Organization - defining ROSS organizations

This chapter explains how to create, modify, and delete organization information stored in the ROSS database. The type of activities you can perform include:

- add and modify organization information
- designate address, contact, hierarchy, financial code, and airtanker reload base information
- identify the latitude and longitude location information for the organization
- review information about subordinate dispatch centers.

This chapter contains the following sections:

- Understanding the organizational hierarchy
- Setting up request blocks
- Working with your dispatch organization
- Working with subordinate dispatch organizations
- Working with agencies
- Working with non-dispatch government organizations
- Working with vendors
- Working with non-government organizations.

For specific examples for entering organizations into ROSS, please refer to ROSS TIP #1, and #3 through #9. These are available on the ROSS Home Page at ***http://ross.nwcg.gov****. Click* ***ROSS Tips and Tricks*** *located along the left column, and then select the ROSS Tip of your choice.*

Understanding the organizational hierarchy and affiliations

Organizations are hierarchical in nature. There are two basic categories:

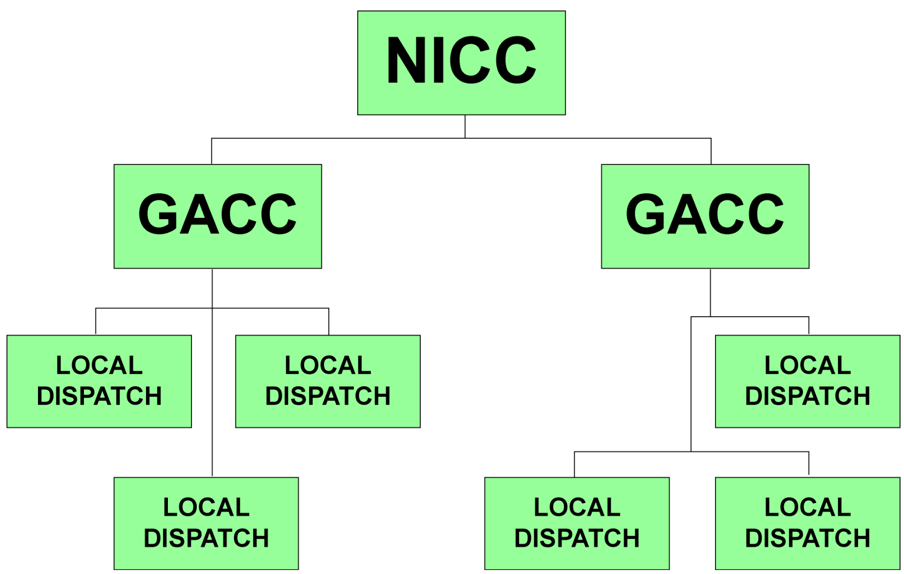
- **Dispatch organizations**. These include the National Interagency Coordination Center (NICC), Geographic Area Coordination Centers (GACCs), local dispatch offices, national caches. and local caches. For NICC in Boise, Idaho, there are many subordinate GACCs, which have many subordinate Local Dispatch units.
- **Non-Dispatch organizations**. These include agencies, government (non-dispatch) agencies, non-government agencies, and vendors.

When you access the Organization screen, the screens and subordinate dispatch centers that display are based on the level of your assigned organization. For example, if you are assigned to the Northwest Coordination Center (OR-NWC), you will be able to view all Dispatch Centers that are subordinate to OR-NWC. However, you can not view the organization level(s) that exist above your organization in the hierarchy.

An organization may have several affiliations, which may include one or more of the following:

- **Parent affiliation**. An organization, office, or entity directly above your organization in the chain of command.
- **Dispatch affiliation**. For a dispatch office, the office that receives your "placed up" orders. For a local dispatch, the GACC, and for the GACC, NICC.
- **Reporting affiliation**. The office where your organization reports. Vendors do not have a reporting affiliation. Complete the reporting affiliation before the agency affiliation.
- **Agency affiliation**. The agency where your organization belongs.
- Organization Data Managed by Affiliation. The dispatch office that enters information for the organization.
- **Child affiliation**. An office created by a parent organization and that exists below the parent in the hierarchical structure.

The following diagram shows a sample hierarchical structure for a dispatch organzation.



Setting up request blocks

The Organization screen allows you to set up default request blocks for your It also allows you to set up request blocks for your dispatch centers and organization. Since ROSS automatically generates request numbers for your organization, you are not required to set up your own request blocks numbering scheme.

If you do elect to set up default request blocks, you can then view them from the New Request screen and the Incident screen. If you wish to use ROSS-generated request numbers, you can click to clear the Use Host Default Request Number Block(s) check box when you create a new Incident.

For more information about setting up your default request blocks, see the task, "To set up request blocks for a catalog," in the section, "Working with the Incident Hosts tab," later in this chapter.

For more information about setting up request blocks from the New Request screen, see "Understanding request block numbering," in "New Request - creating and editing new requests." For more information about setting up request blocks from the Incident screen, see "Working with the Request Blocks tab," in "Incidents - managing incidents and initial reports" in this ROSS User's Guide.

Working with your dispatch organization

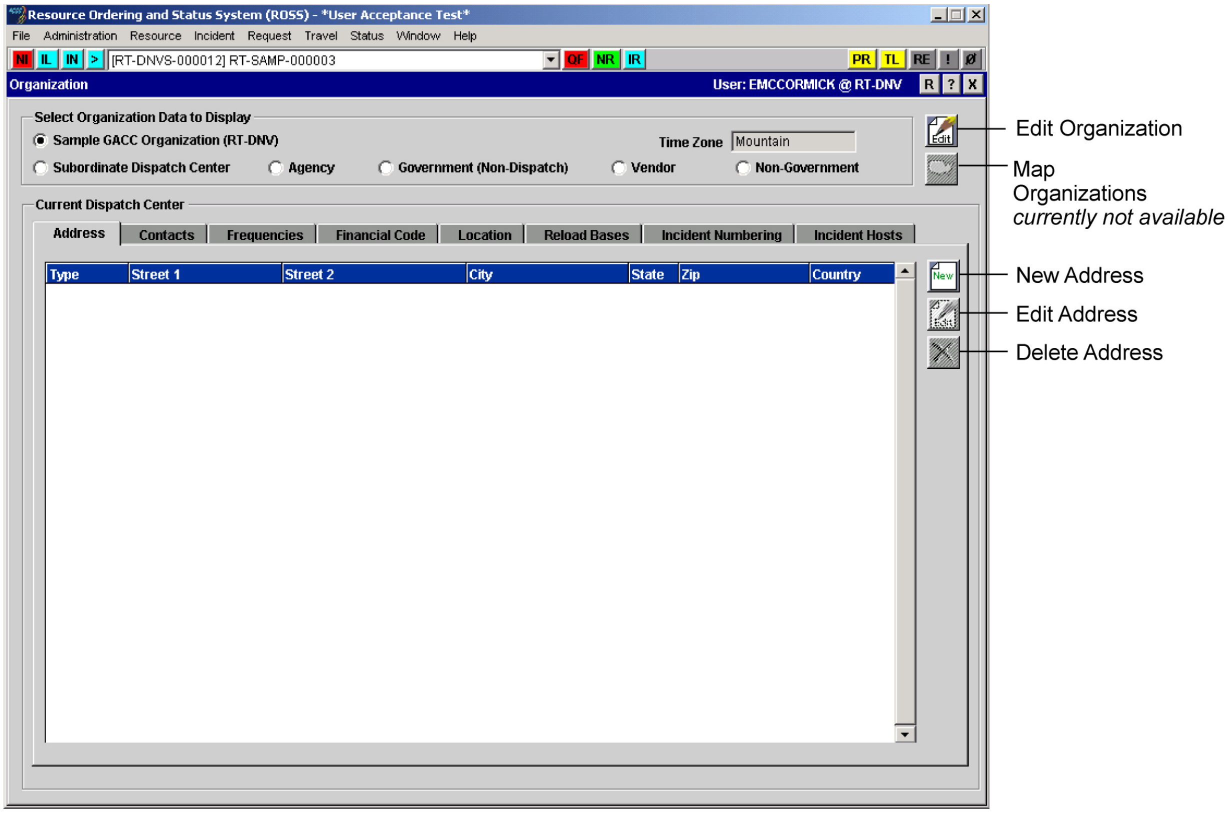
This section explains how to edit information about your dispatch organization and how to complete tabs on the Organization screen. Topics include:

- Working with the Address tab
- Working with the Contacts tab
- Working with the Frequencies tab
- Working with the Financial Code tab
- Working with the Location tab
- Working with the Reload Bases tab
- Working with the Incident Numbering tab
- Working with the Subordinate Dispatch Centers tab
- Working with the Incident Hosts tab.

To access the Organization screen

- On the **Administration** menu, click **Organization**.

Organization screen - GACC

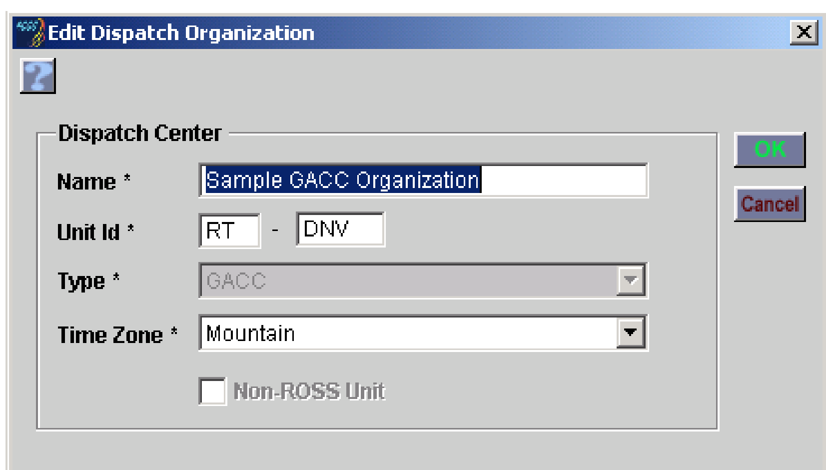


To edit your dispatch organization information

1 On the **Organization** screen, click the **Edit Organization** button.

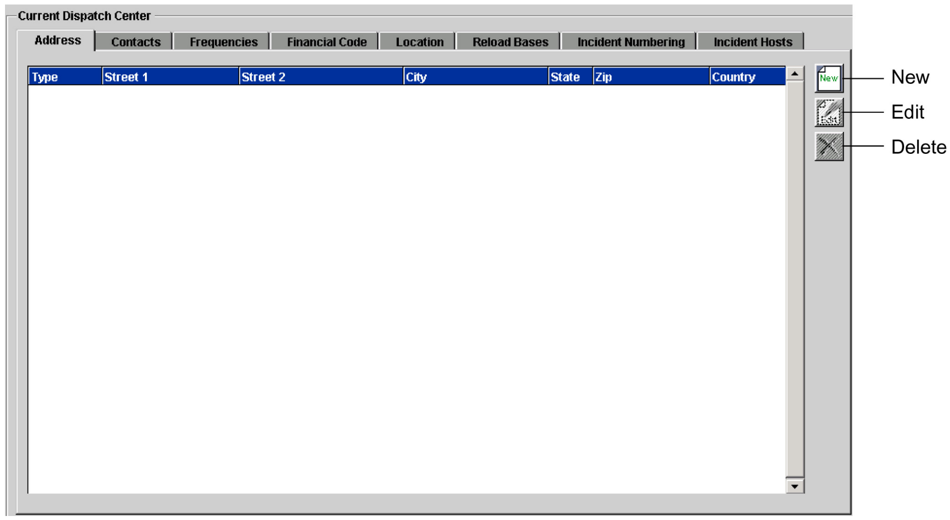
2 On the **Edit Dispatch Organization** dialog box, type to replace the information you want to change, and then click **OK**.

