

# Northern Rockies Caches and ROSS

## Key Points:

1. **ROSS is the system of record for all incident orders regardless of origin.** The incident must exist in ROSS and be active before any orders can be processed.
2. The Northern Rockies Caches **will accept all supply orders** (Incident, Project, Replacement or Preposition), **regardless how customers send them, whether by ROSS or fax.**
3. ROSS is the **preferred supply ordering method** in the Northern Rockies.
4. **Dispatch Centers will decide how supply orders will be processed,** in ROSS or faxed directly to the Cache.
5. **Orders created in ROSS** by the Dispatch Center or at the incident **will have the S-number automatically generated.**
6. **Orders created in ICBS-R** by the Cache **must use S-numbers in the 100,000-block.**

## Details:

### 1. Dispatch Center decides how incident places orders.

#### a. Direct Incident-to-Cache Ordering

- i. At the mutual discretion of the servicing Dispatch Center and Cache.
- ii. Type 1, Type 2 and some Type 3 IMTs with skilled Ordering Manager, Supply Unit Leader or Logistics Chief.
- iii. Requires adequate communication with the Cache, including fax capability.
- iv. If using ROSS, the Dispatch Center may either dedicate a dispatcher at the center or assign a person skilled in ROSS to the incident.

#### b. All other incidents are processed through the dispatch centers.

### 2. Using ROSS to order supplies:

- a. Follow standard procedures as defined by ROSS and the Dispatch Center.
- b. Ensure the finance and over-ride codes are noted, e.g., P12345 (0152), as appropriate for the host agency.
- c. Post and forward in ROSS to the Cache serving the Dispatch Center and/or incident (e.g., Northern Rockies, Billings or Coeur d'Alene).

### 3. Using ICBS-R to order supplies:

- a. **Must use the 100,000-block of request numbers.**
- b. Ordering unit manages the S-number block for the incident.
  - i. ICBS-R does not automatically generate S-numbers.

- ii. The Cache technician does not have broad access to ROSS to view which 100,000-block numbers have been assigned for every incident.
- iii. Requests can be sent to any of several Caches, particularly replacement requests.
- iv. For these reasons, the incident has the best access to knowledge.
- c. Ordering unit assigns specific request numbers and places order directly to the Cache, generally by fax.
- d. Cache enters the order into ICBS-R.
- e. When posted, the order is then communicated to ROSS and recorded.

#### 4. Replacement Orders:

- a. OF-315 Incident Replacement Requisition is completed and approved.
  - i. The home servicing Cache, finance code and over-ride code should be noted.
  - ii. A fillable PDF version in the Forms section at <http://www.fs.usda.gov/goto/r1/cache>.
- b. Replacement orders may go through the Dispatch Center via ROSS or direct to the Cache.
- c. **If created in ROSS by Dispatch Center or incident:**
  - i. OF-315 sent to Dispatch Center or ordering person.
  - ii. Follow standard dispatch procedure for ROSS supply orders. S-numbers are automatically generated. **Make a comment on the order if it is a replacement order and the home cache identifier (e.g., MTNRK).**
  - iii. Dispatcher forwards the order to the resource's home servicing Cache, e.g. Northern Rockies, Billings or Coeur d'Alene.
  - iv. **If the home servicing Cache is unknown**, call the Cache for help or forward the order to the **Cache serving the Dispatch Center and/or incident**. The Cache could:
    - (1) Identify the appropriate Cache for the home unit, **or**
    - (2) Process the order and ship it to the home unit, **or**
    - (3) Forward the order to the appropriate servicing cache regardless of location.
- d. **If created in ICBS-R by Cache:**
  - i. **The authorized Dispatch Center or incident personnel must assign S-numbers in the 100000-block** on the OF-315 Incident Replacement Requisition.
  - ii. The OF-315 is sent to the resource's home servicing Cache, e.g., Northern Rockies, Billings or Coeur d'Alene.
  - iii. **If the home servicing Cache is unknown**, the **OF-315 can be sent to the Cache serving the Dispatch Center and/or incident**. The Cache could:
    - (1) Create the order and ship it to the home unit, **or**
    - (2) Create the order and forward it to the appropriate servicing cache regardless of location.

### Tips for using ROSS for Cache supply orders:

- **NFES items only.** Some Caches might have capacity to handle non-NFES items: Talk with them beforehand.
- **Do not mix NFES and non-NFES items** on the same order.
- Some NFES items that we would prefer you purchase locally would be:
  - Pens, pencils, markers, folders, note pads, post-it-notes, easel paper, copier paper, envelopes, paper clips, push pins, stretch wrap, cartons, duck tape, nails, screws, sugar, cream, coffee, tie wraps, wedges, light bulbs, fence posts, digital clocks, medical items, oil, spark plugs, etc.
  - Many of these items are stocked in the Cache for kit building only and are not stocked in large enough quantities to allow for single issue also.
  - Including the cost of transportation, it most likely will be less expensive and supports local economies.
  - If the incident doesn't have a way to get these items, it may be negotiated with the Cache on a case by case basis.
- Be aware of the **correct unit of issue**, and enter the right quantity. Example: If the incident wants **2 BX** of 000030 Batteries, for which the correct unit of issue is **PG**, you want to order **16 PG** in ROSS.
- After all order lines are entered, **make sure to select all items before** forwarding the order. This bundles the lines into a single order. Otherwise, you generate a separate order for each and every line. For example, if you have 20 request lines and you don't select all of them when you forward them to the Cache, 20 separate orders come across to ICBS-R and each has to be processed individually instead of all together.
- A quirk in the ROSS-ICBS interface may cause an order to split in multiple orders corresponding to each of several changes. **Try to avoid changing the following items once a new request has been created:**
  - **Date and time Needed**
  - **Shipping Method**
  - **Contacts**
  - **Phone numbers**
- **If you must change any of these, you may:**
  - **Retrieve, correct and resubmit the order, or**
  - **Call the Cache and we will make the change in ICBS-R to accommodate.**
- If you have questions about items the field is ordering, you can always call the Cache before entering them into ROSS and we will be more than happy to assist you.
- Finally, if you experience trouble with Cache ordering through ROSS, give the Cache a call and one of the technicians will assist.