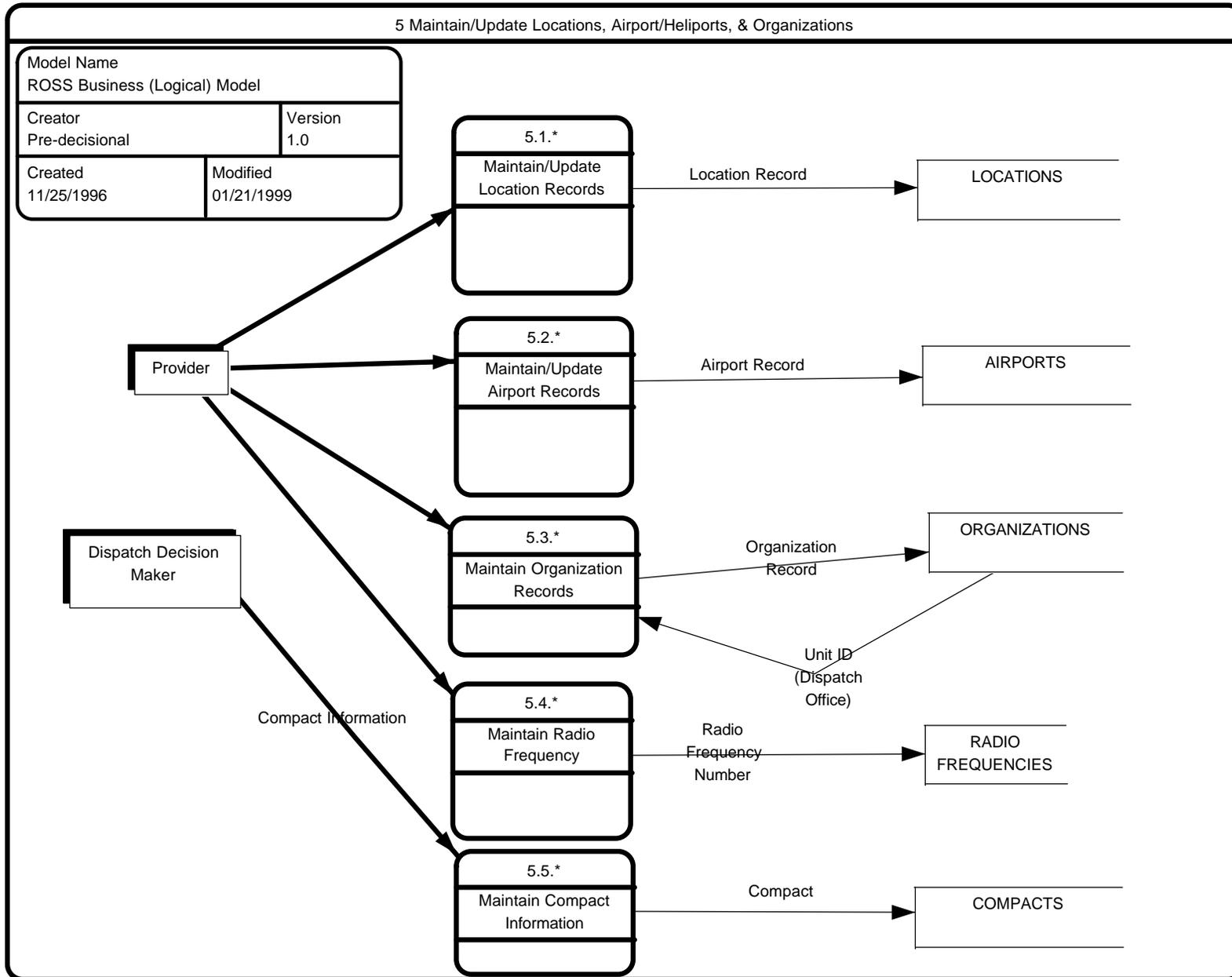
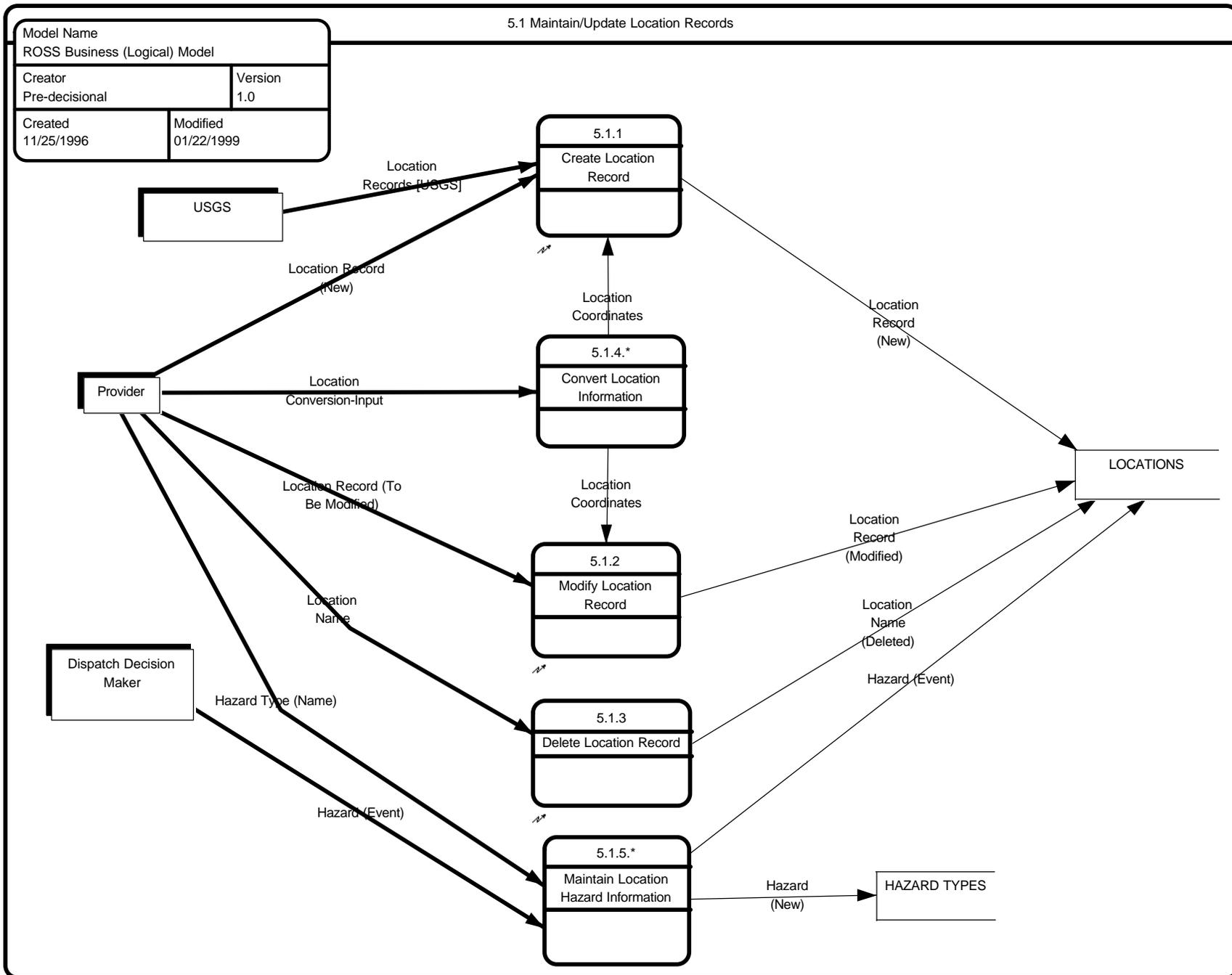


