California ROSS

Business Practices

And

Standards

2.2.12

2018

CALIFORNIA WILDLAND FIRE COORDINATING GROUP

May 2, 2018

TO: All ROSS Users

From: Jason Weber, Chair
             California Wildland Fire Coordinating Group (CWCG)

Subject: **2018 California ROSS Business Practices and Standards 2.2.12**

Please find attached California ROSS Business Practices and Standards 2.2.12 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 United States Forest Service (USFS), Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), National Park Service (NPS), California Department of Forestry and Fire Protection (CAL FIRE), Fish and Wildlife Service (FWS), Office of Emergency Services (CAL OES), and the Association of Contract Counties.

This memo serves as acknowledgement and agreement of the CWCG Chartered Agencies to follow the California ROSS Business Practices and Standards 2.2.12 as presented.

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REVISION HISTORY

April 2018

- Update web links, contact numbers and email addresses throughout the document
- Fixed grammar and formatting errors
- Section 5.3, Representatives
  - Added Manny Salas as USFS Operations Southern California representative
  - Added Cathy Johnson as CAL OES representative
  - Added Ali Wiseman as CAL FIRE Unit ECC representative
  - Added Nancy Philippe as DOI ECC representative
  - Added Jerry Clements as ROSS Team SME
- Section 8.9, Four levels of status/availability
  - Update section header from "Three levels…" to "Four levels…"
  - Add verbiage for State availability
- Section 13.3, Standard ROSS Reports (Cognos) Refresher Training
  - Updated verbiage
- Section 16.1, Managing Organizations
  - Replaced Mike Dunn with Manny Salas as Southern California Area Coordination Center contact

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: Manny Salas
    - DOI GACC Representative: Les Matarazzi
    - CAL OES Representative: Cathy Johnson
    - CAL FIRE Northern Region OCC: Slyviane Owens
    - CAL FIRE Southern Region OCC: Shayne Canady
    - Field Representative CAL FIRE Unit ECC: Ali Wiseman
    - Field Representative USFS ECC: Charlene Johnston
    - Field Representative DOI ECC: Nancy Philippe
    - 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: Jerry Clements
    - 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
CLEMENTS, JERRY	NWCG	208-608-6511	jclements@fs.fed.us
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
SALAS, MANNY	FS-OSC	951-320-6196	msalas@fs.fed.us
CATHY JOHNSON	OES	916-642-3825	cathy.johnson@caloes.ca.gov
OWENS, SYLVIANE	CDF-CNR	530-224-2466	sylviane.owens@fire.ca.gov
NANCY PHILIPPE	NPS-YNP	209-379-1999	Nancy_philippe@nps.gov
ALI WISEMAN	CDF – SLU	805-543-4244	Alexandra.wiseman@fire.ca.gov
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) 945-1354.

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 annual data archive (January 15) 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 Wildland 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.
    - Dozers with DZIA

- ▪ Dozer Tenders
  - o Crews: Crews will be rostered with the crew captain only. Show the qualification as CRWB. Crews will be assumed to have a count of 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:
  - o Airtankers will be filled using the assigned tanker number.
- Helicopters:
  - o For all Federal Call When Needed (CWN) helicopters, support requests will be generated for the manager and crewmembers.
  - o For Federal Exclusive Use helicopters will be filled with a rostered module.
  - o For State CWN helicopters, support request (preferred method) or separate O#'s can be generated for the manager.
  - o For State owned and operated helicopters, will be filled with a roster, which includes the helicopter pilot.
  - o For Contract Counties, check agreement
- Air Attack Platforms:
  - o Federal and State Air Tactical resources will be ordered with configuration and filled with roster that includes the ATGS.
  - o 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:
  - o 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:
  - o 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.

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

STATE	Statused by		Availability Area			Fill w/ Roster
Resource Type	GACC	Controlling Unit	Local	GACC	National	
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, March 2016). 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 entered 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

- **<u>Do not use</u>** 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 Four 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.
- State – added to the list of Availability Areas on the Resource Status screen. State resources are included in resource counts with GACC resources.

