Range Facility Management Support System 3.3.7

User Manual

v1.19

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Change History

Version	Date	Description
1.0	January 22, 2010	Initial version.
1.1	March 31, 2010	Updates for Release 3.0.1, document version 1.1, include: • Corrected definition of Sub-status in Section 2.4.2 "Activities Grid." • Updated Section 2.8 "Range Bulletin." • Added note for RSO/OIC ID field in Step 4 of Section 3.1.3.2.1 "Enter Certified Personnel." • Corrected definition for Actual Number of Personnel field in Section 3.1.3.3.1 "Enter Activity Utilization." • Changed armament to ammunition in Section 3.1.3.3.2 "Enter Weapon/Ammo Utilization." • Updated Section 3.1.3.3.5 "Enter Flight Information." • Changed armament to ammunition in Section 3.1.5.1.3 "Complete Activity Tabs." • Added Section 3.2 "Fire Desk (Graphics Mode)." • Added note in Step 4 of Section 3.3.1 "Log On." • Added note in Section 5.11.6 "People Certifications." • Added note for RSO/OIC ID field in Step 1 of Section 5.11.6.1 "Add or Edit Record."
1.2	July 20, 2010	Updates for Release 3.1, document version 1.2, include: • Updated function description table in Section 1.2 "RFMSS Menus." • Updated Section 1.4.2 "Unit Dashboard." • Updated Section 1.4.2.1 "Request Processing Dashboard." • Updated Section 1.4.2.2 "Co-Use Agreement Dashboard." • Updated note in Section 1.5 "Viewing Information in the RFMSS Grid." • Updated Section 1.7.1 "Grid Actions" to include copy record action. • Added Section 1.7.1.3 "Copy a Record." • Updated Section 1.7.3 "Show Deleted Records" to include reactivating records. • Added Section 1.8.7 "Contact the Help Desk." • Updated Figure 2-2. • Updated calendar legend in Section 2.2.1 "Calendar Legend." • Updated Section 2.2.2 "Filter Calendar." • Updated Figure 2-6. • Added Section 2.2.5 "View Calendar Conflicts." • Updated Figure 2-10. • Updated Figure 2-11. • Updated Figure 2-12. • Updated Figure 2-13. • Updated Section 2.4.4.1 "Complete Requester Information." • Updated Section 2.4.4.2 "Complete Training Activities." • Updated Section 2.4.4.3 "Complete Activity Tabs." • Updated Section 2.4.4.4.2 "Weapons/Ammunition." • Updated Section 2.4.4.7.1 "Request Airspace." • Updated Section 2.4.4.8 "View Activity Conflicts." • Updated Section 2.4.4.8.3 "Initiate Co-Use Agreement." • Added Section 2.4.4.11 "User Fields." • Added Section 2.4.5 "Copy a Request." • Updated Section 2.8.1 "Generate Range Bulletin."

Version	Date	Description
		• Updated Figure 2-50. • Updated Section 2.9.1.1 “Grid Display.” • Updated Section 2.9.1.3 “Conflict Color Coding.” • Updated Section 2.9.2 “Filter Request Processing Grid.” • Added Figure 2-52. • Updated Section 2.11 “Communication Log Sheet.” • Updated Section 2.11.1 “Generate Log Sheet.” • Updated Figure 2-62. • Updated Section 2.12.1 “Filter Co-Use Agreement List.” • Updated Section 2.12.2 “Decide Co-Use Agreement.” • Updated Figure 3-1. • Updated Figure 3-3. • Updated Section 3.1.2.3 “Long Display.” • Updated Section 3.1.2.6.3 “Status.” • Updated Section 3.1.2.7 “Notifications.” • Added Section 3.1.2.8 “Status Reset.” • Updated Section 3.1.3 “Training Operations.” • Updated Section 3.1.3.2 “Status Change.” • Added Section 3.1.3.2.1 “Activate Airspaces.” • Added Section 3.1.3.2.2 “Deactivate Airspaces.” • Updated Section “Assign Single Day Certification for OIC [FDO Only].” • Updated Section 3.1.3.3 “Training Information/Utilization.” • Updated Section 3.1.3.3.1 “Enter Activity Utilization.” • Updated Section 3.1.3.3.2 “Enter Weapon/Ammo Utilization.” • Updated Section 3.1.3.3.3 “Enter Vehicle Utilization.” • Updated Section 3.1.3.3.4 “Enter Aircraft Utilization.” • Updated Section 3.1.3.3.5 “Enter Flight Information.” • Added Section 3.1.3.3.6 “Update Status Change Times.” • Added Section 3.1.3.3.7 “Update Commo Check Times.” • Added Section 3.1.3.3.8 “View Change History.” • Updated Section 3.1.3.5.1 “View Active Downrange Requests.” • Updated Section 3.1.3.6.1 “View Active Incidents.” • Updated Section 3.1.3.6.2 “Add or Edit an Incident.” • Updated Section 3.1.3.6.3 “Close Incident.” • Updated Section 3.1.3.6.4 “Print Incident Report.” • Updated Section 3.1.3.7.2 “View and Record Overdue Commo Checks.” • Added Section 3.1.3.8.1 “View Active Temporary Firing Points.” • Added Section 3.1.3.8.3 “View and Edit Temporary Firing Points.” • Added Section 3.1.3.8.4 “Delete Temporary Firing Points.” • Updated Section 3.1.3.10 “No Show.” • Updated Section 3.1.4 “Same Day Request Processing.” • Updated Section 3.1.5.1.1 “Complete Requester Information.” • Updated Step 2 in Section 3.1.5.1.2 “Complete Training Activities.” • Updated Section “Copy to Request.” • Updated Section 3.1.5.1.3 “Complete Activity Tabs.” • Updated Section “Request Airspace.” • Updated Section “View Activity Conflicts.” • Updated Section “Conflict Types.” • Added Section “User Fields.”

Version	Date	Description
		• Updated Section 3.1.5.2 “Activate/Deactivate Airspaces.” • Updated Section 3.1.5.2.1 “Activate Airspace or Edit Airspace Activation.” • Updated Section 3.1.5.2.2 “Deactivate Airspace.” • Updated Figure 3-74. • Added Section 3.1.5.3.2 “View Change History.” • Updated Section 3.1.5.3.3 “Filter Logs.” • Added Section 3.1.5.3.4 “Print Journal 1594 Report.” • Updated Section 3.1.5.3.5 “Status Change Log.” • Updated Figures 3-78 through 3-91. • Updated Section 3.1.5.3.10 “Journal 1594 Log.” • Updated Section 3.1.5.3.11 “Commo Check Log.” • Updated Figures 3-97 to 3-107. • Added Section 3.1.5.3.16 “No Show Log.” • Updated Section 3.1.5.4 “End of Day Processing.” • Updated Section 3.3.2.3 “Long Display.” • Updated Section 3.3.2.8 “Notifications.” • Updated Section 3.3.3.2 “Status Change.” • Updated Section 3.3.3.3 “Training Information/Utilization.” • Updated Section “3.3.3.3.1 “Enter Activity Utilization.” • Updated Section 3.3.3.3.2 “Enter Weapon/Ammo Utilization.” • Updated Section 3.3.3.3.3 “Enter Vehicle Utilization.” • Updated Section 3.3.3.3.4 “Enter Aircraft Utilization.” • Updated Section 3.3.3.3.5 “Flight Information.” • Updated Section 4.1.2 “Airspace Utilization Report.” • Updated Section 4.2.1 “Event Status Report.” • Updated Section 4.2.2 “Number of Persons to Be Trained Report.” • Updated Section 4.3.1 “Personnel Trained Report.” • Added Section 4.3.8 “Vehicle Report.” • Added Section 5 “Library.” • Updated Step 2 in Section 6.2.1.1 “Add or Edit Record.” • Added Section 6.4 “Announcements.” • Added Section 6.5.1.3 “Delete Record.” • Updated Section 6.9.1 “Fire Desks.” • Deleted Section 6.9.3 “Long Display Columns.” • Added Section 6.9.5 “Communication Log Columns.” • Updated Figure 6-49. • Updated Section 6.10.2.1 “Add or Edit Record.” • Updated Figure 6-51. • Updated Section 6.10.4.1 “Add or Edit Record.” • Added Section 6.12.6.4 “Upload RSO/OIC Certification Information.” • Updated Figure 6-68. • Updated Section 6.13.1.2 “Edit User Account Information.” • Updated Figure 6-70. • Updated Appendix A.
1.3	September 3, 2010	Updates following customer review for Release 3.1 include: • Updated menu table in Section 1.2. • Updated Section 1.7.3 “Show Deleted Records.” • Updated Section 1.8.6 “Export Record.” • Updated IMSA NOSC email address in Section 1.8.7 “Contact the Help Desk.” • Deleted old Figure 2-10. • Updated Figure 2-14.

Version	Date	Description
		• Updated Figure 2-24.
1.4	March 17, 2011	Updates following customer review for Release 3.2 include: • Updated Figure 1-6. • Updated Figure 1-7. • Updated Step 1 in Section 1.7.1.3 “Copy a Record.” • Updated Figure 2-17. • Updated Section 2.4.4.4.1 “Impact Area.” • Updated Section 2.4.4.4.2 “Weapons/Ammunition.” • Updated Section 2.4.4.5 “Enter Activity Communications.” • Updated Section 2.4.4.6 “Enter Activity Vehicles.” • Updated Section 2.4.4.7.1 “Request Airspace.” • Updated Section 2.4.4.7.2 “Aircraft Details.” • Updated Section 2.4.4.10 “Enter Activity Support Items.” • Updated Section 2.4.4.11 “User Fields.” • Added note to Section 2.9.1.4 “Edit Request.” • Updated Figure 3-2. • Updated Section 3.1.1 “Log On.” • Added Section 3.1.2.6.2 “Air/Ground.” • Updated Figure 3-11. • Added Step 5 to Section 3.1.3.2 “Status Change.” • Updated Figure 3-58. • Updated Section 3.1.5.1.3 “Complete Activity Tabs” and subsections. • Updated Figure 3-68. • Updated Figure 3-69. • Updated Section 3.1.5.3.3 “Filter Logs.” • Updated Section 3.1.5.3.5 “Status Change Log.” • Added note to Section 3.2.4.4.2 “Enter Air Activity Utilization.” • Updated Section 4.3.5 “Unit No Show Summary Report.” • Added Section 4.3.9 “Unit Activity Report.” • Updated Section 4.4.1 “All Facilities Utilization Report.” • Updated Step 11 in Section 6.1 “Setup Sequence.” • Updated Section 6.2.2 “Airspace Subdivision.” • Updated Section 6.2.2.1 “Airspace Subdivision Info.” • Updated Section 6.2.2.2 “Airspace Subdivision to Airspace Subdivisions/Facilities Below.” • Updated Section 6.2.2.3 “Operational Times.” • Updated Section 6.6.2.1 “Add or Edit Record.” • Updated Section 6.8.1 “Facilities.” • Updated Section 6.8.1.1 “Facility Info.” • Updated Section 6.8.1.2 “Airspace Subdivision Above.” • Updated Section 6.8.1.3 “Operational Times.” • Updated title of Section 6.8.2 “Facility to Impact Areas.” • Updated Figure 6-25. • Updated title of Section 6.8.3 “Facility to Checklist Items.” • Updated Figure 6-26. • Updated title of Section 6.8.4 “Facility to Groups.” • Updated Figure 6-27. • Updated title of Section 6.9.9 “Incident Type to Department Contacts.” • Updated Figure 6-42. • Updated title of Section 6.9.11 “Fire Desk to Support Items.” • Updated Figure 6-45. • Updated Figure 6-48. • Updated Section 6.10.2.1 “Add or Edit Record.” • Updated Figure 6-50.

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		• Updated Section 6.10.4.1 “Add or Edit Record.” • Added note at end of Section 6.11.2 “Add or Edit Record for Installation.” • Added notes to Section 6.11.3 “Add or Edit Record for Facility/Airspace Subdivision.” • Updated Section 6.12.1.1 “Add Record.” • Updated Figure 6-61. • Updated Section 6.12.6.1 “Add or Edit Record.” • Updated Section 6.12.6.2 “Add or Edit Certification Assignment.” • Updated Section 6.12.6.4 “Upload RSO/OIC Certification Information.” • Updated Section 6.13.1 “Users.” • Updated Section 6.13.1.2 “Edit User Account Information.” • Updated Section 6.14 “Background Jobs” and added Section 6.14.1 “Import CSE Administration Data.” • Added Section 7 “CSE Interface.”
1.5	April 7, 2011	Updates following customer review for Release 3.2 include: • Updated Figures 1-1 and 1-5.
1.6	August 10, 2011	Updates for Release 3.3, document version 1.6, include: • Updated Section 2.1 “About Cross Fire Desk Scheduling.” • Updated Section 2.2.2 “Filter Calendar.” • Updated Section 2.2.4 “View Calendar Details.” • Added Section 2.2.5 “Access Request Processing.” • Updated Figure 2-10. • Updated Section 2.4.4.4.2 “Weapons/Ammunition.” • Updated Section 2.4.4.7.2 “Aircraft Details.” • Updated Figure 2-23. • Updated Section 2.4.4.8.3 “Initiate Co-Use Agreement.” • Added Section 2.4.4.13 “Edit All Activities.” • Added Section 2.4.4.14 “Show Deleted Activities.” • Updated Figure 2-43. • Updated Section 2.6 “Create Co-Use Agreement.” • Added Section 2.8 “Same Day Request (Using Templates).” • Updated Figure 2-49. • Updated Section 2.10.1.4 “Edit/Modify Request.” • Updated Section 2.10.2 “Filter Request Processing Grid.” • Updated Section 2.13.2 “Decide Co-Use Agreement.” • Updated Section 3.1.2.6.4 “Status.” • Updated Section 3.1.3.1 “Check In.” • Updated Section 3.1.3.2 “Status Change.” • Updated Section 3.1.3.2.1 “Activate Airspaces.” • Updated Section 3.1.5 “Fire Desk Actions Menu.” • Updated Section 3.1.5.1.1 “Complete Requester Information.” • Added Section 3.1.5.2 “Same Day Request (Using Template).” • Updated Figure 3-69. • Updated Figure 3-71. • Updated Figure 3-75. • Updated Figure 3-77. • Updated Figure 3-81. • Updated Figure 3-88. • Updated Figure 3-90. • Updated Figure 3-102. • Updated Figure 3-113.

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		• Updated Step 2, “Assign Single Day Certification for OIC [FDO Only]” under Section 3.2.4.3.3 “Enter Certified Personnel [FDO Only].” • Updated Section 3.3.3.2 “Status Change.” • Updated Figure 3-141. • Updated Section 6.1 “Setup Sequence.” • Updated Figure 6-34. • Updated Section 6.9.1.1 “Add or Edit Record.” • Removed Section 6.10.1 “Understanding the Site Hierarchy.” • Updated Figure 6-46. • Updated Section 6.10.1.1 “Add or Edit Record.” • Updated Section 6.10.3 “Installations” and subsections. • Updated Section 6.12.1.1 “Add Record.” • Updated Section 6.12.2.1 “Service Branch Chain of Command.” • Added Section 6.12.2.2. “Cross Service Branch Chain of Command.” • Updated Figure 6-59. • Updated Section 6.12.6.1 “Add or Edit Record.” • Updated Figure 6-64. • Updated Section 6.13.1.2 “Edit User Account Information.” • Added Section 6.13.1.3 “Disable CAC Log On.” • Updated Appendix A. • Added Appendix B.
1.7	September 14, 2011	Updates following customer review for Release 3.3 include: • Updated Section 2.10.6.2 “Shift Dates.” • Updated Figure 3-7. • Updated Figure 3-8. • Updated Section 3.2.1 “Access Graphics Fire Desk.” • Updated Section 6.1 “Setup Sequence.” • Updated Section 6.3.5 “Delivery Type.” • Updated Figure 6-39. • Updated Section 6.9.6.1 “Add Record.” • Updated Section 6.10.2 “Site Images.” • Updated Figure 6-47.
1.8	November 14, 2011	Updates made after Field Advisory Team review for Release 3.3 include: • Updated Section 1.8.7 “Contact the Help Desk.” • Updated Section 2.10.1.1 “Grid Display.” • Updated Section 2.10.6.2 “Shift Dates.” • Updated Section 3.1.1 “Log On.” • Updated Section 3.1.3.2 “Status Change.” • Updated Section 3.1.5.4 “Logs.” • Updated Section 3.1.5.7 “OIC Log.” • Updated Section 3.3.1 “Log On.” • Deleted Figure 3-133 “OIC Fire Desk Log On.” • Updated Section 4.3.5 “Unit No Show Summary Report.” • Updated Section 4.4.1 “All Facilities Utilization Report.” • Updated Section 5.3.1 “Upload Document.” • Updated Section 6.10.1.1 “Add or Edit Record.” • Updated Section 7.1 “Scheduling a Mission.”
1.9	September 7, 2012	Updates for Release 3.3.2, document version 1.9, include: • Updated contract-related information throughout. • Updated Section 2.4.4.10 “Enter Activity Support Items.” • Updated Section 3.1.5.3.1 “Activate Airspace or Edit

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		Airspace Activation” • Updated Section 3.1.5.3.2 “Deactivate Airspace.” • Updated Section 4.2.2 “Number of Persons to Be Trained Report.” • Updated the Report Description in Section 4.4.1 “All Facilities Utilization Report.” • Updated the Report Description in Section 4.4.2 “Unit Utilization Report.” • Updated Section 6.8.1 “Facilities.” • Updated Figure 6-34 “Fire Desk Record.” • Updated Section 6.9.1.1 “Add or Edit Record.” • Updated Figure 6-46 “Site Record.” • Update Section 6.10.1.1 “Add or Edit Record.” • Updated Figure 6-48 “Installation Record.” • Updated Section 6.10.3.1 “Add or Edit Record.”
1.10	October 10, 2012	• Updated Section 3.1.5.3.3 “Resolving Affected Activities upon Airspace Activation or Deactivation.” • Updated Figure 3-67 “Airspace Deactivation Page Showing Affected Air and Ground Activities.” • Updated Section 6.8.1.1 “Facility Info.” • Updated Figure 6-22 “Facility Info Tab.” • Updated Figure 6-34 “Fire Desk Record.” • Updated Section 6.9.1.1 “Add or Edit Record.” • Updated Figure 6-48 “Installation Record.” • Updated Section 6.10.3.1 “Add or Edit Record.”
1.11	November 19, 2012	• Updated DCN and Release Number.
1.12	July 18, 2014	Updates made to the draft User Manual for release 3.3.4 include: • Updated Figure 1-1, “RFMSS Home Page.” • Updated Section 1.2, “RFMSS Menus.” • Updated Section 1.8.7, “Contact the Help Desk.” • Updated Figure 3-16, “Example of Training Info/Utilization Page.” • Updated Section 3.1.3.3.1, “Enter Activity Utilization.” • Updated Figure 3-17, “Activity Utilization Information.” • Updated Section 3.1.3.3.2, “Enter Weapon/Ammo Utilization.” • Updated Figure 3-18, “Weapon/Ammo Utilization Tab.” • Updated Section 3.1.3.5.2, “Add or Edit a Downrange Request.” • Updated Figure 3-27, “Downrange Form.” • Updated Figure 3-98, “Downrange Form.” • Replaced Section 3.2, “Fire Desk (Graphics Mode)” with content for the Enhanced Graphics Fire Desk (EGFD). • Updated Figure 3-141, “Status Change Window.” • Updated Section 6.2.2, “Airspace Subdivision.” • Updated Section 6.8.1.1, “Facility Info.” • Updated Figure 6-22, “Facility Info Tab.” • Updated Figure 6-34, “Fire Desk Record.” • Updated Section 6.9.1.1, “Add or Edit Record.” • Added Appendix C, “Spatial Conflict Decision Tree.”
1.13	August 15, 2014	Updates made to the User Manual for Release 3.3.4 include: • Updated Figure 2 11, “Requester Information Section.” • Updated Section 2.4.2, “Activities Grid.” • Updated, Figure 2-13, “Activity Tabs Section.” • Updated Figure 2-17, “Weapon/Ammo Tab.” • Updated Section 2.4.4.4.2, “Weapons/Ammunition.”

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		• Updated Section 3.1.2.3," Long Display." • Updated Figure 3-16, "Example of Training Info/Utilization Page." • Updated Figure 3-17, "Activity Utilization Information." • Updated Figure 3-18, "Weapon/Ammo Utilization Tab." • Updated Section 3.1.3.3.2, "Enter Weapon/Ammo Utilization." • Updated Section 3.1.3.6.2, "Add or Edit an Incident." • Updated Section 3.1.3.8.2, "Add Temporary Firing Point." • Updated Section 3.1.3.8.3, "View and Edit Temporary Firing Points." • Added Section 3.2.1, "EGFD Introduction and Overview." • Added Section 3.2.1.1, "Understanding the EGFD Components (GFDC vs. GFDO)." • Added Section 3.2.1.1.1, "Graphics Fire Desk Configuration Component (GFDC)." • Added Section 3.2.1.1.2, "Graphics Fire Desk Operations Component (GFDO)." • Added Section 3.2.1.2, "Understanding the EGFD Roles." • Updated Section 3.2.3.12.1, "Initializing a Custom Background Layer Map." • Added Section 3.2.3.12.2, "Georeferencing a Background Layer." • Updated Section 3.2.3.12.3, "Publishing a Background Layer to Make Available in GFDO." • Added Section 3.2.4.5.5, "Designating Real Property Unique Identifier Attribute." • Added Section 3.2.4.5.6, "Populating Missing Facilities Using Real Property Unique Identifier." • Updated Section 3.2.5.2, "Enabling Text Fire Desk Spatial Conflict Detection." • Added Section 3.2.6.3.1, "Creating a Downrange in GFDO." • Added Section 3.2.6.3.3, "Viewing Existing Downranges." • Added Section 3.2.6.3.4, "Editing a Downrange." • Added Section 3.2.6.3.5, "Returning a Downrange." • Added Section 3.2.6.3.6, "Printing a Downrange Report." • Added Section 3.2.6.4.1, "Creating an Incident." • Added Section 3.2.6.4.2, "Viewing Existing Incidents." • Added Section 3.2.6.4.3, "Editing an Incident." • Added Section 3.2.6.4.4, "Closing an Incident." • Added Section 3.2.6.4.5, "Printing an Incident Report." • Added Section 3.2.6.5.1, "Creating a Temporary Firing Point." • Added Section 3.2.6.5.2, "Viewing Existing Temporary Firing Points." • Added Section 3.2.6.5.3, "Editing a Temporary Firing Point." • Added Section 3.2.6.5.4, "Deleting a Temporary Firing Point." • Added Section 3.2.6.6.1, "Viewing/Modifying Activity SDZs/WDZs." • Added Section 3.2.6.7.1, "Understanding Downrange, Incident, and Temporary Firing Point Spatial and Tabular Conflicts." • Added Section 3.2.6.7.2, "Viewing Downrange, Incident, and Temporary Firing Point Conflicts on Status Change from TFD and EGFD."

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		• Added Section 3.2.6.7.3, “Viewing Downrange, Incident, and Temporary Firing Point Conflicts on Training Information from TFD and EGFD.” • Added Section 3.2.6.7.4, “Viewing Downrange, Incident, and Temporary Firing Point Spatial Conflicts When Modifying SDZ/WDZ on Select Activities from EGFD.” • Added Section 3.2.6.7.5, “Viewing Temporary Firing Point Conflicts from TFD and GFD.” • Added Section 3.2.6.7.6, “Viewing Incident Conflicts from TFD and GFD.” • Added Section, 3.2.6.7.6, “Viewing Incident Conflicts from TFD and GFD.” • Added Section 3.2.6.7.7, “Viewing Downrange Conflicts from TFD and GFD.” • Added Section 3.2.6.7.8.1, “Fire Desk Date is Not Today.” • Added Section 3.2.6.7.8.2, “Firing Without All SDZs/WDZs Visible.” • Added Section 3.2.6.7.8.3, “Activities Missing SDZs/WDZs.” • Added Section 3.2.6.7.8.4, “Spatial Conflict Detected.” • Added Section 3.2.6.7.8.5, “Filtering Currently Applied.” • Added Section 3.2.6.7.8.6, “Active Same Day Requests.” • Added Section 3.2.6.7.8.7, “Active Incidents.” • Added Section 3.2.6.7.8.8, “Active Downrange.” • Added Section 3.2.6.7.8.9, “Active Airspace.” • Added Section 3.2.6.7.8.10, “Active Temporary Firing Points.” • Added Section 3.2.6.7.8.11, “Overdue Communication (Commo) Check.” • Added Section 3.2.6.7.8.12, “Unacknowledged Maintenance (Maint) Request.” • Added Section 3.2.6.8.1, “Viewing Existing Drawn Graphics.” • Added Section 3.2.6.8.2, “Creating/Measuring a Drawn Line.” • Added Section 3.2.6.8.3, “Creating/Measuring a Drawn Polygon.” • Added Section 3.2.6.8.4, “Creating a Drawn Point/Label.” • Added Section 3.2.6.8.5, “Editing a Drawn Graphic.” • Added Section 3.2.6.8.6, “Deleting a Drawn Graphic.” • Added Section 3.2.6.9.1, “Viewing Coordinates for Clicked Location.” • Added Section 3.2.6.9.2, “Viewing Location for Entered Coordinates.” • Added Section 3.2.6.9.3, “Viewing Coordinates for Mouse-Over Location.” • Added Section 3.2.6.9.4, “Viewing Multiple Coordinate Formats.” • Added Section 3.2.6.9.5, “Viewing Current Map Spatial Reference.” • Updated Section 6.9.1.1, “Add or Edit Record.”
1.14	September 12, 2014	Updates made to the User Manual for Release 3.3.4 include: • Updated Section 2.4.4.2, “Weapons/Ammunition.” • Updated Figure 2-50, “Request Processing Grid.” • Updated Section 2.10.1.1, “Grid Display.” • Updated Section 2.10.3, “Set Status.” • Updated Figure 3-57, “Weapon/Ammo Tab.” • Updated Section 3.1.5.1.3.3, “Weapons/Ammunition.”

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		• Updated Figure 3-71 “Utilization: Status Change Tab.” • Updated Figure 3-73: Utilization: Weapon/Ammo Tab.” • Updated Figure 3-75: “Utilization Page for Selected Log Record.” • Updated Figure 3-90, “Utilization: Commo Check Edit Tab.” • Updated Figure 3-94, “Utilization Page.” • Updated Section 3.2.4.6.1, “Exporting SDZs/WDZs from RMTK.” • Added Section 3.2.6.3.2 “Clearing Activities for Overhead Firing Above Downranges.” • Updated Section 3.2.6.7.2, “Viewing Downrange, Incident, and Temporary Firing Point Conflicts on Status Change from TFD and EGFD.” • Updated Section 3.2.6.8.2, “Creating/Measuring a Drawn Line.” • Updated Section 3.2.6.8.3, “Creating/Measuring a Drawn Polygon.” • Added Section 3.2.6.1.1, “Filtering Map Activities/SDZs/WDZs.” • Added Section 3.2.6.12, “Zooming to Default Extent.” • Added Section 3.2.6.13, “Viewing Fire Desk Date/Time.” • Added Figure 3-129, “Fire Desk Date and Time.” • Added Section 3.2.6.14, “Toggling Local/Zulu Time.” • Added Section 3.2.6.16, “End of Day Processing.” • Added Figure 3-130, “End of Day Processing Monitor in EGFD.” • Added Section 3.2.7.1, “Adding SDZs/WDZs to Request Form.” • Added Section 3.2.8.1.1, “Zooming and Viewing Map Scale.” • Added Figure 3-130, “EGFD Map Zoom Tools.” • Added Section 3.2.8.1.2, “Panning the Map.” • Added Section 3.2.8.2, “Manipulating Grids in GFDO.” • Added Section 3.2.8.3, “Exporting Grids to Excel in GFDO.”
1.15	February 27, 2015	Updates made to the User Manual for Release 3.3.5 include: • Updated Section 1.7.1.3, “Copy a Record.” • Updated Section 2.4.4.1, “Complete Requester Information.” • Updated Section 2.4.4.2, “Complete Training Activities.” • Updated Section 2.4.4.4, “Enter Activity Weapons and Ammunition.” • Updated Section 2.4.4.4.2, “Weapons/Ammunition.” • Updated Section 2.4.5, “Copy a Request.” • Updated Section 2.10.3, “Set Status.” • Updated Section 2.10.6.2, “Shift Dates.” • Updated Section 2.11.2, “Create Template.” • Updated Section 2.11.3, “Edit Template.” • Updated Section 2.11.4, “Create Template from Request.” • Updated Section 2.11.5, “Create New Template from Existing Template.” • Updated Section 2.11.6, “Use Template to Create Request.” • Updated Section 3.1.3.2, “Status Change.” • Updated Figure 3–16 “Example of Training Info/Utilization Page.” • Added Section 3.1.3.3.1, “Make Continuous Activity Non-

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		Continuous.” • Updated Section 3–17, “Activity Utilization Information.” • Updated Section 3.1.3.3.3, “Enter Weapon/Ammo Utilization.” • Updated Section 3.1.5.5, “End of Day Processing.” • Added Section 3.2.3.1, “Access ArcMap via Remote Desktop.” • Updated Section 3.2.4.5.2, “Associating Graphics to RFMSS Facilities.” • Updated Section 3.2.6.2.1.1, “Viewing All Activities.” • Updated Section 3.2.6.2.1.2, “Viewing/Selecting Activities for Map Clicks.” • Updated Section 3.2.6.2.4, “Performing Status Change.” • Added Section 3.2.6.2.7.1, “Make Continuous Activity Non-Continuous.” • Updated Section 3.2.6.2.10, “Creating a Same Day Request.” • Updated Section 3.2.6.7.1, “Understanding Downrange, Incident, and Temporary Firing Point Spatial and Tabular Conflicts.” • Updated Section 3.2.6.7.5, “Viewing Temporary Firing Point Conflicts from TFD and GFD.” • Updated Section 3.2.6.7.6, “Viewing Incident Conflicts from TFD and GFD.” • Updated Section 3.2.6.7.7, “Viewing Downrange Conflicts from TFD and GFD.” • Updated Section 3.2.6.7.8.4, “Spatial Conflict Detected.” • Added Section 3.2.6.8, “Occupied (or Higher) Ground Facility SDZ/WDZ Spatial Conflicts.” • Added Section 3.2.6.8.1, “Understanding Occupied (or Higher) Ground Facility SDZ/WDZ Spatial and Tabular Conflicts.” • Added Section 3.2.6.8.2, “Viewing Occupied (or Higher) Ground Facility SDZ/WDZ Conflicts on Status Change from TFD and EGFD.” • Added Section 3.2.6.8.3, “Viewing Occupied (or Higher) Ground Facility Feature SDZ/WDZ Conflicts on Training Information from TFD and EGFD.” • Added Section 3.2.6.8.4, “Viewing Occupied (or Higher) Ground Facility Feature SDZ/WDZ When Modifying SDZ/WDZ on Select Activities from EGFD.” • Added Section 3.2.6.14, “Refreshing the GFDO Display.” • Updated Figure 3–139 “Fire Desk Date and Time.” • Updated Figure 3–140, “Local/Zulu Times and Controls.” • Updated Section 3.3.3.2, “Status Change.” • Updated Section 3.3.3.3.2, “Enter Weapon/Ammo Utilization.” • Updated Section 4.1.2, “Airspace Utilization Report.” • Updated Section 4.3.1, Personnel Trained Report.” • Updated Section 6.1 “Setup Sequence.” • Updated Section 6.3.1, “Ammunition.” • Updated Figure 6–4, “Ammunition Record.” • Updated Section 6.3.1.1, “Add or Edit Record.” • Updated Section 6.3.2.1, “Add Record.” • Updated Section 6.3.2.2, “Edit Record.” • Updated Section 6.3.3.1, “Add Record.” • Updated Section 6.3.3.2, “Edit Record.” • Updated Section 6.3.4.1, “Add Record.”

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		• Updated Section 6.3.4.2, “Edit Record.” • Updated Section 6.5.2.1, “Add Record.” • Updated Section 6.5.2.2, “Edit Record.” • Updated Section 6.5.3.1, “Add Record.” • Updated Section 6.5.3.2, “Edit Record.” • Updated Section 6.5.4.1, “Add Record.” • Updated Section 6.5.4.2, “Edit Record.” • Updated Section 6.6.2, “Weapons.” • Updated Figure 6–16, “Weapons Record.” • Updated Section 6.6.2.1, “Add or Edit Record.” • Updated Section 6.7.1, “Events.” • Updated Section 6.7.1.1, “Add or Edit Record.” • Updated Figure 6–19, “Event Record.” • Updated Section 6.7.2.1, “Add Record.” • Updated Section 6.7.2.2, “Edit Record.” • Updated Section 6.8.6.1, “Add Record.” • Updated Section 6.8.6.2, “Edit Record.” • Added Section 6.10.6, “Standard Data Loads.” • Updated Section 6.12.1.1, “Add Record.” • Updated Section 6.12.1.2, “Edit Record.” • Added Section 6.12.1.4, “Reconcile Army Stationing and Installation Plan (ASIP) Data with RFMSS Data.” • Added Figure 6–55, “ASIP Reconciliation Tool.” • Updated Section 6.12.6, “People Certifications.” • Added Section 6.12.10, “ASIP Units.” • Updated Section 6.14, “Background Jobs.” • Updated Figure 6-68, “Background Jobs List.” • Deleted Section 6.14.1, “Import CSE Administration Data.” • Deleted Section 7, “CSE Interface.” • Updated Appendix A, “Request Processing Matrix.” • Updated Appendix C, “Conflict Decision Trees.”
1.16	March 31, 2015	Updates made after ISM-RFMSS Test Team (IRTT) review of v1.15, including changes since the delivery of v1.15 include: • Corrected reference to Figure 6-68 in the Document Change History table for v1.15. • Updated Section 1.7.1.3, “Copy a Record.” • Updated Section 2.4.4.4, “Enter Activity Weapons and Ammunition.” • Updated Section 2.4.4.4.2, “Weapons/Ammunition.” • Updated Section 2.4.5, “Copy a Request.” • Updated Section 2.10.3, “Set Status.” • Updated Section 2.11.6, “Use Template to Create Request.” • Updated Section 3.1.3.3.3, “Enter Weapon/Ammo Utilization.” • Updated Section 3.1.5.1.2.5, “Copy a Request.” • Updated Section 3.2.6.2.1.1, “Viewing All Activities.” • Updated Section 3.2.6.7.6, “Viewing Incident Conflicts from TFD and GFD.” • Updated Section 3.2.6.8.1, “Understanding Occupied (or Higher) Ground Facility SDZ/WDZ Spatial and Tabular Conflicts.” • Updated Section 3.3.3.2, “Status Change.” • Updated Section 3.3.3.3.2, “Enter Weapon/Ammo

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		Utilization." • Updated Section 4.1.1, "Airspace Release Projection Report." • Updated Section 4.1.2, "Airspace Utilization Report." • Updated Section 4.2.1, "Event Status Report." • Updated Section 4.2.2, "Number of Persons to Be Trained Report." • Updated Section 4.3.1, "Personnel Trained Report." • Updated Section 4.3.2, "Total Training Ammunition Report." • Updated Section 4.3.3, "Hot Time Report." • Updated Section 4.3.4, "Hours of Duration Report." • Updated Section 4.3.5, "Unit No Show Summary Report." • Updated Section 4.3.6, "Unit Cancellation Summary Report." • Updated Section 4.3.7, "Weapon Report." • Updated Section 4.3.8, "Vehicle Report." • Updated Section 4.3.9, "Activity Report." • Updated Section 4.4.1, "All Facilities Utilization Report." • Updated Section 4.4.2, "Unit Utilization Report." • Updated Section 4.5, "Down Range Reports." • Updated Section 4.6, "Incident Reports." • Updated Section 4.7, "DIRT (Defense Installation Ranges and Training Area) Report." • Updated Section 6.1, "Setup Sequence," to add steps 58 and 59. • Updated Section 6.3.1.1, "Add or Edit Record." • Updated Section 6.6.2.1, "Add or Edit Record." • Updated Section 6.7.1.1, "Add or Edit Record." • Updated Figure 6-55, "ASIP Reconciliation Tool." • Updated Appendix A, "Request Processing Matrix."
1.17	December 15, 2015	Updates made to the User Manual for Release 3.3.6 include: • Added Section 1.6.4, "Applying Values to All Blank Fields in a Column." • Updated Figure 3-1, "Check In," to reflect a non-functional change in the appearance of confirmation messages. • Changed the name of and updated Section 3.1.3.2, "Status Change/Information." • Updated Figure 3-11, "Status Change/Training Information Window." • Updated Section 3.1.3.2, "Status Change/Training Information." • Updated Section 3.1.3.2.3, "Enter Certified Personnel [FDO Only]." • Updated Section 3.1.3.2.3.1, "Add or Change Certified Personnel." • Updated Section 3.1.3.2.3.2, "Assign Single Day Certification for OIC [FDO Only]." • Updated Section 3.1.3.2.3.3, "Enter Rounds." • Updated Figure 3-15, "Enter Rounds." • Updated Section 3.1.3.3, "Training Information/Utilization."

