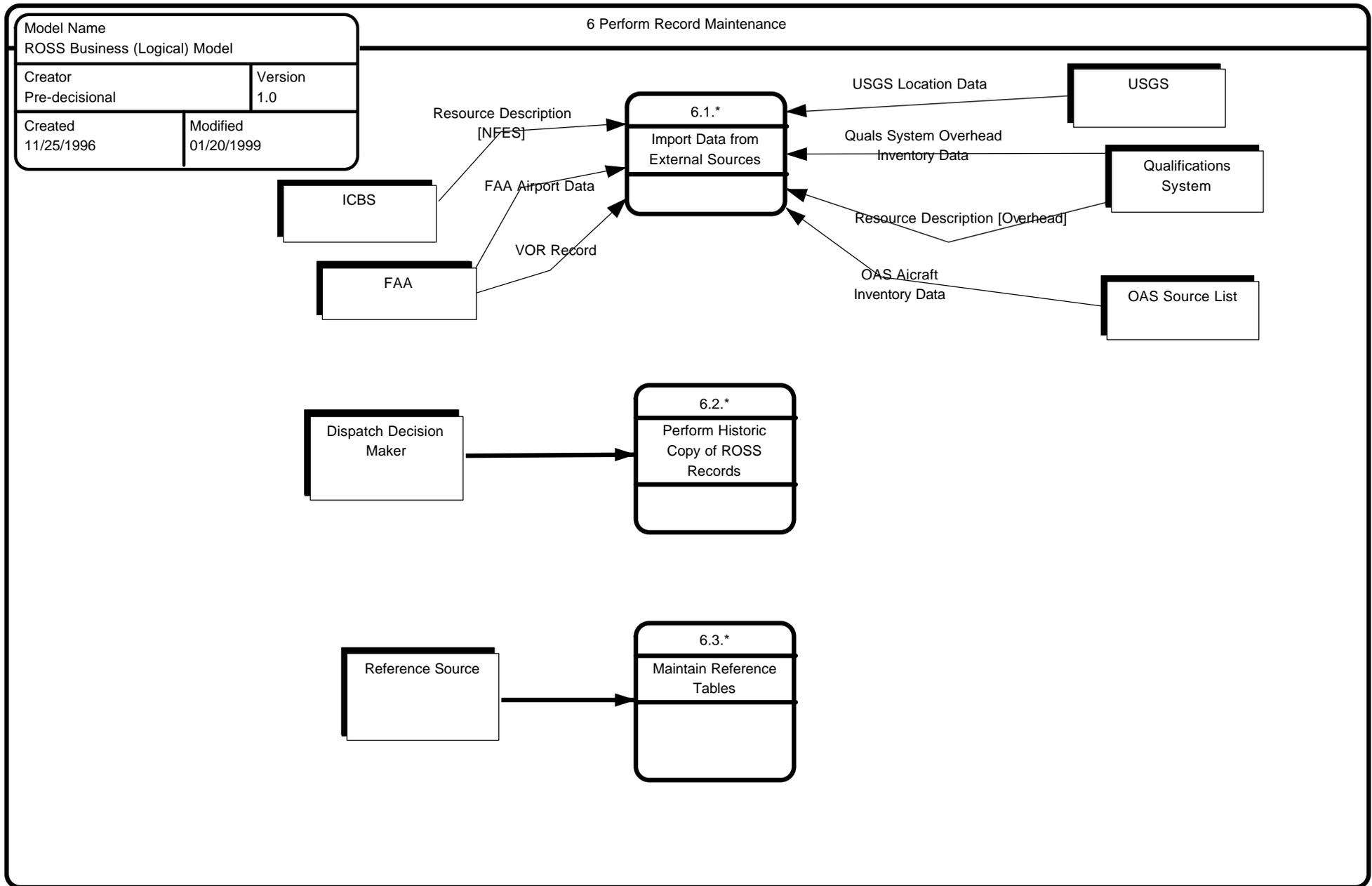
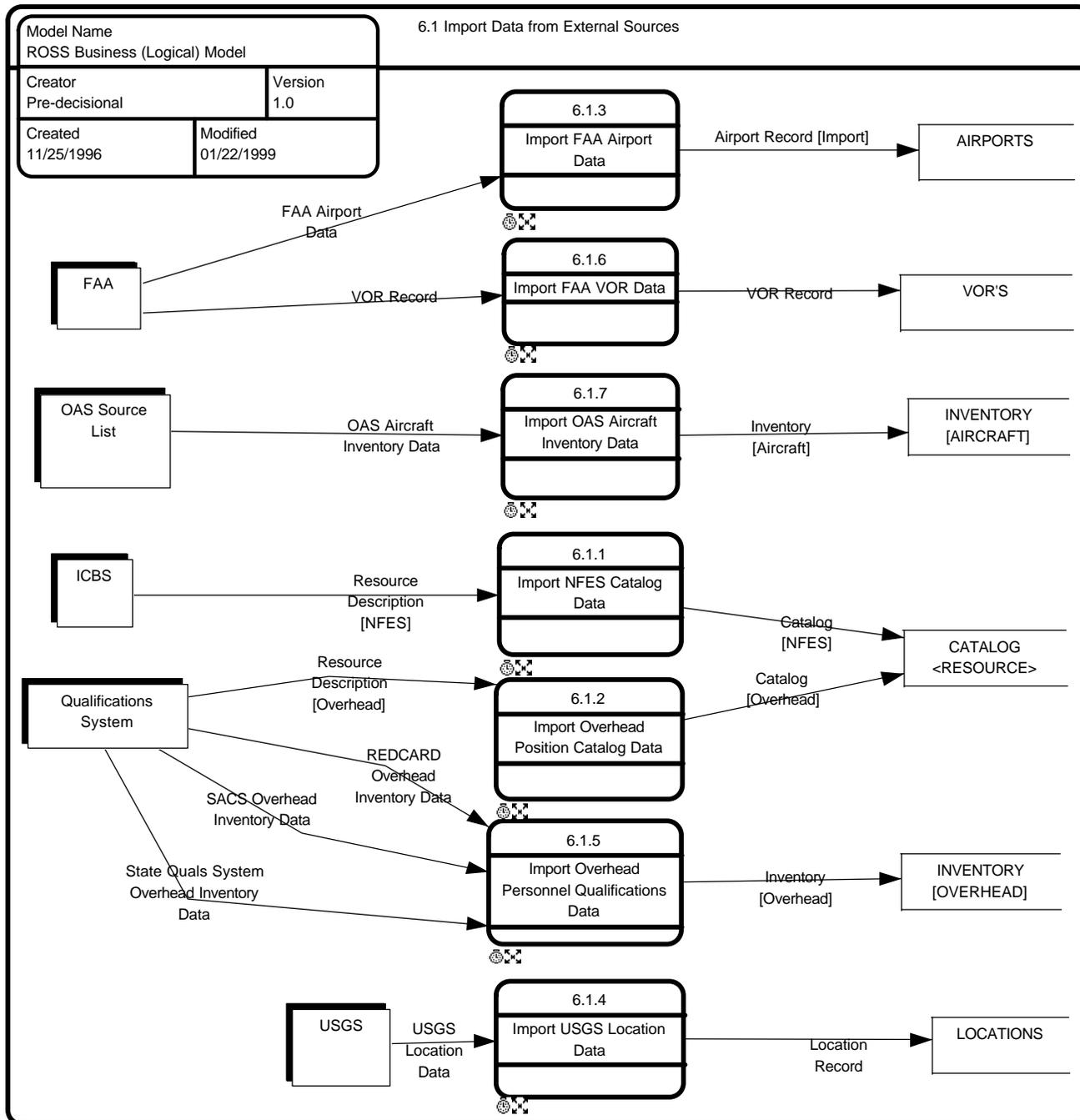


