



Advanced Unit 6 – Travel Plan]

**ROSS Dispatch Training Student Workbook
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance



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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.

ADVANCED UNIT 6: TRAVEL PLAN

6.1 Objectives

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

6.2 Overview

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	6.2 Overview	<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.

☑	Topic	Notes
☐	6.2 Overview (continued)	<p>Refer to 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. – 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.

☑	Topic	Notes
☐	6.2 Overview (continued)	<ul style="list-style-type: none"> ▪ 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

☑	Topic	Notes
☐	6.3 Travel Plan Screen > Transport Resource Panel	<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.

☑	Topic	Notes
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<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. ▫ 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.

☑	Topic	Notes
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<ul style="list-style-type: none"> ▪ External Resources check box – Displays Travel Plans of 'external' resources only (i.e., resources from non-ROSS Dispatch Units that are in ROSS inventory). ▪ 'Include Travel Plans with Expired End Dates Greater Than' Check Box – Will EXCLUDE all other Plans. – Travel Plans grid. • Transport Resource fields and buttons (on main Travel Plan screen). <ul style="list-style-type: none"> – Fields. – View button. – Print button.

☑	Topic	Notes
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<ul style="list-style-type: none"> • New button and Create Travel Plan dialog box. <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. – Internal Transport Resource radio button and panel. <ul style="list-style-type: none"> ▪ 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	Notes
☐	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. • Edit button and Edit Travel Plan dialog box. <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.

☑	Topic	Notes
☐	6.3 Travel Plan Screen > Transport Resource Panel (continued)	<ul style="list-style-type: none"> • 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	Notes
☐	6.4 Travel Plan Screen > Travel Plan Travel Legs Panel	<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.

☑	Topic	Notes
☐	6.4 Travel Plan Screen > Travel Plan Travel Legs Panel (continued)	<ul style="list-style-type: none"> • 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. – Fuel Stop check box – Check if refueling will occur at leg arrival location. – Cargo Weight. – Cargo Cubic Feet. – Next Leg button. • 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.

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	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.

6.5 Practice Session

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	6.5 Practice Session	

6.6 Adding Resources to a Travel Plan Leg

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	6.6 Adding Resources to a Travel Plan Leg	<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.

☑	Topic	Notes
☐	6.6 Adding Resources to a Travel Plan Leg (continued)	<ul style="list-style-type: none"> – 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. – 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 Filter for Incident Resources panel.

☑	Topic	Notes
☐	6.6 Adding Resources to a Travel Plan Leg (continued)	<ul style="list-style-type: none"> ▪ 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 #]. ▫ 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 Traveling Resource grid. ▪ Apply and Close buttons. – 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	Notes
☐	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	Notes
☐	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. • 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.

6.7 Travel Plan Screen > Traveling Resources Panel

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	6.7 Travel Plan Screen > Traveling Resources Panel	<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.

6.8 Practice Session

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	6.8 Practice Session	

6.9 Travel Plan Screen > Traveling Resources Panel > Action Button

☑	Topic	Notes
☐	6.9 Travel Plan Screen > Traveling Resources Panel > Action Button	<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. • 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

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	6.10 Practice Session	

6.11 Objectives Review

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	6.11 Objectives Review	Refer to Slide ROSSD-SL-ADVANCED-06-04 (Objectives Review).