



Advanced Unit 6 – Travel Plan

**ROSS Dispatch Training Instructor Guide
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance

12.0



Developed by Phacil, Inc. under
Contract #: GS-35F-502CA/12024B18F0002

Advanced Unit 6 – Travel Plan

TABLE OF CONTENTS

OBJECTIVES..... 2

REVISION LOG..... 2

ADVANCED UNIT 6: TRAVEL PLAN..... 3

6.1 Objectives..... 3

6.2 Overview..... 3

6.3 Travel Plan Screen > Transport Resource Panel 5

6.4 Travel Plan Screen > Travel Plan Travel Legs Panel 11

6.5 Practice Session 14

6.6 Adding Resources to a Travel Plan Leg..... 15

6.7 Travel Plan Screen > Traveling Resources Panel 20

6.8 Practice Session 21

6.9 Travel Plan Screen > Traveling Resources Panel > Action Button 21

6.10 Practice Session 22

6.11 Objectives Review 23

Advanced Unit 6 – Travel Plan

OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Recognize the difference between a Travel Itinerary and a Travel Plan.
2. Create and edit a Travel Plan.
3. Create and edit a Travel Plan Leg.
4. Add a Traveling Resource to a Travel Plan Leg.
5. Add an Administrative Passenger to a Travel Plan Leg.
6. Add an untracked Supply resource to a Travel Plan Leg.

REVISION LOG

Rev #	Date	Revision(s)	Author
12.0	10/08/2018	2.16.12: No updates.	M. Apicella
11.0	01/22/2018	2.16.11: No updates.	M. Apicella
10.0	10/06/2017	2.16.10: No updates.	M. Apicella
9.0	03/29/2017	2.16.9: No updates.	M. Apicella
8.0	01/23/2017	2.16.8: No updates.	M. Apicella
7.0	01/17/2017	2.16.7: No updates.	M. Apicella
6.0	05/11/2016	2.16.6: No updates.	J. Olson
5.0	02/16/2016	2.16.5: No updates.	C. Dingman
4.0	07/14/2015	2.16.4: No updates.	C. Dingman
3.0	04/23/2015	2.16.3: No updates.	C. Dingman
2.0	09/30/2014	2.16.2: No updates.	C. Dingman
1.0	02/28/2014	Re-formatted for consistency with NAP Instructor Guides, and updated for ROSS version 2.16.1.	J. Vahl

ADVANCED UNIT 6: TRAVEL PLAN

6.1 Objectives

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	6.1 Objectives	<p>Display Slide ROSSD-SL-ADVANCED-06-01 (Travel Plan).</p> <p>Display Slide ROSSD-SL-ADVANCED-06-02 (Objectives).</p>

6.2 Overview

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	6.2 Overview	<p>Log into Pagosa Springs Dispatch.</p> <p>Perform a quick, uninterrupted walk-through of the screens and major functions to be covered in this unit.</p> <p>Use the ‘extra’ resources in the training database as appropriate to demonstrate major actions.</p> <p>Do not field student questions during the walk-through; have students save their questions for the lecture.</p>

☑	Topic	Instructor Actions
☐	6.2 Overview (continued)	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Used to document movement of a transport resource (i.e., resource from Aircraft or Equipment catalogs that can carry passengers; typically a vehicle that runs a standard route over and over). • A detailed Travel Plan, consisting of Travel Plan Legs, can be developed for a transport resource. • Passengers and untracked supply items can be added to Travel Plan Legs. <p>Display Slide ROSSD-SL-ADVANCED-06-03 (Travel and Travel Plan Example).</p> <ul style="list-style-type: none"> • The following scenario illustrates use of a Travel Plan: <ul style="list-style-type: none"> – Dispatch B places an Overhead request with Dispatch A. – Dispatch A fills request with John. – John will fly commercially from his home unit to an airport about an hour from incident. – Dispatch B will use a pickup to shuttle John from airport to the incident.

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	6.2 Overview (continued)	<ul style="list-style-type: none"> - Following Travel and Travel Plan actions would be appropriate: <ul style="list-style-type: none"> ▪ Dispatch A creates a Travel Itinerary for John: <ul style="list-style-type: none"> ▫ Travel Leg 1 – From home unit to airport near incident. ▪ Dispatch B creates a Travel Plan for the pickup: <ul style="list-style-type: none"> ▫ Travel Plan Leg 1 – From incident to airport. ▫ Travel Plan Leg 2 – From airport back to incident. ▪ Dispatch B would add John to Travel Plan Leg 2, which would become second Travel Leg of John’s Itinerary. ▪ Demobilization travel for John can be documented in same manner, though it must be done separately from mobilization travel.