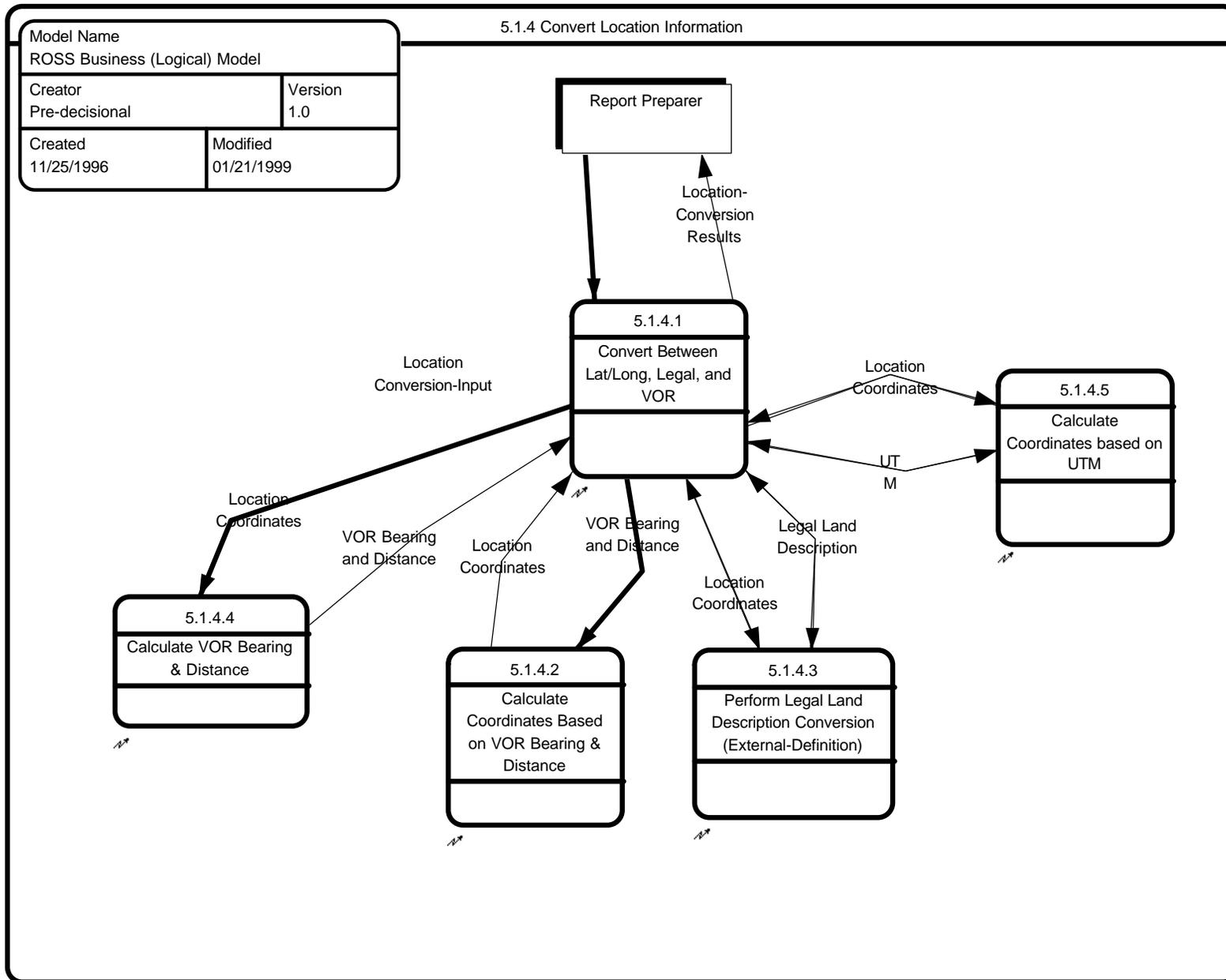
### Process 5 Maintain/Update Locations, Airport/Heliports, & Organizations



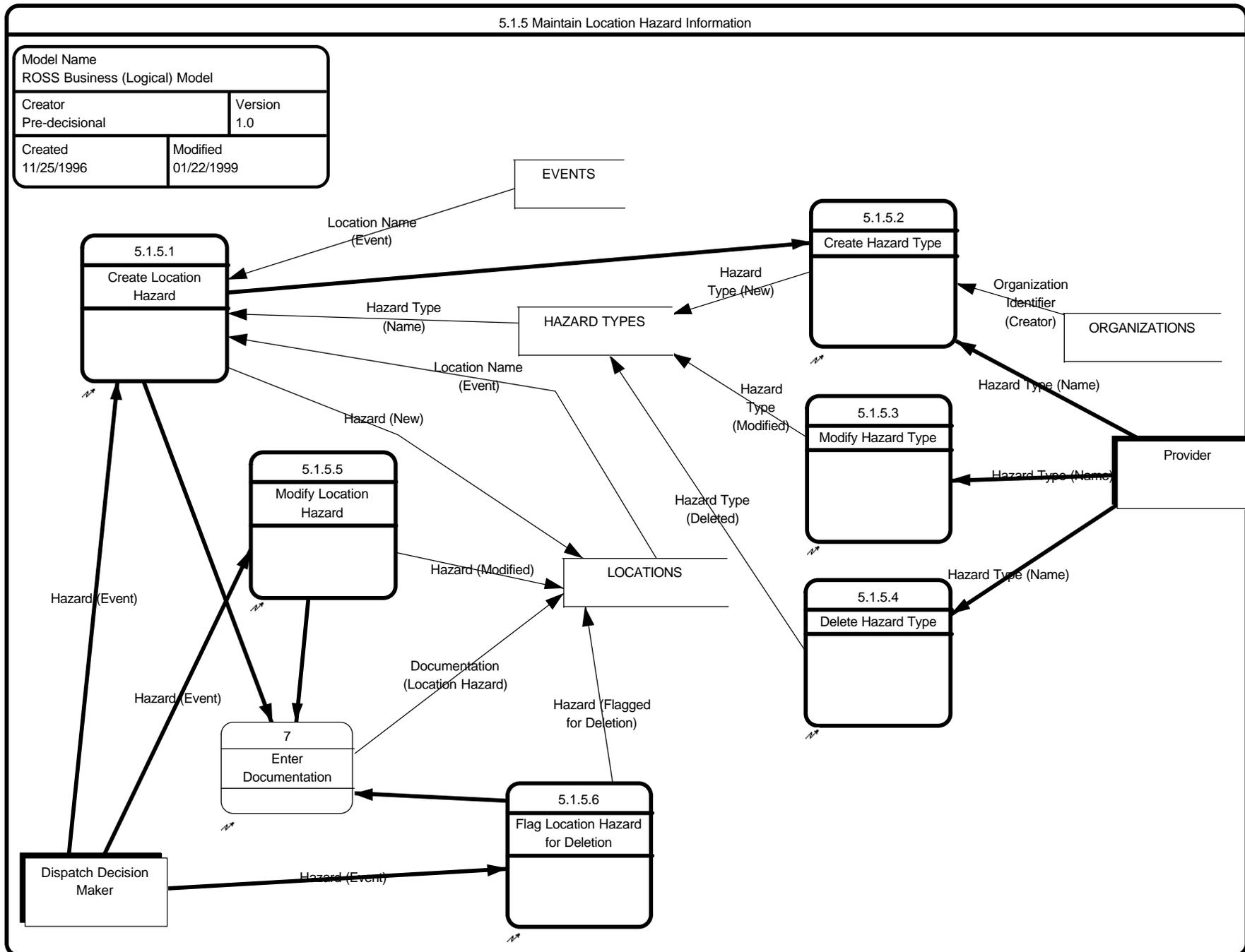
**Process 5.1 Maintain/Update Location Records**