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 wildland agency sessions.**
  - Placing a call to the GACC when no more resources are available.
- Name Requests:

- o The ordering unit must confirm availability and qualification for the individual being requested prior to placing the request.
  - o Document in Special Needs reason/justification for Name Request.
  - o 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.
  - o If the position is still needed on the incident a new request will be generated and placed/filled appropriately
  - o For Local Government Request (See California Mobilization Guide for Process and requirements)
- Subordinate requests
  - o 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).
  - o 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.
  - o 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.

  - o 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.

  - o 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.

  - o 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 the filling dispatch and not the host dispatch.

- o 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
  - o 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
  - o Aircraft released to their home unit will be placed in the appropriate status (available/unavailable, etc.) upon landing.
- Aviation Resources
  - o 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.
  - o 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
  - o Federal air attacks will remain on the same request number until released from the incident.
  - o 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
  - o Federal incidents: will remain on the same request number until released from the incident.
  - o CAL FIRE incidents: will be released each day and requests for the next day's operation shall be placed by 1900 hours.
- Smokejumpers
  - o IA orders for smokejumpers will be requested as "Load, Smokejumper, Initial Attack".
  - o Smokejumper booster orders will be requested as Overhead, with individual request numbers.

9.7 Water Tenders

- Support
  - o 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 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".
  - o Qualifications:

- BLM/FWS- ENOP, CDL (tank endorsement)
- FS- FFT1, CDL 15
- o 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.
  - o 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.
  - o If Unit is unable to fill from any of their "represented" agencies, the Unit will "UTF" the request to the GACC.
  - o Agency specific resource requests will be either filled by that Agency or UTF'ed.
  - o 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.
  - o 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.
  - o 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 give 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:

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-%2020140901uax.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).

o 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 – XXXXXXXXXXX (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.

- o ECCs that are certified ROSS Users will be responsible to dispatch their members, whether they are federal, state or local.
- o 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.
- o 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.
- o Local government requests will be sent electronically **directly** to their dispatch office through ROSS.
- o Local government members are responsible to keep their dispatch office updated on their status and certified qualifications for the team callout.
- o Demobilization: When a local government team member arrives home, both dispatching offices of that person are responsible to change the person's 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.
- Travel Arrangements
  - o Team/Module 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.
- Ordering Protocol
  - o Units are to contact their GACC prior to generating any Team or Expanded Dispatch Modules Requests.
  - o 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 for rental vehicles.
  - o 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.
  - o 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.
  - o 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 with 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
  - o 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.
  - o IMT Pre-Orders must be coordinated with the receiving GACC.
  - o 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	Vacant	FS-OSC		
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

- Analytical Reports (AR) and Historical Analytical Reports (ARH) using Cognos Query Studio (Adhoc Reports)
- Query Studio allows users to create of custom reports (Adhoc) using current and historical ROSS data.
- AR and ARH access requires additional reports training. Inquiries about when training is being offered should be sent to the Reports Committee.
- Recommend that AR and ARH report writers attend refresher training every two years.

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:
1http://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

- o Manage the California ROSS training data base and schedule
- o Update and maintain the training curriculum

16   Attachment A

16.1   Managing Organizations

MANAGING ORGANIZATIONS IN ROSS

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.

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

USIDNIC	**National Interagency Coordination Center**	
Gina Papke	gpapke@fs.fed.us	(503) 808 – 2726
Rick Squires	rsquires@blm.gov	(208) 387 – 5655
USAKACC	**Alaska Interagency Coordination Center**	
Gabriella Branson	gbranson@blm.gov	(907) 356 – 5671
USCAONCC	**Northern California Area Coordination Center**	
Laurie Forni	lforni@fs.fed.us	(530) 226 – 2800
Juel Moore	juelmoore@fs.fed.us	(530) 226 – 2800
USCAOSCC	**Southern California Area Coordination Center**	
Manny Salas	msalas@fs.fed.us	(951) 320-6196
USWIEACC	**Eastern Area Coordination Center**	
Stephen Marien	stephen_marien@nps.gov	(651) 293 – 8446
Brendan Neylon	bpneylon@fs.fed.us	(414) 944 – 3811
James Silverstone	james.silverstone@bia.gov	(414) 944 – 3844
USUTGBC	**Great Basin Coordination Center**	
Gina Dingman	gdingman@blm.gov	(801) 531 – 5320
Kara Stringer	kstringer@fs.fed.us	(406) 758 – 5253
USMTNRC	**Northern Rockies Coordination Center**	
Harold Gemmell	hgemmell@mt.gov	(406) 329 – 4880
Judy Heintz	jheintz@blm.gov	(406) 329 – 4708
USCORMC	**Rocky Mountain Area Coordination Center**	
Rob Juhola	robert.juhola@bia.gov	(303) 445 – 4304