6.3 Travel Plan Screen > Transport Resource Panel

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	6.3 Travel Plan Screen > Transport Resource Panel	Open the Travel Plan screen.

☑	Topic	Instructor Actions
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Accessed by Travel menu. • Not incident- or request-specific. • Not applicable to Services catalog items. • Panel used to select existing, or create new, Travel Plan. • Search button and Search Travel Plan dialog box. <p>Click Search button.</p> <ul style="list-style-type: none"> – Set Filter for Transport Resource panel. <ul style="list-style-type: none"> ▪ Can search by specific Travel Plan #, or select a radio button on left: <ul style="list-style-type: none"> ▫ Transport Resources on Incident. ▫ Transport Resources not on incident.

☑	Topic	Instructor Actions
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<ul style="list-style-type: none"> ☐ External Transport Resources – Limits search to transport resources from organizations external to ROSS (e.g., commercial airplanes and buses). Note that these are NOT from non-ROSS Dispatch Units. ▪ If either 'Transport Resources on Incident' or 'Transport Resources not on Incident' radio button selected, select radio button on right: <ul style="list-style-type: none"> ☐ Catalog. ☐ Resource Name. ▪ External Resources check box – Displays Travel Plans of 'external' resources only (i.e., resources from non-ROSS Dispatch Units that are in ROSS inventory). Note: Emphasize the difference between an 'External Resource' (from a non-ROSS Dispatch) and an 'External Transport Resource' (from a non-ROSS organization that is not a Dispatch).

☑	Topic	Instructor Actions
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<ul style="list-style-type: none"> ▪ 'Include Travel Plans with Expired End Dates Greater Than' Check Box – Will EXCLUDE all other Plans. – Travel Plans grid. Select External Transport Resources radio button. Select the GACC-appropriate Travel Plan for Anne’s Transport and click OK (this is being selected only to populate the fields in 'Transport Resource for Selected Travel Plan' panel on the main Travel Plan screen). • Transport Resource fields and buttons (on main Travel Plan screen). <ul style="list-style-type: none"> – Fields. – View button. – Print button.

☑	Topic	Instructor Actions
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<ul style="list-style-type: none"> • New button and Create Travel Plan dialog box. <p>Click New button.</p> <ul style="list-style-type: none"> – Select Travel Mode drop-down lists. <ul style="list-style-type: none"> ▪ Select Commercial, Government, or Private from left list. ▪ Select Air, Ground, Other, or Water from right list. ▪ These are NOT filters; you are specifying the travel mode for the new Travel Plan. <p>Select Private and Ground.</p> <ul style="list-style-type: none"> – Internal Transport Resource radio button and panel. ▪ Set Filter for Transport Resource panel – Fields of note: <ul style="list-style-type: none"> ▫ Transport Resources not on Incident. – Upon creation of Travel Plan, resource status becomes 'Committed to Travel Plan' and resource is no longer available to fill requests. ▫ Desired Departure Date/Time – Filters out transport resources that have a Travel Plan with an End Date that is greater than selected date.

☑	Topic	Instructor Actions
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<ul style="list-style-type: none"> ▫ External Resources check box –Results in only external resources (i.e., resources obtained via non-ROSS Dispatch Units) being displayed. ▪ Select Transport Resource grid. – External Transport Resource radio button and panel. Select Internal Transport Resource radio button. Select Transport Resources not on Incident radio button. Select Equipment catalog and click Search. Select Beth’s Bus. Click OK. • Edit button and Edit Travel Plan dialog box.

☑	Topic	Instructor Actions
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<ul style="list-style-type: none"> - Can only edit Travel Plans: <ul style="list-style-type: none"> ▪ Created by your dispatch. ▪ For which ETD on last leg is not more than one day old. - Editing a Travel Plan affects <u>all</u> resources having a leg from that plan as part of their Travel Itinerary. • Delete button. <ul style="list-style-type: none"> - Can only delete Travel Plans created by your dispatch. - When delete a Travel Plan, <u>all</u> legs of plan are deleted from <u>all</u> resources having those legs as part of their Travel Itinerary.