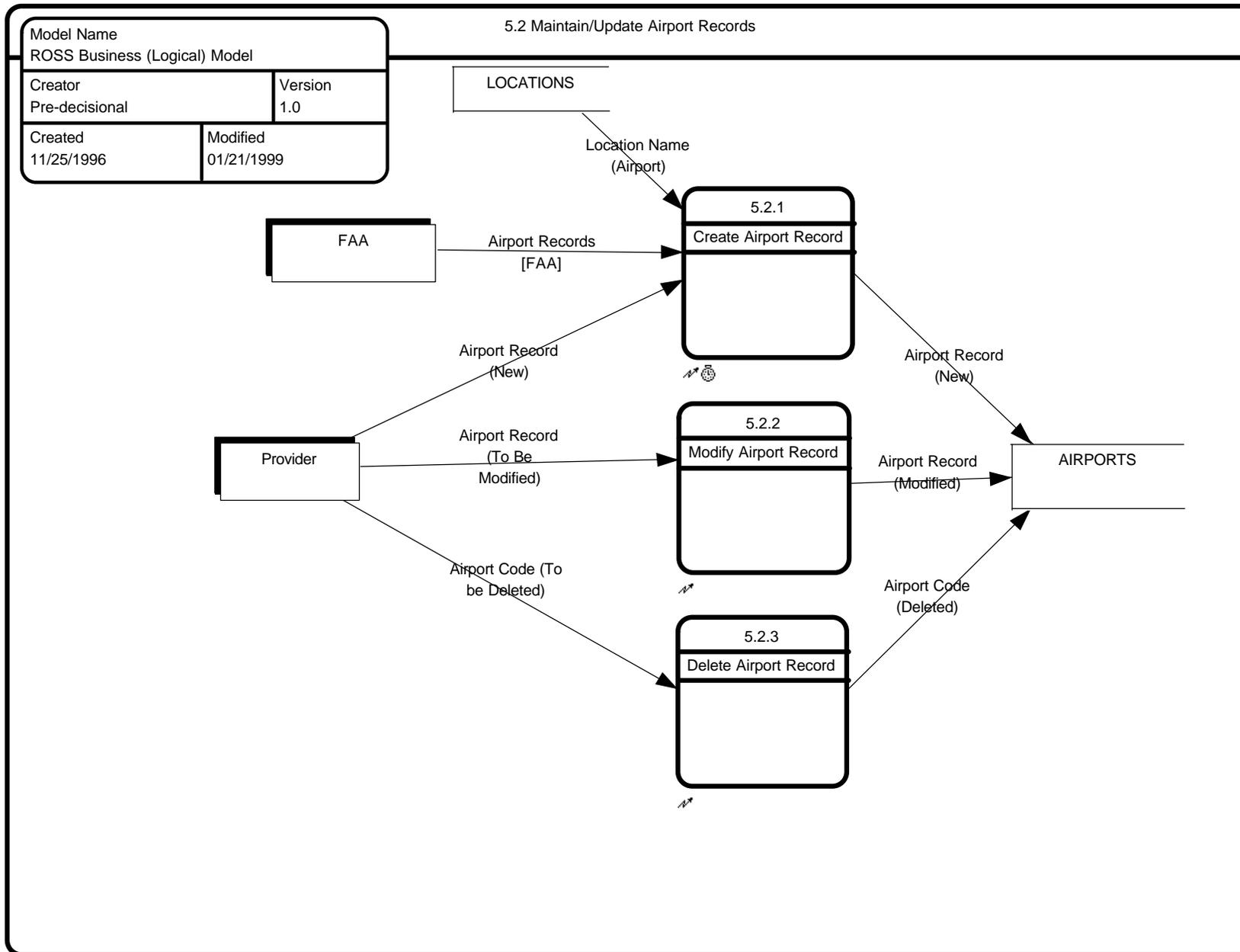
### Process 5.1.4 Convert Location Information



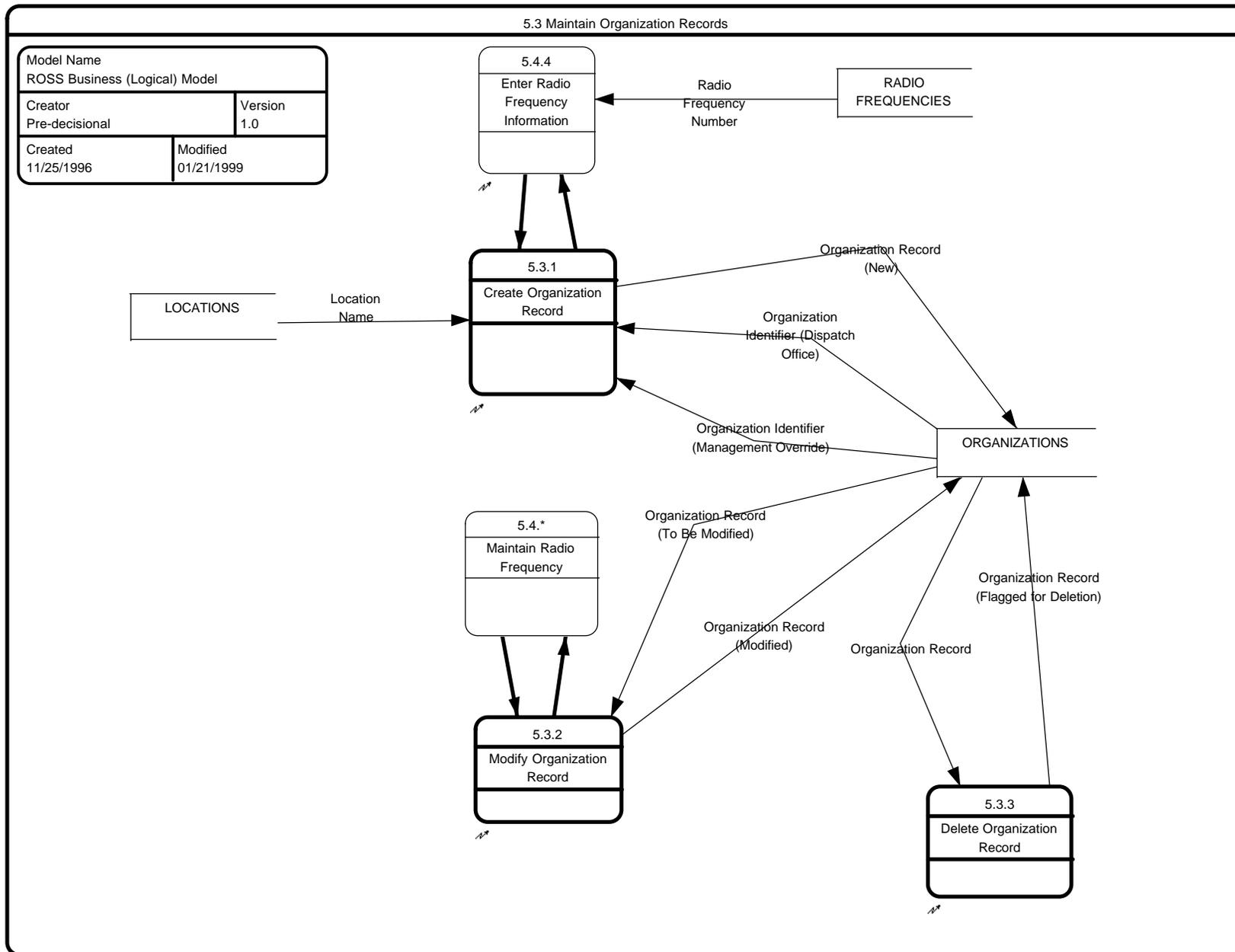
**Process 5.1.5 Maintain Location Hazard Information**



