

DETAILED LESSON OUTLINE

COURSE:	ROSS Administration
UNIT:	2 – Organization Management
SUGGESTED TIME:	45 Hour (45:00 Lecture)
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, and computers (one for instructor and one per trainee) with Internet connection.
OBJECTIVE(S):	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Summarize organization management and how it fits into ROSS.2. Describe organization hierarchies.3. Request the creation, edit, and deletion of an Organization.

OUTLINE (CONTINUATION)	AIDS & CUES
<p>PRESENT UNIT OBJECTIVES.</p>	<p>02-01-ROSSA-EP</p>
<p>Summary.</p> <p>Organizations are the foundation upon which the ROSS application is built. Resource items, locations, reports, and status are a few areas that depend on organizations. Different types of organizations, such as dispatch centers, federal agencies, state natural resource departments, and vendors, have characteristics that need to be understood by the ROSS application so it can order, status resources and report them accurately.</p>	<p>02-02-ROSSA-EP</p>
<p>I. ORGANIZATION INFORMATION SYSTEM (OIS)</p> <p>A. OIS is a FAM (fire and aviation management) application.</p> <p>B. Used to maintain information about the following types of organizational units:</p> <ul style="list-style-type: none"> • Dispatch Organizational Units. Examples: NICC, a GACC, a local dispatch. • Cache Organizational Units. • Subdivision Organizational Units. Groups of organizations that are affiliated with each other. <p>C. Stores organization data such as Office Type, Short Name, Agency Organizational Code, and Optional Code.</p> <p>D. Organization information is first entered into the BLM Wildland Fire Management Information system and approved by the Unit ID board. Then, after being validated, it is manually entered into OIS.</p> <p>E. ROSS pulls information from OIS to support dispatch business processes.</p> <p>F. ROSS Organization Managers may supplement the OIS data such as frequencies and reload bases, but cannot edit the OIS data.</p>	<p>02-03-ROSSA-EP</p>

OUTLINE (CONTINUATION)

AIDS & CUES

TO ENSURE THE CORRECT HIERARCHIES AND NAMES, OIS DATA AND THE ORGANIZATION SCREEN IN ROSS ARE RESTRICTED TO ROSS ORGANIZATION MANAGERS.

II. ORGANIZATION HIERARCHIES AND AFFILIATIONS

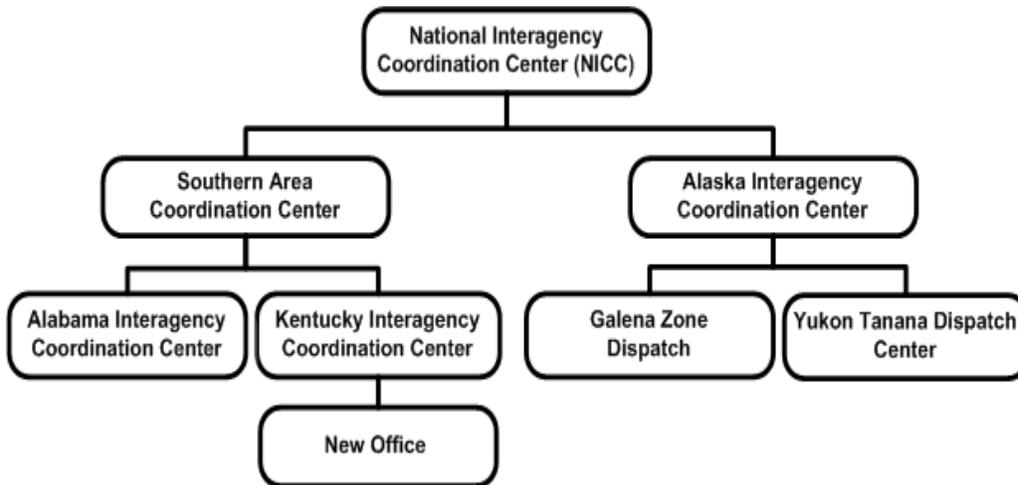
USERS NEED A BASIC UNDERSTANDING OF ROSS ORGANIZATIONS AND THE PRINCIPLES OF HIERARCHIES FOR THE SAKE OF ENTERING RESOURCES AND CONTRACTS AND REPORTING. THIS SECTION IS A VERY BASIC OVERVIEW ON HOW ORGANIZATIONAL HIERARCHIES EFFECT DISPATCHING AND REPORTING.

There are several behind the scenes organizational relationships associated with OIS and ROSS. For this class we only discuss hierarchies and how they affect dispatch and reporting in ROSS. For more information on Organizational structures, refer to the OIS reference guide posted on the ROSS web site.

