DETAILED LESSON OUTLINE

COURSE: ROSS Dispatch – Advanced

UNIT: 6 – Travel Plan

SUGGESTED TIME: 1 Hour 30 Minutes (0:45 Lecture, 0:45 Practice)

TRAINING AIDS: Computer projector, screen, PowerPoint presentation, computers (one for instructor and one per trainee) with Internet connection.

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

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	06-01-ROSSD-SL
PRESENT UNIT OBJECTIVES.	06-02-ROSSD-SL
Summary. • 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.	**<u>Log into Pagosa Springs Dispatch.</u>**

USE THE 'EXAMPLE OF TRAVEL AND TRAVEL PLAN FOR MOBILIZATION' GRAPHIC TO HELP EXPLAIN THE FOLLOWING EXAMPLE.
 	
<u>Travel and Travel Plan Example</u>
 	
• 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:
 	
• Dispatch A creates a Travel Itinerary for John:
  - Travel Leg 1 – From home unit to airport near incident.
• Dispatch B creates a Travel Plan for the pickup:
  - 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.
	06-03-ROSSD-SL
	06-01-ROSSD-HO

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BEFORE CONTINUING THE UNIT LECTURE: • **PERFORM A QUICK, UNINTERRUPTED WALK-THROUGH OF THE SCREENS AND MAJOR FUNCTIONS TO BE COVERED IN THIS UNIT.** • **USE THE 'EXTRA' RESOURCES IN THE TRAINING DATABASE AS APPROPRIATE TO DEMONSTRATE MAJOR ACTIONS.** • **DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).**	
I. 'TRAVEL PLAN' SCREEN	Open <u>Travel Plan</u> screen.
• Accessed by 'Travel' menu. • Not incident- or request-specific. • Not applicable to 'Services' category items.	
A. 'Transport Resource' section of screen.	
1. Used to select existing, or create new, Travel Plan.	Click Search.
2. 'Search' button – Brings up 'Search Travel Plan' dialog box.	
3. 'Set Filter for Transport Resource' section of dialog box.	
• Can search by specific Travel Plan #, or	
• Select a radio button on left:	
– Transport Resources on Incident. – Transport Resources not on incident.	Select <u>Transport Resources on Incident</u>.

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– External Transport Resources – Limits search to transport resources from organizations external to ROSS (e.g., commercial airplanes and buses). Note that these **<u>are NOT from non-ROSS Dispatch Units</u>**.	
• If either 'Transport Resources on Incident' or 'Transport Resources not on Incident' radio button selected, select radio button on right:	
– Catalog.	Select Catalog. Select Equipment. Click Search.
– Resource Name.	Select <u>Transport Resources not on Incident</u>.
	Select Catalog. Select Equipment. Click Search.
• 'External Resources' check box – Displays Travel Plans of 'external' resources <u>only</u> (i.e., resources **<u>from non-ROSS Dispatch Units that are in ROSS inventory</u>**).	Select <u>External Transport Resources</u>.
	Click Filter.
EMPHASIZE THE DIFFERENCE BETWEEN AN 'EXTERNAL RESOURCE' (FROM A NON-ROSS DISPATCH UNIT) AND AN 'EXTERNAL TRANSPORT RESOURCE' (FROM A NON-ROSS ORGANIZATION THAT IS <u>NOT</u> A DISPATCH UNIT).	Select the GACC appropriate Travel Plan for **Anne's Transport** (selected only to populate fields in 'Transport Resource for Selected Travel Plan' section of 'Travel Plan' screen).
• 'Include Travel Plans with Expired End Dates Greater Than' Check Box – Will **<u>EXCLUDE</u>** all other Plans.	

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	Click OK.
4. 'Travel Plans' section of dialog box.	
BRIEFLY DISCUSS THE TABLE COLUMNS.	
5. To create a new Travel Plan:	
• 'New' button brings up 'Create Travel Plan' dialog box.	Click New.
• Select Travel Mode.	
– Select Commercial, Government, or Private from left drop down list. – Select Air, Ground, Other, or Water from right drop down list. – These are <u>NOT</u> filters – you are specifying travel mode for Travel Plan leg.	Select Private. Select Ground.
• Select either 'Internal Transport Resource' or 'External Transport Resource' radio button.	Select Internal.
• 'Internal Transport Resource' radio button.	
– Select a radio button on left.	
▪ Transport Resources on Incident. ▪ 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.	Select Transport Resources not on Incident.
– Desired Departure Date/Time – Filters <u>out</u> transport resources that have a Travel Plan with an End Date that is <u>greater than</u> selected date.	
– Select either 'Catalog' or 'Resource Name' radio button.	Select Catalog. Select Equipment.