6.4 Travel Plan Screen > Travel Plan Travel Legs Panel

☑	Topic	Instructor Actions
☐	6.4 Travel Plan Screen > Travel Plan Travel Legs Panel	Ensure Travel Plan of Beth’s Bus is displayed.

☑	Topic	Instructor Actions
☐	6.4 Travel Plan Screen > Travel Plan Travel Legs Panel (continued)	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Travel Plan Travel Legs grid. • Informational fields below table. <ul style="list-style-type: none"> – Passenger Weight. – Baggage Weight. – Cargo Weight. – Cargo Cubic Feet. • Action button > Add Travel Plan Leg and dialog box. <ul style="list-style-type: none"> – You can only add legs to Travel Plans that your organization created. – Departure Location and Date/Time (ETD) and Destination Location and Date/Time (ETA). – Date/time of Travel Plan Legs cannot overlap.

☑	Topic	Instructor Actions
☐	6.4 Travel Plan Screen > Travel Plan Travel Legs Panel (continued)	<ul style="list-style-type: none"> - Fuel Stop check box – Check if refueling will occur at leg arrival location. - Cargo Weight. - Cargo Cubic Feet. <p>Add the following Travel Plan Leg: ETD = Now; ETA = One day from now. Departure Location = Select Colorado airport Boulder Muni (BDU). Destination Location = Select Colorado airport Brush Muni (7V5). Cargo Weight = 50 Cargo Cubic Feet = 40</p> <ul style="list-style-type: none"> - Next Leg button. <ul style="list-style-type: none"> • Action button > Edit Travel Plan Leg and dialog box. <ul style="list-style-type: none"> - You can only edit legs of Travel Plans that your organization created. - Will affect <u>all</u> resources with that leg in their itinerary.

☑	Topic	Instructor Actions
☐	6.4 Travel Plan Screen > Travel Plan Travel Legs Panel (continued)	<ul style="list-style-type: none"> • Action button > Delete Travel Plan Leg. <ul style="list-style-type: none"> – You can only delete legs of Travel Plans that your organization created. – Will affect <u>all</u> resources with that leg in their itinerary. <p>Note: Emphasize that editing or deleting a Travel Plan Leg affects all resources with that leg in their Travel Itinerary, and note this is slightly different than with Travel Itinerary Legs (editing a Travel Itinerary Leg affects all resources using the leg, but deleting a Travel Itinerary Leg does <u>not</u> delete the leg from other itineraries).</p>

6.5 Practice Session

☑	Topic	Instructor Actions
☐	6.5 Practice Session	<p>Stop the lecture here and have students practice using the part of the unit scenario related to creating and editing Travel Plans and Travel Plan Legs. Do not move into the part of the unit scenario related to adding resources to legs yet.</p>

6.6 Adding Resources to a Travel Plan Leg

☑	Topic	Instructor Actions
☐	6.6 Adding Resources to a Travel Plan Leg	<p>On Travel Plan screen display GACC-appropriate Travel Plan of ‘Anne’s Transport’ (an External Transport Resource).</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Action > Add Traveling Resource. <ul style="list-style-type: none"> – ‘Traveling Resource’ is a resource that was used to fill an incident request. – You can add following traveling resources to a Travel Plan: <ul style="list-style-type: none"> ▪ Your resource or a non-local resource assigned to your incident. ▪ Your resource on a non-local incident. ▪ A non-local resource assigned to a non-local incident if your dispatch is in ordering chain of the request. – To add a Traveling Resource to a Travel Plan Leg, resource must have travel option of ITIN.

☑	Topic	Instructor Actions
☐	6.6 Adding Resources to a Travel Plan Leg (continued)	<ul style="list-style-type: none"> – Resource cannot have Travel or Travel Plan legs with ETDs/ETAs that overlap each other. – Add Traveling Resource dialog box. <ul style="list-style-type: none"> ▪ Select Incident(s) panel. Select Deer Valley incident. ▪ Select Filter for Incident Resources panel. ▪ Select Add Resource(s) Option panel. <ul style="list-style-type: none"> ▫ Add Selected Resource(s) to Selected Leg(s). ▫ Add Selected Resource(s) to All Legs for [TP #].

☑	Topic	Instructor Actions
☐	6.6 Adding Resources to a Travel Plan Leg (continued)	<ul style="list-style-type: none"> ☐ If any selected resources are the parent of a configuration, all subordinates with travel option of ITIN are also added to the leg(s). Select 'Add Selected Resource(s) to Selected Leg(s)' radio button. ▪ Select Traveling Resource grid. ▪ Apply and Close buttons. Select Nancy Potter. Click Apply. Click Close. – Traveling Resource is added to 'Traveling Resources for [Travel Plan Leg]' grid on main Travel Plan screen (after clicking Query). – Passenger Weight field automatically updated to include Traveling Resource.

