

ROSS DISPATCH

ADVANCED 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.

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.

Travel and Travel Plan Example

- 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.

I. 'TRAVEL PLAN' 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.
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.

 - 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:
 - 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.**

 - 'Include Travel Plans with Expired End Dates Greater Than' Check Box – Will **EXCLUDE** all other Plans.
4. 'Travel Plans' section of dialog box.
5. To create a new Travel Plan:

- 'New' button brings up 'Create Travel Plan' dialog box.

- 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 NOT filters – you are specifying travel mode for Travel Plan leg.

- Select either 'Internal Transport Resource' or 'External Transport Resource' radio button.

- '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.

- Desired Departure Date/Time – Filters out transport resources that have a Travel Plan with an End Date that is greater than selected date.
- Select either 'Catalog' or 'Resource Name' radio button.
- 'External Resources' check box –Results in only external resources (i.e., resources obtained via non-ROSS Dispatch Units) being displayed.
- 'Select Transport Resource' table.
- 'External Transport Resource' radio button.

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 all 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 all resources having those legs as part of their travel itinerary.

8. 'Transport Resource for [TP #]' section of 'Travel Plan' screen.

- Informational Fields.
- 'View' button.
- 'Print' button.

B. 'Travel Plan Travel Legs' section of 'Travel Plan' screen.

1. 'Travel Plan Travel Legs' Table.
2. Informational Fields below table.

3. 'Action' Button.

a. Add Travel Plan Leg (**1st** option under Action).

- 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.
- Check 'Fuel Stop' check box if refueling will occur at leg arrival location.
- Enter cargo weight.
- Enter cargo size.
- Click 'Next Leg' button to add another leg, otherwise click OK.

b. Edit Travel Plan Leg (**2nd** option under Action) – Identical to 'Add Travel Plan Travel Leg'.

- 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.
- 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:
 - Select Travel Plan Leg from 'Travel Plan Travel Legs' table.

 - Select 'Add Traveling Resource' from 'Action' button drop-down list, which brings up 'Add Traveling Resource' dialog box.

 - Clicking 'Search' brings up 'Search Incidents' dialog box; previously discussed on Travel screen.

 - 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'.

 - '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).
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- Click Search.
 - 'Select Traveling Resource' table.
 - Select resource from table and click 'Apply'.
 - After all desired resources have been applied click 'Close'.
 - Traveling Resource is added to 'Traveling Resources for [Travel Plan Leg]' table on 'Travel Plan' screen (after clicking '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.
 - Select 'Add Administrative Passenger' from 'Action' button drop-down list.
 - If individual is a 'Person' in ROSS –
 - Leave 'Add Administrative Passenger (from Resources)' radio button selected.
 - Filter for, and select, person.
 - If individual is not a 'Person' in ROSS:

- Select 'Add Administrative Passenger' radio button.
 - Type in passenger's first and last names in the text-entry fields.
- f. Add Untracked Supply (**6th** option under Action) – Adds a resource on untracked Supply request to a Travel Plan Leg. Multi-select of both Travel Plan legs and supplies are permitted.

To add an untracked Supply resource to a Travel Plan Leg:

- Select Travel Plan Leg(s).
 - Select 'Add Untracked Supply' under Action.
 - Search for and select incident(s).
 - Untracked Supply resources matching incident search criteria are displayed.
 - Select appropriate resource(s) and click 'Apply'.
4. 'Traveling Resources for [Travel Plan Leg]' – Click 'Query' to view Traveling Resources, Administrative Passengers, and Untracked Supply on the 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.

6. 'View'.