

DETAILED LESSON OUTLINE

COURSE:	ROSS Administration
UNIT:	5 – Resource Management
SUGGESTED TIME:	2 Hours (1:15 Lecture, 0:45 Practice)
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, computers (one for instructor and one per trainee) with Internet connection.
OBJECTIVE(S):	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Describe what is in the ROSS catalog.2. Create resource items for:<ul style="list-style-type: none">• Aircraft• Crew• Equipment• Overhead• Supply3. Edit, remove, restore, delete, and transfer a resource.4. Describe the different kinds of resource status used in ROSS.5. Change the status of resources.6. Create and delete unavailability period(s).7. Search for a resource.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	05-01-ROSSA-EP
PRESENT UNIT OBJECTIVES.	05-02-ROSSA-EP
<p>I. CATALOG CONTENT OVERVIEW</p> <p>Summary.</p> <p>ROSS contains catalogs with pre-established catalog items, classifications, and qualifications. The catalogs are managed by the National Data Steward and users are not able to add catalog items.</p> <p>Resources in ROSS are classified, typed, or qualified using the catalogs. When ordering or filling a request, the catalog is used to filter for a qualified resource.</p>	
<p>A. Catalog Content.</p> <ol style="list-style-type: none"> 1. There are currently three catalogs. <ul style="list-style-type: none"> • NWCG. • AgHealth (APHIS). • CALIFORNIA. 2. Catalogs are divided into five sections. <ul style="list-style-type: none"> • Aircraft. • Equipment. • Overhead. • Crews. • Supplies. 3. Each catalog contains categories. 4. Each category contains catalog items. 	05-03-ROSSA-EP

OUTLINE			AIDS & CUES
Examples of catalog contents:			05-04-ROSSA-EP
CATALOG	CATALOG CATEGORY	CATALOG ITEM NAME	
Aircraft	Airtanker	Airtanker, Type 1	
	Helicopter	Helicopter, Type 2 Standard	
	Service – Aviation	Service – Temporary Flight Restriction	
Crew	Fire	Crew, Type 1	
	Fire	Crew, Type 2	
	Non-Fire	Crew, Camp	
Equipment	Dozer	Dozer, Type 1	
	Engine	Engine, Type 4	
	Transportation	Transportation - Pickup	
Overhead	Groups	Team, Buying	
	Positions	Division/Group Supervisor	
	AgHealth Positions	Animal Appraisal Specialist	
Supply	NFES Supplies	Pulaski with plastic sheath	
	Service – Delivery	Service – Ice Delivery	
	Service – Meals/Food Lodging	Service – Meals	
<p>B. Catalog Entry and Configuration.</p> <p>All catalogs are managed by the National Data Steward including catalog configurations, such as for an engine module or a Type 2 crew.</p> <p>1. Adding local items to the national catalog.</p> <p>a. Contact the ROSS Change Board (see the ROSS Web page) or someone at your GACC.</p> <p>b. If accepted, request will be submitted to the National Data Steward at NICC for entry.</p>			05-05-ROSSA-EP
			05-06-ROSSA-EP

OUTLINE	AIDS & CUES
<p>II. THE RESOURCE ITEM SCREEN</p> <p>Summary.</p> <ul style="list-style-type: none"> • The Resource Item screen is where resources and information about them such as qualifications, organization, and locations are kept so ROSS can reference them for statusing, dispatching and reporting. • Resources may be imported or hand entered into the Resource Item screen. Each resource is linked to organizations such as the home unit and dispatch center. • For more data entry standards, see the <u>Data Entry Standards for Resource Item</u> document in the Documents Library on the ROSS Web page at: https://ross.nwccg.gov. <p>USE THE RESOURCE ITEM SCREEN TO DEMONSTRATE ENTERING A RESOURCE ITEM EMPHASIZING THE BELOW TOPICS.</p> <p>COVER ALL THE TABS IN THE INITIAL DEMONSTRATION BUT WHEN DEMONSTRATING OTHER RESOURCE ITEMS TYPE ONLY SPEAK ON FIELDS UNIQUE TO THAT CATALOG ITEM.</p> <p>A. Aircraft.</p> <ul style="list-style-type: none"> • National airtankers are entered at NICC and handed off to the appropriate unit by changing the Home Dispatch. • Other airtankers, such as SEATs, are entered by the unit holding the contract. • OAS aircraft are imported and handed off the same as national airtankers. • Enter agency and local vendor aircraft that are <i>not</i> on the OAS source list. • Aircraft Categories. <p>The aircraft categories are: Airtanker, Fixed Wing, Frequency and Helicopter.</p>	<p>Open the Resource Item screen and follow along with the Instructor.</p>