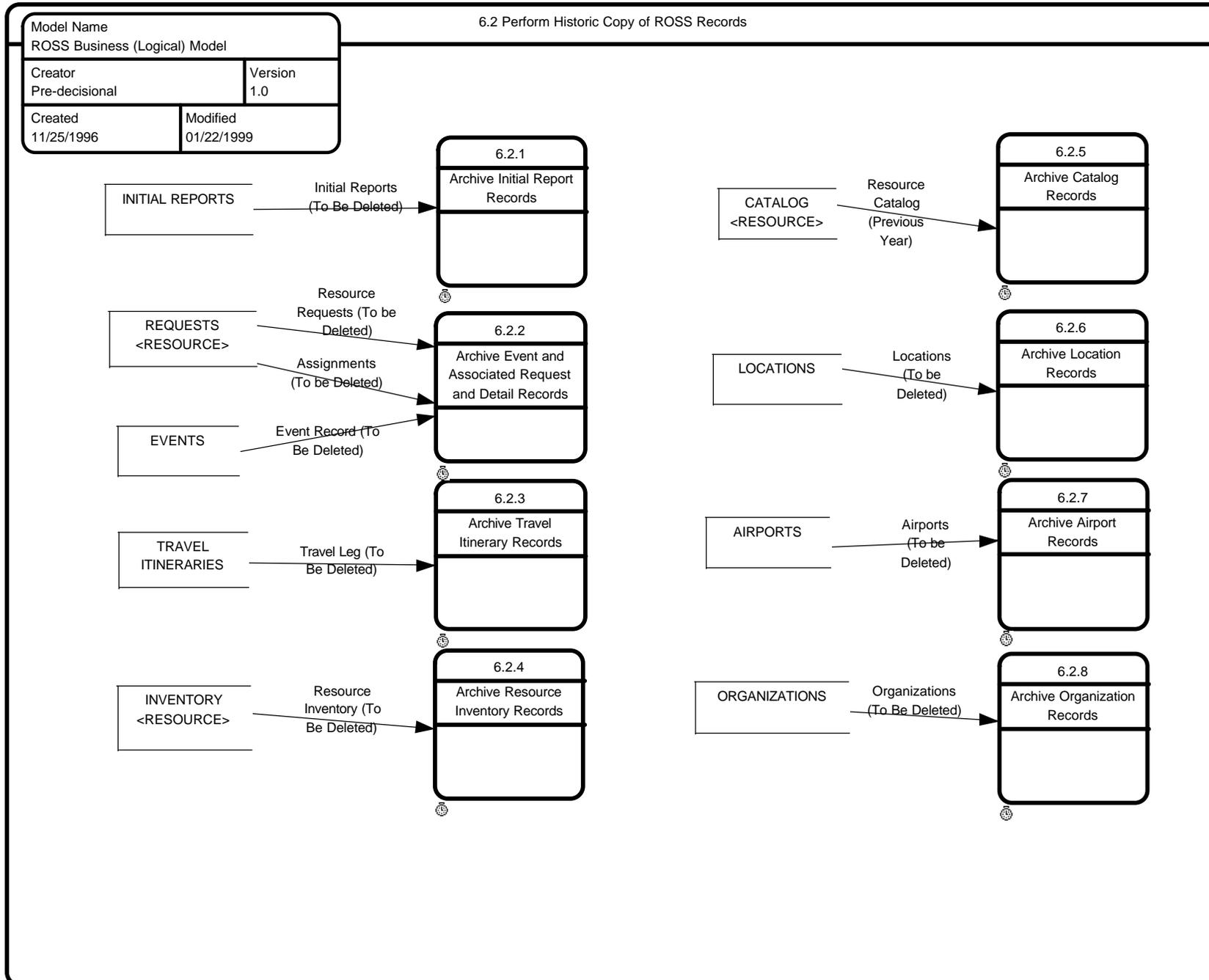
Process 6 Perform Record Maintenance



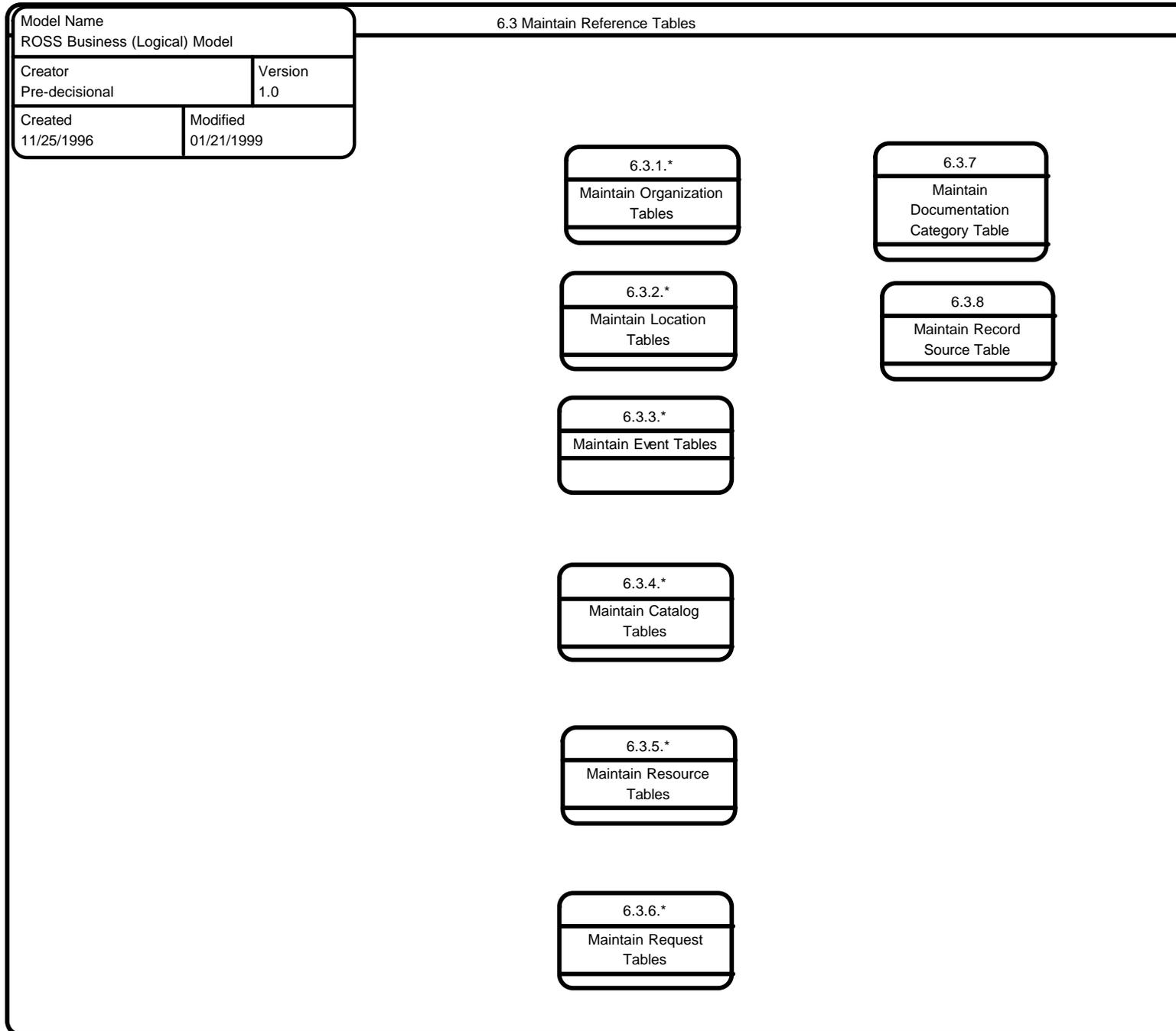
Process 6.1 Import Data From External Sources



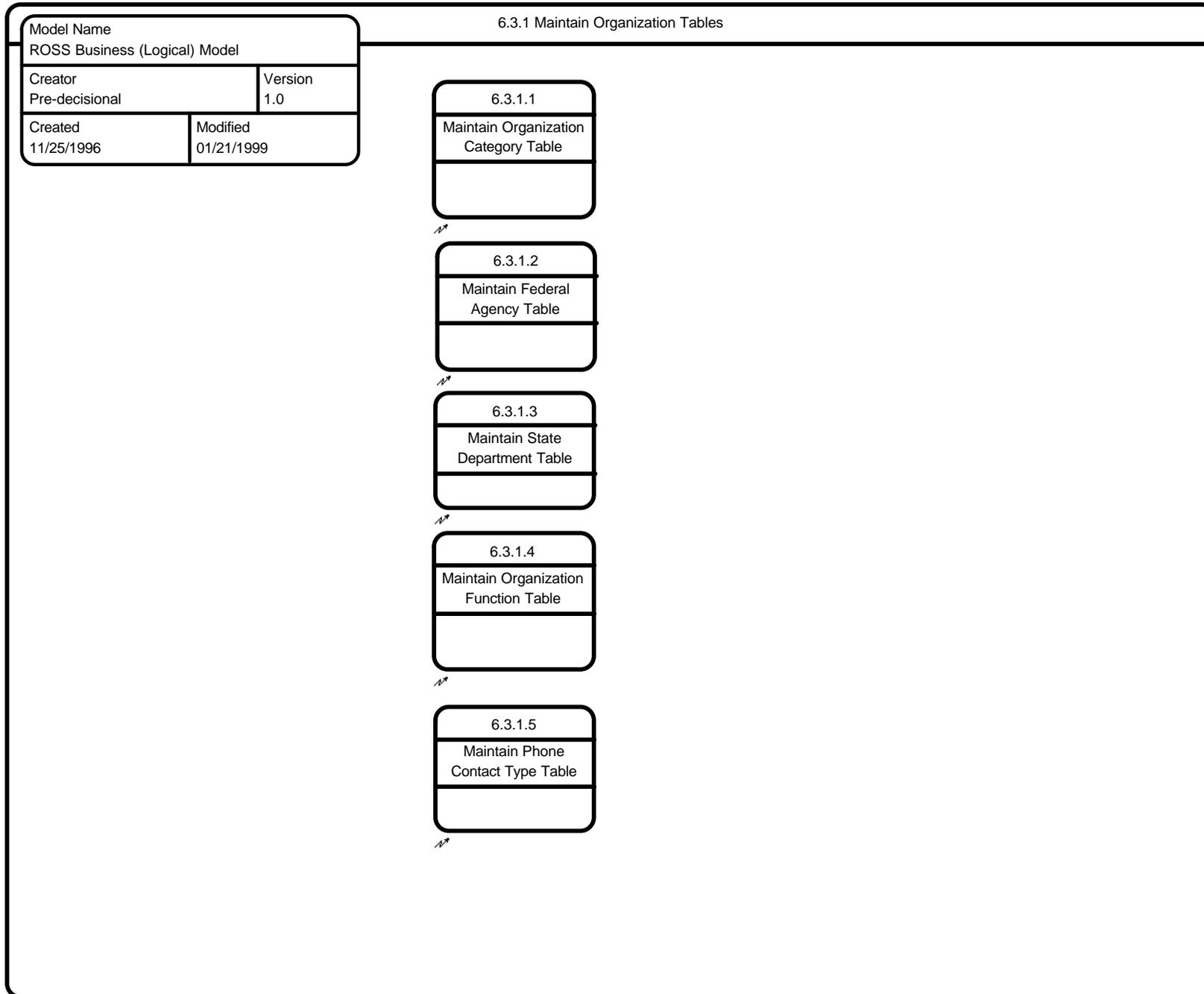
Process 6.2 Perform Historic Copy of ROSS Records



