

DETAILED LESSON OUTLINE

COURSE:	ROSS Administration
UNIT:	7– Selection Area
SUGGESTED TIME:	1 Hour (0:30 Lecture, 0:30 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. Create, edit, and remove a selection area.2. Create a place up affiliation.3. Create a direct order affiliation.

OUTLINE (CONTINUATION)	AIDS & CUES
<p>PRESENT UNIT OBJECTIVES.</p> <p>I. SELECTION AREA</p> <p>Summary.</p> <p>Selection areas define the placement authority between dispatch offices. Organizations within a selection area can order resources from each other, even if they are outside the normal dispatch channels. For example, a dispatch center in Vale, Oregon, and part of the Northwest GACC, and a dispatch center in Boise, Idaho, part of the Eastern Great Basin GACC may be in a Selection Area. Vale is authorized to order Airtankers directly from Boise, without sending the requests through the GACCs and NICC.</p> <p>Selection Areas can be set up to include all catalogs (aircraft, crew, equipment, overhead and supply), all categories of a catalog, just one category of a catalog, or any combination of catalogs and categories in between.</p> <p>A. ACCESS TO SELECTION AREA SCREEN</p> <ul style="list-style-type: none"> • A user needs the role of Selection Area Manager to have access to the Selection Area screen. • Accessed on the ‘Administration’ menu. • Dispatch centers are not able to set their own selection areas and can only maintain selection areas for their subordinate centers. For example, NICC will maintain selection areas for the GACCs, and the GACCs will maintain selection areas for the third tier local dispatch centers. <p>B. SELECTION AREA SCREEN</p> <p>The Selection Area screen is divided into three parts: ‘Set Selection Area for...’, ‘Set Filter Criteria for Ordering Authorizations’ and ‘Ordering Authorizations for...’ (The rest of this header fills in with the name of the dispatch office selected in the top part of the screen).</p>	<p>07-01-ROSSA-EP 07-02-ROSSA-EP</p> <p>07-03-ROSSA-EP</p> <p>Open Selection Area screen and follow the instructor to view the fields. No need to enter data.</p>

OUTLINE (CONTINUATION)	AIDS & CUES
<p>1. Set Selection Area for...</p> <p>The Set Selection Area for... field is populated by the subordinate dispatch centers to the office you are logged in as.</p> <p>2. Set Filter Criteria for Ordering Authorizations.</p> <p>To see if a selection area already exists for a dispatch, select a name in the Set Selection Area for... dialog box and then filter in the Set Filter Criteria for Ordering Authorizations dialog box.</p> <p>3. Ordering Authorizations for...</p> <p>Displays offices for which a selection area has been set up for. The check boxes may be toggled on or off to enable or disable a specific item.</p> <p>a. Catalog, Category and Catalog Item.</p> <p>Displays which of these are enabled for the selection area.</p> <p>b. Organization Name.</p> <p>Displays the name of the dispatch office(s) in the selection area of the selected dispatch.</p> <p>c. Active check box.</p> <p>(1) The Active check box can be toggled on and off to activate or deactivate the entire selection area.</p> <p>(2) When the selection area is active, and dispatch Unit A is placed in the ordering authorized area for Dispatch B, Dispatch B will automatically show up on the Personal Settings screen for Dispatch A.</p> <p>(3) Dispatch A will also show up on the Other Resources tab on the Pending Request screen for Dispatch B.</p>	

OUTLINE (CONTINUATION)	AIDS & CUES
<p>(4) Dispatch B will also display on the Multi Place Request screen drop down list for Select Unit to Place To.</p> <p>d. Placed Down Reqs.</p> <p>Permits a request that has been placed within a selection area to be placed to a subordinate of the dispatch office the request was placed with.</p> <p>e. SA Placed Reqs.</p> <p>Permits a request that has been placed within a selection area to be placed to another office within the selection area of the office the request was placed with.</p> <p>f. Place Up Auth.</p> <p>(1) Permits a request that has been placed within a selection area to be placed up.</p> <p>Example: When Dispatch A receives a Request through Selection Area from Dispatch B, it allows that request to be placed up to the Parent of Dispatch A. .</p> <p>(2) Business Rules of Place Up Affiliations.</p> <p>(a) Place Up Affiliations are clearly marked as Alternate Place Up.</p> <p>(b) There are no restrictions on what can be done with the request.</p> <p>(c) In order to view place up orders from another office, users whose dispatch center has been designated as a 'Place Up Authorized' for another office, will have to add that office to their 'Selected Dispatch Units' on the Personal Settings screen on the Pending Requests Filters tab.</p>	

OUTLINE (CONTINUATION)**AIDS & CUES**

(d) Once 'Place Up Auth' is set up, dispatch centers get a choice (either the parent or a Place Up Affiliate) when they choose 'Place Request Up +' on the **Pending Request** screen.