Scott Swendsen   sswendsen@fs.fed.us   (303) 445 – 4302

USGASAC   **Southern Area Coordination Center**

    Jeff Brice   jeff_brice@nps.gov   (678) 320 – 3004

    Tracy Robinson   tdrobinson@fs.fed.us   (678) 320 – 3000

USNMSWC   **Southwest Area Coordination Center**

    Frank Bedonie   fbedonie@fs.fed.us   (505) 842 – 3875

    Kenan Jaycox   kjaycox@fs.fed.us   (505) 842 – 3473

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. P l e a s e 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. I n 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.

   <u>**NOTE**</u>: 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.**

   <u>**NOTE**</u>: 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.

17   Attachment B

<table>
<tr><td>**California ROSS Group**</td><td colspan="2">**New California ROSS Catalog Item Request form**
Attachment B</td></tr>
<tr><td colspan="3">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

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

Ticket #: _____ *for CARG use only*</td></tr>
</table>

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

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

Section 2. New Catalog Item

* Proposed Position:	* Proposed Mnemonic:	Catalog: National ☐ California ☐
* ICS Functional Area:	* Description:	
* Does a similar position exist? Yes ☐ No ☐	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 ☐ Denied ☐	Date:	Comments:

18   Attachment C

18.1   Appendix O

CONTENTS:

APPENDIX O

National Data Entry Standards

When entering Resource Items in ROSS the Data Entry Standards described in this paper shall be used. Requests for exceptions to the standard shall be made to the ROSS Change Control Board in writing through the ROSS Helpdesk or through email at ross_suggestion@dms.nwcg.gov.

It is important that all resource items entered into ROSS be entered using a consistent standard (rather than a local standard) because resources are mobilized all over the nation (and often international). Dispatchers and incident personnel need to reference a common standard to avoid confusion.

Standardizing resource item data entry will prevent duplication of resources items within the resource inventory, make record searching and sorting much easier, and assure accurate reporting results. To accomplish this, resource names are to be entered using the following standards.

Section I.   **Resource Item Data Entry Standard for Government Owned AIRCRAFT, EQUIPMENT, and CREWS.**

The Resource Naming format is as follows:

<RESOURCE NAME PREFIX> - <USER DEFINED UNIQUE ID>

NOTE: It must be noted that ROSS will automatically append the Unit Id for the Home Dispatch Office to each Resource Item Name. (e.g. ENGINE – T3 – 439 (ID-CDC)).

The following guidance shall be used:

Step 1.   **Resource Item Name Prefix KEYWORD –** The Resource Item Name Prefix has 2 parts. First is a **CAPITALIZED keyword** which generally describes the resource item. Resource Item Name KEYWORD Examples include:

CATALOG ITEM NAME	*RESOURCE ITEM NAME KEYWORD*
Helicopter, Type 2 Standard	HELICOPTER
Crew, Type 1	CREW
Engine, Type 1	ENGINE
Water Tender, Type 2	WATER TENDER
Pickup, 4 Wheel Drive	PICKUP
Engine, Strike Team, Type 6	ENGINE S/T

The second part of the Resource Item Name Prefix is an abbreviated description of the resource capability. If the **Catalog Item Name** includes a **Type** (a numerical value which defines the size or capability of the resource), include that value preceded by a "**T**". Use the standard of 'space, dash, space' **(-)** between the different parts of the data entry. If there is no type in the Catalog Item Name, then another form of descriptor shall be used (e.g. AWD = All Wheel Drive). Examples of Resource Item Name Prefixes are:

CATALOG ITEM NAME	RESOURCE ITEM NAME PREFIX
Helicopter, Type 2 Standard	HELICOPTER – T2
Crew, Type 1	CREW –T1
Engine, Type 1	ENGINE – T1
Water Tender, Type 2	WATER TENDER – T2
Pickup, 4 Wheel Drive	PICKUP – AWD
Engine, Strike Team, Type 6	ENGINE S/T – T6

A detailed list of the STANDARD Resource Item Name Prefixes is attached at the end of this document and posted on the ROSS Web Site.

