

SECTION 12
SUPPLEMENTALS

SECTION 12 – Supplemental Forms

Significant Changes to this Unit of the Training Reference Manual since last update:

1. None.

SECTION 12 – Supplemental Forms

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Summary.

- There are three supplemental forms that can be completed in ROSS:
 - Temporary Flight Restriction Request.
 - Infrared Aircraft Scanner Request.
 - Food Service Request.
- All three supplemental forms are accessed either by:
 - Clicking the 'Supplemental' button on the 'New Request' screen.
 - Selecting 'Add/Edit Supplemental' from 'Action' button drop-down list on 'Services' tab of 'Pending Request' and 'Request Status' screens.
- A specific supplemental form can only be completed for a 'Service' request involving a catalog item for which that specific form was designated as applicable.
- You do not need to select which supplemental form to view. The form appropriate for the catalog item being requested will be displayed.
- The supplementals in ROSS contain the same information as the paper versions. Therefore, this unit focuses on the layout and use of the screens, rather than the information they contain.

I. 'TEMPORARY FLIGHT RESTRICTION REQUEST' SCREEN

Summary.

The 'Temporary Flight Restriction Request' supplemental form is completed for a Temporary Flight Restriction request.

- A. Fields at the top of the screen – Incident and Request information is automatically displayed in the following fields. This information cannot be edited.
 - 1. Incident Number.
 - 2. Incident Name.
 - 3. Request Number.
 - 4. Request Date/Time.
 - 5. Financial Code.
- B. 'TFR Information' section of the screen.
 - 1. NOTAM Number Assigned – Enter a number in the text-entry field.
 - 2. Effective Date – Use the 'Calendar' feature to select a Date, Time, and Time Zone.
 - 3. Verification Date – Use the 'Calendar' feature to select a Date, Time, and Time Zone.
 - 4. Cancellation Date – Use the 'Calendar' feature to select a date, time, and time zone.
 - 5. ARTCC Contacted – Select an option from the drop-down list.
 - 6. ARTCC Phone – Enter a number in the text-entry field.
 - 7. ARTCC Fax – Enter a number in the text-entry field.

C. 'TFR Details' section of the screen.

The 'TFR' section of the screen, including the seven tabs at the bottom of the screen, walk you through a series of sequential steps.

1. Number 1: Name and Organization of Person Requesting the Temporary Flight Restriction.
 - a. Name – Enter a name in the text-entry field.
 - b. Organization – Enter a name in the text-entry field.
 - c. Phone – Enter a number in the text-entry field.
2. Number 2: Brief Description of Incident, Material, or Activity posing a hazard to persons and property in area – Enter text in the text-entry field.
3. Number 3: Estimated Duration of Flight Restriction – Use the 'Calendar' feature to select a start and end date, time, and time zone.
4. 'Agency' Tab – Number 4: Name of Agency conducting relief activity:
 - a. Organization – Enter a name in the text-entry field.
 - b. Phone – Enter a number in the text-entry field.
 - c. Fax – Enter a number in the text-entry field.
5. 'Area' Tab – Number 5: Description of Area to be NOTAMed (VOR Bearing/Distance; Latitude/Longitude):
 - a. Select either the Lat/Long or VOR radio button.
 - (1) If the Lat/Long radio button is selected:
 - Enter the Latitude coordinates.
 - Select North or South from the drop-down list.
 - Enter the Longitude coordinates.
 - Select East or West from the drop-down list.

- (2) If the VOR radio button is selected:
 - Select a VOR from the drop-down list. You can perform a wildcard search by clicking the cursor in the field, typing in the wildcard entry (case sensitive), and then clicking the 'Enter' or 'Return' key on the keyboard.
 - The bearing and distance numbers will automatically update when the form is saved.
 - b. Horizontal Restriction: [Enter a number in the text-entry field] NM Radius from incident center point (Standard is 5 NM).
 - c. Vertical Restriction: 2000 feet above either the highest elevation or Aircraft Operation Base [Enter a number in the text-entry field] MSL.
6. 'Hazard' Tab – Number 6: Description of hazard that would be magnified, spread, or compounded by low flying aircraft or rotor wash. Enter text in the text-entry field.
 7. 'Nature of Relief/Helibases' Tab – Number 7: Nature of airborne relief, proposed aircraft operation, and location of relief aircraft bases.
 - a. Enter information in the top text-entry field.
 - b. Incident Helibases (These helibases are derived from the helibases selected for the current incident) – The table displays the following for each Helibase:
 - (1) Helibase Name.
 - (2) Latitude.
 - (3) Longitude.
 - (4) Radio Frequency.
 - c. To remove a Helibase from the table, select the Helibase and then click the 'Delete' button. The Helibase is removed from the Incident, but not from the master list of Helibases.