(e) All dispatch centers in the chain between the ordering dispatch and the Place Up Auth may choose to be notified of Fill, Release and Reassign actions and are able to reassign resources that are mob or demob en route.

g. New Selection Area.

(1) 'Search Selection Area Dispatch Organizations' section of the screen.

Search for the dispatch to include in the selection area.

(2) 'Define Ordering Authorizations' section of the screen.

May customize the Catalog, Category, and/or Catalog Item to be included in the authorization.

(3) 'Define Placing Authorizations' section of the screen.

Select which authorizations apply. One or many maybe checked.

h. Editing a Selection Area

(1) On the **Ordering Authorizations for...** screen you may select or clear the check boxes to add or remove ordering authorities.

OUTLINE (CONTINUATION)	AIDS & CUES
<p>(2) You may not change the Catalog, Category, or Catalog Item. Instead, the selection area must be deleted and recreated with the new ordering authorizations.</p> <p>(3) Edit Selection Area.</p> <p>(a) Edit Selection Area screen opens in the context of the offices selected on the Ordering Authorizations for... screen.</p> <p>(b) Can only edit the placing authorizations.</p> <p>i. Removing 'Ordering Authorizations for...'</p> <p>Before removing the authorization, consider unchecking the Active box. This enables you to quickly reinstate the ordering authorization if needed.</p>	
<p>STUDENT EXERCISE SELECTION AREA</p> <p>II. DIRECT ORDER AFFILIATION</p> <p>Summary.</p> <p>Accessed on the 'Administration' menu. Direct Order Affiliations allows dispatch offices to place specific requests directly to other dispatch offices outside their selection area. This is different from a selection area in that the office querying for resources does not see the number of available resources at the other dispatch office. They simply have a 'Direct Place' option on the Pending Request screen Action button. There are only two options for Direct Order Affiliate requests: Fill or UTF. Direct Order Affiliations can be set up to include either one Catalog Item or all the Catalog Items within a Category.</p> <p>A. The Business Rules of Direct Ordering.</p> <p>1. Direct Order privileges must be established by a parent for their subordinate centers. Dispatch centers cannot set up Direct Order options for themselves.</p>	<p>07-01-ROSSA-HO</p>

OUTLINE (CONTINUATION)	AIDS & CUES
<ol style="list-style-type: none"> 2. Direct Order Affiliations are set up on a host-by-host basis. 3. When an order is sent to a Direct Order Affiliate it is clearly marked as 'Direct Order' and the only options for the receiving office are Fill or UTF. 4. Users are able to add, maintain, or remove Direct Order Affiliations for each of their immediate child dispatch centers (as incident hosts) and for any of the government (non-dispatch) incident hosts managed by those children. 5. Users may not add, maintain, or remove Direct Order Affiliations for their own dispatch center or their own incident hosts. 6. The authority for a subordinate to place requests to a Direct Order Affiliate can be set by checking the Ordering Authorized box. The default setting is created as not checked. 7. Any type of dispatch center can be selected as a Direct Order Affiliate for a subordinate. 8. A dispatch center may not create a Direct Order Affiliate for a subordinate to any of the following: themselves, the subordinate's child, a child of the subordinate's child, an external dispatch center, a status-only dispatch center, or a removed dispatch center. 9. Each Direct Order Affiliation must be limited to a specific catalog item or to all catalog items within a catalog category. 10. In order to view direct orders from another office, users at the dispatch center that has been designated as a Direct Order Affiliate for another office, will have to add that office to their Selected Dispatch Units on the Personal Settings screen on the Pending Requests Filters tab. 11. Dispatch centers will have a 'Place Direct' option (on the Pending Request screen, Action button) if Place Direct is properly set up. 	

OUTLINE (CONTINUATION)	AIDS & CUES
<p>STUDENT EXERCISE #2 DIRECT ORDER AND PLACE UP</p>	<p>07-02-ROSSA-HO</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>07-04-ROSSA-EP</p>
<p>QUESTIONS?</p>	<p>07-05-ROSSA-EP</p>