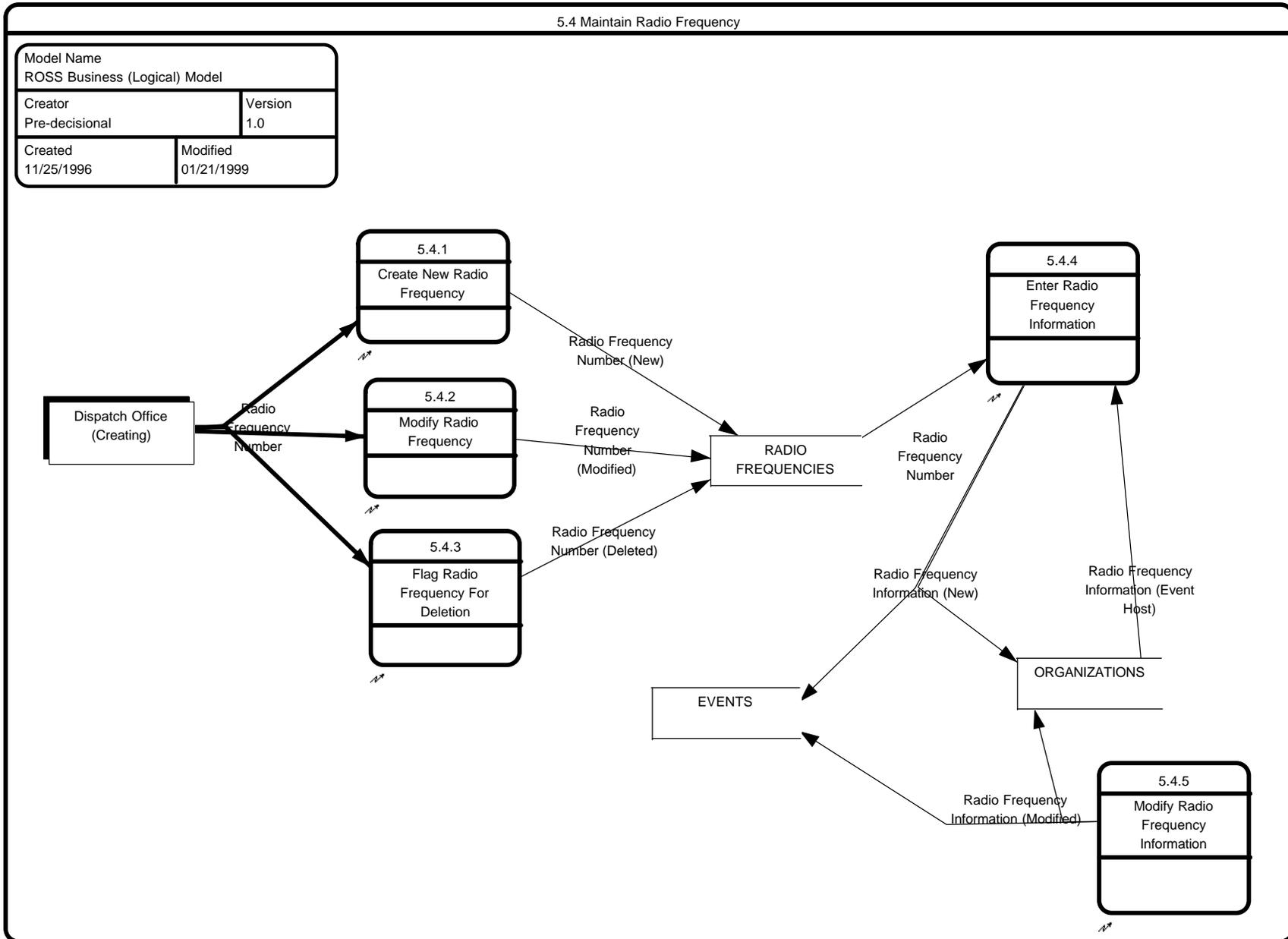
### Process 5.2 Maintain/Update Airport Records



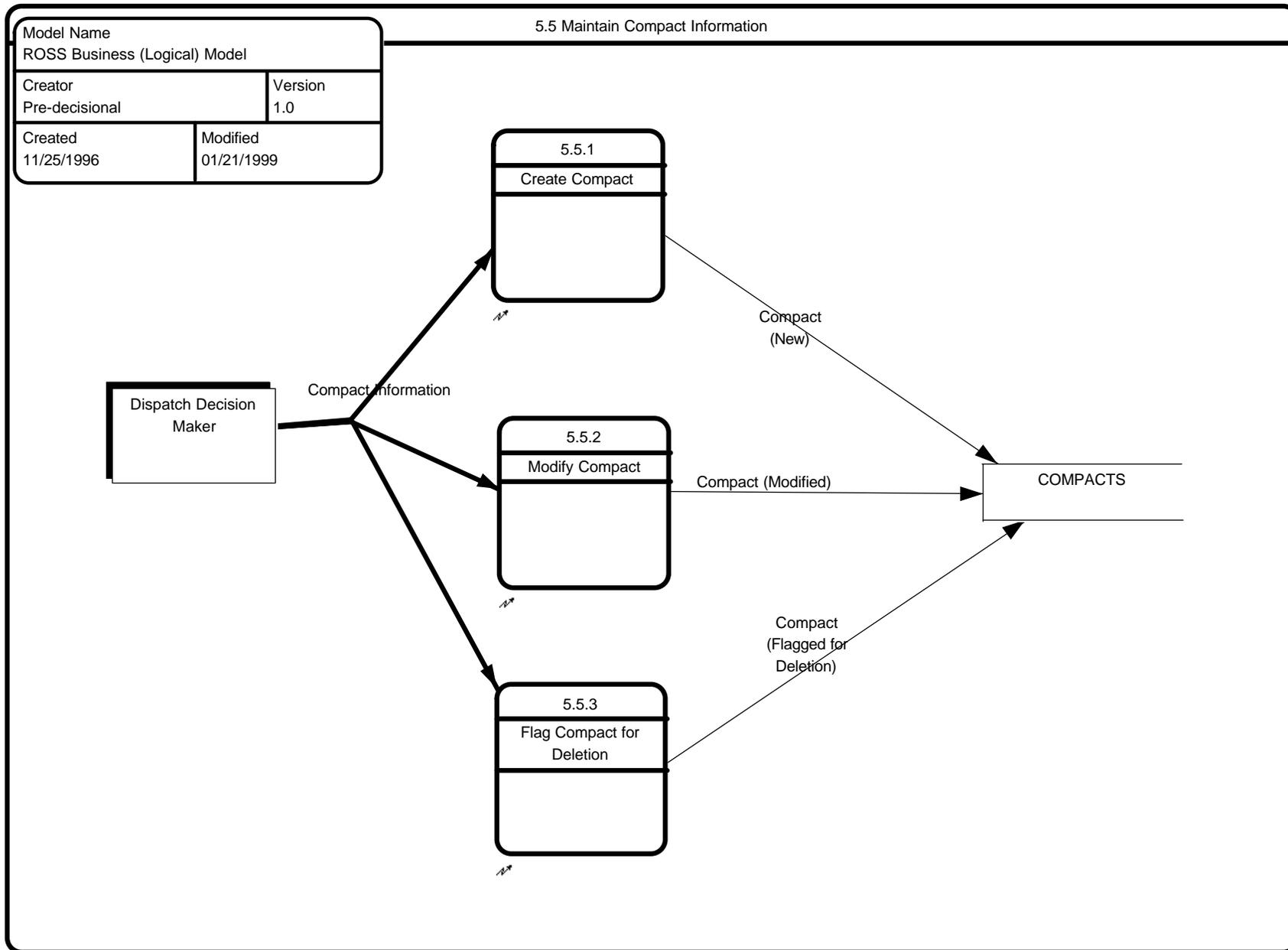
### Process 5.3 Maintain Organization Records



### Process 5.4 Maintain Radio Frequency



**Process 5.5 Maintain Compact Information**



## 5 Maintain/Update Locations, Airports, & Organizations

The purpose of this process is to maintain the records in the **LOCATIONS** and **AIRPORTS** stores.