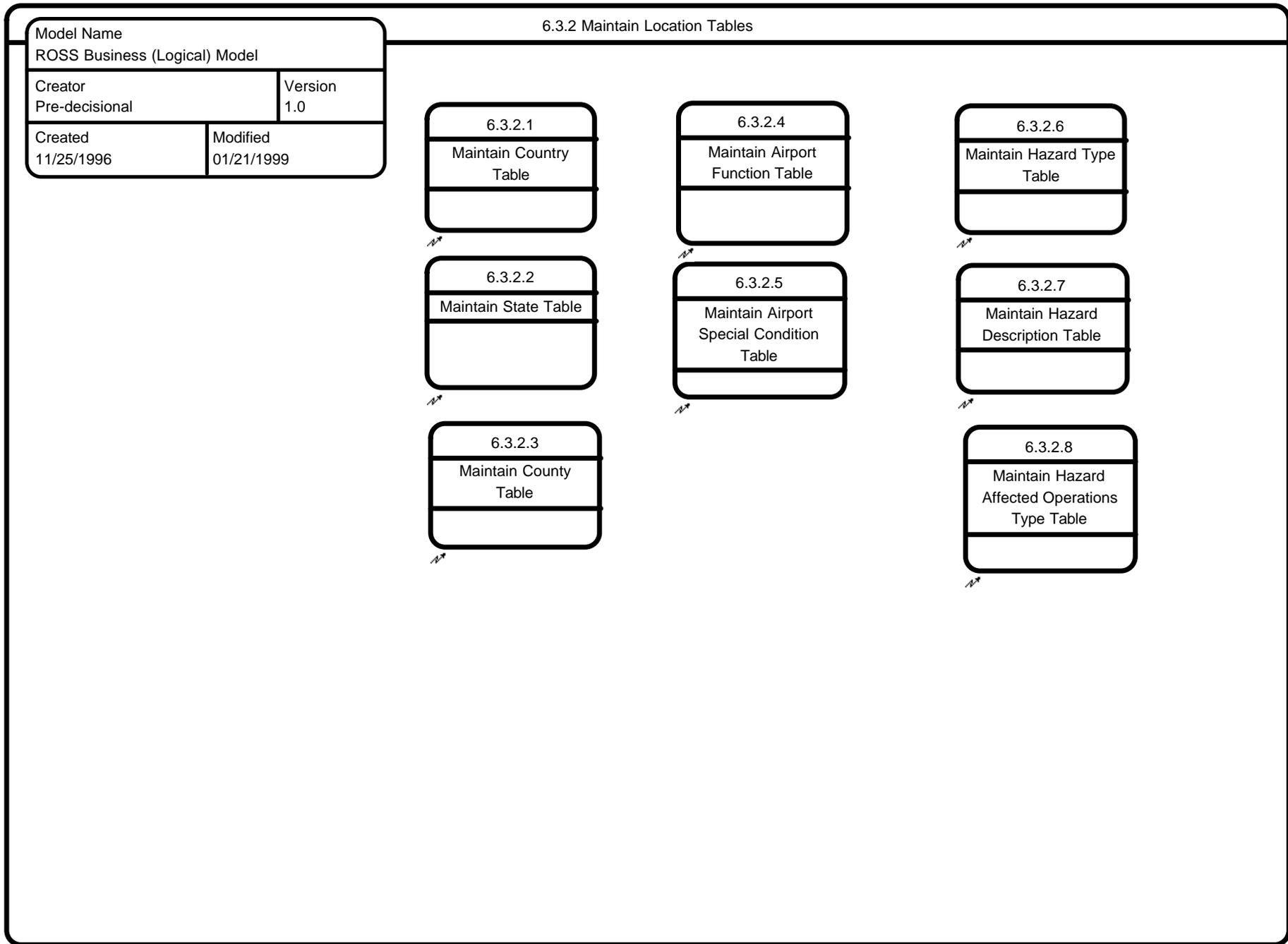
Process 6.3 Maintain Reference Tables



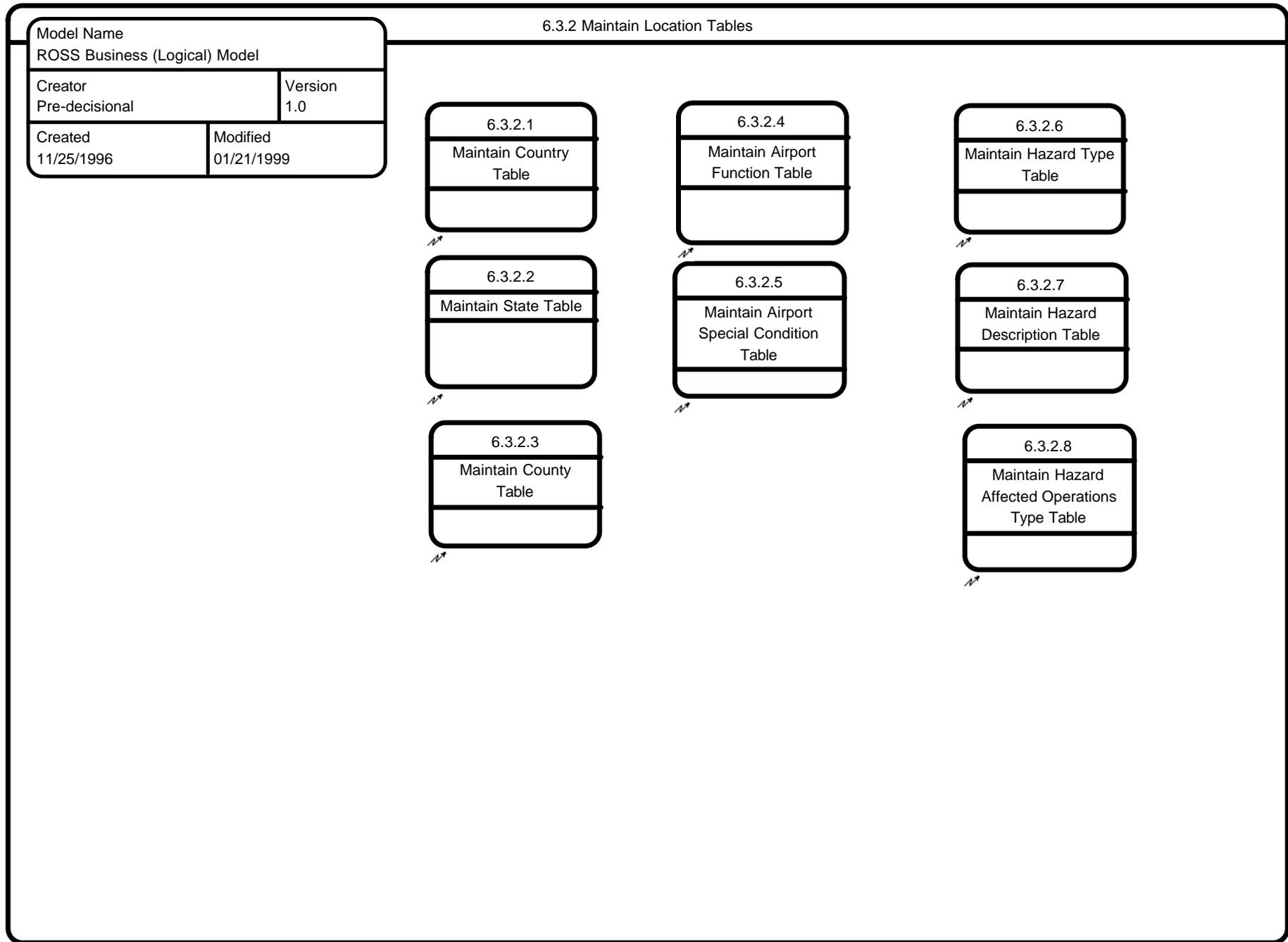
Process 6.3.1 Maintain Organization Tables



