and add it to your **List of Incident Hosts**.

## Creating National Park Service Organization Records in ROSS

To create a **Regional Office** or **National Park** organization, complete the following steps:

1. Open the **Organization** screen from the **Admin** drop-down menu.
2. Click the **Government (Non-Dispatch)** radio button.
3. Click the **New** icon (click the **Refresh** button if necessary).

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4. BEFORE ENTERING A NEW ORGANIZATION, use the **Search Non-Dispatch Government Organizations** function to ensure that it hasn't been created in ROSS previously. Please see ROSS Tip #3 **Entering Organizations in ROSS** for instructions.
5. In the **Name** field, enter the name of the organization (e.g. **Pacific West Region – NPS** or **Everglades National Park**).
6. In the **Type** field, select "Government (Non-Dispatch)."
7. Click the **Resource Provider** check box.
8. In the two **Unit ID** fields, enter the official Unit Identifier for this organization (state and unit).
9. Click the **Add to my list of incident hosts** check box.
10. Click **OK** button. The organization has been created in ROSS.
11. To establish affiliations, for the new organization, click the **Pick Affiliations** button. The new organization will appear in the **Selected Organization** field. Your dispatch organization will appear in the **Current Managing Affiliation** field (since your dispatch organization just created the new organization).
12. Using the "Set Filter for Parent Organization" area of the "Pick Affiliations" window, filter and select the appropriate organization for the **Current Reporting Affiliation** of the new organization and click the **Select Organization** ("+") button. Once you've selected a Reporting Affiliation for an organization, the **Current Agency Affiliation** field will be filled in automatically.

For example: for **Everglades National Park**, enter "Southeast\*" in the **Name** filter field (or "GA" and "SEP" in the **Unit ID** filter fields) and select **Southeast Region – NPS** as the **Reporting Affiliation** for the Everglades NP. Since **Southeast Region – NPS**, which has an **Agency Affiliation** of **National Park Service**, has been selected as the **Reporting Affiliation**, the **Current Agency Affiliation** field for **Everglades National Park** will also show **National Park Service**.

If ROSS displays the wrong Agency Affiliation (i.e., other than National Park Service) it is because a Parent Organization has been incorrectly affiliated. Contact the ROSS Helpdesk if this occurs.

13. Click **Close** button to complete the affiliation entry.
14. Finally, highlight each of the first five tabs (**Address, Contacts, Frequencies, Financial Code** and **Locations**) and click the **New** button to enter appropriate information on the new organization. The last tab, **Subordinate Organizations** is not edited here. The information on any Subordinate Organization would be completed automatically if another Government (Non-Dispatch) Organization selected your new organization as its "Current Reporting Affiliation" on the "Pick Affiliation" window.

To create a **National Park Service District** complete the following steps:

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1. Open the **Organization** screen from the **Admin** drop-down menu.
2. Click the **Government (Non-Dispatch)** radio button.
3. Click the **New** icon (click the **Refresh** button if necessary).
4. BEFORE ENTERING A NEW ORGANIZATION, use the **Search Non-Dispatch Government Organizations** function to ensure that it hasn't been created in ROSS previously. Please see ROSS Tip #3 **Entering Organizations in ROSS** for instructions.
5. In the **Name** field, enter the name of the organization (e.g. **Flamingo District**).
6. In the **Type** field, select "Government (Non-Dispatch)."
7. DO NOT click the **Resource Provider** check box.
8. DO NOT enter anything in the **Unit ID** fields.
9. DO NOT click the **Add to my list of incident hosts** check box.
10. Click **OK** button. The organization has been created in ROSS.
11. To establish affiliations, for the new organization, click the **Pick Affiliations** button. The new organization will appear in the **Selected Organization** field. Your dispatch organization will appear in the **Current Managing Affiliation** field (since your dispatch organization just created the new organization).
12. Using the "Set Filter for Parent Organization" area of the "Pick Affiliations" window, filter and select the appropriate organization for the **Current Reporting Affiliation** of the new organization and click the **Select Organization** ("+") button. Once you've selected a Reporting Affiliation for an organization, the **Current Agency Affiliation** field will be filled in automatically.

For example: for **Flamingo District**, type "Ever\*" in the **Name** filter field (or "FL" and "EVP" in the **Unit ID** filter fields) and select **Everglades National Park** as the **Reporting Affiliation** for the Flamingo District. Flamingo District will now appear on the Subordinate Organizations tab for Everglades National Park. Since **Everglades National Park**, which has an **Agency Affiliation** of **National Park Service**, has been selected as the **Reporting Affiliation**, the **Current Agency Affiliation** field for **Flamingo District** will also show **National Park Service**.

13. Click **Close** button to complete the affiliation entry.
14. Finally, highlight the **Address, Contacts, Frequencies, and Locations** tabs and click the **New** button to enter appropriate information on the new organization. Note: since the Park is the Incident Host (not the District), no Financial Code information should be entered here. As explained above, the last tab, **Subordinate Organizations** is not edited here, and most NPS districts would not have subordinate organizations.