Version	Date	Description
		• Updated Figure 3-16, “Example of Training Info/Utilization Page.” • Updated Section 3.1.3.3.1, “Make Continuous Activity Non-Continuous.” • Updated Section 3.1.3.3.2, “Enter Activity Utilization.” • Updated Figure 3-17, “Activity Utilization Information.” • Updated Section 3.1.3.3.3, “Enter Weapon/Ammo Utilization.” • Updated Figure 3-18, “Weapon/Ammo Utilization Tab.” • Updated Figure 3-19, “Vehicle Utilization Tab.” • Updated Figure 3-20, “Aircraft Utilization Tab.” • Updated Section 3.1.3.3.6, “Enter Flight Information [airspaces only].” • Updated Figure 3-21, “Flight Information Tab.” • Updated Figure 3-22, “Update Status Change Times.” • Updated Section 3.1.3.3.8, “Update Commo Check Times.” • Updated Figure 3-23, “Update Commo Check Times.” • Updated Section 3.1.3.3.9, “View Change History.” • Updated Figure 3-24, “View Change History Audit Log.” • Updated Figure 3-26, “Select Activity to Add Downrange Request.” • Updated Figure 3-29, “Select Activity to Add Incident.” • Updated Section 3.1.5.2.4.2, “View Change History.” • Updated Figure 3-71, “Utilization Status Change Tab.” • Updated Figure 3-73, “Utilization: Weapon/Ammo Tab.” • Updated Figure 3-75, “Utilization Page for Selected Log Record.” • Updated Figure 3-77, “Utilization Page.” • Updated Figure 3-79 “Utilization: Vehicle Tab.” • Updated Figure 3-81, “Utilization: Vehicle Tab.” • Updated Figure 3-83, “Utilization: Aircraft Tab.” • Updated Figure 3-90: Utilization: Commo Check Edit Tab.” • Updated the fourth note in Section 3.2.4.6.1, “Exporting SDZs/WDZs from RMTK.” • Updated Section 3.2.6.2.4, “Performing Status Change.” • Updated Section 3.2.6.2.7.1, “Make Continuous Activity Non-Continuous.” • Updated Section 3.2.6.7.2, “Viewing Downrange, Incident, and Temporary Firing Point Conflicts on Status Change from TFD and EGFD” with the new name of the Status Change/Training Information page. • Updated Section 3.2.6.8.2, “Viewing Occupied (or Higher) Ground Facility SDZ/WDZ Conflicts on Status Change from TFD and EGFD” with the new name of the Status Change/Training Information page. • Updated Section 3.2.6.16, “Toggling Local/Zulu Time” with the new name of the Status Change/Training Information page. • Updated Section 3.3.3.2.1, “Enter Rounds.” • Updated Figure 3-150, “Enter Rounds.” • Updated Section 3.3.3, “Status Change” with the new name of the Status Change/Training Information page. • Updated Section 6.1, “Setup Sequence.” • Updated Figure 6-46, “Site Record.” • Updated Section 6.10.1.1, “Add or Edit Record.”

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		• Updated Figure 6-47, “Site Images Record.” • Updated Figure 6-66, “User Role Grid.”
1.18	May 27, 2016	Updates made to the User Manual for Release 3.3.6 include: • Corrected the Date in the Change History Table for v1.17 to December 15, 2015. • Updated Section 3.1.3.2.3.1, “Add or Change Certified Personnel.”
1.19	August 16, 2016	Updates made to the User Manual for Release 3.3.7 include: • Updated PD AHRS logo on the cover page. • Updated Figure 1-1, “RFMSS Home Page.” • Updated Section 1.2, “RFMSS Menus.” • Updated Figure 1-3, “Open a Menu.” • Updated Figure 1-4, “Navigation Path.” • Updated Section 1.4.1, “Functional Administrator Dashboard.” • Updated Figure 1-5, “RFMSS Home Page Showing FA Dashboard.” • Updated Figure 1-6, “RFMSS Home Page Showing Unit Dashboard.” • Added Section 1.4.3, “FAA Airspace Schedule User Dashboard.” • Updated Section 1.6.1, “Grid Actions.” • Added Figure 1-20, “FAA Airspace Schedule Grid Action Links • Added Figure 1-21, “Undelete Selected Link on FAA Airspace Schedule Page.” • Updated Section 2.4.4.1, “Complete Requester Information.” • Updated Section 2.4.4.5, “Enter Activity Communications.” • Updated Figure 2-18, “Communications Tab.” • Updated Section 2.10.2, “Filter Request Processing Grid.” • Updated Section 2.11.1, “Search Templates.” • Updated Section 2.11.2, “Create Template.” • Updated Section 2.11.4, “Create Template from Request.” • Added Section 2.14, “FAA Airspace Schedule.” • Added Figure 2-68, “FAA Airspace Schedule Page.” • Added Section 2.14.1, “FAA Airspace Schedule Record Statuses.” • Added Section 2.14.1.1, “Changing Status.” • Added Section 2.14.2, “FAA Airspace Schedule Indicators.” • Added Section 2.14.3, “Search for FAA Airspace Schedule.” • Added Figure 2-69, “FAA Airspace Schedule Search.” • Added Section 2.14.3.1, “Rules for Creating Projected Airspace Schedule Records (Roll-up Rules).” • Added Section 2.14.4, “Airspace Schedule Grid.” • Added Figure 2-70, “Airspace Schedule Grid Controls.” • Added Figure 2-71, “Airspace Schedule Grid Expand and Collapse Controls.” • Added Section 2.14.4.1, “Create New Airspace Schedule Record.” • Added Figure 2-72, “Newly Added FAA Airspace Schedule Record.” • Added Section 2.14.4.2, “Modify Existing Airspace Schedule Records.”

Version	Date	Description
		• Added Section 2.14.4.3, “Delete Airspace Schedule Record.” • Added Section 2.14.4.4, “View Uncovered Airspace Schedule Records.” • Added Section 2.14.4.5, “Cancel Changes Made Without Sending Airspace Schedules to the FAA.” • Added Section 2.14.4.6, “Send Airspace Schedules to FAA.” • Added Figure 2-73, “Airspace Schedule Report Pop-Up Confirmation.” • Added Section 2.14.5, “View/Interpret FAA Responses.” • Updated Section 3.1.5.1.3.4, “Enter Activity Communications.” • Updated Figure 3-75, “Select Log Record to Add Entry.” • Updated Figure 3-76, “Utilization Page for Selected Log Record.” • Updated Figure 6-1, “FAA Airspace Record.” • Updated Section 6.2.1.1, “Add or Edit Record.” • Updated Section 6.2.2.1, “Airspace Subdivision Info.” • Updated Figure 6-2, “Airspace Subdivision Info Tab.” • Updated Section 6.3.3, “Facilities to Ammunition.” • Updated Figure 6-6, “Facility to Ammunition Record.” • Updated Section 6.8.1.1, “Facility Info.” • Updated Figure 6-22 “Facility Info Tab.” • Updated Figure 6-34, “Fire Desk Record.” • Updated Section 6.9.1.1, “Add or Edit Record.” • Updated Section 6.9.3, “Fire Desk Functional Administrators.” • Added Section 6.9.3.1, “Assign FDFA User(s) to a Fire Desk.) • Added Figure 6-36, “Fire Desk Functional Administrator: Select Fire Desk.” • Added Figure 6-37, “Fire Desk Functional Administrator: Select FDFA User.” • Added Section 6.9.3.2, “Edit FDFA User Assignment to Fire Desk.” • Added Section 6.9.3.3, “Delete FDFA Assignment to Fire Desk. • Updated Section 6.10.1, “Site.” • Updated Figure 6-48, “Site Record.” • Updated Figure 6-6, “User Role Grid.” • Updated Section 6.13.1.2, “Edit User Account Information.” • Added Section 6.13.1.5, “About System Deactivated Accounts.” • Updated Section 6.14, “Background Jobs.” • Updated Figure 6-70, “Background Jobs List.” • Added Section 6.14.1, “Understanding Background Jobs.” • Added Section 6.14.2, “Update FAA Airspace Schedules.” • Added Section 6.14.3, “Managing Failed Background Jobs.”

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Navigation

1 The RFMSS Desktop

1.1 RFMSS Home Page

The RFMSS Home page is displayed after you log in.

Figure 1-1 RFMSS Home Page

1.2 RFMSS Menus

The Menu bar is located at the top of the RFMSS application.

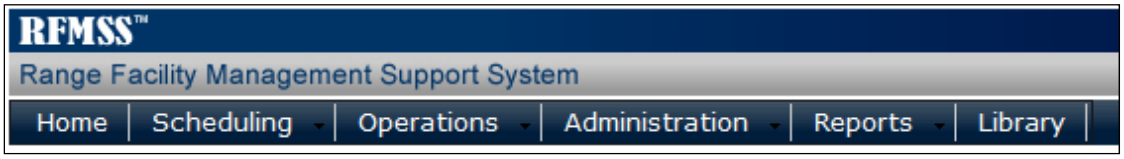


Figure 1-2 RFMSS Menu Bar

To open a menu, just place your cursor on a menu topic and a pull-down list is displayed.

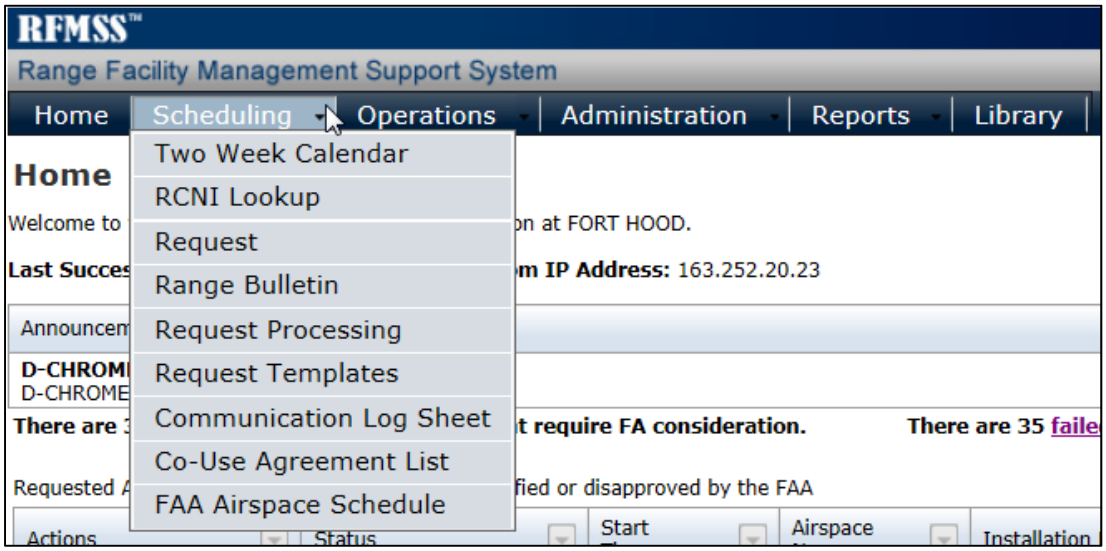


Figure 1-3 Open a Menu

The menus are organized by function:

Menu	Description
Home	Displays the home page. For FA, Unit, and Scheduler users, the Home page shows dashboard information. In addition, details about the last successful and unsuccessful login and number of unsuccessful logins since the last login are displayed here.
Scheduling	Includes the following functions: ▪ Two Week Calendar ▪ RCNI Lookup ▪ Request ▪ Same Day Request (for units if allowed privileges by FA) ▪ Range Bulletin ▪ Request Processing ▪ Request Templates ▪ Communication Log Sheet ▪ Co-Use Agreement List ▪ FAA Airspace Schedule (for Schedulers and FAs, with FDOs having read-only access).
Operations	Includes the following functions: ▪ Fire Desk (Text Mode) ▪ Fire Desk (Graphics Mode) ▪ OIC Fire Desk (if allowed by FA).

Menu	Description
Administration	Includes the set up functions for: ▪ Airspace ▪ Ammunition ▪ Announcement ▪ Conflict ▪ Equipment ▪ Event ▪ Facility ▪ Fire Desk ▪ Installation ▪ Unavailable Days ▪ Unit ▪ User (i.e., user accounts) ▪ Background Jobs.
Reports	Includes airspace, scheduling, summary, utilization, down range, incident, and DIRT reports.
Library	Provides document storage for regulations, circulars and pamphlets, manuals, policy letters, range standards and procedures, and other pertinent range and RFMSS site documents.

1.3 Navigation Path

The path is located at the top of the application page underneath the menu. The path displays where you are in the menu tree of the application.

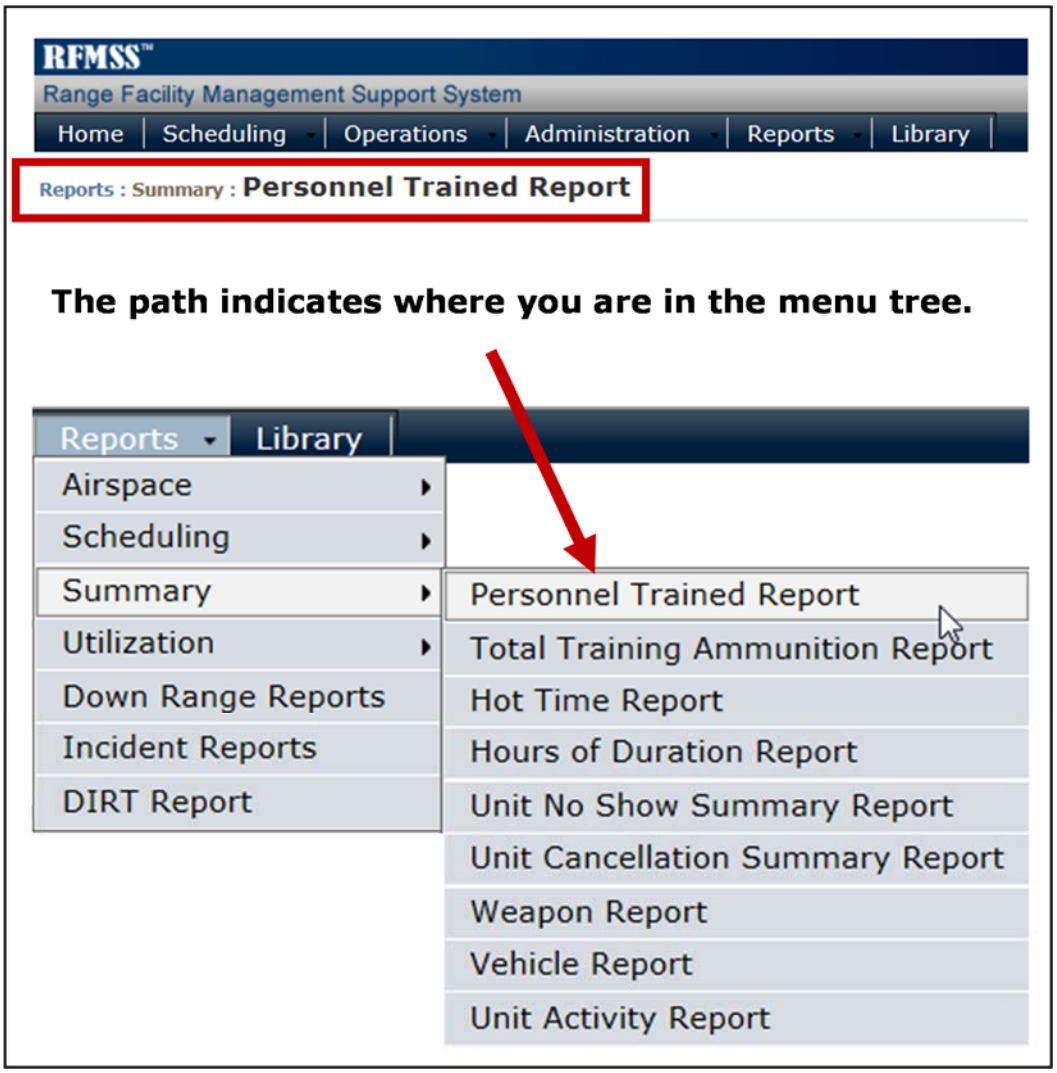


Figure 1-4 Navigation Path

1.4 RFMSS Dashboard

For Functional Administrator and unit users, the RFMSS “dashboard” on the Home page provides a quick view of the status of your requests or pending actions. The dashboard is displayed on the Home page of RFMSS when you log in.

1.4.1 Functional Administrator Dashboard

The Functional Administrator (FA) dashboard shows whether the FA has any pending user account requests, and if so, how many requests are in the queue. The FA can immediately access these pending requests from the dashboard by clicking the **pending user account request** link.

In addition, the FA dashboard shows a grid containing a list of any requested Airspace Schedules that have been modified or disapproved by the FAA. Only schedules for airspaces requiring FAA approval are shown on the dashboard.

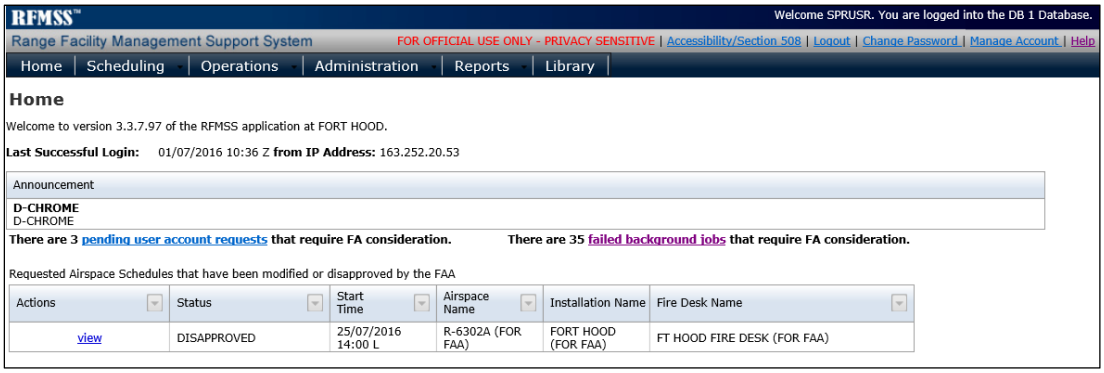


Figure 1-5 RFMSS Home Page Showing FA Dashboard

1.4.2 Unit Dashboard

The Unit dashboard shows a specific unit or the units within a chain of command the status of requests and co-use agreement requests.

Figure 1-6 RFMSS Home Page Showing Unit Dashboard

1.4.2.1 *Request Processing Dashboard*

The Request Processing dashboard displays the number of your unit's activities or the number of activities for units within your chain of command based on the activity status.

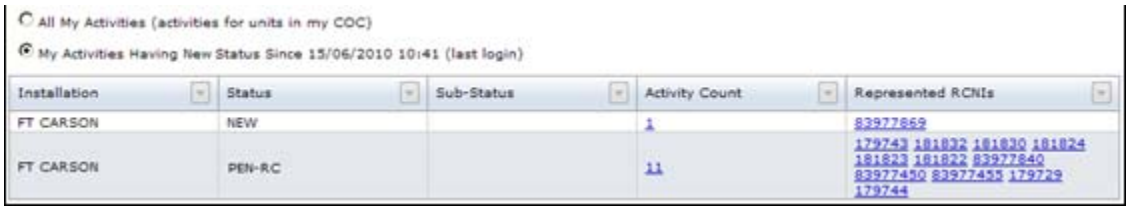


Figure 1-7 Request Processing Dashboard

You can select how you want to view your activities:

- **All My Activities (activities for units in my COC)**
  Select this option if you want to see the breakdown of ***all*** current and future activities for your unit or subordinate units in your chain of command.
- My Activities Having a New Status Since [last login date]
  Select this option if you want to see the breakdown of activities for your unit/chain of command *that have changed status since your last login*.

To view activities, click the number link in the **Activity Count** column.

1.4.2.2 *Co-Use Agreement Dashboard*

Co-Uses Requested by Me (co-uses requested by units in my COC)

Overall Decision	Co-Use Count	Co-Uses	Requesting RCNIs
PENDING	1	106688	83977869

Figure 1-8 Co-Use Agreement Dashboard

The co-use agreement dashboard displays:

- The number of co-uses requested by your unit or a unit in your chain of command,
- The number of co-use agreements requested of your unit or a unit in your chain of command (i.e., another unit has sent a co-use request to your unit).

Each of the above numbers is further broken down by the request status:

- Pending: Co-use requests that have not been accepted or denied.
- Accepted: Unit agrees to co-use request.
- Denied: Unit disagrees to co-use request.

You can access a co-use agreement by clicking the co-use ID link in the **Co-Uses** column.

1.4.3 FAA Airspace Schedule User Dashboard

If the FAA denies or modifies an airspace schedule request for an airspace requiring approval, the dashboard displays a grid containing the denied or modified responses from the FAA to FAA Airspace Schedule users (FAs, Schedulers, and FDOs).

1.4.4 Viewing Information in the RFMSS Grid

Most information in RFMSS is displayed in a tabular format, or *grid*.

Facility	Co-Use Agreement ID	Activity Start Date	Activity End Date	Requesting Unit	Overall Decision Status
RAFAC	152857	30/10/2009 10:00 L	30/10/2009 15:55 L	CHILDUNIT	UNDECIDED
RENEE	152872	01/11/2009 13:00 L	01/11/2009 16:00 L	MCB-FMTB	UNDECIDED

Figure 1-9 Example of a Grid in the RFMSS Application

Using a grid allows you to easily modify and arrange information so that you see only what you need.

> If you make changes to the grid display (i.e., rearrange columns, hide columns, sort columns, and filter columns), RFMSS will "remember" these changes even when you log in and out of the application.

1.4.4.1 *Rearrange Columns*

You can rearrange the column order in most grids.

To rearrange the columns:

1. Click on the column header of a column that you want to move.
2. Drag the column to the place where you want the column to appear, and drop it in the grid. The page refreshes, then displays the column in its new location.

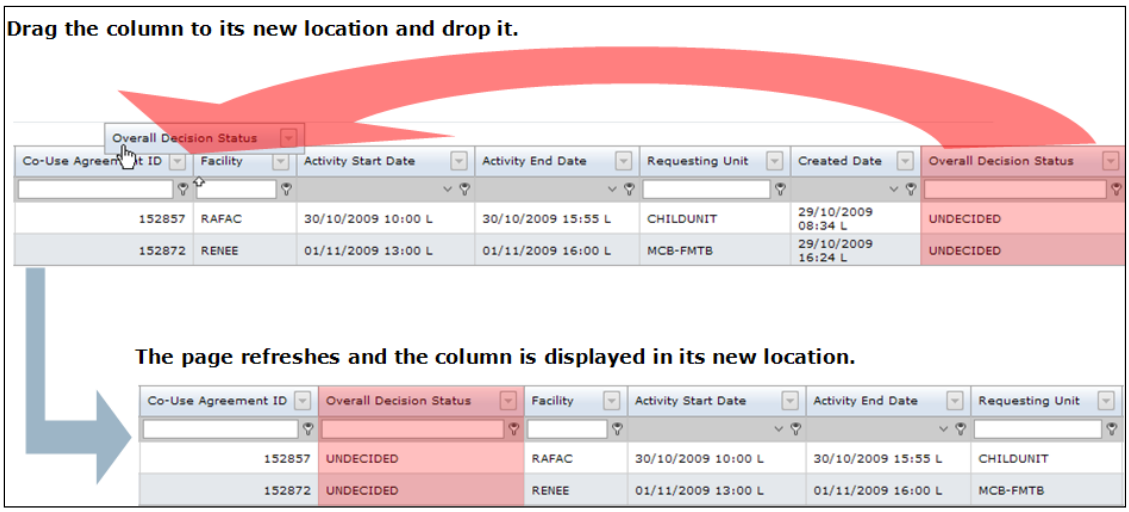


Figure 1-10 Rearranging Grid Columns

1.4.4.2 *Hide Grid Columns*

You can hide columns from the grid view.

To hide columns:

1. Click the **Choose Columns** button above the upper-left corner of the grid. The Field Chooser window is displayed.

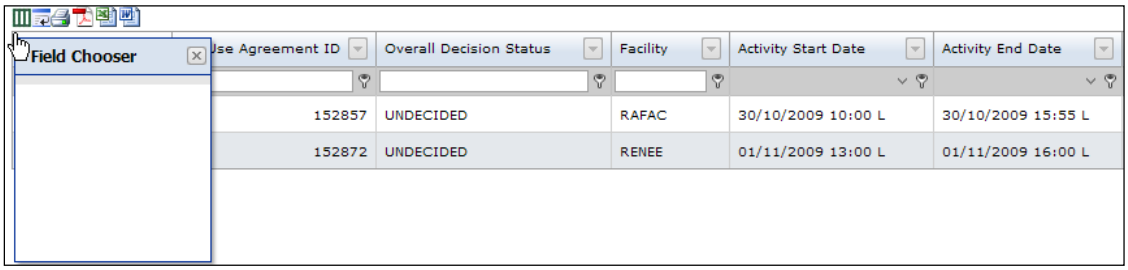


Figure 1-11 Field Chooser

2. Click on the header of a column that you want to hide from the grid, drag the column to the Field Chooser window, and drop the column in the window.
3. The column name appears in the Field Chooser window and is hidden from view on the grid.

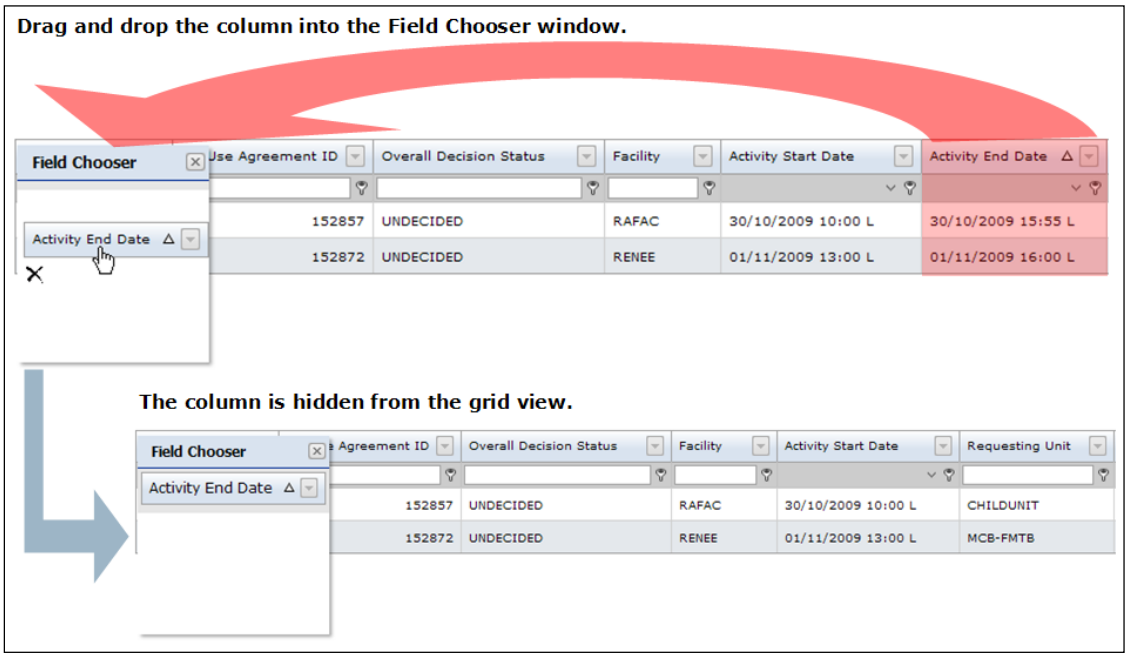


Figure 1-12 Hiding a Column

To make the column reappear in the grid:

1. If the Field Chooser window is not open, click the **Choose Columns** button to display the Field Chooser window.
2. Drag the column name from the Field Chooser window, and drop it where you want the column to appear on the grid.

1.4.4.3 *Column Sorting*

You can sort the information in a column in ascending (A to Z) or descending (Z to A) order.

1. To sort a column in a grid, click the column heading.

   An arrow will appear in the column heading to indicate the sort order of the column: an up arrow indicates ascending order, a down arrow indicates descending order.

2. Click the column heading until the arrow indicates the sort order that you want to see.

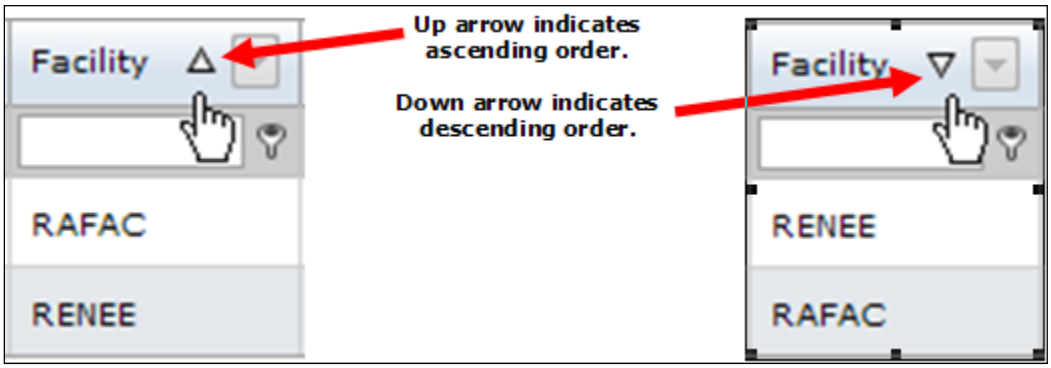


Figure 1-13 Sorting Columns

1.4.4.4 *Column Filtering*

Columns can be filtered so that only the information shown in the column filter is displayed in the grid.

There are two ways to filter a column:

- Select from the Filter Drop-Down List

OR

- Enter text on the Filter Entry Line.

1.4.4.5 *Using the Filter Drop-Down List*

The Filter Drop-Down List lets you pick a specific item (e.g., Facility, unit, etc.) in a column.

To filter a column using the Filter Drop-Down List:

1. Click the **Filter** button in the column heading. A drop-down box is displayed.
2. Use the scroll bar in the drop-down box to locate the item that you want.

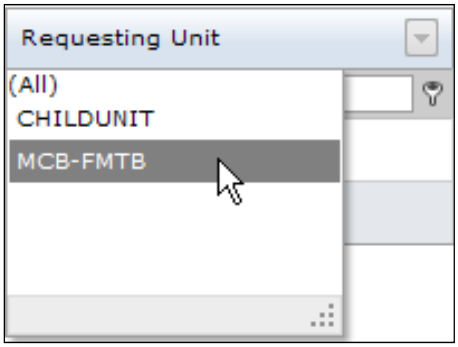


Figure 1-14 Using the Filter Drop-Down

3. Click the item in the list.
4. The page refreshes, and the rows in the grid that match the item that you selected are displayed.

You can use the Filter Drop-Down List on as many columns as you want so that the information you need is displayed. To return to the full list in the column, click the value **All** in the Filter Drop-Down List.

1.4.4.6 *Using the Filter Entry Line*

The Filter Entry Line lets you enter characters (letters, numbers, special characters) to filter a column. You can select different filter conditions for a column as well as enter as many characters to help you find the information that you are looking for in the grid.

Filter Conditions

You can select filter conditions by clicking the **Filter Entry** button in the Filter Entry Line.

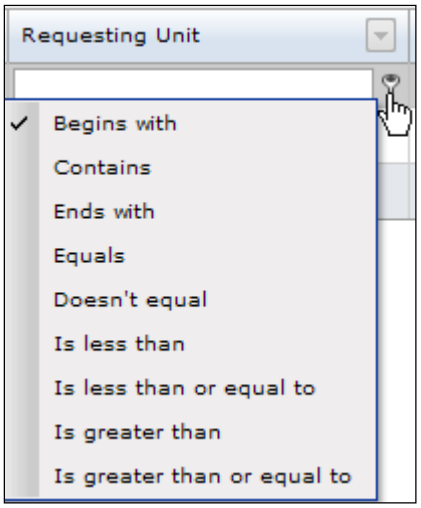


Figure 1-15 Using the Filter Entry Conditions

The filter conditions are:

- **Begins With**. The default filter; filters column for records that start with the character(s) you enter. Example, if you enter “R-”, displays all records that *begin with* “R-”, such as **R-**1011, **R-**5061, **R-**AIRSPACE11.
- **Contains**. Filters column for records that include the character(s) you enter. Example, if you enter “ANN”, displays records that *include* “ANN”, such as **Ann**abeth, Sav**ann**ah, or Jo**ann**.
- **Ends With**. Filters column for records that end with the character(s) you enter. Example, if you enter “0008”, displays records that *end with* 0008.
- **Equals**. Filters column for records that exactly match the character(s) you enter. Example, if you enter “E-8C”, displays records that *have only* E-8C.

- **Doesn't Equal**. Filters column for records that do not match the character(s) you enter. Example, if you enter "1000", displays records that *do not match* "1000".
- **Is Less Than**. Filters column for records that have a value less than the value you enter. Example, if you enter "5000", displays records that *are less than* 5000 (4999 to 0 or blank).
- **Is Less Than or Equal To**. Filters column for records that have a value the same as or less than the value you enter. Example, if you enter "5000", displays records that are 5000 and less (5000 to 0 or blank).
- **Is Greater Than**. Filters column for records that have a value greater than the value you enter. Example, if you enter "5000", displays records that *are greater than* 5000 (5001 and up).
- **Is Greater Than or Equal To**. Filters column for records that have a value the same as or greater than the value you enter. Example, if you enter "5000", displays records that are 5000 and greater (5000 and up).

Filter Entry

You have to enter **at least 1 character** in the Filter Entry Line, but you can enter as many characters as you want to reduce the number of rows that show up in the grid.

For instance, say you want the grid to show all Facility Names that start with "D." In the Facility Name column, you would enter "d" in the Filter Entry Line, and all of the Facility Names that start with D appear in the grid.

But say you want to narrow the grid results even more to only show Facility Names that start with "DA-." Then you would enter "da-" in the Filter Entry Line, and all of the Facility Names that start with "DA-" appear in the grid.

You can also enter the entire name of a Facility to get a specific grid row as the filter result.

You can use the Filter Entry Line in as many columns as you want so that the information you need is displayed. To return to the full list in the column, delete any characters in the Filter Entry Line.

To filter a column using the Filter Entry Line:

1. If desired, select a filter condition. (Remember, the default filter condition is Begins With.)
2. Enter at least **1** character in the Filter Entry Line of a column.
3. The page refreshes, and the rows in the grid that match the characters you entered are displayed.