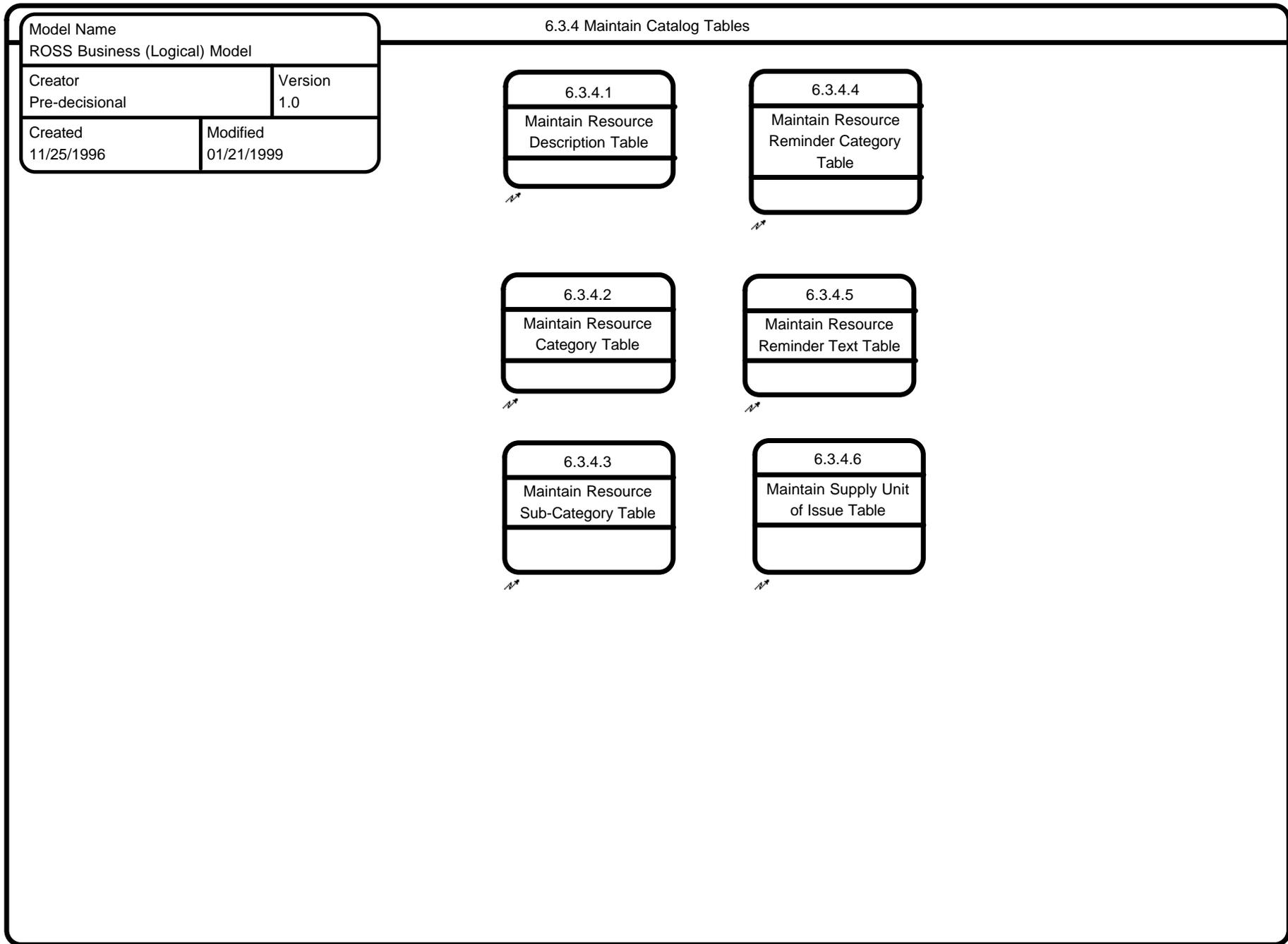
Process 6.3.2 Maintain Location Tables



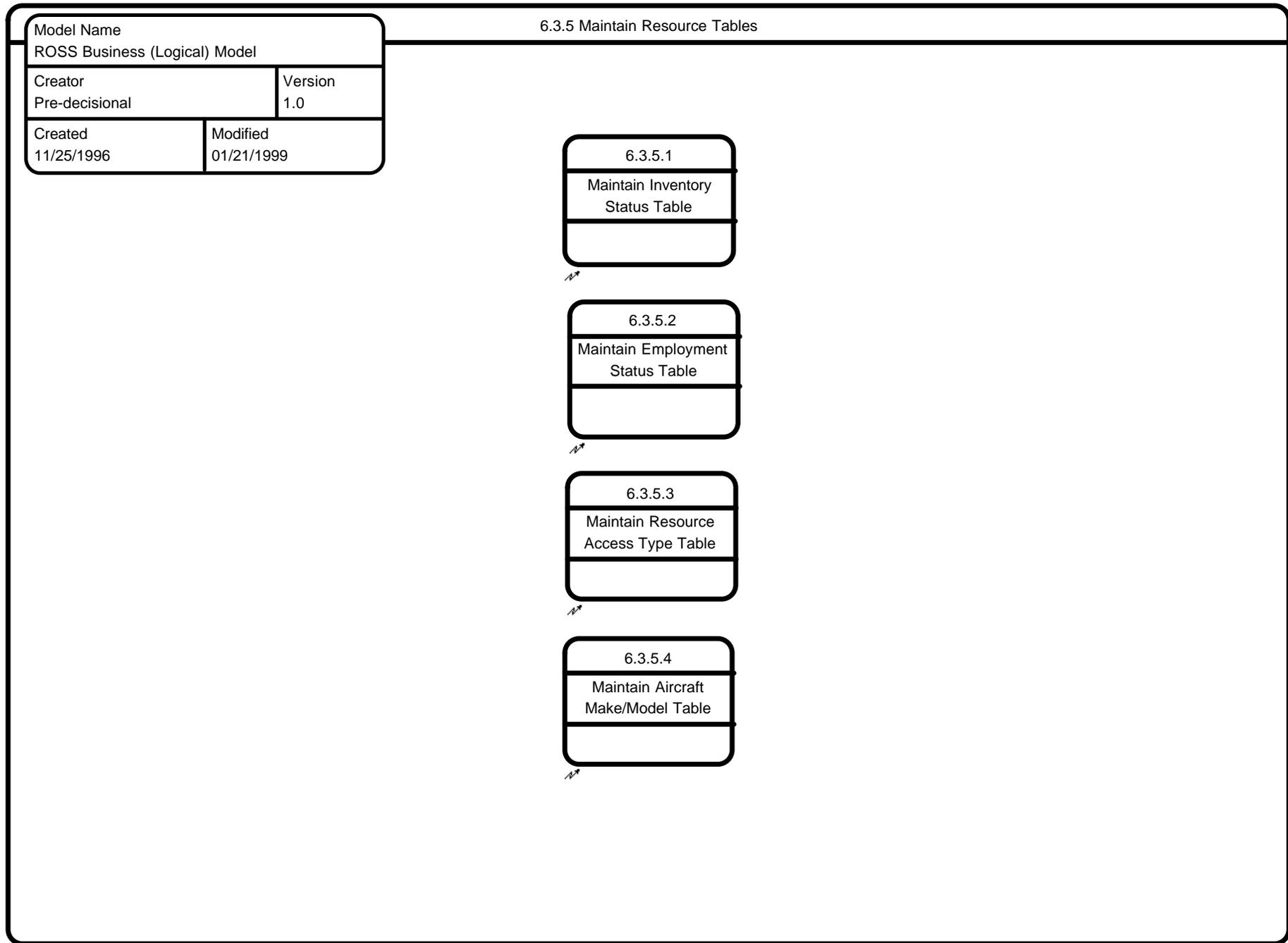
Process 6.3.3 Maintain Event Tables



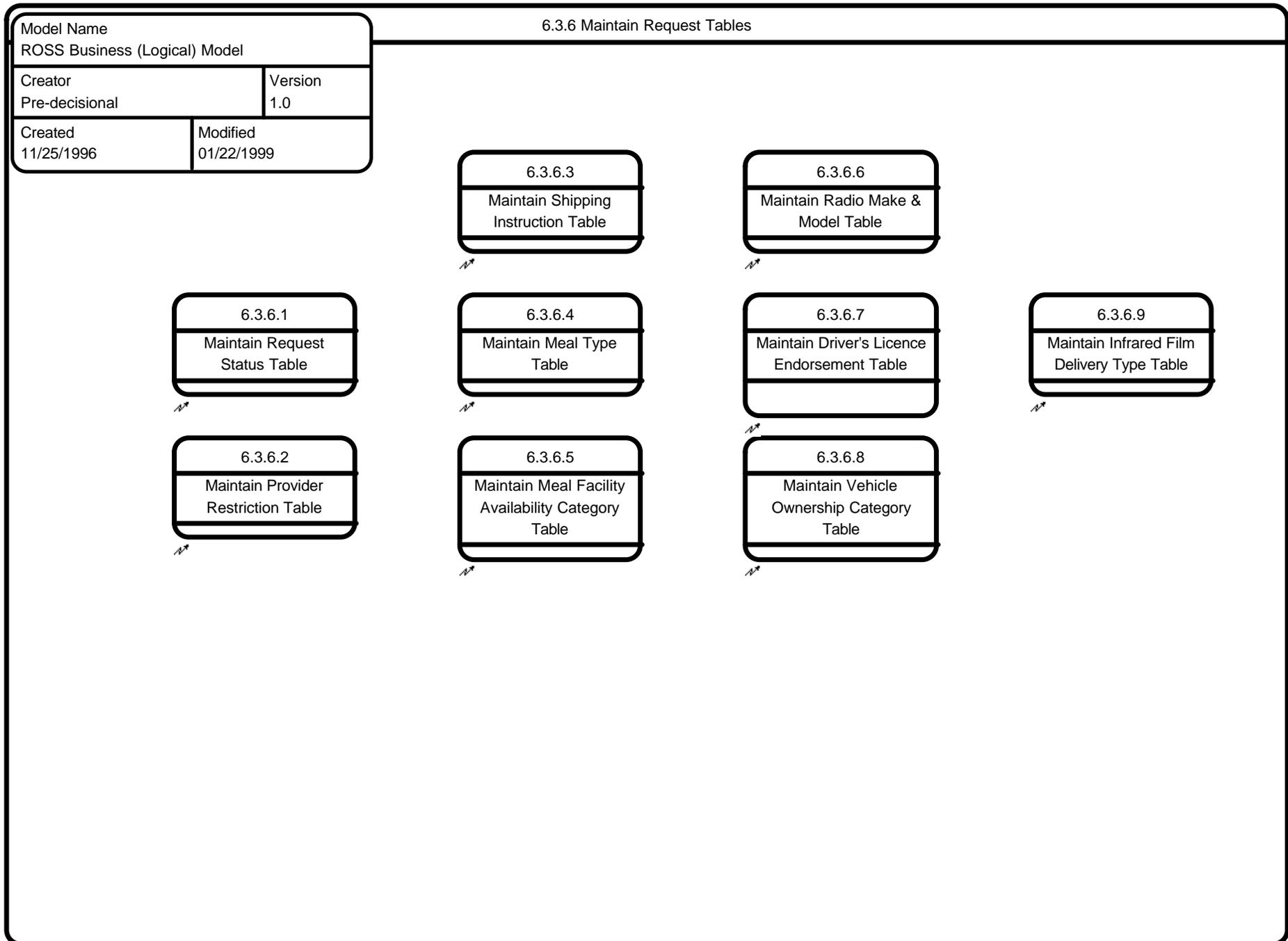
Process 6.3.4 Maintain Catalog Tables



Process 6.3.5 Maintain Resource Tables



Process 6.3.6 Maintain Request Table



6 Perform Record Maintenance

The purpose of this process is to perform record maintenance for ROSS historical data and reference tables whether maintained within of the ROSS system or outside its boundaries.

1. If any data from external sources requires maintenance,
 - A. Perform the [6.1 Import Data From External Sources](#) process.
2. If maintenance on historic records needs to be accomplished;
 - A. Perform the [6.2 Perform Historic Copy of ROSS Records](#) process.
3. If Reference Tables need to be maintained;
 - A. Perform the [6.3 Maintain Reference Tables](#) process.

6.1 Import Data From External Sources

The purpose of this process is to import external data into appropriate ROSS stores.

1. If the *FAA AIRPORT DATA* is received from the FAA;
 - A. Perform the [6.1.3 Import FAA Airport Data](#) process.
2. If the *VOR RECORD* is received from the FAA;
 - A. Perform the [6.1.6 Import FAA VOR Data](#) process.
3. If the *USGS LOCATION DATA* is received from the USGS;
 - A. Perform the [6.1.4 Import USGS Location Data](#) process.
4. If the *RESOURCE DESCRIPTION [NFES]* is received from ICBS;
 - A. Perform the [6.1.1 Import NFES Catalog Data](#) process.
5. If the *JOB CODE* is received from the qualification system;
 - A. Perform the [6.1.2 Import Overhead Position Catalog Data](#) process.
6. If the *OVERHEAD INVENTORY DATA* is received from the qualification system;
 - A. Perform the [6.1.5 Import Overhead Personnel Qualifications Data](#) process.
7. If the *OAS AIRCRAFT INVENTORY DATA* is received from the OAS Source List;
 - A. Perform the [6.1.7 Import OAS Aircraft Inventory Data](#) process.

6.1.1 Import NFES Catalog Data

This process is to initially create and to update data imported from the NFES Catalog.

1. Import *CATALOG DESCRIPTION [NFES]* from the external ICBS system.
2. Enter: *CATALOG DESCRIPTION [NFES]* which includes:
 - CACHE ITEM CODE
 - CACHE ITEM PRINCIPLE NAME
 - CACHE ITEM DESCRIPTION
 - CACHE ITEM ISSUE UNIT
3. Enter: *CATALOG COMMON ITEMS*, which includes:
 - RESOURCE CATALOG ITEM IDENTIFIER (This unique value may be system generated.)
 - RESOURCE CATEGORY = "S" - Supply
 - RESOURCE REQUEST REMINDER TEXT
4. Record the *CATALOG [NFES]* into the **CATALOG <RESOURCE>** store.

6.1.2 Import Overhead Position Catalog Data

The purpose of this process is to convert external system's data into ROSS data elements.

