



Intermediate Unit 7 – Supplementals

**ROSS Dispatch Training Instructor Guide
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance

12.0



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Intermediate Unit 7 – Supplementals

OBJECTIVES

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

1. Complete a Temporary Flight Restriction supplemental form.
2. Complete an Infrared Request supplemental form.
3. Complete a Food Service supplemental form.

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	2.16.2: No updates.	C. Dingman
2.0	09/30/2015	2.16.3: 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

INTERMEDIATE UNIT 7: SUPPLEMENTALS

7.1 Objectives

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.1 Objectives	<p>Display Slide ROSSD-SL-INTERMEDIATE-07-01 (Supplementals).</p> <p>Display Slide ROSSD-SL-INTERMEDIATE-07-02 (Objectives).</p>

7.2 Overview

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.2 Overview	<p><i>Note: Cover the material in this course unit quickly!</i></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • There are three supplemental forms in ROSS: <ul style="list-style-type: none"> – Temporary Flight Restriction. – Infrared Request. – Food Service.

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.2 Overview (continued)	<ul style="list-style-type: none"> • A specific supplemental can be designated for a given catalog item via the Catalog screen. • When select Add/Edit Supplemental from an Action drop-down in ROSS, the specific supplemental form corresponding to the requested item automatically displays. <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>

7.3 Temporary Flight Restriction Supplemental Form

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.3 Temporary Flight Restriction Supplemental Form	Open Request Status screen in context of the Deer Valley incident.

☑	Topic	Instructor Actions
☐	7.3 Temporary Flight Restriction Supplemental Form (continued)	<p>Select ‘Aircraft, Service – Aviation, TFR’ request.</p> <p>Initiate adding a supplemental form.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Incident and request information. • TFR Information panel. • TFR Details panel. <ul style="list-style-type: none"> – TFR Details panel, including seven tabs at bottom of screen, walks you through a series of sequential steps. – Number 1: Name and Organization of Person Requesting the TFR. – Number 2: Brief Description of Incident, Material, or Activity posing a hazard to persons and property in area.

☑	Topic	Instructor Actions
☐	7.3 Temporary Flight Restriction Supplemental Form (continued)	<ul style="list-style-type: none"> – Number 3: Estimated Duration of Flight Restriction. – Agency tab – Number 4: Name of Agency conducting relief activity. – Area tab – Number 5: Description of Area to be NOTAMed (VOR Bearing/Distance; Latitude/Longitude): <ul style="list-style-type: none"> ▪ Select either Lat/Long or VOR radio button. ▪ Horizontal Restriction: [Enter a number in text-entry field] NM Radius from incident center point (Standard is 5 NM). ▪ Vertical Restriction: 2000 feet above either highest elevation or Aircraft Operation Base [Enter a number in text-entry field] MSL. – Hazard tab – Number 6: Description of hazard that would be magnified, spread, or compounded by low flying aircraft or rotor wash.

☑	Topic	Instructor Actions
☐	7.3 Temporary Flight Restriction Supplemental Form (continued)	<ul style="list-style-type: none"> – Nature of Relief/Helibases tab – Number 7: Nature of airborne relief, proposed aircraft operation, and location of relief aircraft bases. <ul style="list-style-type: none"> ▪ Incident Helibases (derived from helibases selected for current incident). ▪ Can delete a Helibase from incident. ▪ Radio frequency column is a text-entry field. – Contact/FSS tab. <ul style="list-style-type: none"> ▪ Number 9: Contact point or radio frequency for coordinating media flights within Temporary Flight Restriction. ▪ Number 10: Designated coordination facility (FSS nearest to incident). – Actions tab. <ul style="list-style-type: none"> ▪ Check any or all of four check boxes, depending on whether action was performed.