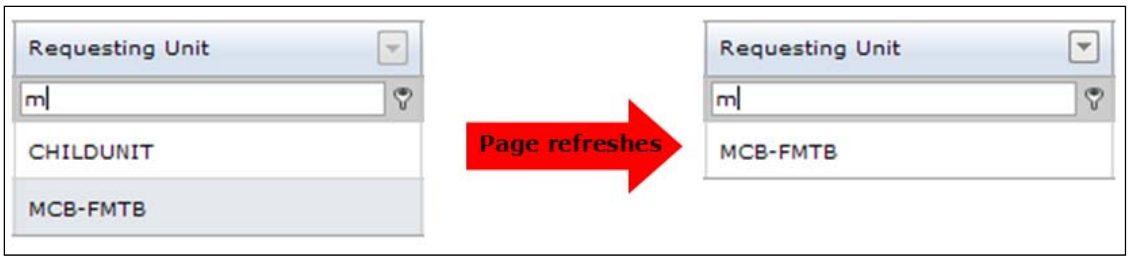


Figure 1-16 Using the Filter Entry Line

1.4.4.7 *Wrap Text in Grid*

Toggle Word Wrap lets you display multiple lines of text in a cell to fit the margins of the column (i.e., wrap the text within the column margins) or in a single line that extends the column margins. Wrapping multiple line text typically lengthens the row height, while not wrapping typically text lengthens the row width.

RFMSS will remember the text wrapping selection that you have made for a grid while you are on that page.

1.4.4.8 *Grid Pagination*

Some grids have so many records that they must be displayed on several "pages." To move through the pages in a grid:

- Select a specific page number (e.g., 1, 2, 3, 4, etc.)

OR

- Click the navigation buttons:

Go to previous page, and

Go to next page.

OR

- Click the **Show All** link, which shows the entire list of records.

> Clicking the **Show All** link may take more time to display records than the page numbers and navigation buttons if there are a lot of records in the list.

1.5 Entering Information in RFMSS

1.5.1 Required Fields

Required fields are indicated by an asterisk (*). You must enter information in a required field.

1.5.2 Time Zone Indicator

For fields that indicate time, a 'Z' next to the field means the time is Zulu time; an 'L' next to the fields means the time is Local time.

1.5.3 Field Search

A field that has a **Search** icon next to it has a list of values that you can choose from.

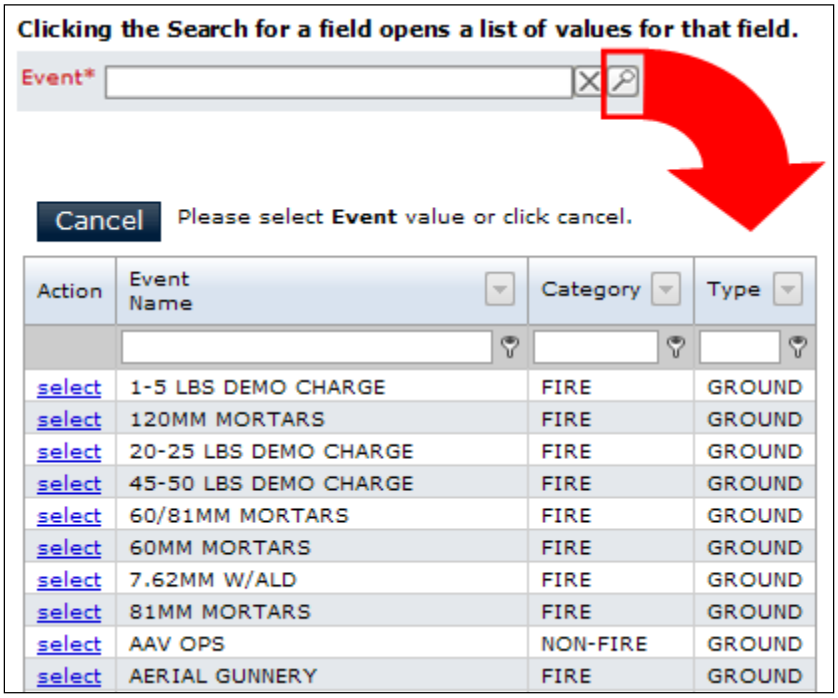


Figure 1-17 Field Search

To display the values, you can:

1. Enter at least 1 character in the field, which will display a drop-down list of values that match the character(s) that you enter.
2. Click **Search** , which will display the entire list of field values in a grid.

When the entire list of field values is displayed, you can use the Filter Entry Line or pagination links to locate values that you want to select. If you page through the list, RFMSS “remembers” the values that you selected on previous pages, allowing you to go through the list without having to perform a Save every time you select a value on a page.

To select:

- A single value, click the value so that a check is displayed in the checkbox.
- Multiple values that are in sequence in the list, press the **Shift** key, click on the first value that you want to select, then click on the last value you want to select so that a block of field values are selected (i.e., the entire block of values have checked checkboxes).
- Multiple values that are not in sequence in the list, press the **CTRL** key and click on each value that you want to select. (The checkbox for each value you click on is checked.)

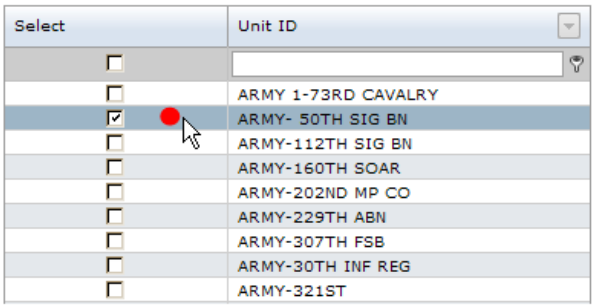
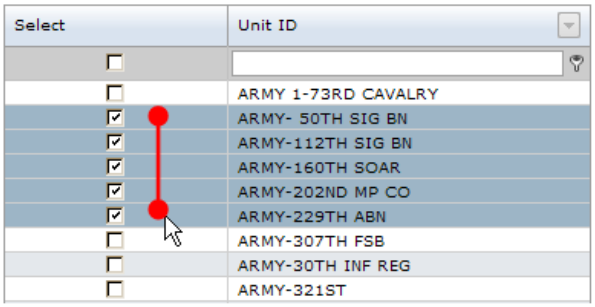
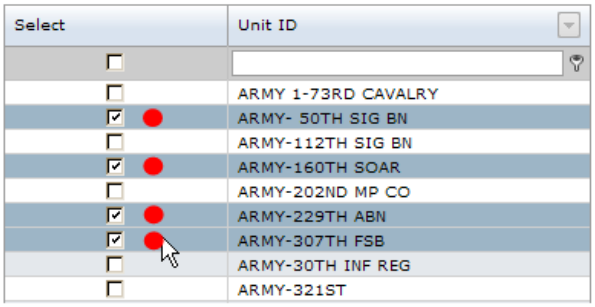
To Select:	Press:	Then Click:
A Single Value	(no key to press)	One Value. 
Multiples Values in Sequence	**Shift Key**	The first value, then the last value. 
Multiple Values Not in Sequence	**CTRL Key**	Each value. 

Figure 1-18 Select Values/Records in a List

1.5.4 Applying Values to All Blank Fields in a Column

The Apply button is displayed in column headings for several fields within RFMSS (such as the Status Change/Training Information page). When you enter a value in the field in the header row, and then click the Apply button, all BLANK fields in that column are filled with the value that you entered. If you want the value you enter to be applied to ALL rows (even those that already contain values), you must first clear the values in those rows first.

To do this:

1. Leave the field in the heading row blank.
2. Click the Apply button. All fields in the applicable column are cleared.
3. Enter the value you want to apply to ALL rows in the field in the heading row.
4. Click the Apply button. The value you entered is applied to the applicable field in ALL rows.

1.6 Working in the RFMSS Grid

The RFMSS grid lets you:

- Add a new record, edit a record, or delete a record in the grid,
- Select a field value from a list of values,
- Select multiple records in a grid,
- Show deleted records,
- Show a modifications log for a selected record (where applicable),
- Display grid information in PDF, Microsoft Excel spreadsheet, or Microsoft Word document format,
- Export grid information to Adobe Acrobat (PDF format), Microsoft Excel, or Microsoft Word,
- Print grid information.

1.6.1 Grid Actions

There are four basic actions that you can do in most grids:

- Edit a record,
- Add a new record,
- Copy a record, and
- Delete a record.

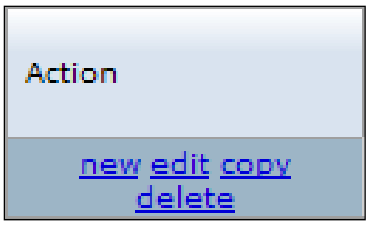


Figure 1-19 Grid Action Links

Within the FAA Airspace Schedule page, the basic options are:

- Add a new Airspace Schedule,
- Delete selected Airspace Schedule(s),
- Expand all Airspace Schedule records, and
- Collapse all Airspace Records.

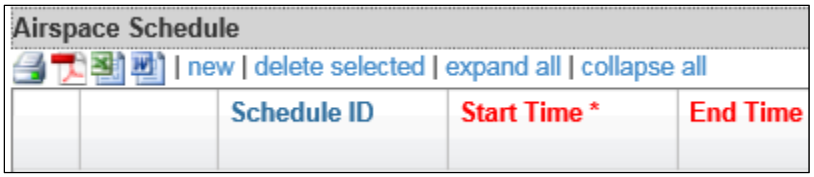


Figure 1-20 FAA Airspace Schedule Grid Action Links

In addition, when selected Airspace Schedules are deleted, the **undelete selected** link is displayed in place of the **delete selected** link.

Figure 1-21 Undelete Selected Link on FAA Airspace Schedule Page

The instructions for using the FAA Airspace Schedule grid action links are included in Section 2.14.4, Airspace Schedule ~~Airspace Schedule~~.

1.6.1.1 *Edit a Record*

To edit a record in the grid:

1. Click the **Edit** link in the row of the record that you want to edit. The record is displayed in a new window.
2. Make any changes to the fields in the record:
   - Clear the existing field entry by clicking Clear ☒ next to the field that you want to edit.
   - Enter a different value in the field OR click Search 🔍 and select a value from the pop-up window.
3. Click the **Save** button. The modified record is saved in the grid.

> ⓘ In some cases, the modifications are recorded in a log or in the deleted records list.

1.6.1.2 *Add a New Record*

To add a new record in the grid:

1. Click the **New** link. A new record is displayed in a new window.
2. Enter information in the new record. (The online help for the page provides more information about the fields in the record if you need further guidance.)
3. Click the **Save** button. The record is added to the grid.

1.6.1.3 *Copy a Record*

1. Click the **Copy** link. The Activity page is displayed OR another grid row is displayed.

When opening up an Activity via the copy link, the event on the activity is validated to ensure the event has not been previously deprecated. If the event is deprecated, a warning is displayed stating that deprecated items will not be saved.

2. Update information in the record.
3. Click the **Save** button. The record is added to the grid.

The event on the activity is evaluated before the save is complete, and a validation message displays if the event is invalid. You will be unable to save the activity until a valid event has been chosen.

You cannot have duplicate records in the grid. If you copy a record, you must change the information (e.g., date, time, etc.) so it is a unique record.

1.6.1.4 *Delete a Record*

To delete a record from the visible grid:

1. Click the **Delete** link in the row of the record that you want to delete. A message window is displayed prompting you to confirm that you want to delete the record.
2. Click **Continue** in the message window to delete the record. The record is deleted from the grid.

You can view deleted records by clicking the **Show Deleted** link.

1.6.2 Multiple Record Selection

You can select multiple records in some grids.

To select:

- A single record, click the record so that a check is displayed in the checkbox.
- Multiple records that are in sequence in the list, press the Shift key, click on the first record that you want to select, then click on the last record you want to select so that a block of records are

selected (i.e., the entire block of records have checked checkboxes).

- Multiple records that are not in sequence in the list, press the CTRL key and click on each record that you want to select. (The checkbox for each record you click on is checked.)
- All records in the grid, click the checkbox in the filter line of the grid. All checkboxes in the grid are selected.

Some grids have a **Show Selected** link, which displays only the records that are selected.

Some grids also have a **Show All Available** link, which lists all available records.

1.6.3 Show Deleted Records

To view a list of records that were removed from the RFMSS grid, click the **Show Deleted** link above the grid.

Figure 1-22 Show Deleted Link

Some deleted records can be reactivated. (For instance, a Functional Administrator may want to reactivate a deleted user account record.) If applicable, reactivate a record by clicking the **Reactivate** link in the Show Deleted records grid.

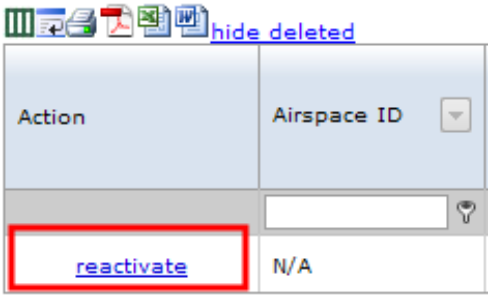


Figure 1-23 Reactivate Link for Deleted Records

1.6.4 Show Log

The log shows a list of modifications made to a specific record.

1. Click the **Log** link in the record row. The modifications log for the selected is displayed.
2. Click the **Close** button in the log to exit the log.

Figure 1-24 Show Log Link

1.6.5 Printing Grid Information

You can print any information that is displayed in the RFMSS grid.

1. Click the **Print** button at the top left of the grid.
2. The File Download window is displayed.
3. Click the **Open** button in the File Download window to display the grid data.
4. A second window opens, and the grid data is displayed in Adobe Acrobat Reader.
5. Click the Print icon in the Adobe Reader window, OR select **File: Print** and click the **OK** button in the Print window.

1.6.6 Exporting Grid Information

You can display and save (export) the data that is currently displayed in a grid. There are three formats for exporting:

- Microsoft Excel,
- Microsoft Word, and
- Adobe PDF.

The data that is exported is the data that is currently displayed in a grid. If you have filtered the grid to display specific data, then this is the data that will appear in the exported file.

1.6.6.1 *Display Grid Data in a Different Format*

To display grid data in a different format:

1. Click one of the following export buttons:
   - **Export PDF** to display data in an Adobe PDF file,
   - **Export XLS** to display data in a Microsoft Excel spreadsheet, OR
   - **Export DOC** to display data in a Microsoft Word document.
2. The File Download window is displayed. Click the **Open** button in the File Download window to display the grid data.

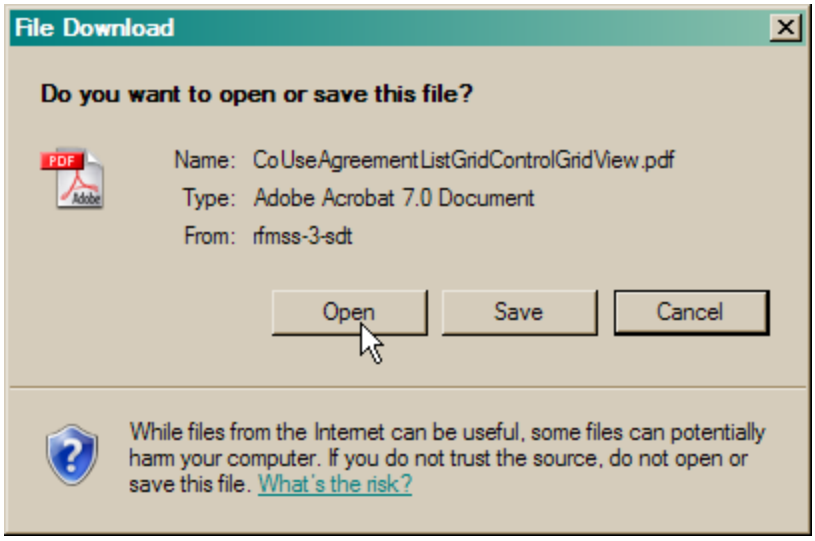


Figure 1-25 Open to Display Grid Data in File Download Window

3. A second window opens, and the grid data is displayed in a PDF file, a spreadsheet file, or a document file.

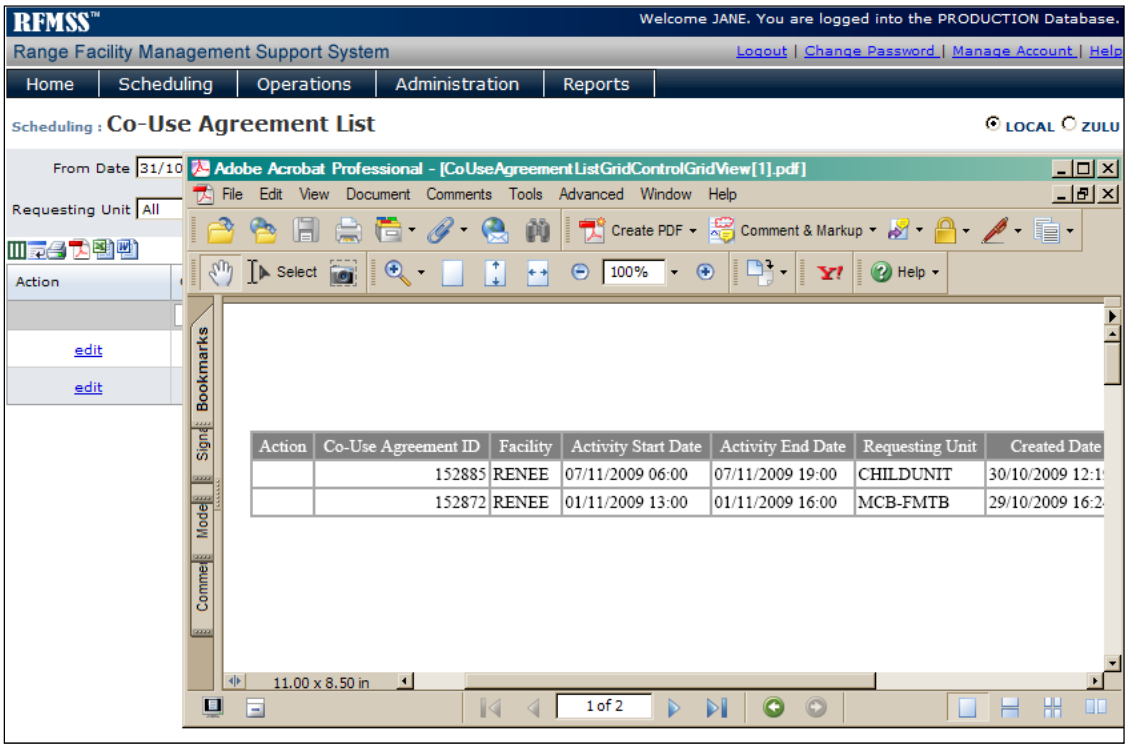


Figure 1-26 Data Displayed in Exported Format

You can print and/or save the grid data in the displayed format using the Print and Save functions in Adobe, Microsoft Excel, and Microsoft Word.

1.6.6.2 *Export (Save) Grid Data in a Different Format*

1. Click one of the following export buttons:
   - Export PDF to save data to an Adobe PDF file,
   - Export XLS to save data to a Microsoft Excel spreadsheet, OR
   - Export DOC to save data to a Microsoft Word document.
2. The File Download window is displayed. Click the **Save** button in the File Download window.

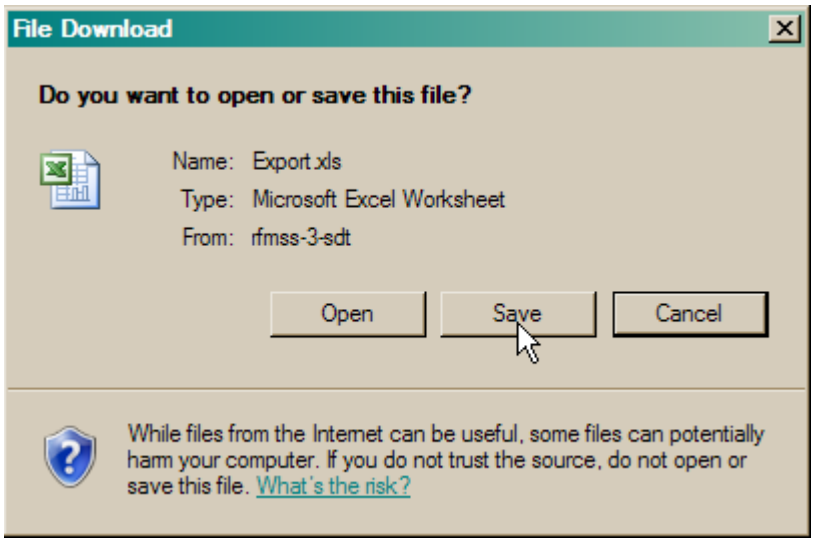


Figure 1-27 Save Grid Data in File Download Window

3. The Save As window is displayed. In the Save As window,
   - Navigate to the folder where you want to save the grid data file in the Save in field.
   - Enter a name for the file in the **File Name** field.
   - Click the **Save** button. The file is saved.

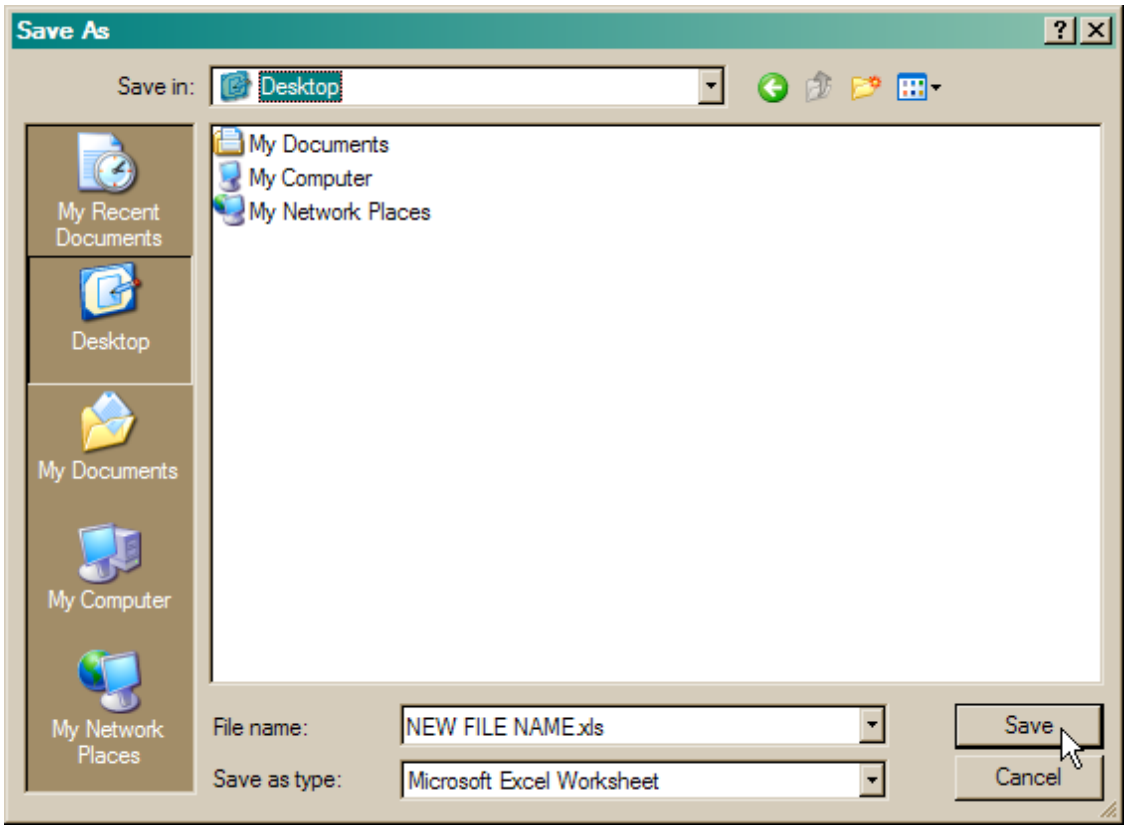


Figure 1-28 Save As Window

1.7 Working with RFMSS Reports

RFMSS uses a standardized reporting capability to view, search, print, and export a report after it has been generated.

1.7.1 View Report or Grid

You can view the report in two ways:

- **Report**: This shows the report data as a formatted report,
- **Grid:** This shows the report data in grid format.

For exporting data, it is better to view the report as a grid.

1.7.2 Search Report

1. Click the **Search** button . The Search window is displayed.

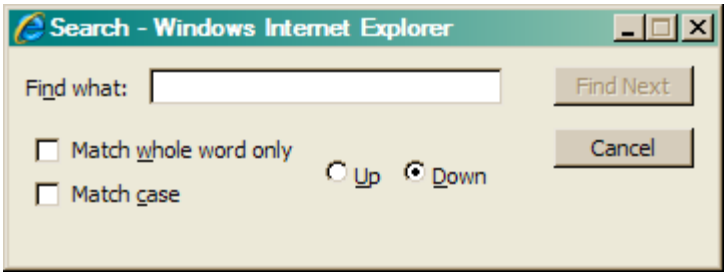


Figure 1-29 Report Search Window

2. Enter information in one or more of the following fields to refine your search:

- **Find What**
  Enter your search criteria (any characters).
- **Match Whole Word Only**
  Check this box to search for a whole word or entire string of characters that you entered in the Find What field. Leave this checkbox blank to search for text that contains the word/characters you entered.
- **Match Case**
  Check this box to search for characters that match the case (uppercase, lowercase) of what you entered in the Find What field.

- **Up/Down**
  Indicate the direction of the search (Down = From current page to beginning of report; Up = From current page to end of report.)

3. Click the **Find Next** button as many times as needed to locate the information you want to find.

1.7.3 Print Report

1. Click the **Print Report** button . The Print window is displayed.
2. If preferred, adjust any print settings.
3. Click the **OK** button in the Print window.

1.7.4 Print Current Page of Report

1. Click the **Print Current Report Page** button . The Print window is displayed.
2. If preferred, adjust any print settings.
3. Click the **OK** button in the Print window.

1.7.5 Navigating the Report

To move from page to page in the report:

- Select the page number from the **Page** drop-down list.

OR

- Click the navigation buttons:

Go to the first page of report.

Go to previous page.

Go to the next page.

Go to the last page of report.

1.7.6 Export Report

To export data to a spreadsheet format, it is better to view the report as a grid and export data using the Export XLS button . (See page 1-28~~1-31~~.) Exporting data using the report's Export button will maintain the report's format, which may not be easily viewable in a spreadsheet.

1. Select **Report**.
2. Select the type of file format (PDF, XLS, DOC) to export to from the drop-down list at the top-right of the report.
3. Click the **Export** button . The File Download window is displayed.

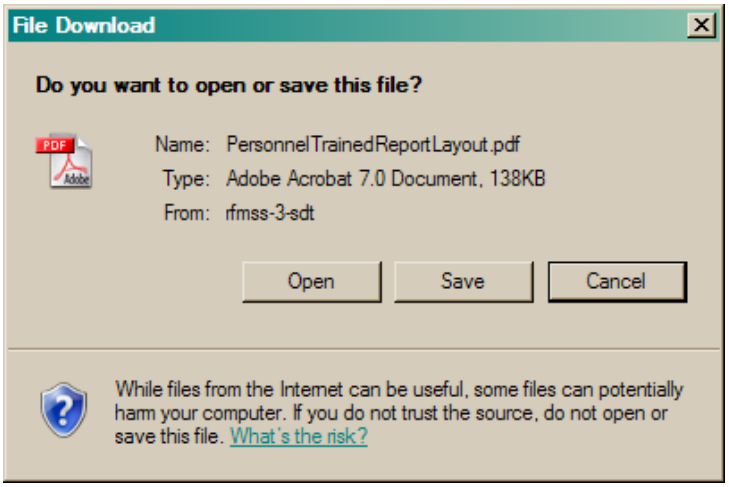


Figure 1-30 File Download Window When Exporting Report

4. To:

- Save the file:
  - Click the **Save** button. The Save As window is displayed.
  - Navigate to the folder where you want to save the grid data file in the **Save in** field.
  - Enter a name for the file in the **File Name** field.
  - Click the **Save** button. The file is saved
- Open the file in the export format:
  - Click the **Open** button in the File Download window to display the grid data.

- A second window opens, and the grid data is displayed in a PDF file, a spreadsheet file, or a document file.

You can print and/or save the grid data in the displayed format using the Print and Save functions in Adobe, Microsoft Excel, and Microsoft Word.

1.7.7 Contact the Help Desk

To report any problems or change requests, please contact your Range Control first.

The following are additional Help Desk resources:

- US Army/Army Reserve, Navy, and US Marine Corps
- AHRS Service Desk:
  Toll Free: 844-261-1066
  DSN: 865-3102
  Email: usarmy.belvoir.peo-eis.mbx.ahrs-service-desk2@mail.mil

OR

- Army National Guard
- NGB RFMSS Center of Excellence Help Desk:
  https://rfmss.ngb.army.mil
  Commercial: 320-616-3093
  DSN: 871-3093

Scheduling

2 Scheduling

2.1 About Cross Fire Desk Scheduling

RFMSS provides the capability for a unit to schedule training activities at multiple Fire Desks on a single request for RFMSS installations that have multiple Fire Desks. This is called Cross Fire Desk Scheduling.

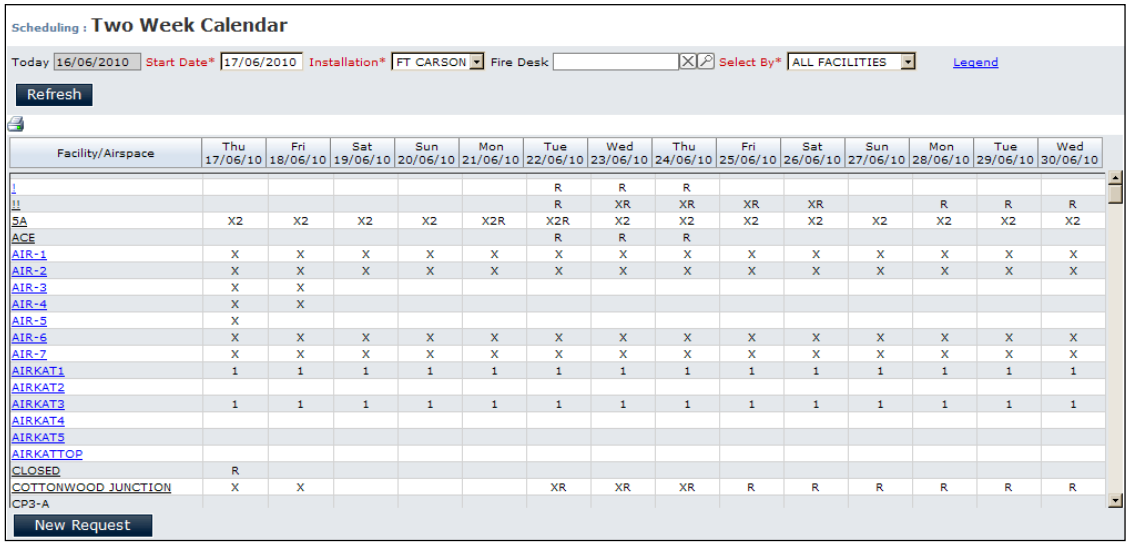
When Cross Fire Desk Scheduling is enabled at a RFMSS installation that has multiple Fire Desks, the Request form will require the user to select an **installation** only. Activities can be scheduled at different Fire Desks within that installation.

If Cross Fire Desk Scheduling is disabled, a specific Fire Desk must be selected for a training activity, allowing activities to be scheduled only at the selected Fire Desk.

2.2 Two Week Calendar

Menu Path	Scheduling: Two Week Calendar

The Two Week Calendar provides a 14-day schedule of all future requests and reservations for facilities and Airspace Subdivisions up to three years into the future.



Facility/Airspace	Thu 17/06/10	Fri 18/06/10	Sat 19/06/10	Sun 20/06/10	Mon 21/06/10	Tue 22/06/10	Wed 23/06/10	Thu 24/06/10	Fri 25/06/10	Sat 26/06/10	Sun 27/06/10	Mon 28/06/10	Tue 29/06/10	Wed 30/06/10
!						R	R	R						
!!						R	XR	XR	XR	XR		R	R	R
5A	X2	X2	X2	X2	X2R	X2R	X2	X2	X2	X2	X2	X2	X2	X2
ACE						R	R	R						
AIR-1	X	X	X	X	X	X	X	X	X	X	X	X	X	X
AIR-2	X	X	X	X	X	X	X	X	X	X	X	X	X	X
AIR-3	X	X												
AIR-4	X	X												
AIR-5	X													
AIR-6	X	X	X	X	X	X	X	X	X	X	X	X	X	X
AIR-7	X	X	X	X	X	X	X	X	X	X	X	X	X	X
AIRKAT1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
AIRKAT2														
AIRKAT3	1	1	1	1	1	1	1	1	1	1	1	1	1	1
AIRKAT4														
AIRKAT5														
AIRKATTOP														
CLOSED	R													
COTTONWOOD JUNCTION	X	X				XR	XR	XR	R	R	R	R	R	R
CP3-A														

Figure 2-1 Two Week Calendar

2.2.1 Calendar Legend

Request Status Code	Description
R	Pending Request (i.e., request that is not yet approved)
H	Hold
M	Maintenance
X	Scheduling, Safety, and/or Environmental conflict (but NOT safety warnings)
A number (e.g., 1 or greater)	Number of approved reservations
C	Conditional Reservation

Facility ID Text Color	Facility Type
Blue	Airspace Subdivision
Black	Ground Facility

Calendar Day (Cell)	Availability
Empty	Available—No activities are scheduled.
U	Facility/Airspace Subdivision is unavailable.

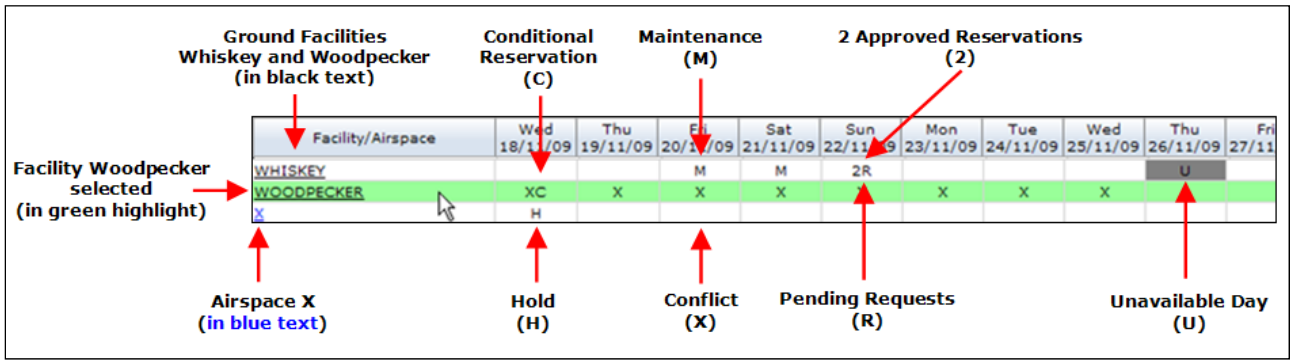


Figure 2-2 Example of Two Week Calendar with Legend Items Indicated

2.2.2 Filter Calendar

Figure 2-3 Two Week Calendar Filter

1. While you must provide entries for mandatory fields, you can decide whether to enter information in the other fields. Entering more search criteria narrows the record search, which increases the likelihood that you will quickly find the record(s) you are looking for. Enter information in the following fields:

- **Start Date [required]**
  Enter the beginning date for the Two Week Calendar or select the date from the calendar. The default date is tomorrow's date. You can advance the Start Date by clicking the following buttons: **Advance Start Date 1 day** ›, **Advance Start Date 1 week** »», and **Advance Start Date 2 weeks** »».

> The Two Week Calendar does not show dates prior to the default Start Date (tomorrow). The Two Week Calendar displays up to three (3) years into the future beginning with the default Start Date.