1. Convert Position Title to ROSS Catalog Item Identifier
 - A. Use the following table to convert incoming data to the appropriate ROSS data elements:

ROSS Data Element	DOI SACS	State IQS	USES Redcard
Catalog Item Identifier			
Overhead Position Code	JOB-CODE; X4 0,N for each employee (1 code for each qualified position)	qual; X10	QUALIFICATION_CODE X(10)
Overhead Position Title	DOI IQ-1110-DESC; X(40)	description; X50	QUALIFICATION_DESC X(255)
Overhead Position Specialty Description	NONE	qual; X10 qual level; X10	NONE

- B. If a matching OVERHEAD POSITION CODE is not found,
 - 1) Create a new CATALOG ITEM IDENTIFIER.
2. Send *OVERHEAD DESCRIPTION & IDENTIFIER* to the next process.
3. Enter record into the Resource Catalog:
 - A. Enter: *RESOURCE DESCRIPTION [OVERHEAD]* which consists of:
 - OVERHEAD POSITION CODE

OVERHEAD POSITION TITLE

- B. Enter: CATALOG COMMON ITEMS, which includes:

RESOURCE CATALOG ITEM IDENTIFIER: This unique value may be system generated
 RESOURCE CATEGORY = "O" - Overhead
 RESOURCE REQUEST REMINDER TEXT

- C. Record the CATALOG [OVERHEAD] in the CATALOG <RESOURCE> store.

6.1.3 Import FAA Airport Data

The purpose of this process is to perform the necessary procedures to import airport data from the FAA to update the ROSS **AIRPORTS** store for other than the initial data import process performed prior to ROSS implementation. This process is used to update existing **AIRPORTS** with new FAA Airport data.

1. Retrieve *FAA AIRPORT DATA* from FAA. For each record:
 - A. If AIRPORT CODE already exists in the **AIRPORTS** store,
 - 1) If AIRPORT RECORD SOURCE = "FAA",
 - a) Airport is already entered; no processing required.
 - 2) If AIRPORT RECORD SOURCE = "ROSS",
 - a) Compare the FAA AIRPORT DATA with the existing AIRPORT RECORD data and make necessary changes.
 - b) Change the AIRPORT RECORD SOURCE from "ROSS" to "FAA".
 - B. If AIRPORT CODE does not exist in the **AIRPORTS** store,
 - 1) Use the FAA AIRPORT DATA to enter AIRPORT DESCRIPTION which consists of:
 - a) AIRPORT CODE
 - b) AIRPORT NAME
 - c) LOCATION NAME (AIRPORT)
 - 1 - If location name does not exist in the **LOCATION** store,
 - a - [5.1.1 Create Location Record](#)
 - d) LATITUDE/LONGITUDE (AIRPORT)
 - e) *AIRPORT SPECIAL CONDITIONS* from **AIRPORT SPECIAL CONDITIONS** table. (Requires conversion from FAA format.)
 - 1 - If AIRPORT SPECIAL CONDITION does not exist,
 - a - [6.3.2.5 Maintain Airport Special Condition Table](#)
 - 3) Enter the remaining ROSS Airport record items (either manually, or by copying data from existing, matching records:

- a) AIRPORT FUNCTION NAME(S). Select the appropriate AIRPORT FUNCTION NAME(S) from the AIRPORT FUNCTIONS table. (Requires conversion from FAA format.)
 - 1 - If AIRPORT FUNCTION NAME does not exist,
 - a - [6.3.2.4 Maintain Airport Function Table](#).
 - B. AIRPORT RECORD SOURCE to designate the source of the data (e.g. FAA, ROSS user, etc.)
 - C. AIRPORT DURABILITY FLAG to identify whether the airport is “permanent” or “temporary”
 - D. ORGANIZATION ID (Creating Office) from the **ORGANIZATIONS** store to identify the organization that created the record.
- 4) Record the AIRPORT RECORD into the **AIRPORTS** store.

6.1.4 Import USGS Location Data

The purpose of this process is to convert USGS location data into ROSS data elements. Since the USGS database does not include all the places that dispatchers need at a local level, ROSS users may also update the **LOCATION** store using process [5.1.1 Create Location Record](#).

- 1. Import USGS LOCATION DATA from the external USGS system.
- 2. Enter the corresponding data into the ROSS System;

USGS System	ROSS System
FEATURE NAME	LOCATION NAME
COUNTY NAME	LOCATION COUNTY NAME
NAME OF STATE (FIPS)	LOCATION STATE CODE
SOURCE OF FEATURE (LATLONG)	LOCATION COORDINATES

- 3. Record the LOCATION RECORD [USGS] into the **LOCATIONS** store.
 - A) Retrieve and Copy USGS PLACE-NAME RECORDS from the USGS database to the **LOCATIONS** store. This merges the USGS data with the locations that have ROSS as the record source.

6.1.5 Import Overhead Personnel Qualifications Data

The purpose of this process is to perform a non-interactive import of Overhead Inventory records from external sources. Any missing data will need to be added later in the [2.1.3.1 Modify Inventory Record](#) process.

Data integrity: The ROSS model assumes that the identifier for Overhead Inventory (personnel) is a system generated unique ID. The import function from multiple Quas systems will have to deal with conflicts if an entry for the same person is found into more than one external system (e.g. Joe used to work for FS, now he works for NPS, but is still listed in FS system).

1. Import Overhead Inventory Data and convert to the ROSS Data Elements as indicated below:

To: ROSS	From: DOI SACS	From: STATE IQS	From: USFS REDCARD (new)
Person Social Security Number	DOI IQ-3100-SSN; 9	Person_id; X9	SOCIAL_SECURITY_NUM X(9)
Person Last Name	DOI IQ-1200-LAST-NAME; X20	last_name; X30	LAST_NAME; X(60)
Person First Name	DOI IQ-1200-FIRST-NAME; X20	first_name; X20	FIRST_NAME; X(30)
Person Middle Name	DOI IQ-1200-MIDDLE-INIT; X	Middle_initial; X2	MIDDLE_NAME; X(30)
Person Gender	CAN BE EITHER DOI IQ-1200-USFS-CA-1; X OR DOI IQ-1200-USFS-CA-2; X	sex; X	SEX; X(2)
Person Body Weight	DOI IQ-1200-NORMAL-WIEGHT, 999	Weight; 9(3)	WEIGHT; 9(3)
Person Employment Status	DOI IQ-1200-EMP-TYPE; X	Employment_status; X3	NONE
Organization Identifier	DOI IQ-3100-UOC; 9(5)	state_nwcg org_level_1; X20 state_nwcg org_level_2; X20 state_nwcg org_level_3; X20	NWCG_CODE X(8)
Resource Activation Date	NONE	NONE	NONE
Resource Deactivation Date	NONE	NONE Does have: available; X Y/N dispatch_duration; X(25)	NONE
Location Name (Home)	NONE	station_city; X30	NONE

To: ROSS	From: DOI SACS	From: STATE IQS	From: USFS REDCARD (new)
Phone number (home)	NONE	home_phone X25	HOME_PHONE X(20)
Resource Inventory Record Source	SACS	IQS	RED CARD
Resource Assignment Maximum Day Quantity			
Inventory Special Conditions			
Roster ID [Reserved for]			

2. For each position that the person is qualified for:
 - A. Reference [6.1.2 Import Overhead Position Catalog Data](#), Step 1 to Convert Position Title to ROSS Catalog Item Identifier.
 - B. Enter the *CATALOG ITEM IDENTIFIER* into the inventory record.
3. Enter missing data elements that were not provided from the external systems, as indicated in 1. Above.
4. Enter the *INVENTORY [OVERHEAD]* record into the **INVENTORY [OVERHEAD]**.

6.1.6 Import FAA VOR Data

The purpose of this process is to convert external system’s data into ROSS data elements.

1. Import the *VOR RECORD* from the FAA and enter as the *VOR RECORD* in the **VORS** store, which consists of the following:

VOR Identifier
 VOR Name
 Latitude/Longitude

6.1.7 Import OAS Aircraft Inventory Data

The purpose of this process is to convert external system’s data into ROSS data elements.

1. Retrieve the OAS SOURCE LIST DATA ELEMENTS and enter into appropriate ROSS Data Element fields:

ROSS Data Element	Corresponding OAS SOURCE LIST Data Element
AIRCRAFT FAA-REGISTRATION NUMBER	OUTFAA; AN6
AIRCRAFT MAKE+MODEL	OUTTYPE-NAME; AN19
AIRPORT CODE (AIRCRAFT HOME)	OUTAIRPORT; AN 6

2. Using the OUTVENDOR data item,

A. Perform the Convert OAS Vendor Name into ROSS Organization.

- 1) Compare the Organization Name to existing names in the **ORGANIZATIONS** store.

ROSS Data Element:	Corresponding OAS Data Element:
Organization Name (Vendor)	OUTVENDOR; AN20
Organization ID (Provider)	OUTVENDOR CODE; AN4

- 2) If vendor does not exist in the **ORGANIZATIONS** store,

- a) [5.3.1 Create Organization Record](#).

B. Enter vendor's ORGANIZATION ID into the inventory record.

3. Enter all other inventory items that are not provided by the OAS Source List:

Resource Catalog Item Identifier (Mandatory)
 Aircraft Description (Mandatory)
 Aircraft Call Sign/Alternate Name (Optional)
 Airport Code (Current) (Mandatory)
 Roster ID (Optional)
 Resource Inventory Durability Flag (Mandatory)
 Resource Inventory Record Status (Mandatory)
 Resource Activation Date (Optional)
 Resource Deactivation Date (Optional)
Resource Unavailability Period (Optional)
 Resource Unavailability Begin Date
 Resource Unavailability End Date
 Resource Unavailability Reason
 Resource Inventory Record Source (Mandatory) This will be "OAS"
 Resource Assignment Maximum Day Quantity
 Inventory Special Conditions (Optional)
 Resource Readiness Status (Optional)

5. Enter the *INVENTORY [AIRCRAFT] RECORD* into the **INVENTORY [AIRCRAFT]** store.

6.2 Perform Historic Copy of ROSS Records

This process copies all records to an historic file and then deletes unwanted records from data stores. The beginning and ending dates for records to be copied to the historic file will be standardized.

1. Identify the HISTORIC PERIOD END DATE.
2. Perform historic copy of records for the previous year for the following data stores:
 - A. **INITIAL REPORTS**; [6.2.1 Archive Initial Report Records](#)
 - B. **EVENTS**; [6.2.2 Archive Event and Associated Request and Detail Records](#)
 - C. **TRAVEL ITINERARIES**; [6.2.3 Archive Travel Itinerary Records](#)
 - D. **INVENTORIES <RESOURCE>**; [6.2.4 Archive Resource Inventory Records](#)
 - E. **CATALOGS <RESOURCE>** [6.2.5 Archive Catalog Records](#)
 - F. **LOCATIONS**; [6.2.6 Archive Location Records](#)
 - G. **AIRPORTS**; [6.2.7 Archive Airport Records](#)
 - H. **ORGANIZATIONS**; [6.2.8 Archive Organization Records](#)
 - I. **RADIO FREQUENCIES**; Since a radio frequency is reusable, this store need not be archived. The assignment and management of an individual frequency is outside of the scope of ROSS.
 - J. **VOR'S**; The data for the **VORS** will be imported from the FAA and need not be archived.