1. If the **LOCATIONS** store requires maintenance,
  - A. Perform the [5.1 Maintain/Update Location Records](#) process.
2. If the **AIRPORTS** store requires maintenance,
  - A. Perform the [5.2 Maintain/Update Airport Records](#) process.
3. If the **ORGANIZATIONS** store requires maintenance,
  - A. Perform the [5.3 Maintain Organization Records](#) process.
4. If the **RADIO FREQUENCIES** store requires maintenance,
  - A. Perform the [5.4 Maintain Radio Frequency](#) process.
5. If the **COMPACTS** store requirements maintenance,
  - A. Perform the [5.5 Maintain Compact Information](#) process.

### 5.1 *Maintain/Update Location Records*

The purpose of this process is to maintain the records in the **LOCATIONS** store.

1. If a new record is to be added to the **LOCATIONS** store,
  - A. Perform the [5.1.1 Create Location Record](#) process.
2. If an existing record is to be modified in the **LOCATIONS** store,
  - A. Perform the [5.1.2 Modify Location Record](#) process.
3. If a record must be deleted from the **LOCATIONS** store,
  - A. Perform the [5.1.3 Delete Location Record](#) process.
4. If a user needs to convert to/from either latitude/longitude, VOR Bearing & Distance, or Legal Land Description:
  - A. [5.1.4 Convert Location Information](#)
5. If a hazard is identified perform [5.1.5 Maintain Location Hazard Information](#).

### 5.1.1 Create Location Record

This process is used to build and store a new record in the **LOCATIONS** store. The **LOCATIONS** store will be initialized from the USGS database of geographic place names ([see 6.1.4 Import USGS Location Data](#)). This process is intended to permit a ROSS user to add locations that were not present in the USGS data.

*Security/access: Because the **LOCATIONS** store is a critical key to the ROSS system, creation and modification of Location records will be limited to personnel with a "system supervisor" role.*

1. Enter the LOCATION RECORD unique identifier, which consists of the following:
  - A. LOCATION NAME, the unique name assigned to the location by USGS, or by the wildfire organization. If the location is a ROSS event, the LOCATION NAME may be the same as the EVENT NAME.
  - B. LATITUDE/LONGITUDE:
    - 1) LATITUDE/LONGITUDE can be derived if one of the following is available 1) the VOR, Bearing & Distance, or 2) the Legal Land Description.
      - a) Use the [5.1.4 Convert Location Information](#) process to convert VOR+BEARING+DISTANCE or LEGAL LAND DESCRIPTION (included in the *LOCATION CONVERSION-INPUT*) to the LOCATION COORDINATES and LEGAL LAND DESCRIPTION (included in the *LOCATION-CONVERSION RESULTS*).
  - C. COUNTRY CODE,
  - D. STATE CODE, the two-character postal code assigned to a State.
  - E. COUNTY NAME
  - F. LOCATION DURABILITY FLAG:
    - 1) "Permanent" locations/landmarks that, such as: Crossroads, business names, etc., that may or may not be printed on a USGS map; or
    - 2) "Temporary" to indicate that this record is being created as a place name that may be deleted when no longer applicable.
  - G. LOCATION RECORD SOURCE, which is an indicator to designate the data steward (or originator) of the location record, either the "U.S. Geological Survey" or "ROSS." Default is "ROSS" unless the record is being populated from the USGS. If LOCATION TYPE = "Event," then the RECORD SOURCE = "ROSS." Other ROSS locations that are not for events may also be included.
  - H. LOCATION NAVIGATION-INSTRUCTION DESCRIPTION that contain a narrative description of how to reach the location. (Optional)
3. Record the *LOCATION RECORD (NEW)* into the **LOCATIONS** store.

### 5.1.2 Modify Location Record

This process is used to modify an existing record in the **LOCATIONS** store. The **LOCATIONS** store contains

three kinds of records; these from the USGS database, EVENT CODE records, and geographic locations added by ROSS users. ROSS users will not be able to edit the records that originated with USGS.

*Security/access: Because the **LOCATIONS** store is a critical key to the ROSS system, creation and modification of Location records will be limited to personnel with a "system supervisor" role*

1. Select the *LOCATION RECORD (TO BE MODIFIED)* from the **LOCATIONS** store:
  - A. Enter changes to the appropriate location fields. See [5.1.1 Create Location Record](#) for a description of **LOCATION** store fields.

*Data integrity: The Location Record unique identifiers (LOCATION NAME and COORDINATES) cannot be updated without considering the impact on other processes.*

2. Send the *LOCATION RECORD (MODIFIED)* to the **LOCATIONS** store.

### **5.1.3 Delete Location Record**

This process is used to remove an existing record from the **LOCATIONS** store. The **LOCATIONS** store contains three kinds of records; these from the USGS database, event locations, and geographic locations added by ROSS users. ROSS users will not be able to delete the USGS records or locations entered by other offices. Only locations that do not have any associations with any other data store (**EVENTS**, **ORGANIZATIONS**, **AIRPORTS**, etc.) can be deleted.

1. Identify *LOCATION NAME (TO BE DELETED)*.
2. Search the following data stores to ensure that the location is not associated to any other record:

**EVENTS**  
**AIRPORTS**  
**ORGANIZATIONS**  
**HAZARDS**  
**INVENTORY**  
**REQUESTS**  
**PROVIDER RESOURCE QUANTITIES**  
**TRAVEL ITINERARIES**  
**DETAIL SUPPLEMENTS**

- A. If the *LOCATION NAME* exists in any of the above stores,
  - 1) The location cannot be deleted.
- B. If the *LOCATION NAME* does not exist in any of the above stores,
  - 1) Send the *LOCATION NAME (DELETED)* to the **LOCATIONS** store.

### 5.1.4 Convert Location Information

The purpose of this process is to convert of any one of the three standard systems of geographic location to an output of all three standards. These standards include:

- Latitude/Longitude
- Legal Land Description
- VOR, Bearing and Distance

*Useability: The users prefer **not** to use the current version of CAHIS as a model for converting location information. Other programs (example; TOPO SCOUT) do a better job. CAHIS is not desirable because it calculates locations to the center of a section, which is not accurate enough for use in ROSS.*

*Data processing:: The VOR Conversion System and the Legal Land Description Conversion System are external automated systems that are already in existence. The ROSS Business Team did not model the conversion processes; however, the final design will require inclusion of the conversion methods. The Design Team may refer to the IAMS system.*

1. Receive *LOCATION CONVERSION-INPUT* from the Report Preparer.
2. Perform [5.1.4.1 Convert Between Lat/Long, Legal, and VOR](#) to determine type of starting coordinates:
  - A. If input standard is *LOCATION COORDINATES* (latitude/longitude),
    - 1) Send *LOCATION COORDINATES* to [5.1.4.4 Calculate VOR Bearing & Distance](#) process and receive *VOR BEARING AND DISTANCE*.
    - 2) Send *LOCATION COORDINATES* to [5.1.4.3 Perform Legal Land Description Conversion \(External Definition\)](#) process and receive *LEGAL LAND DESCRIPTION*.
  - B. If input standard is *LEGAL LAND-DESCRIPTION*,
    - 1) Send *LEGAL LAND DESCRIPTION* to [5.1.4.3 Perform Legal Land Description Conversion \(External Definition\)](#) process and receive *LOCATION COORDINATES*.
    - 2) Send *LOCATION COORDINATES* to [5.1.4.4 Calculate VOR Bearing & Distance](#) process and receive *VOR BEARING AND DISTANCE*.
  - C. If input standard is *VOR BEARING AND DISTANCE*,
    - 1) Send *VOR BEARING AND DISTANCE* to the [5.1.4.2 Calculate Coordinates Based on VOR Bearing & Distance](#) process and receive *LOCATION COORDINATES*.
    - 2) Send *LOCATION COORDINATES* to [5.1.4.3 Perform Legal Land Description Conversion \(External Definition\)](#) process and receive *LEGAL LAND DESCRIPTION*.
3. Send the *LOCATION CONVERSION RESULTS* to the Report Preparer.