- **Installation [required]**
  Select the name of the Installation.
- **Fire Desk**
  Enter the name of the Fire Desk,

  OR

  Click **Search** and select from the pop-up window,

  OR

  Leave the field blank to select all Fire Desks.
- **Select By [required]**
  To filter the list of facilities and airspaces, select one of the following:
- **All Facilities** [default]: Lists all facilities/Airspace Subdivisions in alphabetical order.

- **Event**: Lists the facilities/Airspace Subdivisions that have a specific event scheduled.
- **Facility Group**: Lists the facilities/Airspace Subdivisions that are in a Facility group.

2. Click the Refresh button.

2.2.3 View Facility Details

You can view Facility information such as:

- Support resources and equipment available,
- Standard events,
- Standard weapons used at that Facility,
- Checklist items,
- Operational times, and
- Any prerequisites, limitations, or waivers.

1. Right-click the **Facility / Airspace Subdivision** link. The Facility Details page is displayed.

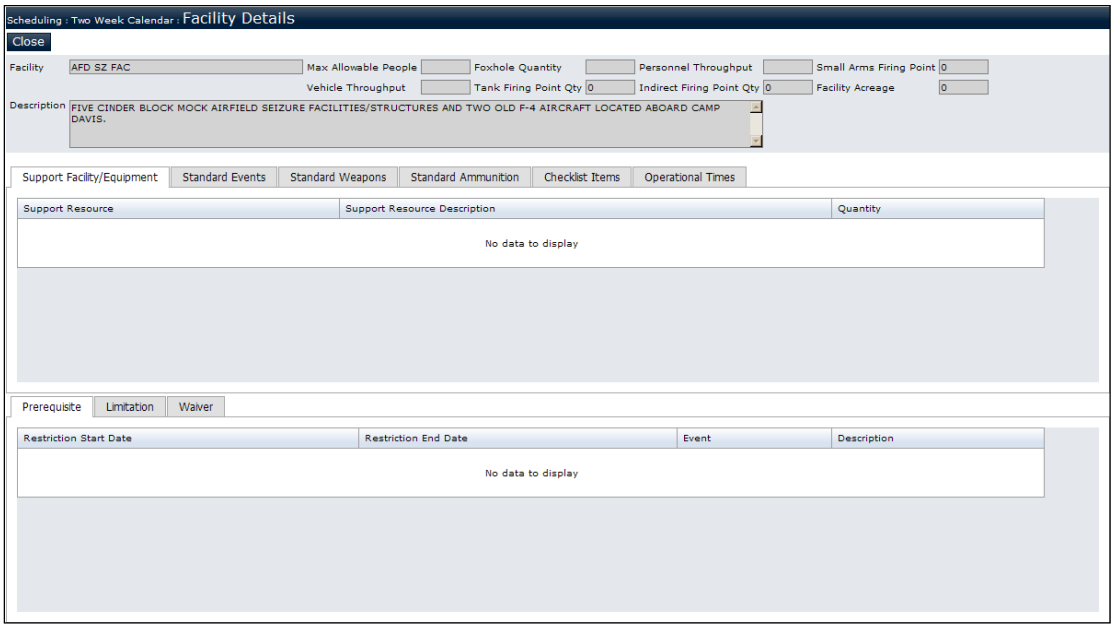


Figure 2-4 Facility Details

2. Click the **Close** button to exit the Facility Details page.

2.2.4 View Calendar Details

Click on a populated cell in the calendar. The row is highlighted and the grid in the Requests/Reservations tab is displayed. The Requests/Reservations tab shows the requests or reservations for that day, and indicates whether there are any conflicts between the day's activities

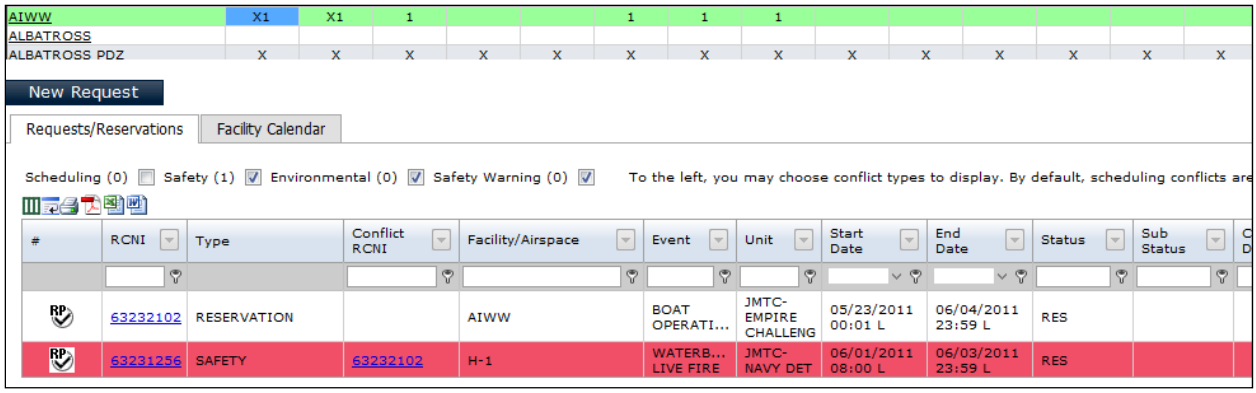


Figure 2-5 Example of Viewing Requests/Reservations Tab

To view scheduled activities in a calendar-style for the day selected and the next day, click on a populated cell in the Two Week Calendar, then click the Facility Calendar tab.

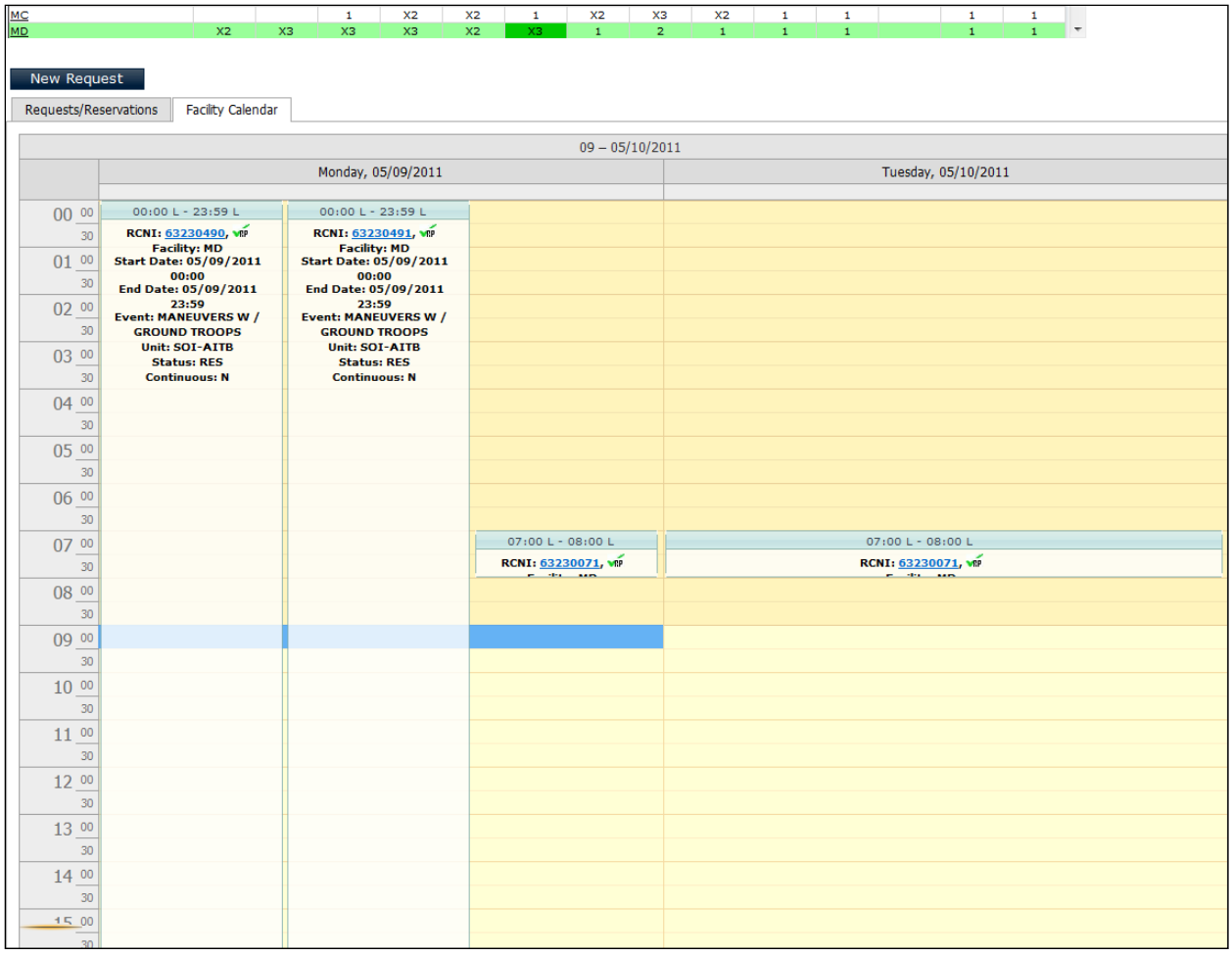


Figure 2-6 Example of Viewing Facility Calendar Tab

If you are logged on to RFMSS, a RCNI link is displayed on the Facility Calendar that will open the associated request.

2.2.5 Access Request Processing

You can access Request Processing for activities associated with a RCNI by clicking the Request Processing icon in the Requests/Reservations or the Facility Calendar tab.

2.2.6 View Calendar Conflicts

There are four types of conflicts shown in the calendar details grid:

- **Scheduling conflict** [not defaulted to display]
  Highlighted in yellow. Indicates that the requested activity time/date conflicts with the listed activity request or reservation.
- **Safety conflict** [defaulted to display]
  Highlighted in red. Indicates that the requested activity could cause an unsafe condition if scheduled with the listed activity request or reservation.
- **Environmental conflict** [defaulted to display]
  Highlighted in green. Indicates that the requested activity could cause harm to the environment.
- **Safety Warning** [defaulted to display]
  Highlighted in pink. Indicates that the requested activity could cause a safety conflict for another activity.

Example of a Safety Warning

The following safety conflict is defined in RFMSS:

Use of DODIC AAXX at Facility A closes Facility B.

An activity is scheduled at Facility B by a unit for the entire day of July 1. Another unit requests an activity that uses DODIC AAXX for July 1 on Facility A.

According to the safety conflict above, scheduling Facility A with DODIC AAXX would close Facility B. Therefore, a safety warning is displayed to the unit requesting Facility A to let the unit know that its activity would cause a safety conflict for the unit who scheduled Facility B.

By default, environmental and safety conflicts and safety warnings are displayed in the calendar details grid, but scheduling conflicts are not. Click the **Scheduling**, **Safety**, **Environmental**, or **Safety Warning** checkboxes to change these display settings.

2.2.7 Access Existing Request

Click the **RCNI** link to access the request.

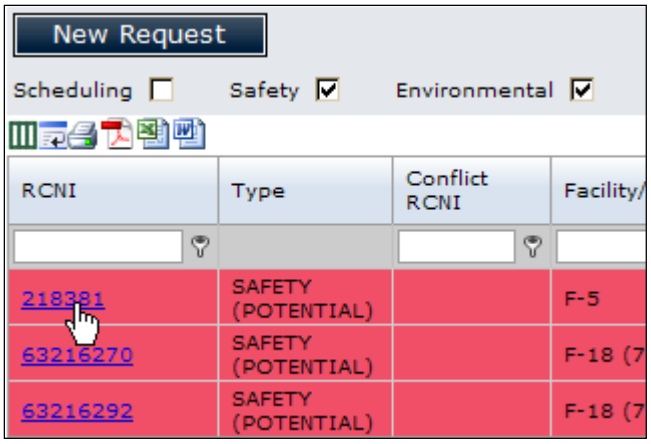


Figure 2-7 Open Request from Calendar

2.2.8 Create a New Request

There are two ways to create a new request:

- Highlight a cell in the calendar, then click the **New Request** button.

OR

- **Double-click** a cell in the calendar. (You can double-click on a cell that has legend codes in it to open a new request for that date.)

The Request page is displayed.

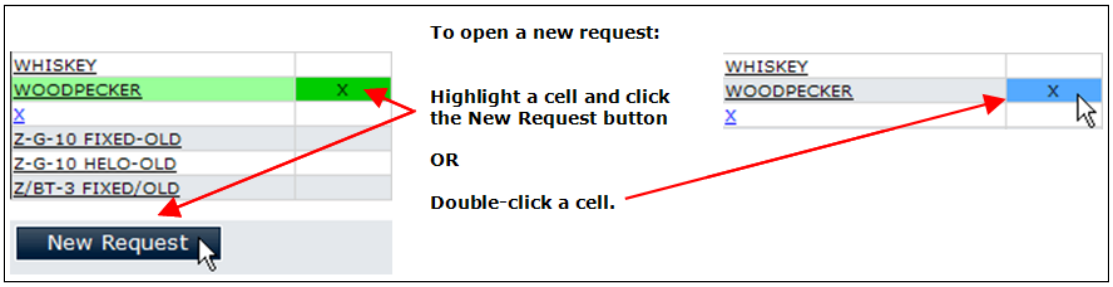


Figure 2-8 Ways to Open New Request Form from Calendar

2.3 RCNI Lookup

Menu Path	Scheduling: RCNI Lookup

The RCNI Lookup page lets you search for a specific RCNI.

1. Enter the RCNI in the **RCNI** filed.
2. Click the **Lookup** button. If the search successfully finds a match to your entry, the Request page is displayed.

Figure 2-9 RCNI Lookup

2.4 Request Form

Menu Path	Scheduling: Request

The Request form page allows you to:

- Schedule one or more training activities at one or more facilities or airspaces
- Modify existing training activities
- Create a template from a request.

There are three sections on a Request form:

- Requester Information Section,
- Activities Grid,
- Activities Tabs.

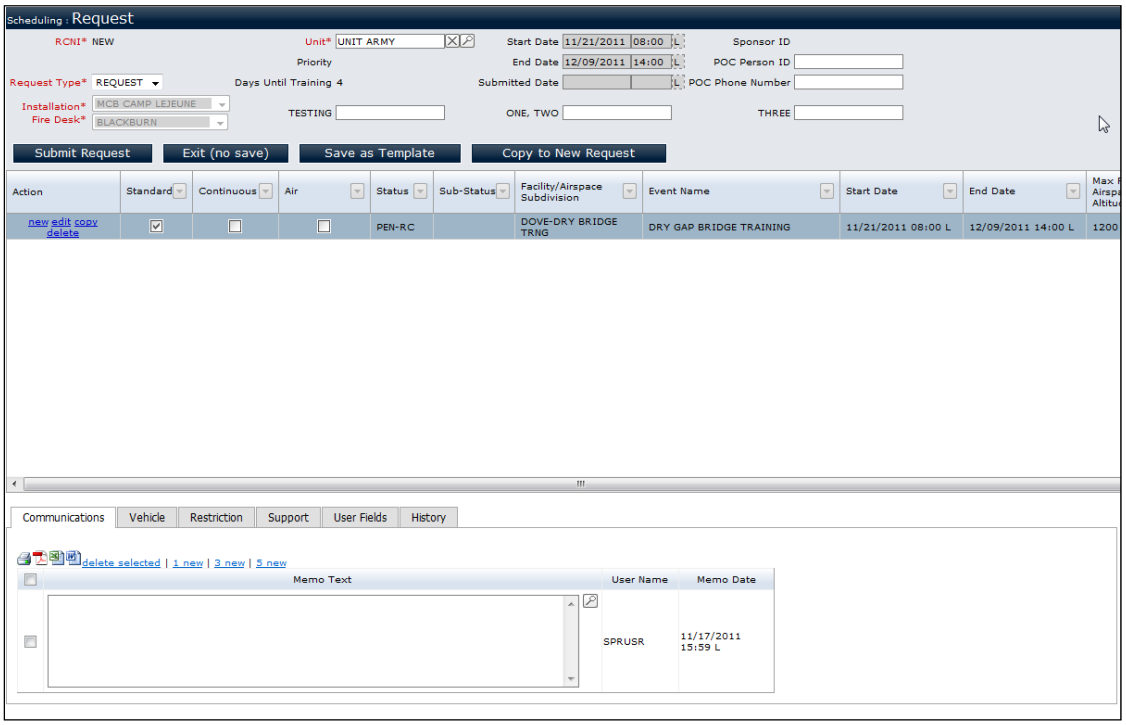


Figure 2-10 Request Form

2.4.1 Requester Information Section

This section of the Request form includes information about the unit that is requesting training (contact information, unit ID), and the type of request (training request, hold) being submitted.

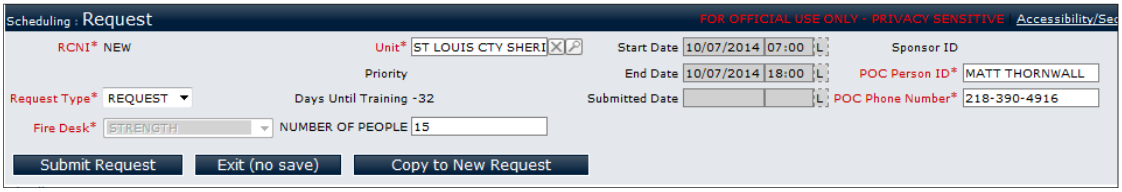
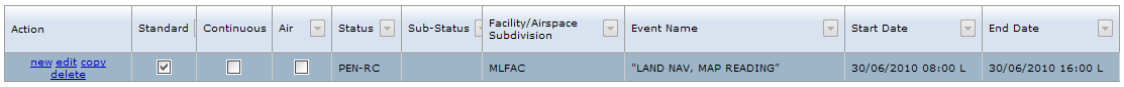


Figure 2-11 Requester Information Section

2.4.2 Activities Grid

This section lists all of the training activities being requested. Like any grid in RFMSS, you can add a new record, edit a record, and delete a record.



Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date
new edit copy delete	☑	☐	☐	PEN-RC		MLFAC	"LAND NAV, MAP READING"	30/06/2010 08:00 L	30/06/2010 16:00 L

Figure 2-12 Activities Grid Section

Once a request has been submitted, the information displayed in the grid includes the following:

- **Standard**
  Indicates that the training event will be a *standard event.*
- **Continuous**
  Indicates that a training activity that spans multiple days will occur without departing the Facility/airspace during the training period (e.g., training starts at 0900 Sunday and lasts through 0600 Tuesday).
- **Air**
  Indicates that the training event will require airspace.
- **Status**
  Indicates the status of the activity:

Status	Description
CAN-CUST	Canceled by customer
CAN-H	Canceled hold request
CAN-M	Canceled maintenance request
CAN-RC	Canceled by Scheduler

Status	Description
COND-RES	Conditional Reservation
DISA-CUST	Disapproved by customer
DISA-FDO	Disapproved by Fire Desk
DISA-RC	Disapproved by Scheduler
HOLD	Hold
MAINT	Maintenance activity
PEN-CUST	Pending customer action
PEN-FDO	Pending Fire Desk action
PEN-RC	Pending Scheduler action
RES	Reservation

- **Sub-Status**
  Initially, indicates the next approval level of a request, if applicable.

  Also, indicates the status of a condition on the activity:

Condition Status	Description
S	Safety condition pending action
E	Environmental condition pending action
L	Logistics condition pending action
SA	Approved safety condition
EA	Approved environmental condition
LA	Approved logistics condition
SD	Disapproved safety condition
ED	Disapproved environment condition
LD	Disapproved logistics condition

- **Facility / Airspace Subdivision**
  Shows the Facility or Airspace Subdivision ID.
- **Event Name**
  Shows the event name.
- **Start Date**
  Shows the date that the training activity starts.
- **End Date**
  Shows the date that the training activity ends.

- **Max Facility / Airspace Subdivision Altitude (MSL Ft.)**
  Indicates the maximum altitude to which ammunition can be fired at the selected Facility or Airspace Subdivision in MSL Ft.
- **Max Vertical Hazard**
  Indicates the maximum area above the ground that provides for the containment of the flight of a projectile or projectile ricochet and the fragments of a projectile function above the surface in AGL Ft.
- **Max Ord / Ord Apex**
  Indicates the maximum ordinate (for ground) or ordnance apex (for air). Max Ord indicates the highest point in the trajectory of ordnance fired from the ground as measured in AGL ft. Ord Apex is the highest point in the trajectory of ordnance released, launched, or fired from an aircraft in flight as measured in AGL Ft. from the ground.
- **Number of People**
  Shows the number of people who will participate in the training.
- **RSO**
  The Range Security Officer.
- **OIC**
  The Officer in Charge.

2.4.3 Activity Tabs

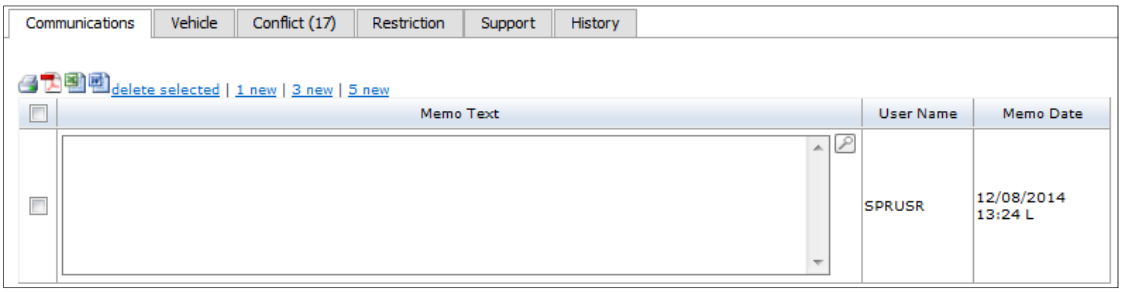


Figure 2-13 Activity Tabs Section

For each activity on the request, there are up to eight tabs that you will fill out to include more detailed information about the activity.

2.4.4 Submit Request

There are four main steps to submitting a request using the Request form:

1. Complete the Requester Information (see page 2-17),

2. Enter a training activity (see page 2-19),
3. Complete activity tabs for each activity on the Request form (see page 2-22), and
4. Submit the request (see page 2-40~~2-41~~).

2.4.4.1 *Complete Requester Information*

1. Enter or update information in the following fields:

- **Unit [required]**
  Select the name of the unit that wants to schedule one or more activities at a Facility/airspace.

> A Scheduler with access to **all fire desks** can change the Unit for a Request after it has been submitted if none of the activities on the Request have appeared on the fire desk yet. Once an activity appears on the fire desk, this field can no longer be changed.

- **Request Type [required]**
  Select one of the following types of requests:
- **Request (default; only option available for unit same day request)**
  An application to schedule training at a Facility or airspace.
- **Hold**
  A “pre-request” that asks a Scheduler at a Facility/airspace to retain, or “hold”, a calendar slot for training.
- **Maintenance (Schedulers or FDOs Only)**
  An application to schedule one or more maintenance activities at a Facility or airspace.

> FDOs can schedule same-day maintenance activities for same day requests on the Fire Desk only.

- **Fire Desk [required]**
  Select the name of the Fire Desk.
- **Installation [required] (Only if Cross Fire Desk is enabled)**
  Select the name of the Installation.
- **POC Person ID [required if indicated by FA]**
  Enter the user ID of the request’s point of contact

- **POC Phone Number [required if indicated by FA]**
  Enter the request POC's telephone number.
- **Other Fields**
  There may be up to 3 fields that the Functional Administrator wants a user to fill out on a Request form. These fields may be required if the Functional Administrator marks them as required.

Display-Only Fields

The following fields are display only:

RCNI (Request Control Number Identifier)
Displays system-generated number that uniquely identifies the request. The RCNI does not display until the request has been submitted. Once the request is submitted, the RCNI is assigned to that request permanently.

Priority
Displays the unit's priority for training (e.g., 1 = top priority, 2 = second priority, etc.). The priority is determined by the Functional Administrator.

Days Until Training
Displays the number of days before training begins.

Start Date
Displays the earliest Start Date and time of all activities in the request.

End Date
Displays the latest Start Date and time of all activities in the request.

Submitted Date
Displays the date and time that the request is submitted.

Sponsor ID
Displays the name of the sponsoring unit.

2.4.4.2 *Complete Training Activities*

A *training activity* includes both the training exercise (or "event") and the training location (the Facility or the airspace).

You will complete the activity by selecting a training event, the Facility or airspace where you want the training event to take place, when the training should take place, and other related information about the training activity.

1. On the Request form:

   - Click the **New** link in the Activity Grid to add an activity.
   - Click the **Edit** link in the Activity Grid to modify an activity.

   The Activity page is displayed.

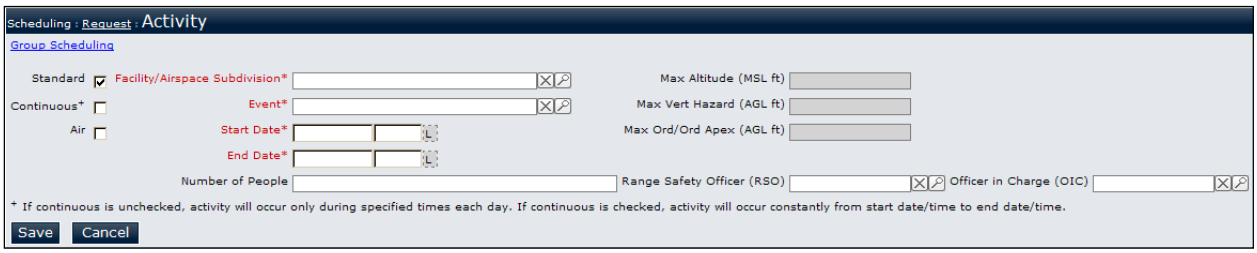


Figure 2-14 Activity Page

2. On the Activity page, enter or update information in the following fields:

   - **Standard**
     Leave the checkbox as checked (the default) if the training event will be a standard event. For a non-standard event, click the checkbox so the box is blank.

> If the Standard Event checkbox is not available (e.g., grayed-out), this means that the selected Fire Desk does not allow non-standard events to take place. The Functional Administrator has the privileges to change this setting.

   - **Continuous (not available for same day request)**
     To indicate continuous time, check the checkbox if a training activity that spans multiple days will occur without departing the Facility/airspace during the training period (e.g., training starts at 0900 Sunday and lasts through 0600 Tuesday).

     To indicate non-continuous time (the default), leave the checkbox blank if a training activity that spans multiple days calls for departing the Facility/airspace during the training period (e.g., Sunday through Tuesday training starts and ends on

Sunday, starts and ends on Monday, and starts and ends on Tuesday.)

- **Air**
  Check the checkbox if the training event will require airspace.
- **Facility / Airspace Subdivision [required]**
  Enter the Facility or airspace ID OR click **Search** and select from the pop-up window.
- **Event [required]**
  Enter the event name OR click **Search** and select from the pop-up window.

> Events with a deprecation date that is before or on the date of the activity are not available for selection.

- **Start Date [required EXCEPT if template or same day request]**
  Enter the date that the training activity starts or select the date from the calendar.
- **Start Time [required EXCEPT if template]**
  Enter the time in HHMM that the training activity starts.
- **End Date [required EXCEPT if template or same day request]**
  Enter the date that the training activity ends or select the date from the calendar.
- **End Time [required EXCEPT if template]**
  Enter the time in HHMM that the training activity ends.

> A Scheduler can submit and approve a request with start/End Times that are outside a Facility's open and close (operational) times.

- **Number of People [ground only]**
  Enter the number of people who will participate in the training.

> The number of people for an air activity is displayed as the sum of the aircraft crew for each aircraft included in that activity.

- **Officer in Charge (OIC) [ground only]**
  Enter the name of the OIC OR click **Search** and select from the pop-up window.

- **Range Safety Officer (RSO) [ground only]**
  Enter the name of the RSO OR click **Search** and select from the pop-up window.

Display-Only Fields

The following fields are display only:

Max Altitude
Displays the maximum altitude to which ammunition can be fired at the selected Facility in MSL Ft.

Max Vertical Hazard
Displays the maximum area above the ground that provides for the containment of the flight of a projectile or projectile ricochet and the fragments of a projectile function above the surface in AGL Ft.

Max Ord/Ord Apex
Displays the maximum ordinate (for ground) or ordnance apex (for air), the difference between the highest point in the trajectory of ordnance released, launched, or fired from an aircraft in flight and the ground target elevation or altitude as measured in AGL Ft. above MSL.

3. Click the **Save** button.

When creating or editing an Activity, you will be unable to save if the Event is invalid.

Once you click the Save button, the system evaluates for invalid deprecated items. While it does that, it also notes valid items that have a future deprecation date. A warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

2.4.4.3 *Complete Activity Tabs*

The Activity tabs let you enter details about a specific training activity. The number and type of tabs that are displayed depend upon the type of activity (ground, air) and the event (firing, non-firing, etc.).

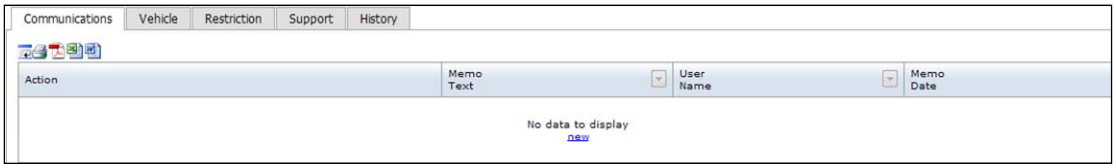


Figure 2-15 Example of Activity Tabs for a Training Activity

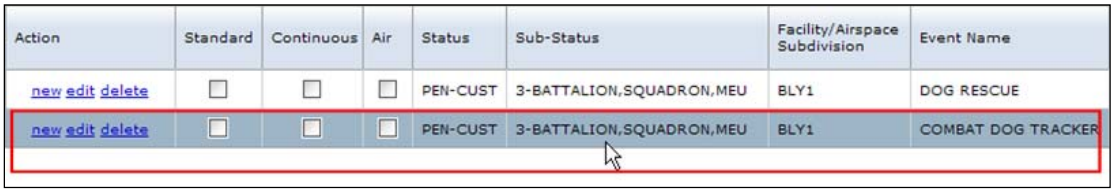
The types of activity tabs include:

- **Weapons and Ammunition Tab**
  This tab is available only when the activity includes a firing event. This is where you specify the activity's weapons and ammunition, as well as an impact area.
- **Communications Tab**
  This tab provides a means of communication between unit, chain of command, scheduling, and the Fire Desk users.
- **Vehicle**
  This tab is available only when the activity is a ground activity. This tab lets you specify vehicles and their quantities for an activity.
- **Aircraft**
  This tab is available only when the activity is an air activity. This tab lets you specify the activity's aircraft and quantities, number of crew, as well as entry and exit points and times.
- **Conflict**
  This tab identifies any scheduling, safety, and environmental conflicts for the activity. You can access any activities that conflict with the requested activity from this tab.
- **Restriction**
  This tab shows any waivers, prerequisites, or limitations associated with the activity.

- **Support**
  This tab 1) lists any existing equipment and their quantities at the Facility (e.g., bleachers, berms, storage buildings, etc.), and 2) lets you specify any additional support items (e.g., targets) and their quantities needed for the training activity.
- **User Fields**
  This tab has additional fields that are required for the request as determined by the Functional Administrator.
- **Change History**
  This tab displays a list of all the status changes made to the activity.

To complete the activity tabs for an activity:

1. Highlight the activity on the form.



Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name
new edit delete	☐	☐	☐	PEN-CUST	3-BATTALION,SQUADRON,MEU	BLY1	DOG RESCUE
new edit delete	☐	☐	☐	PEN-CUST	3-BATTALION,SQUADRON,MEU	BLY1	COMBAT DOG TRACKER

Figure 2-16 Activity Highlighted

2. Enter information in the tabs for that activity.

2.4.4.4 *Enter Activity Weapons and Ammunition*

This tab is required for an activity that includes a firing event. It lets you select the weapons, ammunition, and impact area that will be used during the training activity.

Figure 2-17 Weapon/Ammo Tab

- The Weapon/Ammo tab is displayed only when an activity includes a firing event.
- The lists of eligible weapons and ammunition displayed are determined by which activity is active. Weapons that do not have any associated ammunition type that is valid and not deprecated are not displayed.
- If you are updating the Weapon/Ammo tab via “Copy to New Request,” “Copy Activity,” or “Use Template,” the following is true: Once you click the Save button, the system evaluates for invalid deprecated weapons and ammunition types. While it does that, it also notes valid weapon types that have a future deprecation date. A warning is displayed for each weapon type that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again. This warning does not display for a new request.

2.4.4.4.1 Impact Area

1. Enter the impact area name OR click **Search** and select the impact area from the pop-up window.
2. For multiple impact areas, click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows under Impact Area and repeat Step 1 for each row.

The Impact area must be associated to a Facility/airspace before it will be in the Impact Area list on the Request form. The Functional Administrator has privileges to associate an impact area to a Facility/airspace.

2.4.4.4.2 Weapons/Ammunition

1. Click to select the **Cleared for Overhead Firing Above Down Range** checkbox if a) overhead firing is approved when there are downranges on the ground within the firing area, and b) downranges can be created within the activity's Facility.

Only a Scheduler can select this checkbox on the Request. Unit users can see the Clear Activities for Overhead Firing Above Down Ranges checkbox, but they cannot select it.

2. Click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows.
3. Enter information in the following fields:

- **Weapon Model/EIC [required]**
  - Enter the weapon model/EIC OR click **Search** and select from the pop-up window,
    OR
  - If the weapon model/EIC is the same for each weapon, enter/select the value in the **Weapon Model/EIC** header and click the **Apply** button to populate all rows in the list.

- For an air event, if a Weapon is selected where the Weapon Model Name and EIC matches an Aircraft Model Name and EIC, RFMSS automatically populates the associated Aircraft.
- Weapons with a deprecation date that is before or on the date of the activity are not available for selection. If you are creating a new template or modifying an existing template, the list of available weapons is restricted to only items that do not have a deprecation date either on the current date or in the future.
- If you are updating the Weapon/Ammo tab via "Copy to New Request," "Copy Activity," or "Use Template," the following is true: Once you click the Save button, the system evaluates for invalid deprecated weapons types.

While it does that, it also notes valid weapon types that have a future deprecation date. A warning is displayed for each weapon type that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again. This warning does not display for a new request.

- **Ammunition (DODIC) [required]**
  Enter the DODIC OR click **Search** and select from the pop-up window.

- If the activity is a standard event, the Facility/Airspace must be associated to the Weapon/Ammo. This can be set by the Functional Administrator.
- Ammunition types with a deprecation date that is before or on the date of the activity are not available for selection. If you are creating a new template or modifying an existing template, the list of available ammunition types is restricted to only items that do not have a deprecation date on the current date or in the past.
- If you are updating the Weapon/Ammo tab via “Copy to New Request,” “Copy Activity,” or “Use Template,” the following is true: Once you click the Save button, the system evaluates for invalid deprecated ammunition types. While it does that, it also notes valid ammunition types that have a future deprecation date. A warning is displayed for each ammunition type that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again. This warning does not display for a new request.

- **SDZ/WDZ [available only when SDZ/WDZ workflow is enabled]**
  Enter the SDZ/WDZ OR click Search and select from the pop-up window.

> If you have entered the **RFMSS Facility**, the **RFMSS Event**, and the **RFMSS Ammunition** attributes for an SDZ (or **RFMSS Airspace Subdivision**, the **RFMSS Event**, and the **RFMSS Weapon** for a WDZ), if a Scheduler completes a Request form where all three of these match, and if there is only one SDZ/WDZ with these three values matching, then the SDZ/WDZ will be populated automatically in the Request form. This is called a "perfect match," and does not need to be manually populated, in that case. However, if there is more than one SDZ/WDZ with all three of these attributes matching, the SDZ/WDZ in the Request form and elsewhere in RFMSS will be displayed as "TO BE DETERMINED," and the Scheduler will have to determine which one to enter into that field.

