Selection Area - defining placement authority

This guide explains how to create, edit, and delete a selection area and how to search for organizations to add to the selection area. Topics include:

- Understanding ordering authorizations
- Managing your organization’s selection areas
- Exploring selection areas in detail.

Managing your organization’s selection areas

To access the Selection Area screen

- You must have Selection Area Manager to access the Selection Area Module.
- On the Administration menu, click Selection Area.

Selection Area screen
To view current selection areas defined for your organization

- On the Selection Area screen under Set Selection Area for, click to select the Unit ID of your choice, and then click the Filter button.

To create a new selection area

1. On the Selection Area screen, click the New Selection Area button.
2. On the New Selection Area for [dispatch] dialog box, search for and then click to select the organization name of your choice.
3. Under Define Ordering Authorizations, perform the following as appropriate for the Selection Area
   - To specify a specific catalog for the selection area, click to clear the All Catalogs check box located under the Catalog drop-down arrow, click the Catalog drop-down arrow, and then click to select the Catalog of your choice.
   - To further specify the catalog category for the selection area, click to clear the All Categories check box located under the Category drop-down arrow, click the Category drop-down arrow, and then click to select the Category of your choice.
   - To specify the catalog item for the selection area, click to clear the All Categories check box located under the Catalog Item drop-down arrow, click the Catalog Item drop-down arrow, and then click to select the Catalog Item of your choice.
4. Under Define Placing Authorizations, click to select the following check boxes as appropriate for the Selection Area
   - Active
   - Place Up Auth
   - Placed Down Reqs
   - SA Placed Reqs.
5. On the New Selection Area for [dispatch] dialog box, click Apply.
6. Repeat step 3 through step 5 to define all selection areas as appropriate, and then click Close.
The following diagram shows a sample New Selection Area for [dispatch] dialog box for specifying a catalog item.

To change the Catalog, Catalog Category, and/or Catalog Item ordering authorizations for an existing Selection Area

1. On the Selection Area screen under Set Selection Area for, click to select the Unit ID of your choice, and then click the Filter button.

2. Under Ordering Authorizations for, click to select the Organization Name of your choice, and then click the Edit Selection Area button.

3. On the Edit Selection for dialog box under Define Placing Authorizations, click to select the Placing Authorizations check box(es) of your choice, and then click OK.
The following diagram show a sample Selection Area screen for the Great Plains Interagency Dispatch Center (SD-GPC). The arrow points to the Edit Selection Area button.

The following diagram shows the Edit Selection Area dialog box.
To activate/deactivate placing authorizations for a Selection Area

1. On the **Selection Area** screen under **Set Selection Area for**, click to select the **Unit ID** of your choice, and then click the **Filter** button.

2. Under **Ordering Authorizations for**, locate the **Organization Name** of your choice, and then perform the following:
   - to activate a placing authority, click to select the **placing authorization** check boxes of your choice
   - to deactivate a placing authority, click to clear the **placing authorization** check boxes of your choice.

   See, “Understanding ordering authorizations,” at the beginning of this guide.

3. When finished activating/deactivating the **Organization Name** of your choice, click the **Save** button.

The following diagram shows the Ordering Authorization grid. The arrow points to the placing authorizations you can activate/deactivate for each Organization Name.

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To delete an organization from Selection Area

1. On the **Selection Area** screen under **Set Selection Area for**, click to select the **Unit ID** of your choice.

2. Under **Ordering Authorization for...**, click to select the **Organization Name** that you want to delete, and then click the **Delete from Selection Area** button.

3. On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.
Exploring selection areas in detail

This section identifies additional topics that relate to selection areas and using the Selection Area screen. Topics include:

- Understanding selection areas
- Understanding ordering authorizations
- Using the Ordering Authorized check box
- Using the Place Up Authorized check box.

Understanding selection areas

A selection area defines the placement authority between selected dispatch offices and coordination centers. Organizations within the selection area can order resources directly from other organizations within that selection area, without enlisting normal dispatch channels.

Selection area managers may only manage selection areas for their subordinate centers. For example, each GACC maintains selection areas for their third tier local dispatch centers.

Selection area dispatch offices that display on the Other Resources tab on the Pending Request screen are determined at the catalog item level. For example, if the selected request is for “Crew, T1,” and a selection area dispatch office is only authorized for “Crew, T2,” that dispatch office does not display as available to fill that request.

You cannot delete a catalog item if it is being used for a selection area.

Understanding ordering authorizations

The Selection Area screen allows selection area managers to perform the following for their subordinate dispatch centers:

- **Ordering Authorizations.** The Ordering Authorizations grid, which is located on the lower portion of the Selection Area screen, displays the current ordering authorizations for the subordinate dispatch center.

- **Define Placing Authorization.** The Define Placing Authorizations on the New Selection Area for [subordinate dispatch center] dialog box allows a selection area manager to create a new selection area for the subordinate dispatch center. The types of placing authorizations that may be specified include
  - **Active.** This check box turns the selection area on or off.
  - **Place Up Auth.** If selected, this check box allows requests placed to the selection area dispatch to then be placed up. *This is not common.*
- **Placed Down Reqs.** If selected, this check box allows requests that were placed down to the dispatch center to then be placed to a subordinate area dispatch. *This is not common.*

- **Selection Area Placed Requests.** If selected, this check box allows requests received from any other selection area to then be placed to another selection area dispatch. *This is not common.*

For example, GACC A adds Local Dispatch B1 to the selection area of their subordinate Local Dispatch A2, and clicks to select both the Ordering Authorized and Place Up Authorized check boxes. When a request is placed from Local Dispatch A2 to Local Dispatch B1, Local Dispatch B1 may place it up to their parent, GACC B.

![Diagram of dispatch office relationships]

**Using the Ordering Authorized check box**

The Ordering Authorized check box on the Selection Area screen allows you to designate the dispatch offices authorized to place requests for the identified resource types. You can limit the ordering permission to a specific catalog and category.

When there are numerous incidents and the GACC or NICC wants to control the placing of requests, click to clear the Ordering Authorized check box.

**Using the Place Up Authorized check box**

Typically, ordering rules do not allow you to place up a request that has been placed within a selection area. The Place Up Authorized check box allows you to handle some exceptions to these ordering rules. Like the Ordering Authorized check box, you can limit the place up permission to a specific catalog and category. Remember these key points:

- If checked, you are authorizing the dispatch office that received a request, via the selection area process, to place the request up to their parent.
- If unchecked (preferred), the dispatch office that receives a request, via the selection area process, can only fill, UTF, or place the request down to a subordinate dispatch office.