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California Wildfire Coordination Group

California ROSS
Business Practices
And
Standards
2.2.10

2016

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



Memorandum

To: ROSS Users

From: Shawna Legarza, Chair, California Wildland Fire Coordinating Group (CWCG)

Subject: **California ROSS Business Practices and Standards 2.2.10**

Date: March 15, 2016

Attached (<http://www.firescope.org/ross/ross-business-practices.htm>) is the California ROSS Business Practices and Standards 2.2.10 update. This guide is written to reflect the interagency needs of the user. CWCG sponsors this guide for the cohesive use of ROSS by California.

CWCG embodies the representatives from Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), California Department of Forestry and Fire Protection (CAL FIRE), Fish and Wildlife Service (FWS), US Forest Service (USFS), National Park Service (NPS), Office of Emergency Services (CAL OES), and Contract Counties.

This memo serves as acknowledgment and agreement of the CWCG Charter Agencies to follow the California ROSS Business Practices and Standards 2.2.10 as presented.

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REVISION HISTORY

February 2016

- Update web links, contact numbers and email addresses throughout the document.
- Added new verbiage to section 8.5 (Federal) about the VIPR interface and reference to Region 5 Expanded Dispatch Guide.
- Added new verbiage in Section 12.7 about issuance of FireCodes.
- Added new Attachment D, issuing FireCodes.
- Moved old Attachment D, Glossary, to Attachment E.
- Replaced Greg Adams with Juel Moore as the California Change Board Representative.
- Fixed grammar and formatting errors.

ROSS Business Practices and Standards

1 Introduction

1.1 Purpose of this Document

- The primary purpose of this document is to provide the Business Practices & Standards for both ROSS and the resource ordering process in general.
- This document does not replace any “procedural” documents such as ROSS user guides or training documents. These types of documents provide detail for the actual use of ROSS.
- This document supplements CAL FIRE Handbook 8100, the California Mobilization Guide and the Interagency Standards for the ROSS Operations Guide (ISROG). Any information in this document that conflicts with any handbook/guide should be brought to the attention of the CA ROSS Group for clarification. This document will be reviewed periodically and may not reflect the most current policy.

1.2 Document Maintenance

- The CA ROSS Group maintains this document.
- Any suggestions for changes to this document should be sent to any member of the CA ROSS Group contacts, see Section 5.3.
- Change Requests for ROSS program and navigation issues may be sent directly to ROSS Change Board from the ROSS website, <http://famit.nwcg.gov/applications/ROSS/history/ccb>. In addition, send a copy of the request to the California ROSS Change Board Member Juel Moore.

2 ROSS Administration

2.1 New ROSS Sites.

- All new ROSS sites must be submitted to the CARG for approval.
- Local Government agencies requesting ROSS will comply with CAL OES Fire Branch Operations Bulletin #40, <http://www.firescope.org/reference-materials/reference-docs-oes.htm>.

2.2 ROSS Position Code approval process

- The Authority to add Position Codes into ROSS is retained by the National Interagency Coordination Center (NICC) and coordinated via the CARG.
- Should the need arise to add a Position Code into ROSS, that is not currently utilized by NWCG, the following process shall be followed:
 1. The requesting agency will submit the position code to a CARG member (see section 5.3) utilizing the *New California ROSS Catalog Item Request Form* in Attachment B
 2. The receiving CARG member will review the proposed request and make the recommendation to adopt or deny. The request will be submitted to the CARG by the receiving CARG member within two weeks of receipt for consideration.
 3. The CARG has two weeks to comment and make a recommendation to accept or deny.
 - Approved - The CARG Chairperson will submit the proposed position code to NICC for consideration as a nationally used position code.
 - Denial – The receiving CARG member will advise the requester of the denial in writing.
 4. The requesting agency will be notified in writing by the receiving CARG member of the NICC decision.

- In the event a Position Code needs to be added in an expedited manner, the receiving CARG member will notify the CARG of the request, its urgency and a recommendation for consideration. If there is no immediate objection from the CARG, the CARG Chairperson will submit the request to NICC for approval.

2.3 ROSS Change Control Process

- Nationally, there is a process for any ROSS user to submit change requests through the ROSS help desk.
- The CARG will appoint a representative from the dispatch community, to the ROSS Change Control Board for a term of two years. This person will represent the interests of the California agencies as well as the national dispatch community. The terms will alternate between a California Federal employee and a State employee. The appointee will become a member of the CARG.
- Change Requests for the ROSS program and navigation issues may be sent directly to ROSS Change Board from the ROSS website, <http://famit.nwcg.gov/applications/ROSS/history/ccb>. In addition, send a copy of the request to the California ROSS Change Board Member Juel Moore.
- A change request is defined as a suggestion to improve or modify the system. These requests may be submitted to the ROSS help desk by email (ross_suggestions@dms.nwcg.gov) or phone (1-866-224-7677) Information with each submission should include the following:
 - Date
 - Name
 - Email
 - Phone number
 - Unit/Forest ID
 - Agency
 - A description of the change, suggestion or idea
- For ROSS software problems contact the ROSS Help desk for resolution. The ROSS Help desk will notify the person if it is a known problem, training issue or an enhancement, IIA-HelpDesk@fs.fed.us.

2.4 User Roles and Responsibilities:

- A complete list and detailed description of accounts and roles is located at the ROSS homepage: <http://famit.nwcg.gov/applications/ROSS>> Documents Library > Production Documents > “Access Role Descriptions”
- Units should make their own policy for administrative access to ROSS.
- There should be a minimum of one primary and one alternate at each unit to administer the ROSS resource data.
- This will require yearly maintenance, prior to fire season and also each time personnel transfer or new equipment or crews are brought on line.
- Roles provided to a person assigned to help the unit should also be removed when their assignment is over.
- GACC personnel or designated “super-users” will normally have full access to all units, to assist the unit but will not change anything without conferring with the ECC Manager.

2.5 Selection Areas

- There are three ordering affiliations available in ROSS: Selection Area, Direct Order, and Place Up. In addition to these, there are several other functions in ROSS that facilitate the placing and filling of requests.

- In most cases, the ‘Selection Area Affiliation’ in ROSS will serve to replicate current business practices governing who can place a request to whom. Due to the complexity of all the possible combinations; the GACC’s will be responsible for setting up these affiliations for all Units in ROSS. For the Mutual Aid system, each CAL OES Region will set these affiliations for the operational area within the region. CAL OES Headquarters will set the selection areas for the Regions. If there are problems, additions or changes to your Unit’s affiliations, please contact your agency’s ROSS Administrator at the respective GACC. The only approved deviation from normal dispatch ordering channels will be those that are negotiated by agreement. Below are the descriptions of these ordering affiliations:
- Selection Area
 - Allows a Parent Dispatch Center to set up a Selection Area for their Subordinate dispatch centers. (All incidents regardless of the host)
 - Parents may limit authorization to order down to the Category (i.e. all air tankers)
 - Place Up Authorized in selection area allows receiving unit to place up to parent.
- Direct Order:
 - Allows a Parent Dispatch Center to set up a Direct Order affiliation for their subordinate dispatch office. Direct Order Affiliation must be limited to a specific Catalog Category (i.e. Air tanker) and may be further restricted to a specific catalog item (i.e. Air tanker, Type 1)
 - The Direct Order Affiliation only allows the Unit that receives the request to fill or UTF a request placed to them via direct order.

3 Overview of ROSS

3.1 Purpose of ROSS

- The Resource Ordering and Status System (ROSS) project is a National Wildfire Coordinating Group (NWCG) sponsored information systems development project. ROSS is a computer software program, which automates the resource ordering, status, and reporting process. Established in 1997 and chartered by the NWCG in June 1998, the scope of the project focuses on automating current processes enabling dispatch offices to electronically exchange and track information near real-time. ROSS tracks most tactical, logistical, service and support resources mobilized by the incident dispatch community.

3.2 Technical Overview

- ROSS Databases
- There are three ROSS databases:
 - Production
 - Practice
 - Training

ROSS users normally have access to the Production and Practice databases. The Training database is available to end-users to use for training.

- Servers
 - The ROSS application program resides on servers located at the National Information Technology Center (NITC) in Kansas City.
- Access
 - Local Application: The ROSS application is installed on the user’s PC. When the application is launched and the user logs in, data transactions are generated and sent

between the user's PC and the ROSS application server in Kansas City. These data transactions travel across agency network systems (LAN and WAN), or across the public internet. The ROSS application is considered very "chatty", sending a considerable amount of data. High speed DSL greatly increases performance when using the Local Application of ROSS.

- Citrix XenApp: Citrix is an application virtualization solution that remotely access ROSS applications located in a server "farm" in Kansas City. Instead of the program running on the local computer, it is running on the server farm. This method allows ROSS to run at a very high speed because data is no longer sent across the network. Access is through an internet browser and can be run over the public internet. ROSS does not need to be installed on the user's PC but a small "plug in" to run the presenter will.
 - USFS Citrix Accounts: The USFS has a Citrix farm that only USFS employees may access. The user name and password is the same as their FS network account. The url for the USFS Citrix is:
<http://apps.fs.usda.gov/Citrix/auth/login.jsp>
 - Non-USFS Citrix Accounts: There is a separate Citrix farm for non-forest service users. User accounts must be requested through your dispatch center ROSS administrator. The url for non-FS Citrix is:
<https://ross.fs.fed.us/XenApp/auth/login.aspx>

4 Access to ROSS (System Logon IDs)

4.1 ROSS User IDs

- Each User will need to request a NAP account, <https://nap.nwcg.gov/NAP/>.
- Each ROSS User will be request a unique ROSS User ID through the NAP.
- Each Unit will designate personnel with Privileged access to be responsible for assigning user rolls. User IDs will be assigned the lowest level of rights necessary for the user to perform the duties of their assignment.

5 California ROSS Group (CARG)

5.1 Mission

- Provide operational oversight of ROSS;
- Establish and maintain business practices and standards for the user community in California.

5.2 Duties

- The California ROSS Group duties may include, but are not limited to:
- Research and decisions on current issues affecting ROSS use in CA;
- Addressing on-going CA problems with connectivity, Citrix, CORBA Error, performance (IT Type problems). Work with agency IT/ISO entities to find solutions;
- Review, Approval and Submission of change requests to the CA Change Management Board Rep;
- Annually updating and publishing the CA ROSS BP&S prior to fire season;
- Formal request of assistance to the National ROSS Team;

- Creation of Ad-Hoc groups for special tasks;
- Coordinating training classes & use of the CA ROSS Training Database;
- Coordinating the curriculum of CA ROSS Training Classes for consistency;
- Keep current on new ROSS deployments and features;
- Disseminate ROSS information that affects all agencies and ensure it gets to the field;
- Assist with ROSS database clean-up projects as a group;
- Develop, update & publish the group’s contact list & charter and post to CA ROSS Website, <http://gacc.nifc.gov/oscc/logistics/index.htm>
- Set up annual ECC Tours to review ROSS operations & issues.
- Set up a reporting format that can be easily used by members and consolidated for a statewide report.

5.3 The Organization

- Representatives
 - CAL FIRE ROSS Project Manager: Tim Bozarth (Chairperson)
 - USFS Operations Northern California: Laurie Forni
 - USFS Operations Southern California: Beth Mason
 - DOI GACC Representative: Les Matarazzi
 - CAL OES Representative: Vacant
 - CAL FIRE Northern Region OCC: Sylviane Owens
 - CAL FIRE Southern Region OCC: Shayne Canady
 - Field Representative CAL FIRE Unit ECC: Vacant
 - Field Representative USFS ECC: Charlene Johnston
 - Field Representative DOI ECC: Meredith Wendt
 - Field Representative Contract County ECC/Local Gov ECC: Chris Funk
 - CAL FIRE IT Representative: Keith Barton
 - Federal IT Representative: Vacant
 - ROSS Team Subject Matter Expert – California: Dennis Derr
 - California ROSS Change Control Board Representative: Juel Moore

NAME	HOME UNIT	PHONE#	EMAIL
MOORE, JUEL	FS-ONC	530-226-2801	juelmoore@fs.fed.us
BARTON, KEITH	CDF-IT	916-324-3391	Keith.Barton@fire.ca.gov
BOZARTH, TIM	CDF-SAC	916-657-4929	Tim.bozarth@fire.ca.gov
CANADY, SHAYNE	CDF-CSR	951-782-4169	Shayne.canady@fire.ca.gov
DERR, DENNIS	NWCG	530-226-2801	dderr@dms.nwcg.gov
FORNI, LAURIE	FS-ONC	530-226-2801	lforni@fs.fed.us
FUNK, CHRIS	CA-ORC	714-573-6563	ChrisFunk@ocfa.org
JOHNSTON, CHARLENE	FS-MDF	530-233-8843	cajohnston@fs.fed.us
MASON, BETH	FS-OSC	951-276-6721	bmason02@fs.fed.us
Vacant	OES		
OWENS, SYLVIANE	CDF-CNR	530-224-2466	sylviane.owens@fire.ca.gov
MEREDITH WENDT	CA-YNP	209-379-1999	Meredith_wendt@nps.gov
Vacant	CDF		
MATARAZZI, LES	BLM-OSC	951-320-6145	lmatarazzi@blm.gov

5.4 Quarterly or Bi-Annual Meetings (at a minimum)

- Should be established in advance and dates/locations set with all members. Some conference calls may replace meetings. Invite related group representatives (ECC Chief, CA Dispatch Steering Committee, etc.) to make presentations. Publish meeting dates.

6 Problem Escalation Process and Technical Assistance

6.1 ROSS Application Issues

- Use help menu in Active ROSS, this will take you to help for the current screen
- Contact neighboring unit(s)
- Contact local unit ROSS subject matter expert
- Contact GACC or Cal OES Region (local government)
- Contact ROSS Help desk at: 1-866-224-7677 or email at IIA-HelpDesk@fs.fed.us

6.2 Hardware/Network/Connectivity Issues

- For individual computer issues, report them through your IT support for your agency.
- Site outages caused by network-related problems should be reported through the normal channels used to report PC and network problems.
- You can confirm the status of the ROSS server by calling the automated ROSS Server Status system at 1-866-224-7677.
- For site-specific trouble shooting, see section 14
- ROSS Business Continuity & Recovery Plan the GACC shall be notified whenever a site is experiencing an “outage” so other arrangements can be made.
- The GACC will ensure that the appropriate California ROSS Project managers are notified of the problem.
- In the event of an area-wide outage usually caused by network problems, the GACC personnel will contact IT Technical Support direct.

For CAL FIRE systems: During normal business hours,

- Contact the CAL FIRE local ITS coordinator. After normal business hours, contact the CAL FIRE IT Duty Officer via Pager (916) 423-9458.
- In addition, the CAL FIRE ROSS Project Manager should be notified.

For Altaris CAD to ROSS interface issues:

- Confirm ROSS is working properly on a stand-alone system. If ROSS is not working on the stand-alone system see section 6.1 for reporting procedures.
- If ROSS is working properly on the stand alone system, contact the CAD Support, CADSupport@fire.ca.gov or 916-441-6611.
- Explain the problem in detail to the CAD Support technician. The technician will determine the next step.
- After troubleshooting, the CAD Support technician will determine the need to contact the ROSS Help Desk.
- At this point, the CAD Support technician will be the primary contact for ROSS technical support.

