

# ROSS ADMINISTRATION

## 2 – Organization Management

---

---

### OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Summarize organization management and how it fits into ROSS.
2. Describe organization hierarchies.
3. Request the creation, edit, and deletion of an Organization.

## Summary.

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.

### I. ORGANIZATION INFORMATION SYSTEM (OIS)

A. OIS is a FAM (fire and aviation management) application.

B. Used to maintain information about the following types of organizational units:

- 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.

C. Stores organization data such as Office Type, Short Name, Agency Organizational Code, and Optional Code.

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.

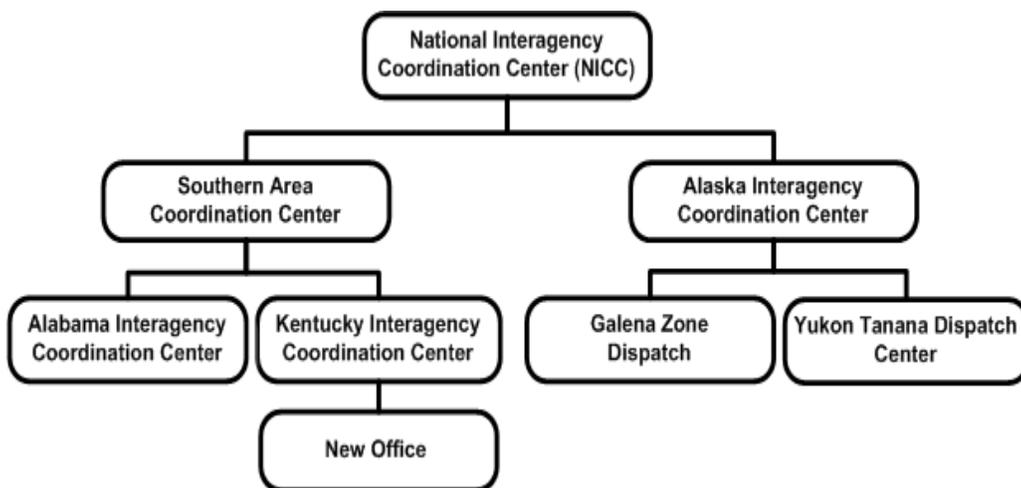
- E. ROSS pulls information from OIS to support dispatch business processes.
- F. ROSS Organization Managers may supplement the OIS data such as frequencies and reload bases, but cannot edit the OIS data.

## II. ORGANIZATION HIERARCHIES AND AFFILIATIONS

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**



3. Importance of Hierarchies.

a) Reporting.

b) Ordering Chain.

III. REQUESTING NEW AND MANAGING EXISTING ORGANIZATIONS

A. Validating existing organizations information.

1. View Organization information via ROSS User Community Reports > UC – Administration > UC – Admin Organizations folder.

- 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.

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).

1. Use forms at <http://ross.nwcg.gov/orgs.htm>.

2. Managing Organizations in ROSS document.

Unit ID approval is required **before** requesting the addition of a new organization or changing a unit ID.

3. Government (non-dispatch) and Non-Government Update Organizations form.

a. Example of Government (non-dispatch): USFS Ranger District.

b. Example of Non-government Organizations: The Nature Conservancy.

4. Dispatch Center and Cache *Update Organizations*.

5. Vendor Information Forms.

a. Create or Delete Vendor Organization.

Before requesting a new vendor, validate the vendor does not already exist.

(1) Run a report from the User Community Reports > UC - Administration > UC - Admin Resources > Vendors by Managing Organization.

Report shows the dispatch center that has the vendor organization entered and DUNS number.

(2) Use ROSS Practice to access the **Organization Screen**. From the vendor screen, click **New > Search Vendors** and search for existing vendors.

- Search for the DUNS as some vendors work under different names but have the same DUNS number.

(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.

b. Update a vendor organization.