OUTLINE	AIDS & CUES
<p>1. Call Sign.</p> <p>Enter one of the aircraft categories followed by the Call Sign.</p> <p>For example: HELICOPTER - T3S - N516LE.</p> <p>2. Registration Number.</p> <p>The standard FAA number.</p> <p>For example: N166HP.</p> <p>3. Make and Model.</p> <p>Information in the Make and Model box is only editable at the national level.</p> <p>4. Provider (a required field).</p> <p>Government (Non-Dispatch) organization holding the contract for or owning the aircraft.</p> <p>5. National Resource Box.</p> <p>Designating a resource as a National Resource creates a notification of a dispatch up through the dispatch chain to NICC.</p> <p>6. Organizations Tab.</p> <p>Home Unit, Provider, and Owner defaults to the Government (Non-Dispatch) organization filled in above. Home Dispatch defaults to the dispatch unit where you are logged on. Use the Pick Organization button to make changes.</p> <p>a. Home Unit. The district or station where the resource is physically located.</p> <p>b. Provider. Always a Government (Non-Dispatch) organization.</p>	

OUTLINE	AIDS & CUES
<p>c. Owner.</p> <ul style="list-style-type: none"> • May be a Vendor or Government Non-Dispatch organization. • If the owner is a Vendor, then the provider will be the Government (Non-Dispatch) organization that holds the contract with the vendor. • Owner and Provider are the same if the resource is government owned. <p>d. Home Dispatch.</p> <p>The dispatch unit responsible for statusing and dispatching the resource.</p> <p>7. Locations Tab.</p> <p>Home Location.</p> <ul style="list-style-type: none"> • Affects closest forces calculation. • Defaults to the Provider. <p>8. Classification/Qualification Tab.</p> <p>THE NAME ON THIS TAB CHANGES DEPENDING ON THE RESOURCE TYPE. FOR AIRCRAFT, CREW, AND SUPPLY THE TAB IS CLASSIFICATION; FOR EQUIPMENT IT IS EQUIPMENT TYPE; FOR OVERHEAD IT IS QUALIFICATION.</p> <ul style="list-style-type: none"> ▪ Grid content changes depending on resource type. ▪ Imported resources qualifications, qualification status and expiration dates automatically show here. 	

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> ▪ The Visible box can only be edited for imported resources and only applies to Overhead). Other information must be changed in the system of record and reimported. <ul style="list-style-type: none"> a. Classification. b. Expire Date. <p>An expired qualification prevents the resource from showing available on the Pending Request screen for these requested items.</p> c. Quick Fill. <p>A resource must be designated as Quick Fill to show on the Quick Fill screen.</p> d. Primary Check Box. <ul style="list-style-type: none"> • Only available on Aircraft, Crews and Equipment. • Resources must have one qualification designated as Primary whether they have one or multiple classifications. • You cannot delete a primary qualification. You must first change the primary classification to “No,” set another primary classification to “Yes”, save the changes, and then delete the non-primary classification. e. New Qualification/Classification <p>Add a new qualification to a resource here.</p> <p>Remember you cannot add qualifications to imported resources.</p> 	