For Forest Service Systems: Customer HelpDesk at (866) 9445-1354.

For Bureau of Land Management contact your local or State Office IT

For National Park Service, contact your local or Regional IT

For Fish and Wildlife Service, contact your local or Regional IT

For Bureau of Indian Affairs, contact your local or Regional IT

For Contract Counties, contact your local IT

For Local Government ROSS command centers, contact your local IT

6.3 Links and Other Help Sources

- National ROSS Webpage: <http://famit.nwcg.gov/applications/ROSS>
- California ROSS Webpage: <http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=stelprdb5366898>
- ROSS Helpdesk E-mail: IIA-HelpDesk@fs.fed.us
- ROSS Helpdesk Phone Number: 1-866-224-7677

7 ROSS Reference and User Guide

7.1 ROSS User Guide Access

- The ROSS web site has a variety of tools, guides, reference cards, and assistance for users and instructors. Each dispatch supervisor should be familiar with the resources found at this site and consider using the appropriate documents to build a user manual and dispatcher aids necessary for their office. This site is constantly updated, <http://famit.nwcg.gov/applications/ROSS>.

8 Data Standards and Requirements

8.1 Maintenance Requirements

- ROSS Data Administrators at each site are responsible for entering and maintaining accurate resource data for their site.
- It is recommended that common locations, such as district offices, fire station, helispots, request number blocks that need to be split, geographic features, etc., be entered and updated prior to fire season each year.
- Data Administrators should do a complete data “clean up” after January 1 and prior to fire season.

8.2 Resource Naming Standards

- Data Administrators will ensure that all data follows the California data standards for naming conventions. (Refer to CA ROSS Implementation Plan appendix O).

8.3 Status, Rosters and Manifests

- A complete resource availability status shall be updated daily by 1000 hours or earlier per Agency needs.
- Equipment and Crews:
 - When responding off-unit or out-of state, all Wild land agencies will roster. Rosters must be completed prior to re-assignment or release from initial incident.

- Private Hire/Contract Equipment and Handcrews will not be rostered in ROSS.
- Federal:
 - All federal resources will be rostered before leaving the unit.
 - Contract crews can be manifested.
- CAL FIRE:
 - CAL FIRE will roster the resources using the following qualifications:
 - Engines: Engines will be statused with configuration,
 - Example: CAL FIRE engine supervisors' qualification of ENOP and the CAL FIRE engine crew members' qualification of FFT2.
 - Type 3 engines with "3-0" staffing will be set available to GACC. Engines with less than "3-0" staffing and camp engines will be statused as "Local Only"
 - Dozers and Dozer Tenders will be rostered.
 - Dozer's with DZIA
 - Dozer Tenders
 - Crews: Crews will be rostered with the crew captain only. Show the qualification as CRWB. Crews will be assumed to have a count 17 when planning for meals. The need to include the number of inmates is no longer necessary.
- Contract Counties will roster when Type 3 Engines leave the unit.
- Local Government resources are not required to be rostered.

8.4 Aviation Resources

- Airtankers:
 - Airtankers will be filled using the assigned tanker number.
- Helicopters:
 - For all Federal Call When Needed (CWN) helicopters, support requests will be generated for the manager and crewmembers.
 - For Federal Exclusive Use helicopters will be filled with a rostered module.
 - For State CWN helicopters, support request (preferred method) or separate O#'s can be generated for the manager.
 - For State owned and operated helicopters, will be filled with a roster, which includes the helicopter pilot.
 - For Contract Counties, check agreement
- Air Attack Platforms:
 - Federal and State Air Tactical resources will be ordered with configuration and filled with roster that includes the ATGS.
 - If only the aircraft is ordered, there will be no roster. A support request can be created later for the ATGS so the two resources are joined.
- Lead Planes & ASM:
 - Lead Planes and ASMs will be ordered "with Configuration" and filled by tail number and will be rostered with pilots name (and ATGS if ASM) and call sign (i.e. "Lead 59"). Pilot swaps will be documented by using additional subordinate requests.
- Smokejumper:
 - A roster can be done for all smokejumpers that jump or support orders can be created, but will be filled upon completion of the mission by the GACC. Smokejumper boosters will be requested as single Overhead numbers. Extra smokejumper planes will be requested as aircraft.
- Smokejumpers sent IA out of state will be sent with a ROSS roster.

STATUS and ROSTERING MATRIX

Federal	Stated by		Availability Area			Fill w/ Roster
	Resource Type	GACC	Controlling Unit	Local	GACC	
Airtanker (Nationally stated by NICC)	NICC	NICC				X
Air Attack			Locally determined	Locally determined	Locally determined	X
Leadplane	X					X
ASM	X					X
SMJ Aircraft	X					X
Type 1 Helicopter		X Exc.				X
Type 2 Helicopter		X Exc.				X
Type 3 Helicopter		X Exc.				X
Type 1 IMT	X					X
Type 2 IMT	X					X
Engine		X	X	X		X
Contract Engine		X				X
Dozer		X		X		X
Type 1 Crew IHC		X	X	X		X
Type 2IA or 2 Crew		X	X	X		X
National Contract Crews		X				X
Overhead		X	X	X		X

STATE	Stated by		Availability Area			Fill w/ Roster
	Resource Type	GACC	Controlling Unit	Local	GACC	
Airtanker			X		X	
Air Attack			X		X	X (ATGS only)
Type 2 Helicopter			X		X	X
Type 1 ICT	X				X	By the GACC
UUType 3 Engine 3-0 staffing and above			X		X	X
UUCamp Engines			X	X		X
Dozer			X		X	X
Type 1 Crew			X		X	X (CRWB only)

- National Contract Crews are available nationally unless committed on preposition or an incident.
- Resources responding out of state are always required to have a roster.

8.5 Hired Equipment

- FOREST SERVICE,
 - Contracts/VIPR DPL lists will be entered into ROSS as required by national direction (Reference National Interagency Dispatch Standard Operating Guide for Contract Resources, January 2014). These contracts resources will be entered into ROSS databases under “Contracts” and filled using the “Contracts/Agreements” or “VIPR” tab. All other “Contracts/Incident Only (EERA)” resources will be filled in ROSS using “Fill with Agreement” ([See Section 8.7](#)). For more detailed information reference Region 5 Expanded Dispatch Guide.
- OTHER FEDERAL AGENCIES,
 - Contracts resources will be entered into ROSS databases under “Contracts” and filled using the “Contracts/Agreements tab.
 - Contracts/ incident only EERA resources not created in ROSS as a “Contracts” resource will be filled in ROSS using “Fill with Agreement”. ([See Section 8.7](#))
- CAL FIRE,
 - Contracts/EERA resources will be filled in ROSS using “Fill with Agreement”. ([See Section 8.7](#))
 - CWN aircraft will be filled in ROSS using Contracts/Agreements tab.

8.6 CAL OES/Local Government Equipment:

- All local government equipment dispatched via a CAL FIRE Local government Dispatch contract will be entered under that CAL FIRE dispatch center.
 - CAL FIRE Command Centers have the option to allow Local Government resources they use on I/A incidents to reside in the most appropriate ROSS database.
 - Centers must keep CAL OES Strike Team identifiers in the Operational Area (X) database.
- All local government equipment with their own dispatch centers that are non-ROSS users will have their equipment entered by the operational area under the operational area dispatch login.
 - In the event the operational area is a non-ROSS user, the CAL OES Region will stand in for data entry and status roles.
 - Local Government and CAL OES engines

RECOMMEND these resources be maintained as Available/Local in ROSS for all engines available on the CAD. If a local fire department reports an engine out of service it will be changed to unavailable in both CAD and ROSS.

8.7 Non-Fire Government Agency Resources

- Agencies with agreements and/or contracts will be enter into ROSS databases under “Contracts” and filled using the “Contracts/Agreements” tab.
- Agencies without an agreement or contract will be filled using:
 - Overhead resource - “Fill with EFF/AD”
 - Non overhead resource – “Fill with Agreement”

8.8 Fill with agreement

- **Do not use** the “fill with agreement” function if the resource is in the database.

- CAL FIRE ECC's will use "Fill with agreement" for hired equipment. Hired equipment should not be included in the ROSS resource database.
- Naming Conventions (Refer to appendix O)

8.9 Three levels of status/availability:

- Local-Available local area only. The resource can be seen by the home dispatch center.
 - Incident Management Team personnel who are on call should be statused as "Available Local" only, in order to avoid appearing to be available as an individual resource to the GACC.
- GACC-Available within the GACC. The resource can be seen by the home unit and the GACC.
- National-Available anywhere in the nation. The resource can be seen by the home dispatch center, the GACC and NICC.

8.10 WEB Status

- Web status for Vendors
 - Application of this feature will be determined by agency policy.
- Web Status Agency Overhead
 - Application of this feature will be determined by agency policy.
 - See the ROSS Web site for Quick Reference Card on web-statusing.

9 Dispatch

9.1 Mandatory ROSS Input Requirements

- Commitment of aircraft will be entered at the time of dispatch so aircraft status will be current.
- Commitment of crews will be entered within ten (10) minutes.
- If, after thirty (30) minutes, it appears the incident will continue to impact a unit's resource base, unit equipment and overhead resources will be entered into ROSS.
- Any requests for resources from outside the unit, other than I/A, must be entered and placed in ROSS immediately.
- All incidents, to which federal resources respond, require a financial code. (See Section 12.7)
 - Non-federal units that have interagency or collocated federal partners. The federal partner will generate the FireCode.

9.2 Transfer of Information from CAD to ROSS

- The use of Altaris CAD to ROSS interface will be required for all CAL FIRE ECC's.
- In the event the Altaris CAD to ROSS interface is unavailable, manual entry in ROSS is required. See section 9.1. This includes resource statusing, new incidents, new requests, etc.

9.3 Requests

- Out-of-Unit Resources: Requests, other than initial dispatch, for out-of-unit resources must be placed through the GACC.
- General information
 - The GACC will normally place a phone call to the ECC when a request is placed to that unit.
 - In times of high fire activity there may be times when this is not done but ECC's should expect requests in ROSS.
 - Monitoring the Pending Request.

- **When activity involving the CAL OES ordering system is initiated, it is mandatory that a call be made, as these sessions may not be monitored as closely as the wild land agency sessions.**
- Placing a call to the GACC when no more resources are available.
- Name Requests:
 - The ordering unit must confirm availability and qualification for the individual being requested prior to placing the request.
 - Document in Special Needs reason/justification for Name Request.
 - Name Requests will be UTF'ed back to the requesting agency if the individual is not available. The request will be cancelled and the incident notified.
 - If the position is still needed on the incident a new request will be generated and placed/filled appropriately
 - For Local Government Request (See California Mobilization Guide for Process and requirements)
- Subordinate requests
 - ROSS assigns subordinate request numbers to the resources that are filling positions on an assignment roster for a parent request that has been filled with a configuration. Members of an overhead team, fire crew, exclusive use helicopter, engine, etc. may fill a subordinate request as part of an assignment roster (see Roster Screen for complete list).
 - For example, the parent request for a Type 6 Engine is request number "E-16" the subordinate crew members on the assignment roster would be numbered, "E-16.1," "E-16.2," "E-16.3," and so on.
 - When adding subordinate requests:
 - You can add a subordinate request only to a parent request filled with a configuration.
 - Either the sending or receiving unit may add a subordinate request to a parent request. When rotating personnel, the receiving unit may permit the sending unit to add additional subordinate requests on rare occasions.
 - Example #1: A parent request has been filled with a configuration for an exclusive use type II helicopter and the resource is currently "At Incident." The receiving unit (Incident Host) should create subordinate requests for replacement helicopter crew members as needed.
 - Example #2: A parent request has been filled with a configuration for an exclusive use type II helicopter and the resource is currently "Reserved." The filling unit can create a subordinate request to add an additional trainee to the assignment roster.
 - Example #3: A parent request has been filled with a configuration for an engine. The receiving unit can create a subordinate request to replace a subordinate released for an emergency. When created, select the (default) radio button option "Place Directly with Filling Organization".
- **Add Documentation action.** Documentation is mandatory when permission is granted by the receiving unit for a subordinate request to be added by the sending unit.

- **Add Documentation action.** Documentation is mandatory when a subordinate request for a replacement resource is placed through the established ordering chain rather than direct to the filling unit.
- A Preorder cannot be selected when adding a subordinate request.

9.4 Support Request

- After a request is created, the action button will allow for a support request to be created for a new request. Insure when creating support request that control of the support request is released to the Incident, except in cases were the equipment or personnel are being used in support of the incident for filling a dispatch and not the host dispatch.
 - For Example: A support request created for a bus, when transporting a crew to the airport. The filling dispatch center should retain control of the support request.

9.5 Quick Fill

- Quick fill is for unit resources only. (Use in timely manner due to payment issues)

9.6 Aircraft Dispatching

- See Chapter 80 and Appendix A of the California Mobilization Guide for information regarding general aircraft information, aircraft dispatching script and intercom use.
- Additional Requests
 - After utilizing air resources from zone-of-influence bases, Units will place all other requests in ROSS to the GACC following standards in the CA Mob Guide.
- Aircraft Status
 - Aircraft released to their home unit will be placed in the appropriate status (available/unavailable, etc.) upon landing.
- Aviation Resources
 - Airtankers
 - All airtankers will be released each day and requests for the next day's operation shall be placed by 1900 hours to the GACC.
 - Helicopters
 - Helicopters ordered and filled in ROSS will remain on the same request number until released from the incident.
 - CAL FIRE: To fill a CWN helicopter, the filling unit will access the resource under the Contracts/Agreements Tab. Click on the non-local resource radio button, and fill the request. **DO NOT USE FILL WITH AGREEMENT.**
 - Federal: CWN helicopter requests will be placed to the GACC. Identify HMGB in special needs field. DOI may hire project type 3 helicopters at the unit level.
- Air Attack
 - Federal air attacks will remain on the same request number until released from the incident.
 - CAL FIRE air attacks will be released each day and requests for the next day's operation shall be placed by 1900 hours.
- Lead Planes/ASM
 - Federal incidents: will remain on the same request number until released from the incident.

- CAL FIRE incidents: will be released each day and requests for the next day's operation shall be placed by 1900 hours.
- Smokejumpers
 - IA orders for smokejumpers will be requested as "Load, Smokejumper, Initial Attack".
 - Smokejumper booster orders will be requested as Overhead, with individual request numbers.