The following diagram shows the Edit Dispatch Organization dialog box.



Working with the Address tab

The Address tab identifies mailing, official, and shipping addresses for the current dispatch center. The following diagram shows the Address tab.



To add a new Address

You can specify only one official address.

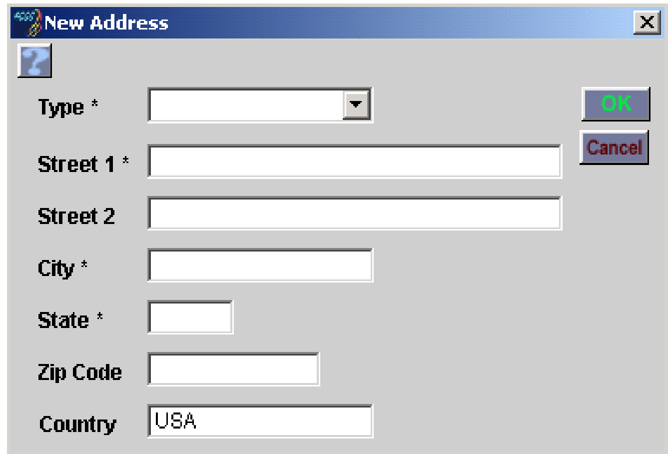
1 On the **Address** tab, click **New**.

2 On the **New Address** dialog box, type or click to select the following information as appropriate

- Type
- Street 1
- Street 2
- City
- State
- Zip Code
- Country.

3 When finished, click **OK** to return to the **Address** tab.

The following diagram shows the New Address dialog box.



To change an address

1 Click to select the address you want to change and then click **Edit**.

2 On the **Edit Address** dialog box, type or click to replace the information you want to change, and then click **OK**.

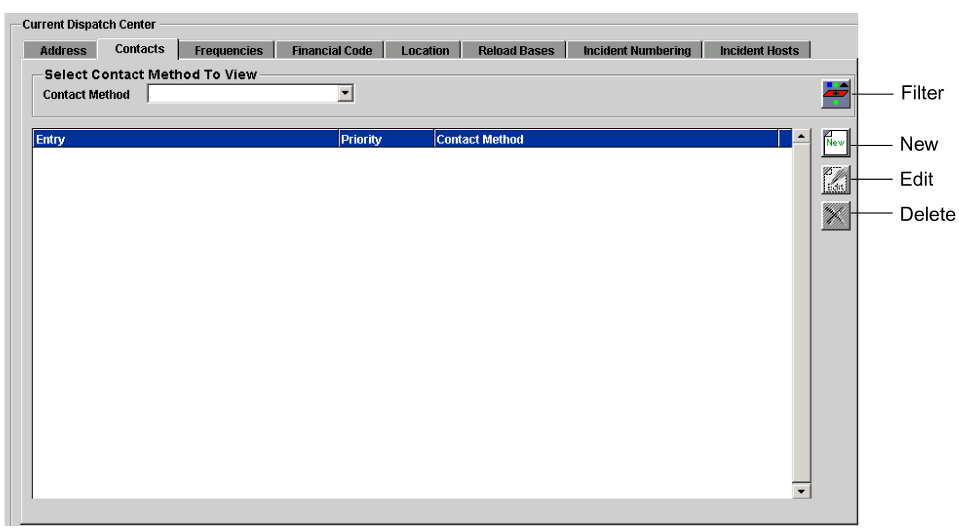
To delete an address

1 Click to select the address you want to delete, and then click **Delete**.

2 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with the Contacts tab

The Contact tab identifies existing contact information and contact methods for the current dispatch center. The following diagram shows the Contact tab.



To view all contact methods listed for your organization

- On the **Organization** screen, click the **Contacts** tab.

To view a specific contact method

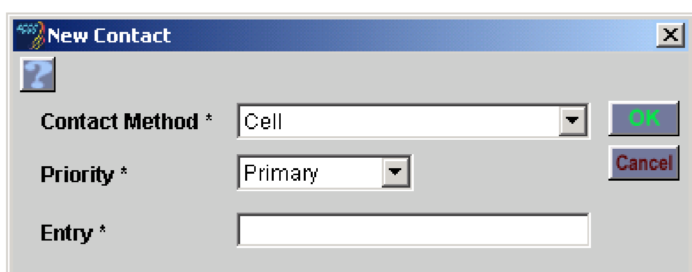
- On the **Organization** screen, click the **Contacts** tab, click the **Contact Method** drop-down arrow to select the **Contact Method** of your choice, and then click **Filter**.

To add a contact method

You can define only one "Primary" contact method.

1. On the **Organization** screen, click the **Contacts** tab, and then click **New**.
2. Click the **Contact Method** drop-down arrow, and then click to select the **Contact Method** of your choice
    - Cell
    - E-Mail
    - Fax
    - Phone
    - Pager
    - Office Phone.
3. Click the **Priority** drop-down arrow, and then click to select the **Priority** of your choice
    - Alternate
    - None
    - Primary.
4. In the **Entry** box, type the appropriate information, and then click **OK**.

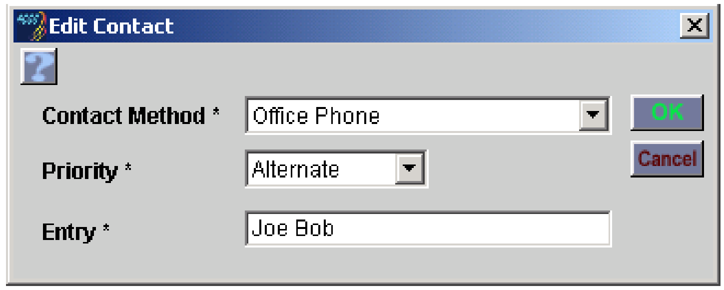
The following diagram shows the New Contact dialog box.



To change a contact method

1. On the **Organization** screen, click the **Contacts** tab, click to select the **Entry** that you want to change, and then click **Edit**.
2. On the **Edit Contact** dialog box, change the **Contact Method**, **Priority**, and/or **Entry** as appropriate, and then click **OK**.

The following diagram shows the Edit Contact dialog box.



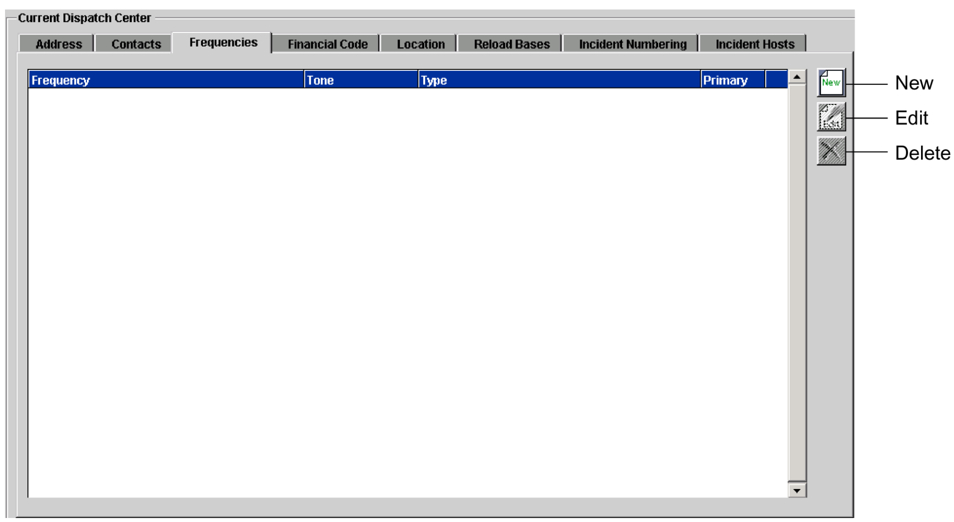
To delete a contact method

1 On the **Organization** screen, click the **Contacts** tab, click to select the **Entry** you want to delete, and then click **Delete**.

2 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with the Frequencies tab

The Frequencies tab identifies existing radio contact information for the current dispatch center.



To designate a radio frequency contact setting

1 On the **Organization** screen, click the **Frequencies** tab, and then click **New**.

2 In the **Type** box, click the drop-down arrow, and then click to select the radio frequency type of your choice

- Air to Air Receive
- Air to Air Transmit
- Air to Ground Receive
- Air to Ground Transmit
- Ground to Ground Receive
- Ground to Ground Transmit.

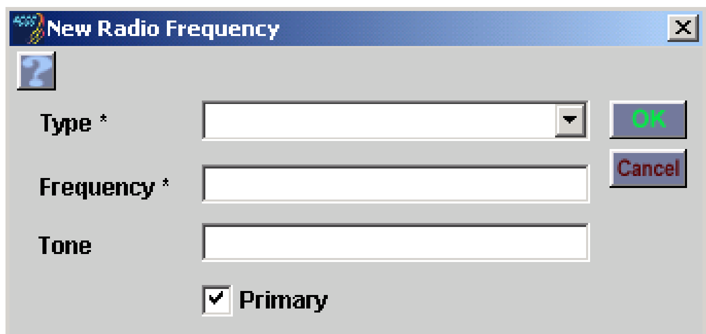
3 In the **Frequency** box, type the appropriate radio frequency.

4 In the **Tone** box, type the appropriate radio tone.

5 To designate the radio frequency as primary, select the **Primary** check box.

6 When finished, click **OK**.

The following diagram shows the New Radio Frequency dialog box.



To change a radio frequency contact setting

1 On the **Organization** screen, click the **Frequencies** tab.

2 Click to select the radio frequency you want to change, and then click **Edit**.

3 On the **Edit Radio Frequency** dialog box, type or click to replace the information you want to change, and then click **OK**.