Each Resource Item name must include an unique identifier so that the resource entered can be distinguished (is unique) from all the other resources in the database. Use the standard of 'space, dash, space' **(-)** between the different parts of the data entry. The unique identifier format is user defined. **For Government Cooperator resources include the name of the Cooperator in the Resource Name (e.g. ENGINE – T1 – APPLEVALE - 12 where APPLEVALE is the name of the Rural Fire Department).** For aircraft entries, where the unique identifier is different than the FAA Registration number, users should note that ROSS will automatically append the FAA Registration Number to an Aircraft Resource Item.

CATALOG ITEM NAME	UNIQUE IDENTIFIER IS	RESOURCE ITEM NAME IS
Helicopter, Type 2 Standard	205BD	HELICOPTER – T2 – 205BD
Crew, Type 1	TAHOE IHC	CREW –T1 – TAHOE IHC
Engine, Type 1	APPLEVALE - 12	ENGINE – T1 – APPLEVALE - 12
Water Tender, Type 2	12	WATER TENDER – T2 - 12
Pickup, 4 Wheel Drive	TNF-125	PICKUP – AWD – TNF - 125
Engine, Strike Team, Type 6	MDF-56	ENGINE S/T – T6 – MDF - 56

Step 2. **Resource Organizations (Government Owned)** –There are 4 organization entries for each resource entered (Owner, Provider, Home Unit, and Home Dispatch). Each organization is entered using the Organizations Module. The owning organization for government resources MUST be a government organization (e.g. Willamette National Forest, Applevale Rural Fire District). The Providing Unit MUST be a government organization (e.g. Willamette National Forest, Applevale Rural Fire District), have a NWCG Unit Identifier, and a valid (accurate) location (latitude/longitude). The Home Unit will typically be the same as Provider, but may be a sub-unit of the Provider. Home Units must have a valid location (latitude/longitude). If the Home Unit is a sub-unit of

the Providing Organization, a Unit Identifier is not required (or useful). There are few exceptions to this rule. It is critical that these be entered correctly.

Step 3. **Resource Classification/Equipment Type, Location** – Each resource MUST be classified for its primary use. All resources MUST have a declared location (which is represented by a latitude and longitude). The location shall be the location where the resource is physically located and is mobilized from.

Section II. **Resource Item Data Entry Standard for Overhead Personnel**

Step 1. **Overhead Personnel Names** - Overhead personnel names shall be entered as LAST NAME, FIRST NAME, and MIDDLE INITIAL. For example:

SMITH, JOHN D
APPLEGATE, SUSIE J
JONES-SMITH, KAREN L

The import utility for imported Overhead personnel will automatically follow this naming standard.

NOTE: Overhead personnel names shall **not include** other information such as Overhead Team Names (e.g. SMITH, JOHN D (TYPE 1 TEAM)).

Overhead Personnel Groups - For overhead personnel groups, the following standard shall be used.

Incident Management Teams shall be entered as follows:

Long Teams

TEAM – IMT - <TYPE expressed as T1 or T2> - <TEAM CONFIGURATION> - <GEOGRAPHIC AREA CODE> - <IC LAST NAME>

For example: "TEAM – IMT – T1 – LONG – RM - MARTIN"

Short Teams

TEAM – IMT - <TYPE expressed as T1 or T2> - <TEAM CONFIGURATION> - <GEOGRAPHIC AREA CODE> - <IC LAST NAME>

For example: "TEAM – IMT – T1 – SHORT – RM – MARTIN"

Team Configurations are expressed as "LONG", "SHORT", "AREA".

Geographic Area Code is the NWCG Data Standard Code (RM = Rocky Mountain). Geographic Area Codes are found at: http://www.nwcg.gov/pms/stds/geo_coord_area/values.pdf

NOTE: Incident management teams that can fill both a long and short configuration shall be entered in the system one time for each configuration. For example: A team that can fill both a Long and Short Configuration would be entered as a resource item one time for the long configuration and one time for the short configuration.