#### **5.1.4.2 Calculate Coordinates Based on VOR Bearing & Distance**

The purpose of this process is to provide the Location coordinates (latitude/longitude) to the ROSS system based on VOR Bearing & Distance.

Because this process has already been defined by other systems (e.g., IAMS), the ROSS team did not define the activities required to perform these conversions.

1. Identify the Bearing and Distance from the VOR.
2. Calculate the location coordinates.

#### **5.1.4.3 Perform Legal Land Description Conversion**

Because this process has already been defined by other systems (e.g. IAMS), the ROSS team did not define the activities required to perform these conversions.

The purpose of this process is to perform the following:

1. Calculate the Legal Land Description based on Location Coordinates. Or;
2. Calculate the Location Coordinates based on Legal Land Description.

#### **5.1.4.4 Calculate VOR Bearing & Distance**

The purpose of this process is to specify the Bearing and Distance from a specified VOR to a designated target location. This process description does not provide the detailed logic required, since there are many applications available that are already capable of performing these calculations. The triggering flow includes the coordinates of the target location.

1. Identify the Target Location Coordinates.
2. Select the VOR ID from which the bearing and distance will be calculated. The VOR ID will be selected based on its proximity to the target location.
3. Calculate the Bearing and Distance from the VOR ID.

#### **5.1.4.5 Calculate Coordinates based on UTM**

Because this process has already been defined by other systems (e.g. IAMS), the ROSS team did not attempt to define the activities required to perform these conversions.

The purpose of this process is to perform the following:

1. Calculate the UTM (Universal Transverse Mercator) based on Location Coordinates. Or;
2. Calculate the Location Coordinates based on UTM.

### 5.1.5 Maintain Location Hazard Information

This process maintains information about hazards that exist at one or more locations.

*Data Processing: The **HAZARDS** will need to be reviewed on a daily basis, so that obsolete hazards are be removed.*

1. To add a new hazard to an event location,
  - A. [5.1.5.1 Create Location Hazard](#)
2. To modify an existing location hazard,
  - A. [5.1.5.5 Modify Location Hazard](#)
3. To flag an obsolete location for deletion,
  - A. [5.1.5.6 Flag Location Hazard for Deletion](#)
4. To add a new hazard type to the lookup table,
  - A. [5.1.5.2 Create Hazard Type.](#)
5. To modify an existing hazard type in the lookup table,
  - A. [5.1.5.3 Modify Hazard Type.](#)
6. To add a new hazard type to the lookup table,
  - A. [5.1.5.4 Delete Hazard Type.](#)

#### 5.1.5.1 Create Location Hazard

This process documents any hazards or conditions at or near an event that may affect the delivery of resources to an event or the performance of resources at an event.

1. Create the LOCATION HAZARD record:
  - A. Retrieve the *LOCATION NAME (EVENT)* from the **EVENTS** store.
  - B. Retrieve the appropriate *HAZARD TYPE NAME* from the **HAZARD TYPES** store.
    - 1) If HAZARD TYPE NAME does not exist,
      - a) [5.1.5.2 Create Hazard Type.](#)
    - 2) Enter HAZARD TYPE NAME.
  - C. Enter HAZARD DESCRIPTION to provide more detailed information about the hazard.
  - D. Enter HAZARD DURABILITY FLAG to indicate whether the hazard is temporary or permanent.
  - E. Enter HAZARD RECORD STATUS to indicate whether the hazard is active or inactive.

- F. [7 Enter Documentation](#) into the **LOCATIONS** store to identify the recording and reporting party. DOCUMENTATION CATEGORY = Location Hazard.
2. Enter *HAZARD (new)* into the **LOCATIONS** store based on the LOCATION NAME (EVENT).

### 5.1.5.2 Create Hazard Type

This process creates a reusable description of hazards which will be provided as a pick-list for the user when entering event location hazards.

1. Retrieve *ORGANIZATION IDENTIFIER (CREATOR)* from the **ORGANIZATIONS** store to identify the originating office of the hazard information.
2. Enter information about the hazard:
  - A. HAZARD TYPE NAME to identify what the hazard is;
  - B. HAZARD AFFECTED OPERATIONS TYPE to designate whether the hazard is related to “air” or “ground” activities. (Optional).
  - C. ORGANIZATION ID (CREATING OFFICE) to identify who created the hazard type.
3. Enter the *HAZARD TYPE (NEW)* to the **LOCATIONS** store.

### 5.1.5.3 Modify Hazard Type

This process modifies an existing reusable description of hazards which will be provided as a pick-list for the user when entering event location hazards.

1. The modification process is similar to the [5.1.5.2 Create Hazard Type](#) process.
2. Enter the *HAZARD TYPE (MODIFIED)* to the **LOCATIONS** store.

### 5.1.5.4 Delete Hazard Type

This process modifies an existing reusable description of hazards which will be provided as a pick-list for the user when entering event location hazards.

1. The modification process is similar to the [5.1.5.2 Create Hazard Type](#) process.

*Data integrity: Ensure that a HAZARD TYPE that is referenced in other data stores (**LOCATIONS**) cannot be deleted.*

2. Enter the *HAZARD TYPE (DELETED)* to the **LOCATIONS** store.

### 5.1.5.5 Modify Location Hazard

This process modifies an identified Location Hazard. This process is basically the same as [5.1.5.1 Create Location Hazard](#).

1. Enter *HAZARD (MODIFIED)* into the **LOCATIONS** store based on the LOCATION NAME (EVENT).
2. [7 Enter Documentation](#) to record the reporting and recording party and any additional comments.

### 5.1.5.6 **Flag Location Hazard for Deletion**

This process flags a location hazard for deletion. This occurs when a hazard no longer exists in the environment and should be removed from the ROSS database. For historical purposes, the record cannot be physically deleted; however, it should be flagged as obsolete so that it does not appear on any list of current hazards.

*Data integrity: The **HAZARDS** will need to be reviewed on a daily basis, so that obsolete hazards can be flagged.*

1. Select the appropriate HAZARD from the **LOCATIONS** store.
2. Change the HAZARD RECORD STATUS to “Flagged for Deletion”.
3. [7. Enter Documentation](#) to record the recording & reporting parties and any additional information.
4. Enter HAZARD (*FLAGGED FOR DELETION*) into the **LOCATIONS** store based on the LOCATION NAME (EVENT).

## 5.2 Maintain/Update Airport Records

The purpose of this process is to maintain the records in the **AIRPORTS** store.

1. If a new record is to be added to the **AIRPORTS** store,
  - A. Perform the [5.2.1 Create Airport Record](#) process.
2. If an existing record is to be modified in the **AIRPORTS** store,
  - A. Perform the [5.2.2 Modify Airport Record](#) process.
3. If a record must be deleted from the **AIRPORTS** store,
  - A. Perform the [5.2.3 Delete Airport Record](#) process.