9.7 Water Tenders

- Support
 - May be staffed with a crew of one driver/operator when it is used in a support role as a fire engine refill unit or for dust abatement.
- Tactical use is defined as "direct fire suppression missions such as pumping hoselays, live reel use, running attack, and use of spray bars and monitors to suppress fires".
 - Qualifications:
 - BLM/FWS- ENOP, CDL (tank endorsement)
 - FS- FFT1, CDL 15
 - Staffing: Tactical water tenders will carry a minimum crew of two:
 - BLM/FWS- One ENOP and One FFT2
 - BLM- 668 Super Heavy Tactical Tenders will be staffed with one engine boss and one engine crewmember.
 - FS- One FFT1 and One FFT1/FFT2 firefighter

9.8 Requests to Interagency Centers

- An outstanding request placed by a GACC to the Unit will first be placed internally to the Unit having the same parent agency as the requesting Unit.
 - If UTF, other agencies within the unit may attempt to fill.
 - For example, the Sierra NF (Parent Agency=USFS) generates a request that eventually is placed [through South Ops and North Ops] to Susanville dispatch. The CA-SNF incident ID would identify the first-right-to-fill to the Lassen NF (Parent Agency=USFS), so the Susanville dispatcher internally checks availability of LNF Forest Service resources first. If no LNF resources can fill the order, the Susanville Interagency ECC Dispatcher can consider the other agencies dispatched by Susanville: NOD, LNP and LMU. This allows the other agencies represented by Susanville to consider the request.
 - If Unit is unable to fill from any of their "represented" agencies, the Unit will "UTF" the request to the GACC.
 - Agency specific resource requests will be either filled by that Agency or UTF'ed.
 - This procedure does not apply to out-of-state orders.

9.9 Cancel Request

- Use only when a pending request is no longer needed by the incident. Only the incident's designated dispatch office that created the request will utilize the "Cancel" function. The "Cancel" function will only be used after it is determined that the incident no longer needs the request. Add Documentation action is mandatory. Enter complete documentation before the request is "Cancel UTF".
- To cancel a request that has been placed to another unit. The canceling unit must contact, via telephone and through the established dispatch ordering chain, the unit where the request is

currently pending or waiting to be filled and provide notice that the request is going to be canceled.

- If any dispatch unit within the established dispatch ordering chain is closed or is unable to communicate the cancellation request, the canceling unit will contact the sending unit directly.
- Add Documentation action is mandatory. Enter reason of cancellation and action taken before completing the cancel request action.
- To cancel an already filled request. The canceling unit must contact, via telephone through the established dispatch ordering chain, the sending unit where the request is currently filled
- The canceling unit will contact the sending unit directly, via telephone, if any dispatch unit within the established dispatch ordering chain is closed or is unable to communicate the cancellation request.
- If the assigned resource can be contacted before travel begins, the resource will be unfilled and the ordering unit will cancel the request.
- If the assigned resource has begun travel but the travel has yet to start in ROSS, the resource will be released or unfilled and the ordering unit will cancel the request, provided that the resource can be contacted.
- If the assigned resource has begun travel in ROSS, the request can be released by the requesting dispatch upon completion of travel to ensure accurate documentation.
- Add Documentation action is mandatory. Enter the reason of cancellation and action taken before completing the cancel request action.

9.10 Fill or UTF Time Limits

- Thirty (30) minutes is the allotted time guideline for processing requests, either by a “Fill” or “UTF”. During periods of high activity, there will be exceptions. Dispatch centers are encouraged to communicate with each other when the 30 minutes does not seem practical. Add Documentation action is mandatory. Enter complete documentation before the request is “UTF”

9.11 Release

- Resources will be shown as released from an incident and may return to the pre-position order.
- Excess resources will usually be released upon completion of demobilization from the incident.

9.12 Tentative Release

- The Tentative Release function will normally be mandatory in times of high fire activity where resources are being reassigned to other fires. This will only be done for resources that have not timed out and are required to return home for R&R. Tentative Release times put into ROSS should reflect the time the resource would be available to leave the camp. Normal tentative release requirements will be 48 hrs. for crews that flew in on the NICC jet, 24 hrs. for resources with vehicles that can be reassigned or other timeframes as dictated by the GACCs and or current events.
- On type I or II incidents the GACC will contact the Unit to negotiate the time frames needed to show resources as available.

9.13 Release Non Local

- You must have the Dispatch Manager Role to perform this function.
- This function should only be done after talking to the Host Dispatch Center and should only be used as a last resort.

9.14 Ground Resource Reassignment

- Resources that have been reassigned from mob-en route, will show an outstanding request back to the filling Unit.
- That request number will be returned UTF'ed back to the ordering Unit and cancelled with documentation.
- The GACC will get a new Request number from the ordering Unit and place out if still needed.

9.15 Travel

- Travel information is important to all agencies. Make sure this field is filled in as accurately as possible. If updated travel times are communicated ensure that the request is also updated accordingly and a follow-up phone call is made.
- For IA assignments, filling (ETD/ETA) or placing "at Incident" is acceptable. If done in a timely manner.
- For Aircraft Travel, the ROSS program asks for Actual Time of Departure (ATD) and Estimated Time En route (ETE), (i.e. 1 hour + 10 minutes). The program calculates the Actual Time of Arrival, but does not display it on the screen. This is slightly different from the travel itinerary for Equipment, Crews and Overhead.
- Travel information should be completed in sufficient detail that a route of travel can be determined.
- ETD/ETA Information
- Travel information is extremely important to the receiving unit and must be taken seriously. Make sure this field is filled in as accurately as possible. Do not put unrealistic ETA times in this field and take extra care when estimating delivery time. Updated travel times can be edited into the request by the filling unit or the GACC if one of the units in the ordering chain is contacted before the ETA time is met. A follow-up phone call is advised.
- The dispatch office for resources leaving the unit shall complete accurate ETD/ETA information. If resources will be resting overnight, RON, or have travel arranged, an itinerary must be filled, including **ALL** legs of travel.

9.16 Frequency Requests

All frequency requests shall be placed to the GACC.

9.17 Closing Incidents

- A status check of all open incidents must be completed daily.
- Designate a time during a shift (either day or night) that a status check/clean-up will be done. Ensure that when incidents are re-opened for research, they are closed as soon as the information needed is retrieved.
- If all requests are closed, reassigned, or cancelled on an incident, then the incident should be closed upon completion and can be reopened as needed for cost recovery and billing information.

9.18 Replacement of lost/broken supplies after Returned from Assignment

- If a resource arrives home from an assignment and determines that replacement supplies are needed the following procedures will be followed within 30 days of demobilization:
 - Determine the type and amount of supplies needed to be purchased by the local agency
 - The incident or Host Agency will be contacted for approval of this supply purchase (name and position of the person giving/denying the approval will be obtained)
 - Supply Support requests will be created and filled/released appropriately

- Documentation will be added to the request(s) including the name and position of the person at the incident or Host Agency giving the approval

9.19 Unified Ordering Point

- When an incident involves more than one jurisdiction and a Unified Command is activated, a Unified Ordering Point (UOP) shall be agreed upon by the Unified Command ICs; all requests for resources in ROSS shall be made by the UOP.
- The purpose of the UOP is to all agencies involved in the incident the opportunity to fill requests at the lowest level, including the use of local mutual aid assistance, to avoid duplication of orders and to provide a single system for tracking resources for cost share agreements. For additional information and guidelines regarding the UOP refer to the California Mobilization Guide.

10 Intercom/Dispatch Net

10.1 See California Mobilization Guide

11 Mutual Aid Resource Ordering

- All local government resources will be entered into the local CAL OES Operational Area database.
 - Exception: Local Government resources that are IA dispatched by a ROSS site may be entered into that ROSS sites database (i.e. local government agency that CAL FIRE dispatches).
- Resource ordering via the California Fire Assistance Agreement and/or California Master Mutual Aid Plan will be placed to the CAL OES operational area dispatch center for processing.
 - Local Government, (LG) single resource overhead orders will be placed to the local operational area for processing. If a LG overhead cannot be filled at the local Operational Area it will be placed up to the CAL OES Region level and if necessary to CAL OESH for processing.
 - California Fire & Rescue Master Mutual Aid System Name Request Justification Order Form to justify the name request must accompany name Requests for local government personnel. CAL OES will deny the request without the justification. The form is available on line: <http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES%20-%20Name%20Request%20Form%20-%202020140901uax.pdf>

11.1 Processing out-of-State requests for CAL OES/Local Government resources.

- Out of State Requests will be placed to CAL OESH for processing,
 - Except for local agreements and procedures
- Name Requests for local government personnel must be accompanied by California Fire & Rescue Master Mutual Aid System Name Request Justification Order Form to justify the name request. CAL OESH will deny the request without the justification. The form is available on line, <http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES%20-%20Name%20Request%20Form%20-%202020140901uax.pdf>
 - The NOPS will receive the request in ROSS.
 - In ROSS, the NOPS will place it to California Office of Emergency Services Headquarters, CA-CAL OESH.
 - CAL OESH takes action on all out of state Local Government Name request.

11.2 Out of State Requests for CAL FIRE resources

- Refer to 8100 Procedure # 600

11.3 Out of State Ordering for Local Agreements

- Agencies with a Local, Automatic or Mutual Aid agreement in place across state lines may request that direct ordering be allowed and the selection area opened in ROSS.
 - Orders will be for Initial Attack Resources only. Further requests should go through the established ordering process (see 10.2).
 - IA resources will be limited to Equipment and Overhead.

12 Additional Dispatch Information

12.1 Transferring/merging Incidents

- Merging of Two Incidents:
 - For two incidents that were created within the same dispatch center, you can merge them into one incident.
 - Contact the GACC for further guidance.
- Complex / Merge
 - Complex Incidents allows Dispatch Managers to identify a new incident as a ‘Complex’ and relate one or more incidents to it. The complex serves as an umbrella for other incidents, while keeping all the incidents open and active.
 - Contact the GACC for further guidance.

12.2 Transferring an Incident to another dispatch center

- When it is determined an incident is not the jurisdiction of one dispatch center, it can be transferred along with all the incident resources to a new center.
 - Contact the GACC for further guidance.

12.3 Pre-positioning

- Purpose: The purpose of “Pre-positioning” is to temporarily transfer resources within the ROSS database from one assigned agency to another assigned agency.
 - Examples of Acceptable Use:
 - CAL FIRE Move-up and Cover (Unit to Unit).
 - USFS Move-up and Cover (Forest to Forest).

USFS Preposition

12.4 Reassign from a pre-position order

- ROSS will ask if you want to reassign back to the original Pre-position order or send the resource home.
- Release to preposition if possible. If link to pre-position is lost, contact GACC for new request on pre-position or other new instructions.
- If the resource is staying on the original resource order number, ROSS will allow you either to assign a different request number or put it back on the original request number.
- When reassigning from pre-position to pre-position there must be a minimum of five minutes of travel.

12.5 Documentation

- Types of Documentation
 - “Incident documentation” is used to communicate information that applies to the entire incident. Only the primary site (the site where the incident was created) may enter incident documentation.

- “Request Documentation” is specific to the individual request and is used to add specific information, cell phone, dietary needs, etc. for that resource. UTF information needs to be included in documentation when a request cannot be filled.
- “Resource Documentation” should only be used for information that will not change that is associated with that particular resource.
- At both the GACC’s and local ECC’s documentation **MUST BE VIEWED** before processing requests due to the importance of information located there. Units will use this field differently but it is advised to be familiar with its use and view it regularly
- May be used by anyone in the ordering chain to document any pertinent information as related to the incident and/or the request.
- It is to be used to document incident information only. Documentation is not intended to be used as a form of communication between dispatch offices.
- Personal remarks and comments are not to be entered into ROSS. ROSS printouts may be used in court.

12.6 Special needs

- Only the creating unit can enter this information. Approval of specific elements here cuts down on time and work in all the ECCs filling requests. (Ex: Rental car, cell phone and laptop computers approved)
 - Examples:
 - Two operators on a water tender or dozers
 - Rental vehicles authorized
 - Self sufficient
 - Double lunch
 - Double crewed
 - Mechanic with service truck
 - Laptop Computer
 - Cell Phones

12.7 Finance Code

- The Finance Code field is a **mandatory requirement** when requesting local government resources to a Forest Agency wild fire.
 - If a Finance Code is not added to the Finance Code field, the request will default to the requesting agency fund for payment.
- It is the responsibility of the Incident Commander to determine what finance code (Who Pays) each request will be ordered through and communicate their wishes to the requesting dispatch center.
- It is the responsibility of the requesting dispatch center to add the finance code in ROSS.
- In the Finance Code field, the dispatcher will fill in what “mission” (Who Pays) the local resources are being requested for.
- State Mission or Federal Mission (generally perimeter control), may be
 - California Fire Assistance Agreement (CFAA)
 - California Cooperative Fire Management Agreement (CFMA)
 - California Master Mutual Aid Agreement (CMMA)
 - Local Forest Agreement (LFA)
- Local Mission (generally structure defense) may be
 - California Master Mutual Aid Agreement (CMMA)
- The mission tasking will determine the method of payment.

- Issuance of a FireCode for Federal resources responding to a non-federal incident will be the responsibility of the Forest agency list in Attachment D.

12.8 Select Features

- Features are specific items associated with specific resources. The available features are preset by NICC, but have to be enabled for each resource if they have that capability. Note: Using the “Select Features” field will restrict your available resource pool. The preferred method for identifying specific items is to document the requirement in “Special Needs”.

12.9 NICC Orders

- Federal Agencies
 - Follow agency procedures
- CAL FIRE:
 - For out of state requests for CAL FIRE resources refer to 8100 procedure #600

12.10 Strike Teams

- If a request will be filled from more than one unit, the Strike Team request is sent to the unit filling the strike team leader. That unit will fill the Strike Team identifier with configuration. The subordinate requests not filled by the original unit will be identified in the roster as determined by the GACC. When the original unit then fills the request, those subordinate requests are sent to the second unit, and that unit can fill those requests with any resource meeting the criteria. Dispatch offices must work together by phone to share information about meet-up locations and cell phone numbers to ensure the Strike Team travels efficiently.
 - If the original unit does not know where the remaining Strike Team resources are coming from, the unfilled subordinate requests can be placed up to the GACC to be farmed out.

12.11 Task Force

- Definition: A Task Force is any combination of single resources assembled for a particular tactical need, with common communications and a leader.
 - May be pre-determined by agency (some agencies use them all the time)
 - May be requested to respond to an incident
 - May be formed at the incident as needed with resources on scene
- ROSS Naming Convention:
 - TASK FORCE – XXXXXXXXXXXX (ie: TASK FORCE – Modoc Task Force 1)
 - May be pre-built into ROSS database if it is something that is used commonly
 - If pre-built ensure the Master Roster is kept up to date
- Creating ROSS Request:
 - Catalog: Equipment
 - Category: Task Force (Local Only)
 - The request does provide a Configuration:
 - Identifier
 - TFLD position
 - Document in Special Needs types of resource to be include in Task Force.
- Filling ROSS Request:
 - Pre-Built Resource
 - Fill from the Pending Request screen much as you would a “Strike Team”
 - Query for Identifier
 - Fill/Confirm the Roster

- Non-Pre-Built Resource
 - Fill identifier using Action / Fill with New Resource
 - Coordinate with the incident to ensure what name they are going to be using
 - **(ENSURE THE NAMING CONVENTION IS FOLLOWED)**
 - This will add the resource to your database
 - You will have to set travel for that individual piece
 - Go to Request Status screen / Action / Add assignment Roster
 - Add/Fill positions as needed
- If creating for the incident and using resources already on the incident ensure you fill with resources under Assigned to Local Incidents
- If a resource is pre-determined and needed from outside your agency use the Unassigned Non-Local Resources (this will send the request directly to the filling agency when the roster is complete)
- If one of the resources needs to be “shopped” you will need to complete the assignment roster with the resources you know, then go to the Request Status Screen and Add Subordinate Request and then place that request appropriately.