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<p>9. Availability Tab.</p> <p style="padding-left: 40px;">Activation and Deactivation Dates, and Unavailability Periods determine whether the resource shows up on the Pending Request screen as available for dispatch.</p> <p>10. Special Conditions Tab.</p> <p style="padding-left: 40px;">Enter any pertinent information about the resource, such as: No dirt strips.</p> <p>11. Features Tab.</p> <ul style="list-style-type: none"> • Features are attributes of a resource. Features are entered by the data steward and tied to a specific resource type. For example, tundra pads on a Type 3 helicopter. (Tundra pads being the feature). • Features are in addition to the available Classifications. <p>12. Documentation Tab.</p> <p>13. Assignment History.</p> <p style="padding-left: 40px;">Shows previous assignment information for the resource.</p>	
<p>B. Crew.</p> <p>ALL FIELDS AND TABS ARE THE SAME AS AIRCRAFT EXCEPT FOR THE ONES WITH TEXT UNDER THE HEADING.</p> <p>PRIOR TO VENDOR OWNED RESOURCES BEING CREATED, THE VENDOR MUST BE CREATED AS AN ORGANIZATION OR THE OWNER WILL DEFAULT TO THE DISPATCH CENTER.</p> <p>A crew can be categorized as Fire or Non-Fire. For the complete list of catalog items under each category, see the <u>Data Entry Standards for Resource Item</u> document in the Documents Library on the ROSS Web page.</p>	

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<ol style="list-style-type: none"> 1. Crew Name. 2. National Resource Box. 3. Organizations. Provider. <ul style="list-style-type: none"> • For agency crews the provider is the forest, district, park or other sector that provides the crew. • For contract crews the provider is the holder of the contract. 4. Locations. Preferred Jetport is the commercial airport the crew would normally fly in and out of. This may change at the time of dispatch. 5. Classification Tab. Same functionality as Aircraft, minus the calendar, (Crews don't have the Expire Date column.) 6. Availability Tab. Same functionality as Aircraft, with the addition of Maximum Days of Commitment box. 7. Special Conditions Tab. 8. Features Tab. 9. Documentation Tab. 10. Assignment History. 	

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<p>C. Equipment.</p> <p>ALL FIELDS AND TABS ARE THE SAME AS AIRCRAFT EXCEPT FOR THE ONES WITH TEXT UNDER THE OUTLINE HEADING.</p> <p>Prior to vendor owned resources being created, the vendor must be created as an organization or the owner will default to the dispatch center.</p> <ol style="list-style-type: none"> 1. Equipment Categories. <p>Examples of equipment categories: Dozer; Engine; Medical; Telecommunications; and Transportation. For the complete list see the <u>Data Entry Standards for Resource Item</u> document.</p> 2. Equipment Information. <ol style="list-style-type: none"> a. Name. b. Alternate Name. <p>Shows up in parentheses next to the Name throughout ROSS and on printouts.</p> c. VIN. <p>All cars and light trucks built after 1981 have a unique 17-character VIN (Vehicle Identification Number. The letters I, O and Q never appear in a VIN.</p> d. Year Manufactured e. Serial Number. f. National Resource check box. 	

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<p>3. Equipment Tabs.</p> <p>a. Organizations.</p> <ul style="list-style-type: none"> • For agency equipment it is a Government (Non-Dispatch) organization such as the forest, district, park or other sector that provides the equipment. • For equipment on a contract the provider is the holder of the contract. <ul style="list-style-type: none"> 1. Locations. 2. Equipment Type. <p>This is equal to a classification of crews or aircraft.</p> <ul style="list-style-type: none"> 3. Availability. 4. Special Conditions. 5. Features. 6. Documentation. 7. Assignment History. <p>D. Overhead.</p> <p>ALL FIELDS AND TABS ARE THE SAME AS AIRCRAFT EXCEPT FOR ONES WITH TEXT UNDER THE HEADING.</p> <p>Most overhead resources are added to the Resource Item screen from state and federal qualification systems. It is possible to hand enter a new resource, but this should only be done when the resource cannot be added from a qualification system.</p> <p>1. OH Qualification Systems.</p>	<p>05-07-ROSSA-EP</p>