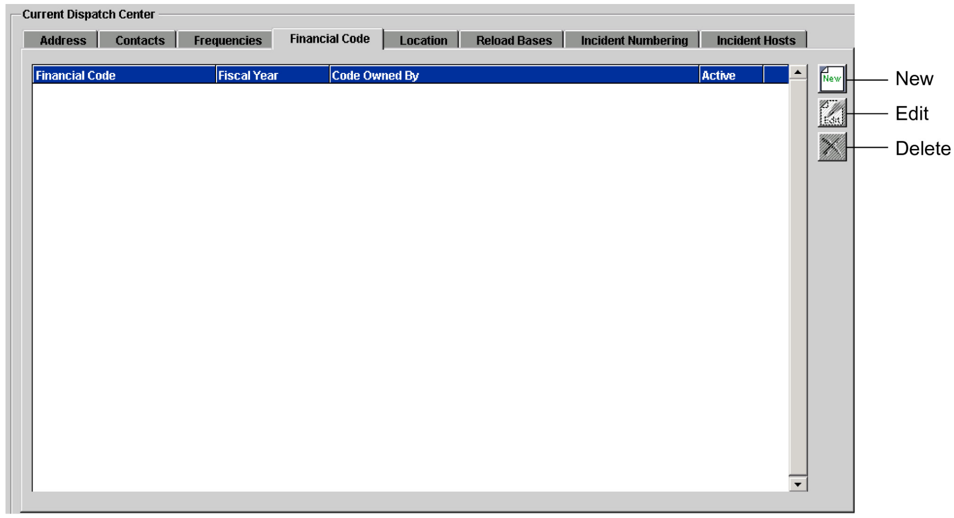
To delete a radio frequency contact setting

1 On the **Organization** screen, click the **Frequencies** tab, click to select the radio frequency you want to delete, and then click **Delete**.

2 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with the Financial Code tab

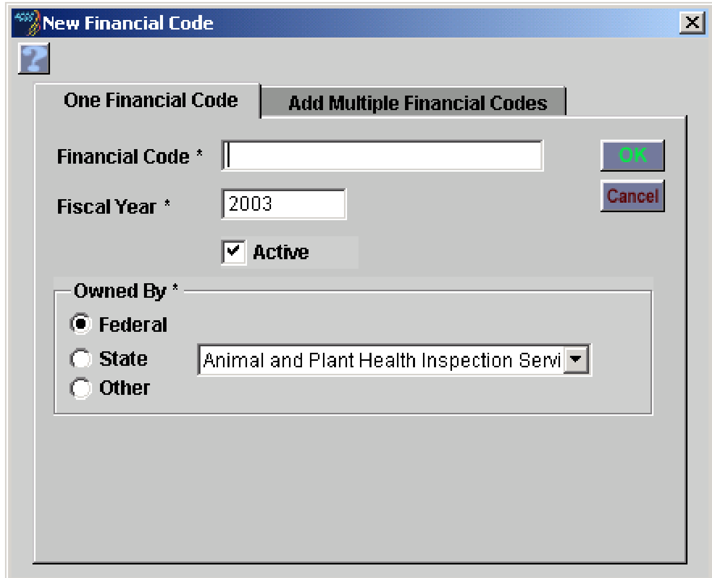
The Financial Code tab lists financial codes, fiscal year, and federal or state ownership for the current dispatch center. The following diagram shows the Financial Code tab.



To define a financial code

1. On the **Organization** screen, click the **Financial Code** tab, and then click **New**.
2. In the **Financial Code** box, type the financial code for the organization.
3. In the **Fiscal Year** box, type the effective fiscal year.
4. If the **Financial Code** is available to be assigned to an incident, select the **Active** check box.
5. Under **Owned By**, select **Federal**, **State**, or **Other**.
6. For **Federal** or **State** agencies, click the drop-down arrow and click to select the appropriate agency.
7. When finished, click **OK**.

The following diagram shows the One Financial Code tab on the New Financial Code dialog box.



To define a series of financial codes

1 On the **Organization** screen, click the **Financial Code** tab, click **New**, and then click the **Add Multiple Financial Codes** tab.

2 In the **Financial Code Prefix** box, type the prefix of the financial code.

*For example, type **P** in the Financial Code Prefix box.*

3 In the **Range Minimum** box, type the beginning numeric range for that financial code.

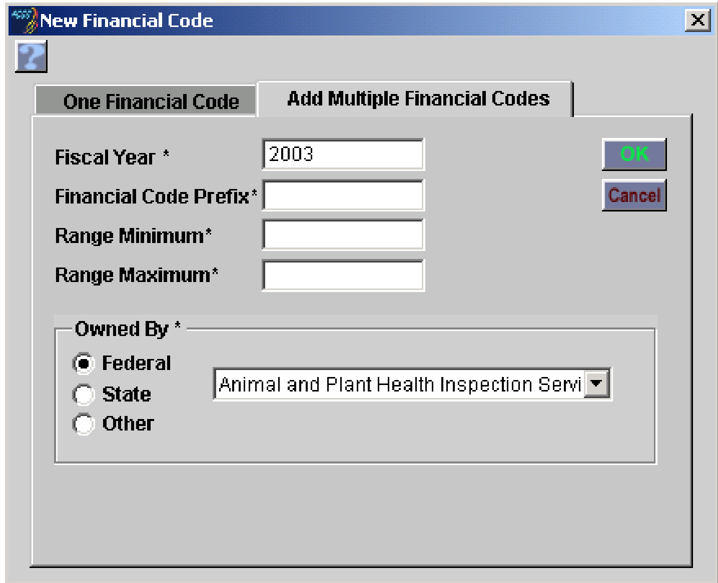
4 In the **Range Maximum** box, type the ending numeric range for that financial code.

5 Under **Owned By**, select **Federal**, **State**, or **Other**.

6 For **Federal** or **State** agencies, click the drop-down arrow and click to select the appropriate agency.

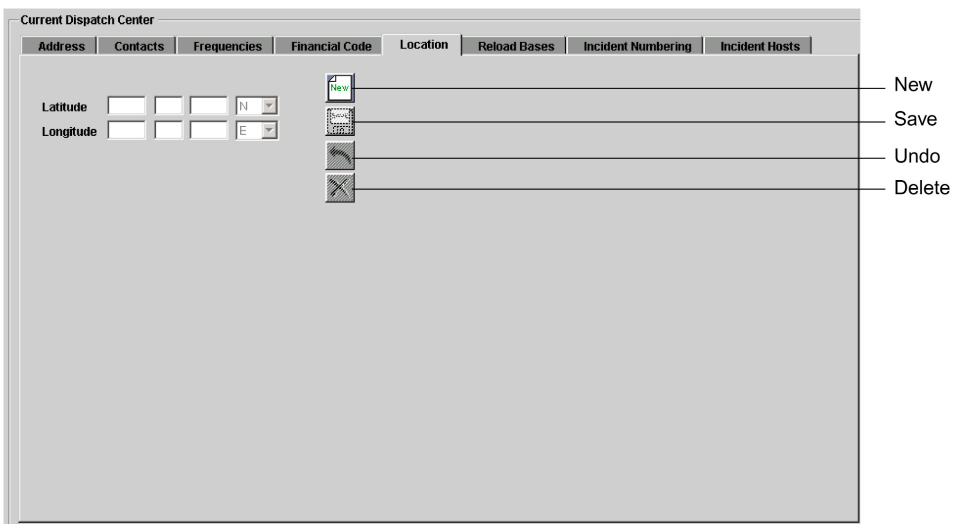
7 When finished, click **OK**.

The following diagram shows the Add Multiple Financial Codes tab on the New Financial Code dialog box.



Working with the Location tab

The Location tab identifies the latitude and longitude of the current dispatch center. While not mandatory, you should define a location for your organization to enable ROSS to determine "closest forces."



You cannot enter a location for an agency.

To define a new location for an organization

You can define only one location for the organization. To change the latitude and longitude settings, you must first delete the current location and then define the new location.

*To determine the latitude and longitude of a street address, go to your Internet browser, type **www.mapblast.com** in the **Address** bar, and then complete the fields as directed.*

1 On the **Organization** screen, click the **Location** tab, and then click **New**.

2 In the **Latitude** box, type the degrees, minutes, and seconds of latitude, and then click the drop-down arrow to select the **N** or **S** direction.

3 In the **Longitude** box, type the degrees, minutes, and seconds of longitude, and then click the drop-down arrow to select the **E** or **W** direction.

4 When finished, click **Save**.

For more information about coordinates, see "Entering coordinates," in "Getting started with ROSS," in this ROSS User's Guide.

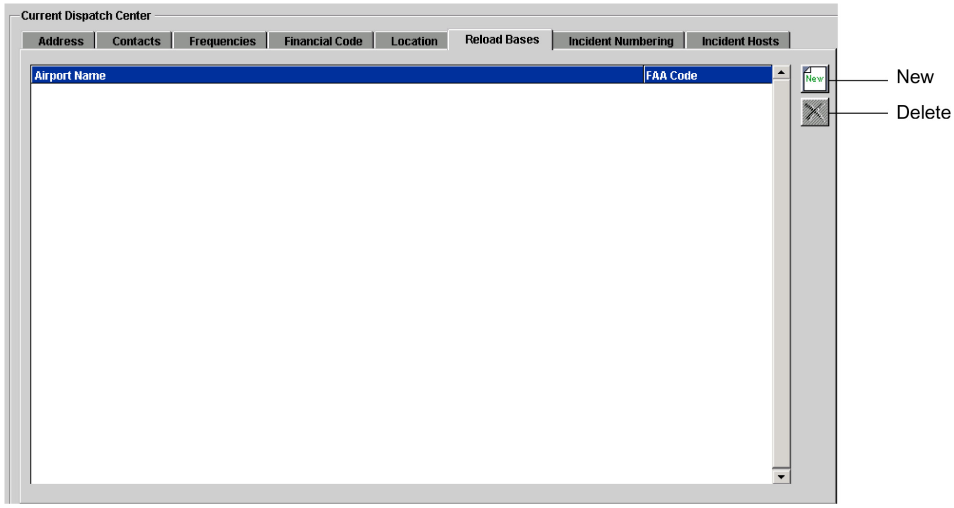
To delete the location information for an organization

1 On the **Organization** screen, click the **Location** tab, and then click **Delete**.

2 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with the Reload Bases tab

The Reload Bases tab identifies the airtanker bases that the dispatch center uses. Before an airport will display as a reload base on the Organization screen, you must first identify that airport as an Air Tanker Base (ATB) on the Airport screen. The following diagram shows the Reload Bases tab.



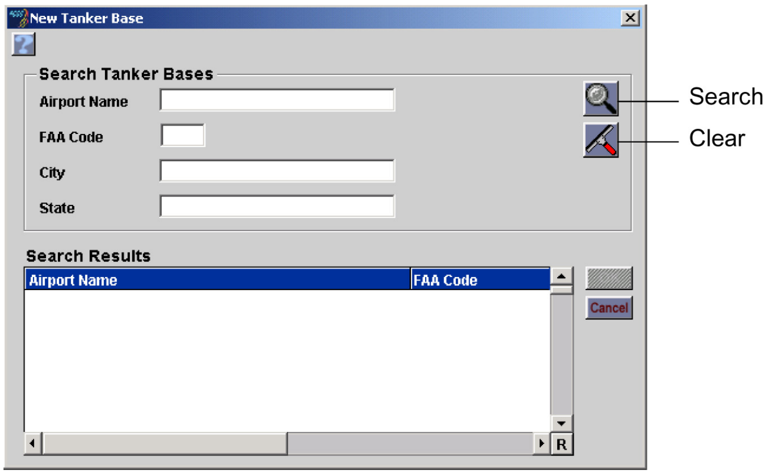
For more information about airtanker bases see, "Airports - working with airport information."