- **Maximum Ordinate [ground only, for indirect fire weapons and existing activities where a direct fire weapon has a max ordinate specified]**
  - Enter the maximum ordinate (the height of the highest point in the trajectory of a projectile above the horizon) in AGL Ft.,
    OR
  - If the maximum ordinate is the same for each weapon/ammo listed, enter/select the value in the **Max Ordinate** header and click the **Apply** button to populate all rows in the list.
- **Delivery Type [air only]**
  - Select the method of delivery for the weapon/ammunition combination, OR
  - If the delivery type is the same for each weapon/ammo listed, enter/select the value in the **Delivery Type** header and click the **Apply** button to populate all rows in the list.
- **Ordnance Apex [required, air only]**
  - Enter the ordnance apex (difference between the highest point in the trajectory of ordnance released, launched, or fired from an aircraft in flight and the ground as

measured in AGL Ft.)
OR

- If the ordnance apex is the same for each weapon/ammo listed, enter/select the value in the **Ordnance Apex** header and click the **Apply** button to populate all rows in the list.

Display-Only Fields

The following fields are display only:

Weapon Description
Displays the description of the weapon (if any).

Ammunition Description
Displays the description or nomenclature of the ammunition.

Maximum Vertical Hazard (AGL/ft)
Displays the maximum area above the ground that provides for the containment of the flight of a projectile or projectile ricochet and the fragments of a projectile function above the surface.

Max Firing Altitude (MSL Ft.)
Displays the highest altitude that an activity will fire on either a Ground Facility or in a Federal Aviation Administration (FAA) Airspace.

4. Repeat Steps 1-2 to add weapons/ammunition if needed.
5. Delete rows if needed:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.

2.4.4.5 *Enter Activity Communications*

This tab is used to communicate any additional information about the activity to all parties: unit, chain-of-command, scheduling, and Fire Desk users.

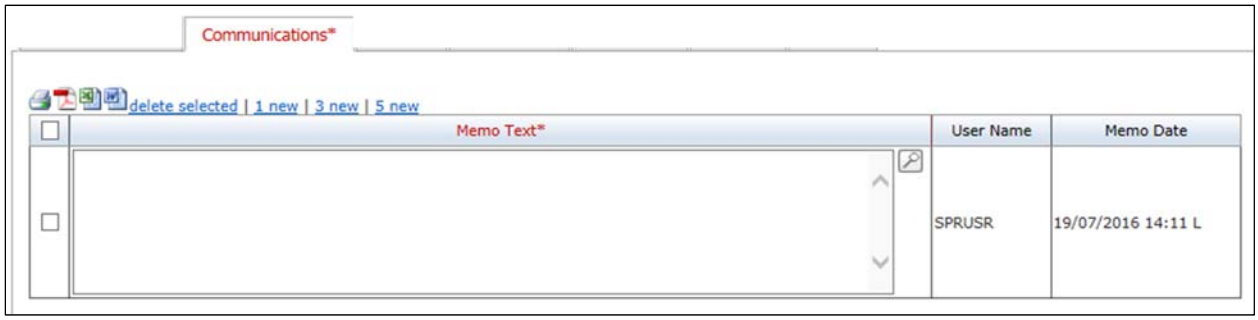


Figure 2-18 Communications Tab

> You cannot edit or delete communication memos that have already been submitted.
>
> When you are creating or editing a template, you can add memos here and save them to the template for repeated use.
>
> Memos on the Communications tab may be required, either at the Fire Desk level or at the Facility/Airspace Subdivision level.

To use the Communications tab:

1. If you want to add more than one memo, click the **1 New**, **3 New**, or **5 New** link to add 1, 3, or 5 blank memos.
2. Enter your message in the **Memo Text** block for each memo,

   OR

   Click Search and select a standard memo from the pop-up window.
3. If you decide you want to delete a memo before submitting your request:
   a. Click to select the checkbox for each memo you want to delete.
   b. Click the **delete selected** link.

2.4.4.6 *Enter Activity Vehicles*

Figure 2-19 Vehicle Tab

This tab lets you specify vehicles and their quantities for a ground activity.

> This tab is available only when the activity is a ground activity.

1. Click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows.
2. Enter information in the following fields:
   - **Model Name/EIC [required]**
     Enter the vehicle model name OR click **Search** and select from the pop-up window.
   - **Requested Vehicle Quantity [required]**
     - Enter the number of this type of vehicle required for the activity
       OR

       If the quantity is the same for each vehicle, enter the value in the **Vehicle Quantity** header and click the **Apply** button to populate all rows in the list.
3. Repeat Steps 1-2 to add more vehicles if needed.
4. Delete rows if needed:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.

2.4.4.7 *Enter Activity Aircraft*

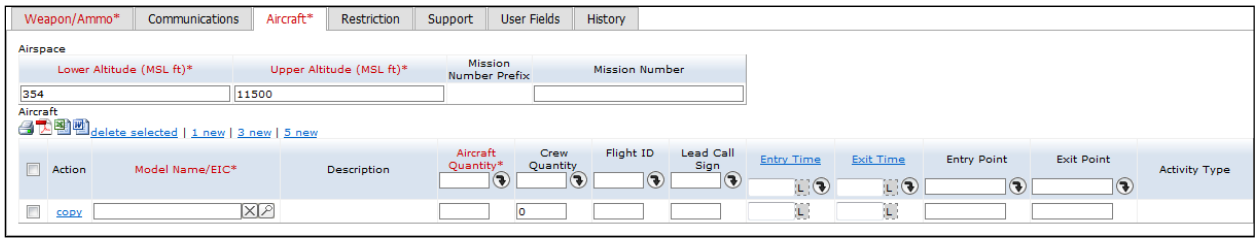


Figure 2-20 Aircraft Tab

This tab lets you request airspace and specify an air activity's aircraft and quantities, number of crew, as well as entry and exit points and times.

This tab is available only when the activity is an air activity.

2.4.4.7.1 Request Airspace

1. To request airspace, enter or edit the airspace altitudes:

   - **Lower Altitude (MSL ft)**
     Enter the lower altitude that the activity will require.
   - **Upper Altitude (MSL ft)**
     Enter the upper altitude that the activity will require.

2. Enter the mission number:

   - **Mission Number**
     Enter the mission number of the activity OR leave the field blank and a mission number will be automatically generated when the request is approved.

Auto-Generated Mission Number Format

For installations with date format MM/DD/YYYY, mission number format is:

PPPPPPPPMMDD####

where

P is the installation's eight-digit mission number prefix assigned by the Functional Administrator. If no prefix is assigned, this will be left out of the mission number.

MM is the two-digit month of the activity's Start Date

DD is the two-digit year of the activity's Start Date, and

is the sequential number incremented each time a mission number is automatically generated for that training Start

Date at the installation.

For installations with date format DD/MM/YYY, the format is:

PPPPPPPPDDMM####

2.4.4.7.2 Aircraft Details

1. Click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows.
2. Enter information in the following fields:

- **Model Name/EIC [required]**
  Enter the aircraft model name OR click Search and select from the pop-up window.

For an air event, If an Aircraft is selected where the Aircraft Model Name and EIC matches a Weapon Model Name and EIC, RFMSS will automatically populate the associated Weapon.

- **Aircraft Quantity [required EXCEPT if template]**
  - Enter the number of this type of aircraft required for the activity,
    OR
  - If the quantity is the same for each aircraft, enter the value in the **Aircraft Quantity** header and click the **Apply** button to populate all rows in the list.
- **Crew Quantity**
  - Enter the total number crew required for each aircraft,
    OR
  - If the crew quantity is the same for each aircraft, enter the value in the **Crew Quantity** header and click the **Apply** button to populate all rows in the list.
- **Flight ID Number**
  - Enter the flight identification number for an aircraft,
    OR
  - If the Flight ID is the same for each aircraft, enter the value in the **Flight ID** header and click the **Apply** button to populate all rows in the list.

- **Lead Call Sign**
  - Enter the lead call sign of a flight of aircraft or the call sign of the pilot of a single aircraft,
    OR
  - If the call sign is the same for each aircraft, enter the value in the **Lead Call Sign** header and click the **Apply** button to populate all rows in the list.
- **Entry Time [EXCEPT if template]**
  - Enter the time of aircraft entry into the airspace OR click the **Entry Time** link to populate the Start Time of the activity,
    OR
  - If the entry time is the same for each aircraft, enter the value in the **Entry Time** header and click the **Apply** button to populate all rows in the list.
- **Exit Time [EXCEPT if template]**
  - Enter the time of aircraft departure from the airspace OR click the **Exit Time** link to populate the End Time of the activity,
    OR
  - If the exit time is the same for each aircraft, enter the value in the **Exit Time** header and click the **Apply** button to populate all rows in the list.
- **Entry Point**
  - Enter the aircraft point of entry into the airspace,
    OR
  - If the entry point is the same for each aircraft, enter the value in the **Entry Point** header and click the **Apply** button to populate all rows in the list.
- **Exit Point**
  - Enter the aircraft point of departure from the airspace,
    OR
  - If the exit point is the same for each aircraft, enter the value in the **Exit Point** header and click the **Apply** button to populate all rows in the list.

3. Repeat Steps 1-2 to add more aircraft if needed.

4. Delete rows if needed:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.

2.4.4.8 *View Activity Conflicts*

> The Conflict tab is displayed only if there are conflicts with an activity—if there are no conflicts with an activity, the Conflict tab is hidden.
>
> If conflicts exist, the tab displays “Conflicts (x)” where x is number of conflicts.

This tab:

- Identifies any scheduling, safety, and environmental conflicts for the activity. You can access any activities that conflict with the requested activity from this tab.
- Allows you to initiate a co-use agreement with a unit that has a reservation which conflicts with your training activity.

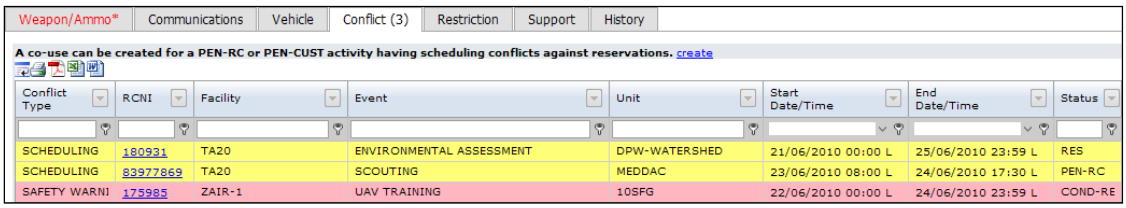


Figure 2-21 Conflict Tab

2.4.4.8.1 Conflict Types

There are four types of conflicts shown in the tab:

- **Scheduling conflict**
  Highlighted in **yellow**. Indicates that the requested activity time/date conflicts with the listed activity request or reservation.
- **Safety conflict**
  Highlighted in **red**. Indicates that the requested activity could cause an unsafe condition if scheduled with the listed activity request or reservation.
- **Environmental conflict**
  Highlighted in **green**. Indicates that the requested activity could cause harm to the environment.

- **Safety Warning**
  Highlighted in pink. Indicates that the requested activity could cause a safety conflict for another activity.

Example of a Safety Warning

The following safety conflict is defined in RFMSS:

Use of DODIC AAXX at Facility A closes Facility B.

An activity is scheduled at Facility B by a unit for the entire day of July 1. Another unit requests an activity that uses DODIC AAXX for July 1 on Facility A.

According to the safety conflict above, scheduling Facility A with DODIC AAXX would close Facility B. Therefore, a safety warning is displayed to the unit requesting Facility A to let the unit know that its activity would cause a safety conflict for the unit who scheduled Facility B.

2.4.4.8.2 View Conflicting Requests

You can view the request(s) for a listed safety or scheduling conflict.

Unit and chain of command users can view any conflicting request, but can only update requests from their unit/within their chain of command.

Schedulers can update any request.

1. Click the link in the **RCNI** column.
2. If you:
   - Can update the conflicting request, the Request form is displayed.
   - Cannot update the conflicting request, a read-only Request form is displayed.

2.4.4.8.3 Initiate Co-Use Agreement

A Co-Use Agreement lets multiple units consent to share the use of a Facility during the same time period to eliminate a scheduling conflict.

A co-use agreement can be initiated by a unit that has a pending request (i.e., request status is PEN-RC) to a unit that has a reservation at the Facility.

1. On the Conflict tab, click the **Create** link.

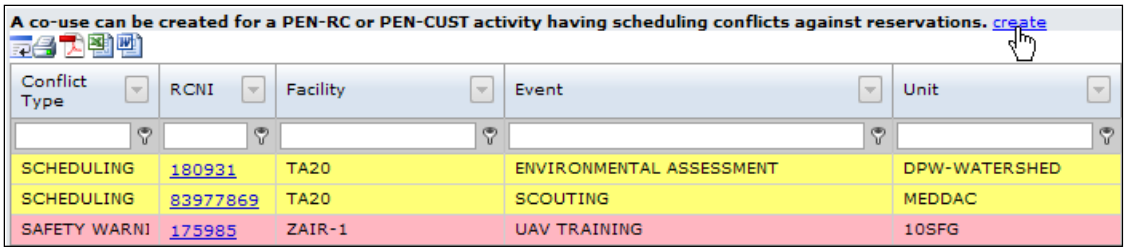


Figure 2-22 Create Co-Use Link on Conflict Tab

2. The Co-Use tab is displayed and is marked “Pending.” A message is displayed in the tab that the units with reservations will be notified that a co-use request has been submitted to them.

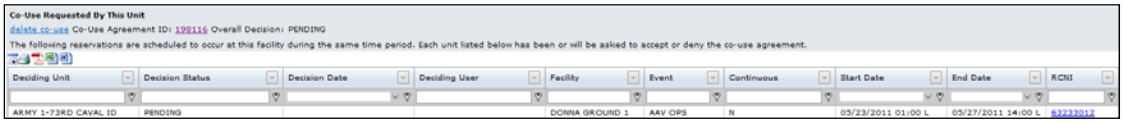


Figure 2-23 Co-Use Tab

To remove the submitted co-use agreement, click the **Delete Co-Use** link.

Once submitted, the co-use request is added to the deciding unit’s dashboard, and the co-use tab is displayed for the deciding unit on the Request form.

2.4.4.9 *View Activity Restrictions*

This tab shows any waivers, prerequisites, or limitations associated with the activity.

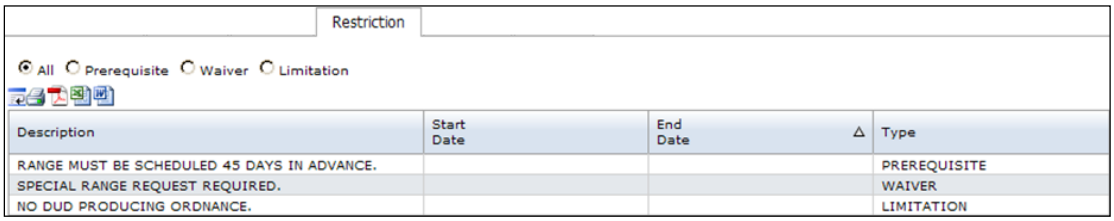


Figure 2-24 Restriction Tab

1. Click to select the **All**, **Waiver**, **Prerequisite**, or **Limitation** radio button to view the descriptions.

If there is only a single waiver, prerequisite, or limitation, the other radio buttons are disabled.

2.4.4.10 *Enter Activity Support Items*

This tab 1) lists any existing Facility resources and equipment and their quantities at the Facility (e.g., bleachers, berms, storage buildings, etc.), and 2) lets you specify any additional support items (e.g., targets) and their quantities needed for the training activity.

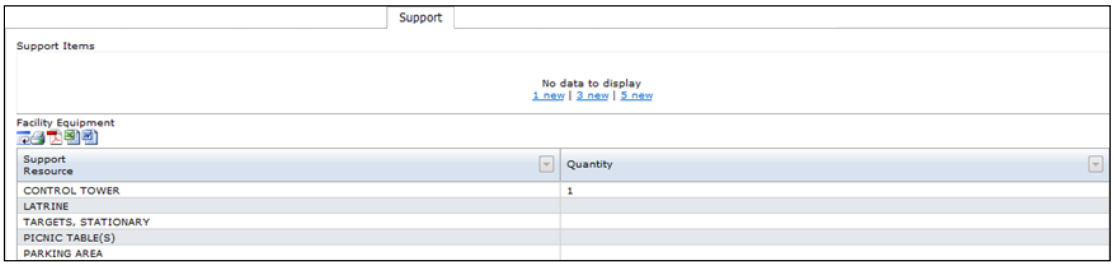


Figure 2-25 Support Tab

1. Click the **1 New, 3 New,** or **5 New** link to add 1, 3, or 5 rows.
2. Enter information in the following fields:

- **Model Name/EIC [required]**
  Enter the equipment model name OR click **Search** and select from the pop-up window.
- **Support Item Quantity [required]**
  - Enter the number of the selected support item required for the activity,
    OR

- If the quantity is the same for each item, enter the value in the **Quantity** header and click the **Apply** button to populate all rows in the list.

If you enter a quantity that is greater than what is available in the Support Item Available Quantity column for a support item, a warning message will display. You can submit the request after acknowledging the warning.

Units cannot enter a quantity that is greater than the Available Quantity defined in the Fire Desk to Support Item setup for a selected Support Item.

- **Remark**
  - Enter any remarks concerning the support item,
    OR
  - If the remark is the same for each item, enter it in the **Remark** header and click the **Apply** button to populate all rows in the list.

Display-Only Fields

The following fields are display only:

- **Description**
  Displays a description of the support item model.
- **Support Item Available Quantity**
  Displays the number of support items that are available on the fire desk date (or the first date of the activity if it is in the future). However, if the number of available items differs from day to day, there will be an asterisk (*) next to the quantity and a More Information link. Note that this number can be negative if multiple activities have requested the item for the same date.

3. If the Support Item Available Quantity column reflects that the number of items available differs from day to day throughout the timeframe of your request, click the **More Information** link. The Support Item Available Quantity by Day screen is displayed in a new window, where you can filter by Date, Model, and Available Quantity to see the available quantity of the support item for

each day of the activity. Click the **OK** button to return to the request.

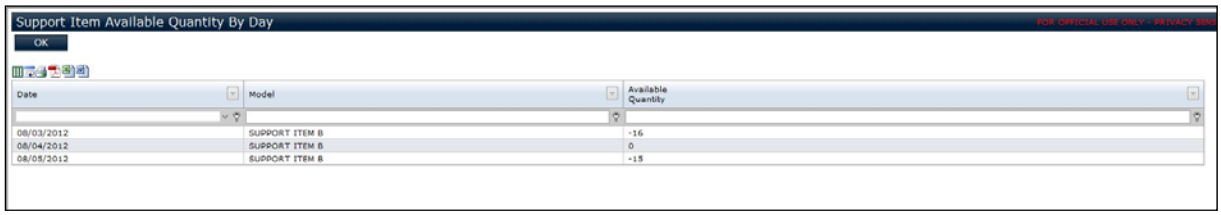


Figure 2-26 Support Item Available Quantity By Day

4. Repeat Steps 1-3 to add more support items if needed.
5. Delete rows if needed:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.

2.4.4.11 *User Fields*

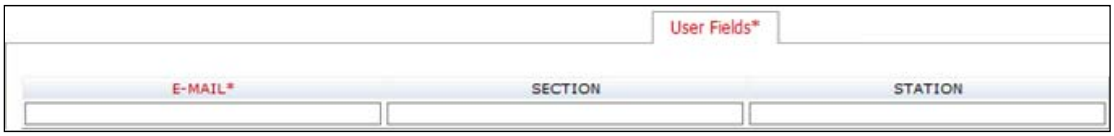


Figure 2-27 User Fields Tab

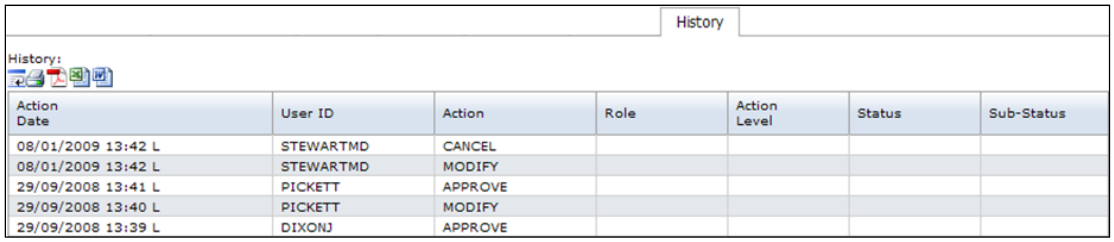
This tab has additional fields that are required for the request. (These fields were set up by the Functional Administrator.)

1. Enter information in the fields.

The fields may differ depending upon the Fire Desk selected for the activity.

2.4.4.12 *View Activity Change History*

This tab displays a history of the activity's status changes. It identifies the status change, the type of change, and the username of the person who performed the change.



History

History:

Action Date	User ID	Action	Role	Action Level	Status	Sub-Status
08/01/2009 13:42 L	STEWARTMD	CANCEL				
08/01/2009 13:42 L	STEWARTMD	MODIFY				
29/09/2008 13:41 L	PICKETT	APPROVE				
29/09/2008 13:40 L	PICKETT	MODIFY				
29/09/2008 13:39 L	DIXONJ	APPROVE				

Figure 2-28 History Tab

2.4.4.13 *Edit All Activities*

You can quickly edit the following fields for all activities on a request:

- Continuous Indicator,
- Activity Start and End Date,
- Number of People, and
- RSO and OIC (ground only).

1. Click the **Edit All** link above the activities grid. The Activities page is displayed.

Figure 2-29 Edit All Activities

2. Enter information in the following fields as needed:

- **New Earliest Activity Start Date [not applicable for same day request]**
  Enter a new Start Date or select the date from the calendar.
  FOR REQUESTS: When the new earliest Start Date is entered, the start and End Dates of other activities are adjusted based on the difference of the activity's current Start Date and the new earliest activity date.
  Example:
  Activity 1 Start Date = January 12 (current earliest Start Date)
  Activity 2 Start Date = January 18
  When new earliest Start Date is entered as January 10 (difference of two days from earliest Start Date):
  Activity 1 Start Date = January 10
  Activity 2 Start Date = January 16 (18-2=16)
  FOR REQUEST TEMPLATES ONLY: If no date is specified, the date entered in this field auto-populates any blank dates.

- **Continuous**
  - Check or uncheck the continuous checkbox for each activity,
    OR
  - If all activities are going to be continuous or non-continuous, check or uncheck the header checkbox and click the **Apply** button to populate all rows in the list.

- **Start Date**
  - Enter the Start Date for each activity,
    OR
  - If the Start Date is the same for all activities, enter the date in the **Start Date** header and click the **Apply** button to populate all rows in the list.

- **End Date**
  - Enter the End Date for each activity,
    OR
  - If the End Date is the same for all activities, enter the date in the **End Date** header and click the **Apply** button to populate all rows in the list.

- **Number of People**
  - Enter the number of people who will participate in an activity for each activity,
    OR
  - If the number is the same for all activities, enter the number in the **Number of People** header and click the **Apply** button to populate all rows in the list.
- **Range Safety Officer (RSO)**
  - Enter the RSO for each activity,
    OR
  - If the RSO is the same for all activities, enter the RSO in the **RSO** header and click the **Apply** button to populate all rows in the list.
- **Officer in Charge (OIC)**
  - Enter the OIC for each activity,
    OR
  - If the OIC is the same for all activities, enter the OIC in the **OIC** header and click the **Apply** button to populate all rows in the list.

3. Click the **Save** button.

2.4.4.14 *Show Deleted Activities*

If any activities were deleted from a request and then the request was submitted, you can re-open the request and view any activities that were deleted or removed from the request.

1. Click the **Show deleted activities** link in the Requester Information section.

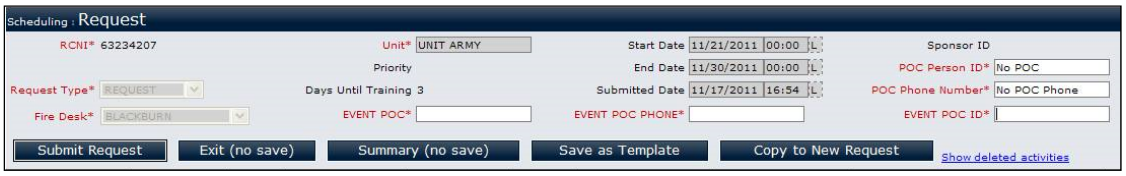


Figure 2-30 Show Deleted Activities Link

2. The Show Deleted Activities page is displayed.

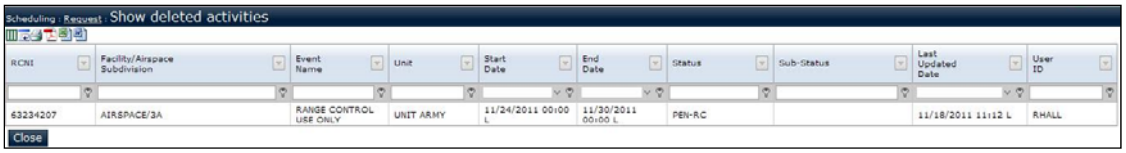


Figure 2-31 Show Deleted Activities Page

2.4.4.15 *Submit Request Form*

After you have entered all necessary information in the request, you can submit it for approval.

1. Click the **Submit** button on the Request form. The Request Summary is displayed.

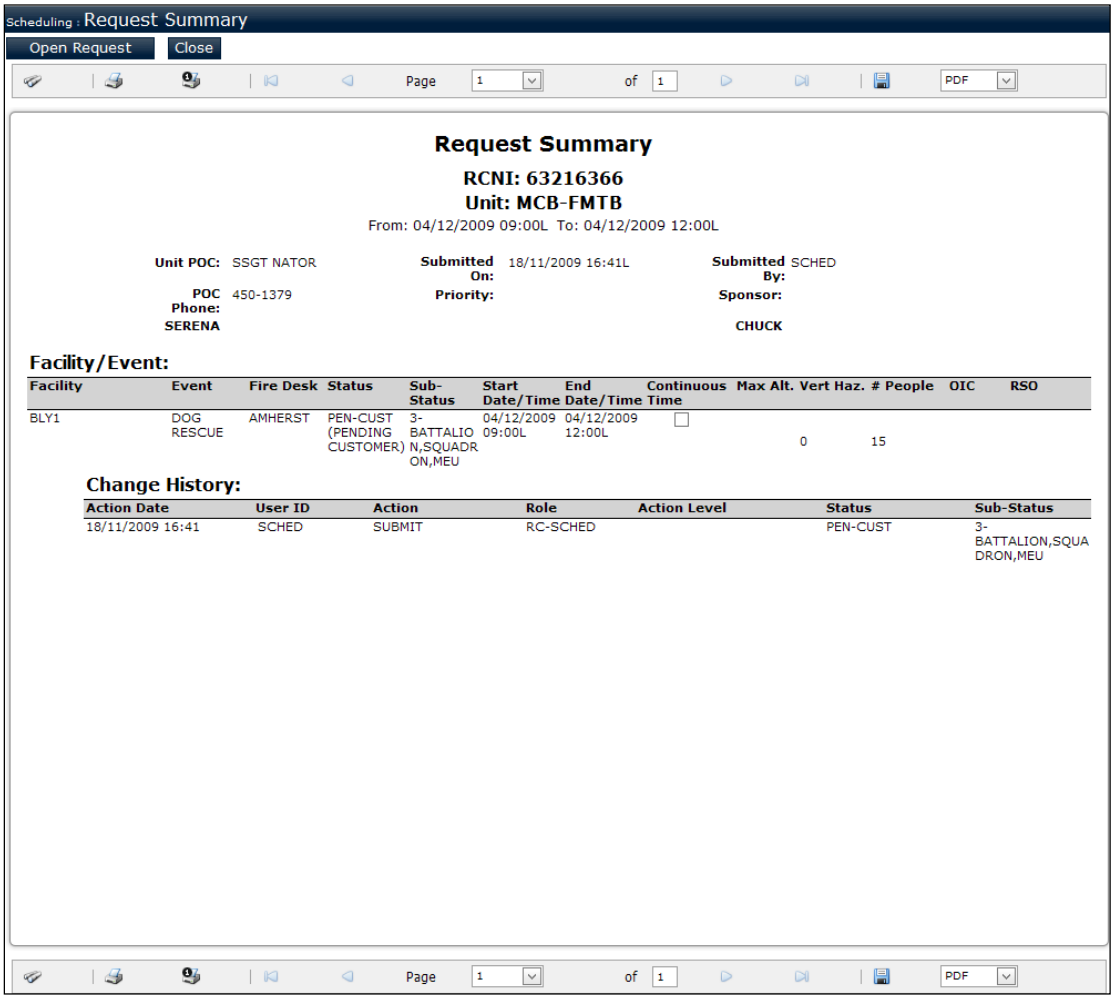


Figure 2-32 Request Summary

The Request Summary shows the activity information entered on the Request form for each activity in the request. It also displays a RCNI History Log, which provides a history of the status changes for the entire RCNI.

2. To:
   - Close the Request Summary, click the **Close** button.
   - Open the Request form, click the **Open Request** button.

2.4.5 Copy a Request

You can create a new request by copying the information from an existing or new request.

Figure 2-33 Copy a Request

1. Click the **Copy to New Request** button.
2. If applicable, a message is displayed asking if you want to create a new same day request. Click **Yes** to create a same day request or click **No** to create a request that has the same dates as the original request.

About Copying a Request:

a. All tab information from the original request is copied into the new request **except** information in the Communications, History, Conflict, and Restriction tabs.

b. Activity statuses will appear as they would for a new request.

c. For units in a chain of command, the requesting Unit, Priority, Sponsor ID, POC Phone Number, and POC Person ID will be copied on Request form; otherwise, these fields will be blank.

d. Upon opening the new request, if any invalid deprecated items exist (items that are deprecated on or before the current day) as values on the form, a message is displayed stating that these items will not be saved.

3. At this point, you can continue the four main steps to submitting a request:

- Complete the Requester Information (see page 2-17),
- Enter a training activity (see page 2-19),
- Complete activity tabs for each activity on the Request form (see page 2-22), and
- Submit the request (see page 2-16).

2.5 Group Scheduling

Group scheduling lets you schedule one or more events to a Facility, or one or more facilities to an event.

1. Open a new request.
2. Complete the Requester Information of the request.
3. Click on the **New** (if new request) or **Edit** (if existing request) link in the activity grid. The Activity page is displayed.

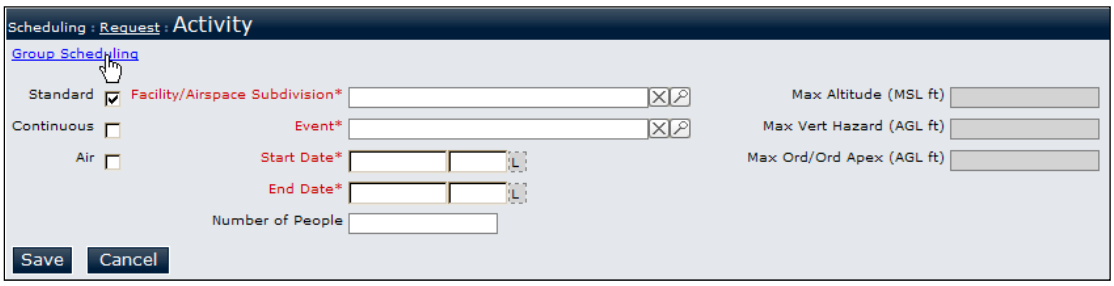


Figure 2-34 Group Scheduling Link on Activity Page

4. Click the **Group Scheduling** link at the top of the Activity page. The Group Scheduling page is displayed.

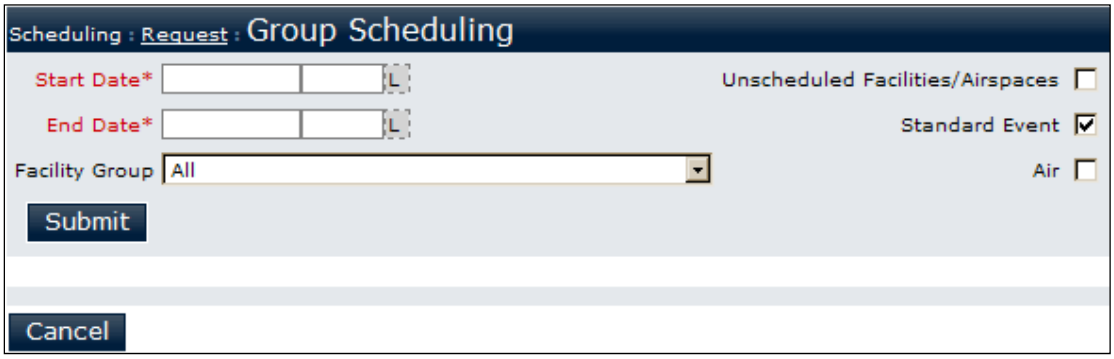


Figure 2-35 Group Scheduling Page

5. Enter information in the following fields:

- **Start Date/Time [required]**
  Enter the date and time that the training activity starts or select the date from the calendar.
- **End Date/Time [required]**
  Enter the date and time that the training activity ends or select the date from the calendar.

6. As an option, filter events/facilities using one or more of the following options:

- **Facility Group**
  Select a Facility group to list only those facilities within the selected Facility group OR leave blank to list all Facility groups.
- **Unscheduled Facilities/Airspaces**
  Check the checkbox to list facilities/airspaces that have no events scheduled on the dates specified.
- **Standard (default)**
  Leave the checkbox checked to list standard events only. Clear the checkbox to list all events.
- **Air**
  Check the checkbox to list air facilities and air events only.

7. Click the **Submit** button. The page shows the Facility/Airspace and Event selection boxes.

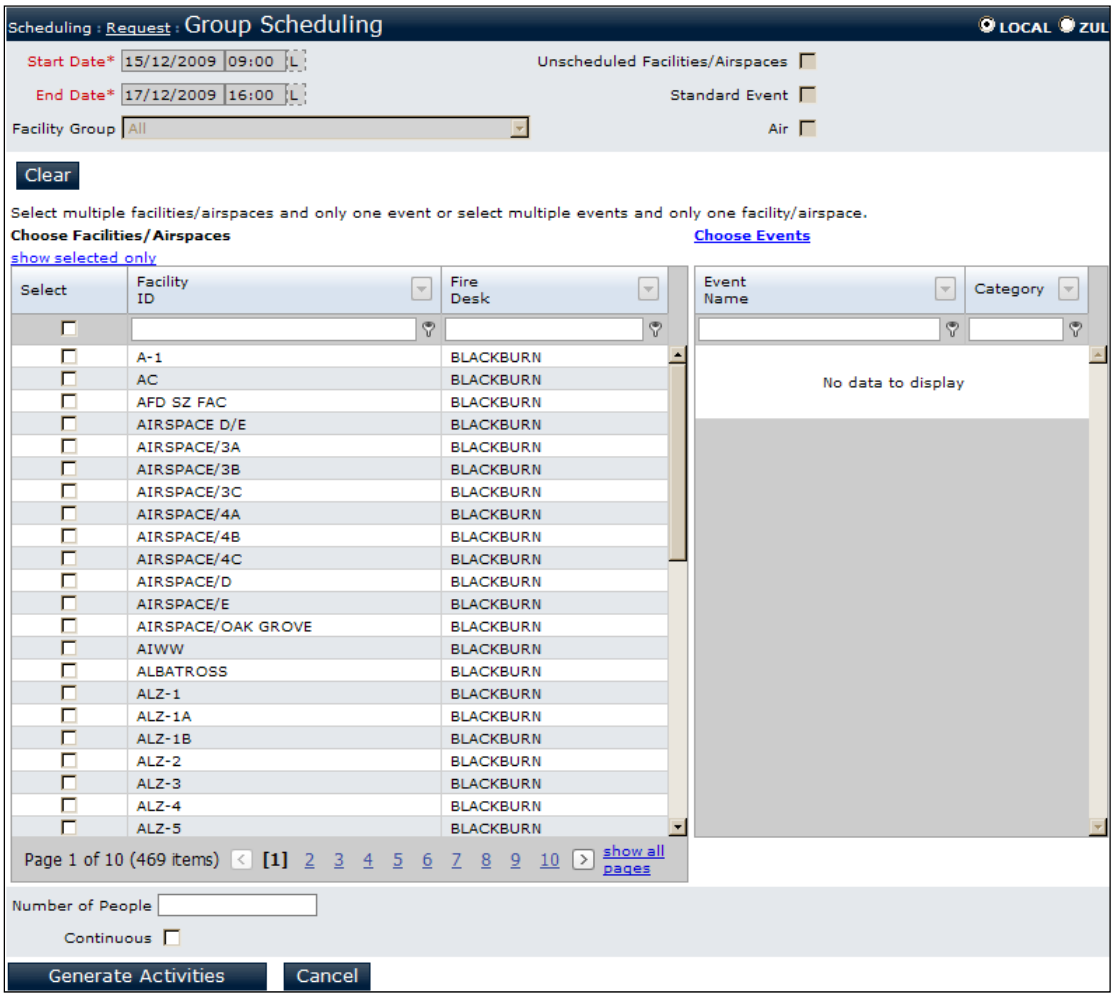


Figure 2-36 Facility/Airspace and Event Selection

You can now schedule:

- A single event at multiple facilities (See page 2-49~~2-50~~),

OR

- Multiple events at a single Facility (See page 2-51~~2-52~~).