OUTLINE	AIDS & CUES
<p>a. IQSweb (Incident Qualification System) is Qualification data from State agencies. IQSweb is automatically uploaded through the IQSweb/ROSS interface.</p> <p>AS OF VERSION 2.15.1 NOT ALL STATES HAVE IMPLEMENTED THE IQSweb/ROSS INTERFACE. IT IS A STATE BY STATE IMPLEMENTATION. ALL STATES ARE EXPECTED TO HAVE IMPLEMENTED BY THE SPRING OF 2014.</p> <p>b. IQCS (Incident Qualifications and Certification System) is qualification data from Federal agencies. IQCS data is automatically uploaded through the IQCS/ROSS interface.</p> <p>2. ROSS Resource Clearinghouse.</p> <p>a. Prevents duplicate overhead resources in ROSS.</p> <p>b. When an overhead resource is created or updated in ROSS, IQCS or IQS, the resource information is checked against existing registered Clearinghouse records. If no match is found the resource is added to the Resource Clearinghouse and the entering Qualification System is assigned a Clearinghouse ID.</p> <p>If a possible duplicate is found, the user is notified by the Clearinghouse Data Steward. The conflicting record will need to be resolved by the system's data manager (IQSweb, ROSS or IQCS)</p> <p>3. Modifying imported overhead records.</p> <p>a. Users can not change the name of the record.</p>	<p>05-08-ROSSA-EP</p>

OUTLINE	AIDS & CUES
<p>b. They may change the weight and gender of a person.</p> <p>c. They may change the information on the tabs but not the qualifications.</p> <p>TAB INFORMATION IS DISCUSSED LATER IN THE UNIT.</p> <p>ADD EXTERNAL AND CANCEL TRANSFER ARE ALSO TALKED ABOUT LATER IN THIS UNIT.</p> <p>4. Entering New Overhead or Team Name</p> <p>EMPHASIZE TO SEARCH EXTENSIVELY FOR THE RESOURCE BEFORE ENTERING A NEW OH RESOURCE AND KNOW THE RESOURCE IS NOT IN A QUALIFICATION SYSTEM.</p> <p>WALK STUDENTS THROUGH CREATING A NEW OH RESOURCE HIGHLIGHTING THE FOLLOWING TOPICS:</p> <p>a. Search Results on Resource Item screen</p> <p>Search Resources</p> <p>b. New Overhead</p> <p>1) Is this resource Item an Overhead Group? (No)</p> <p>I) New Overhead Resource Tab.</p> <p>Search Non-Overhead Resources tab applies only to people within your office that have User Accounts, but no overhead qualifications.</p> <p>II) Add Overhead Resource Tab.</p>	<p>Open the Resource Item screen and follow along with the instructor.</p>

OUTLINE	AIDS & CUES
<p>2) Is this resource Item an Overhead Group? (Yes).</p> <p>When entering a Team, it only creates a team name. Does not create a roster or indicate the person is a member of a team.</p> <p>2. Overhead Tabs.</p> <p>TABS FOR THE OVERHEAD TABS ARE THE SAME AS THOSE PREVIOUSLY DISCUSSED IN THE UNIT EXCEPT THOSE HEADINGS THAT CONTAIN TEXT.</p> <p>a. Organizations.</p> <p>b. Locations.</p> <p>c. Qualification.</p> <p>1) Visible check box.</p> <p>Rules for resources with hidden qualifications.</p> <ul style="list-style-type: none"> • Resource is not displayed on the Available tab of Pending Request screen for requests matching the hidden qualification. • Resource is not included in counts on the Multi-Place screen or Other Resources tab of Pending Request screen. • When a request is placed to a dispatch center with an associated CAD system, the list of resources sent to CAD will not include resources whose qualification for the request is hidden. • The default setting for all qualifications, including those from external qualification systems is visible. 	