To add a new reload base

1 On the **Organization** screen, click the **Reload Bases** tab, and then click **New**.

2 On the **New Tanker Base** dialog box, search for and then click to select the **Airport Name** of your choice, and then click **OK**.

The following diagram shows the New Tanker Base dialog box.



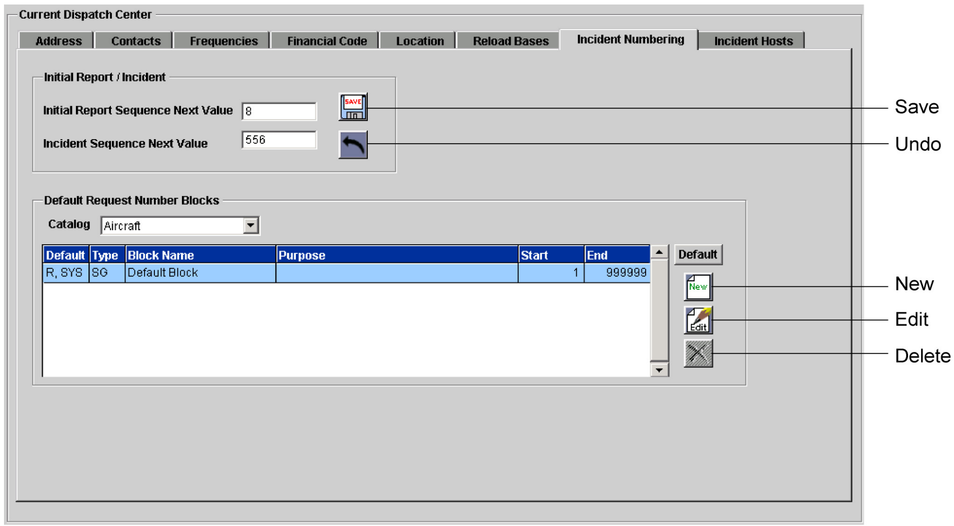
To delete a reload base designation

1 On the **Organization** screen, click the **Reload Bases** tab, click to select the **Airport Name** you want to delete, and then click **Delete**.

2 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with the Incident Numbering tab

The Incident Numbering tab identifies the numbering sequence of the next Initial Report and/or the next Incident. When a previous Initial Report and/or Incident exists in the ROSS database, this tab allows you to designate the sequence number of the next Initial Reports and/or Incident. The following diagram shows the Incident Numbering tab.



For more information about Incident Numbering, see "Understanding Incident numbering," and "Understanding block numbering and rules," in "Incidents - managing Incidents and Initial Reports," in this ROSS User's Guide.

To view the default request numbering block for a specific catalog

For more information about setting the default block, see the task, "To set the default block to Request Block or System default," in "Incidents - managing Incidents and Initial Reports," in this ROSS User's Guide.

1 On the **Organization** screen, click the **Incident Numbering** tab.

2 Under **Default Request Number Blocks**, click the **Catalog** drop-down arrow, and then click to select the **Catalog** of your choice.

To change the numbering of the next sequential Initial Report or Incident

1 On the **Organization** screen, click the **Incident Numbering** tab.

2 To change the numbering of the next sequential **Initial Report**, type the appropriate number in the **Initial Report Sequence Next Value** box, and then click **Save**.

3 To change the numbering of the next sequential **Incident**, type the appropriate number in the **Initial Report Sequence Next Value** box, and then click **Save**.

To reset the numbering of the next sequential Initial Report or Incident

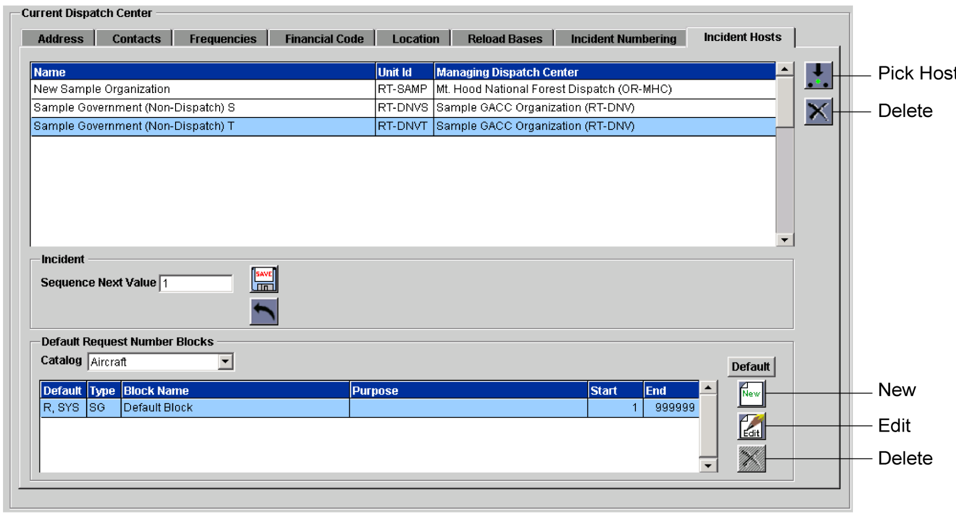
- Click **Undo**.

*Once you click the Save button, the Undo button becomes unavailable. To reset the numbering at this point, type the original number in the appropriate box, and then click **Save**.*

Working with the Incident Hosts tab

The Incident Hosts tab identifies government (non-dispatch) organizations that have the potential of hosting incidents being managed by the current dispatch center. It also allows you to set up request blocks for your dispatch center and organization.

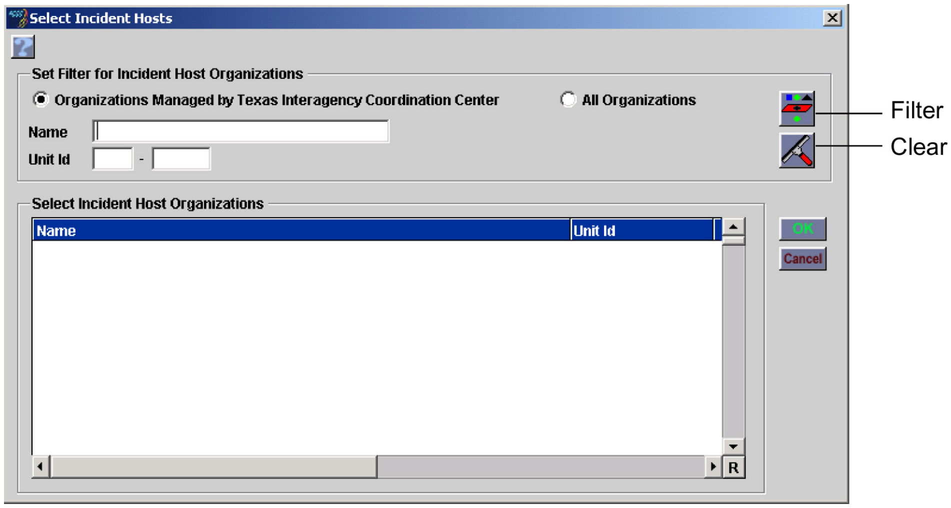
The following diagram shows the Incident Hosts tab



To pick an Incident Host

1. On the **Organization** screen, click the **Incident Host** tab, and then click **Pick Host**.
2. On the **Select Incident Hosts** dialog box, search for and then click to select the **Incident Host Organization** of your choice, and then click **OK**.

The following diagram shows the Select Incident Hosts dialog box.



To set up request blocks for a catalog

1 On the **Organization** screen under **Select Organization Data to Display**, click to select the **Dispatch Center** of your choice.

2 Click the **Incident Hosts** tab, and then click to highlight the host organization **Name** of your choice.

3 Under **Default Request Number Blocks**, click the **Catalog** drop-down arrow, and then click to select the **Catalog** of your choice.

4 To split the existing default block, click the **New** button.

Block #1 refers to the request block that contains the remaining numbers after you have created the new block, Block #2.

5 On the **Split Block** dialog box, type the **beginning number** for the next block in the **Start Block #2 At** box.

6 Under **Block #1**, type the **Name** of the existing request block in the **Name** box.

7 In the **Purpose** box, type a description for **Block #1**.

8 Under **Default**, click to select the check box of your choice

- Request
- System
- User Issued.

9 Under **Block #2**, type the **Name** of the new request block in the **Name** box.

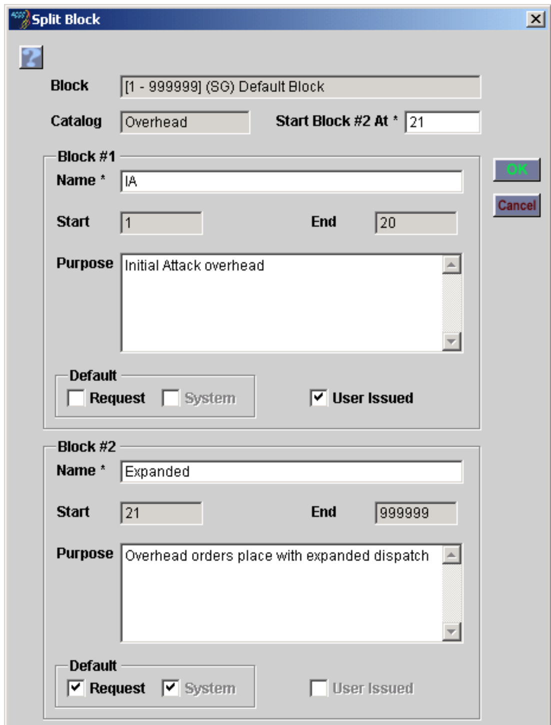
10 In the **Purpose** box, type a description for **Block #1**.

11 Under **Default**, click to select the check box of your choice

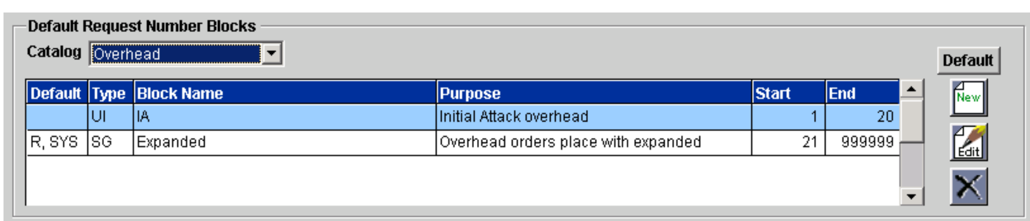
- Request
- System
- User Issued.