12.12 Overhead Teams and Modules (Incident Management, Incident Command and Expanded Dispatch Module)

- All members will be entered into ROSS with the current, certified qualifications they hold on their team. This can be accomplished through manual entry (standard format) or imported from IQCS/IQS. It is the responsibility of the local Dispatch Office that mobilizes the team/module member (ROSS User) to ensure the person is entered into ROSS with the correct qualification and has accurate status.
 - Phone calls and any mobilization notification procedures will continue as in the past.
- Statusing
 - Team/Module Name (Federal) will be statused in ROSS as “Available National” by the appropriate GACC that is responsible to deploy the team.
- **Members** will be statused as “Available Local” when on 2, 8 or 24-hour call rotation.
- Each ECC that dispatches any member is responsible to obtain updated status & make the changes in ROSS.
- Local Government Members
 - Local Government Team Members may be dispatched or mobilized by a number of different entities throughout California, depending on their location and whether their Home Dispatch Office (ECC) is a ROSS User or not.
 - ECCs that are certified ROSS Users will be responsible to dispatch their members, whether they are federal, state or local.
 - Federal and State agencies will accept the certification of a local team member’s qualification, and assume they have all the requirements completed for their position qualification as per PMS 310-1. It is not the responsibility of the Forests or CAL FIRE Units to track local government member qualifications, as position certification documents will reside at the local government offices.
 - Local government members retained for dispatching (ROSS User) by the local fire department, CAL OES Operational Areas or county fire departments will ensure their member is entered as the primary resource item (not under a contract) and accurately statused in ROSS.

- Forests associated with the local government entities may also enter the same local government member in their forest ROSS database as a duplicate, and may also dispatch the member if the Home Dispatch Office is a non-ROSS User. They may also dispatch that local government member as a responding officer for the forest.
- Forests must enter the secondary Resource Item (duplicated local government IMT Member) in their database using the following format:
 - **IMT – Smith, John (IMT space dash space Last Name comma First Name)**
 - This secondary resource item should only be qualified in ROSS as the position listed on the team roster.
- The name of the IMT or module **will not** be designated on the Resource Item name for the duplicate, as IMT members often change teams for assignments due to a shortage of members. This naming convention should only be used for rostered members. The member is responsible to notify their local dispatch office of an assignment. At that time, the local dispatch office, will immediately status the shared member in their database as “Unavailable”.
- Either the local government office, the Forest ECC or the member may make the travel arrangements. Travel information must be communicated back to the ECC that fills the request in ROSS.
- If the local government member is dispatched through a Contract County or other local fire department that is a ROSS User, the request will be sent electronically **directly** to that dispatch office through ROSS.
- If the local government team member is not under a local agreement with a Forest Agency they must be mobilized through the CAL OES dispatching system utilizing the CFAA. The appropriate CAL OES Region and CAL OES Operational Area will receive the ROSS request if they are a ROSS User. The Resource Order will be faxed to non-ROSS user to insure the ordered person receives all pertinent incident information. Reimbursement will be processed by CAL OES via use of the F-42.
- Local government members are responsible to keep their dispatch office updated on their status and certified qualifications for the team callout. They are also responsible to give their local dispatch office provider identifier and/or Forest (with MOU) identifier to the IMT team member creating the ROSS Master Roster, so the ROSS application will know which office to send the request to for filling.
- Demobilization: When a local government team member arrives home, both dispatching offices of that person are responsible to change the persons status in ROSS to available (or if mandatory rest period is needed, change to available that date), or whatever status. It is the responsibility of the member to be in contact with his/her dispatch centers. If this person is under a contract fill, the forest or CAL FIRE Unit will notify the home office so they can change the person in their normal database.
- **Travel Arrangements**
 - Local government members are responsible to provide mobilization travel information to their dispatching office **if they are driving or make their own travel reservations (airlines, etc.)**. If the dispatch office is making the reservations, they will enter the information in ROSS and inform the team member of the travel arrangements.
 - The Forests, CAL FIRE Units, CAL OES Operational Areas or Local government personnel may make travel arrangements for overhead traveling on assignments. If the person making the travel arrangements is not the dispatching office (ROSS User) the travel information must be relayed by fax, phone or email to the ROSS User dispatching office to enter into ROSS. This must be relayed in a timely manner, upon mobilization.

- If the local government entity or the CAL OES Operational Area does not have the means (travel agency, credit card, etc.) to make travel arrangements, it can be arranged by the Forest or CAL FIRE Unit with the MOU. This should be agreed upon at the beginning of the season, in advance of team mobilizations. Negotiations on who will make the arrangements and who will enter it in ROSS must be discussed in advance.
- For travel, the Forest or local government entities may make the travel & in either case will be reimbursed under current agreed upon pay scales, with appropriate documentation.
- If the local government entity or the CAL OES Operational Area does not have the means (travel agency, credit card, etc.) to make arrangements for air travel, and no Forest or CAL FIRE Unit has an MOU in place to provide for air travel. The unit which holds the team roster will arrange the air travel. This should be agreed upon at the beginning of the season, in advance of team mobilizations. Negotiations on who will make the arrangements and who will enter it in ROSS must be discussed in advance.
- Back up documentation for travel arrangements to be reimbursed will be available from ROSS through COGNOS in the form of a report, and not necessarily the ROSS Resource Order Form. These reports can be accessed by the Albuquerque Service Center (ASC) or the Forest/Unit to attach to the billing package.
- Local Agreement
 - Billing invoices for federal reimbursement are sent to ASC for processing and payment. However all bills must be certified at the local Forest unit before ASC will process them for payment. Therefore, all billing packages must be mailed to the address given in the local agreement.
- CFAA
 - A Regional certifying officer must also certify Calif. Fire Assistance Agreement billing packages. The billing address is identified in the CFAA. Forest ECCs that receive billings from ASC should set up a process with associated local government ROSS Users, so that if the local government person is sent on a federal team assignment, the request & travel information is faxed to the Forest ECC ahead of time. This information could be kept in a folder for validation when the bill comes many months later. In addition, the Forest ECC can access ROSS COGNOS reports.
- Ordering Protocol
 - Units are to contact their GACC prior to generating any Team or Expanded Dispatch Modules Requests.
 - When instructed, the ordering unit (Incident Host) will generate a single overhead request number for the specific type of team (Type 1 or 2) and place up to the GACC. You must enter initial briefing location, date & time for team members on this request in the Special Needs block, as well as approval of cell phones, rental vehicles and laptops.
 - The GACC will determine which team is up on rotation and contact the Team Incident Commander (IC). The Team IC will be given one hour to ensure their Team Assignment Roster is accurate. After one hour or contact by the IC, the GACC will fill the team NAME in ROSS. This will generate the subordinate requests for team members and place them to the home dispatch units (ROSS Users) for filling.
 - Notifications to all affected units with team members will occur, (via radio, phone, etc.) that a specific team has been mobilized and to fill their member in ROSS.
 - Units will notify and fill team members, then enter travel information as soon as it is available. If a member is not available, for any reason, the unit should immediately notify the GACC, who will notify the IC (or designate) for replacement. The unit would then UTF (Unable to Fill) the team member request, and enter the appropriate documentation.

- Pre-Orders
 - IMT Pre-Orders may be built in ROSS by the Team/GACC, in coordination with IMT needs. IMT pre-orders should be reviewed by the IMT annually at a minimum.
 - IMT Pre-Orders must be coordinated with the receiving GACC.
 - The Incident Host ECC in coordination with the IMT may deploy the pre-order, review it for duplicates or items already at the incident and delete the items not needed.

12.13 CCC Camp Crews

- CCC Camp Crews will be maintained in ROSS by CDFH. CDFH will keep status of these crews. When a local CCC camp crew is utilized, a request for the crew shall be created and the crew should be filled on the Pending Request Screen, using the Contracts and Agreements Tab and the Non-Local Resource radio button. When a CCC camp crew is not available locally, the request can be placed to the GACC, or the CCC Duty Officer can be contacted per the CA Mob Guide and a crew can be assigned and filled locally using the same manner cited above. In all cases, the CCC Duty Officer is notified when a CCC Camp crew is committed and released, so that status can be kept correctly. When two or more CCC Camp crews are requested an Agency Rep may be assigned using a Support Order, or a separate O number may be requested.

12.14 Retrieve Function

- The “Retrieve” function is used when a request has been placed in error, or can be filled by the local unit or other means.
- Contact the Unit where the request has been placed via the telephone.
- Retrieve the request and document it.

12.15 Edit Request Function

- Only the home Unit has the authority to edit/change a request until travel has started.
- The initiating unit for any request has the ability to change certain fields at any time. This needs to be monitored specifically when the reporting location changes which happens regularly when an ICP is established or a staging area is set-up. It is the responsibility of the unit to manage their requests and update this information as needed.

13 Reports

13.1 Reports Committee

	NAME	HOME UNIT	PHONE#	EMAIL
STATE	BOZARTH, TIM	CDF-SAC	916-657-4929	Tim.bozarth@fire.ca.gov
CAL OES	Vacant	OES		
NORTHERN CALIFORNIA				
FEDERAL	FORNI, LAURIE	FS-ONC	530-226-2801	lforni@fs.fed.us
STATE	OWENS, SYLVIANE	CDF-CNR	530-224-2466	sylviane.owens@fire.ca.gov
SOUTHERN CALIFORNIA				
FEDERAL	MASON, BETH	FS-OSC	951-276-6721	bmason02@fs.fed.us
STATE	CANADY, SHAYNE	CDF-CSR	951-782-4169	Shayne.canady@fire.ca.gov

13.2 Year Prior to 2009 Data – Data Delivery System (DDS)

- Accesses through the ROSS website.
- To access the data, you must have a valid dispatch messaging system (DMS) username and password.
- 2009 to Current Year Data - Cognos Reports
- Accessed either through the ROSS application or directly through reports website
- The reports under the Administration, Incident and Status menus are standardized reports. The User Community (UC) Reports are ADHOC reports generated by users with advanced Cognos skills.
- An index of UC reports is located at http://ross.nwcg.gov/RRMB/ROSS_Reports_Index.pdf
- To access reports users must have a login and password for the ROSS application.

13.3 Standard ROSS Reports (Cognos) Refresher Training

- Cognos Webinar refresher will be offered two times yearly.
- Analytical Reports (AR) and Historical Analytical Reports (ARH) using Cognos Query Studio (Adhoc Reports)
- Query Studio allows you to creating of custom reports (Adhoc) using current and historical ROSS data.
- AR and ARH access requires additional reports training. Inquires about when training is being offered should be sent to the Reports Committee.

Refresher Training for AR and ARH under development.

13.4 ROSS Data Imports to I-Suite

- ROSS Data files are used in the I-Suite Application by Incident Management Teams. These files were originally accessed through the Data Delivery System which had been discontinued and replaced by the Cognos® User Community Reports. To access ROSS data files for I-Suite applications a Quick Reference Card has been developed which is on the I-Suite Web Page at: http://isuite.nwcg.gov/User_Support/index.html.
- On the right side of the page is a list of cards and the ROSS Import Card 3/13/09, will instruct users how to move ROSS data files into I-Suite.

13.5 Crystal Reports —ROSS Resource Order Form

A ROSS resource order report is available through CAL FIRE using Crystal reports for years 2012 and previous. This report does not require using the ROSS program for access. It only contains resource activity occurring in ROSS. This report is available to all users with a CAL FIRE user I.D. Share this with your non-dispatch community and others who may need access to resource order reports prior to 2012.

To access data that is not current year but is 2009 or later, you must use the AR_Historical data. The information on the reports are only the requests that have come to CA to fill, regardless of fill, pending or UTF'ed.

Logon instructions:

CAL FIRE users with user ID and password

While on Agency network or internet connection go to:

<http://webboerpt2.fire.ca.gov/BOE/BI>

System: leave blank
Username: Your CAL FIRE user I.D. (example, cstarnes)
Password: Your CAL FIRE user password
Authentication: Windows AD

All Federal agencies

While on Agency network or internet connection go to:

<http://webboerpt2.fire.ca.gov/BOE/BI>

System: leave blank
Username: rossfed
Password: ROSSFED
Authentication: Enterprise

All Contract Counties

While on Agency network or internet connection go to:

<http://webboerpt2.fire.ca.gov/BOE/BI>

System: leave blank
Username: rosscc
Password: ROSSCC
Authentication: Enterprise

All OES users

While on Agency network or internet connection go to:

<http://webboerpt2.fire.ca.gov/BOE/BI>

System: leave blank

Username: rossoes
Password: rossoes
Authentication: Enterprise
All User Instructions
Once logged on:
Click the words Document List
Click the + on public folders
Click the + on ROSS Reports
Click the words Shared Reports
Click the words ROSS Resource Order Form

Notes:

Enter fields exactly as shown i.e. capitol letters, hyphens, zeros (6 digits total), full year etc.

You must know the Incident Number & Year. (CA-SHF-001693, 2006)

ROSS Data from Kansas City updated four times a day into database in Sacramento.

Crystal Reports session will expire after approx. 15 minutes of non-use.

Use lowest tool bar in Crystal Reports:

Export This Report: Use file format Microsoft Word (RTF)
Identify pages or All pages
OK
New Window: SAVE, File Location, Rename, Save
Then email as an attachment.

Print (icon) to mapped printers. Prints Landscape automatically.

Search: Use field to left of binoculars. Enter request number or name, etc.

Change Pages: Use arrows, first/last page, or enter page number in “Go to Page” field

Order Relayed Information: Type in “relayed” in search field.

Click on binoculars. Click anywhere on document to reveal request #'s on left side.

Click on specific request # to take you to that request.

(Remarks are coming!)

To return to main report, drop down & pick main report. Change to page #1. Hit Enter.

Click on REFRESH arrows to go to another incident.

14 ROSS Business Continuity & Recovery Plan

14.1 ROSS Outages

- Continuation of ongoing work in the event of a ROSS outage:
- Print all active and necessary orders based on best estimates of outage duration.
- Example, it may not be necessary to print next week’s VMP incident if the expected outage is scheduled only to last an hour or so.
- Advise the GACC, the CAL Fire ROSS Project Manager (State & Local Government), or the GACC Data Stewards (Federal), and the ROSS Helpdesk of the outage.
- The GACC should notify all Units by intercom of a potential ROSS problem so other units can immediately start the Planned Outage procedure.
- If outage is contained to one or a few units, the GACC can act as those units (stand-in), or find a suitable host dispatch that can take on the workload.
- If “stand-in” is not an option, the affected units will have to switch to resource order cards, as will all other participants on those specific incidents. Utilize the 5,000 series request numbering scheme.

- Upon resumption of operations, the request blocks for the affected incident will have to be split in order to correctly assign the numbers used during the outage.