2.5.1 Schedule Single Event at Multiple Facilities

1. Click the **Choose Events** link. The Events list is displayed.

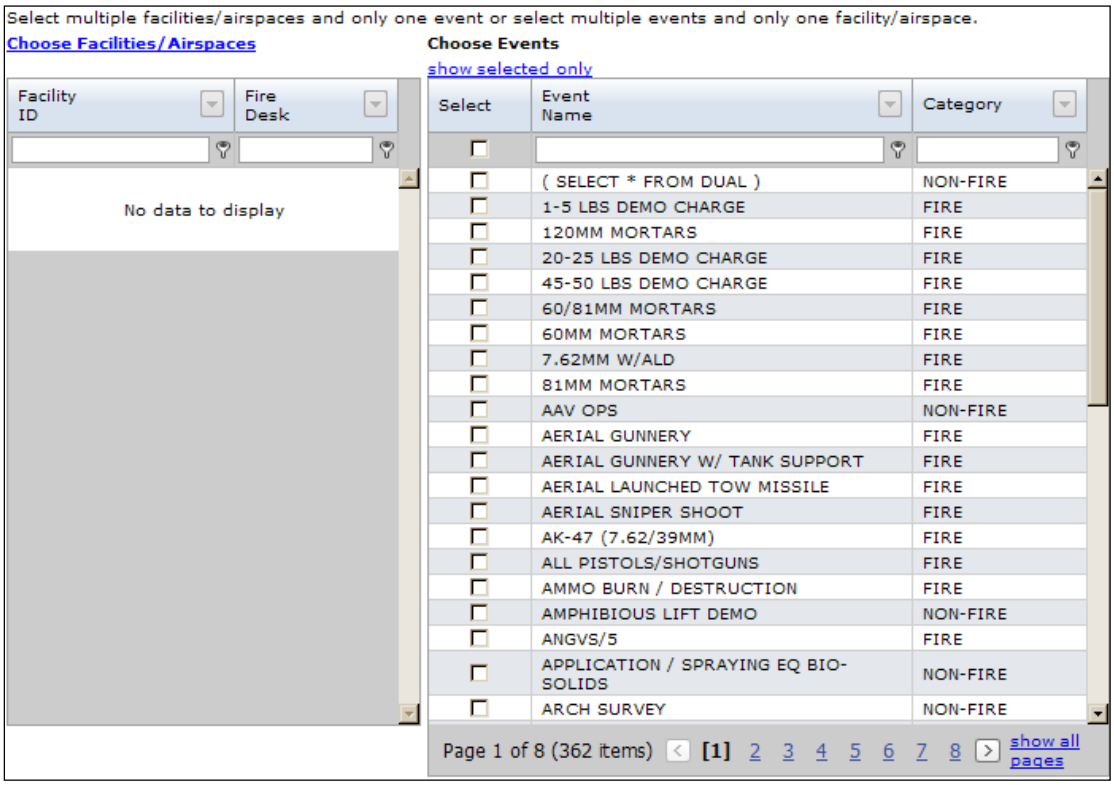


Figure 2-37 Event List Expanded

2. Select an event from the list.
3. Click **Choose Facilities / Airspaces** link. The Facilities/Airspaces list is displayed.

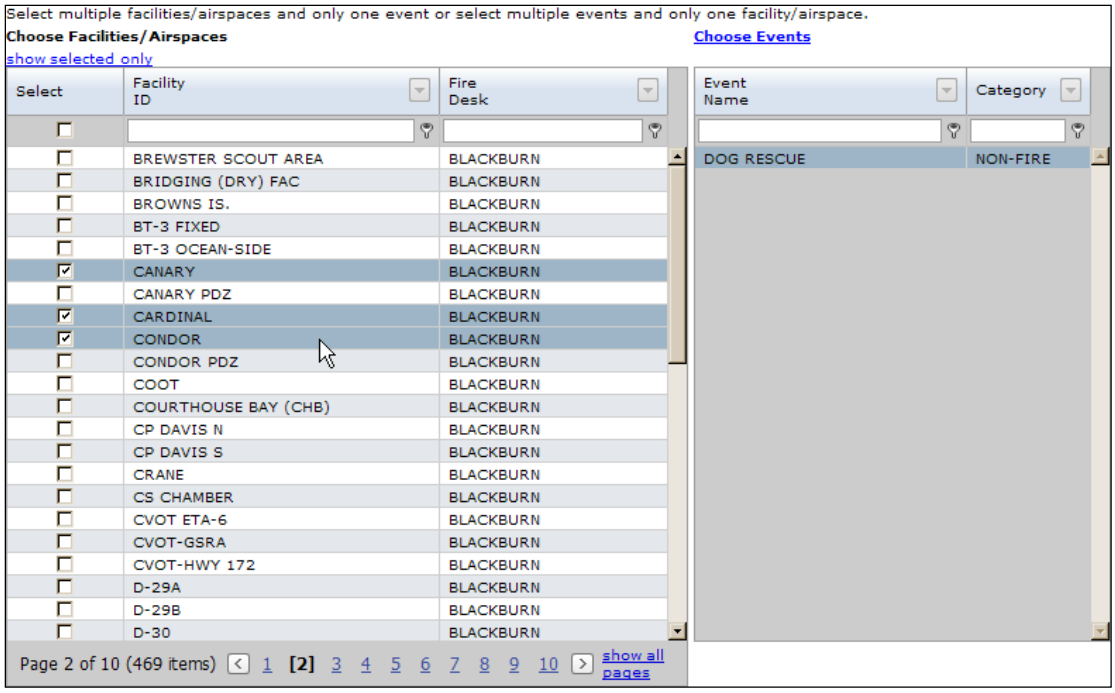


Figure 2-38 Multiple Facilities Selection

4. Select one or more facilities or airspaces from the list.
5. If known, enter the number of people who will participate in the activity in the **Number of People** field.
6. If applicable, click the **Continuous** checkbox if a training activity spans multiple days and the participants will not depart the Facility/airspace during the training period.
7. Click the **Generate Activities** button. The activities are populated in the Activity Grid on the Request form.

Figure 2-39 Activities for a Single Event at Multiple Facilities

2.5.2 Schedule Multiple Events at Single Facility

1. Click the **Choose Facilities / Airspaces** link. The Facilities/ Airspaces list is displayed.

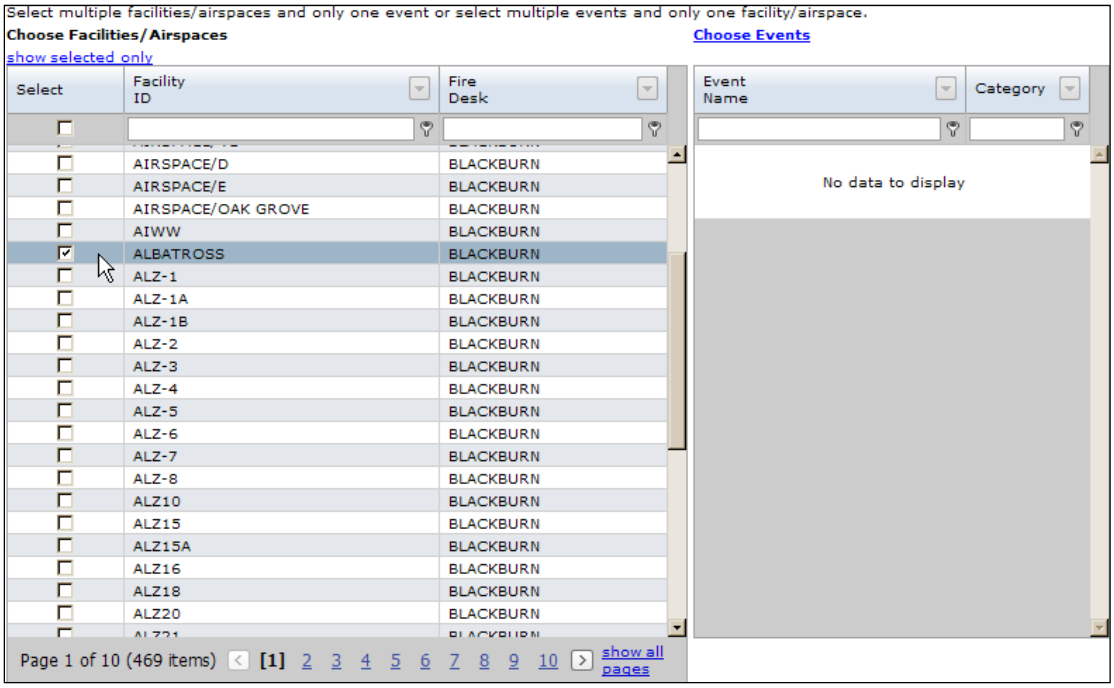


Figure 2-40 Facilities / Airspaces List Expanded

2. Select the Facility or airspace from the list.

3. Click the **Choose Events** link. The Events list is displayed.

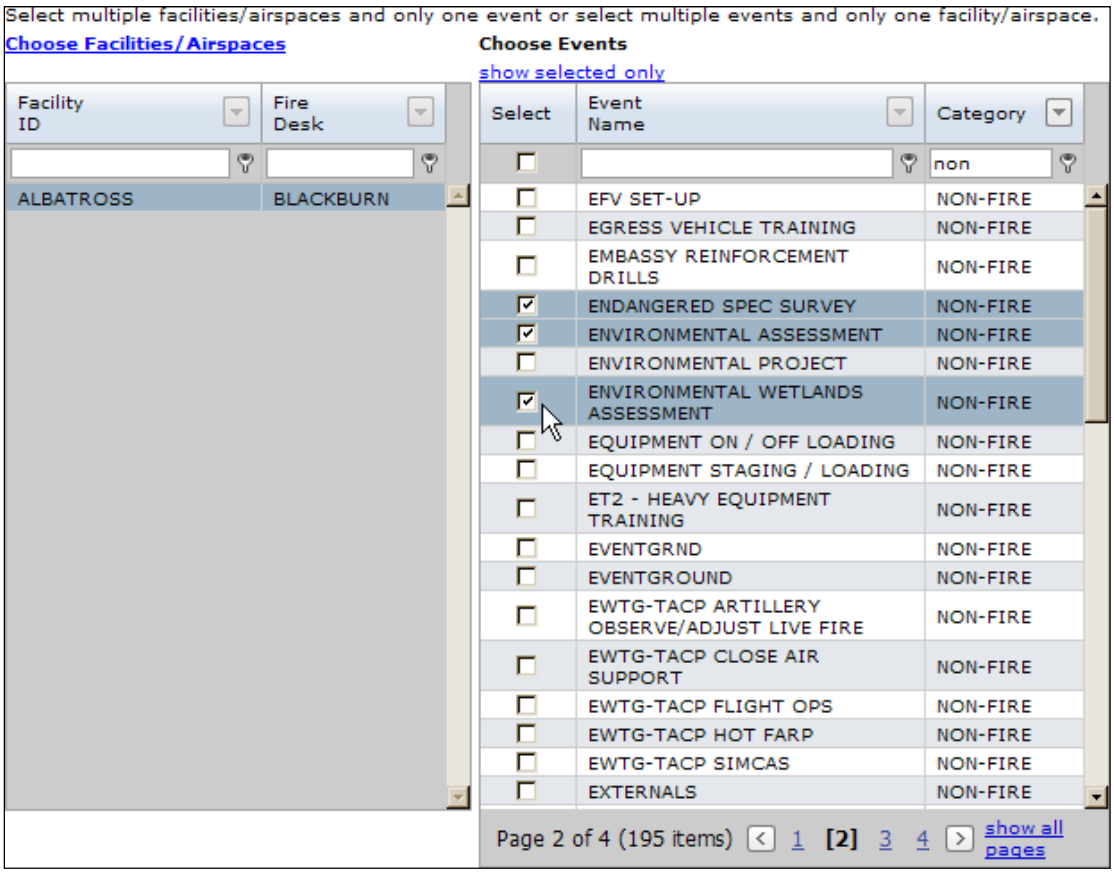


Figure 2-41 Multiple Events Selection

4. Select one or more events from the list.
5. If known, enter the number of people who will participate in the activity in the **Number of People** field.
6. If applicable, click the **Continuous** checkbox if a training activity spans multiple days and the participants will not depart the Facility/airspace during the training period.

7. Click the **Generate Activities** button. The activities are populated in the Activity Grid on the Request form.

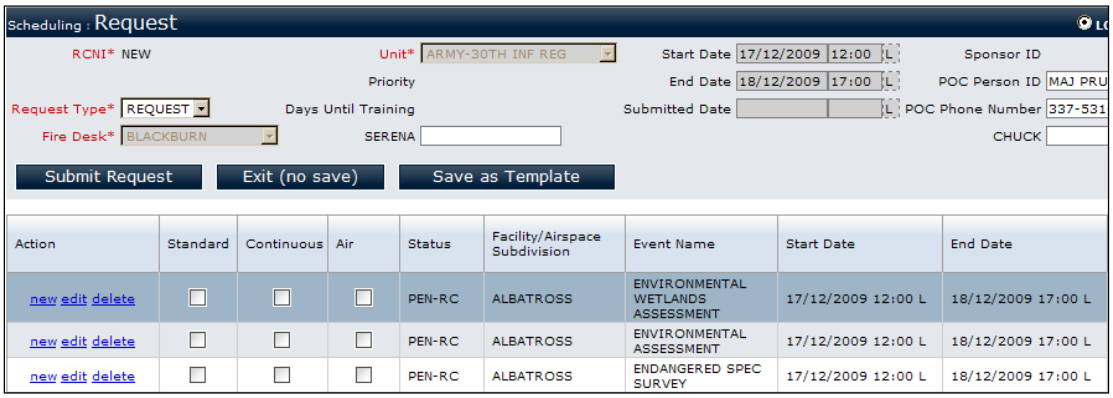


Figure 2-42 Activities for Multiple Events at a Single Facility

2.6 Create Co-Use Agreement

A Co-Use Agreement lets multiple units consent to share the use of a Facility during the same time period to eliminate a scheduling conflict.

A co-use agreement is initiated by a unit that has a pending request (i.e., request status is PEN-RC) to a unit that has a reservation at the Facility.

If more than one unit has a reservation at the Facility, then the unit with the pending request submits the co-use to each unit with a reservation. The units with reservations will then decide whether to agree to the co-use request—all units must agree or the co-use request will not be accepted.

1. Locate the activity (via the Two Week Calendar, Request Processing page, or RCNI Lookup) for which you want to create a co-use agreement.
2. Access the Request form.
3. On the Request form, click the Conflict tab.

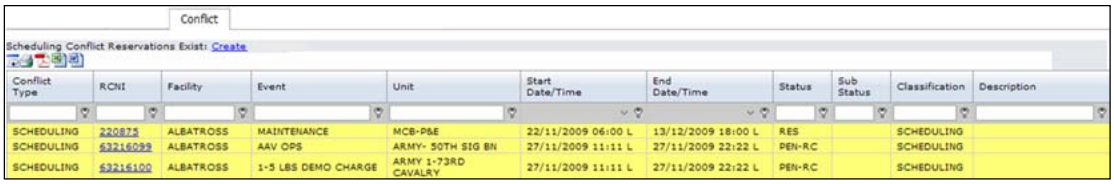


Figure 2-43 Conflict Tab

4. On the Conflict tab, click the **Create** link to create a co-use.
5. The Co-Use tab is displayed. A message is displayed in the tab that the units with reservations will be notified that a co-use request has been submitted to them.

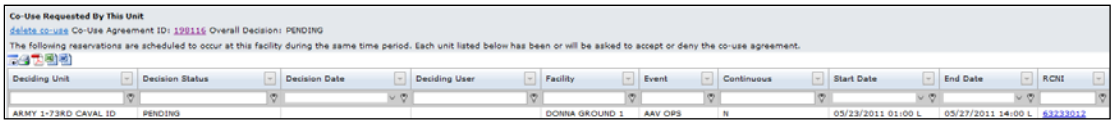


Figure 2-44 Co-Use Tab

> To remove the submitted co-use agreement, click the **Delete Co-Use** link.

6. Click the **Submit Request** button to submit the co-use agreement request.

Once submitted, the co-use request is added to the deciding unit's dashboard, and the co-use tab is displayed for the deciding unit on the Request form.

2.7 Same Day Request

Menu Path	Scheduling: Same Day Request

Some Fire Desks will allow units the permission to make requests on the day of training. These types of requests are called *same day requests*.

It is the same process as submitting a regular request. The only difference is that the same day request start and End Dates cannot be modified and a same day request bypasses the Scheduler and goes directly to the Fire Desk Operator, who will approve or disapprove the request.

There are four main steps to submitting a same day request:

1. Complete the Requester Information section (See page 2-17),
2. Enter a training activity (See page 2-19),
3. Complete activity tabs for each activity on the Request form (See page 2-22), and
4. Submit the request (See page 2-16).

If your unit is not allowed to submit same day requests using the RFMSS application, you can contact the Fire Desk Operator of a Facility if you want training that day. The Fire Desk Operator can submit a same day request directly from the Fire Desk.

2.8 Same Day Request (Using Templates)

If your unit is allowed to submit same day requests, you can also create a template or use existing templates for same day requests.

> Same day request templates can have activities at only one Fire Desk.

2.8.1 Search Existing Templates

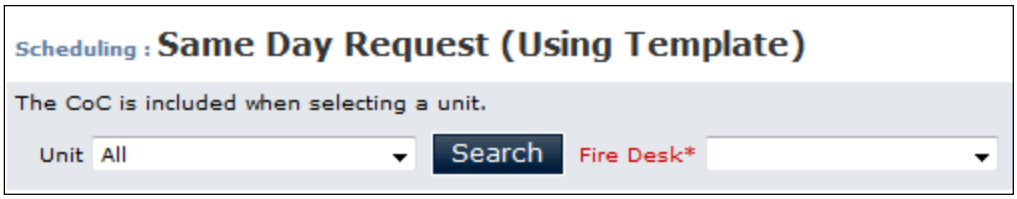


Figure 2-45 Same Day Request (Using Template)

To search existing templates:

1. Select a specific unit or select **All** to view all templates from the **Unit** drop-down list.

> When you select a unit, any templates belonging to its subordinate unit(s) are listed.

2. Select a **Fire Desk**.
3. Click the **Search** button. A grid listing existing templates is displayed.

As with regular templates, you can create a same day template (See page 2-76~~2-77~~) or use a template for a same day request (See page 2-81~~2-82~~).

2.9 Range Bulletin

Menu Path	Scheduling: Range Bulletin

The Range Bulletin lists all reservations for each day during a specified time period.

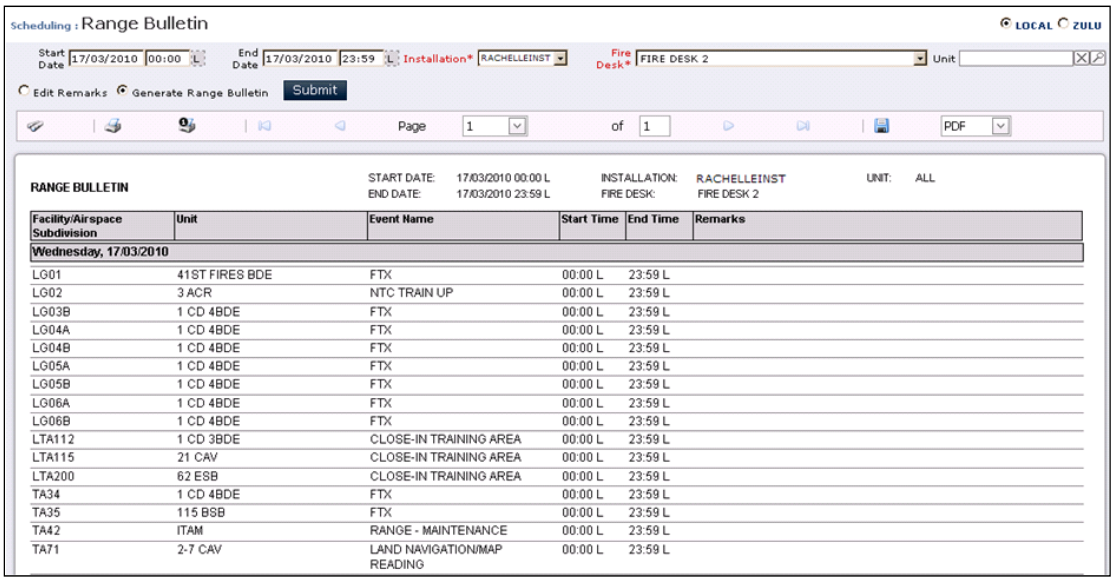


Figure 2-46 Range Bulletin Page

2.9.1 Generate Range Bulletin

Figure 2-47 Generate Range Bulletin Page

1. Enter information in the following fields. While you must provide entries in mandatory fields, you can decide whether to enter information in the other fields. Entering more report criteria results in a more specific report.

   - **Start Date**
     Enter the Start Date/time of the bulletin or select the date from the calendar.
   - **End Date**
     Enter the Start Date/time of the bulletin or select the date from the calendar.
   - **Installation [required]**
     Select the installation.

   For Schedulers, the installation value defaults to the installation to which you are assigned.

   - **Fire Desk [required]**
     Select a fire desk.

   The Fire Desk list displays only those Fire Desks assigned to the installation that you select.

   - **Unit**
     Click **Search** to select one or more units.

   If the unit is a higher level in a chain of command, the information for the selected unit **and** all of its subordinate units is displayed in the Range Bulletin.

   - **Generate Range Bulletin [default]**
     Select this radio button to generate the bulletin.

2. Click the **Submit** button.

2.9.2 Edit Remarks

Edit remarks is used to:

- Allow Schedulers to modify remarks for an activity on the Range Bulletin.
- Allow exporting of Range Bulletin data to a different format.

> Schedulers can modify remarks only to those activities associated with Fire Desks to which the Scheduler is assigned.

1. Enter information in the following fields. While you must provide entries in mandatory fields, you can decide whether to enter information in the other fields. Entering more report criteria results in a more specific report.

   - **Start Date**
     Enter the Start Date/time of the bulletin or select the date from the calendar.
   - **End Date**
     Enter the Start Date/time of the bulletin or select the date from the calendar.
   - **Installation [required]**
     Select the installation.

> For Schedulers, the installation value defaults to the installation to which you are assigned.

   - **Fire Desk [required]**
     Select a fire desk.

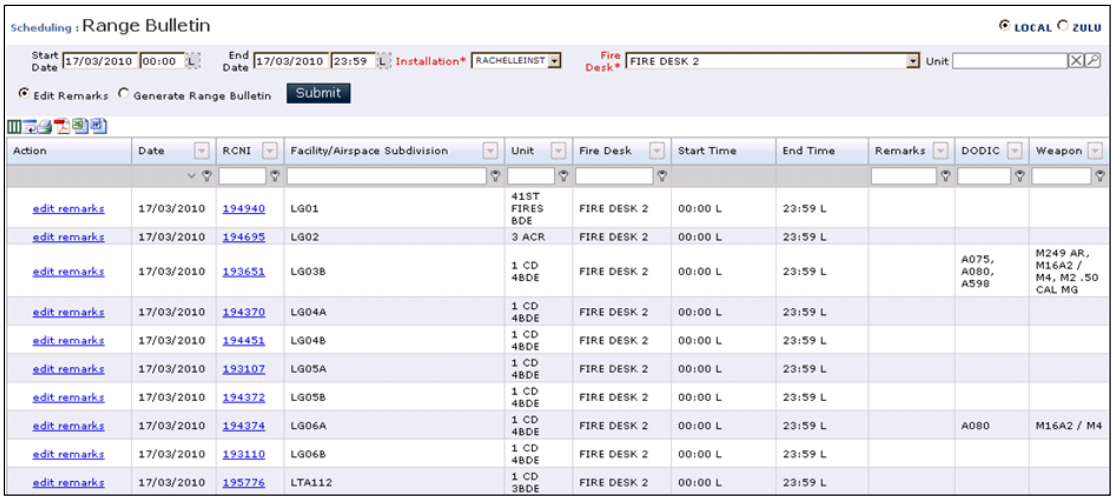
> The Fire Desks list displays only those Fire Desks assigned to the installation that you select.

   - **Unit**
     Click **Search** to select one or more units.

> If the unit is a higher level in a chain of command, the information for the selected unit **and** all of its subordinate units is displayed in the Range Bulletin.

   - **Edit Remarks**
     Select this radio button to edit bulletin remarks.

2. Click the **Submit** button. The Edit Remarks grid is displayed.



Action	Date	RCNI	Facility/Airspace Subdivision	Unit	Fire Desk	Start Time	End Time	Remarks	DODIC	Weapon
edit remarks	17/03/2010	194940	LG01	41ST FIRES BDE	FIRE DESK 2	00:00 L	23:59 L			
edit remarks	17/03/2010	194695	LG02	3 ACR	FIRE DESK 2	00:00 L	23:59 L			
edit remarks	17/03/2010	193651	LG03B	1 CD 4BDE	FIRE DESK 2	00:00 L	23:59 L		A075, A080, A598	M249 AR, M16A2 / M4, M2 .50 CAL MG
edit remarks	17/03/2010	194370	LG04A	1 CD 4BDE	FIRE DESK 2	00:00 L	23:59 L			
edit remarks	17/03/2010	194451	LG04B	1 CD 4BDE	FIRE DESK 2	00:00 L	23:59 L			
edit remarks	17/03/2010	193107	LG05A	1 CD 4BDE	FIRE DESK 2	00:00 L	23:59 L			
edit remarks	17/03/2010	194372	LG05B	1 CD 4BDE	FIRE DESK 2	00:00 L	23:59 L			
edit remarks	17/03/2010	194374	LG06A	1 CD 4BDE	FIRE DESK 2	00:00 L	23:59 L		A080	M16A2 / M4
edit remarks	17/03/2010	193110	LG06B	1 CD 4BDE	FIRE DESK 2	00:00 L	23:59 L			
edit remarks	17/03/2010	195776	LTA112	1 CD 3BDE	FIRE DESK 2	00:00 L	23:59 L			

Figure 2-48 Edit Range Bulletin Remarks Grid

3. Click the **Edit Remarks** link. The Remarks page is displayed.

Figure 2-49 Edit Range Bulletin Remarks Grid

4. Enter remarks in the text box.
5. Click the **Save** button. You are returned to the list of activities and the remark is displayed for the activity.

To export the Range Bulletin:

1. Enter information in the following fields:
   - **Start Date**
     Enter the Start Date/time of the bulletin or select the date from the calendar.
   - **End Date**
     Enter the Start Date/time of the bulletin or select the date from the calendar.
   - **Installation [required]**
     Select the installation.
   - **Fire Desk [required]**
     Select a fire desk.

- **Unit**
  Click **Search** to select one or more units.

2. Select the **Edit Remarks** radio button.
3. Click the **Submit** button. The Edit Remarks grid is displayed.
4. Modify the grid preparation for export (e.g., hide columns, rearrange columns, select export format), then export the grid data.

2.10 Request Processing

Menu Path	Scheduling: Request Processing

The Request Processing function is used to submit, view, modify, approve, disapprove, cancel, and reinitiate existing request activities in RFMSS.

Processing a request means that a request activity's status changes as a result of an action by a user. User roles determine the action(s) that can be performed by a specific user (e.g., Scheduler, Unit, units in chain of command). The Request Processing matrix in Appendix A outlines user roles and their Request Processing actions.

2.10.1 Request Processing Grid

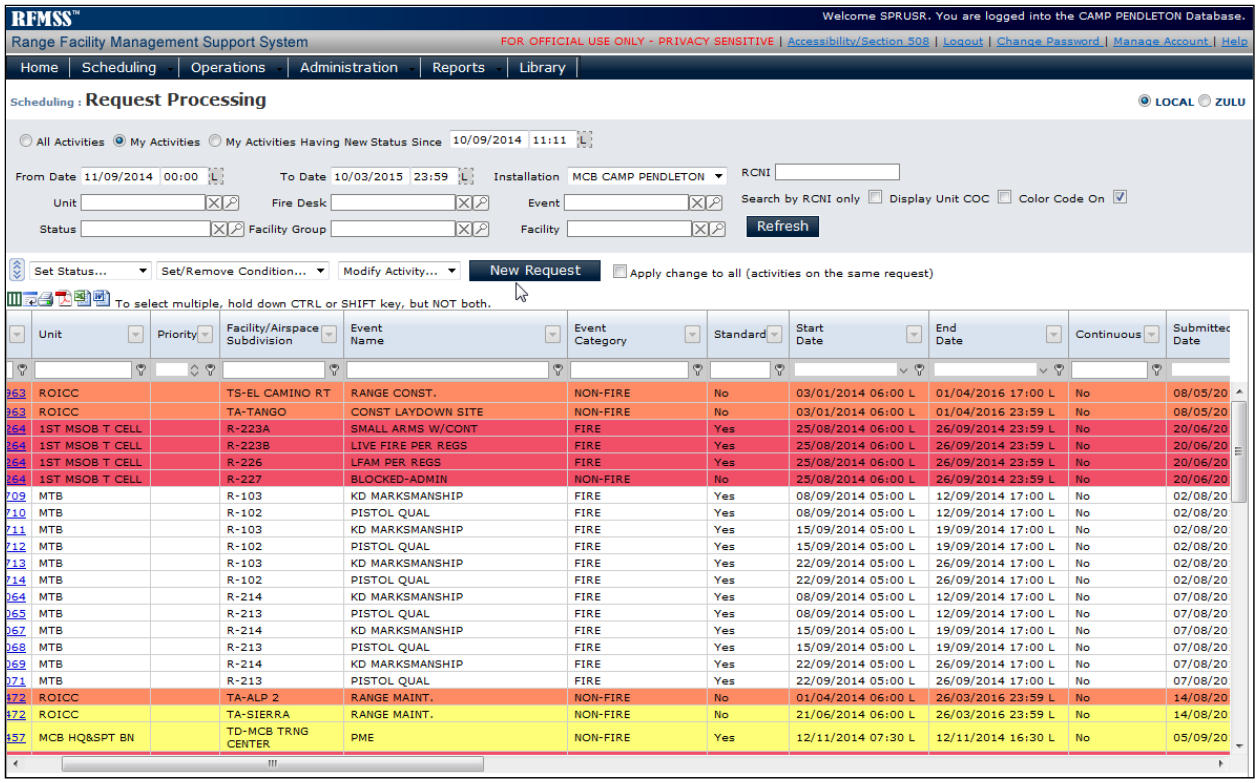


Figure 2-50 Request Processing Grid

2.10.1.1 *Grid Display*

The Request Processing Grid displays the following information:

- **RCNI**
  The Request Control Number Identifier of the activity. Clicking this link will open the activity's Request form.
- **Unit**
  The ID of the unit participating in the activity.
- **Facility / Airspace Subdivision**
  The ground Facility or Airspace Subdivision where the activity will occur.
- **Event Name**
  Name of the event.
- **Event Category**
  Indicates whether an activity is firing or non-firing.
- **Standard**
  Indicates whether the event is standard or non-standard.
- **Start Date**
  The date and time that the activity starts.
- **End Date**
  The date and time that the activity ends.
- **Continuous**
  Indicates whether the activity spans multiple days and occurs without the unit departing the Facility/airspace during the training period.
- **Submitted Date**
  The date and time that the request is submitted.
- **Status**
  The reservation status of the activity (e.g., PEN-RC, RES, etc.).
- **Co-Use Decision**
  Indicates the status of a co-use agreement for the activity if a co-use has been requested.
- **Sub-Status**
  The status of the activity if in a Chain of Command or a Conditional Reservation status.
- **Fire Desk**
  Name of the Fire Desk that manages the activity.

- **Number of People**
  The number of people to be trained.
- **Missing SDZ/WDZ**
  Indicates whether the activity has one or more SDZs or WDZs identified as "TO BE DETERMINED."
- **Priority**
  The unit priority level.
- Any activity fields for the Fire Desk (defined by the Functional Administrator).
- Any user-defined fields displayed on the Request form (defined by the Functional Administrator).

2.10.1.2 *Text Color Coding*

To differentiate between ground facilities and Airspace Subdivisions:

- Ground Facility IDs are shown in **black** text.
- Airspace Subdivision IDs are shown in **blue** text.

2.10.1.3 *Conflict Color Coding*

The background color of the rows in the Request Processing grid indicates whether there is a conflict with another activity and the type of conflict:

Conflict Type	Color Coding
Safety	**Red**
Safety Warning	**Pink**
Scheduling	**Yellow**
Safety and Scheduling	**Orange**
Environmental	**Green**

A *Safety Warning* indicates that the requested activity could cause a safety conflict for another activity.

For example:

The following safety conflict is defined in RFMSS: Use of DODIC AAXX at Facility A closes Facility B.

An activity is scheduled at Facility B by a unit for the entire day of July 1. Another unit requests an activity that uses DODIC AAXX for July 1 on Facility A.

According to the safety conflict above, scheduling Facility A with

DODIC AAXX would close Facility B. Therefore, a safety warning is displayed to the unit requesting Facility A to let the unit know that its activity would cause a safety conflict for the unit who scheduled Facility B.

Color coding is **ON** as a default. (The **Color Code On** checkbox is checked.) To remove color coding from the grid, click the **Color Code On** checkbox so that it is ***blank***.

2.10.1.4 *Edit/Modify Request*

If a request that requires approval from chain-of-command levels is modified, the request will need to be re-approved ***by the level that makes the modification and all higher*** approval levels. The request is ***not*** re-routed to subordinate levels for approval.

To edit a request, click an activity's **RCNI** link. The Request is displayed.

If a request has been opened by another user within the last 60 minutes, a message is displayed to alert you that the request may have been edited.

2.10.1.5 *Create New Request*

To create a new request, click the **New Request** button. The Request form is displayed.