CATALOG ITEM NAME	UNIQUE IDENTIFIER	RESOURCE AS ENTERED INTO ROSS (Catalog Item Name CAPITALIZED – Type – Unique Identifier.)
Team, Type 1 Long	NR – Wally Bennett	TEAM – IMT – T1 – LONG - NR – BENNETT
Team, Buying	EA – Tami Thompson	TEAM – BUYING – EA – THOMPSON
Team, Fire Use Management	NW – Dave Crockett	TEAM – FIRE USE – NW – CROCKETT
Module, Fire Use	RM – Yellowstone NP	MODULE – FIRE USE – RM – YELLOWSTONE NP

Step 4. **Resource Organizations (Government Owned)** – There are 4 organization entries for each resource entered (Owner, Provider, Home Unit, and Home Dispatch). Each organization is entered using the Organizations Module. The owning organization for government resources MUST be a government organization (e.g. Willamette National Forest, Applevale Rural Fire District). The Providing Unit MUST be a government organization (e.g. Willamette National Forest, Applevale Rural Fire District), have a NWCG Unit Identifier, and a valid (accurate) location (latitude/longitude). The Home Unit will typically be the same as Provider, but may be a sub-unit of the Provider. Home Units must have a valid location (latitude/longitude). If the Home Unit is a sub- unit of the Providing Organization, a Unit Identifier is not required (or useful). There are few exceptions to this rule. It is critical that these be entered correctly.

Section III. Resource Item Data Entry Standard for Contracted Resource Items

The Resource Naming format is as follows:

<RESOURCE NAME PREFIX> - <USER DEFINED UNIQUE ID>

Step 1. **Resource Item Name Prefix** – The Resource Name Prefix format shall generally follow the same standards identified in Section I above with the following exceptions.

a. Resource names may not necessarily have a type included in the name. For example: BUS – CREW CARRIER.

b. Contracted Resource Item Names shall include the name of the owning vendor.

c.　　　　Examples of Resource Names for Contracted Resources are:

CATALOG ITEM NAME	UNIQUE IDENTIFIER	RESOURCE AS ENTERED INTO ROSS (Catalog Item Name CAPITALIZED – Type – Unique Identifier.)
Transportation – Bus, Crew Carrier	Expeditors - 105	BUS – CREW CARRIER - Expeditors - 105
Transportation – Vehicle, All Terrain (ATV)	ABC Sports - ATVB1	ATV – AWD – ABC Sports - ATVB1
Transportation – Pickup	George Smith - 1	PICKUP – AWD – George Smith - 1
Engine, Type 3	ABC - 26	ENGINE – T3 – ABC - 26
Dozer, Type 2	Bigroad Construction - 24B	DOZER – T2 – Bigroad Construction - 24B
Tender, Water, Type 1	W&W Logging	TENDER, WATER – T1 – W&W Logging
Strike Team, Engine, Type 1	Starfire –ST- 16	ENGINE S/T – T1 – Starfire –ST- 16
Ambulance	Americare 12	AMBULANCE – Americare 12

Step 2. **Resource Organizations (Vendor Owned)** –There are 4 organization entries for each resource entered (Owner, Provider, Home Unit, and Home Dispatch). The owning organization for vendor owned resources MUST be a vendor organization (e.g. ABC Water Tenders. The Providing Unit MUST be a government organization (e.g. Willamette National Forest, Applevale Rural Fire District). The Home Unit will typically be the Vendor. There are few exceptions to this rule. It is critical that these be entered correctly.

Step 3. **Contracts** – All Vendor owned resources MUST be attached to a contract (Exclusive Use or Call When Needed). Vendor owned resources shall not be attached to an "Agreement". Agreements are intended to be used for "Government to Government" agreements such as Mutual Aid, Cooperative Agreements etc…. Emergency Equipment Rental Agreements (EERA) or similar types of contracts are considered Call When Needed (CWN).

NOTE: This Resource Item Name Prefix list is subject to frequent update. The most recent list can be found on the ROSS Web Site in the Documents Library (http://ross.nwcg.gov/docs_library.htm).