14.2 Contingency Plan.

- The following procedures in the ROSS Continuation and Recovery Plan are based, in part, on the following assumptions:
 - Repeated printing of all active orders is not reasonable.
 - The standard Resource Order form will be used if ROSS is not available.
 - Any requests originated while in the manual mode will be issued a sequential request number starting at 5,000.
 - A-5000, E-5000, etc. This will allow easy identification later for requests that are “non-standard” in terms of ROSS documentation and retrieval.
 - During a ROSS outage, each office will have to switch to the manual status and tracking system.
 - If the ROSS program becomes unstable, print all active and necessary orders based on best estimates of outage duration. For example, it may not be necessary to print next week’s VMP incident if the expected duration of the outage is hours rather than days in length.
 - Any apparent ROSS system problems should be reported to the next level Duty Officer, the Agency IT Coordinator, and the ROSS Helpdesk as soon as possible.

15 ROSS Training

15.1 California ROSS Training Group

- ROSS training will be necessary on a statewide basis to educate dispatchers and other potential ROSS users on the use of the ROSS application. This application is interagency in nature and is intended for the use by agencies with wildland fire protection responsibilities and their cooperators. The Federal and CAL FIRE cooperators include the California Office of Emergency Services, Fire/Rescue Branch and CAL FIRE’s Contract Counties.
- The ROSS Training Group will accomplish the following:
 - Coordinate with Statewide Training officers, to determine by the end of May of each year, the number and type of classes needed to fulfill the training needs
 - Solicit cadre members and class coordinators through the ROSS project managers each year, if needed
 - Coordinate the classes through the normal training channels and develop a training schedule
 - Manage the California ROSS training data base and schedule
 - Update and maintain the training curriculum

16 Attachment A

16.1 Managing Organizations

MANAGING ORGANIZATIONS IN ROSS
2014 Field
Season

Access to the ROSS Organizations Module has been restricted since March 17, 2008. The purpose of this restriction ensures that only approved organizations exist within ROSS and business rules for establishing unit identifiers are followed.

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

Since March 17, 2008 changes to data within the ROSS organizations module (such as additions, deletions, merges, edits) must be submitted to the ROSS Organization Data Manager. There are three Organization Information WinZip files including: Dispatch/Cache, Vendor, and Government (non-dispatch)/Non- government, with forms to aid users with change submissions. The link to these forms can be found on the ROSS home page website, <http://famit.nwcg.gov/applications/ROSS>. If your organizations and data are correct, nothing needs to be done.

GACC	Custodian	Email	Phone
National Data Steward			
USIDNIC	Rick Squires	rsquires@blm.gov	(208) 387-5655
Geographic Area Data Stewards			
USAKACC	Lauren Hickey	lchickey@blm.gov	(907) 356-5680
USCAONCC	Laurie Forni	lforni@fs.fed.us	(530) 226-2800
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

To create, update or delete an organization or its data, perform the following:

1. For new Unit IDs and changes or deletions of current Unit IDs, you must go through 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 or old Unit IDs removed until approved by the National Data Steward. Only dispatch organizations, organizations that can be incident hosts, and resource providers or owners (non-vendor) need Unit IDs. A vendor organization and a Forest Service district office are examples

of organizations that will not need Unit IDs. Following is a list of Geographic Area Data Stewards and the National Data Stewards, along with their e-mail addresses and phone numbers.

2. Go to the ROSS website and click on the “Update Organizations” link.
3. Three zip files and two documents will be displayed. The document you are currently reading is the first document: “Managing Organizations in ROSS.” The three files include, “Government (Non-dispatch)/non- government Information Templates,” “Dispatch/Cache Information Templates,” and “Vendor Information Templates.” There are several forms included in each.
4. After reading the documents, click the zip file for the type of organization you want to manage.
 - a. Dispatch/Cache
 - b. Vendor
 - c. Government (non-dispatch)/non-government
5. Once downloaded, this folder identifies forms for each organization type, including forms for updating, creating and deleting organizations. Choose the form you need and enter all pertinent data. For more information on filling out the forms, see Specific Steps below.
6. When finished entering all of the information on your form, send it to ross-vend-maint@dms.nwcg.gov for Vendor Organizations or ross-org-maint@dms.nwcg.gov for all other organizations. Information will be entered into ROSS as soon as possible. An e-mail confirming the ticket has been resolved will be sent to the ROSS user who sent the form and the ticket will be closed.

Specific Steps for Entering Information on the Forms for Creating, Updating and Deleting Organizations

1. Creating a New Organization

- a. Open the Create and Delete form for the type of organization you want to manage.
- b. Please enter **all** pertinent information for the organization. Many fields are required entries. Some have drop down menus. If you need additional entries for frequencies, reload bases, finance codes, request number blocks and incident host request number blocks click the corresponding form (such as “Continuation Page for Finance Codes”). You can save and or print the forms for your records.

2. Updating an Existing Organization

- a. Open the Update form for the type of organization you want to manage.
- b. In Section 1, enter data for you and your dispatch office.
- c. In Section 2, enter the current organization information.
- d. In Section 3, click Item, and select the item to be updated from the drop-down menu. Enter the information as it is currently in the “Change From” field and what you want it changed to in the “Change To” field. If you want to add information, enter “Add” in the “Change From” field and enter your information in the “Change To” field. If you want to delete information, enter the information as it is currently in the “Change From” field and enter “Delete” in the “Change To” field.

- e. Enter any comments or clarification in the Comments section at the bottom of the form.

NOTE: Information about the organization you wish to update can be viewed in ROSS Practice. It is a **duplicate of** what is in ROSS Production and is updated quarterly.

You can see the current contacts and addresses for your organizations and dispatch offices by accessing ROSS Reports. To access ROSS Reports, log on to ROSS and then perform the following:

1. On the **Administration** menu, click **Reports**.
2. On the **Public Folders** tab, click the **User Community Reports** folder.
3. Click the **Administration** folder, and then click the **Organizations** folder.
4. Click to select one of the following reports
 - Government (non-dispatch) Contacts Report
 - Government (non-dispatch) Address Report
 - Subordinate Dispatch Address Report
 - Subordinate Dispatch Contact Report.

For more information about ROSS Reports please refer to the Quick Reference Card, "Running User Community Reports," on the ROSS web page

3. Deleting an Organization.

NOTE: Information about the organization you wish to update can be viewed in ROSS Practice. It is a duplicate of what is in ROSS Production and is updated quarterly.

- a. Open the Create and Delete form for the type of organization you want to manage.
- b. Enter information for Sections 1, 2 and 6 only.
- c. If deleting an organization, you must first remove all references to that organization. If combining offices, you must remove or change all references to the offices accordingly. The ROSS Organization Data Manager will contact you to ensure all necessary steps have been taken. Procedures could vary greatly depending on which references are tied to the organizations being combined and how they are combined. The ROSS Organization Data Manager will run a report showing the references and send them to the requester so that the references can be removed.

ROSS Users are responsible for removing the references listed on the following tabs on the View Organization Usage dialog box on the Organizations Screen: Incident, Location, Place Affiliation, Pre Order, Resource, Selection Area, Contract, Hazard, and Import. DO NOT remove the user named "organization maintenance." The ROSS Organization Data Manager will remove references, with your help, from the Affiliation and Financial Code tabs.

After removing the references, notify the ROSS Organization Data Manager through the DMS addresses ross-vend-maint@dms.nwcg.gov for vendor organizations or ross-org-maint@dms.nwcg.gov for all other organizations. Keep in mind that some cannot be removed until archiving, which occurs at the beginning of the year.



**New California ROSS Catalog Item Request form
Attachment B**

Complete this form to request creation of a new Catalog Item in ROSS.

1. **Save** this form to your personal computer.
2. **Print** selected pages or the entire form, as appropriate.
3. **Email** the completed form to any CARG member listed in the *California ROSS Business Standards and Practices, section 5.3*

Ticket #: _____
for CARG use only

For more information please refer section 2.2 of the California ROSS Business Standards and Practices

Section 1. Requestor Information ***=Required field**

* Name:	* Agency:
* Email Address:	* Telephone Number:

Section 2. New Catalog Item

* Proposed Position:	* Proposed Mnemonic:	Catalog: National <input type="checkbox"/> California <input type="checkbox"/>
----------------------	----------------------	---

* ICS Functional Area:	* Description:
------------------------	----------------

* Does a similar position exist? Yes <input type="checkbox"/> No <input type="checkbox"/>	If similar position exists, what is the name?	Mnemonic?
--	---	-----------

Section 3. Comments (CARG use only)

Comments by:

Comment:

Section 3. Routing (CARG use only)

Received by:	Date:
--------------	-------

Submitted to CARG:	Date:
--------------------	-------

Submitted to NWCG:	Date:
--------------------	-------

Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date:	Comments:
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18 Attachment C

18.1 Appendix O

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APPENDIX O

National Data Entry Standards

When entering Resource Items in ROSS, the Data Entry Standards described in this paper will be used. Requests for exceptions to these standards shall be submitted in writing through the ROSS Helpdesk at: ross_suggestion@dms.nwccg.gov. These requests will be forwarded to the appropriate change board for consideration.

SECTION I. RESOURCE NAMING STANDARD

All resource names will be identified using a predefined RESOURCE PREFIX as the first part of the resource name. This prefix is based on the catalog item classification of the resource. By using the correct prefix, all resources can quickly be searched or sorted as to their resource catalog and typing.

This document contains the currently defined resource item name prefixes for the resource types Aircraft, Crews, Overhead and Equipment. Each section in this document contains a ROSS Resource Item screen image with some of the more important fields highlighted, a section with the approved prefixes and examples for that catalog, and information related to specific catalog items.

Some catalog items are not identified in this catalog as those standards and codes have been previously defined elsewhere. General Supply resources such as NFES catalog supplies are part of the National Interagency Support Cache system and catalog item information is available in the National Fire Equipment System Catalog – PMS 449-1 / NFES 0362.

Overhead positions are identified by the IQCS/IQS qualifications system and the position codes for these resources are imported into ROSS from these systems. Overhead resource items will be entered into ROSS by LAST NAME, FIRST NAME and all of the resource item fields will be completed as described in this document.

The resource naming convention consists of the resource PREFIX followed by any additional information described for that specific catalog. ***It is important that the following syntax is used when entering the prefix information:***

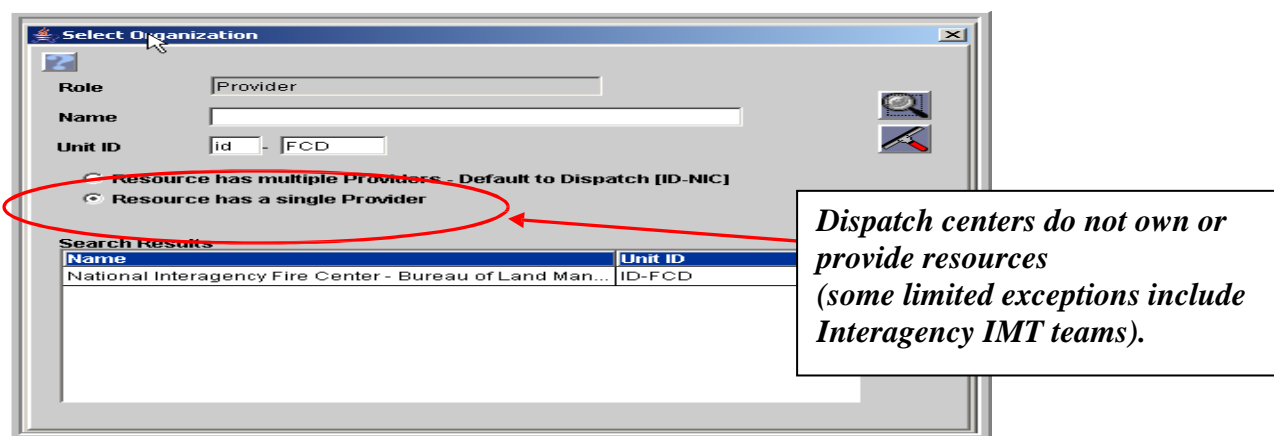
Use all CAPITAL / UPPERCASE letters	AIRTANKER
There is a space before and after the dash symbol (“-”)	AIRTANKER -
If there is any typing of the resource, use the letter “T” followed by the typing number	AIRTANKER – T1
Always follow the typing with a space, a second dash, and a space	AIRTANKER – T1 -
If there any additional resource information, use all UPPERCASE letters	AIRTANKER – T1 – T00
And follow that information with a space, a dash and a space	AIRTANKER – T1 – T00 -
The user can then add any local resource information as needed	AIRTANKER – T1 – T00 – P3

Some catalog items have additional data that should be entered as part of the resource name. It could be information related to vendor owned items, National Resource items, typing and classification information, etc. Please refer to this information to ensure that all relevant data is entered as part of the new resource item name.

SECTION II. RESOURCE ITEM INFORMATION

All resources dispatched through ROSS must have ALL fields of the ROSS Resource Item screen filled out.

It is extremely important that resources reflect their true ownership and provider status. Dispatch centers do not “own” or “provide” resources (except for such examples as Inter- agency IMT Type 1 and Type 2 teams). Resources are either owned by an agency or by a vendor. If vendor owned, a contract must be created and the resource item must be added to the contract. For group resources such as squads, modules, crews or teams, the provider and owner fields should be associated with the leader’s agency.



In addition, resources are only defined as **NATIONAL RESOURCES** if they meet the definition as stated within the National Mobilization Guide, Chapter 10, Section 13.5. All other resources should have this checkbox turned off.

For resources that may have more than one classification (Fixed Wing or Tractor/Plows), the classification that is defined as the Primary classification shall be used to choose the prefix code for the resource name. For example, a fixed wing may do both Recon and Cargo, but the primary classification is Recon. The prefix for this aircraft resource name would be FIXED WING – RECON.

There should be only one resource item for each resource a provider can offer. For example, if a provider unit can only put together two crews at any one time, there should only be two crew resource items. The Crew Assignment name which is created at the time of filling the request should reflect the crew mobilization number (i.e. CREW – T2 – NIFC Regulars – Mob 3). Please see the **Crew Assignment Name** procedures for additional information.

It is critical that all crew resource items be classified correctly. All fire crews should meet the definition and standards of NWCG or state classifications for Type 1, Type 2, and Type

2IA. All other fire crews shall be classified as miscellaneous crews using the Catalog Category “FIRE” and Catalog Item “CREW – MISC”. This classification is for resources that do not meet national or state standards that are used locally for suppression.

If the crew resource is a non-fire crew and does not meet the definition of a Camp, Trail or Kitchen crew, the non-fire crew item should be classified as a miscellaneous crew using the Catalog Category “FIRE” and Catalog Item “CREW – MISC”.

In addition, under the OVERHEAD GROUPS category are catalog item classifications for FALLER, SQUAD, and several types of MODULES and TEAMS. Please use these classifications for special-type suppression resources. When entering a new OVERHEAD GROUP resource item, the ROSS User must answer YES to the ROSS question *[IS THIS RESOURCE ITEM AN OVERHEAD GROUP?]*. This will allow the user to attach a roster to the resource item.

Please see additional information in the CREW and OVERHEAD sections below.