- d. The Radio Frequency for a Helibase can be changed by clicking the cursor in the text-entry field, and then entering the desired number. Click the 'Undo' button to undo changes to radio frequencies (must be done prior to saving the changes). Click the 'Save' button to save changes to radio frequencies.
8. 'Contact/FSS' Tab.
- a. Number 9: Contact point or radio frequency for coordinating media flights within the Temporary Flight Restriction – Enter numbers in the 'Phone Number' and 'Victor Frequency' text-entry fields.
 - b. Number 10: Designated coordination facility (FSS nearest to incident) – Enter a name in the 'FSS Name' text-entry field, and a number in the 'Phone Number' text-entry field.
9. 'Actions' Tab.
- a. Check any or all of the following four check boxes, depending on whether the action was performed:
 - (1) Request Relayed to ARTCC.
 - (2) NOTAM Number.
 - (3) Request to cancel TFR.
 - (4) Request to cancel TFR relayed to ARTCC.
 - b. The 'Date/Time', 'To', and 'From' fields must be completed for each action whose check box is checked. Your username is automatically entered in the fields for which you have taken an action, or you have been the recipient of an action. To enter information in the other fields:
 - (1) Date/Time – Use the 'Calendar' feature to select a date, time, and time zone.
 - (2) To – Enter a name in the text-entry field.
 - (3) From – Enter a name in the text-entry field.

- D. 'Cancel' Button – If, at any time prior to saving the information entered on the form, you wish to cancel the form, click the 'Cancel' button.
- E. 'Undo' Button – Clicking the 'Undo' button, any time prior to saving the information entered on the form, undoes all changes made in text-entry fields (anywhere on the form).
- F. 'Save' Button – When all information has been selected/entered, click the 'Save' button to save the information entered on the form.

II. 'INFRARED AIRCRAFT SCANNER REQUEST' SCREEN

Summary.

The 'Infrared Aircraft Scanner Request' is completed for an Infrared Scan request.

- A. Incident and Request information is automatically displayed in the following fields. This information cannot be edited.
 - 1. Incident Number.
 - 2. Incident Name.
 - 3. Request Number.
 - 4. Request Date/Time.
 - 5. Financial Code.
 - 6. Ordering Unit and Phone.
 - 7. Dispatch Unit and Phone.
 - 8. Regional Coordination Center and Phone.

- B. Enter information in the following fields, as appropriate:
 - 1. Ordering Unit Need Date/Time – Use the 'Calendar' feature to select a date, time, and time zone.
 - 2. National IR Coordinator – Enter a name in the first text-entry field. Information automatically appears in the 'Phone' and 'Fax' fields, however this information can be edited.
 - 3. IR Field Specialist – Enter a name in the first text-entry field, and a number in the 'Phone' and 'Fax' fields.
 - 4. IR Interpreter – Check the 'Interpreter Ordered' check box, if appropriate. If you check the box, enter information in the following fields:
 - a. IR Interpreter – Enter a name in the text-entry field.
 - b. Phone – Enter a number in the text-entry field.

- c. Fax – Enter a number in the text-entry field.
 - d. Hotel – Enter a name in the text-entry field.
 5. Elevation – Enter a number in the text-entry field.
 6. Approximate Size – Enter a number in the left text-entry field. In the right field, select either 'Acres' or 'Hectares' from the drop-down list.
- C. 'VORs' Tab.
 1. The 10 VORs closest to the Incident are displayed.
 2. The following is shown for each VOR:
 - a. FAA Code.
 - b. Bearing.
 - c. Distance.
 - d. Name.
 3. To delete a VOR from the Incident, select the VOR in the table and then click the 'Delete' button.
- D. 'Weather/Delivery Point' Tab.
 1. Weather at Incident – Enter text in the text-entry field.
 2. Delivery Point – Enter text in the text-entry field.
 3. Time – Use the 'Calendar' feature to select a date, time, and time zone.
 4. Weather at Delivery Point – Enter text in the text-entry field.
 5. Alternate Delivery Point – Enter text in the text-entry field.
- E. 'Radio Freq/Remarks' Tab.
 1. Radio Freqs – Local Admin unit – Enter a number in the text-entry field.
 2. Air Attack Supervisor – Enter a name in the text-entry field.