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– 'External Resources' check box –Results in only external resources (i.e., resources obtained via non-ROSS Dispatch Units) being displayed.	
– 'Select Transport Resource' table.	Click Filter.
BRIEFLY DISCUSS THE TABLE COLUMNS.	Select **Beth's Bus**. Click OK.
• 'External Transport Resource' radio button.	Click New. Select External.
	Click Cancel.
6. Editing a Travel Plan:	
• Can only edit Travel Plans: – Created by your dispatch. – For which ETD on last leg is not more than one day old. • 'Edit' button – Brings up 'Edit Travel Plan' dialog box. • Process identical to creating a new Travel Plan. • Editing a Travel Plan affects <u>all</u> resources having a leg from that plan as part of their travel itinerary.	
7. Deleting a Travel Plan.	
• Can only delete Travel Plans created by your dispatch. • When delete a Travel Plan, all legs of plan are deleted from <u>all</u> resources having those legs as part of their travel itinerary.	
8. 'Transport Resource for [TP #]' section of 'Travel Plan' screen.	
• Informational Fields.	

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BRIEFLY DISCUSS THE FIELDS.	
• 'View' button.	Click View. Display drop-down list.
• 'Print' button.	
B. 'Travel Plan Travel Legs' section of 'Travel Plan' screen.	Ensure Travel Plan of **Beth's Bus** is displayed.
1. 'Travel Plan Travel Legs' Table.	
BRIEFLY DISCUSS THE TABLE COLUMNS.	
2. Informational Fields below table.	
BRIEFLY DISCUSS THE FIELDS.	
3. 'Action' Button.	Click Action.
a. Add Travel Plan Leg (**1st** option under Action).	Select Add Travel Plan Leg.
• 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).	Set ETD to present date/time. Set ETA in one day. Click Pick. Enter CO for state. Select Airport location type. Click Search. Select Poudre Valley Hospital. Click Apply button above Departure Location field.

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	Select E.P.M.C. Click Apply button above Destination Location field.
• Date/time of Travel Plan Legs <u>cannot</u> overlap.	
• Check 'Fuel Stop' check box if refueling will occur at leg arrival location.	
• Enter cargo weight.	Enter 50 pounds.
• Enter cargo size.	Enter 40 cubic feet.
• Click 'Next Leg' button to add another leg, otherwise click OK.	Click OK.
b. Edit Travel Plan Leg (**2nd** option under Action) – Identical to 'Add Travel Plan Travel Leg'.	Click Action. Display drop-down list.
• You can only edit legs of Travel Plans that your organization created. • Will affect all resources with that leg in their itinerary.	
c. Delete Travel Plan Leg (**3rd** option under Action) – Deletes the selected Travel Plan Leg.	
• You can only delete legs of Travel Plans that your organization created. • Will affect all resources with that leg in their itinerary.	
EMPHASIZE THAT EDITING OR DELETING A TRAVEL PLAN LEG AFFECTS <u>ALL</u> RESOURCES WITH THAT LEG IN THEIR ITINERARY, AND NOTE THAT THIS IS SLIGHTLY <u>DIFFERENT</u> THAN WITH TRAVEL ITINERARY LEGS.	

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STOP THE LECTURE HERE AND HAVE STUDENTS PRACTICE USING THE PART OF THE UNIT SCENARIO RELATED TO CREATING AND EDITING TRAVEL PLANS AND LEGS. DO NOT MOVE INTO THE PART OF THE UNIT SCENARIO RELATED TO ADDING RESOURCES TO LEGS YET.	
EXPLAIN THAT WE WILL NOW DISCUSS ADDING RESOURCES TO TRAVEL PLAN LEGS. d. Add Traveling Resource (**4th** option under Action) – Used to add a resource(s) to a Travel Plan Leg. Multi-select is permitted. • 'Traveling Resource' is a resource that was used to fill an incident request. • You can add following traveling resources to a Travel Plan: – 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. • To add a Traveling Resource to a Travel Plan Leg:	Click Search (in Select Travel Plan section of screen). Select External Transport Resources radio button. Click Filter. Select the GACC appropriate **Anne's Transport** Travel Plan. Click OK.