Many ROSS Catalog Items have resource features defined for them. When classifying a resource, please check the features tab to define the features the resource may have. For example, FIXED WING – AIR TACTICAL has various avionics features available for the aircraft.

SECTION III. AIRCRAFT RESOURCE ITEM INFORMATION

A. Examples of Approved AIRCRAFT Prefixes

Catalog Category	Catalog Item Name	Resource Item Name Prefix
Aircraft Groups	Load, Rappeller, Initial Attack	RAPPEL - IA LOAD -
	Load, Smokejumper, Initial Attack	SMKJ - IA LOAD -
Airtanker	Airtanker, Type 1	AIRTANKER - T1 -
	Airtanker, Type 3 (Multi-Engine)	AIRTANKER - T3ME -
	Airtanker, Type 3 (Single Engine)	AIRTANKER - T3SE -
Fixed Wing	Fixed Wing, Aerial Supervision Module	FIXED WING - ASM -
	Fixed Wing, Air Tactical	FIXED WING – AIR TACTICAL -
	Fixed Wing, Cargo	FIXED WING - CARGO -
	Fixed Wing, Infrared	FIXED WING - INFRARED -
	Fixed Wing, Leadplane	FIXED WING - LEADPLANE -
	Fixed Wing, Passenger	FIXED WING – PASSENGER -
	Fixed Wing, Reconnaissance	FIXED WING - RECON -
	Fixed Wing, Smokejumper	FIXED WING – SMKJ -
Frequency	Air to Air AM	FREQUENCY – AIR TO AIR AM -
	Air to Air FM	FREQUENCY – AIR TO AIR FM -

	Air to Ground AM – Flight Following	FREQUENCY – AIR TO GND AM -
	Air to Ground FM - Logistics	FREQUENCY – AIR TO GND FM -
	Command	FREQUENCY – CMD -
	Tactical	FREQUENCY – TAC -
Helicopter	Helicopter, Type 1 Limited	HELICOPTER - T1L -
	Helicopter, Type 1 Standard	HELICOPTER - T1S -
Service Aviation	Service – (miscellaneous types)	SERVICE – (catalog item name) -

B. Example of AIRCRAFT Resource Item screen

The screenshot shows the ROSS interface with search results for aircraft. The 'Aircraft Information' section is highlighted with red circles and callouts:

- Call Sign:** AIRTANKER - T1 - T00 - P3. Callout: "See Resource Naming standards."
- Registration Number:** N900AU. Callout: "Need tail number, make and model on all aircraft resource items – do not duplicate tail numbers or 'force' entry of duplicate"
- Make and Model:** LOCKHEED P-3. Callout: "Need tail number, make and model on all aircraft resource items – do not duplicate tail numbers or 'force' entry of duplicate"
- Classification:** National Resource. Callout: "See National Mob Guide for National Resources."
- Organization Name:** National Interagency Fire Center - United States Forest Service. Callout: "Vendor owned resources must indicate the correct owner."

C. Additional AIRCRAFT Resource Item information

Catalog Category	Other Info	Resource Item Name Examples
ALL AIRCRAFT	It is important that the full tail number (Call Sign) is entered on aircraft resources. This information should be entered both as part of the resource name (after the designated prefix) as well as in the registration number field. Duplicate tail numbers are not allowed. If there is an error message indicating that the tail number already exists, do not "force" the tail number in by modifying the tail number with an extra character, number or symbol. Contact ID-NIC for assistance in verifying the duplicate resource items.	

Per the National Mobilization Guide, the only “NATIONAL” aircraft resources are: national contracted Air Tankers; Lead Planes; Type 1 and 2 Helicopters; Infrared aircraft; Modular Airborne Fighting Systems (MAFFs); National Aerial Supervision Modules (ASM); National Aerial Task Forces; Smokejumper aircraft; and large Transport aircraft. Any other type of aircraft should ***not*** have the “NATIONAL” box checked.

All aircraft should have the make and model of the aircraft entered into the appropriate field on the resource item. *For aircraft that can have multiple classifications (Fixed Wing), the primary classification should be used to determine the prefix code.*

Dispatch centers ***do not*** own or provide aircraft resources.

Airtanker	After the Prefix, enter the aircraft’s unique call sign identifier and then the full tail number.
	AIRTANKER - T1 – T-243 – N234A
	AIRTANKER - T2 – 07
	AIRTANKER - T3ME – N321K
Fixed Wing	After the Prefix, enter the aircraft’s unique call sign identifier.
	FIXED WING - AIR TACTICAL – N999A
	FIXED WING - ASM – 30W
	FIXED WING - PASSENGER - N5602K
Frequency	Put the frequency number next after the prefix. If the frequency is assigned to a specific agency or unit, then put the agency code after the freq number and any other specific info.
	FREQUENCY - AIR TO AIR AM – 123.456
	FREQUENCY - CMD – 122.321 - BLM
	FREQUENCY - TAC – 130.321 – CDF Air Tactical
Helicopter	After the Prefix, enter the helicopter’s unique call sign identifier.
	HELICOPTER - T3 - N767H
	HELICOPTER - T1S – 99A
Helicopter	There are now prefixes for Limited and Standard
	HELICOPTER - T2S - 5193Y
	HELICOPTER - T1L - 725HT
Service Aviation	After the Prefix enter any additional qualifying descriptors for the resource.
	SERVICE – AIR AMBULANCE – T1
	SERVICE – INFRARED FLIGHT
	SERVICE – TEMPORARY TOWER

SECTION IV. CREW RESOURCE ITEM INFORMATION

A. Examples of Approved CREW Prefixes

Catalog Category	Catalog Item Name	Resource Item Name Prefix
Fire	Crew, Type 1	CREW - T1 -
	Crew, Military, Battalion	CREW - MIL -
Fire, Strike Team	Strike Team, Crew, Type 1	CREW S/T - T1 -
Non-Fire	Crew, Camp	CREW - CAMP -
	Crew, Kitchen	CREW - KITCHEN -
	Crew, Trail	CREW - TRAIL -
Fire	Crew, Misc	CREW - MISC

B. Example of CREW Resource Item screen

Only one crew resource item for each crew that is available by the provider – use Crew Assignment naming procedures to identify multi-mobilizations of one crew.

Make sure that the organization of vendor-supplied crews reflects the owner / vendor name.

Name	Provider	Current Dispatch
CREW - T2 - Battalion, Task Force Blaze	ID-FCF	ID-NIC
CREW - T2IA - GFP Enterprises Inc. NCC-13A	ID-FCF	ID-NIC
CREW - T2IA - GFP Enterprises Inc. NCC-13B	ID-FCF	ID-NIC

Role	Organization Name
Home Unit	Coeur d'Alene Interagency Dispatch Center
Provider	National Interagency Fire Center - United States Forest Service
GWP	GFP Enterprises, Inc.
Home Dispatch	National Interagency Coordination Center

C. Additional CREW Resource Item information

	Crew Classification	Resource Item Name Examples
Fire and Strike Team Fire	After the Crew Prefix, use the following naming standards:	
<i>If the crew is an Interagency crew</i> , include that as part of the crew name, and the resource’s provider unit should be the interagency dispatch center where the crew is dispatched from.		
Correct	Crew, Type 2IA	CREW - T2IA - NECC Interagency Crew
Incorrect	Crew, Type 2IA	Crew-2IA-Multiagency 9999
Incorrect	Crew, Type 2	Alaska Interagency Regular Crew 5
<i>If the crew is either an Interagency Hot Shot or Regional Hot Shot crew</i> , include the abbreviations of IHC or RHC as part of the crew name. Ensure that these crews have the National Resource checkbox clicked on.		
Correct	Crew, Type 1	CREW - T1 - Rio Bravo Hotshots IHC
Correct	Crew, Type 1	CREW - T1 - Salmon River RHC
Incorrect	Crew, Type 1	CREW - T1 - Groveland Hotshots

<i>There should only be as many crew resource items as there are crews that can be mobilized at any one time.</i> For example, if MT-BFA Blackfeet Agency can only mobilize 4 crews at any one time, there should only be 4 crew resource items in ROSS. When the dispatcher FILLs the pending crew request, the dispatcher can identify a crew assignment name to indicate what mobilization number - for example, one crew resource item for CREW – T2 – Blackfeet – Crew 1. At time of the 14th crew mobilization, the assignment name is entered as CREW – T2 – Blackfeet – Crew 1 – Mob 14. See the ROSS Fill with Assignment Name procedures for more information.		
Correct		CREW – T2 – Blackfeet – Crew 1
Incorrect		CREW – T2 – Blackfeet - 14
Incorrect		CREW - T2 - Navajo Scouts 59
Assignment Name		CREW – T2 – Blackfeet – Crew 1 – Mob 14

<i>All contract crews must include the vendor’s name and crew number designator.</i> Ensure typing standards are followed as part of the crew prefix.		
	Correct	CREW - T2 - 016 - GFP Enterprises Inc.
	Correct	CREW - T2 - A Torres Reforestation, Inc (05009)
	Incorrect	CREW - 2 - West Coast Reforestation (04274)

<i>All Type 2 and Type 2IA Fire Crews must meet the NWCG or state Crew Standards</i> – all other types of “crews” should be entered as Non-Fire crews; Crew, Misc (under category Fire); or as Overhead Groups which include Modules and Squads.		
Correct	Crew, Type 2	CREW - T2 - CORONADO REGULARS 1

Incorrect	Crew, Type 2	CREW - TRAINING - Ventura 7
Incorrect	Crew, Type 2	CREW-SQUAD-SQUAD 1 IA
Correct	Overhead – Squad	SQUAD – NCP 5 PERSON Crew
Incorrect	Crew, Type Any	CREW - NCP 5 PERSON CREW
Correct	Overhead – Module, Fuels	MODULE – FUELS – FS - Caribou
Incorrect	Crew, Type Any	CREW - FUELS - FS - Caribou
Correct	Overhead – Module, Fuels	MODULE – FUELS – 10 Person – WA-OLP
Incorrect	Crew, Type Any	CREW - 2 - 10 PERSON (FUELS)
Correct	Overhead – Squad	SQUAD –MN-DNR – MCC/DULUTH – Type 3 crew
Correct	Fire, Crew - Misc	CREW – MISC – JOB CORPS 1
Incorrect	Crew, Type Any	CREW - ANY - JOB CORPS 1
Correct	Overhead – Module, Faller	MODULE – FALLER – Lower Brule 3 Saw Crew
Incorrect	Crew Not in Catalog	CREW - SAW - LOWER BRULE 3
Correct	Fire, Crew - Misc	CREW – MISC – IWC 706 – 12 person
Incorrect	Crew, Type 2	CREW - IWC 706 - 12 PERSON
Correct	Fire, Crew - Misc	CREW – MISC - DEF 401 Short Crew
Incorrect	Crew, Type 2	CREW - T2 - DEF 401 Short Crew
Correct	Crew, Type 2IA	CREW - T2IA - IPF12
Incorrect	Crew, Type 2	CREW - T2IA - IPF12
Correct	Overhead – Module, Wildland Fire	MODULE – WILDLAND FIRE – USFS - Mammoth WFM
Incorrect	Crew, Type 2IA or Type 2	CREW - 2 - Mammoth Wildland Fire Module
Correct	Overhead Positions	<i>* These resources should be ordered as Single Resource Overhead requests *</i>
Incorrect	Crew, Any	CREW - EXPLOSIVES
Correct	Aircraft – Helicopter	<i>* Should be a roster on a helicopter resource item *</i>
Incorrect	Crew, Any	HELITACK - MT HOOD
Correct	Overhead – Module	MODULE – Hurricane Dennis Logistics Support – Mississippi 2
Incorrect	Crew, Any	Hurricane Dennis Logistics Support-Mississippi 2

Non-Fire	Use the above crew resource naming standards in addition to the Non-Fire Crew Prefixes. Additional Non-Fire Crew info: 1. When ordering a Non-Fire Crew, ensure that the default configuration for the resource request is reviewed and updated as needed. Delete or add positions to the configuration as needed. 2. When filling a Non-Fire Crew request, ensure that you are meeting the request's specified configuration. Use a roster when filling. 3. There should only be one Non-Fire Crew resource item for each Non-Fire crew that you can mobilize at any one time. Use the Fill with Assignment name feature as part of filling the request to indicate other naming requirements such as the number of times that the crew has mobilized. 4. All other non-standard types of "crews" such as fuels modules, saws, squads, 10 person crews, etc, should be entered either as Fire, Crew - Misc resources or as Overhead Groups/Modules.	
	Correct	Crew, Camp CREW – CAMP – Blackfeet – Crew 1
Assignment Name	Crew, Camp CREW – CAMP – Blackfeet Camp Crew 1 – Mob 14	
Incorrect	Crew, Camp CREW – CAMP – Blackfeet Camp Crew 14	
Correct	Overhead – Module MODULE – Hurricane Dennis Logistics Support – Mississippi 2	
Incorrect	Crew, Any Hurricane Dennis Logistics Support-Mississippi 2	
Correct	Overhead – Module, Fuels MODULE - FUELS – FS - Caribou	
Incorrect	Crew, Type Any CREW - FUELS - FS - Caribou	

SECTION V. OVERHEAD RESOURCE ITEM INFORMATION

A. Examples of Approved OVERHEAD GROUP Prefixes

Catalog Category	Catalog Item Name	Resource Item Name Prefix
Overhead Groups	Module, Faller	MODULE – FALLER -
	Module, Fuels	MODULE – FUELS -
	Module, Suppression	MODULE – SUPPRESSION -
	Module, Wildland Fire	MODULE – WILDLAND FIRE -
	Squad	SQUAD -
	Team, Administrative Payment	TEAM – APT -
	Team, All Risk NPS	TEAM – ALL RISK – NPS -
	Team, Area Command	TEAM – AREA COMMAND -
	Team, Burned Area Emergency Response	TEAM – BAER -
	Team, Buying	TEAM – BUYING -

	Team, Critical Incident Stress	TEAM – CISD -
	Team, Fire and Aviation Safety	TEAM – FAS -
	Team, Fire Prevention/Education	TEAM – PREV -
	Team, Hazardous Material	TEAM – HAZARD -
	Team, Incident Medical	TEAM – MEDICAL -
	Team, Incident Obligation	TEAM – OBLIGATION -
	Team, Special Event	TEAM – SPECIAL EVENT -
	Team, Type 1 Incident Management, Long	TEAM – IMT – T1 - LONG -
	Team, Type 1 Incident Management, Short	TEAM – IMT - T1 - SHORT -
	Team, Wildland Fire Management	TEAM – WILDLAND FIRE MGMT -

B. Examples of OVERHEAD GROUP Resource Item screens

The screenshot shows the ROSS interface with a search results table and a confirmation dialog box. The search results table is as follows:

