

# ROSS DISPATCH

## BASIC 8 – TRAVEL

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### OBJECTIVES

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

1. Set the Estimated Time of Departure and Arrival (ETD/ETA) of a resource.

## Summary.

- Used to document mobilization and demobilization travel.
- An Estimated Time of Departure/Arrival (ETD/ETA) can be set for resource, or a detailed Travel Itinerary developed.

## I. 'TRAVEL' SCREEN

### Summary.

- Accessed by 'Travel' menu or 'TL' toolbar button.
  - Travel screen is viewed in context of:
    - One or more selected incidents, AND
    - Resources that are either mobilizing or demobilizing.
  - 'Most Recent Incidents' toolbar drop-down list not applicable.
  - You can view, create, and edit travel arrangements only for resources on requests for which you are in Ordering/Placing Chain.
- A. 'Select Incident(s)' section of 'Travel' screen – Adding/removing incidents same as on Request Status screen.

- Search criteria of note:
  - Local Resources Returning Home – Includes non-local incidents from which you have a resource demobilizing home.
  - External Incidents Only – Displays only External incidents.
  - Show Closed Incidents – Includes closed incidents.
  - Exclude Closed Requests – Your dispatch must have access to edit travel of a request for which demob ETA has not passed.
  
- Select Incident(s) table – For incident to display
  - Request status is Filled, Reassigned, Released, or Tentative Released.
  - Your dispatch is one of following:
    - Incident dispatch (Local Incidents check box must be checked).
    - In ordering chain of non-local request (Non-Local Incidents check box must be checked).
    - Home dispatch of resource released from a non-local request (Local Resources Returning Home checkbox must be checked).
  
- Incident cannot have just 'untracked' services requests.

- 'Select Incidents' Button – Same as on Request Status screen.

B. 'Set Filter for Incident Resources' section of 'Travel' screen.

- Select either mob and demob radio button.
- If Mobilization selected, 'Show Released Requests' check box displays.
  - Check to include resources on 'Released' requests in filter results.
  - 'Released' request is one having status of Filled, Reassigned, Released, or Tentative Released.
- If Demobilization selected, 'Show Closed Requests' check box displays – Check to include resources on closed requests in filter results.
- From and To fields – Use the Calendar feature to select a period of time during which the travel began or is scheduled to begin.
- Travel Option.

C. 'Set Filter for Individual Resources' section.

Request # suffix – Multiple numbers and ranges of numbers can be entered, separated by commas (e.g., 1,3,5-7,9).

D. 'Select Filter for Catalog' section.

E. 'Select Incident Resources' Table.

- For resource to display:
  - Your dispatch is one of following:
    - Incident dispatch.
    - In request ordering chain.
    - For demobilization travel, resource's home dispatch.
  - Request must be tracked.
  - Requested catalog item cannot have supplemental form designated.

F. 'Action' Button.

1. When configuration parent selected:
  - Have option of applying action to parent only or all local resources in configuration.
  - Actions can be taken independently on subs without affecting parents or other subs.
2. 'Set No Travel' (Action button option) – Sets resource's travel option to No Travel. Only applicable if:
  - Requested item not tactical aircraft.
  - If mobilization travel:
    - Your dispatch is incident dispatch.
    - Request has status of 'Filled'.
  - If demobilization travel, your dispatch is:
    - Incident dispatch, or
    - Home dispatch of resource released to home.
    - Preposition dispatch of a resource released back to preposition.

3. 'Set Travel ETD/ETA' – Use to switch option and set dates/times for non-tactical aircraft.

'Set/Unset Needs Transportation' check box – Check to indicate Crew or Overhead resource requires additional transportation upon completion of ROSS-documented travel. Not applicable to 'No Travel'.

4. 'Set Travel ATD/ETE' – Applicable only to tactical aircraft.

5. 'Set Travel to be Arranged' – Switches option to TBA. Applicable only if:

- If mobilization, request has status of Filled.
  
- If demobilization, resource is either:
  - Currently assigned to the request, or
  - Not currently assigned, but request is resource's most recent assignment.

6. 'Set/Unset Needs Transportation' – Crew and Overhead only.

7. 'Edit Travel ETD/ETA'.

8. 'Edit Travel ATD/ETE' – Only applicable to tactical aircraft.

9. 'View/Add Documentation' – Can only add, not view, if multiple requests selected.

G. 'Go To' Button.

H. 'View' Button.

I. 'Print' Button.

- Print Itinerary.
- Print Resource Order.