12 When finished, click **OK**.

The following diagram shows a sample Split Block dialog box. In this example, Block #1 is for Initial Attack. Block #2 is for Overhead orders placed with expanded dispatch.



The following diagram shows the resulting new block on the Organization screen.



Working with subordinate dispatch organizations

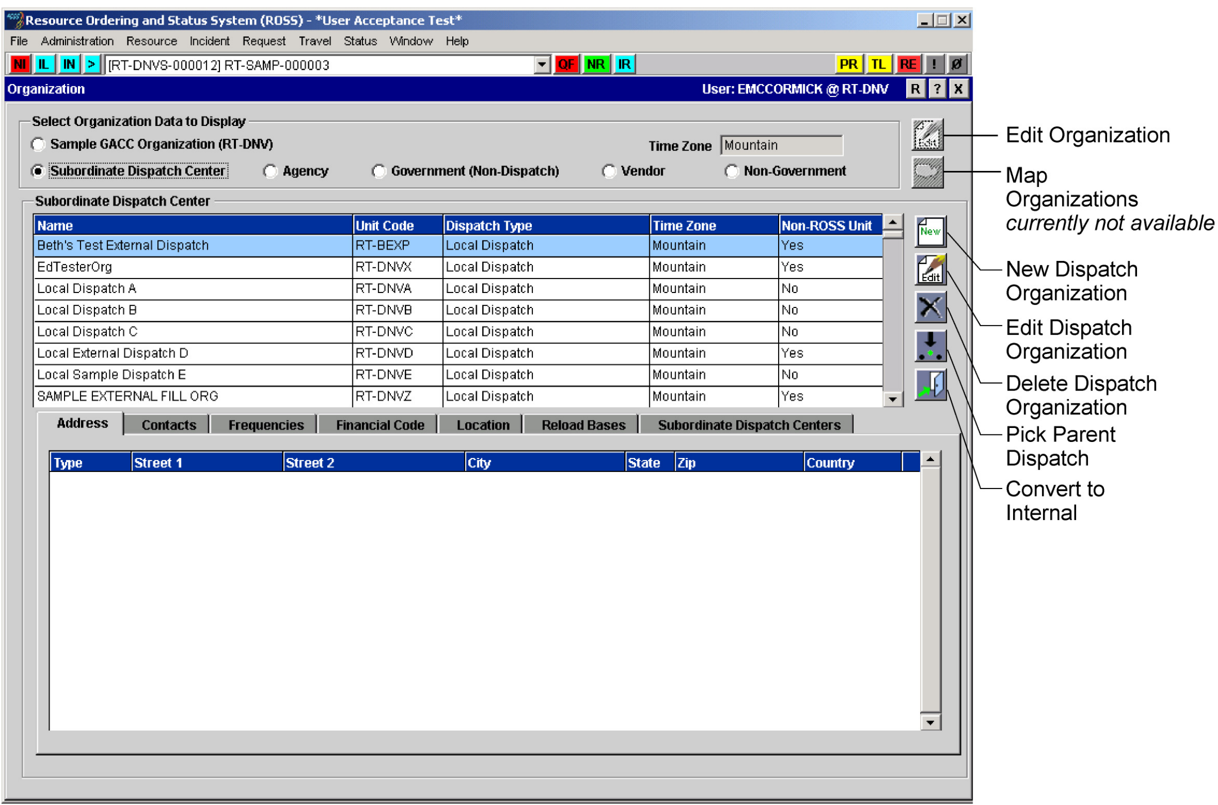
This section explains how to add, edit, delete, and search for subordinate dispatch organizations that exist below your organization's hierarchical structure.

To change address, contact, frequency, financial codes, location, reload bases, and other information for a subordinate dispatch center, you must have the proper administrative authority and have owner access to that organization. For more information, contact the ROSS Helpdesk.

To display a list of subordinate organizations

- On the **Organization** screen, click **Subordinate Dispatch Center**.

Organization screen - Subordinate Dispatch Center



To designate a new subordinate dispatch organization

1. On the **Organization** screen, click **Subordinate Dispatch Center**.
2. Using the scroll bar, scroll through the list of existing subordinate dispatch organizations to verify that it does not already exist, and then click **New**.

3 On the **New Organization** dialog box, type a unique name for the new organization in the **Name** box.

4 In the **Unit ID** box, type the two-letter **State Code** and the three or four-letter **Organization ID**.

5 The Unit ID must be unique.In the **Type** box, click the drop-down arrow and then click to select the appropriate organization type

- National Interagency Coordination Center
- Geographic Area Coordination Center
- Local Cache
- Local Dispatch
- National Cache.

Before specifying "National Interagency Coordination Center," "Geographic Area Coordination Center," or "National Cache," you must obtain authorization from the ROSS Helpdesk in advance.

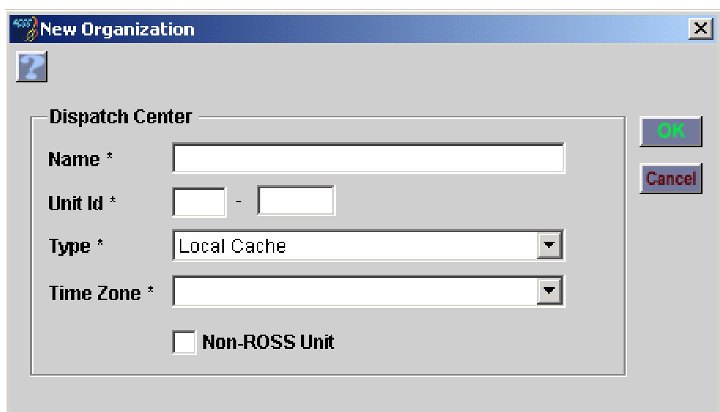
6 In the **Time Zone** box, click the drop-down arrow and then click to select the appropriate time zone where the new organization exists.

7 To designate the **Organization** as a **Non-ROSS Unit**, select the **Non-ROSS Unit** check box.

A Non-ROSS Organization may place orders for resources, but does not access ROSS to do so.

8 When finished, click **Save**.

The following diagram shows the New Organization dialog box.



To modify a subordinate organzation

1 On the **Organization** screen, click **Subordinate Dispatch Center**, and then click **Edit**.

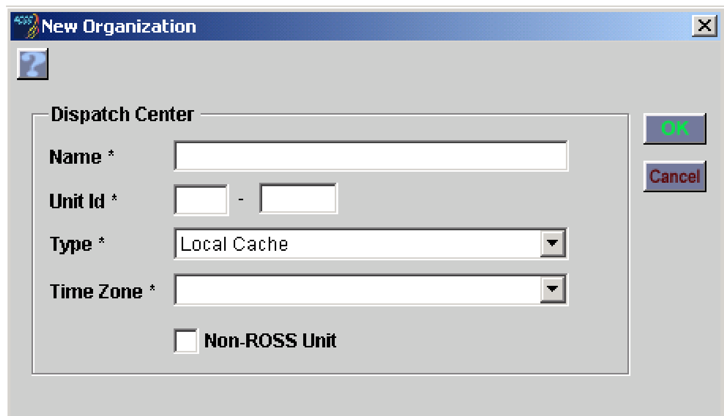
2 Type or replace the following Organization information, as appropriate

- Name
- Unit ID
- Type
- Time Zone.

3 Click to select or click to clear the **Non-ROSS Unit** check box, as appropriate.

4 To save your modifications, click **Save**.

The following diagram shows the Edit Organizations dialog box.



To remove a subordinate organization from your hierarchy

1 On the **Organization** screen, click **Delete Subordinate Dispatch Center**.

2 On the **Confirm Deletion** dialog box, click **Yes** to confirm or **No** to cancel.

To pick the parent dispatch affiliation for a subordinate dispatch center

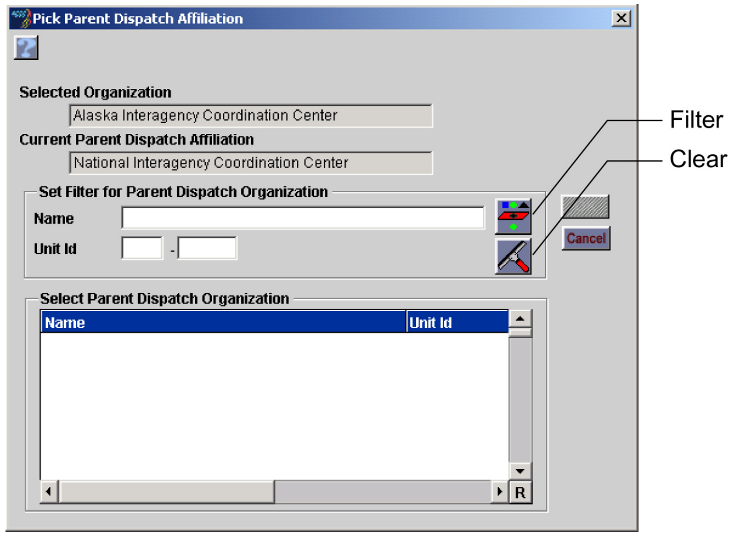
1 On the **Organization** screen, click **Subordinate Dispatch Center**, and then click **Pick Parent Dispatch**.

2 On the **Pick Parent Dispatch Affiliation** dialog box, click **Filter**

*To narrow your search, type the first few characters of the Name or Unit Id, and then click **Filter**.*

3 Click to select the **Parent Dispatch Organization** of your choice, and then click **OK**.

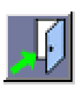
The following diagram shows the Pick Parent Dispatch Affiliation dialog box.



To convert an external dispatch center to an internal dispatch center

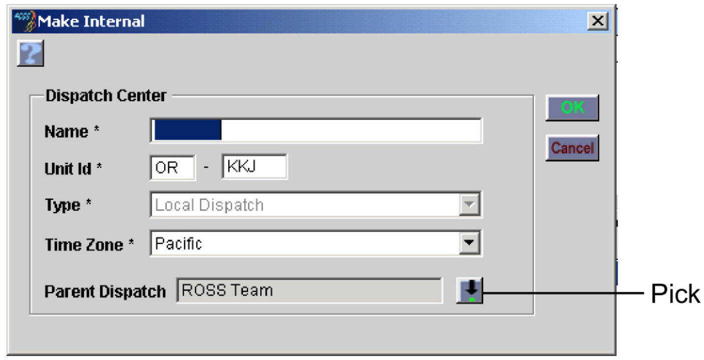
A non-ROSS (external) dispatch center must rely on an dispatch center that uses ROSS (internal) to dispatch their resources. This task allows you to quickly convert the existing external dispatch center directly to an internal (ROSS) dispatch center, without re-entering the information into ROSS, so that it may dispatch for itself.

1. On the **Organization** screen, click **Subordinate Dispatch Center**, and then click to click the external **Subordinate Dispatch Center** of your choice.



