

**MANAGING ORGANIZATIONS IN ROSS
2015 Field Season**

Access to the ROSS Organizations Module has been restricted since March 17, 2008. This restriction ensures that only approved organizations exist within ROSS and the adherence to business rules for establishing unit identifiers.

The objective of this effort is to provide correct organization hierarchies, organization names, addresses, contacts, and locations within ROSS. In addition, Report outputs will be greatly improved.

Changes to data within the ROSS Organizations Module (such as additions, deletions, merges, and edits) must be submitted to the ROSS Organization Data Manager. The link to these forms can be found on the ROSS home page website at <http://ross.nwccg.gov>.

For new Unit IDs and changes or deletions of current Unit IDs, you must contact the Geographic Area Data Steward and obtain approval by the National Data Steward in advance of any submission to the ROSS Organization Data Manager.

New Unit IDs will NOT be entered and/or old Unit IDs will NOT be removed until approved by the National Data Steward. The following table lists Geographic Area Data Stewards and the National Data Steward, along with their e-mail addresses and phone numbers.

Organization	Contact Name	Email	Phone
National Data Steward			
USIDNIC	Rick Squires	rsquires@blm.gov	(208) 387-5655
Geographic Area Data Stewards			
USAKACC	Lauren Hickey	lhickey@blm.gov	(907) 356-5680
USCAONCC	Laurie Forni	lforni@fs.fed.us	(530) 226-2800
USCAONCC	Mark Luker	mluker@fs.fed.us	(530) 226-2400
USCAOSCC	Mike Dunn	mdunn01@fs.fed.us	(951) 276-6721
USCAOSCC	Beth Mason	bmason02@fs.fed.us	(909) 276-6721
USWIEACC	James Silverstone	jssilverstone@fs.fed.us	(414) 944-3844
USUTGBC	Kara Stringer	kstringer@fs.fed.us	(406) 758-5253
USUTGBC	Gina Dingman	gdingman@blm.gov	(801) 531-5320
USMTNRC	Judy Heintz	jheintz@blm.gov	(406) 329-4708
USORNWC	Kathi May	ksmay@fs.fed.us	(503) 808-2724
USORNWC	Gina Papke	gpapke@fs.fed.us	(503) 808-2726
USCORMC	Rob Juhola	robert.juhola@bia.gov	(303) 445-4304

USGASAC	Pat Boucher	pat_boucher@fws.gov	(678) 320-3003
USNMSWC	Kenan Jaycox	kjaycox@fs.fed.us	(505) 842-3473
USNMSWC	Frank Bedonie	fbedonie@fs.fed.us	(505) 842-3875

As of April 27, 2015, new forms are available for updating the Organization Screen in ROSS. The following links direct you to MS Excel files that allow you to enter the necessary information for updating your organization's information. Column headings that contain a red asterisk* are required entries. The Comments column on the far right side of the spreadsheet allows you to specify additional instructions and comments concerning your organization change request.

Send your completed form(s) to: ross-org-maint@dms.nwcg.gov.

[**Create or update a Vendor**](#)

[**Create or Delete an Organization**](#)

[**Update Contact Information for an Organization**](#)

[**Update Frequencies**](#)

[**Update Finance Codes**](#)

[**Update Request Number Blocks**](#)

[**Add or Remove Incident Host**](#)

As a reminder, the Organization Screen can be viewed in ROSS Practice. Practice is updated quarterly and mirrors ROSS Production. Any changes made in Production are not reflected in Practice until the next update.