**Entering a New Contract into IROC**

As a dispatch manager, you can work in IROC DMT to enter a new contract and associate resources with that contract. The Contracts module in the My IROC application has three lists available, each filtered to show different information:

- **My Direct Access Contracts** — Contains a list of contracts for which your current dispatch center has direct access to the listed resources.
- **My Resource Managed Contracts** — Contains contracts for which your current dispatch center can manage listed resources.
- **My Contracts** — Contains contracts for which your current dispatch center is listed as the managing dispatch center.

Clicking on any one of these will allow you to create a new contract.

1. In the My IROC application click on the Contracts module and click on either My Direct Access Contracts, My Resource Managed Contracts, or My Contracts.

2. Click **New** at the top of the Contracts screen in the main content frame.

3. In the Contract — New Record screen, the workflow is indicated by the chevron tabs across the top of the page.

4. **Managing Dispatch Unit** populates with your current dispatch center. To change the managing dispatch unit, click the **Search** icon and select a different organization from the list.

   *The items in the search list are limited to those organizations to which you have access.*
5 Enter the **Contract Number** provided by the contracting office. *Contract values must be unique.*

6 Select **Procurement Type** from the drop-down: Agreement, Call When Needed, Exclusive Use, or Incident Blanket Purchase Agreement.

7 Indicate whether the contract is with a **Vendor** or the **Government** (non-dispatch organization).

8 Enter the contract **Begin Date** and **End Date**.

**Note:** The **Draft** checkbox remains checked until you click **Enable Contract**. Once a contract is enabled, IROC automatically sets the contract to **Active** when the start date has passed and to **Inactive** once the end date has passed, as shown in the chevron tabs across the top of the page.

9 Check **Global Access** if the contract is available globally.

10 On the **Organizations** tab on the bottom half of the screen, choose a **Vendor/Government Provider** from the list of available vendors and government non-dispatch units. If an alert box pops up, click **OK**.

11 Choose a **Contracting Office Provider** from the list of government non-dispatch organizations.

12 Complete the following optional fields, if relevant.

   a **FS Region Organizations** – Check to limit organizations available to Forest Service regional offices.

   b **Resource Managed Organizations** – Click the **Lock** icon to select one or more organizations that can add and remove resources to the contract from the list of dispatch centers. *Dispatch managers at units listed under Resource Managed Organizations can add and remove resources to and from the contract.*

   c **Direct Access Organizations** – Click the **Lock** icon to select one or more organizations that can directly access resources on the contract from the list of dispatch centers. *Dispatchers at units listed under Direct Access Organizations can use resources from the contract to fill requests.*

13 When done, click **Submit** at the top or bottom of the screen to save your contract record in IROC.