Resource Item Names are formatted as:

　　　<PREFIX> - Unique Identifier

　　　　　For example: AIRTANKER – T1 - 66

I. AIRCRAFT

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 -
	Taskforce, Aerial	TASKFORCE, AERIAL -
Airtanker	Airtanker, Type 1	AIRTANKER - T1 -
	Airtanker, Type 2	AIRTANKER - T2 -
	Airtanker, Type 3 (Multi-Engine)	AIRTANKER - T3ME -
	Airtanker, Type 3 (Single Engine)	AIRTANKER - T3SE -
	Airtanker, Type 4 (Single Engine)	AIRTANKER - T4SE -
Fixed Wing	Fixed Wing, Aerial Supervision Module	FIXED WING - ASM -
	Fixed Wing, Air Tactical	FIXED WING – TAC -
	Fixed Wing, Cargo	FIXED WING – CARGO -
	Fixed Wing, Infrared	FIXED WING – IR -
	Fixed Wing, Leadplane	LEADPLANE -
	Fixed Wing, Passenger	FIXED WING -
	Fixed Wing, Reconnaissance	FIXED WING – RECON -
	Fixed Wing, Smokejumper	JUMPER A/C -
Frequency	All	FREQUENCY -
Helicopter	Helicopter, Type 1 Limited	HELICOPTER - T1 -
	Helicopter, Type 1 Standard	HELICOPTER - T1 -
	Helicopter, Type 2 Limited	HELICOPTER - T2 -
	Helicopter, Type 2 Standard	HELICOPTER - T2 -
	Helicopter, Type 3 Limited	HELICOPTER - T3 -
	Helicopter, Type 3 Standard	HELICOPTER - T3 -
Service Aviation	NA	NA

II. CREWS

Catalog Category	Catalog Item Name	Resource Item Name Prefix
Fire	Crew, Military, Battalion	CREW - MIL -
	Crew, Type 1	CREW - T1 -
	Crew, Type 2	CREW - T2 -
	Crew, Type 2 IA	CREW - T2 -
	Crew, Type 3	CREW - T3 -
Fire, Strike Team	Strike Team, Crew, Type 1	CREW S/T - T1 -
	Strike Team, Crew, Type 2	CREW S/T - T2 -
	Strike Team, Crew, Type 2 IA	CREW S/T - T2-
	Strike Team, Crew, Type 3	CREW S/T - T3 -
Non-Fire	Crew, Camp	CREW - CAMP -
	Crew, Kitchen	CREW - KITCHEN -
	Crew, Trail	CREW - TRAIL -

III.   EQUIPMENT

Catalog Category	Catalog Item Name	Resource Item Name Prefix
Dozer	Dozer, Type 1	DOZER - T1 -
	Dozer, Type 2	DOZER - T2 -
	Dozer, Type 3	DOZER - T3 -
Engine	Engine, Type 1	ENGINE - T1 -
	Engine, Type 2	ENGINE - T2 -
	Engine, Type 3	ENGINE - T3 -
	Engine, Type 4	ENGINE - T4 -
	Engine, Type 5	ENGINE - T5 -
	Engine, Type 6	ENGINE - T6 -
	Engine, Type 7	ENGINE - T7 -
Miscellaneous Equipment	Ambulance	AMBULANCE -
	Backhoe	BACKHOE -
	Chainsaw	CHAINSAW -
	Excavator	EXCAVATOR -
	Feller Buncher	FELLER BUNCHER -
	Fire Boat	FIRE BOAT -
	Forklift	FORKLIFT -
	Forward Looking Infrared (FLIR)	FLIR -
	Generator	GENERATOR -
	Handwashing Station	HANDWASHING STATION -
	Helitorch	HELITORCH -
	Hose Cache	HOSE CACHE -
	Lighting System	LIGHTING SYSTEM -
	Mobile Laundry	MOBILE LAUNDRY -
	Office, Modular	MOBILE OFFICE -
	Palm IR	PALM IR -
	Pressure Washer	PRESSURE WASHER -
	Probeye	PROBEYE -
	Retardant Plant, Portable	RETARDANT PLANT - PORTABLE -
	Road Grader	ROAD GRADER -
	Skidder	SKIDDER -
	Tender, Fuel	FUEL TENDER -
	Tent	TENT -
	Terra Torch	TERRA TORCH -
	Trailer	TRAILER -