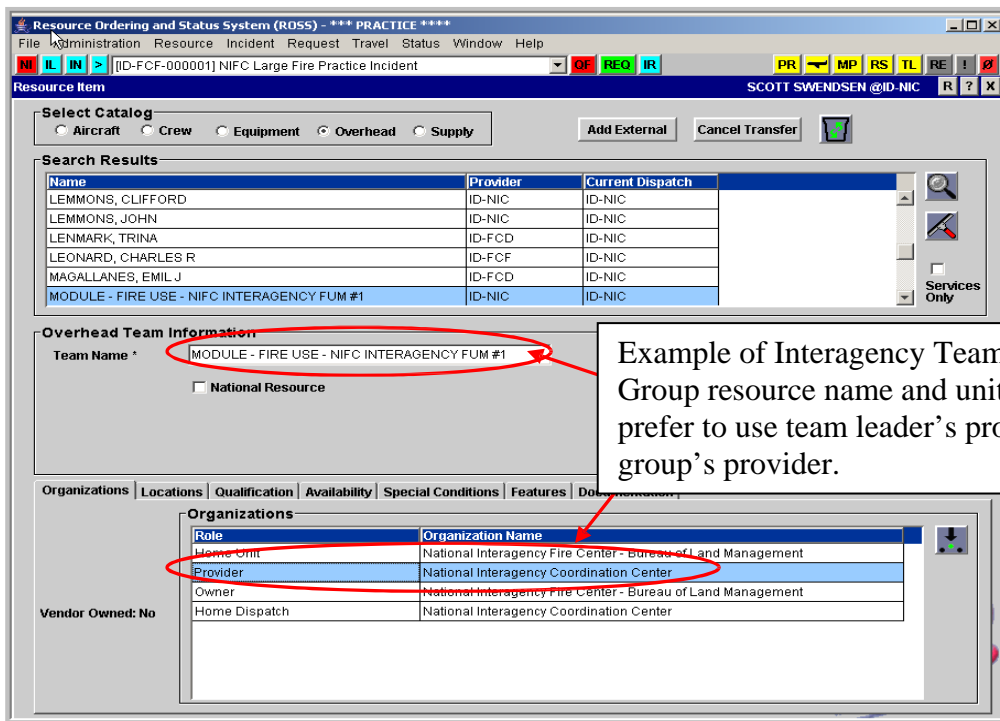
Name	Provider	Current Dispatch
Abel, Steve	ID-NIC	ID-NIC
Allen, Scott	ID-NIC	ID-NIC
ALLEN, WILLIAM L	ID-NIC	ID-NIC
Amick, Bret	ID-FCD	ID-NIC
ANDREWS, KATHY J	ID-NIC	ID-NIC
BATES, RICHARD	ID-FCD	ID-NIC

The confirmation dialog box asks: "Is this resource item an Overhead Team?" with "Yes" and "No" buttons. A red circle highlights the dialog box, and a callout box points to it with the text: "For any GROUP (Teams, Modules, Squads), answer YES to this question!"

The screenshot shows the "Add Classification/Qualification" dialog box. The "Catalog Items" section shows a list of categories, with "Groups" selected. The "Qualifications" table is as follows:

Qualified As	Q/T/U
Module, Fire Use	QUALIFIED

The "Catalog Item Name" list includes "Module, Fire Use", which is circled in red. A callout box points to it with the text: "Here are the new GROUPS for Modules & Squads – use for saw teams, fuel modules, and miscellaneous sized squads."



C. Additional OVERHEAD GROUP Resource Item information

Catalog Category	Other Info	Resource Item Name Examples
Overhead Groups		Group resources should use the team leader’s agency as the providing and owner information for the resource item. For example, a buying team is lead by a USFS agency BUYL. The provider unit for this leader should be the provider unit and owner id for the buying team resource item.

Per the National Mob Guide, only Type 1 Incident Management Teams, National Area Command Teams, National Buying Teams, and Wildland Fire Management Teams are National Resources. For all other overhead groups and teams, the National Resource checkbox should not be checked.

	After the Overhead Groups Prefix, use the following naming standards:	
	Team’s Agency	TEAM – ALL-RISK – NPS -
	Incident Commander’s Last Name	TEAM – IMT – T1 – LONG - NR – BENNETT -
	Module, Wildland Fire	MODULE – WILDLAND FIRE – 5 person – BLM Keepitgoing WFM
	Squad	SQUAD – 4 person – INTERAGENCY - Boise I/A 1

Section VI. EQUIPMENT RESOURCE ITEM INFORMATION

A. Examples of Approved EQUIPMENT Prefixes

Catalog Category	Catalog Item Name	Resource Item Name Prefix
Air Supply, Breathing Apparatus	Air Supply Truck, Type 1	AIR SUPPLY TRUCK - T1 -
Commissary, Mobile	Commissary, Mobile	COMMISSARY -
Dozer	Dozer, Type 1	DOZER - T1 -
Dozer, Strike Team	Dozer, Strike Team, Type 1	DOZER S/T - T1 -
Engine	Engine, Type 1	ENGINE - T1 -
Engine, Strike Team	Engine, Strike Team, Type 1	ENGINE S/T - T1 -
Food Service, Mobile	Food Service, Mobile	CATERER -
Gray Water Truck	Gray Water Truck – T1	GRAY WATER TRUCK – T1 -
Medical	Ambulance, Type 1	AMBULANCE – T1 –
	Mass Casualty Incident (MCI) Trailer	MCI TRAILER – T1 -
	Medic Vehicle	MEDIC VEHICLE -
	Medical Squad Vehicle	MED SQUAD VEHICLE -
	Medical Support Unit	MED SUPPORT UNIT -
	Rescue Vehicle	RESCUE VEHICLE -
Miscellaneous Equipment	Backhoe	BACKHOE –
	Boat, Fire	FIRE BOAT –
	Chainsaw	CHAINSAW –
	Chipper	CHIPPER –
	Crash Rescue (Aircraft), Type 1	CRASH RESCUE – T1 -
	Excavator	EXCAVATOR –
	Feller Buncher, Type 1	FELLER BUNCHER – T1 –
	Forklift	FORKLIFT –
	Forward Looking Infrared (FLIR)	FLIR –
	Forwarder	FORWARDER –
	Front End Loader	FRONT END LOADER –
	Generator	GENERATOR –
	Handwashing Station	HANDWASHING STATION –
	Helicopter Support Vehicle	HELI SUPPORT VEHICLE -
	Helitorch	HELITORCH –

Catalog Category	Catalog Item Name	Resource Item Name Prefix
	Hose Cache	HOSE CACHE –
	Illumination Unit, Type 1	ILLUMINATION – T1 –
	Laundry, Mobile	MOBILE LAUNDRY –
	Lighting System, Other	LIGHTING SYSTEM - OTHER -
	Lighting System, Trailer Mounted	LIGHTING SYSTEM – TRAILER -
	Lighting System, Truck Mounted	LIGHTING SYSTEM – TRUCK -
	Masticator	MASTICATOR –
	Office, Modular	MOBILE OFFICE –
	Palm IR	PALM IR –
	Pressure Washer	PRESSURE WASHER –
	Probeye	PROBEYE –
	Proteus	PROTEUS –
	Pumper Cat, Type 1	PUMPER CAT – T1 –
	Retardant Plant, Portable	RETARDANT PLANT - PORTABLE -
	Road Grader	ROAD GRADER –
	Skidder, Type 1	SKIDDER – T1 –
	Skidgine, Type 1	SKIDGINE – T1 –
	Tender, Fuel	FUEL TENDER –
	Tent	TENT –
	Terra Torch	TERRA TORCH –
	Truck / Trailer - Refrigeration	REFRIGERATOR TRUCK –
	Truck / Trailer - Refrigeration	REFRIGERATOR TRAILER –
	Truck, Dump	DUMP TRUCK –
	Truck, Fuel	FUEL TRUCK –
	Truck, Hazmat	HAZMAT TRUCK –
	Truck, Service	SERVICE TRUCK –
	Truck, Tow	TOW TRUCK –
	Truck, Water	WATER TRUCK –
	Weed Washing Unit	WEED WASHING UNIT –
Potable Water Truck	Potable Water Truck – T1	POTABLE WATER TRUCK - T1 -
Shower, Mobile	Shower, Mobile	SHOWER -
Tender, Water	Tender, Dozer	DOZER TENDER –
Tender, Water (Support)	Tender, Water (Support), Type 1	WATER TENDER – SUPPORT – T1 -

Catalog Category	Catalog Item Name	Resource Item Name Prefix
Tender, Water (Tactical)	Tender, Water (Tactical), Type 1	WATER TENDER – TACTICAL – T1
Tractor Plow	Tractor Plow, Type 1	TRACTOR PLOW - T1 –
Tractor Plow, Strike Team	Tractor Plow, Strike Team, Type 1	TRACTOR PLOW S/T – T1 -
Trailer	Trailer	TRAILER –
	Trailer - Command	TRAILER – COMMAND –
	Trailer - Communications	TRAILER – COMUNICATIONS –
	Trailer - Finance	TRAILER – FINANCE –
	Trailer - GIS	TRAILER – GIS –
	Trailer - Helicopter Operations Support	TRAILER – HOS –
	Trailer - Logistics	TRAILER – LOG –
	Trailer - Mobile Office	TRAILER – OFFICE –
	Trailer - Operations	TRAILER – OPS –
	Trailer - Planning	TRAILER – PLANS –
Transportation	Transportation, Boat	BOAT
	Transportation, Bus, Coach	BUS – COACH –
	Transportation, Bus, Crew Carrier	BUS – CREW CARRIER –
	Transportation, Bus, Shuttle	BUS – SHUTTLE –
	Transportation, Golf Cart	GOLF CART –
	Transportation, Lowboy	LOWBOY –
	Transportation, Pack String	PACK STRING -
	Transportation, Pickup	PICKUP -
	Transportation, Stakeside	STAKESIDE -
	Transportation, Tractor	TRACTOR –
	Transportation, Tractor/Trailer	TRACTOR/TRAILER –
	Transportation, Truck, Flatbed	FLATBED TRUCK –
	Transportation, Truck, Utility, Type 1	UTILITY TRUCK – T1 -
	Transportation, Van, Box	VAN – BOX –
	Transportation, Van, Passenger	VAN – PASSENGER –
	Transportation, Vehicle, All Terrain (ATV)	ATV –
	Transportation, Vehicle, Automobile	AUTOMOBILE –
	Transportation, Vehicle, Sport Utility (SUV)	SUV –
	Transportation, Vehicle, Utility Terrain (UTV)	UTV –

B. Example of EQUIPMENT Resource Item Screen

Search Results

Name	Alternate Name	Provider	Current Dispatch
CATERER - BBQ 4 U Catering EERA	CATERER - BBQ 4 U Catering EERA	ID-FCF	NONE (CWN)Agree
CATERER - Big Sky BSMC-1	CATERER - Big Sky BSMC-1	ID-FCF	ID-NIC
CATERER - Big Sky BSMC-2	CATERER - Big Sky BSMC-2	ID-FCF	ID-NIC
CATERER - Big Sky BSMC-3	CATERER - Big Sky BSMC-3	ID-FCF	ID-NIC
CATERER - Bishop Services K-1	CATERER - Bishop Services K-1	ID-FCF	ID-NIC
CATERER - Bishop Services K-4	CATERER - Bishop Services K-4	ID-FCF	ID-NIC

Equipment Information

Name: CATERER - BBQ 4 U Catering EERA VIN: _____

Alternate Name: CATERER - BBQ 4 U Catering EERA Year Manufactured: _____

Serial Number: _____

National Resource

Organizations

Role	Organization Name
Home Unit	National Interagency Fire Center - United States Forest Service
Provider	National Interagency Fire Center - United States Forest Service
Owner	BBQ 4 U Catering, Inc.
Vendor Owned: Yes	Home Dispatch
	National Interagency Coordination Center

Callout 1: For resources with multiple classifications, the resource name will include the primary classification of the resource.

Callout 2: When creating a new resource item, Organization Names will default to the unit dispatch center and must be changed per the instructions in this document.

C. Additional EQUIPMENT Resource Item Information

Catalog Category	Other Info	Resource Item Name Examples
Equipment	All resources dispatched through ROSS must have ALL applicable fields of the Resource Item screen filled out.	
	Do not add resource items that already exist in ROSS by changing the name or adding characters to make the name different. This creates duplicate records and causes the reports of available resources to be inaccurate.	
	All resource names will be identified using a predefined RESOURCE PREFIX as the first part of the resource name. This prefix is based on the catalog item classification of the resource.	
	Agency-owned equipment should be entered using the same predefined Resource Prefix as the first part of the resource name, then the Unit ID and unique	
Correct	Dozer, Type 2	DOZER – T2 – ID-BOF - 1280
Incorrect		DOZER - 2
Incorrect		Dozer

ROSS RESOURCE ITEM DATA ENTRY STANDARDS

<i>Correct</i>	Engine, Type 4	ENGINE – T4 – RED TRUCK WILDFIRE - 01
<i>Correct</i>		ENGINE – T4 – OR-BUD - 421
<i>Incorrect</i>		ENGINE - 24
<i>Incorrect</i>		Engine – Ra-Cour - 4632
<i>Correct</i>	Trailer - Logistics	TRAILER – LOG – 3
<i>Incorrect</i>		TRAILER (Deep Fork NWR)
<i>Incorrect</i>		Trailer
<i>Correct</i>	Transportation, Vehicle, Automobile	AUTOMOBILE – Ford - LIC 5YPV289
<i>Incorrect</i>		Automobile 5YHP869

ROSS RESOURCE ITEM DATA ENTRY STANDARDS

National Update Links:

- 11/27/12 Aircraft, Crews & Overhead Groups
([Data Entry Standards for Resource Items](#))
- 04/16/09 Contracts and Agreements Information
([Vendor Resource Item Data Entry Standards](#))

APPENDIX O.1 (Modified 01/06/14)

CA ROSS Naming Conventions and Resource Organizations

Changes resulting from new national standards dated 11/27/12.

These are the standards as of the distribution date of this document. These standards are subject to change. In the event a California standard for a resource is not yet defined, the national standard will be followed until a California standard is determined.