2. Click the **Convert to Internal** button.
3. On the **Make Internal** dialog box, verify/change the following information as appropriate
   - Name
   - Unit Id
   - Type
   - Time Zone
   - Parent Dispatch.
4. When finished, click **OK**.

The following diagram shows the Make Internal dialog box.



To review address information for a subordinate dispatch center

1 On the **Organization** screen, click **Subordinate Dispatch Center**.

2 Under **Subordinate Dispatch Center**, click to select the **Name** of your choice, and then click the **Address** tab.

To review contact method information for the subordinate dispatch center

1 On the **Organization** screen, click **Subordinate Dispatch Center**.

2 Under **Subordinate Dispatch Center**, click to select the **Name** of your choice, and then click the **Contact Methods** tab.

To review frequency information for the subordinate dispatch center

1 On the **Organization** screen, click **Subordinate Dispatch Center**.

2 Under **Subordinate Dispatch Center**, click to select the **Name** of your choice, and then click the **Frequencies** tab.

To review financial code information for the subordinate dispatch center

1 On the **Organization** screen, click **Subordinate Dispatch Center**.

2 Under **Subordinate Dispatch Center**, click to select the **Name** of your choice, and then click the **Financial Codes** tab.

To review location information for the subordinate dispatch center

1 On the **Organization** screen, click **Subordinate Dispatch Center**.

2 Under **Subordinate Dispatch Center**, click to select the **Name** of your choice, and then click the **Location** tab.

To review reload base information for the subordinate dispatch center

1. On the **Organization** screen, click **Subordinate Dispatch Center**.
2. Under **Subordinate Dispatch Center**, click to select the **Name** of your choice, and then click the **Reload Bases** tab.

To review the reporting relationship of the subordinate dispatch center

1. On the **Organization** screen, click **Subordinate Dispatch Center**.
2. Under **Subordinate Dispatch Center**, click to select the **Name** of your choice, and then click the **Subordinate Dispatch Centers** tab.

Working with agencies

This section explains how to add, update, delete, and search for agencies listed by your organization. Agencies include such organizations as the Bureau of Land Management, the US Forest Service, and the Fish and Wildlife Service. An agency organization record describes the overall organization and its political affiliations. For example, an organization that is defined as an "Agency" does not have the following information:

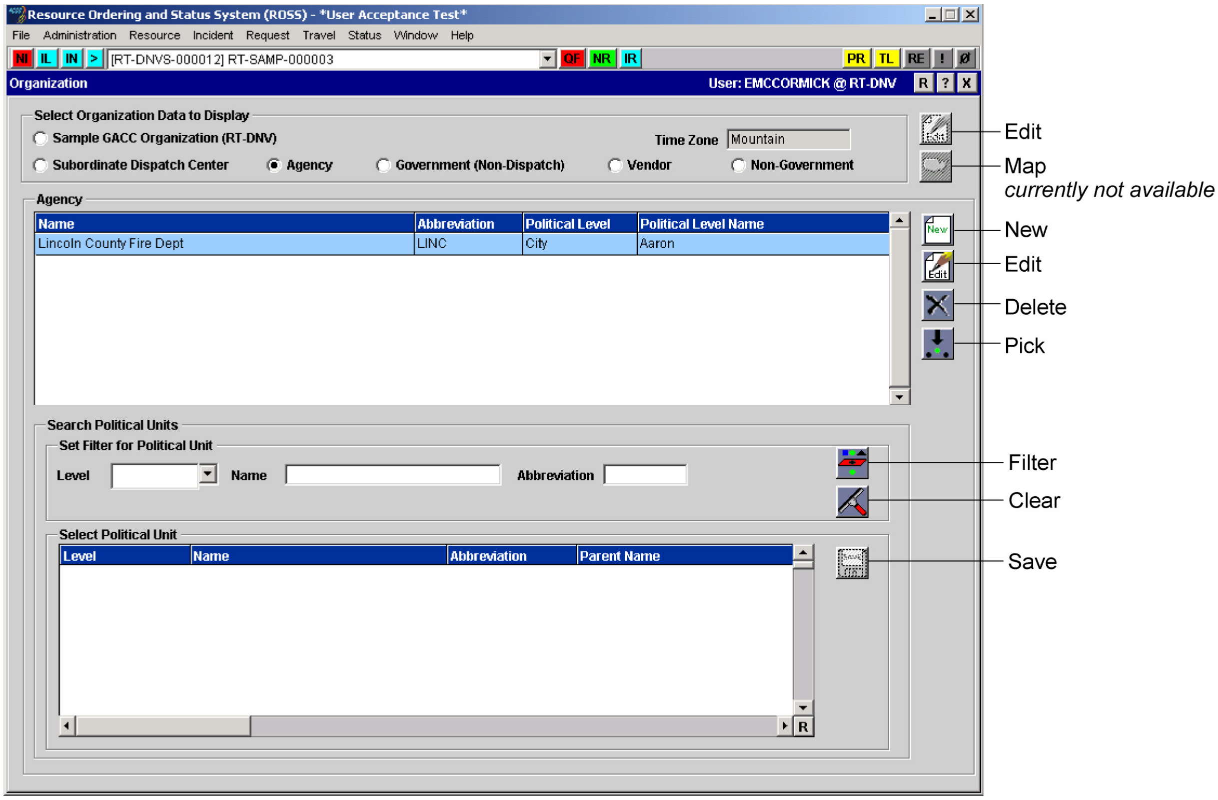
- address
- contact information
- frequencies
- financial codes
- location
- reload bases.

To change agency information, you must have the proper administrative authority and have owner access to that organization. For more information, contact the ROSS Helpdesk at (866) 224-7677 or helpdesk@dms.nwcg.gov.

To display a list of agencies

- On the **Organization** screen, click **Agency**.

Organization screen - Agency

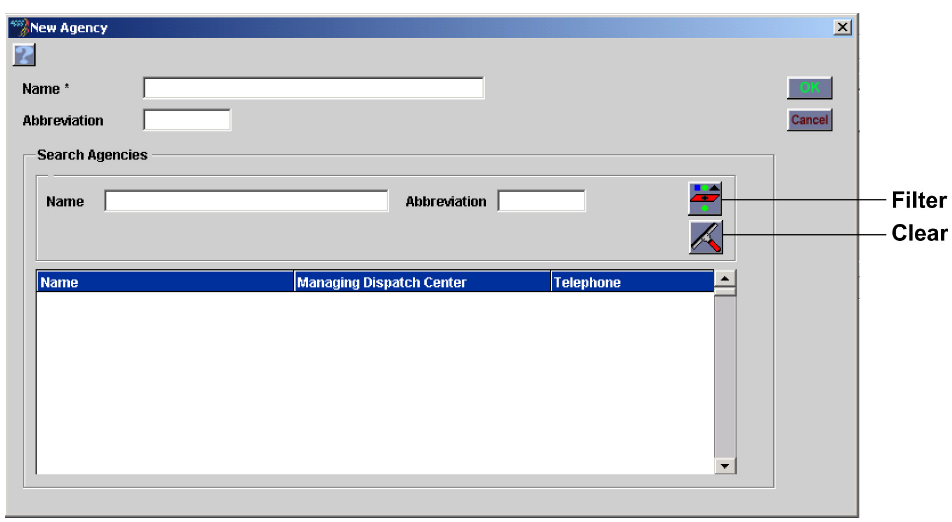


To add an agency to your organization hierarchy

1 On the **Organization** screen, click **Agency**, and then click **New**.

2 On the **New Agency** dialog box, search for and then click to select the **Name** of your choice, and then click **OK**.

The following diagram shows the New Agency dialog box.



To update agency information

1 On the **Organization** screen, click **Agency**, and then click **Edit**.

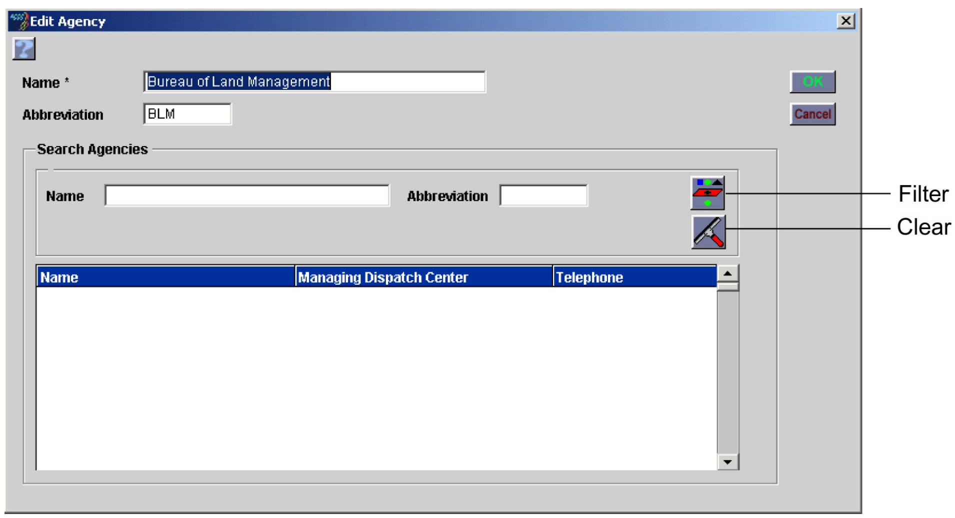
2 Under **Agency**, search for and then click to select the **Name** of your choice, and then click **OK**.

3 On the **Edit Agency** dialog box, type or replace the following agency information, as appropriate

- Name
- Abbreviation.

4 When finished, click **OK**.

The following diagram shows the Edit Agency dialog box.



To delete an agency from your organization hierarchy

1 On the **Organization** screen, click **Agency**.

2 Under **Agency**, search for and then click to select the **Name** of your choice, and then click **Delete**.

3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or **No** to cancel.

To search for a specific political unit

1 On the **Organization** screen, click **Agency**.

2 Under **Set Filter for Political Unit**, click the **Level** drop-down arrow and click to select the level of your choice

- Borough
- Township
- City
- County
- National
- Parish
- Province
- State.

3 Click **Filter Political Units**, and then locate the political unit of your choice.

Boroughs, townships, parishes, and provinces are all identified in the same list as counties.