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> • Resources with hidden qualifications may still be found on the Pending Request screen by using the Advanced Criteria search option and checking 'Include Resources with Hidden Qualifications' checkbox. <p>d. Availability.</p> <p>Maximum Days of commitment.</p> <p>The number of days the person can be on assignment at one time.</p> <p>e. Special Conditions.</p> <p>f. Features.</p> <p>g. Documentation.</p> <p>h. Contacts.</p> <p>Enter cell, office, or home phone, e-mail, fax or pager information here.</p> <p>i. Assignment History.</p> <p>E. Supply.</p> <ul style="list-style-type: none"> • ICBS is the system of record for NFES catalog items. ROSS receives up-to-date NFES catalog items from ICBS (Interagency Cache Business System). • Users may not edit the item name, code, unit of issue, standard pack, orderable in quantities or request tracking options for NFES items. • Users may request creation of non-NFES supply catalog items for non-cache items they wish to maintain in ROSS (e.g., local unit chainsaw or pump kits). • The ROSS Catalog Manager manages the ROSS reminders, features, keywords and documentation for NFES items. 	<p>Open the Supply Resource Item screen and follow along with the instructor.</p>

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<ul style="list-style-type: none"> • ROSS automatically creates a user-issued request number block for supplies on each incident (S-100,000 through S-199,999). <ol style="list-style-type: none"> 1. Supply Information. <ol style="list-style-type: none"> a. Supply Name. b. Serial Number. c. National Resource. d. Tracked Associated Requests. <p>Tracked requests must be released from an incident and tracked back home. When the box is unchecked, requests for the item will be filled and closed in ROSS (e.g., radios kits are tracked, gloves are not).</p> 2. Supply Tabs. <p>TABS FOR THE SUPPLIES ARE THE SAME AS THOSE PREVIOUSLY DISCUSSED IN THE UNIT.</p> <ol style="list-style-type: none"> a. Organizations. b. Locations. c. Classifications. d. Availability. e. Special Conditions. f. Features. g. Documentation. h. Assignment History. 3. Creating and qualifying a Supply item. <p>MENTION ONLY CREATING SERVICE ITEMS IS COVERED HERE BECAUSE THAT IS THE MOST</p> 	

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<p>LIKELY SCENARIO FOR THE STUDENTS. CREATING NON-SERVICE ITEMS IS THE SAME AS SERVICE ITEMS EXCEPT FOR THE CLASSIFICATION. CLASSIFICATIONS FOR NON-SERVICE ITEMS ARE LIMITED TO COMMUNICATION AND RAW'S KITS.</p> <ul style="list-style-type: none"> • Creating a new supply item at the local level is limited by the available qualifications. Service items such as deliveries, fuel, and sanitation services are the most common items to create. • Remember; only create a supply item if you will track the item's availability in ROSS. <ul style="list-style-type: none"> a. Click on the New dialog box and answer the question, Is this resource item a Service? b. If Yes – It is a Service: <ol style="list-style-type: none"> (1) Service Name. (2) Provider. (3) See examples of the data entry standards for the following: <ul style="list-style-type: none"> • Caterers • Showers (4) National Resource. (5) Track Associated Requests. Not available except for NFES Items. (6) Once the item is created, fill in the tab information. 	

OUTLINE	AIDS & CUES
<p>EXERCISE:</p> <ul style="list-style-type: none"> ▪ ENTER AT LEAST ONE ITEM FOR EACH RESOURCE TYPE (A, C, E, O, AND S) WITH APPROPRIATE INFORMATION UNDER EACH TAB. <p>III. EDIT, REMOVE, RESTORE, DELETE, AND TRANSFER A RESOURCE</p> <p>EDIT, REMOVE, RESTORE, DELETE, AND TRANSFER A RESOURCE IS COMMON TO ALL CATALOG TYPES AND IS COVERED HERE AS ONE TOPIC.</p> <p>A. Edit a Resource (applies to all catalogs).</p> <ol style="list-style-type: none"> 1. Only Contact Information can be edited on records that come from a Qualification System. Any other change must be completed in the owning qualification system. 2. When the name of a non-group overhead resource, imported or manually entered is changed in ROSS, a notification is sent to the CAD system(s) related to the resource's home dispatch center. 3. When a name of an existing resource is changed whether by import or manually, the name changes on all Resource Assigned information for all open and closed requests that the resource filled. <p>B. Remove a Resource (applies to all catalogs).</p> <ol style="list-style-type: none"> 1. Resources can only be removed when they are at home with a status of Available, Unavailable, or Returned From Assignment. 2. When a resource that has a master roster is removed, the roster is also removed. 3. When a resource assigned to a position on a master or assignment roster is removed, the resource is deleted from the roster(s). On the Personal Settings screen you may choose 	<p>05-01-ROSSA-HO</p>