☑	Topic	Instructor Actions
☐	6.6 Adding Resources to a Travel Plan Leg (continued)	<ul style="list-style-type: none"> – Baggage Weight field automatically increased by 65 pounds each time a Traveling Resource is added. • Action > Administrative Passenger. <ul style="list-style-type: none"> – An 'Administrative Passenger' is not associated with an incident. – An Administrative Passenger may, or may not, be a ROSS 'Person'. – Can add an Administrative Passenger to a Travel Plan Leg whether or not your organization manages the individual. – Add Administrative Passenger dialog box. <ul style="list-style-type: none"> ▪ Set Search for Administrative Passenger panel. ▪ Add Administrative Passenger (from Resources) radio button – Select if individual is a 'Person' in ROSS.

☑	Topic	Instructor Actions
☐	6.6 Adding Resources to a Travel Plan Leg (continued)	<ul style="list-style-type: none"> ▪ Add Administrative Passenger radio button – Select if individual is not a 'Person' in ROSS. <p>Select 'Add Administrative Passenger' radio button.</p> <p>Select Rod Parker. Click OK.</p> <ul style="list-style-type: none"> • Action > Add Untracked Supply. <ul style="list-style-type: none"> – Adds a resource on untracked Supply request to a Travel Plan Leg. – Multi-select of both Travel Plan Legs and supplies are permitted. – Add Untracked Supply dialog box. <ul style="list-style-type: none"> ▪ Select Incident(s) panel. ▪ Select Untracked Supplies grid.

☑	Topic	Instructor Actions
☐	6.6 Adding Resources to a Travel Plan Leg (continued)	<p>Select Deer Valley incident.</p> <p>Select request for ACTUATOR PTT Racal. Click Apply. Click Close.</p>

6.7 Travel Plan Screen > Traveling Resources Panel

☑	Topic	Instructor Actions
☐	6.7 Travel Plan Screen > Traveling Resources Panel	<p>On Travel Plan screen, query the Traveling Resources grid.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Displays the Traveling Resources, Administrative Passengers, and Untracked Supplies on the selected Travel Plan Leg. • Query button. • View button. <p>Note: Point out that the Action button will be discussed later.</p>

6.8 Practice Session

☑	Topic	Instructor Actions
☐	6.8 Practice Session	<p>Stop the lecture here and have students practice using the part of the unit scenario related to adding resources to Travel Plan Legs. Do not move into the part of the unit scenario related to adding resources from one Travel Plan Leg to another Travel Plan Leg yet.</p>

6.9 Travel Plan Screen > Traveling Resources Panel > Action Button

☑	Topic	Instructor Actions
☐	6.9 Travel Plan Screen > Traveling Resources Panel > Action Button	<p>On Travel Plan screen, ensure GACC-appropriate Travel Plan of ‘Anne’s Transport’ (an External Transport Resource) is displayed.</p> <p>In Traveling Resources grid, select Nancy Potter.</p> <p>Display Action drop-down list.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Action > Add to Travel Plan Leg – Used to select Traveling Resources and Administrative Passengers from one Travel Plan Leg, and add them to another Travel Plan Leg.

☑	Topic	Instructor Actions
☐	6.9 Travel Plan Screen > Traveling Resources Panel > Action Button (continued)	<ul style="list-style-type: none"> • Action > Edit Traveling Resource. <ul style="list-style-type: none"> – Can edit Body and Baggage Weight of a resource. – Can only edit information about a Traveling Resource if your dispatch added the resource to the leg. • Action > Delete Traveling Resource. <ul style="list-style-type: none"> – Removes the resource from the Travel Plan Leg. – Can only delete a Traveling Resource if your dispatch added the resource to the leg.

6.10 Practice Session

☑	Topic	Instructor Actions
☐	6.10 Practice Session	Stop the lecture here and have students practice using the remaining part of the unit scenario.

6.11 Objectives Review

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	6.11 Objectives Review	<p>Display Slide ROSSD-SL-ADVANCED-06-04 (Objectives Review).</p> <p>Ensure each objective has been met.</p> <p>Elicit and answer remaining student questions.</p> <p>Request students fill out the unit evaluation.</p>