### 5.2.1 Create Airport Record

The purpose of this process is to add a new Airport record to the **AIRPORTS** store. This process should be used only for airports that are created locally. The **AIRPORTS** store will be initialized from the FAA Airport database (See [6.1.3 Import FAA Airport Data.](#))

1. Enter the following items:
  - A. AIRPORT DESCRIPTION;
    - 1) AIRPORT CODE
    - 2) AIRPORT NAME
    - 3) Select and enter the *LOCATION NAME (AIRPORT)* from the **LOCATIONS** store.
      - a) If location name does not exist in the **LOCATIONS** store,
        - 1 - [5.1.1 Create Location Record](#).
    - 4) Enter the LATITUDE/LONGITUDE (AIRPORT)
  - B. Enter the AIRPORT RECORD SOURCE to identify whether the record was created by the FAA or a ROSS user. Default value is "ROSS."
  - C. Enter the AIRPORT RECORD DURABILITY FLAG to identify whether the record is "Permanent" or "Temporary." Temporary records will be deleted at the end of the calendar year. For example; a helispot that was cleared to serve an event and will be replanted should be entered as "Temporary."
  - D. Select and enter AIRPORT SPECIAL CONDITIONS for the **AIRPORT SPECIAL CONDITIONS** store to identify any unusual or special considerations about an airport.
    - 1) If AIRPORT SPECIAL CONDITION does not exist,
      - a) [6.3.2.5 Maintain Airport Special Condition Table](#).
  - E. Select and enter the AIRPORT FUNCTION NAME from the **AIRPORT FUNCTIONS** table

to identify what kind of operations it will accommodate, for example; Jet Port, Charter Airport, Heli Port, Tanker Base.

1) If AIRPORT FUNCTION NAME does not exist,

a) [6.3.2.4 Maintain Airport Function Table](#).

F. Select and enter the ORGANIZATION ID (Creating Office) to identify the organization that created the record.

2. Send the *AIRPORT RECORD (NEW)* to the **AIRPORTS** store.

### 5.2.2 Modify Airport Record

The purpose of this process is to modify an existing Airport record. Only records whose AIRPORT RECORD SOURCE = "ROSS" may be modified. All records whose AIRPORT RECORD SOURCE = "FAA" may not be changed via the ROSS system. AIRPORT CODE may not be modified.

1. Receive the *AIRPORT RECORD (TO BE MODIFIED)* from the Provider;

A. Enter changes to the appropriate airport record, see [5.2.2 Create Airport Record](#) for a description of the AIRPORT RECORD fields.

2. Send *AIRPORT RECORD (MODIFIED)* to the **AIRPORTS** store.

### 5.2.3 Delete Airport Record

The purpose of this process is to delete an airport record from the **AIRPORTS** store. No AIRPORT may be deleted if it has current or past associations with other data (e.g., requests, events, travel schedules, etc.).

1. Identify the AIRPORT CODE (TO BE DELETED).

2. Search the following data stores to ensure that the airport is not associated to any other record:

**EVENTS**  
**INVENTORY**  
**REQUESTS**  
**TRAVEL ITINERARIES**  
**DETAIL SUPPLEMENTS**

A. If the AIRPORT CODE exists in any of the above stores,

1) The airport may not be deleted.

B. If the AIRPORT CODE does not exist in any of the above stores,

1) Send the *AIRPORT CODE (DELETED)* to the **AIRPORTS** store.

### 5.3 Maintain Organization Records

The purpose of this process is to maintain the records in the **ORGANIZATIONS** store.

1. If a new record is to be added to the **ORGANIZATIONS** store,
  - A. Perform the [5.3.1 Create Organization Record](#) process.
2. If an existing record is to be modified in the **ORGANIZATIONS** store,
  - A. Perform the [5.3.2 Modify Organization Record](#) process.
3. If a record must be deleted from the **ORGANIZATIONS** store,
  - A. Perform the [5.3.3 Delete Organization Record](#) process.

#### 5.3.1 Create Organization Record

This process is to create a record for an organization of interest to the dispatch community. The **ORGANIZATIONS** store maintains organization information about federal and state cooperators, vendors, and jurisdictional organizations.

1. Perform the following:
  - A. Enter ORGANIZATION IDENTIFIER of to uniquely identify the unit.
  - B. Enter the ORGANIZATION NAME which is either the government unit name or the vendor name, (e.g. Boise National Forest, Brown Bus Company).
  - C. Identify the kind of organization:
    - 1) If the organization is a federal organization, enter the FEDERAL DEPARTMENT+AGENCY CODE which includes;
      - a) The FEDERAL AGENCY DEPARTMENT CODE (e.g. DA - Dept. Of Agriculture) and,
      - b) The FEDERAL AGENCY CODE (e.g. USFS)
    - 2) If the organization is a state organization, enter the STATE ORGANIZATION CODE to identify;
      - a) The STATE CODE, and
      - b) The STATE DEPARTMENT CODE, (e.g. DNR)
  - D. Enter the ORGANIZATION CATEGORY, which is a description of the kind of organization. (e.g. Non-Wildland Fire Organization, Private Organization, Wildland Fire Organization)
  - E. Enter the ORGANIZATION FUNCTION NAME which describes the functional role of the office (e.g. dispatch, cache, etc.)
    - 1) If the ORGANIZATION FUNCTION = "Dispatch",
      - a) Retrieve and enter the ORGANIZATION IDENTIFIER (SYSTEM OVERRIDE) from the **ORGANIZATIONS** store to identify the office that may perform operations for the identified organization unit to help in

overload situations. (Optional). In most cases this element describes the next highest level of the dispatch hierarchy, for example Eastern Great Basin Coordination Center is the override for the Boise Interagency Dispatch Center. In the Dispatch organization, business rules govern the timing and use of this element.

- 1 - If the organization doesn't exist, perform the [5.3.1 Create Organization Record](#) process to enter a new dispatch organization.
    - b) Retrieve and enter the *ORGANIZATION IDENTIFIER (GACC)* from the **ORGANIZATIONS** store to identify the geographic area coordination center under which the office exits.
  - F. Retrieve and enter the *ORGANIZATION IDENTIFIER (DISPATCH OFFICE)* from the **ORGANIZATIONS** store to identify the organization's servicing dispatch office. The dispatch office that services as the point of contact for dispatching services on behalf of the organization. Vendors may have more than one servicing dispatch office. Government organizations can have only one servicing dispatch office.
    - 1) If the organization doesn't exist, perform the [5.3.1 Create Organization Record](#) process to enter a new dispatch organization.
  - G. Enter the PHONE CONTACT to identify;
    - 1) The PHONE NUMBER of the organization.
    - 2) The PHONE CONTACT TYPE.
    - 3) The PRIORITY NUMBER (PHONE CONTACT) to specify the priority (primary, first alternate, etc.) of a contact number.
  - H. Enter the *LOCATION NAME+ADDRESS (SURFACE)* which identifies;
    - a) *LOCATION NAME* from the **LOCATIONS** store,
    - b) ADDRESS,
    - c) ELECTRONIC ADDRESS of the organization.
  - I. Enter the COUNTRY CODE (ORGANIZATION SERVICE AREA). Default is "US".
  - J. Identify RADIO FREQUENCY INFORMATION
    - 1) If ORGANIZATION CATEGORY is "Wildland Fire Cooperator", perform the [5.4.4 Enter Radio Frequency Information](#) process.
  - K. Enter the ORGANIZATION RECORD STATUS. Default is "Active".
2. Enter the *ORGANIZATION RECORD (NEW)* into the **ORGANIZATIONS** store.

### 5.3.2 Modify Organization Record

This process is to modify a record for an organization of interest to the dispatch community. The **ORGANIZATIONS** store maintains organization information about federal and state cooperators, vendors, and jurisdictional organizations.

1. Identify the *ORGANIZATION RECORD (TO BE MODIFIED)* from the **ORGANIZATIONS** store.
2. Modification is the same as the [5.3.1 Create Organization Record](#) process; however, ORGANIZATION IDENTIFIER may not be modified.
3. Enter changes to the appropriate organization record fields. Refer to [5.3.1 Create Organization Record](#) for a description of Organization fields.
4. Send the *ORGANIZATION RECORD (MODIFIED)* to the **ORGANIZATIONS** store.

### 5.3.3 Delete Organization Record

This process is to flag an organization record for deletion when an organization no longer exists. The record will not physically be deleted until the end-of-year archival process.