OUTLINE	AIDS & CUES
<p>to be notified when a resource is removed from a master roster.</p> <p>4. Removed resources are deleted from all contracts. On the Personal Settings screen you may choose to be notified when a resource is removed from a contract.</p> <p>C. Restore or Delete a Removed Resource (applies to all catalogs).</p> <p>1. Manage Removed Resources.</p> <p>a. The Delete Resource option is only available if there is a No in the Referenced column. Clicking View Resource Usage will show where a resource has been used in the system.</p> <p>b. Restore Resource</p> <p>When a resource is restored:</p> <p>(1) The information on the Resource Item screen on all the tabs is restored.</p> <p>(2) If the resource had a master roster, the master roster is restored.</p> <p>D. Transfer a Resource (applies to all catalogs).</p> <p>1. A resource can be transferred to another center by changing the Home Dispatch to the office the resource is to be transferred to.</p> <p>2. Only resources that are at home (Available or Unavailable) can be transferred.</p> <p>3. Resources that are assigned to the parent request of an open assignment roster cannot be transferred.</p>	

OUTLINE	AIDS & CUES
<ol style="list-style-type: none"> 4. Existing ROSS User Accounts and Web Status Access are deleted when overhead resources are transferred. 5. Resources on a contract cannot be transferred. 6. If a transferred resource has a master roster, the roster is also transferred. 7. To complete a transfer, the office receiving the resource must designate a new Provider. 8. When the transfer is completed the status of the resource prior to the transfer is reinstated. 9. Resources transferred from your dispatch center to another dispatch center that have not been completed by establishing a new Provider, can be viewed by using the Search Resources button and checking the Pending Transfer Only check box. 10. The originating dispatch center can cancel the transfer if it is not completed. 	
<p>IV. SEARCH FOR RESOURCES SCREEN</p> <p>The Search For Resources screen allows you to search for a resource by Name, Catalog, Home Dispatch, Provider, and Current Dispatch.</p> <ol style="list-style-type: none"> A. The wildcard character can be used several times in the same search. For example: hot*shot* instead of hotshot or hot shot, to find crews both entered as hotshot crew and hot shot crew). B. The results in the Resource Name column are case sensitive and depend on how the resources were entered into ROSS. Capital letters display before lower case letters. For example: 	

OUTLINE	AIDS & CUES
<p>SMITH, BILL SMITH, BOB Smith, Barb Smith, Beth</p> <p>C. Radio Buttons.</p> <ol style="list-style-type: none"> 1. Last Name * First Name. <ul style="list-style-type: none"> • Can refine the search by using Home Dispatch, Provider, and Current Dispatch. Helpful when looking for a common name as this screen searches the entire database. 2. Resource Name. 3. Home Dispatch. 4. Provider. 5. Current Dispatch. <p>D. Select Resource.</p> <ol style="list-style-type: none"> 1. View Resource. 2. View Home Dispatch Unit. 3. Radio Buttons. <ol style="list-style-type: none"> a. Resource Name. <p>Matches the name of the resource as it appears on the Resource Item screen.</p> b. Assignment Resource Name. <ul style="list-style-type: none"> • Only shows when a resource has filled a request. • Same as Resource Name plus the Home Dispatch office for the resource in parentheses. 	

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<ul style="list-style-type: none"> Aircraft resources also show the Registration Number and Equipment resources show the Alternate Name field. 	
<p>STUDENT EXERCISE RESOURCE MANAGEMENT</p>	<p>05-02-ROSSA-HO</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>05-09-ROSSA-EP</p>
<p>QUESTIONS?</p>	<p>05-10-ROSSA-EP</p>