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– Select Travel Plan Leg from 'Travel Plan Travel Legs' table.	Select the Travel Plan Leg.
– Select 'Add Traveling Resource' from 'Action' button drop-down list, which brings up 'Add Traveling Resource' dialog box.	Click Action. Select Add Traveling Resource.
– Clicking 'Search' brings up 'Search Incidents' dialog box; previously discussed on Travel screen.	Click Search. Select **<u>Deer Valley</u>** incident.
– To remove an incident, select it and click '–' button.	
– 'Set Filter for Incident Resources' section of dialog box – Select either mob or demob radio button and click 'Filter'.	Click Filter.
– 'Select Add Resource(s) Option' section of dialog box – Select a radio button:	
▪ '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 'Add Selected Resource(s) to Select Leg(s)'
– Click Search.	Click Search.
– 'Select Traveling Resource' table.	
BRIEFLY DISCUSS THE TABLE COLUMNS.	
– Select resource from table and click 'Apply'.	Select **Nancy Potter**. Click Apply.

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– After all desired resources have been applied click ‘Close’.	Click Close.
– Traveling Resource is added to 'Traveling Resources for [Travel Plan Leg]' table on 'Travel Plan' screen (after clicking 'Query').	Click Query.
– 'Passenger Weight' field automatically updated to include Traveling Resource.	
– 'Baggage Weight' field automatically increased by 65 pounds each time a Traveling Resource is added.	
e. Add Administrative Passenger (**5th** option under Action).	
• 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.	
• To add a Administrative Passenger to a Travel Plan Leg:	
– Select the Travel Plan Leg.	Keep the Travel Plan Leg of **Anne’s Transport** selected.
– Select 'Add Administrative Passenger' from 'Action' button drop-down list.	Click Action. Select Add Administrative Passenger.

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– If individual <u>is</u> a 'Person' in ROSS –	
▪ Leave 'Add Administrative Passenger (from Resources)' radio button selected.	
▪ Filter for, and select, person.	Enter Parker. Click Filter. Select **Rod Parker**. Click OK. Click Action. Select Add Administrative Passenger.
– If individual is <u>not</u> a 'Person' in ROSS:	
▪ Select 'Add Administrative Passenger' radio button.	Select Add Administrative Passenger radio button.
▪ Type in passenger's first and last names in the text-entry fields.	Click Cancel.
f. Add Untracked Supply (**6th** option under Action) – Adds a resource on untracked Supply request to a Travel Plan Leg. Multi-select of <u>both</u> Travel Plan legs and supplies are permitted. To add an untracked Supply resource to a Travel Plan Leg:	
• Select Travel Plan Leg(s).	Keep the Travel Plan Leg of **Anne's Transport** selected.
• Select 'Add Untracked Supply' under Action.	Click Action. Select Add Untracked Supply.

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• Search for and select incident(s).	Search for and select **<u>Deer Valley</u>** incident.
• Untracked Supply resources matching incident search criteria are displayed.	
• Select appropriate resource(s) and click 'Apply'.	Select request for ACTUATOR PTT Racal. Click Apply. Click Close.
4. 'Traveling Resources for [Travel Plan Leg]' – Click 'Query' to view Traveling Resources, Administrative Passengers, and Untracked Supply on the Travel Plan Leg.	Click Query.
BRIEFLY DISCUSS THE TABLE COLUMNS.	
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.	

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EXPLAIN THAT YOU WILL NOW DISCUSS ADDING RESOURCES FROM ONE TRAVEL PLAN LEG TO ANOTHER TRAVEL PLAN LEG.	
5. 'Action' Button (under 'Traveling Resources' table on 'Travel Plan' screen). • Add to Travel Plan Leg – Can be used to select Traveling Resources and Administrative Passengers from one Travel Plan Leg, and add them to another Travel Plan Leg. • Edit Traveling Resource. – Can edit body and baggage weight of a resource. – Can only edit information about a traveling resource if your organization added the resource to leg. • Delete Traveling Resource. – Can delete a resource from a Travel Plan Leg. – Can only delete a traveling resource if your organization added the resource to leg.	Select **Nancy Potter**. Click Action. Display drop-down list.
6. 'View'.	Click View and display drop-down list.
III. PRACTICE SESSION – **HAVE STUDENTS PRACTICE USING THE REMAINING PART OF THE UNIT SCENARIO.**	
REVIEW UNIT OBJECTIVES. **QUESTIONS?** **REQUEST STUDENTS FILL OUT UNIT EVALUATION.**	06-04-ROSSD-SL