

Place Up Affiliation - setting alternate place relationships

This guide explains how to establish place up relationships for your subordinate dispatch centers based on the incident host. Topics include:

- Working with place up affiliations
- Exploring place up affiliations in detail.

To access the Place Up Affiliation Admin screen

- On the **Administration** menu, click **Place Up Affiliation**.

Place Up Affiliation Admin screen

Resource Ordering and Status System (ROSS) - *** PRACTICE ***

File Administration Resource Incident Request Travel Status Window Help

[CO-R02-000001] FY2014 R2 Casual Hire Training QF REQ IR PR MP RS TL RE ! Ø

Place Up Affiliation Admin R ? X

Set Affiliations For...

Incident Host Name	Incident Host Unit ID
Central Regional Office - USGS	CO-USGS
Colorado Department of Public Safety	CO-CDPS
Colorado National Guard	CO-CNG
Colorado State Office - BLM	CO-CSO
Intermountain Regional Office - NPS	CO-IMP
Mountain-Prairie Regional Office - FWS	CO-R6R
National Operations Center Division of Resource Services	CO-DSC
Rocky Mountain Area Coordination Center	CO-RMC
Rocky Mountain Area Incident Support Cache	CO-RMK

Place Up Affiliations

Affiliate Name	Affiliate Unit ID	Default	Ordering Authorized
		<input type="checkbox"/>	<input type="checkbox"/>

New

Edit

Save

Print

Close

Working with place up affiliations

This section explains how to create, edit, and delete place up affiliations. This section also explains how to add a place up affiliate to your list of selected dispatch units using the Personal Setting screen so that you can view place up orders from that office.

You must have the Dispatch Manager role to access the Place Up Affiliation option.

To create a place up affiliation

- 1 On the **Place Up Affiliation Admin** screen under **Set Affiliations For**, click to select the **incident host name** of your choice.
- 2 Under **Place Up Affiliations**, click the **New** button.
- 3 On the **Add Place Up Affiliation** dialog box, click to select one or more check box as appropriate
 - to designate this place up affiliation as the default, click to select the **Default** check box - *if you have more than one place up affiliation*
 - to authorize to place requests to the place up affiliate, click to select the **Ordering Authorized** check box.
- 4 Under **Search Dispatch Organizations**, complete one or more of the following boxes to narrow your search, and then click the **Filter** button
 - Name
 - Unit Id.
- 5 Click to select the **Dispatch Organization Name** of your choice, and then click **OK**.

The following diagram shows the Add Place Up Affiliation dialog box.

The screenshot shows the 'Add Place Up Affiliation' dialog box. The title bar reads 'Add Place Up Affiliation' with a close button. The dialog is divided into two main sections. The top section, 'Affiliation Data for Incident Host CO-USGS', contains a text field for 'Affiliate Dispatch', a 'Default' checkbox, and an 'Ordering Authorized' checkbox. A 'Cancel' button is on the right. The bottom section, 'Search Dispatch Organizations', has a 'Name' text field with a search icon, a 'Unit ID' dropdown menu with a search icon, and a table with columns 'Name' and 'Unit ID'. The table is currently empty.

To edit a place up affiliation

- 1 On the **Place Up Affiliation Admin** screen, under **Set Affiliations For...** click to select **Incident Host Name** of your choice.
- 2 Under **Place Up Affiliations**, click to select the **Affiliate Name** of your choice, and then click the **Edit** button.
- 3 On the **Edit Place Up Affiliation** dialog box, click to clear or change the following information as appropriate, and then click **OK**
 - Default check box
 - Ordering Authorized check box
 - Name
 - Unit Id.

The following diagram shows the Edit Place Up Affiliation dialog box.

Name	Unit ID
APHIS Western Dispatch Center	CO-WRCC

To delete a place up affiliation

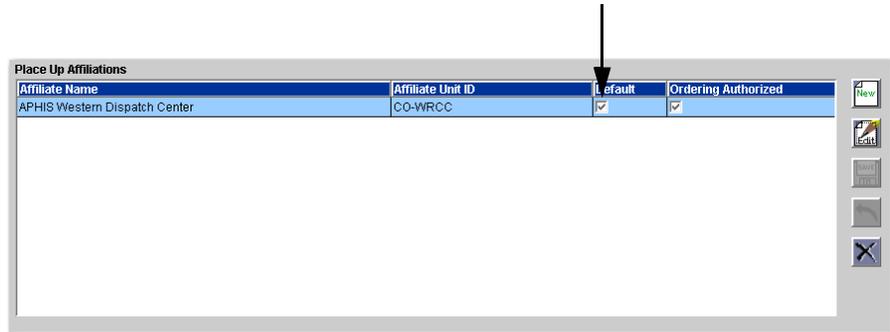
- 1 On the **Place Up Affiliation Admin** screen, under **Set Affiliations For...** click to select **Incident Host Name** of your choice.
- 2 Under **Place Up Affiliations**, click to select the **Affiliate Name** of your choice, and then click the **Delete** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