6.2.1 Archive Initial Report Records

The purpose of this process is to copy all records to a historic file and then delete unwanted records from stores in preparation for the next period.

1. Archive Records from the current file to the Historic File:
 - A. Retrieve *INITIAL REPORTS* from the **INITIAL REPORTS** store for all records whose INITIAL REPORT INITIAL DATE+TIME is older than the HISTORIC PERIOD END DATE.
 - B. Send *INITIAL REPORTS (ARCHIVED)* to the **HISTORIC RECORDS** store.
2. Delete retired records from the current file in preparation for the next period:
 - A. If the INITIAL REPORT STATUS = "Closed" and the DOCUMENTATION DATE+TIME (EMERGENCY) is prior to the HISTORIC PERIOD END DATE,
 - 1) Send the *INITIAL REPORT (TO BE DELETED)* to the **INITIAL REPORTS** store.

6.2.2 Archive Event and Associated Request and Detail Records

The purpose of this process is to copy all records to a historic file and then delete unwanted records from stores in preparation for the next period.

1. Archive Records from the current file to the Historic File:
 - A. Retrieve *EVENT RECORDS* from the **EVENTS** store for all records whose EVENT INITIAL DATE+TIME is older than the HISTORIC PERIOD END DATE.
 - 1) For each event,
 - a) Archive associated request records:
 - 1 - Retrieve *REQUEST <RESOURCE>* records from the **REQUESTS <RESOURCE>** store.
 - 2 - Send *REQUESTS <RESOURCE> (ARCHIVED)* associated with the Event to the **HISTORIC RECORDS** store.
 - b) Archive Event's Detail Supplement Records:
 - 1 - Retrieve *DETAIL SUPPLEMENT(S)* from the **DETAIL SUPPLEMENTS** store.
 - 2 - Send *DETAIL SUPPLEMENT(S) (ARCHIVED)* associated with the Event to the **HISTORIC RECORDS** store.
 - B. Send *EVENT RECORDS (ARCHIVED)* to the **HISTORIC RECORDS** store.
2. Delete retired records from the current file in preparation for the next period, which includes all related requests, assignments and event records:
 - A. If the EVENT STATUS = "Closed" and DOCUMENTATION DATE+TIME (EVENT

CLOSED) are older than the historic period end date,

- 1) Send the *EVENT RECORD (TO BE DELETED)* to the **EVENTS** store.
- 2) Send the *REQUEST RECORD (TO BE DELETED)* to the **REQUESTS** store.

The [1.4 Close Event Record](#) ensures that the Event Status cannot be changed to "Closed" until all related requests have been closed.

6.2.3 Archive Travel Itinerary Records

The purpose of this process is to copy all records to a historic file and then delete unwanted records from stores in preparation for the next period.

1. Archive Records from the current file to the Historic File:
 - A. Retrieve *TRAVEL ITINERARIES* from the **TRAVEL ITINERARIES** store for all records whose TRAVEL ESTIMATED DATE+TIME (ARRIVAL, LAST LEG) is older than the HISTORIC PERIOD END DATE.
 - B. Send *TRAVEL ITINERARIES (ARCHIVED)* to the **HISTORIC RECORDS** store.
2. Delete retired records from the current file in preparation for the next period:
 - A. Ensure that event(s) that are associated with the travel itinerary are closed:
 - 1) Retrieve *EVENT STATUS(s)* from the **EVENTS** stores based on the EVENT CODE of the travel leg of the Travel Itinerary.
 - B. If all of the EVENT STATUS(s) = "Closed" and DOCUMENTATION DATE+TIME (EVENT CLOSED) are older than the historic period end date,
 - 1) Send the *TRAVEL ITINERARY (TO BE DELETED)* to the **TRAVEL ITINERARIES** store.

6.2.4 Archive Resource Inventory Records

The purpose of this process is to copy all records to a historic file and then delete unwanted records from stores in preparation for the next period.

Within the [2.1.2 Flag Inventory Record for Deletion](#) process, any record that is currently being used cannot be deleted. The process allows the Dispatch Decision Maker to change the RESOURCE INVENTORY RECORD STATUS to "Flagged for Deletion" and, at that time, the record will be removed from view and saved for end of year historic processing for deletion.

1. Archive Records from the current file to the Historic File:
 - A. Retrieve *INVENTORY <RESOURCE>* from the **INVENTORY <RESOURCE>** store.
 - B. Send *INVENTORY <RESOURCE> (ARCHIVED)* to the **HISTORIC RECORDS** store.
2. Delete items that no longer exist from the current file in preparation for the next period:

- A. Select all records whose RESOURCE INVENTORY RECORD STATUS is "Flagged for Deletion".
- B. Send the *RESOURCE INVENTORY (TO BE DELETED)* to the **INVENTORIES <RESOURCE>** store.

6.2.5 Archive Catalog Records

The purpose of this process is to copy all records to a historic file and then delete unwanted records from stores in preparation for the next period.

1. Copy all catalog records to the **HISTORIC RECORDS** store.
2. Identify the *RESOURCE CATALOG ITEMS (TO BE ARCHIVED)*:
 - A. Perform [3.4 Respond to Report Request \(Adhoc\)](#) to generate a list of catalog items that were not requested during this period.
 - B. Evaluate the list and for any items that are no longer needed,
 - 1 - Check to make sure that no current inventory items exist for the item.
 - C. Send *RESOURCE CATALOG ITEMS (TO BE DELETED)* to the **CATALOG <RESOURCE>** store.

6.2.6 Archive Location Records

The purpose of this process is to copy all records to a historic file and then delete unwanted records from stores in preparation for the next period.

1. Archive Records from the current file to the Historic File:
 - A. Retrieve LOCATION RECORD from the **LOCATIONS** store (you may want to only consider those records that were used in any other ROSS data store).
 - B. Send *LOCATION RECORDS (ARCHIVED)* to the **HISTORIC RECORDS** store.
2. Delete retired records from the current file in preparation for the next period:
 - A. Perform [3.4 Respond to Report Request \(Adhoc\)](#) to generate list of locations that were not used during this period (see list of data stores in 2) B below) and whose LOCATION DURABILITY FLAG = "Temporary".
 - B. Evaluate the list and for any items that are no longer needed, for all records:

- 1) Check to make sure that the location is not associated with any of the following data stores:

ORGANIZATIONS
EVENTS
INVENTORY
REQUESTS
TRAVEL ITINERARIES
 - 2) Select records that are no longer needed.
- C. Send *LOCATION RECORD (TO BE DELETED)* to the **LOCATIONS** store.

6.2.7 Archive Airport Records

The purpose of this process is to copy all records to a historic file and then delete unwanted records from stores in preparation for the next period.

1. Archive Records from the current file to the Historic File:
 - A. Retrieve *AIRPORT RECORDS* from the **AIRPORTS** store (you may want to only consider those records that were used in any other ROSS data store).
 - B. Send *AIRPORT RECORDS (ARCHIVED)* to the **HISTORIC RECORDS** store.
2. Delete retired records from the current file in preparation for the next period:
 - A. Perform [3.4 Respond to Report Request \(Adhoc\)](#) to generate a list of airports that were not used during this period (see list of data stores in 2.B. below) **and** whose AIRPORT DURABILITY FLAG = "Temporary".
 - B. Evaluate the list and for any items that are no longer needed, for all records:
 - 1) Check to make sure that the airport is not associated with any of the following data stores:

EVENTS
REQUESTS
TRAVEL ITINERARIES
INVENTORY [AIRCRAFT]
 - 2) Select records that are no longer needed.
 - C. Send *AIRPORT RECORD (TO BE DELETED)* to the **AIRPORTS** store.

6.2.8 Archive Organization Records

The purpose of this process is to copy all records to a historic file and then delete unwanted records from stores in preparation for the next period.

1. Archive Records from the current file to the Historic File:
 - A. Retrieve *ORGANIZATIONS* from the **ORGANIZATIONS** store.
 - B. Send *ORGANIZATIONS (ARCHIVED)* to the **HISTORIC RECORDS** store.
2. Delete retired records from the current file in preparation for the next period:
 - A. If the ORGANIZATION RECORD STATUS = "Flagged for Deletion", retrieve *ORGANIZATION RECORD (TO BE DELETED)* from the **ORGANIZATIONS** store.
 - 1) Send the identified *ORGANIZATION RECORD (TO BE DELETED)* to the **ORGANIZATIONS** store.

6.3 Maintain Reference Tables

The purpose of this process is to maintain the reference tables within ROSS. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. If the **ORGANIZATION** tables need maintenance;
 - A. Perform the [6.3.1 Maintain Organization Tables](#) process.
2. If the **LOCATION** tables need maintenance;
 - A. Perform the [6.3.2 Maintain Location Tables](#) process.
3. If the **EVENT** tables need maintenance;
 - A. Perform the [6.3.3 Maintain Event Tables](#) process.
4. If the **CATALOG** tables need maintenance;
 - A. Perform the [6.3.4 Maintain Catalog Tables](#) process.
5. If the **RESOURCE** tables need maintenance;
 - A. Perform the [6.3.5 Maintain Resource Tables](#) process.
6. If the **REQUEST** tables need maintenance;
 - A. Perform the [6.3.6 Maintain Request Tables](#) process.
7. If the **DOCUMENTATION** table needs maintenance;
 - A. Perform the [6.3.7 Maintain Documentation Category Table](#) process.
8. If the **RECORD SOURCE** table needs maintenance;
 - A. Perform the [6.3.8 Maintain Record Source Table](#) process.

6.3.1 Maintain Organization Tables

The purpose of this process is to maintain the organization tables referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Identify the **ORGANIZATION** table that needs updating and choose the appropriate process;
 - A. Organization Category;
 - 1) Perform the [6.3.1.1 Maintain Organization Category Table](#) process.
 - B. Federal Agency;
 - 1) Perform the [6.3.1.2 Maintain Federal Agency Table](#) process.
 - C. State Department;

- 1) Perform the [6.3.1.3 Maintain State Department Table](#) process.
- D. Organization Function;
- 1) Perform the [6.3.1.4 Maintain Organization Function Table](#) process.
- E. Phone Contact Type;
- 1) Perform the [6.3.1.5 Maintain Phone Contact Type Table](#) process.