1. Select the *ORGANIZATION RECORD (TO BE DELETED)* from the **ORGANIZATIONS** store.
2. Search the following data stores to ensure that the location is not associated to any other record:
  - EVENTS**
  - INVENTORY**
  - ORGANIZATIONS**
  - PROVIDER RESOURCE QUANTITIES**
  - DETAIL SUPPLEMENTS**
  - A. If the ORGANIZATION IDENTIFIER exists in any of the above stores,
    - 1) The location cannot be deleted.
  - B. If the ORGANIZATION IDENTIFIER does not exist in any of the above stores,
    - 1) Set the ORGANIZATION RECORD STATUS to "Flagged for Deletion" removing it from the list of referenceable organizations, and allowing it to be permanently deleted (removed from the database) at the end of the year.
2. Send the *ORGANIZATION RECORD (FLAGGED FOR DELETION)* to the **ORGANIZATIONS** store.

## 5.4 Maintain Radio Frequencies

The purpose of this process is to maintain the records in the **RADIO FREQUENCIES** store.

1. If a new record is to be added to the **RADIO FREQUENCIES** store,
  - A. [5.4.1 Create New Radio Frequency Record](#) process.
2. If an existing record is to be modified in the **RADIO FREQUENCIES** store,
  - A. [5.4.2 Modify Radio Frequency](#) process.
3. If a record must be deleted from the **RADIO FREQUENCIES** store,
  - A. [5.4.3 Flag Radio Frequency for Deletion](#) process.
4. If a radio frequency is being identified for use by an event or an organization:
  - A. [5.4.4 Enter Radio Frequency Information](#)
5. If a **RADIO FREQUENCY INFORMATION** section needs to be modified,
  - A. [5.4.5 Modify Radio Frequency Information](#).

### 5.4.1 Create New Radio Frequency

1. Enter **RADIO FREQUENCY NUMBER** (e.g.169.625 tone 124.0 receive; 171.925 tone 103.6 transmit; and 122.925 VHF.)
2. Set **RADIO FREQUENCY ARCHIVE FLAG** to “No”.
2. Forward *RADIO FREQUENCY RECORD (NEW)* to the **RADIO FREQUENCIES** store.

### 5.4.2 Modify Radio Frequency

The purpose of this process is to change an existing radio frequency.

1. Select the *RADIO FREQUENCY RECORD* from the appropriate **RADIO FREQUENCIES** store:
2. Enter changes to the appropriate Radio Frequency fields. Refer to [5.4.1 Create New Radio Frequency](#) for a description of frequency fields.
3. Send the *RADIO FREQUENCY RECORD (MODIFIED)* to the **RADIO FREQUENCIES** store.

### 5.4.3 Flag Radio Frequency for Deletion

The purpose of this process is to flag a Radio Frequency record for deletion. The record will no longer appear as a valid radio frequency, and at the end of year it will be deleted from the list of current radio frequencies. If a frequency is associated with any other record (e.g. organization or event), it cannot be deleted.

1. Select the *RADIO FREQUENCY (TO BE DELETED)* from the **RADIO FREQUENCIES** store.
  - A. Set RADIO FREQUENCY ARCHIVE FLAG to "Yes".
2. Send the *RADIO FREQUENCY (FLAGGED FOR DELETION)* to the **RADIO FREQUENCIES** store.

### 5.4.4 Enter Radio Frequency Information

This purpose of this process is to identify a radio frequency for use in the ROSS system.

1. Identify the Radio Frequency:
  - A. If the radio frequency is being entered into an EVENT record,
    - 1) Retrieve the *RADIO FREQUENCY INFORMATION (EVENT HOST)* from the **ORGANIZATIONS** store, to use as the default; this default can be overwritten by the user.
  - B. Otherwise,
    - 1) Retrieve and enter the *RADIO FREQUENCY NUMBER* from the **RADIO FREQUENCIES** store.
    - 2) Enter ROLE NAME (RADIO CONTACT) to identify the job title or functional area of expertise of a person/office designated as a contact. (e.g. Incident Command Unit, Dispatch Unit, Air Attack Unit).
    - 3) Enter RADIO FREQUENCY NUMBER (e.g.169.625 tone 124.0 receive; 171.925 tone 103.6 transmit; and 122.925 VHF).
    - 4) Enter RADIO FREQUENCY USE TYPE, the description of how a radio frequency is used. (e.g., air-to-air, air-to-ground)
    - 5) Enter the PRIORITY NUMBER (RADIO FREQUENCY CONTACT) (optional) to identify if the contact is primary or alternate.
2. Forward *RADIO FREQUENCY INFORMATION (NEW)* to the appropriate store (either **EVENTS** or **ORGANIZATIONS**).

### **5.4.5 Modify Radio Frequency Information**

1. Select the *RADIO FREQUENCY RECORD* from the appropriate **RADIO FREQUENCIES** store:
2. Enter changes to the appropriate Radio Frequency fields. Refer to [5.4.1 Create New Radio Frequency](#) for a description of frequency fields.
3. Send the *RADIO FREQUENCY INFORMATION (MODIFIED)* to the appropriate store (either **EVENTS** or **ORGANIZATIONS**).

## 5.5 Maintain Compacts

The purpose of this document is to create modify or delete a compact (cooperative agreement for state resources).

1. [5.5.1 Create Compact](#)
2. [5.5.2 Modify Compact](#)
3. [5.5.3 Flag Compact for Deletion](#)

### 5.5.1 Create Compact

The purpose of this process is to create a new compact, which is a cooperative agreement between state natural resource organizations to share resources that allows them to bypass established interagency dispatch channels.

1. Enter the following:
  - A. COMPACT NAME
  - B. STATE CODE(S) of participating state organizations.
  - C. COMPACT ACTIVE FLAG to indicate whether the participating state organizations can utilize the compact for acquiring resources.
  - C. COMPACT RECORD STATUS to "Active".
2. Send *COMPACT (NEW)* to the **COMPACTS** store.

### 5.5.2 Modify Compact

The purpose of this process is to modify information in the **COMPACTS** store. Compact Name may not be modified as it is the identifier for the store.

1. Enter the following:
  - A. STATE CODE(S) (additions and/or deletions) of participating state organizations.
  - C. COMPACT ACTIVE FLAG - "Yes" - compact is activated, or "No" - compact is not activated.
  - B. COMPACT RECORD STATUS (Active, Inactive, or Flagged for Deletion).
2. Send *COMPACT (NEW)* to the **COMPACTS** store.

### 5.5.3 Flag Compact for Deletion

The purpose of this process is to flag a compact record for deletion when the compact no longer exists. The record cannot be physically deleted because it may have been linked to other records. The archival process will perform final deletion. In this way flagged records will not appear in lists of current Compacts.

1. Select appropriate compact record.

- A. If COMPACT ACTIVE FLAG = "Yes", compact cannot be deleted.
2. Change COMPACT RECORD STATUS to "Flagged for Deletion".
3. Send *COMPACT (FLAGGED FOR DELETION)* to the **COMPACTS** store.

## Process 5 Design Notes

Security/access: Because the **LOCATIONS** store is a critical key to the ROSS system, creation and modification of Location records will be limited to personnel with a "system supervisor" role..... 10

Security/access: Because the **LOCATIONS** store is a critical key to the ROSS system, creation and modification of Location records will be limited to personnel with a "system supervisor" role..... 11

Data integrity: The Location Record unique identifiers (LOCATION NAME and COORDINATES) cannot be updated without considering the impact on other processes. .... 11

Data processing:: The VOR Conversion System and the Legal Land Description Conversion System are external automated systems that are already in existence. The ROSS Analysis Team did not model the conversion processes; however, the final design will require inclusion of the conversion methods. The Design Team may refer to the IAMS system. .... 12

Data integrity: Ensure that a HAZARD TYPE that is referenced in other data stores (**LOCATIONS**) cannot be deleted. .... 15

Data integrity: The **HAZARDS** will need to be reviewed on a daily basis, so that obsolete hazards can be flagged. .... 16