To designate the place up affiliate as the default

- 1 On the **Place Up Affiliation Admin** screen, under **Set Affiliations For...** click to select **Incident Host Name** of your choice.
- 2 Under **Place Up Affiliations**, click to select the **Affiliate Name** of your choice.

- 3 Click the **Default** check box, and then click the **Save** button.

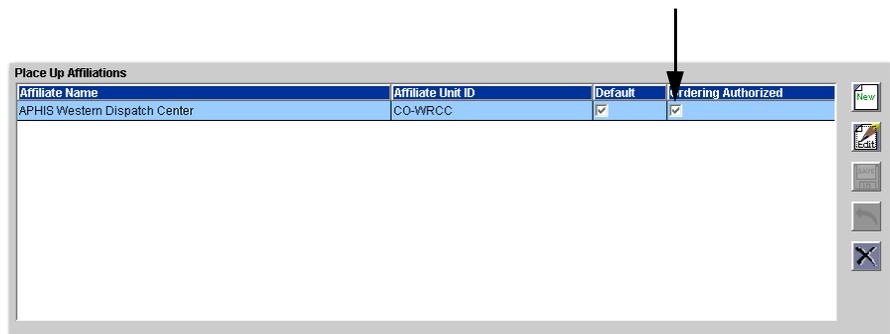
The following diagram shows the Place Up Affiliations grid on the Place Up Affiliation Admin screen. The arrow points to the Default check box.



To set the authority to place requests to a place up affiliate

- 1 On the **Place Up Affiliation Admin** screen, under **Set Affiliations For**, click to select **Incident Host Name** of your choice.
- 2 Under **Place Up Affiliations**, click to select the **Affiliate Name** of your choice, click the **Ordering Authorized** check box, and then click the **Save** button.

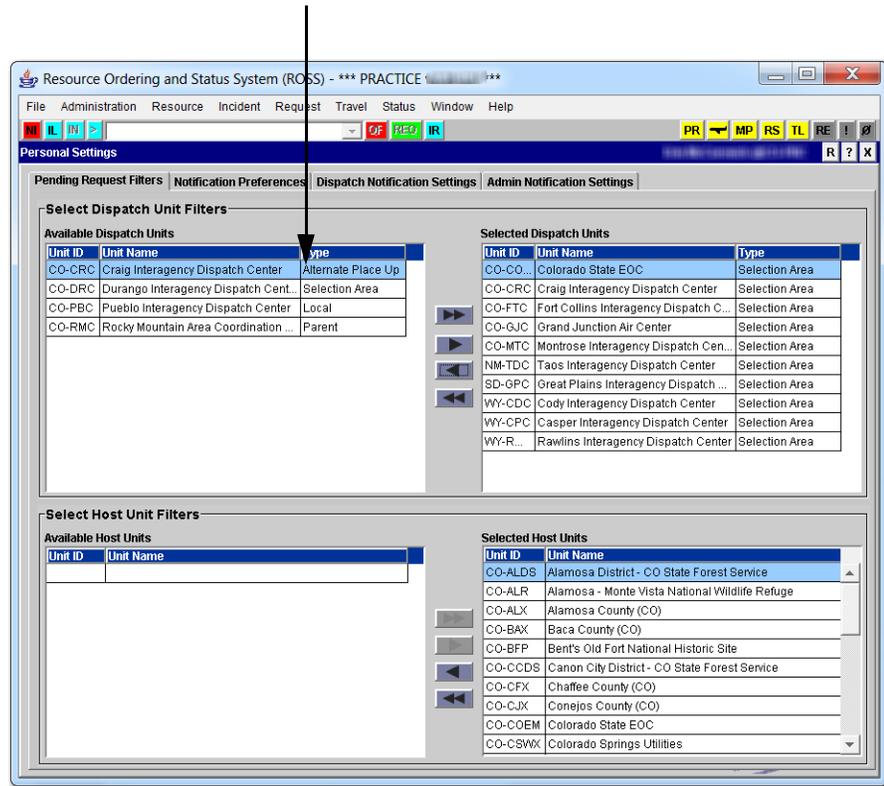
The following diagram shows the Place Up Affiliations grid on the Place Up Affiliation Admin screen. The arrow points to the Ordering Authorized check box.