Catalog Category	Catalog Item Name	Resource Item Name Prefix
	Trailer - Command	TRAILER - COMMAND -
	Trailer - Communications	TRAILER - COOMUNICATIONS -
	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 -
	Truck / Trailer - Refrigeration	REFRIGERATOR TRUCK-
	Truck / Trailer - Refrigeration	REFRIGERATOR TRAILER -
	Truck, Crash Rescue	CRASH RESCUE TRUCK -
	Truck, Dump	DUMP TRUCK -
	Truck, Fuel	FUEL TRUCK -
	Truck, Gray Water	GRAY WATER TRUCK -
	Truck, Hazmat	HAZMAT TRUCK -
	Truck, Service	SERVICE TRUCK -
	Truck, Tow	TOW TRUCK -
	Truck, Water	WATER TRUCK -
Mobile Commissary	Mobile Commissary	MOBILE COMMISSARY -
Mobile Food Service	Mobile Food Service	MOBILE FOOD SERVICE -
Mobile Shower	Mobile Shower	MOBILE SHOWER -
Strike Team, Dozer	Strike Team, Dozer, Type 1	DOZER S/T - T1 -
	Strike Team, Dozer, Type 2	DOZER S/T - T2 -
	Strike Team, Dozer, Type 3	DOZER S/T - T3 -
Strike Team, Engine	Strike Team, Engine, Type 1	ENGINE S/T - T1 -
	Strike Team, Engine, Type 2	ENGINE S/T - T2 -
	Strike Team, Engine, Type 3	ENGINE S/T - T3 -
	Strike Team, Engine, Type 4	ENGINE S/T - T4 -
	Strike Team, Engine, Type 5	ENGINE S/T - T5 -
	Strike Team, Engine, Type 6	ENGINE S/T - T6 -
	Strike Team, Engine, Type 7	ENGINE S/T - T7 -
Strike Team, Tractor-	Strike Team, Tractor-Plow, Type 1	
	Strike Team, Tractor-Plow, Type 2	TRACTOR-PLOW S/T - T2 -
	Strike Team, Tractor-Plow, Type 3	TRACTOR-PLOW S/T - T3 -

	Catalog Item Name	Resource Item Name Prefix
	Strike Team, Tractor-Plow, Type 4	TRACTOR-PLOW S/T - T4 -
	Strike Team, Tractor-Plow, Type 5	TRACTOR-PLOW S/T - T5 -
	Strike Team, Tractor-Plow, Type 6	TRACTOR-PLOW S/T - T6 -
Tender, Water	Tender, Potable Water	WATER TENDER - P -
	Tender, Water, Type 1	WATER TENDER - T1 -
	Tender, Water, Type 2	WATER TENDER - T2 -
	Tender, Water, Type 3	WATER TENDER - T3 -
	Tender, Water, Type 4	WATER TENDER - T4 -
Tractor-Plow	Tractor-Plow, Type 1	TRACTOR-PLOW - T1 -
	Tractor-Plow, Type 2	TRACTOR-PLOW - T2 -
	Tractor-Plow, Type 3	TRACTOR-PLOW - T3 -
	Tractor-Plow, Type 4	TRACTOR-PLOW - T4 -
	Tractor-Plow, Type 5	TRACTOR-PLOW - T5 -
	Tractor-Plow, Type 6	TRACTOR-PLOW - T6 -
Transportation	Transportation - Boat	BOAT -
	Transportation - Bus, Coach	BUS - COACH -
	Transportation - Bus, Crew Carrier	BUS - CREW CARRIER -
	Transportation - Lowboy	LOWBOY -
	Transportation - Pack String	PACK STRING -
	Transportation - Pickup	PICKUP -
	Transportation - Pickup, 4 Wheel Drive	PICKUP - AWD -
	Transportation - Stakeside	STAKESIDE -
	Transportation - Tractor	TRACTOR -
	Transportation - Tractor/Trailer	TRACTOR/TRAILER -
	Transportation - Truck, Flatbed	FLATBED TRUCK -
	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 -

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

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

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

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

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

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   Tule 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

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

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

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

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.