6.3.1.1 Maintain Organization Category Table

The purpose of this process is to add a new ORGANIZATION CATEGORY referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve ORGANIZATION CATEGORY from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new Category.
 - 1) If it is a new value,
 - a) Add the ORGANIZATION CATEGORY to the ORGANIZATION CATEGORY lookup table.
 - 2) If it is not a new value, no action is needed.

6.3.1.2 Maintain Federal Agency Table

The purpose of this process is to add a new FEDERAL AGENCY DEPARTMENT CODE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve FEDERAL AGENCY DEPARTMENT CODE from source (e.g. Executive Branch of the Federal Government or ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new department.
 - 1) If it is a new department,
 - a) Add the FEDERAL AGENCY DEPARTMENT CODE to the FEDERAL AGENCY DEPARTMENT CODE lookup table.
 - 2) If it is not a new department, no action is needed.

6.3.1.3 Maintain State Department Tables

The purpose of this process is to add a new STATE AGENCY CODE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve the STATE AGENCY CODE from source (e.g. State Department or ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new department.
 - 1) If it is a new state department,
 - a) Add the STATE AGENCY CODE to the STATE AGENCY CODE lookup table.
 - 2) If it is not a new state department, no action is needed.

6.3.1.4 Maintain Organization Function Table

The purpose of this process is to add a new ORGANIZATION FUNCTION NAME referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve ORGANIZATION FUNCTION NAME from source (ROSS user).
 - A. Check to see if it is really a new organization name by evaluating existing descriptions to see if a standard description already exists.
 - 1) If it is a new organization,
 - a) Add the ORGANIZATION FUNCTION NAME to the ORGANIZATION FUNCTION NAME lookup table.
 - 2) If it is not a new organization, no action is needed.

6.3.1.5 Maintain Phone Contact Type Table

The purpose of this process is to add a new PHONE CONTACT TYPE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve PHONE CONTACT TYPE from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new contact type.
 - 1) If it is a new contact type,
 - a) Add the PHONE CONTACT TYPE to the PHONE CONTACT TYPE lookup table.
 - 2) If it is not a new contact type, no action is needed.

6.3.2 Maintain Location Tables

The purpose of this process is to maintain the location tables referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Identify the **LOCATION** that needs updating and choose the appropriate process;
 - A. Country;
 - 1) Perform the [6.3.2.1 Maintain Country Table](#) process.
 - B. State;
 - 1) Perform the [6.3.2.2 Maintain State Table](#) process.
 - C. County;
 - 1) Perform the [6.3.2.3 Maintain County Table](#) process.
 - D. Airport Function;
 - 1) Perform the [6.3.2.4 Maintain Airport Function Table](#) process.
 - E. Airport Special Condition;
 - 1) Perform the [6.3.2.5 Maintain Airport Special Condition Table](#) process.
 - F. Hazard Type;
 - 1) Perform the [6.3.2.6 Maintain Hazard Type Table](#) process.
 - G. Hazard Description;
 - 1) Perform the [6.3.2.7 Maintain Hazard Description Table](#) process.
 - F. Hazard Affected Operations Type;
 - 1) Perform the [6.3.2.8 Maintain Hazard Affected Operations Type Table](#) process.

6.3.2.1 Maintain Country Table

The purpose of this process is to add a new COUNTRY CODE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve COUNTRY CODE from source (e.g. FAA database).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new Country.
 - 1) If it is a new Country,
 - a) Add the COUNTRY CODE to the COUNTRY CODE lookup table.

- 2) If it is not a new Country, no action is needed.

6.3.2.2 Maintain State Table

The purpose of this process is to add a new STATE CODE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve STATE CODE from source (e.g. U.S. Postal Service).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new State.
 - 1) If it is a new State,
 - a) Add the STATE CODE to the STATE CODE lookup table.
 - 2) If it is not a new State, no action is needed.

6.3.2.3 Maintain County Table

The purpose of this process is to add a new COUNTY NAME referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve COUNTY NAME from source (e.g. exterior database or ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new County.
 - 1) If it is a new County,
 - a) Add the COUNTY NAME to the COUNTY NAME lookup table.
 - 2) If it is not a new County, no action is needed.

6.3.2.4 Maintain Airport Function Table

The purpose of this process is to add a new AIRPORT FUNCTION NAME which describes a particular functional role of airports referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve AIRPORT FUNCTION NAME(S) from source (ROSS user).
2. For each AIRPORT FUNCTION,
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new function.
 - 1) If it is a new function,
 - a) Add the AIRPORT FUNCTION NAME to the AIRPORT FUNCTION NAME lookup table.

- 2) If it is not a new function, no action is needed.

6.3.2.5 Maintain Airport Special Condition Table

The purpose of this process is to add a new AIRPORT SPECIAL CONDITION which describes a particular capability or constraint of airports referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

*Data Integrity: The import process for **AIRPORTS** has not been completely refined. It may provide data to populate the Airport Special Conditions look-up table.*

1. Retrieve AIRPORT SPECIAL CONDITION(S) from source (e.g. FAA database or ROSS user).
2. For each AIRPORT SPECIAL CONDITION,
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new condition.
 - 1) If it is a new condition,
 - a) Add the AIRPORT SPECIAL CONDITION to the AIRPORT SPECIAL CONDITIONS lookup table.
 - 2) If it is not a new condition, no action is needed.

6.3.2.6 Maintain Hazard Type Table

The purpose of this process is to add a new HAZARD TYPE NAME which describes a particular capability or constraint of airports referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve HAZARD TYPE NAME from source (e.g. FAA database or ROSS user).
2. For each HAZARD TYPE NAME,
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new Type.
 - 1) If it is a new condition,
 - a) Add the HAZARD TYPE NAME to the HAZARD TYPE NAME lookup table.
 - 2) If it is not a new type, no action is needed.

6.3.2.7 Maintain Hazard Description Table

The purpose of this process is to add a new HAZARD DESCRIPTION which describes a particular capability or constraint of airports referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve HAZARD DESCRIPTION from source (ROSS user).

2. For each HAZARD DESCRIPTION,
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new hazard.
 - 1) If it is a new hazard,
 - a) Add the HAZARD DESCRIPTION to the HAZARD DESCRIPTION lookup table.
 - 2) If it is not a new hazard, no action is needed.

6.3.2.8 Maintain Hazard Affected Operations Type Table

The purpose of this process is to add a new HAZARD AFFECTED OPERATIONS TYPE which describes a particular capability or constraint of airports referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve HAZARD AFFECTED OPERATIONS TYPE from source (ROSS user).
2. For each HAZARD AFFECTED OPERATIONS TYPE,
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new type.
 - 1) If it is a new type,
 - a) Add the HAZARD AFFECTED OPERATIONS TYPE to the HAZARD AFFECTED OPERATIONS TYPE lookup table.
 - 2) If it is not a new type, no action is needed.

6.3.3 Maintain Event Tables

The purpose of this process is to maintain the **EVENT** tables referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Identify the Event table that needs updating and choose the appropriate process;
 - A. Event Status;
 - 1) Perform the [6.3.3.1 Maintain Event Status Table](#) process.
 - B. Event Type;
 - 1) Perform the [6.3.3.2 Maintain Event Type Table](#) process.
 - C. Event Fire Type;
 - 1) Perform the [6.3.3.3 Maintain Event Fire Type Table](#) process.
 - D. Radio Frequency Use;
 - 1) Perform the [6.3.3.4 Maintain Radio Frequency Use Table](#) process.
 - E. Roll Name;
 - 1) Perform the [6.3.3.5 Maintain Roll Name Table](#) process.

6.3.3.1 Maintain Event Status Table

The purpose of this process is to add a new EVENT STATUS referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve EVENT STATUS from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new status.
 - 1) If it is a new status,
 - a) Add the EVENT STATUS to the EVENT STATUS lookup table.
 - 2) If it is not a new status, no action is needed.

6.3.3.2 Maintain Event Type Table

The purpose of this process is to add a new EVENT TYPE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve EVENT TYPE from source (ROSS user).

- A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new type.
 - 1) If it is a new type,
 - a) Add the EVENT TYPE to the EVENT TYPE lookup table.
 - 2) If it is not a new type, no action is needed.

6.3.3.3 Maintain Fire Type Name Table

The purpose of this process is to add a new FIRE TYPE NAME referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

- 1. Retrieve FIRE TYPE NAME from source (Fire Statistics/Reporting).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new type.
 - 1) If it is a new type,
 - a) Add the FIRE TYPE NAME to the FIRE TYPE NAME lookup table.
 - 2) If it is not a new type, no action is needed.

6.3.3.4 Maintain Radio Frequency Use Table

The purpose of this process is to add a new RADIO FREQUENCY USE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

- 1. Retrieve RADIO FREQUENCY USE TYPE from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new type.
 - 1) If it is a new type,
 - a) Add the RADIO FREQUENCY USE to the RADIO FREQUENCY USE lookup table.
 - 2) If it is not a new type, no action is needed.

6.3.3.5 Maintain Roll Name Table

The purpose of this process is to add a new ROLL NAME referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

- 1. Retrieve ROLL NAME from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new name.

- 1) If it is a new name,
 - a) Add the ROLL NAME to the ROLL NAME lookup table.
- 2) If it is not a new name, no action is needed.

6.3.4 Maintain Catalog Tables

The purpose of this process is to maintain the catalog tables referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Identify the **CATALOG** table that needs updating and choose the appropriate process;
 - A. Resource Description;
 - 1) Perform the [6.3.4.1 Maintain Resource Description Table](#) process.
 - B. Resource Category;
 - 1) Perform the [6.3.4.2 Maintain Resource Category Table](#) process.
 - C. Catalog Sub-Category;
 - 1) Perform the [6.3.4.3 Maintain Resource Sub-Category Table](#) process.
 - D. Resource Reminder Category;
 - 1) Perform the [6.3.4.4 Maintain Resource Reminder Category Table](#) process.
 - E. Resource Reminder;
 - 1) Perform the [6.3.4.5 Maintain Resource Reminder Text Table](#) process.
 - F. Supply Unit of Issue;
 - 1) Perform the [6.3.4.6 Maintain Supply Unit of Issue Table](#) process.

6.3.4.1 Maintain Resource Description Table

The purpose of this process is to add a new RESOURCE DESCRIPTION referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve RESOURCE DESCRIPTION from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new description.
 - 1) If it is a new description,
 - a) Add the RESOURCE DESCRIPTION to the RESOURCE DESCRIPTION lookup table.
 - 2) If it is not a new description, no action is needed.