☑	Topic	Instructor Actions
☐	7.3 Temporary Flight Restriction Supplemental Form (continued)	<ul style="list-style-type: none"> ▪ Select a To and From Date/Time for each checked action. Your username is automatically entered in the fields for which you have taken an action, or you have been the recipient of an action

7.4 Infrared Request Supplemental Form

☑	Topic	Instructor Actions
☐	7.4 Infrared Request Supplemental Form	<p>Select ‘Aircraft, Service – Aviation, Infrared Flight’ request.</p> <p>Initiate adding a supplemental form.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Incident and request information. • Fields. <ul style="list-style-type: none"> – National IR Coordinator. – IR Field Specialist.

☑	Topic	Instructor Actions
☐	7.4 Infrared Request Supplemental Form (continued)	<ul style="list-style-type: none"> – IR Interpreter – Check 'Interpreter Ordered' check box and complete text-entry fields. – Elevation. – Approximate Size – Left field is text-entry. Select either 'Acres' or 'Hectares' from drop-down list. • VORs tab. <ul style="list-style-type: none"> – 10 VORs closest to the incident are displayed. – Can delete a VOR from the table. • Weather/Delivery Point tab. <ul style="list-style-type: none"> – Weather at Incident. – Delivery Point.

☑	Topic	Instructor Actions
☐	7.4 Infrared Request Supplemental Form (continued)	<ul style="list-style-type: none"> – Estimated Delivery Date/Time. – Weather at Delivery Point. – Alternate Delivery Point. • Radio Freq/Remarks tab. <ul style="list-style-type: none"> – Radio Freqs – Local Admin unit. – Air Attack Supervisor. – Radio Freq – Air Attack. – Remarks.

☑	Topic	Instructor Actions
☐	7.4 Infrared Request Supplemental Form (continued)	<ul style="list-style-type: none"> • Boundaries tab. <ul style="list-style-type: none"> – Information Needed For Each Mission grid. – New button – Adds blank row to grid. – Click cursor in each text-entry field (i.e., N, S, E, and W Boundaries) and enter Latitudes/Longitudes (in degrees, minutes, and seconds). – Save button. – Delete button.

7.5 Food Service Supplemental Form

☑	Topic	Instructor Actions
☐	7.5 Food Service Supplemental Form	<p>Select ‘Equipment, Mobile Food Service’ request.</p> <p>Initiate adding a supplemental form.</p>

☑	Topic	Instructor Actions
☐	7.5 Food Service Supplemental Form (continued)	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Incident and request information. • Number of Meals panel. <ul style="list-style-type: none"> – Date/Time of first meal. – Estimated number for first three meals (minimum guarantee is based on these estimates). Defaults for table are: <ul style="list-style-type: none"> ▪ Breakfast sequenced 1. ▪ Lunch sequenced 2. ▪ Dinner sequenced 3. ▪ Quantity of 1 (for all three meal types). – New button and Add Meal dialog box.

☑	Topic	Instructor Actions
☐	7.5 Food Service Supplemental Form (continued)	<ul style="list-style-type: none"> – Edit button. – Delete button. • Location panel. <ul style="list-style-type: none"> – Reporting location. – Contact person. – Contracting Officer’s Technical Representative. • Support Information tab. <ul style="list-style-type: none"> – Nearest potable water. – 'The benefiting unit is responsible for providing the following services': <ul style="list-style-type: none"> ▪ Available Services grid displays available food services.

☑	Topic	Instructor Actions
☐	7.5 Food Service Supplemental Form (continued)	<ul style="list-style-type: none"> ▪ Benefiting Unit Responsibility grid displays food services for which Benefiting Unit is responsible. ▪ Add/Remove arrows. • Estimated Duration/Needs tab. <ul style="list-style-type: none"> – Anticipated duration of incident (in days). – Number of personnel at peak of incident. – Spike Camps – Check the check box, and complete text-entry fields. – Additional Information.

7.6 Objectives Review

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.6 Objectives Review	<p>Display Slide ROSSD-SL-INTERMEDIATE-07-03 (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>

7.7 Practice Session

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.7 Practice Session	Facilitate the unit practice session.