

## Procedure for Establishing Duty Officer Accounts in ROSS

**A valid, unique e-mail address is required for each Duty Officer account.**

This procedure will apply until ROSS 3.0 is released. With the new release multiple supervisors with Supervisor Web Access will be able to update the same employee.

All Names (First, Middle, Last, and User) must be:

- First Name will always be DUTYOFFICER
- All CAPS
- All One Word
- No Spaces
- No Hyphens
- No Special Characters.

### 1. Federal Jurisdictions

- a. Last Name: LOWMAN (Name of ranger district, crew, park, agency, etc.)
- b. First Name: DUTYOFFICER
- c. Middle Name: IDBOF (Unit identifier of the forest, district, or park, or the owning agency for crews and other resources.)
- d. Username: DLOWMAN (First letter of first name plus last name.)

*Examples:*

- Duty Officer for Tatanka IHC Type 1 Crew:
  - Last Name: TATANKAIHC
  - First Name: DUTYOFFICER
  - Middle Name: SDBKF
  - Username: DTATANKAIHC
- Duty Officer for Winnemucca BLM District:
  - Last Name: WINNEMUCCA
  - First Name: DUTYOFFICER
  - Middle Name: NVWID
  - Username: DWINNEMUCCA

## 2. Volunteer Fire Departments and other Non-Federal Jurisdictions

- a. Last Name: WHISPERINGPINES (Name of VFD, Fire Department, or other jurisdiction.)
- b. First Name: DUTYOFFICER
- c. Middle Name: SDWPDX (Unit identifier of the VFD, county, fire protection district, or the owning agency of the resources.)
- d. Username: DWHISPERINGPINES

*Examples:*

- Duty Officer for Buffalo Gap VFD:
  - Last Name: BUFFALOGAPVFD
  - First Name: DUTYOFFICER
  - Middle Name: SDBGDX
  - Username: DBUFFALOGAPVFD
- Duty Officer for Lincoln County, Colorado:
  - Last Name: LINCOLNCOUNTYCO
  - First Name: DUTYOFFICER
  - Middle Name: COLCX
  - Username: DLINCOLNCOUNTYCO

## 3. Vendors

No generic accounts will be allowed for vendors. Vendor representatives must use individual accounts. Several user accounts can be created for a single vendor as long as the accounts are created at the same dispatch office where the vendor organization is created. For example: If the vendor organization ABC Firefighters is created by Wolf Mountain Dispatch, user accounts with Vendor Rep Web Access for ABC Firefighters can only be created at Wolf Mountain Dispatch.