

DETAILED LESSON OUTLINE

- COURSE: ROSS Dispatch – Intermediate
- UNIT: 7 – Supplemental Forms
- SUGGESTED TIME: 30 Minutes (0:30 Lecture, No 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. Complete a 'Temporary Flight Restriction' supplemental form.
 2. Complete an 'Infrared Request' supplemental form.
 3. Complete a 'Food Service' supplemental form.

INTERMEDIATE UNIT 7 – Supplemental Forms

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>Summary.</p> <ul style="list-style-type: none"> • Three supplemental forms in ROSS: <ul style="list-style-type: none"> - Temporary Flight Restriction. - Infrared Request. - Food Service. • A specific supplemental can be designated for a given catalog item on Catalog screen. • When select Add/Edit Supplemental from an Action drop-down in ROSS, specific supplemental form corresponding to requested item displays. <p>EMPHASIZE THAT SINCE THE SUPPLEMENTALS IN ROSS CONTAIN THE SAME INFORMATION AS THE PAPER VERSIONS, THIS UNIT FOCUSES ON THE LAYOUT AND USE OF THE SCREENS, RATHER THAN THE INFORMATION THEY CONTAIN.</p> <p><i>COVER THE MATERIAL IN THIS COURSE UNIT QUICKLY!</i></p>	<p>07-01-ROSSD-SL</p> <p>07-02-ROSSD-SL</p>

OUTLINE	AIDS & CUES
<p>I. 'TEMPORARY FLIGHT RESTRICTION' SCREEN</p> <p>Summary.</p> <p>Can be completed for a 'Service - Temporary Flight Restriction' request (Aircraft > Service - Aviation)</p> <p>A. Incident and Request information display.</p> <p>BRIEFLY DISCUSS THE FIELDS.</p> <p>B. 'TFR Information' section of screen.</p> <p>C. 'TFR Details' section of screen.</p> <p>'TFR' section, including seven tabs at bottom of screen, walks you through a series of sequential steps.</p> <ol style="list-style-type: none"> 1. Number 1: Name and Organization of Person Requesting the TFR. 2. Number 2: Brief Description of Incident, Material, or Activity posing a hazard to persons and property in area. 3. Number 3: Estimated Duration of Flight Restriction. 4. 'Agency' Tab – Number 4: Name of Agency conducting relief activity. 5. '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: <i>[Enter a number in text-entry field]</i> NM Radius from incident center point (Standard is 5 NM). • Vertical Restriction: 2000 feet above either highest elevation or Aircraft Operation Base <i>[Enter a number in text-entry field]</i> MSL. 	<p><u>Log into Pagosa Springs Dispatch.</u></p> <p>Open Request Status screen. Select <u>Deer Valley</u> incident. Filter for and select any Aircraft, Service – Aviation, TFR request.</p> <p>Click Action. Select Add/Edit Supplemental.</p> <p>Display tab.</p>

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<p>6. 'Hazard' Tab – Number 6: Description of hazard that would be magnified, spread, or compounded by low flying aircraft or rotor wash.</p>	<p>Display tab.</p>
<p>7. 'Nature of Relief/Helibases' Tab – Number 7: Nature of airborne relief, proposed aircraft operation, and location of relief aircraft bases.</p>	<p>Display tab.</p>
<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. 	<p>Display tab.</p>
<p>8. 'Contact/FSS' Tab.</p> <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). 	<p>Display tab.</p>
<p>9. 'Actions' Tab.</p> <ul style="list-style-type: none"> • Check any or all of four check boxes, depending on whether action was performed. • 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 	<p>Display tab.</p> <p>Click Close.</p>
	<p>Keep Request Status screen open in context of <u>Deer Valley</u> incident. Filter for and select any Aircraft, Service – Aviation, Infrared Flight request.</p>

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<p>F. 'Boundaries' Tab.</p> <ul style="list-style-type: none"> • To enter a set of boundary information in 'Information Needed For Each Mission' table: <ul style="list-style-type: none"> – Click 'New', which adds blank row to table. – 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. • A set of boundary information can be deleted. 	<p>Display tab.</p> <p>Click Close.</p>
<p>III. 'FOOD SERVICE' SCREEN</p> <p>Summary.</p> <p>'Food Service' supplemental form can be completed for a Mobile Food Service.</p> <p>A. Incident and Request information display.</p> <p>BRIEFLY DISCUSS THE FIELDS.</p> <p>B. 'Number of Meals' section of screen.</p> <ol style="list-style-type: none"> 1. Date/Time of first meal. 2. Estimated number for first three meals (minimum guarantee is based on these estimates). <ul style="list-style-type: none"> • Default for table is: <ul style="list-style-type: none"> – Breakfast sequenced 1. – Lunch sequenced 2. – Dinner sequenced 3. – Quantity of 1 (for all three meal types). • To add another meal: 	<p>Keep <u>Request Status</u> screen open in context of <u>Deer Valley</u> incident. Filter for and select any Equipment, Mobile Food Service request.</p> <p>Click Action. Select Add/Edit Supplemental.</p>