2.10.2 Filter Request Processing Grid

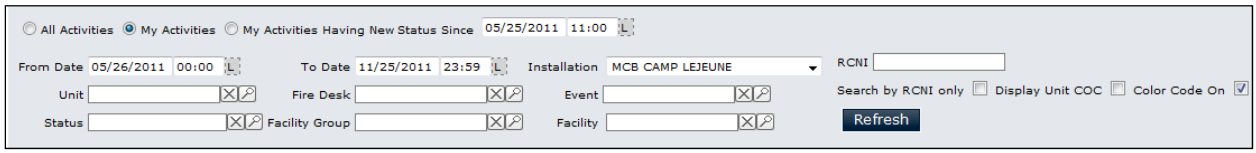


Figure 2-51 Grid Filter

1. Select the activity filter:

   - **All Activities**
     Select this option to show all activities in the Request Processing grid.
   - **My Activities (default)**
     Select this option if you are:
   - A Scheduler who wants to see only activities at the Fire Desk(s) to which you are assigned.
   - A unit user who wants to see only activities for your unit or your subordinate units if you are in a chain of command.
   - **My Activities Having a New Status Since**
     Select this option and enter a date if you want to see only activities that have changed status since a specific date.

2. Enter information in the following fields. While you must provide entries for mandatory fields, you can decide whether to enter information in the other fields. Entering more search criteria narrows the record search, which increases the likelihood that you will quickly find the record(s) you are looking for.

   - **From Date/Time**
     To filter by date range, enter the beginning date/time of the date range. (The default is tomorrow's date.)
   - **To Date/Time**
     To filter by date range, enter the ending date/time of the date range.
   - **Installation [required]**
     Select an installation to show only activities at that installation.
   - **RCNI**
     Enter a RCNI.
   - **Unit**
     Leave the field blank to show activities for all units OR click

Search and select one or more units to show only activities associated with the unit(s). (If needed, click Clear to clear the field.)

- **Fire Desk**
  Leave the field blank to show activities for all Fire Desks OR click **Search** and select a specific Fire Desk to show only activities at that Fire Desk.
- **Event**
  Leave the field blank to show activities that include any event type OR click **Search** and select one or more events to show only activities that include the event(s). (If needed, click Clear to clear the field.)
- **Status**
  Leave the field blank to show activities with any type of status OR click **Search** and select one or more statuses from the pop-up window. (If needed, click Clear to clear the field.)
- **Facility Group**
  Leave the field blank to show activities that include any Facility group OR click **Search** and select one or more Facility groups to show only activities associated with the group(s). (If needed, click Clear to clear the field.)
- **Facility**
  Leave the field blank to show activities at any Facility OR click **Search** and select one or more facilities to show only activities at the Facility(s). (If needed, click Clear to clear the field.)
- **Search by RCNI Only**
  Check the checkbox to search only by RCNI.
- **Display Unit COC**
  Check the checkbox to display the selected unit and the subordinate units in its chain of command.

3. Click the **Refresh** button. The activities that match your criteria are listed in the Request Processing grid.
4. You can choose to display or hide the filter criteria area by clicking the **Show / Hide Search Criteria** button next to the **Set Status** field.

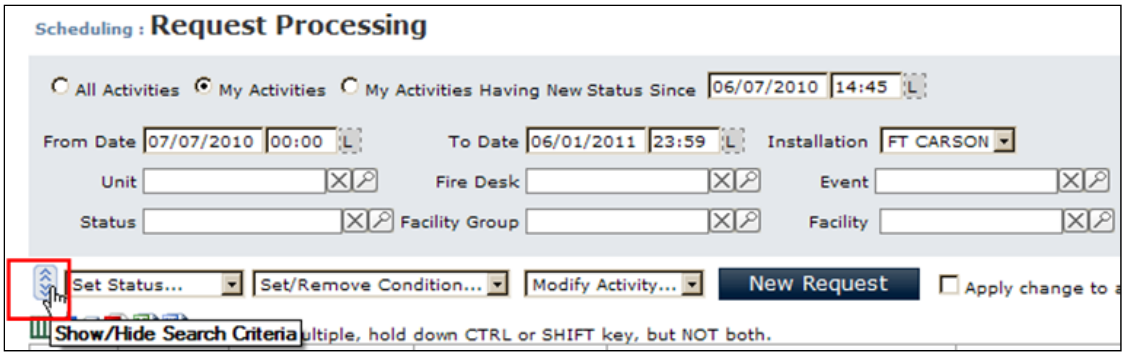


Figure 2-52 Show / Hide Search Criteria Toggle

2.10.3 Set Status

The Scheduler can set the status of an activity that has a co-use agreement request regardless of the status of the co-use agreement. However, once the activity is approved by the Scheduler, the co-use agreement becomes read-only and units cannot change the co-use status for that activity.

Deprecated items do not appear as options for activities created or reinitiated on or after the record's deprecation date.

1. Select one or more activities whose status you want to set. Click the **Apply change to all** checkbox to apply the action to all activities with the same RCNI.
2. In the **Set Status** drop-down, select the status you want to assign to the selected activities.

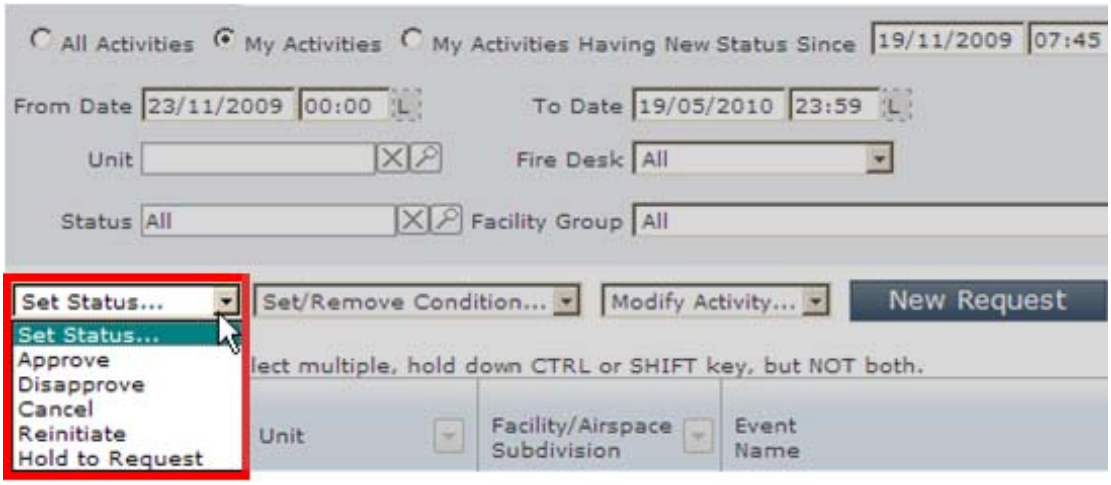


Figure 2-53 Set Status Drop-Down List

3. The Request Processing Confirmation page is displayed.

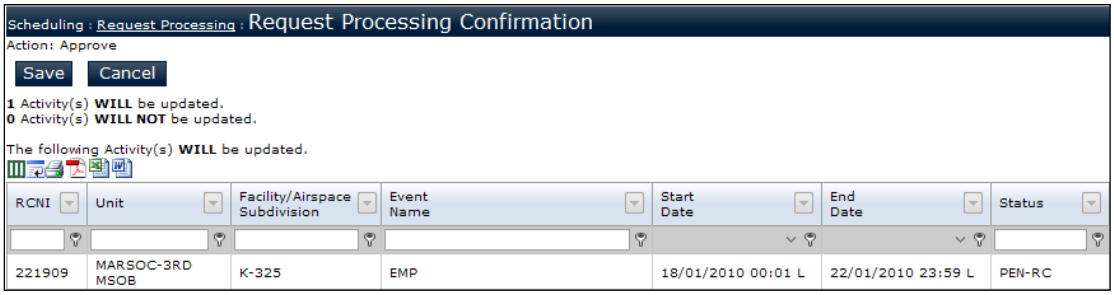


Figure 2-54 Request Processing Confirmation Page

The Request Processing Confirmation page indicates the activities that ***will*** be updated and the activities that ***will not*** be updated to the selected status.

In addition, the Notes column on the Request Processing Confirmation page indicates any warnings that coincide with approving activities that have missing SDZ/WDZ information, spatial/tabular conflicts, or any other issues to be considered before finalizing approval.

4. Click the **Save** button on the Request Processing Confirmation page.

2.10.4 Set or Remove Condition

1. Select one or more activities whose condition you want to set or remove. Click the **Apply change to all** checkbox to apply the action to all activities with same RCNI.

2. In the **Set/Remove Condition** drop-down, select the condition you want to assign to or remove from the selected activities.

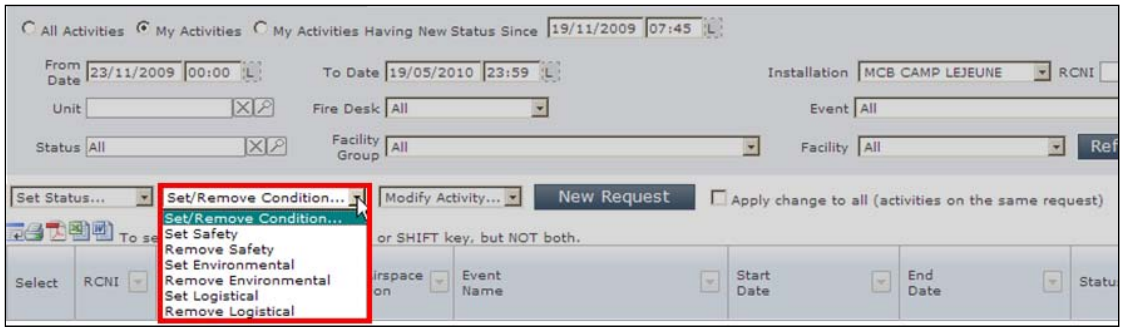


Figure 2-55 Set/Remove Condition Drop-Down List

3. The Request Processing Confirmation page is displayed.

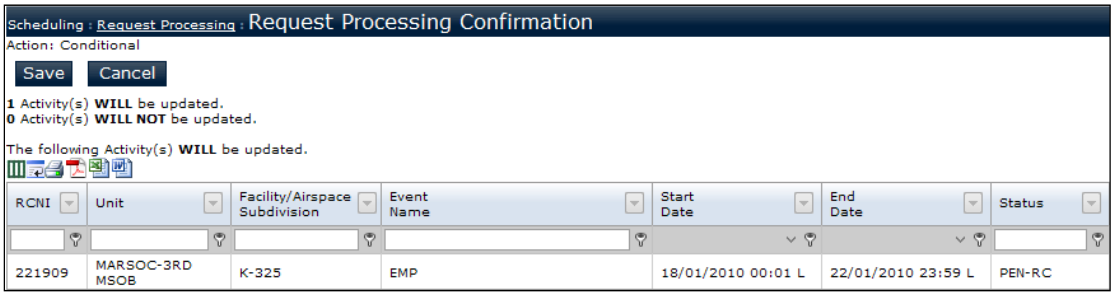


Figure 2-56 Set/Remove Condition Drop-Down List

The Request Processing Confirmation page indicates the activities that ***will*** be updated and the activities that ***will not*** be updated.

4. Click the **Save** button on the Request Processing Confirmation page.

2.10.5 Approve or Disapprove Condition

The **Approve / Disapprove Condition** drop-down list is displayed only for those users who have condition approval/disapproval authority.

1. Select one or more activities whose condition you want to approve or disapprove. Click the **Apply change to all** checkbox to apply the action to all activities with same RCNI.
2. In the **Approve / Disapprove Condition** drop-down, select the condition you want to assign to or remove from the selected activities.

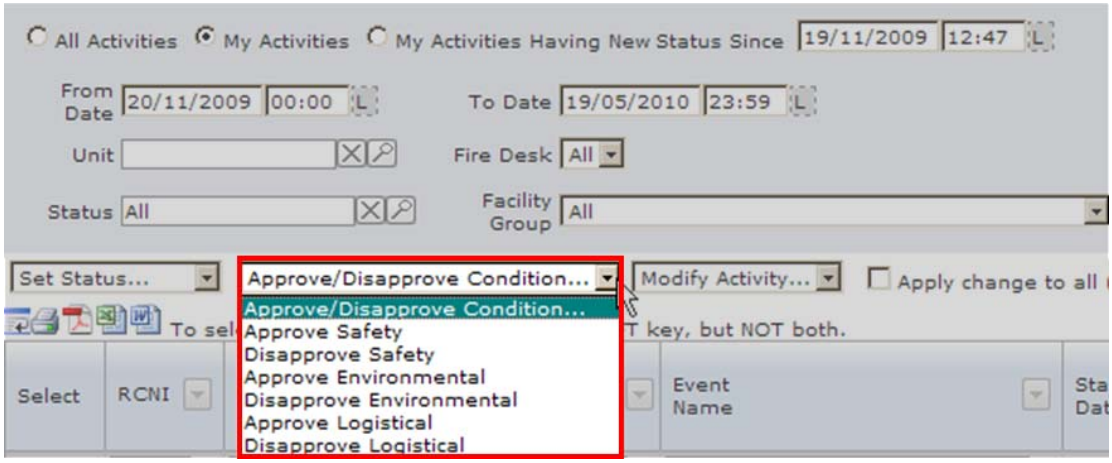


Figure 2-57 Set / Remove Condition Drop-Down List

3. The Request Processing Confirmation page is displayed.

The Request Processing Confirmation page indicates the activities that ***will*** be updated and the activities that ***will not*** be updated.

4. Click the **Save** button on the Request Processing Confirmation page.

2.10.6 Modify Activity

2.10.6.1 *Change Facility*

To change a Facility for an activity:

1. Select one or more activities whose Facility you want to change. Click the **Apply change to all** checkbox to apply the action to all activities with same RCNI.
2. In the **Modify Activity** drop-down, select **Change Facility**. The Request Processing Confirmation page is displayed.
3. On the Request Processing Confirmation page, select a Facility.
4. Click the **Evaluate** button. The activities are evaluated on whether the Facility change can occur.

> The Request Processing Confirmation page indicates the activities that ***will*** be updated and the activities that ***will not*** be updated.

5. To:
   - Change your Facility selection, click the **Clear** button, and repeat Steps 3-4.
   - Save your Facility selection, click the **Save** button.

2.10.6.2 *Shift Dates*

To change or shift the dates for an activity:

1. Select one or more activities whose dates you want to shift/change. Click the **Apply change to all** checkbox to apply the action to all activities with same RCNI.
2. In the **Modify Activity** drop-down, select **Shift Dates**. The Request Processing Confirmation page is displayed.
3. On the Request Processing Confirmation page:
   - Select the **Shift Dates** option, and enter the number of days that you want to shift the activity, OR
   - Select the **New Start/End Dates** option, and enter updated start/End Dates and times for the activity.

> If you select **Shift Dates**:
>
> - To add days to the start/End Dates of the request, just enter a number (e.g., **4** to shift four days into the future).

- To subtract days from the start/End Dates of the request, enter the minus sign and a number (e.g., **-4** to shift dates to four days prior to the start/End Dates of the request).

4. Click the **Evaluate** button. The activities are evaluated on whether the date shift/change can occur.

The Request Processing Confirmation page indicates the activities that ***will*** be updated and the activities that ***will not*** be updated.

5. To:

- Change your date selection, click the **Clear** button, and repeat Steps 3-4.
- Save your date selection, click the **Save** button.

2.10.6.3 *Remove Events*

1. Select one or more activities that you want to remove.
2. In the **Modify Activity** drop-down, select **Remove Event**. The Request Processing Confirmation page is displayed.

The Request Processing Confirmation page indicates the activities that ***will*** be removed and the activities that ***will not*** be removed.

3. Click the **Sav**e button.

2.11 Request Templates

Menu Path	Scheduling: Request Templates

The request templates function lets you set up a Request form that you can use as a base to create other requests. You can modify the templates or any requests that are based on a template.

> You can delete any template that you created. In addition, units in a chain of command can delete templates that were created by a subordinate unit.

2.11.1 Search Templates

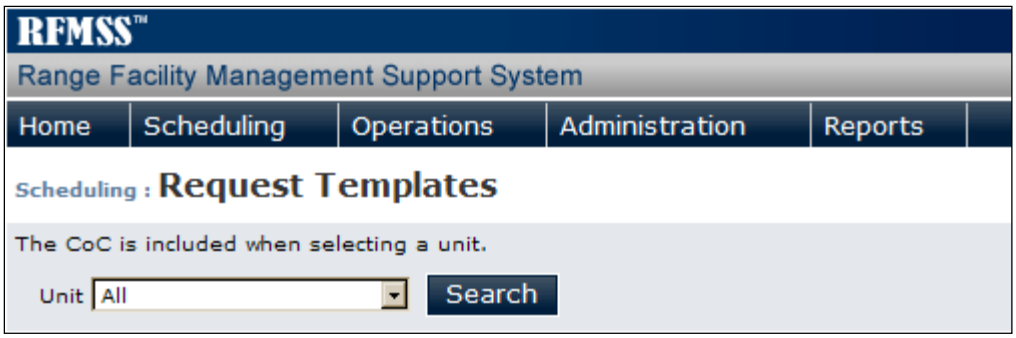


Figure 2-58 Search Existing Templates

> If no templates exist for the Unit you selected, only a New link is displayed in the header row of the blank grid.

To search existing templates:

1. Select a specific unit or select **All** to view all templates from the **Unit** drop-down list.

> When you select a unit, any templates belonging to its subordinate unit(s) are listed.

2. Click the **Search** button. A grid listing existing templates is displayed.

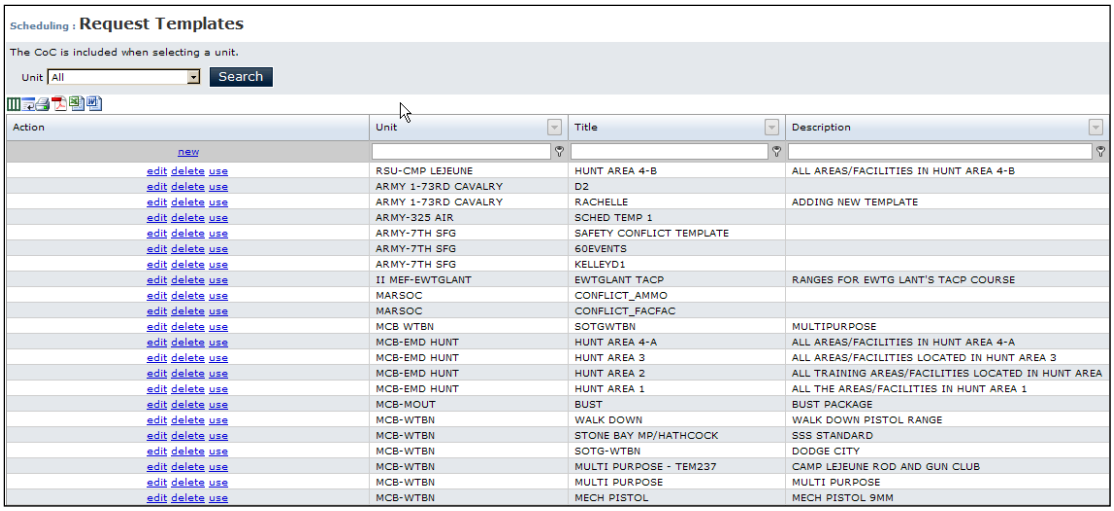


Figure 2-59 Existing Templates Grid

2.11.2 Create Template

1. Perform a template search.
2. Click the **New** link in the template grid. The Template page is displayed.

Figure 2-60 New Request Template Page

3. Enter or update information in the following fields:

- **Template Title [required]**
  Enter a name for the template.
- **Template Description**
  Enter a brief description for the template.
- **Request Type [required]**
  Select one of the following types of requests:
- **Request (default)**
  An application to schedule training at a Facility or airspace.
- **Hold**
  A “pre-request” that asks a Scheduler at a Facility/airspace to retain, or “hold”, a calendar slot for training.

- **Maintenance (Schedulers and FDOs Only)**
  An application to schedule one or more maintenance activities at a Facility or airspace.

> FDOs can schedule same-day maintenance activities for same day requests on the Fire Desk only.

- **Installation [required] (Only if Cross Fire Desk is enabled)**
  Select the name of the Installation.
- **Fire Desk [required]**
  Select the name of the Fire Desk.
- **Unit [required]**
  Select the name of the unit that wants to schedule one or more activities at a Facility/airspace.
- **POC Person ID [may be required if set by Functional Administrator]**
  Enter the user ID of the request's point of contact
- **POC Phone Number [may be required if set by Functional Administrator]**
  Enter the request POC's telephone number.
- **Other Fields**
  There may be up to 3 fields that the Functional Administrator wants a user to fill out on a Request form. These fields can be required.

4. Enter training activities that you want on the template. (See page 2-19).
5. Complete activity tabs for each template activity (See page 2-22).
6. Edit all activities if needed (See page 2-40~~2-41~~).
7. Click the **Save Template** button.

> When attempting to save a template, a validation check is performed and error messages are displayed if the template contains items with a Deprecation Date that is before or on the current date. You cannot save until these deprecated items are removed.
>
> If the template contains items with a Deprecation Date that is in the future, a warning is displayed, including the type, name, and deprecation date of the item. You must select the checkboxes for all items to acknowledge them, and then save again.

2.11.3 Edit Template

1. Perform a template search.
2. Locate the template that you want to change.
3. Click the **Edit** link in the grid. The Template page is displayed.
4. Edit template information.
5. Add, edit, or delete any training activities from the template.
6. If you:
   - Need to edit all activities, click the **Edit All** link (See page 2-40~~2-41~~).
   - Added new activities, complete the activity tabs for the template activity.
   - Edited activities, make sure that you edit their activity tabs as needed.
7. Save the modified template by clicking the **Save Template** button.

When attempting to save a template, a validation check is performed and error messages are displayed if the template contains items with a deprecation date that is before or on the current date. You cannot save until these items are removed.

If the template contains items with a deprecation date that is in the future, a warning is displayed, including the type, name, and deprecation date of the item. You must select the checkboxes for all items to acknowledge them, and then save again.

2.11.4 Create Template from Request

You can create a template from an existing request or a request that you are currently initiating.

1. Make sure that all information is entered and completed on the request including:
   - Requester information section (See page 2-17),
   - Training activities grid (See page 2-19), and
   - Activity tabs (See page 2-22).

2. Click the **Save as Template** button. The Template page is displayed.
3. Enter or update information in the following fields:
   - **Template Title [required]**
     Enter a name for the template.
   - **Template Description**
     Enter a brief description for the template.
   - **Request Type [required]**
     Select one of the following types of requests:
   - **Request (default)**
     An application to schedule training at a Facility or airspace.
   - **Hold**
     A “pre-request” that asks a Scheduler at a Facility/airspace to retain, or “hold”, a calendar slot for training.
   - **Maintenance (Schedulers and FDOs Only)**
     An application to schedule one or more maintenance activities at a Facility or airspace.

> FDOs can schedule same-day maintenance activities for same day requests on the Fire Desk only.

   - **Fire Desk [required]**
     Select the name of the Fire Desk.
   - **Installation [required] (Only if Cross Fire Desk is enabled)**
     Select the name of the Installation.
   - **Unit [required]**
     Select the name of the unit that wants to schedule one or more activities at a Facility/airspace.
   - **POC Person ID [may be required if set by Functional Administrator]**
     Enter the user ID of the request’s point of contact
   - **POC Phone Number [may be required if set by Functional Administrator]**
     Enter the request POC’s telephone number.
   - **Other Fields**
     There may be up to 3 fields that the Functional Administrator wants a user to fill out on a Request form. These fields may be required.
4. Save the template by clicking the **Save Template** button.

When attempting to save a template, a validation check is performed and error messages are displayed if the template contains items with a deprecation date that is on or before the current date. You cannot save until these items are removed.

If the template contains items with a deprecation date that is in the future, a warning is displayed, including the type, name, and deprecation date of the item. You must select the checkboxes for all items to acknowledge them, and then save again.

2.11.5 Create New Template from Existing Template

1. Perform a template search to find the existing template that you want to use to create a new template.
2. Click the **Edit** link in the grid. The Template is displayed in Request form format.
3. Click the **Save As Template** button.
4. The Template page displays again, but the **Template Title** field is blank.
5. Enter a new Template Title.
6. Make sure that all information is entered and completed on the request template including:
   - Requester information section (See page 2-17),
   - Training activities grid (See page 2-19), and
   - Activity tabs (See page 2-22).
7. Click the **Save Template** button.

When attempting to save a template, a validation check is performed and error messages are displayed if the template contains items with a deprecation date that is on or before the current date. You cannot save until these items are removed.

If the template contains items with a deprecation date that is in the future, a warning is displayed, including the type, name, and deprecation date of the item. You must select the checkboxes for all items to acknowledge them, and then save again.

2.11.6 Use Template to Create Request

When you create a request from a template, you can still make changes to the request before submitting it.

When using a template to create a request, a validation check is performed and error messages are displayed if the template contains items with a deprecation date that is on or before the current date. You cannot save until all deprecated items are removed.

If the template contains items with a deprecation date that is in the future, a warning is displayed, including the type, name, and deprecation date of the item. You must select the checkboxes for all items to acknowledge them, and then save again.

1. Perform a template search to display the template grid list.
2. Locate the template that you want to use.
3. Click the **Use** link. The template is displayed as a request.
4. If any invalid deprecated items exist (items that are deprecated on or before the current day) as values on the form, a warning is displayed that states that these items will not be saved.
5. Update any information on the request including:
   - Requester information section (See page 2-17),
   - Training activities grid (See page 2-19), and
   - Activity tabs (See page 2-22).

2.12 Communication Log Sheet

Menu Path	Scheduling: Communication Log Sheet

The Communication Log sheet is a blank paper copy of the Fire Desk Utilization Report for Fire Desk Operators to fill in manually. Its purpose is to show information about all reservations scheduled for the date specified on the log sheet.

> The Communication Log Sheet format is set up by the Functional Administrator.
>
> The Log Sheet is formatted to print on **legal size paper (8.5” x 14”)**.

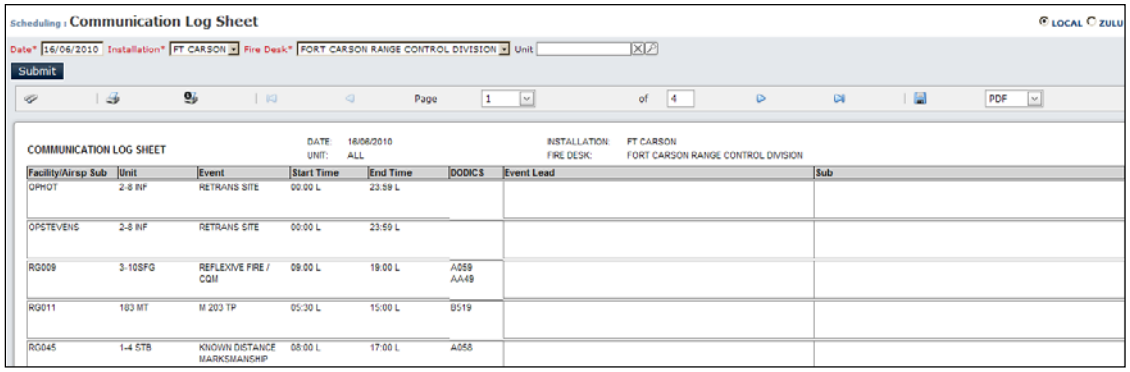


Figure 2-61 Communication Log Sheet

2.12.1 Generate Log Sheet

1. Enter information in the following fields:

   - **Date [required]**
     Enter the date for the log sheet or select the date from the calendar.
   - **Installation [required]**
     Select the installation name.
   - **Fire Desk [required]**
     Select a Fire Desk.
   - **Unit**
     Leave the field blank to show log sheets for all units OR click **Search** and select one or more units.

2. Click the **Submit** button. The Communication Log sheet is displayed.
3. Repeat Steps 1-2 if you want to make any modifications to the log sheet.

2.13 Co-Use Agreement List

Menu Path	Scheduling: Co-Use Agreement List

The Co-Use Agreement list shows all submitted co-use requests.

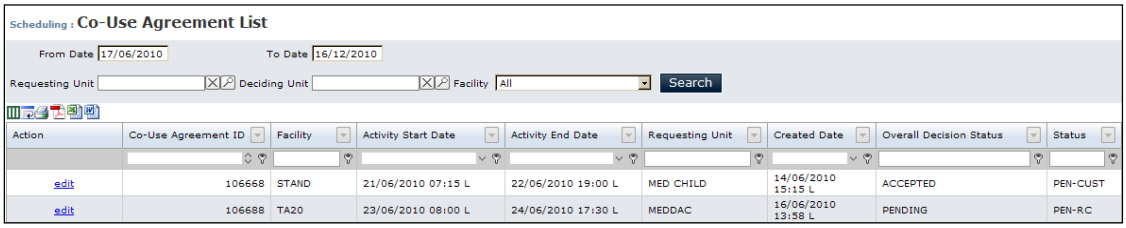


Figure 2-62 Co-Use Agreement List

2.13.1 Filter Co-Use Agreement List

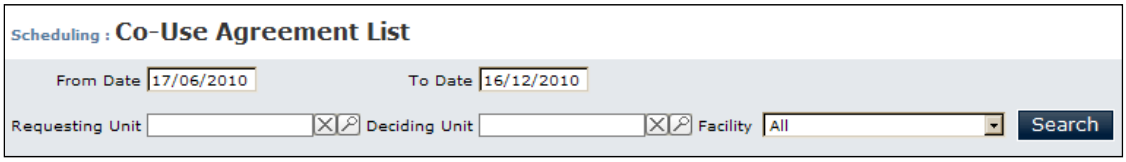


Figure 2-63 Co-Use Agreement List Filter

1. Enter information in the following fields. While you must provide entries for mandatory fields, you can decide whether to enter information in the other fields. Entering more search criteria narrows the record search, which increases the likelihood that you will quickly find the record(s) you are looking for.

   - **From Date / Time**
     To filter by date range, enter the beginning date/time of the date range. (The default is tomorrow's date.)
   - **To Date / Time**
     To filter by date range, enter the ending date/time of the date range.

- **Requesting Unit**
  Leave the field blank to show co-use agreements requested by any unit OR select a specific unit to show only co-use agreements requested by that unit.
- **Deciding Unit**
  Leave the field blank to show co-use agreements that that are still pending a decision by any unit OR select a specific unit to show only co-use agreements that need to be decided by that unit.
- **Facility**
  Select ALL to show co-use agreements requested any Facility OR select a specific Facility to show only co-use agreements requested for that Facility.

2. Click the **Search** button. The co-use requests that match your criteria are listed in the grid.

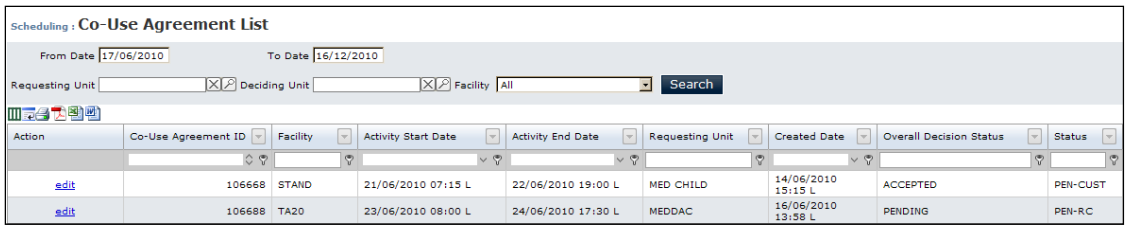


Figure 2-64 Co-Use Agreement Search Results

2.13.2 Decide Co-Use Agreement

A unit in a chain of command can view and update the co-use status for a subordinate unit.

If another unit has requested a co-use agreement with your unit, you will get to decide whether to accept or deny the co-use request.

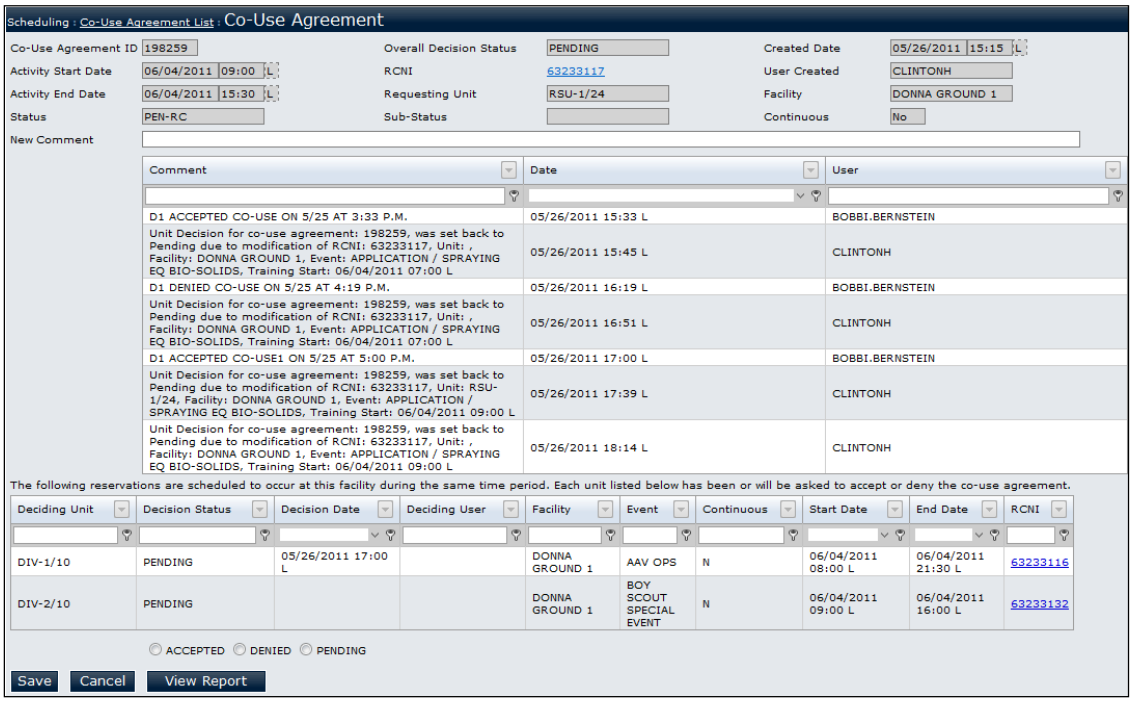


Figure 2-65 Co-Use Agreement Page

If an activity is already approved by the Scheduler, then the co-use agreement is read-only and you cannot change the co-use status for that activity.

1. Enter any comments in the **New Comment** field.

2. Select one of the following radio buttons:
   - **Accepted**: Accepts the co-use agreement from the requesting unit.
   - **Denied**: Declines the co-use agreement from the requesting unit.
   - **Pending (Default)**: Leaves the status of the co-use request as uncommitted.

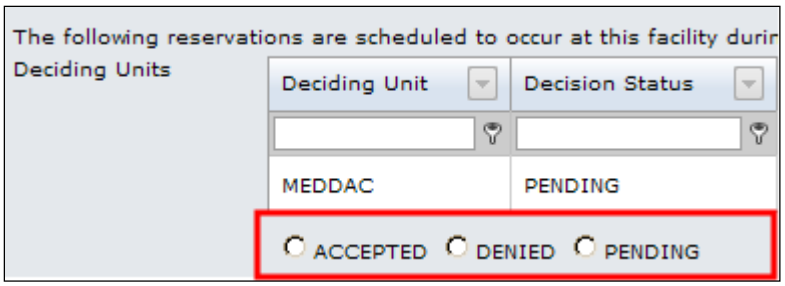


Figure 2-66 Co-Use Agreement Decision Options

> You can change the status of a co-use request in the following ways:
> - Accepted to denied,
> - Accepted to pending,
> - Pending to accepted,
> - Pending to denied,
> - Denied to pending, or
> - Denied to accepted.

3. Click the **Save** button.

To view the co-use agreement report, click the **View Report** button.