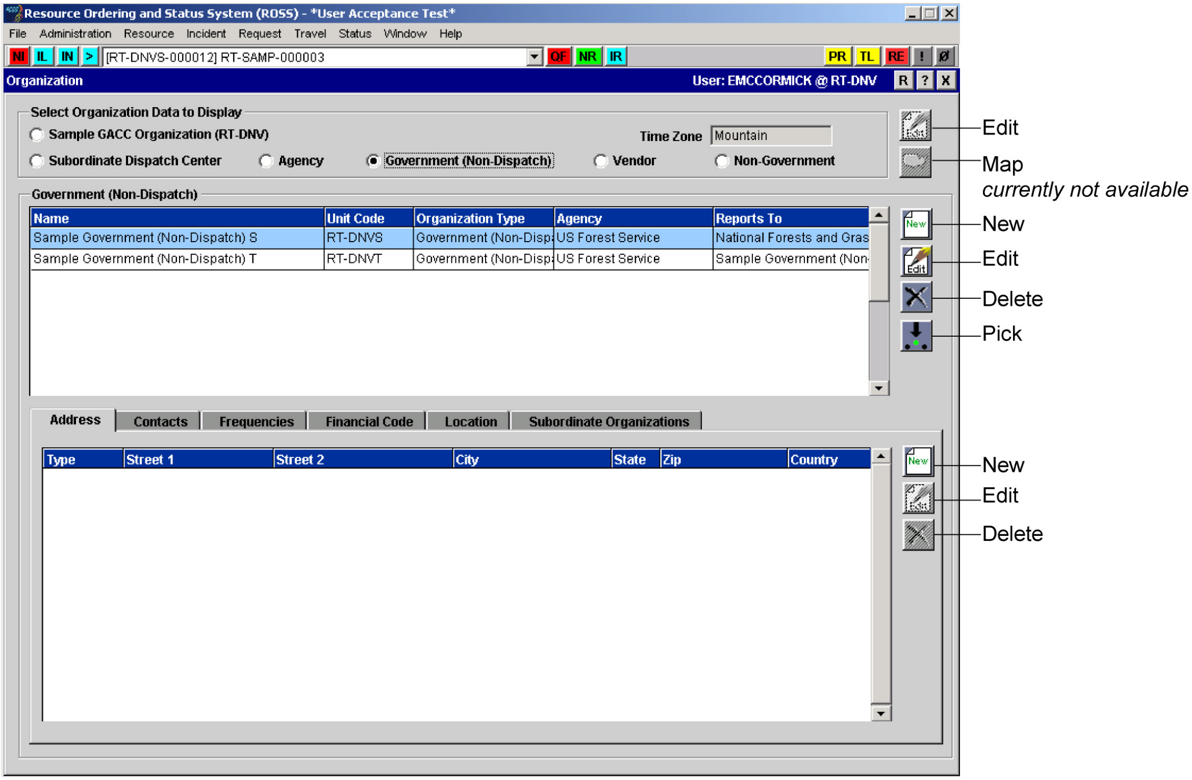
Working with non-dispatch government organizations

This section explains how to add, update, delete, and search for non-dispatch government organizations managed by your organization. Non-dispatch government agencies include such organizations as city, county, state, or federal organizations that are not dispatch centers.

To display a list of non-dispatch government organizations

- On the **Organization** screen, click **Government (Non-Dispatch)**.

Organization screen - Government (Non-Dispatch)

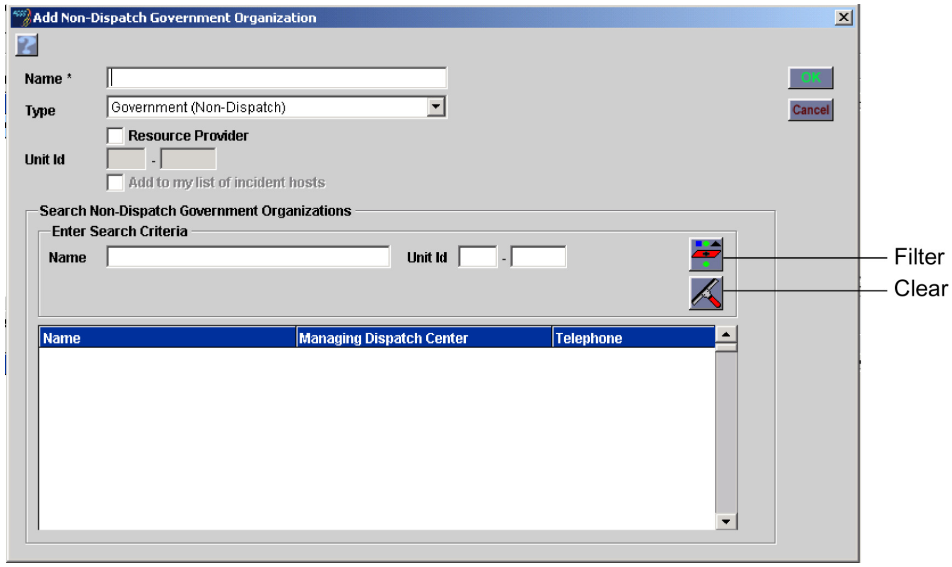


For information about completing the tabs shown on this screen, see, "Creating a new organization" in the beginning of this chapter.

To add a non-dispatch government (non-dispatch) organization to your organization hierarchy

1. On the **Organization** screen, click **Government (Non-Dispatch)**, and then click **New**.
2. On the **Add Non-Dispatch Government Organization** dialog box, search for and then click to select the **Name** of your choice, and then click **OK**.

The following diagram shows the Add Non-Dispatch Government Organization dialog box.



To update government (non-dispatch) information

1 On the **Organization** screen, click **Government (Non-Dispatch)**, and then click **Edit**.

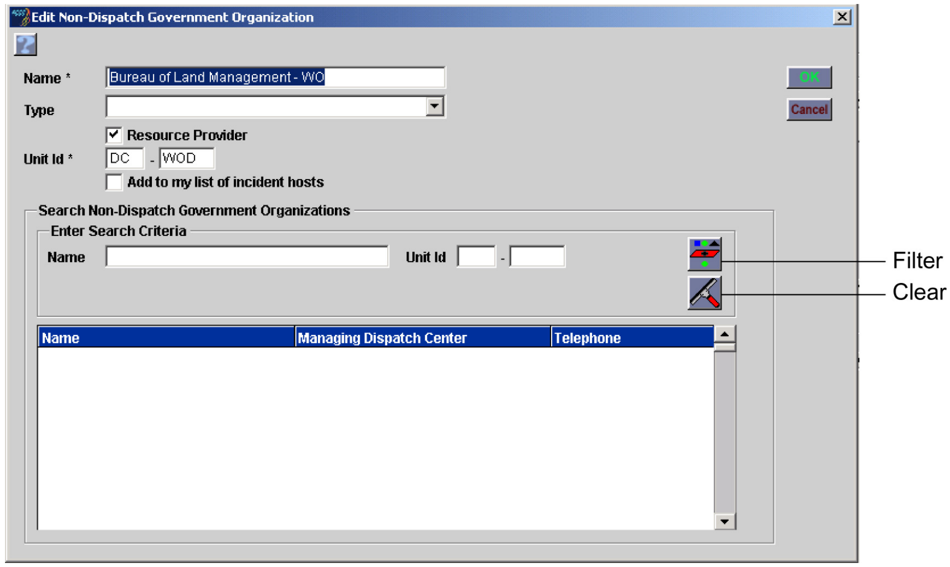
2 Under **Government (Non-Dispatch)**, search for and then click to select the **Name** of your choice, and then click **OK**.

3 On the **Edit Non-Dispatch Government Organization** dialog box, type or click to select the following agency information, as appropriate

- Name
- Type
- Resource Provider
- Unit ID
- Add to my list of incident hosts.

4 When finished, click **OK**.

The following diagram shows the Edit Non-Dispatch Government Organization dialog box.



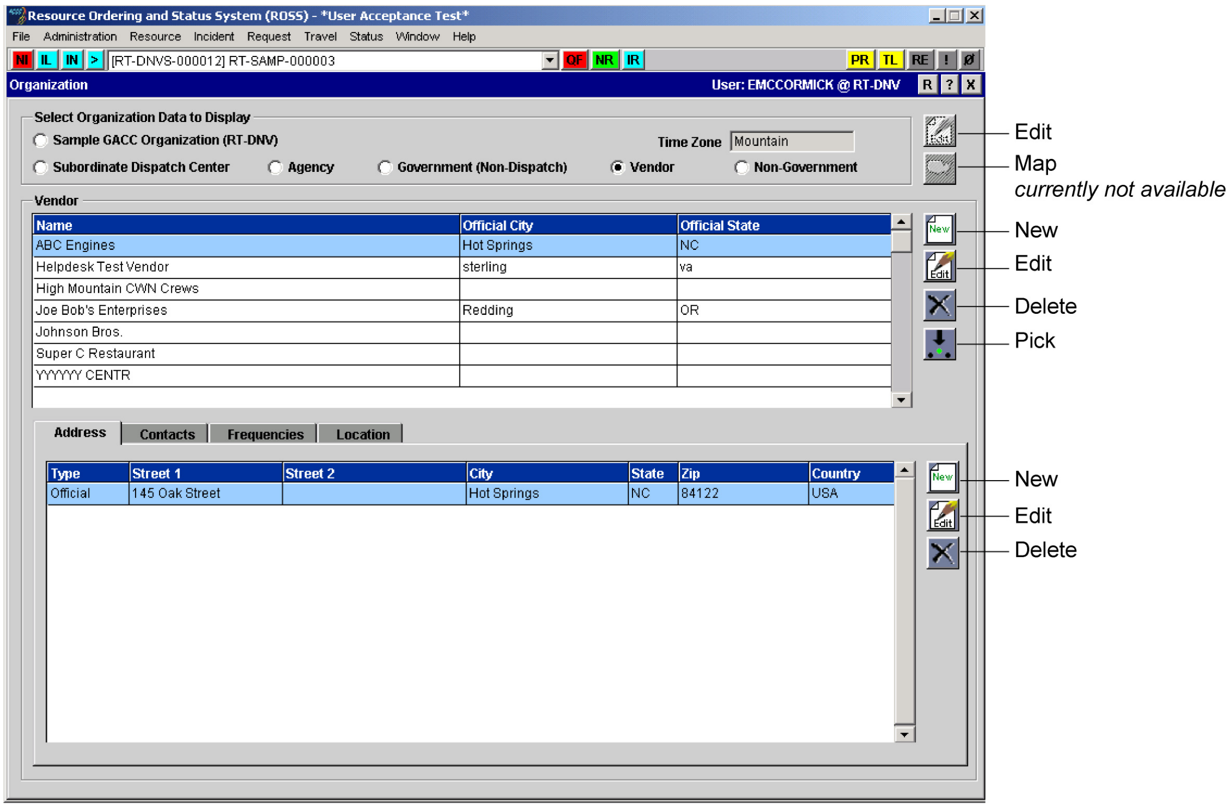
Working with vendors

This section explains how to add, update, and delete vendor information to your organization. Vendors are organizations that provide resources and/or services on a contract or purchase agreement basis in support of incidents.

To display a list of vendor organizations

- On the **Organization** screen, click **Vendor**.