To add an office to your Selected Dispatch Units list

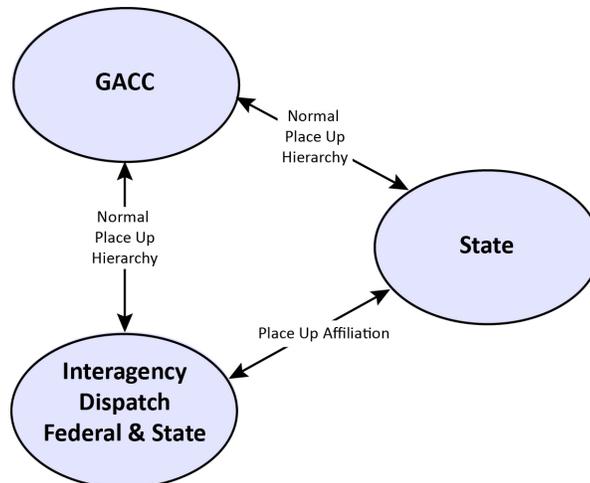
- 1 On the **Administration** menu, click **Personal Settings**.
- 2 On the **Pending Request Filters** tab under **Available Dispatch Units**, click to select the **Alternate Place Up Unit ID** of your choice, and then click the **Add** arrow.

The following diagram shows the Pending Request Filters tab on the Personal Settings screen. The arrow points to the Alternate Place Up designation.



Exploring place up affiliations in detail

Depending on the parent, you may have one or many place up affiliations. The following diagram shows an example of a state coordination center not located within the interagency dispatch center. The interagency dispatch center must place the request directly to the state dispatch center so that they can fill or place the request elsewhere. A place up affiliation is therefore created between the two dispatch centers.



Remember these key points when working with place up affiliations:

- You will seldom need to set up a place up affiliation.
- Set up place up affiliations on a host-by-host basis. If a dispatch center sets no place up affiliations, the place up action functions exactly as in previous versions of ROSS.
- When placing up a request to a place up affiliate, there are no restrictions on what actions that office may perform. The affiliate may
 - fill
 - UTF
 - place up to their parent
 - place down to a subordinate
 - place to a dispatch center within their selection area
 - place to a status-only or external dispatch center.
- You can add, maintain, and delete one or more place up affiliations for your own dispatch center as incident host, and for any of the government (non-dispatch) incident hosts managed by your dispatch center.
- You can not add, maintain, or delete place up affiliations for your subordinates.
- You can set the authority to place requests to a place up affiliate to “Off” or “On.” The default setting when creating a place up affiliate is “Off.”

- You can select from the following types of dispatch centers as a place up affiliate, including
 - NICC
 - GACC
 - local dispatch
 - dispatch center within their selection area
 - a direct order affiliate.

See, "Direct Order Affiliation - setting direct order relationships."

- You can not create a place up affiliate to any of the following dispatch centers
 - your parent
 - a subordinate
 - a child of the subordinate
 - an external dispatch center
 - a status-only dispatch center
 - a removed dispatch center.
- A place up affiliation applies to all non-service and service requests and is not restricted by catalog, category, or catalog item.
- You can set up more than one place up affiliation for a given host, designating one of them as the default. That default appears at the top of the drop-down list of place up options for that host.
- If your dispatch center has been designated as a place up affiliate for another office, you must add that office to your Selected Dispatch Units from the Pending Request Filters tab on the Personal Settings screen so that you can view place up orders from that office.
- Only the requesting dispatch center can place a request with a place up affiliate. That requesting dispatch center can not place up a request that was placed to them.
- When you have set place up affiliations, the Action button on the Pending Request screen displays a choice of actions when you select Place Request Up. You can place up to your parent or to any place up affiliate that has been associated with the pertinent incident host.
- All dispatch centers in the chain between the ordering dispatch center and its place up affiliate may choose to be notified of "Fill," "Release," and "Reassign" actions and can reassign mob-in-route and demob-in-route resources.