A. Hierarchies.

1. Organizations are entered in a tiered Hierarchy from the top down.
2. Dispatch Units are grouped into a Dispatch Hierarchy that reflects the Parent/Child reporting relationship between units.

Example Government Dispatch Hierarchy Structure



02-04-ROSSA-EP

OUTLINE (CONTINUATION)	AIDS & CUES
<p>3. Importance of Hierarchies.</p> <p>a) Reporting</p> <p>USING THE EXAMPLE ABOVE, EXPLAIN HOW THE HIERARCHY WOULD AFFECT REPORTING ON HOW MANY INCIDENTS THE ALASKA INTERAGENCY COORDINATION CENTER DEALT WITH LAST YEAR, AS OPPOSED TO ASKING FOR JUST THE GALENA ZONE INCIDENTS.</p> <p>b) Ordering Chain.</p> <p>USING THE EXAMPLE ABOVE EXPLAIN THE ORDERING CHAIN AS IT PERTAINS TO AN INCIDENT REQUEST.</p>	<p>02-05-ROSSA-EP</p>
<p>III. REQUESTING NEW AND MANAGING EXISTING ORGANIZATIONS</p> <p>A. Validating existing organizations information.</p> <p>1. View Organization information via ROSS User Community Reports > UC – Administration > UC – Admin Organizations folder.</p> <ul style="list-style-type: none"> • Organization Contacts Report by Managing Org • Organization Address Report by Managing Org • Subordinate Dispatch Address Report by Managing Dispatch • Subordinate Dispatch Contact Report by Managing Dispatch <p>B. Request an update to an existing approved organization or request the addition of a new organization once it has been approved by the unit ID board (if it has a unit ID).</p> <p>1. Use forms at http://ross.nwcg.gov/orgs.htm.</p> <p>2. <u>Managing Organizations in ROSS</u> document.</p> <p>BRIEFLY DISCUSS THE CONTENTS OF THE DOCUMENT WHICH CONTAINS INSTRUCTION FOR REQUESTING NEW ORGANIZATIONS AND UPDATES. EMPHASIZE THE UNIT ID APPROVAL SECTION.</p>	<p>02-06-ROSSA-EP</p> <p>Open the Request Organization Update screen http://ross.nwcg.gov/orgs.htm.</p> <p>Open the <u>Managing Organizations in ROSS</u> document.</p>

OUTLINE (CONTINUATION)	AIDS & CUES
<p>c) Unit ID approval</p> <p>Required before requesting the addition of a new organization or changing a unit ID.</p>	
<p>3. Government (non-dispatch) and Non-Government Update Organizations form.</p> <p>EXPLAIN EACH FORM IN THIS PACKAGE. EMPHASIZE THE DIFFERENCE BETWEEN GOVERNMENT (NON-DISPATCH) AND NON-GOVERNMENT ORGANIZATIONS.</p> <p>c. Example of Government (non-dispatch): USFS Ranger District.</p> <p>d. Example of Non-government Organizations: The Nature Conservancy.</p>	<p>Click on the <u>Government (Non-Dispatch)/ Non-Government Information</u> forms link and save Zip file to desk top</p> <p>Open each form as the instructor covers them.</p>
<p>4. Dispatch Center and Cache <i>Update Organizations</i>.</p> <p>EXPLAIN EACH FORM IN THIS PACKAGE.</p>	<p>Click the <u>Dispatch / Cache Information Forms</u> link and save zip file to desk top. Open each form as the instructor covers them</p>
<p>5. Vendor Information Forms.</p> <p>EXPLAIN EACH FORM IN THIS PACKAGE.</p>	<p>05-07-ROSSA-EP</p>
<p>c. Create or Delete Vendor Organization.</p> <p>Before requesting a new vendor, validate the vendor does not already exist.</p> <p>(1) Run a report from the User Community Reports > UC - Administration > UC - Admin Resources > Vendors by Managing Organization.</p> <p>Report shows the dispatch center that has the vendor organization entered and DUNS number.</p>	<p>Click the <u>Vendor Information Forms</u> link and save zip file to desk top. Open each form as the instructor covers them.</p>

OUTLINE (CONTINUATION)	AIDS & CUES
<p>(2) Use ROSS Practice to access the Organization Screen. From the vendor screen, click New > Search Vendors and search for existing vendors.</p> <p>Search for the DUNS as some vendors work under different names but have the same DUNS number.</p> <p>(3) Search for vendors on the Contract screen. Add a new contract number and in the Vendor/Government (Non-Dispatch) Provider, search for a particular vendor.</p> <p>d. Update a vendor organization.</p>	<p>02-08-ROSSA-EP</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>02-09-ROSSA-EP</p>
<p>QUESTIONS?</p>	