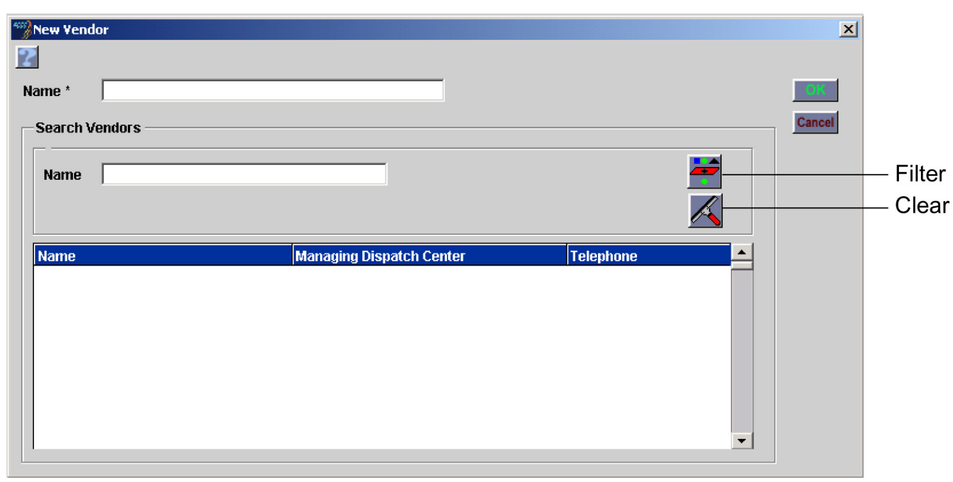
Organization screen - Vendor



To add a vendor to your organization hierarchy

1. On the **Organization** screen, click **Vendor**, and then click **New**.
2. On the **New Vendor** dialog box, search for and then click to select the **Name** of your choice, and then click **OK**.

The following diagram shows the New Vendor dialog box.



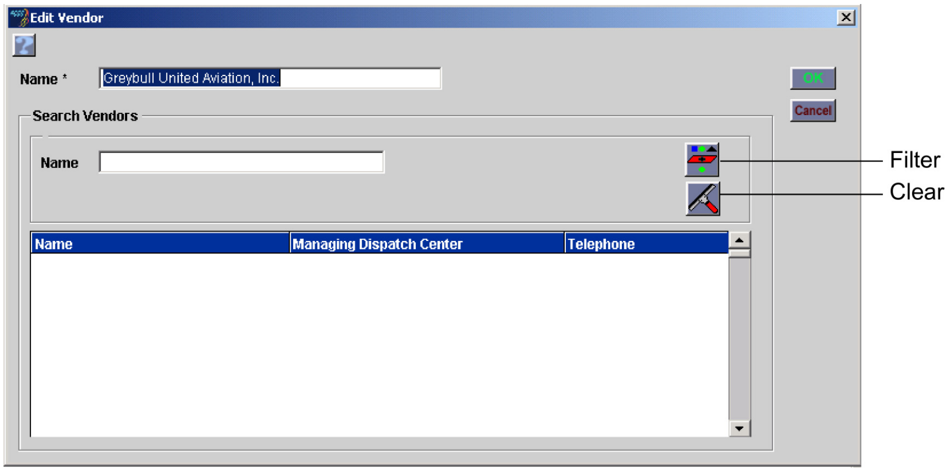
To update vendor information

1 On the **Organization** screen, click **Vendor**, and then click **Edit**.

2 Under **Vendor**, search for and then click to select the **Name** of your choice, and then click **OK**.

3 On the **Edit Vendor** dialog box, type or replace the **Name** of the vendor, and then click **OK**.

The following diagram shows the Edit Vendor dialog box.



To delete a vendor from your organization hierarchy

1 On the **Organization** screen, click **Vendor**.

2 Under **Vendor**, search for and then click to select the **Name** of your choice, and then click **Delete**.

3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or **No** to cancel.

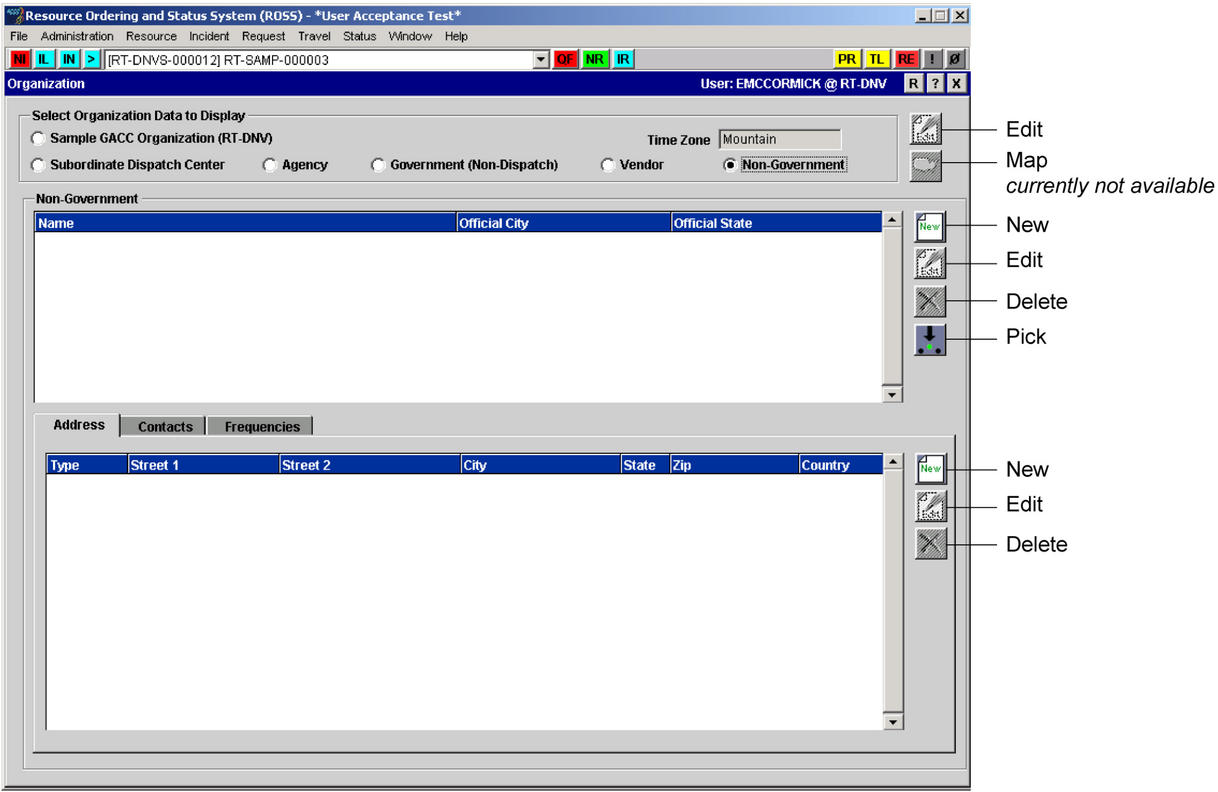
Working with non-government organizations

This section explains how to add, update, and delete non-government agency information to your organization. Non-government agencies are non-profit and volunteer organizations not under contractual agreements, but might provide assistance or support during incidents, such as the Boy Scouts of America and the American Red Cross.

To display a list of non-government organizations

- On the **Organization** screen, click **Non-Government**.

Organization screen - Non-Government

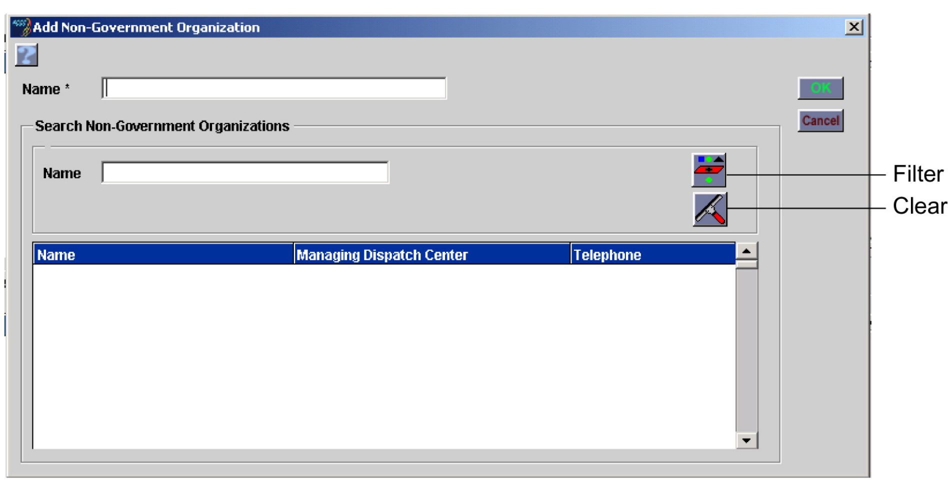


To add a non-government organization to your organization hierarchy

1 On the **Organization** screen, click **Non-Government**, and then click **New**.

2 On the **Add Non-Government Organization** dialog box, search for and then click to select the **Name** of your choice, and then click **OK**.

The following diagram shows the Add Non-Government Organization dialog box.



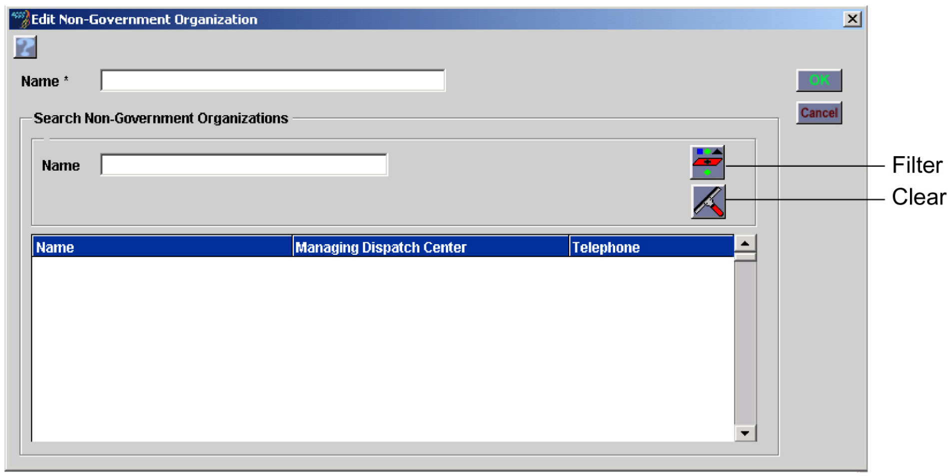
To update non-government organization information

1 On the **Organization** screen, click **Non-Government**, and then click **Edit**.

2 Under **Non-Government**, search for and then click to select the **Name** of your choice, and then click **OK**.

3 On the **Edit Non-Government Organization** dialog box, type or replace the **Name** of the non-government organization, and then click **OK**.

The following diagram shows the Edit Non-Government Organization dialog box.



To delete a non-government organization from your organization hierarchy

1 On the **Organization** screen, click **Non-Government**.

2 Under **Non-Government**, search for and then click to select the **Name** of your choice, and then click **Delete**.

3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or **No** to cancel.