3. Radio Freq – Air Attack – Enter a number in the text-entry field.
 4. Remarks – Enter text in the text-entry field.
- F. 'Boundaries' Tab.
1. To enter a set of boundary information in the 'Information Needed For Each Mission' table:
 - a. Click the 'New' button, which causes a blank row to appear in the table.
 - b. Click the cursor in each text-entry field (i.e., N, S, E, and W Boundaries) and enter Latitudes/Longitudes (in degrees, minutes, and seconds).
 2. To enter another set of boundary information, click the 'New' button and repeat the process.
 3. Clicking the 'Undo' button undoes all changes (to all boundary information sets) made since the last time the 'Save' button was clicked (if it has been clicked).
 4. When all sets of boundary information have been entered, click the 'Save' button.
 5. To delete a set of boundary information, select the set in the table and then click the 'Delete' button.
- G. 'Cancel' Button – If, at any time prior to saving the information entered on the form, you wish to cancel the form, click the 'Cancel' button.
- H. 'Undo' Button – Clicking the 'Undo' button, any time prior to saving the information entered on the form, undoes all changes made in text-entry fields (anywhere on the form).
- I. 'Save' Button – When all information has been selected/entered, click the 'Save' button to save the information entered on the form.

III. 'FOOD SERVICE REQUEST' SCREEN

Summary.

The 'Food Service Request' supplemental form is completed when requesting a food service.

- A. Incident and Request information is automatically displayed in the following fields. This information cannot be edited.
 - 1. Incident Number.
 - 2. Incident Name.
 - 3. Request Number.
 - 4. Request Date/Time.
 - 5. Financial Code.

- B. 'Number of Meals' section of the screen.
 - 1. Date/Time of first meal – Use the 'Calendar' feature to select a date, time, and time zone.
 - 2. Estimated number for the first three meals (minimum guarantee is based on these estimates).
 - a. For each meal, the table displays the:
 - (1) Sequence – 1, 2, or 3.
 - (2) Meal (type) – Breakfast, Lunch, or Dinners.
 - (3) Quantity.
 - b. The default for the table is:
 - (1) Breakfast sequenced 1.
 - (2) Lunch sequenced 2.
 - (3) Dinner sequenced 3.
 - (4) Quantity of 1 (for all three meal types).

- c. To add another meal:
 - (1) Click the 'New' button, which brings up the 'Add Meal' pop-up dialog box.
 - (2) Sequence – Enter sequence number.
 - (3) Meal (type) – Select type.
 - (4) Quantity – Enter quantity number.
 - (5) Click OK.
- d. To edit a meal:
 - (1) Select the meal in the table and click the 'Edit' button.
 - (2) Edit the Sequence, Meal (type), and Quantity as appropriate.
 - (3) Click OK.
- e. To delete a meal from the table – Select the meal, and then click the 'Delete' button.

C. 'Location' section of the screen.

- 1. Reporting location – Enter text in this text-entry field.
- 2. Contact person – Enter a name in this text-entry field.
- 3. Contracting Officer's Technical Representative – Enter a name in this text-entry field.

D. 'Support Information' Tab.

1. Nearest potable water – Enter text in this text-entry field.
2. 'The benefiting unit is responsible for providing the following services':
 - a. The 'Available Services' table displays the available food services. The 'Benefiting Unit Responsibility' table displays the food services for which the Benefiting Unit is responsible.
 - b. Use the 'Add' ('>') and 'Remove' ('<') arrows to add/remove a service from the left table to the right table, respectively. The 'Add All' ('>>') and 'Remove All' ('<<') arrows can be used to move all services at once.
3. The following note is displayed below the boxes: 'Incidents requesting potable water tenders, gray water tenders, or refrigerated storage vans must assign new request numbers for each resource entered.'

E. 'Estimated Duration/Needs' Tab.

1. Anticipated duration of incident (in days) – Enter a number in the text-entry field.
2. Number of personnel at peak of incident – Enter a number in the text-entry field.
3. Spike Camps – Check the check box, if appropriate. If you check the box, enter numbers in the two text-entry fields to the right:
 - a. Number (of camps).
 - b. Number of meals per camp per day.
4. Additional Information.
 - a. Contact – Enter a name in the text-entry field.
 - b. Telephone – Enter a number in the text-entry field.

- F. 'Cancel' Button – If, at any time prior to saving the information entered on the form, you wish to cancel the form, click the 'Cancel' button.

- G. 'Undo' Button – Clicking the 'Undo' button, any time prior to saving the information entered on the form, undoes all changes made in text-entry fields (anywhere on the form).
- H. 'Save' Button – When all information has been selected/entered, click the 'Save' button to save the information entered on the form.