LOCAL GOVERNMENT

Overhead

Overhead exported from IQCS
APPLEGATE, SUSIE Q
User entered overhead
Applegate, Susie Q

Equipment

ENGINE - T3 - 3
ENGINE - T2 - OES 214
ENGINE S/T - T1 - 3800A
ENGINE S/T - T2 - 2550B
DOZER - T2 - 1
WATER TENDER - T1 - 84
WATER TENDER - T1 - OES 52
(Utilize FOG Typing Standards)

Crews

CREW - T1 - (local identifier)

Aircraft

FIXED WING - AIR TACTICAL - KRN AA 490
AIRTANKER - T1 - LAC Q1
HELICOPTER - T1S - LAC 18
(for Restricted/Limited Use aircraft an "L" will follow the Type instead of an "S", for Standard)

Private Hire

RESOURCE - TYPE - VENDORNAMEUNIQUEIDENTIFIER
ENGINE - T3 - RIOBROTHERS12
DOZER - T2 - GARZACONSTRUCTION

ROSS RESOURCE ITEM DATA ENTRY STANDARDS

STATE

Overhead

User entered overhead
Applegate, Susie Q

Overhead Group
TEAM – IMT – T1 – LONG – CDF ICT 9

Equipment

ENGINE - T3 – 2173
ENGINE S/T – T3 - 9211C
DOZER – T2 – 4244
DOZER TENDER – 4244
DOZER S/T - T2 – 9121L
COMMUNICATIONS – T1 – MCC 14
MOBILE FOOD SERVICE – T1 – MKU 24
MOBILE FOOD SERVICE – T2 – FDU 22
HELITENDER – 202
UTILITY – PICKUP – 2WD – 1162
UTILITY – PICKUP – AWD – 4354
UTILITY – SUV – AWD – 1735
UTILITY – STAKESIDE – 2437
UTILITY – VAN - 3482
RAWS – CDF M19
REPEATER – CDF 14

Crews

CREW – T1 – Delta 3
CREW – KITCHEN – Miramonte
CREW S/T – T1 – 9171G

Aircraft

FIXED WING – AIR TACTICAL – CDF AA 440
AIRTANKER – T3ME - CDF 76
HELICOPTER – T2S - CDF 404
HELICOPTER – T1S – CNA 802
(For Restricted/Limited Use aircraft an “L” will follow the Type instead of an “S”, for Standard)

Private Hire

RESOURCE – TYPE – VENDORNAMEUNIQUEIDENTIFIER
ENGINE – T3 – RIOBROTHERS12
DOZER – T2 – GARZACONSTRUCTION

ROSS RESOURCE ITEM DATA ENTRY STANDARDS

FEDERAL

Overhead

Overhead exported from IQCS
APPLEGATE, SUSIE Q

User entered overhead
Applegate, Susie Q

Overhead Group
TEAM – IMT – T1 – LONG - Kaage

Equipment

ENGINE - T3 – 21
ENGINE – T3 - 3232
ENGINE S/T – T3 - 6631C
DOZER – T2 – 3
DOZER TENDER – 3
WATER TENDER – T3 - 16
(Utilize NWCG Typing Standards)
PICKUP - 2WD - 408
PICKUP - AWD - 1450

Crews

CREW – T1 – Plumas IHC
CREW – T2 – Smith River
CREW – T2IA - Salyer

Aircraft

FIXED WING – AIR TACTICAL – AA05
AIRTANKER – T1 - 25
HELICOPTER – T2S - 516

Private Hire

RESOURCE – TYPE – VENDORNAMEUNIQUEIDENTIFIER
ENGINE – T3 – RIOBROTHERS12
DOZER – T2 – GARZACONSTRUCTION

ROSS RESOURCE ITEM DATA ENTRY STANDARDS

ORGANIZATIONS

Resource Organizations (Government Owned)

For each resource entered, there are four organization entries (Owner, Provider, Home Unit, and Home Dispatch).

Organizations, all CDF Resource Items active ROSS sites

Home Unit	Home Unit
Provider	Home Unit
Owner	California Department of Forestry and Fire Protection (CDF)
Home Dispatch	Home Dispatch

Example:

- San Benito-Monterey Unit, CDF

Home Unit	San Benito-Monterey Unit - CDF
Provider	San Benito-Monterey Unit - CDF
Owner	California Department of Forestry and Fire Protection (CDF)
Home Dispatch	San Benito-Monterey Command Center (CDF)

Organizations, all Federal Resource Items active ROSS sites

Example 1:

- Angeles National Forest, USFS

Home Unit	Angeles National Forest
Provider	Angeles National Forest
Owner	Angeles National Forest
Home Dispatch	Angeles Communications Center

Example 2:

- Tahoe National Forest, USFS
- Directly dispatched by the Grass Valley Interagency Emergency Command Center

Home Unit	Tahoe National Forest
Provider	Tahoe National Forest
Owner	Tahoe National Forest
Home Dispatch	Grass Valley Interagency ECC

ROSS RESOURCE ITEM DATA ENTRY STANDARDS

Organizations, all Local Government Resource Items Non-ROSS users

Home Unit	OES Operational Area to which the resource is assigned
Provider	Fire Department that provides the resource
Owner	Agency that owns the resource
Home Dispatch	Operational Area Dispatch

Example 1:

- Fresno Fire Department is a Local Government non-ROSS resource provider.
- Fresno Fire Department dispatch's their resources.

Home Unit	Fresno Operational Area
Provider	Fresno Fire Department
Owner	Fresno Fire Department
Home Dispatch	Fresno County Operational Area Coordination

Example 2:

- Willows Rural Fire Protection District is a Government non-ROSS resource provider.
- Willows Rural Fire Protection District dispatch's their resources.
- Glenn County Operational Area is a non-ROSS user.
- First level of ROSS user is OES Region 3.

Home Unit	Glen Operational Area
Provider	Willows Rural Fire Protection District
Owner	Willows Rural Fire Protection District
Home Dispatch	Region 3 California Office of Emergency Services

ROSS RESOURCE ITEM DATA ENTRY STANDARDS

Organizations, Local Government Resource Items active ROSS sites

Home Unit	OES Operational Area to which the resource is assigned
Provider	Fire Department that provides the resource
Owner	Agency that owns the resource
Home Dispatch	ROSS Database the resource resides

Example 1:

- Tule River Reservation Fire Department is a Government non-ROSS resource provider.
- Directly dispatched by Central California Interagency Communication Center which is an active ROSS site (dispatch contract).

Home Unit	Tulare Operational Area
Provider	Tule River Reservation Fire Department
Owner	Tule River Reservation Fire Department
Home Dispatch	Central California Communications Center

Example 2:

- Los Angeles County Fire Department is a Government ROSS resource provider.
- Los Angeles County Fire Department dispatch's their resources.

Home Unit	Los Angeles Operational Area
Provider	Los Angeles County Fire Department
Owner	Los Angeles County Fire Department
Home Dispatch	Los Angeles County Command Center

ROSS RESOURCE ITEM DATA ENTRY STANDARDS

Organizations, all OES owned Resource Items

Home Unit	OES Operational Area to which the resource is assigned
Provider	Fire Department
Owner	California Office of Emergency Services
Home Dispatch	OES Operational Area Coordination

Example:

- OES owned equipment residing at Fresno Fire Department.

Home Unit	Fresno Operational Area
Provider	Fresno Fire Department
Owner	California Office of Emergency Services
Home Dispatch	Fresno County Operational Area Coordination

Strike Team Organization

Organizations, Local Government Strike Team Identifiers assigned to an Operational Area

Home Unit	OES Operational Area
Provider	OES Operational Area
Owner	OES Operational Area
Home Dispatch	OES Operational Area Coordination

Example:

- Local Government Strike Team identifier number blocks (1450-1499) assigned to San Luis Obispo County Operational Area (XSL) but unassigned to local Fire Departments.

Home Unit	San Luis Obispo County Operational Area
Provider	San Luis Obispo County Operational Area
Owner	San Luis Obispo County Operational Area
Home Dispatch	San Luis Obispo County Operational Area Coordination

Organizations, Local Government Strike Team Identifiers assigned to a Fire Department

Home Unit	Fire Department
Provider	Fire Department
Owner	Fire Department
Home Dispatch	OES Operational Area Coordination

Example:

- Los Angeles County Fire Department is an active ROSS site (Contract County).
- Local Government Strike Team identifier number blocks (1100-1199) assigned to Los Angeles County Fire Department (LAC).

Home Unit	Los Angeles County Fire Department
Provider	Los Angeles County Fire Department
Owner	Los Angeles County Fire Department
Home Dispatch	Los Angeles County Command Center

ROSS RESOURCE ITEM DATA ENTRY STANDARDS

Organizations, OES Strike Team Identifiers assigned to an OES Region

Home Unit	OES
Provider	OES
Owner	OES
Home Dispatch	OES Region

Example:

- OES Strike Team identifier assigned to OES Region .3

Home Unit	California Office of Emergency Services
Provider	California Office of Emergency Services
Owner	California Office of Emergency Services
Home Dispatch	Region 3 California Office of Emergency Services

APPENDIX O.2 (Modified 4/18/07)

CAL FIRE Minimum Qualifications Overhead and Resource Configurations

Overhead Groups

Team, Type 1 Long

TEAM - IMT - T1 - LONG - CDF ICT 8

Positions, including California Only

CAL FIRE Personnel	Minimum Qualifications	Availability
Firefighter 1 or 2	FFT2	GACC
Firefighter 1 or 2 Helitack	FFT2, HECM	GACC
Firefighter 2	FFT2	GACC
Fire Apparatus Engineer	ENOP	GACC
Fire Captain A	ENOP	GACC
Fire Captain B	CRWB	GACC
Fire Captain, HFEO	DZIA	GACC
Fire Captain, Helitack	HELB	GACC
Battalion Chief through Unit Chief	CHFO	GACC
Fire Prevention/Investigator	INVF	GACC
CDF Pilot (Helicopter)	HPIL	GACC
CDF Forester	FORS	GACC
CDF Mechanic	GMEC	GACC

Configurations and Classification

CAL FIRE Resource	Configuration	Classification/Equipmemnt Type	CDF
Engines	1-ENOP, 2-FFT2	Engine, Type 3	GACC
CDF Dozer	1-DZIA	Dozer, Type 2 (all CDF Dozers)	GACC
CDF Dozer Tender		Tender, Dozer	GACC
CDF MCC	2-MCCT	Communications Unit, Mobile, Type 1	GACC
CDF MKU		Food Service, Mobile	GACC
CDF FDU		Food Service, Mobile	GACC
CDF Crew	1-CRWB	Crew, Type 1	GACC
CDF Kitchen Crew		Crew, Kitchen	GACC
CDF Helicopter	1-HPIL, 2-HELB, 6-HECM	Helicopter, Type 2 Standard	GACC
CDF Helitender	1-ENOP	Helitender	GACC
CDF Air Attack	1-ATGS	Fixed Wing, Air Tactical	GACC
CDF Repeater		State Portable Repeater (non-NFES)	GACC
CDF RAWS		Kit, Fire RAWS	GACC
CDF Stakeside		Transportation - Stakeside	GACC
CDF Pickup		Transportation - Pickup	GACC
CDF SUV		Transportation – Vehicle, Sport Utility (SUV)	GACC
CDF Van		Transportation – Van, Passenger	GACC

19 Attachment D

19.1 Issuing Fire Codes for cooperators

Dispatch Centers – and FireCode Assignments by Agency

Centers	Agencies
Southern California GACC	FS South Ops CAL FIRE Southern Region
Angeles	Angeles National Forest Santa Monica Mountains National Rec Area Los Angeles County Fire Department Verdugo Fire Department
San Bernardino	San Bernardino National Forest Mojave National Preserve Southern California Agencies Riverside Unit San Bernardino Unit California Desert District BLM Joshua Tree National Park Death Valley National Park
Cleveland	Cleveland National Forest San Diego Unit Riverside Unit (Southwest portions) San Diego Refuge (TNR) Orange County Fire Authority San Diego Fire and Rescue Alpine Fire Protection District City of Corona Fire Lakeside Fire Protection District Federal Fire Camp Pendleton Federal Fire Miramar Cabrillo National Monument
Inyo	Inyo National Forest Bishop Field Office Devils Postpile National Monument Manzanar National Historic Site San Bernardino Unit (Inyo and Mono county)
Los Padres	Los Padres National Forest San Benito-Monterey Unit San Luis Obispo Unit Santa Barbara County Fire Ventura County

California ROSS Business Practices and Standards

	<p>Channel Island National Park Hopper Mountain National Wildlife Refuge Bitter Creek National Wildlife Refuge Fort hunter Liggett Vandenberg Bureau of Reclamation</p>
Porterville	<p>Sequoia National Forest Tule Indian Reservation Kern National Wildlife Refuge Tulare Unit Kern County Fresno Kings (south of Kings River)</p>
Sierra	<p>Sierra National Forest San Luis National Wildlife Refuge Fresno-Kings Unit (north of Kings River) Madera-Mariposa-Merced Unit South of Merced River</p>
Stanislaus	<p>Stanislaus National Forest Tuolumne-Calaveras Unit Madera-Mariposa-Merced Unit North of Merced River</p>
Yosemite	<p>Yosemite National Park</p>
Sequoia -Kings	<p>Sequoia-Kings Canyon National Park</p>

California ROSS Business Practices and Standards

Centers	Agencies
Northern California GACC	FS Regional Office FS NOPS CAL FIRE Northern Region
Camino	Eldorado National Forest Tahoe Basin Management Unit Amador-Eldorado Unit
Fortuna	Six Rivers National Forest Humboldt-Del Norte Unit Humboldt Bay National Wildlife Refuge
Grass Valley	Tahoe National Forest Nevada-Yuba-Placer Unit
Mendocino	Mendocino National Forest Central Valley Refuges North Golden Gate NRF Hawaii Volcanos Mendocino Unit Tehama-Glenn Unit Sonoma-Lake Napa Unit Marin County San Mateo-Santa Cruz Unit Santa Clara Unit
Modoc	Modoc National Forest Lower Klamath Refuge Lava Beds National Monument
Plumas	Plumas National Forest Butte Unit
Redding	Shasta-Trinity National Forest Whiskeytown National Recreation Shasta-Trinity Unit
Susanville	NorCal BLM Lassen National Forest Service Lassen Modoc Unit Lassen Volcanic National Park
Yreka	Klamath National Forest Siskiyou Unit
Hoppa	Hoopa Valley Tribe

20 Attachment E

20.1 Glossary

Unless otherwise specified, the following definitions apply wherever used in this document:

- “Agency” includes CAL FIRE, USFS, BLM, NPS, and any other equivalent agency.
- “ATD” ATD is actual time of departure.
- “CWN” is Call When Needed. These resources are hired when needed to complete a specific task.
- “DDS” is the data delivery system. This Access based database queries the ROSS database for numerous different pieces of information.
- “DMS” is the Dispatch Messaging System. This system is used by numerous ROSS users along with the help desk to send out updates about the program, outages, and other important messages, including bugs within the program.
- “DPL” Dispatch Priority Lists
- “EERA” is an Emergency Equipment Response Agreement. Both private vendors and the Agency that they are contracting with sign this contract.
- “ETA” Estimated Time of Arrival
- “ETD” Estimated Time of Departure
- “ETE” is Estimated Time En route. Used for air resources only.
- “GACC” (Geographic Area Coordination Center) includes CAL FIRE Region Operation, USDA Forest Service Centers and Department of Interior as well CAL OES region dispatch centers
- “IRM” Information Resource Manager (Federal Agencies)
- “ITS” Information Technology Services (CAL FIRE)
- “CAL OES” is the Office of Emergency Services
- “NAP” NESS Application Portal <https://nap.nwcg.gov/NAP/#moduleID=NESSHomeModule>
- “RON” Remain Over Night
- “Site” refers to a ROSS site: a location or ordering point that may serve multiple agencies.
- “Unit” is a generic term referring to any local unit, forest, park, area, region, tribe, etc. as defined by the Fire Service Field Operations Guide (FOG or ICS 420-1).
- “UTF” Unable to Fill. This term is used any time a unit is unable to provide the resource requested.
- VIPR is the Virtual Incident Procurement (VIPR) System
- “Zone of Influence” Approximately 50 mile radius
- “Incident Host”. Identify the incident host by responsible/jurisdictional agency. The Incident Host is the owner agency that provides the primary financial code for payment of requested resources and/or the agency that generates the need for requesting the resources.