6.3.4.2 Maintain Resource Category Table

The purpose of this process is to add a new RESOURCE CATEGORY referenced in the ROSS system.

This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve RESOURCE CATEGORY from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new category.
 - 1) If it is a new category,
 - a) Add the RESOURCE CATEGORY to the RESOURCE CATEGORY lookup table.
 - 2) If it is not a new category, no action is needed.

6.3.4.3 Maintain Resource Sub-Category Table

The purpose of this process is to add a new RESOURCE SUB-CATEGORY referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve RESOURCE SUB-CATEGORY from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new category.
 - 1) If it is a new category,
 - a) Add the RESOURCE SUB-CATEGORY to the RESOURCE SUB-CATEGORY lookup table.
 - 2) If it is not a new category, no action is needed.

6.3.4.4 Maintain Resource Reminder Category Table

The purpose of this process is to add a new RESOURCE REMINDER CATEGORY referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve RESOURCE REMINDER CATEGORY from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new category.
 - 1) If it is a new category,
 - a) Add the RESOURCE REMINDER CATEGORY to the RESOURCE REMINDER CATEGORY lookup table.
 - 2) If it is not a new category, no action is needed.

6.3.4.5 Maintain Resource Reminder Text Table

The purpose of this process is to add a new RESOURCE REMINDER referenced in the ROSS system.

This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve RESOURCE REMINDER TEXT from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new reminder.
 - 1) If it is a new reminder,
 - a) Add the RESOURCE REMINDER TEXT to the RESOURCE REMINDER lookup table.
 - 2) If it is not a new reminder, no action is needed.

6.3.4.6 Maintain Supply Unit of Issue Table

The purpose of this process is to add a new SUPPLY ISSUE UNIT referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve SUPPLY ISSUE UNIT from source (NFES Catalog).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new unit.
 - 1) If it is a new unit,
 - a) Add the SUPPLY ISSUE UNIT to the SUPPLY ISSUE UNIT lookup table.
 - 2) If it is not a new unit, no action is needed.

6.3.5 Maintain Resource Tables

The purpose of this process is to maintain the catalog tables referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Identify the **RESOURCE** table that needs updating and choose the appropriate process;
 - A. Inventory Status;
 - 1) Perform the [6.3.5.1 Maintain Inventory Status Table](#) process.
 - B. Employment Status;
 - 1) Perform the [6.3.5.2 Maintain Employment Status Table](#) process.
 - C. Resource Access Type;
 - 1) Perform the [6.3.5.3 Maintain Resource Access Type Table](#) process.
 - D. Aircraft Make /Model;
 - 1) Perform the [6.3.5.4 Maintain Aircraft Make /Model Table](#) process.

6.3.5.1 Maintain Inventory Status Table

The purpose of this process is to add a new RESOURCE READINESS STATUS referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve RESOURCE READINESS STATUS from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new status.
 - 1) If it is a new status,
 - a) Add the RESOURCE READINESS STATUS to the RESOURCE READINESS STATUS lookup table.
 - 2) If it is not a new status, no action is needed.

6.3.5.2 Maintain Employment Status Table

The purpose of this process is to add a new EMPLOYMENT STATUS referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve EMPLOYMENT STATUS from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new status.
 - 1) If it is a new status,

- a) Add the EMPLOYMENT STATUS to the EMPLOYMENT STATUS lookup table.
- 2) If it is not a new status, no action is needed.

6.3.5.3 Maintain Resource Access Type Table

The purpose of this process is to add a new RESOURCE ACCESS TYPE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve RESOURCE ACCESS TYPE from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new type.
 - 1) If it is a new type,
 - a) Add the RESOURCE ACCESS TYPE to the RESOURCE ACCESS TYPE lookup table.
 - 2) If it is not a new type, no action is needed.

6.3.5.4 Maintain Aircraft Make/Model Table

The purpose of this process is to add a new AIRCRAFT MAKE & MODEL referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve MAKE & MODEL from source (e.g. external database or ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new make & model.
 - 1) If it is a new make & model,
 - a) Add the MAKE & MODEL to the MAKE & MODEL lookup table.
 - 2) If it is not a new make & model, no action is needed.

6.3.6 Maintain Request Tables

The purpose of this process is to maintain the **REQUEST** tables referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Identify the **REQUEST** table that needs updating and choose the appropriate process;
 - A. Request Status;
 - 1) Perform the [6.3.6.1 Maintain Request Status Table](#) process.
 - B. Provider Restriction;
 - 1) Perform the [6.3.6.2 Maintain Provider Restriction Table](#) process.
 - C. Shipping Instruction;
 - 1) Perform the [6.3.6.3 Maintain Shipping Instruction Table](#) process.
 - D. Meal Type;
 - 1) Perform the [6.3.6.4 Maintain Meal Type Table](#) process.
 - E. Meal Facility Availability Category;
 - 1) Perform the [6.3.6.5 Maintain Meal Facility Availability Category Table](#) process.
 - F. Radio Make and Model;
 - 1) Perform the [6.3.6.6 Maintain Radio Make and Model Table](#) process.
 - G. Driver's License Enforcement;
 - 1) Perform the [6.3.6.7 Maintain Driver's License Enforcement Table](#) process.
 - H. Vehicle Ownership Category;
 - 1) Perform the [6.3.6.8 Maintain Vehicle Ownership Category Table](#) process.
 - I. Infrared Film Delivery Type;
 - 1) Perform the [6.3.6.9 Maintain Infrared Film Delivery Type Table](#) process.

6.3.6.1 Maintain Request Status Table

The purpose of this process is to add a new REQUEST STATUS referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve REQUEST STATUS from source (e.g. external database or ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new status.
 - 1) If it is a new status,
 - a) Add the REQUEST STATUS to the REQUEST STATUS lookup table.
 - 2) If it is not a new status, no action is needed.

6.3.6.2 Maintain Request Provider Restriction Table

The purpose of this process is to add a new REQUEST PROVIDER RESTRICTION referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve REQUEST PROVIDER RESTRICTION from source (e.g. external database or ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new restriction.
 - 1) If it is a new restriction,
 - a) Add the REQUEST PROVIDER RESTRICTION to the REQUEST PROVIDER RESTRICTION lookup table.
 - 2) If it is not a new restriction, no action is needed.

6.3.6.3 Maintain Shipping Instruction Table

The purpose of this process is to add a new SHIPPING INSTRUCTIONS IDENTIFIER referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve SHIPPING INSTRUCTIONS IDENTIFIER from source (e.g. external database or ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new instruction.
 - 1) If it is a new instruction,
 - a) Add the SHIPPING INSTRUCTIONS IDENTIFIER to the SHIPPING INSTRUCTIONS IDENTIFIER lookup table.

- 2) If it is not a new instruction, no action is needed.

6.3.6.4 Maintain Meal Type Table

The purpose of this process is to add a new MEAL TYPE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve MEAL TYPE from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new type.
 - 1) If it is a new type,
 - a) Add the MEAL TYPE to the MEAL TYPE lookup table.
 - 2) If it is not a new type, no action is needed.

6.3.6.5 Maintain Meal Facility Availability Category Table

The purpose of this process is to add a new MEAL FACILITY AVAILABILITY CATEGORY referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve MEAL FACILITY AVAILABILITY CATEGORY from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new category.
 - 1) If it is a new category,
 - a) Add the MEAL FACILITY AVAILABILITY CATEGORY to the MEAL FACILITY AVAILABILITY CATEGORY lookup table.
 - 2) If it is not a new category, no action is needed.

6.3.6.6 Maintain Radio Make and Model Table

The purpose of this process is to add a new RADIO MAKE AND MODEL referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve RADIO MAKE & MODEL from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new make & model.
 - 1) If it is a new make & model,
 - a) Add the MAKE & MODEL to the MAKE & MODEL lookup table.
 - 2) If it is not a new make & model, no action is needed.

6.3.6.7 Maintain Driver's License Enforcement Table

The purpose of this process is to add a new DRIVER'S LICENSE ENDORSEMENT referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve DRIVER'S LICENSE ENDORSEMENT from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new endorsement.
 - 1) If it is a new endorsement,
 - a) Add the DRIVER'S LICENSE ENDORSEMENT to the DRIVER'S LICENSE ENDORSEMENT lookup table.
 - 2) If it is not a new endorsement, no action is needed.

6.3.6.8 Maintain Vehicle Ownership Category Table

The purpose of this process is to add a new VEHICLE OWNERSHIP CATEGORY referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve VEHICLE OWNERSHIP CATEGORY from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new category.
 - 1) If it is a new category,
 - a) Add the VEHICLE OWNERSHIP CATEGORY to the VEHICLE OWNERSHIP CATEGORY lookup table.
 - 2) If it is not a new category, no action is needed.

6.3.6.9 Maintain Infrared Film Delivery Type Table

The purpose of this process is to add a new INFRARED FILM DELIVERY TYPE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve INFRARED FILM DELIVERY TYPE from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new type.
 - 1) If it is a new type,
 - a) Add the INFRARED FILM DELIVERY TYPE to the INFRARED FILM DELIVERY TYPE lookup table.
 - 2) If it is not a new type, no action is needed.

6.3.7 Maintain Documentation Category Table

The purpose of this process is to add a new DOCUMENTATION CATEGORY referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve DOCUMENTATION CATEGORY from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new category.
 - 1) If it is a new category,
 - a) Add the DOCUMENTATION CATEGORY to the DOCUMENTATION CATEGORY lookup table.
 - 2) If it is not a new category, no action is needed.

6.3.8 Maintain Record Source Table

The purpose of this process is to add a new RECORD SOURCE referenced in the ROSS system. This information may be created by a ROSS user or may be received as part of a data file from an external system.

1. Retrieve RECORD SOURCE from source (ROSS user).
 - A. Evaluate descriptions for the existence of its standard description to determine whether it is truly a new source.
 - 1) If it is a new source,
 - a) Add the RECORD SOURCE to the RECORD SOURCE lookup table.
 - 2) If it is not a new source, no action is needed.

Process 6 Design Notes

- Data integrity: The ROSS model assumes that the identifier for Overhead Inventory (personnel) is a system generated unique ID. The import function from multiple Qualls systems will have to deal with conflicts if an entry for the same person is found into more than one external system (e.g. Joe used to work for FS, now he works for NPS, but is still listed in FS system). 15
- Data Integrity: The import process for **AIRPORTS** has not been completely refined. It may provide data to populate the Airport Special Conditions look-up table.....29