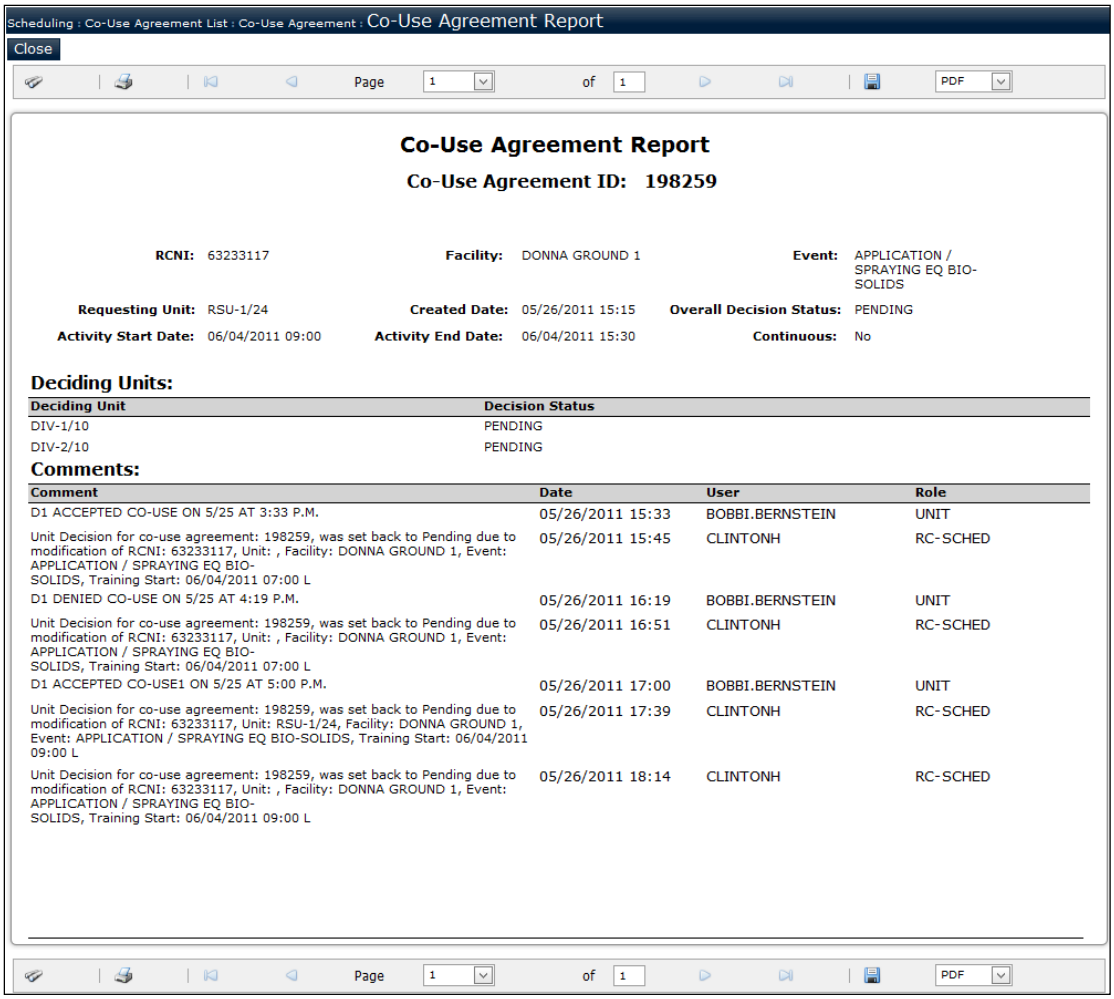


Figure 2-67 Co-Use Agreement Report

2.14 FAA Airspace Schedule

Menu Path	Scheduling: FAA Airspace Schedule

The FAA Airspace Schedule page (Figure 2-68) allows users to send Airspace schedule information to the FAA Military Airspace Data Entry-Special Use Airspace Management (MADE-SAMS) system. This eliminates the need for manual entry of RFMSS activities into MADE-SAMS, thereby reducing potential for human error and also reducing man-hours spent entering data in two systems.

Only Schedulers and FAs can access the FAA Airspace Schedule page to send airspace schedule information to the FAA. FDOs have read-only access.

When you select FAA Airspace Schedule from the Scheduling menu, the FAA Airspace page is displayed in a new window (Figure 2-68).

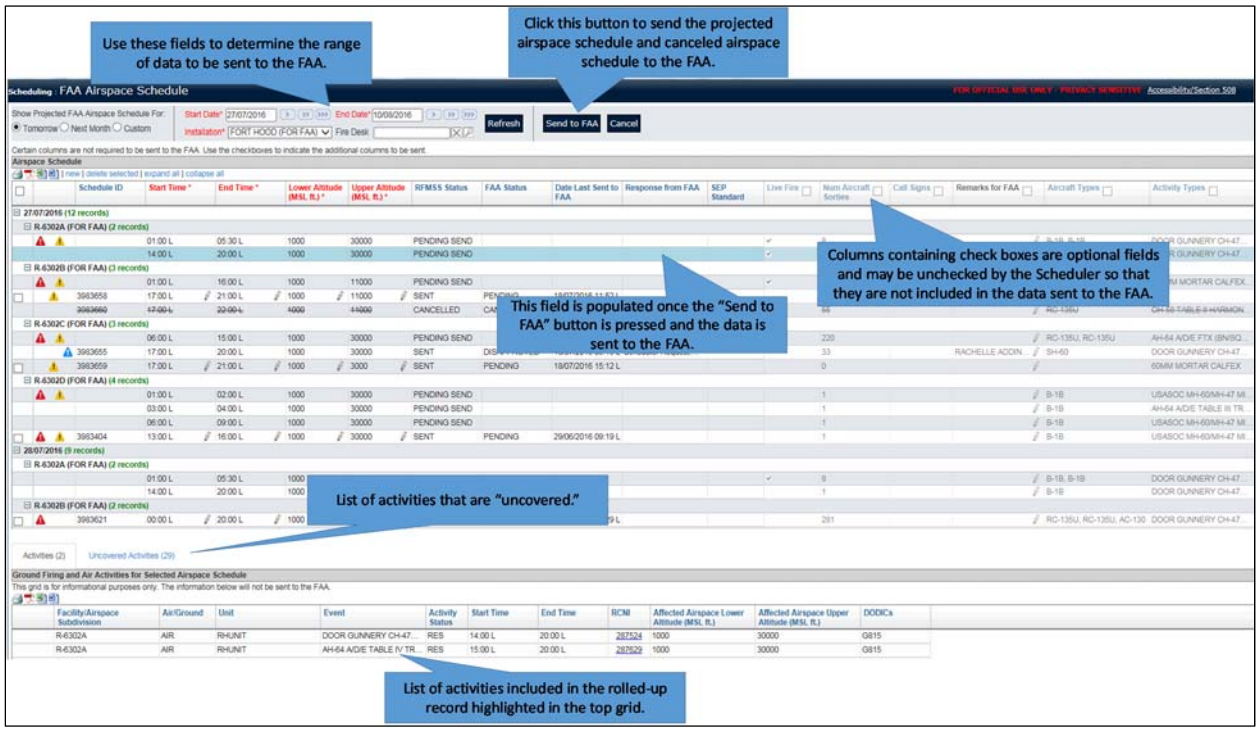


Figure 2-68. FAA Airspace Schedule Page

On this page, you can do the following:

- Search for FAA Airspace Schedules
- Create a new Airspace Schedule
- Modify an existing Airspace Schedule
- Delete an Airspace Schedule
- View "Uncovered" Airspace Schedules (i.e., activities that are not fully covered under any Airspace Schedule record)
- Send Airspace Schedules to the FAA

There are three sections on the FAA Airspace Schedule page:

- FAA Airspace Schedule search, (See Section 2.14.1 for search instructions.)
- Airspace Schedule grid, (See Section 2.14.4 and subsections.)

- Tabs:
  - Activities tab (listing Ground Firing and Air Activities for Selected Airspace Schedule details)
  - Uncovered Activities (listing activities that are not fully covered under any Airspace Schedule record)

Initially, when you conduct a search, the Airspace Schedule records are displayed in the Airspace Schedule grid with the status of PROJECTED, based on the ground firing and air activities in RES status at the specified Installation for the specified date range and other entered criteria, if any.

2.14.1 FAA Airspace Schedule Record Statuses

Each Airspace Schedule record displays its status to indicate where it is in the process of being sent to FAA.

RFMSS sets the following Statuses during various stages of processing:

- Created: Schedules created manually by the user.
- Projected: Schedules projected by the application based on roll-up rules.
- Edited: When a Projected or Sent schedule is edited by the user.
- Pending Send: Once the user submits the schedules to be sent to the FAA, the RFMSS status will be displayed as Pending Send for any Created or Projected schedules that are waiting to be sent via the background job.
- Sent: Schedules that have already been sent to the FAA.
- Failed: When an error occurs that prevents airspace records from being sent to the FAA.
- Deleted: When the user deletes a previously Sent schedule, RFMSS shall display the status of Deleted that will trigger a cancellation when sent to the FAA.

> Deleting Created or Edited schedules that were not previously sent will remove them from RFMSS. These deletions do not require cancellation since they were never sent to the FAA.

- Pending Cancel: Once the user submits the schedules to be sent to the FAA, the RFMSS status shall display as Pending Cancel for deleted schedules that are waiting to be sent via the background job.

- Cancelled: When RFMSS calls the FAA Web Service and receives confirmation of the cancellation of schedules that had been in the Pending Cancel status.

2.14.1.1 *Changing Status*

The following status changes are possible during the life cycle of the FAA Airspace Schedule Record:

- Status Transitions on the creation of new projected records:

Original Status	When this happens	Status changes to
(none)	You create a new record manually	Created
(none)	RFMSS projects records based on scheduled activities	Projected

- Status Transitions on Edit:

Original Status	When you do this	Status changes to
Projected	Edit any field	Edited
Created	Edit any field	Created
Sent	Edit to widen altitudes and/or times	Edited*
Sent	Edit to narrow altitudes and/or times	Edited
Projected	Delete the schedule	N/A Record is removed (until next Refresh)
Created	Delete the schedule	N/A Record is removed

- Status Transitions on Send:

Original Status	When you do this	Status changes to	Status after MADE-SAMS response
Projected	Send to FAA	Pending Send	Sent
Created	Send to FAA	Pending Send	Sent
Edited	Send to FAA	Pending Send	Sent*
Deleted	Send to FAA	Pending Cancel	Cancelled

* If the times and/or altitudes are widened, then the affected schedule is sent as a new schedule to the FAA and RFMSS creates a separate cancellation record for the originally Sent schedule.

2.14.2 FAA Airspace Schedule Indicators

The following indicators may be displayed in the Airspace Schedule grid:

Indicator	Location	Description / ToolTip
	Airspace Schedule Grid	One or more activities are fully or partially uncovered. OR (In newly created Airspace Schedule Records) This field is required.
	Airspace Schedule Grid	FAA has modified or disapproved this schedule. OR FAA has modified [one or more components of the schedule, i.e., Start Time, End Time, Lower Altitude, or Upper Altitude].
	Airspace Schedule Grid	There were changes in rolled up activities after the record was sent. OR (When a user changes the Request) Details can be found on the Activities tab, and affected fields may include Start Time, End Time, Affected Airspace Lower Altitude, and/or Affected Airspace Upper Altitude.
	Activities tab, Ground Firing and Air Activities for Selected Airspace Schedule	This activity was added after the record was sent. The next time the associated Airspace Schedule record is sent to the FAA, the indicator disappears from the activity.
	Activities tab, Ground Firing and Air Activities for Selected Airspace Schedule	This activity was removed/cancelled after the record was sent, or an action was taken that caused the activity to back out of RES status. The next time the associated Airspace Schedule record is sent to the FAA, the indicator disappears from the activity.

You can mouse over any of these indicators on the screen to get the exact message in a pop-up tooltip.

2.14.3 Search for FAA Airspace Schedule

Clicking the **Refresh** button clears all new data you have entered in the Airspace Schedule grid if you have not sent the newly entered data to the FAA.

Clicking the **Cancel** button in the Search area prompts you to confirm that you want to close the page, losing any changes you have made and not sent to the FAA.

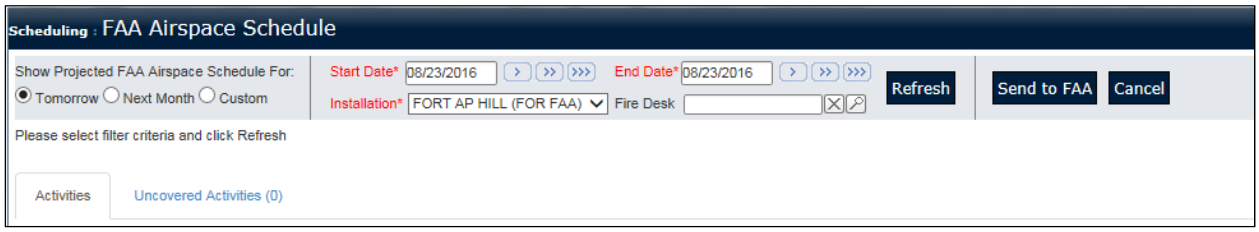


Figure 2-69 FAA Airspace Schedule Search

To search for projected Airspace Schedule data:

1. Select one of the following radio buttons to show projected usage:

   - **Tomorrow.** This automatically sets the **Start Date** and **End Date** for tomorrow's date.
   - **Next Month.** This automatically sets the **Start Date** to the first day of next month and the **End Date** to the last day of next month.
   - **Custom.** This clears the **Start Date** and **End Date** fields, requiring you to enter new dates.

2. If you selected the **Custom** radio button, enter the following filtering criteria:

- **Start Date [Required]**
  Click within this field, where you can:

  - Enter the date in DD/MM/YYYY format (or MM/DD/YYYY format depending on Admin settings),

    OR

    Select a date from the pop-up calendar that is displayed.

  This date must be greater than or equal to today's date and less than 1 year in the future. You can advance the Start Date by clicking the following buttons: **Advance Start Date 1 day** ›, **Advance Start Date 1 week** »», and **Advance Start Date 2 weeks** »».

- **End Date [Required]**
  Click within this field, where you can:

  - Enter the date in DD/MM/YYYY format (or MM/DD/YYYY format depending on Admin settings),

    OR

    Select a date from the pop-up calendar that is displayed.

  This date must be greater than or equal to today's date, and also greater than or equal to the Start Date. You can advance the Start Date by clicking the following buttons: **Advance Start Date 1 day** ›, **Advance Start Date 1 week** »», and **Advance Start Date 2 weeks** »».

RFMSS will not allow you to filter for any date range that exceeds a 31-day period.

- **Installation [Required]**
  Select the installation from this drop-down list.

The Installation drop-down list only contains installations that are mapped to the FAA.

- **Fire Desk**
  If needed, clear the existing field entry by clicking Clear ☒ next to the field that you want to edit. Then enter the Fire Desk by clicking in the field typing the name. As you type, the auto-

complete feature brings up a list of qualifying Fire Desks from which you can choose.

Alternatively, you can just click the magnifying glass to the right of the field and click the **select** link for the Fire Desk from the pop-up list.

3. When you have selected the FAA Airspace(s), click the **Add** button within the pop-up window to populate the field. (Click the Cancel button if you do not want to select anything.)
4. Click the **Refresh** button. The airspace schedule information that will be sent to the FAA is displayed, grouped by date and Airspace. Each tab has a number in parentheses showing the total number of records included on that tab.

2.14.3.1 *Rules for Creating Projected Airspace Schedule Records (Roll-up Rules)*

RFMSS calculates Projected Airspace schedule records based on the following:

- Air activities (firing and non-firing) and ground firing activities that are currently in RES status for the current date and the current time prior to the activity Start Time.
- Air activities (firing and non-firing) and ground firing activities that fire into an airspace and both firing and non-firing Air activities.
- Activities that either overlap or are adjacent to each other in time blocks or altitude.
- For non-firing air activities, RFMSS determines the Affected Airspace Lower Altitude (MSL ft.) value based on the lowest Lower Altitude of all activities that fall under the schedule record.
- RFMSS determines the Affected Airspace Upper Altitude (MSL ft.) value for both firing and non-firing activities based on the higher of either:
    - Highest Upper Altitude of all activities that fall under the schedule record.
    - Highest Max Firing Altitude of all activities that fall under the schedule record.
- All airspaces from the surface to the Upper Altitude of the firing air activity are projected. One firing air activity may project multiple schedules if there are airspaces below the airspace where firing air activity is taking place.

- All airspaces from surface to Upper Altitude of the firing ground activity are projected. One firing ground activity may project multiple schedules if the weapon/ammo used for the activity goes through multiple airspaces before reaching the Max Firing Altitude.
- Projected Airspace schedule records are limited to a span of one day. If one activity spans multiple days, separate Projected Airspace schedule records are created. If multiple activities in a continuous time block span multiple days, separate Projected Airspace schedule records are created for each day. A day is determined by one 24-hour period between local times of 00:00 to 23:59.
- The Start Time for each Projected Airspace schedule record rounds down to the nearest half hour time block. The End Time for each Projected Airspace schedule record rounds up to the nearest half hour time block.
    - Example #1: If one or more activities occur on (or fire into) an airspace from 08:10 through 13:05, the Airspace schedule record displays a Start Time of 08:00 and an End Time of 13:30.
    - Example #2: If one activity occurs on (or fires into) an airspace from 07:50 through 09:50 and a second activity uses the same airspace from 10:10 to 11:05, a single airspace schedule record displays a Start Time of 07:30 and an End Time of 11:30.

Optional fields are rolled up as follows:

- The SEP (Separation) Standard field sent to the FAA includes a value of either Aviation, non-aviation, or unspecified. If there are ANY air activities that require the schedule of the airspace, then aviation is sent to the FAA. If there are only GROUND activities, then non-aviation is sent.
- The Live Fire field contains a “YES” if any one of the activities rolled up to form this record is a firing activity.
- The Number Aircraft Sorties field displays a sum of all activities’ Aircraft Sorties.
- The Call Signs field displays a comma-delimited value of all activities’ Call Signs concatenated to the maximum length accepted by the FAA.
- The Aircraft Types field displays a comma-delimited value of all activities’ Aircraft Types concatenated to the maximum length accepted by the FAA.

- The Activity Types field displays a comma-delimited value of all activities' Activity Types concatenated to the maximum length accepted by the FAA.

2.14.4 Airspace Schedule Grid

The Airspace Schedule grid displays Airspace Schedule records, organized by date, and then by FAA Airspace.

Above the grid are standard icons for exporting grid data, as well as links for creating a new Airspace Schedule record, expanding all records, and collapsing all records.

Figure 2-70 Airspace Schedule Grid Controls

Within the grid, there are also expand ⊞ and collapse ⊟ controls for the display of individual Airspace Schedule records, at the date level and the Airspace Subdivision level.

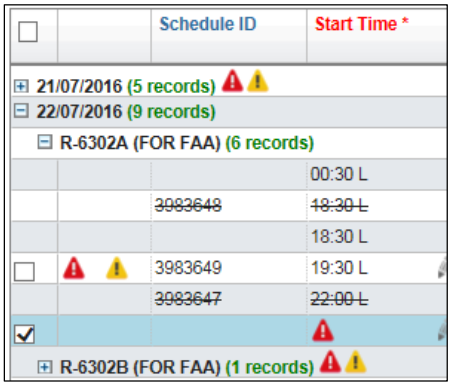


Figure 2-71 Airspace Schedule Grid Expand and Collapse Controls

When you hover your mouse over values in the Lower Altitude (MSL ft.) and Upper Altitude (MSL ft.) columns, a pop-up tooltip is displayed that converts the displayed altitude to the Flight Level (FL). For example, if the Lower Altitude displays 1000 feet, the pop-up tooltip would display "Flight Level: 10".

Using the Airspace Schedule grid, you can:

- Create new Airspace Schedule records,
- Modify existing Airspace Schedule records,
- Delete Airspace Schedule records, and
- Send Airspace Schedule records to the FAA.

2.14.4.1 *Create New Airspace Schedule Record*

RFMSS allows users to create new airspace schedule records.

To add a new record to the Airspace Schedule grid:

1. Click the **new** link. The New Airspace Schedule Record pop-up window is displayed.
2. Enter the FAA Airspace by clicking in the field and typing the name. As you type, the auto-complete feature brings up a list of qualifying FAA Airspaces from which you can choose. If needed, you can clear the existing field entry by clicking Clear ☒ next to the field.

   Alternatively, you can just click the magnifying glass 🔍 to the right of the field and select an FAA Airspace from the pop-up list.
3. Click within the **Date** field and either enter the date in DD/MM/YYYY format (or MM/DD/YYYY format depending on your Admin setting) or select the date from the resulting pop-up calendar.
4. Click the **Create** button. (Click the **Cancel** button if you do not want to select anything.) The new record is displayed in the grid, with the status of Created and red indicators showing which fields you must update before sending the data to the FAA.

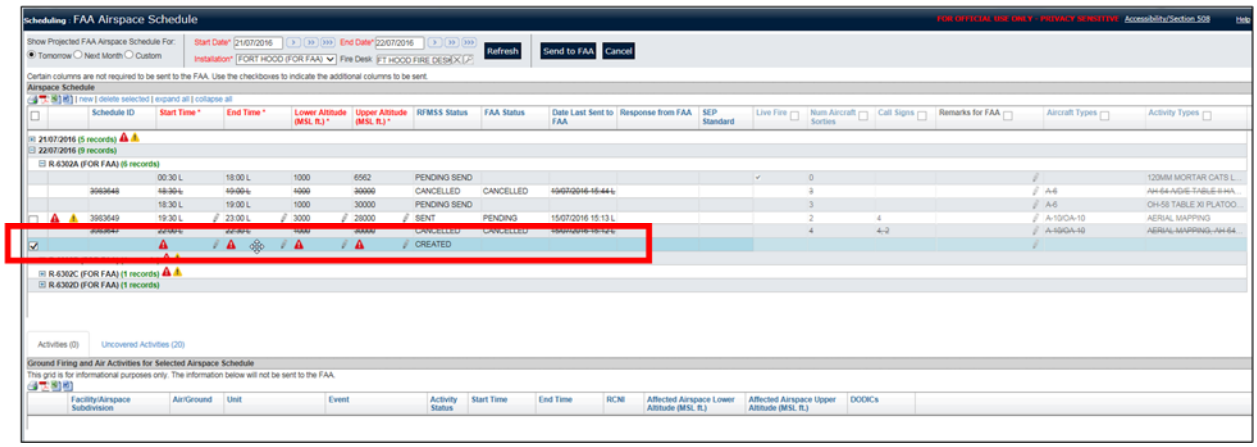


Figure 2-72 Newly Added FAA Airspace Schedule Record

5. Enter information in the following fields:

   - **Start Time [Required]**
     The Start Time of the airspace schedule period. Click within this field and either enter the time in the 24-hour format or select a time from the resulting pop-up window.

- **End Time [Required]**
  The End Time of the airspace schedule period. Click within this field and either enter the time in the 24-hour format or select a time from the resulting pop-up window.
- **Lower Altitude (MSL ft.) [Required]**
  The minimum altitude of the airspace schedule range. Click within this field and either enter the altitude or select the altitude from the resulting pop-up window.
- **Upper Altitude (MSL ft.) [Required]**
  The maximum altitude of the airspace schedule range. Click within this field and either enter the altitude or select the altitude from the resulting pop-up window.
- If you want to add remarks to the new record, click within the **Remarks to FAA** field for the record, type remarks (max. 40 characters) in the resulting pop-up window, and click the **Done** button within the pop-up window.

The remarks you enter will not be sent to FAA unless you select the checkbox in the Remarks to FAA column heading before clicking the Send to FAA button.

Airspace Schedule records that you create and/or modify are not saved until you send the records to the FAA. **If you click the Refresh button at any time before clicking the Send to FAA button, your entered and modified records will be lost.**

2.14.4.2 *Modify Existing Airspace Schedule Records*

RFMSS allows you to modify Airspace Schedule records in the following statuses:

- Created
- Edited
- Projected
- Sent.

To modify existing Airspace Schedule records:

1. Locate the Airspace Schedule record(s) you want to modify, using the expand icons to the left of each date and FAA Airspace to locate individual Airspace Records.

2. Modify information in the following fields as needed:

- **Start Time [Required]**
  The Start Time of the airspace schedule period. Click within this field and either enter the time in the 24-hour format or select a time from the resulting pop-up window.
- **End Time [Required]:**
  The End Time of the airspace schedule period. Click within this field and either enter the time in the 24-hour format or select a time from the resulting pop-up window.
- **Lower Altitude (MSL ft.) [Required]:**
  The minimum altitude of the airspace schedule range. Click within this field and either enter the altitude or select the altitude from the resulting pop-up window.
- **Upper Altitude (MSL ft.) [Required]:**
  The maximum altitude of the airspace schedule range. Click within this field and either enter the altitude or select the altitude from the resulting pop-up window.
- If you want to add remarks to the record, click within the **Remarks to FAA** field for the record, type remarks (max. 40 characters) in the resulting pop-up window, and click the **Done** button within the pop-up window.

The remarks you enter will not be sent to FAA unless you select the checkbox in the Remarks to FAA column heading.

Airspace Schedule records that you create and/or modify are not saved until you send the records to the FAA. **If you click the Refresh button at any time before clicking the Send to FAA button, your entered and modified records will be lost.**

The Airspace Schedule record's status changes as follows:

- If the status was **Projected**, the status changes to **Edited**.
- If the status was **Created**, the status remains **Created**.
- If the status was **Sent**, and you edit altitudes and/or times to widen them, the status changes to **Edited**. When this record is sent to the FAA, RFMSS will create a separate cancellation record for the originally sent record.
- If the status was **Sent**, and you edit altitudes and/or times narrow them or change the **Remarks for FAA** field, the status changes to **Edited**. When this record is sent to the FAA, RFMSS sends an updated record—not a cancellation and new record.

2.14.4.3 *Delete Airspace Schedule Record*

RFMSS allows you to delete Airspace Schedule records in the following statuses:

- Created
- Edited
- Projected
- Sent.

To delete existing Airspace Schedule records:

1. Locate the Airspace Schedule record(s) you want to delete, using the expand icons to the left of each date and FAA Airspace to locate individual Airspace Schedule records.
2. Click to select the checkbox next to each record you want to delete.
3. Click the **delete selected** link.
   - If the airspace schedule record was in a status of Created, Edited (with no Schedule ID assigned by the FAA), or Projected, the record is removed from the list. These deletions do not require cancellation because they were never sent to the FAA. Projected records will reappear after the next refresh.
   - If the airspace schedule record was in a status of Sent or Edited (with a Schedule ID assigned by the FAA), a confirmation pop-up window is displayed.
4. Click the **OK** button. (Click the **Cancel** button if you do not want to delete the record.) The record is given the status of Deleted and is displayed as struck-out text until you send all schedules to FAA.

> You can “undelete” canceled airspace schedules that are struck-out by clicking to select the checkbox and clicking the **undelete selected** link. This removes the strike-out and restores the status to Sent. However, any uncovered activities associated with restored airspace schedules are not displayed here, but are returned to the Uncovered Activities tab.

2.14.4.4 *View Uncovered Airspace Schedule Records*

Activities are considered uncovered if you edit (narrowing times and/or altitudes) or delete an Airspace Schedule record, resulting in activities that are not fully covered under any Airspace Schedule record. When you

click the Uncovered Activities tab, you can view a list of these activities, grouped by date and Airspace. The tab has a number in parentheses showing the total number of records included on the tab. You can click expand icons to view activities on a given date at a particular Airspace.

The data on this tab is read-only; however, you can click the link in the RCNI column for any activity to view the Request for the activity.

2.14.4.5 *Cancel Changes Made Without Sending Airspace Schedules to the FAA*

If you have made changes on the FAA Airspace Schedule page, but you decide you do not want to send them to the FAA, but instead want to cancel them all at once:

1. Click the **Cancel** button in the Search area. A confirmation pop-up window is displayed asking if you want to navigate away from the page, because **any changes you have made will not be saved**.
2. Click the **OK** button in the confirmation pop-up window. (Click the **Cancel** button within the confirmation pop-up window if you want to continue to make changes to send to the FAA.)

2.14.4.6 *Send Airspace Schedules to FAA*

After you have searched for Airspace Schedule data and made any modifications to the returned data that you need to in order for the activities to be covered, send all Airspace Schedules for the specified timeframe to the FAA.

To send Airspace Schedules to the FAA:

1. If you want to send data in any of the optional columns (Live Fire, Num Aircraft Sorties, Call Signs, Remarks for FAA, Aircraft Types, and/or Activity Types), click to select the checkbox in the column heading for each column for which you want to send data.

   The default is that the box is unselected, meaning that the information in that column will not be sent to the FAA.
2. Click the **Send to FAA** button.

   If there are any uncovered activities, a warning is displayed below the Search area stating that you must select the checkbox to acknowledge that there is at least one uncovered activity.

   You may at this point resolve the uncovered activities and try again,

OR

You may click to select the checkbox and click the **Send to FAA** button once again.

Information about Uncovered Activities is located in Section 2.14.4.4.

If you choose to continue sending the schedule records despite the uncovered activities warning, RFMSS logs an entry into the Journal 1594 to indicate this.

When there are no notifications (or after you select the checkbox and click the **Send to FAA** button once again), a confirmation pop-up window is displayed, stating that RFMSS will send all Projected, Edited, Created, and Deleted items in the Airspace Schedule grid to the FAA, including items that are not currently visible or selected.

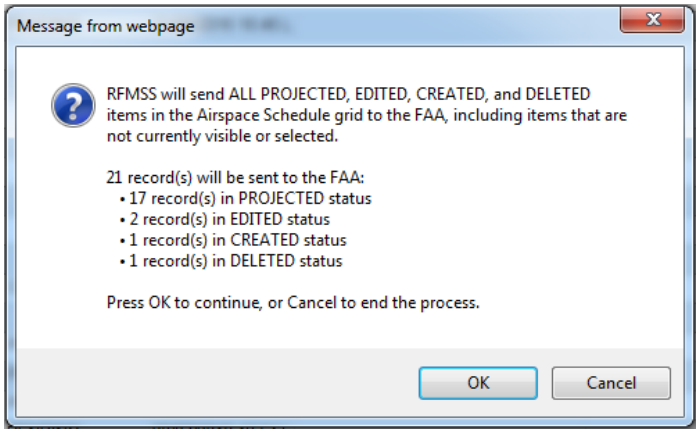


Figure 2-73 Airspace Schedule Report Pop-Up Confirmation

3. Click the **OK** button. (If you do not want to send this data to the FAA, click the **Cancel** button.) RFMSS sends all Airspace Schedule records for the specified timeframe to FAA via background job.

2.14.5 View / Interpret FAA Responses

RFMSS checks for responses from the FAA for FAA Schedules sent to the FAA, both automatically on a scheduled basis and when requested by an FA. How far in advance it begins automatically polling for each schedule, as well as how often it automatically polls per day, is configurable for each site (by an AHRS SD Systems Administrator). The default settings for automatic polling are 30 days in advance and polling every 4 hours.

Upon receipt of the data, the FAA provides back a “received” response which is displayed on the RFMSS screen within 2-5 minutes.

Upon successful completion of the data transfer from the FAA, RFMSS updates the following columns for each Airspace Schedule in the Airspace Schedule grid:

- **Schedule ID:** returned by FAA MADE SAMS Web Service on successful data transfer.
- **Response from FAA:** returned by FAA MADE SAMS Web Service on successful data transfer.
- **FAA Status:** returned by FAA MADE SAMS Web Service on successful data transfer.
- **Date Last Sent to FAA:** Date and Time of the transfer.
- **RFMSS Status:** SENT or CANCELED.

If an error occurs during the sending of data to the FAA, the **RFMSS Status** changes to FAILED. The associated error message is displayed in the **FAA Response** column.

Fire Desk

3 About Fire Desks

There are three Fire Desk options in RFMSS:

- **Fire Desk (Text Mode):** Displays installation airspace and range data in a tabular format.
- **OIC Fire Desk:** Allows authorized OICs to access and perform specific Fire Desk functions. (This is also displayed in tabular format.)
- **Fire Desk (Graphics Mode):** Uses a Geographic Information System (GIS) to display installation range maps and data graphically.

3.1 Fire Desk (Text Mode)

The Text Fire Desk allows authorized users to track and manage training activities at an installation's airspaces and ranges. Data is displayed in a tabular format.

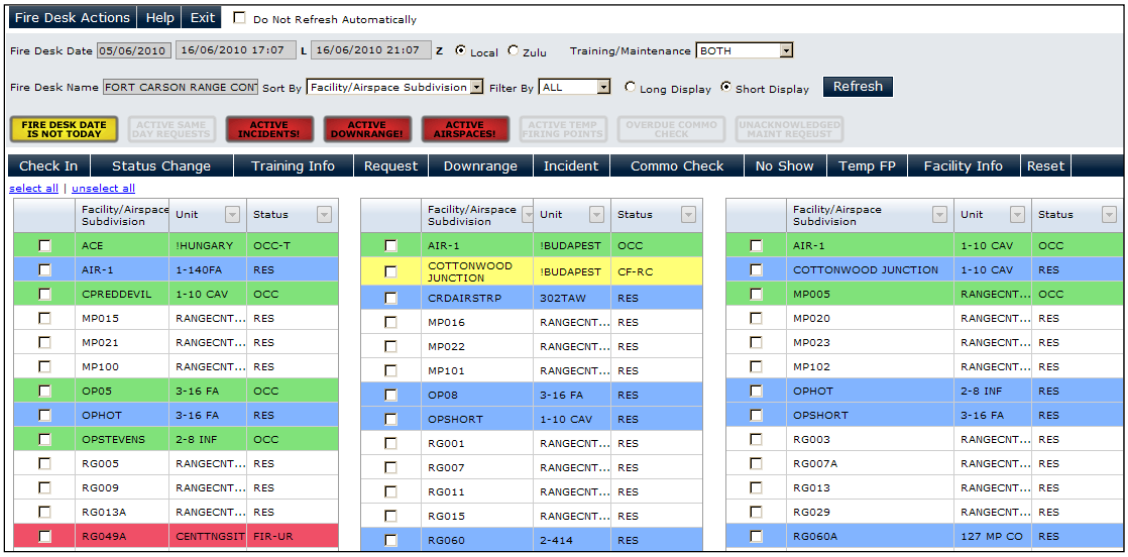


Figure 3-1 Fire Desk

3.1.1 Log On

1. Select **Operations: Fire Desk [Text Mode]** from the menu bar. A log on page is displayed.

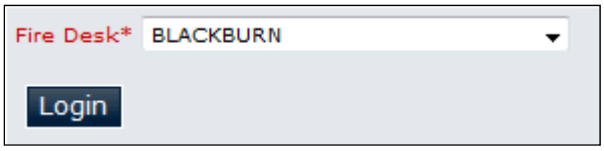


Figure 3-2 Fire Desk Log On

2. Select the Fire Desk that you want to access from the **Fire Desk** drop-down list.
3. Click the **Login** button.

All Fire Desks are listed. However, Fire Desks that you are not assigned to are read only.

You can access multiple Fire Desks by repeating the log on process for each Fire Desk that you want to access. A separate window is displayed for each Fire Desk that you log on to.

This process is the same whether you logged in with your user name and password or with your Common Access Card (CAC).

3.1.2 Display

3.1.2.1 *Status Color Coding*

The background color of the rows in the Fire Desk grid indicates the operations status of the activity:

Color Coding	Status
Blue	Unit has not checked in for reservation, OR Unit has checked in (when check-in is required) but has not occupied the Facility.
Green	Occupied non-firing or maintenance activity.
Yellow	Cease-fire (firing but currently cold).
Red	Firing (hot).
White	Scheduled maintenance activity, Departed unit, No show, OR Cancellation.

3.1.2.2 *Short Display*

	Facility/Airspace Subdivision	Unit	Status
☐	ACE	!HUNGARY	OCC-T
☐	AIR-1	1-140FA	RES
☐	CPREDDEVIL	1-10 CAV	OCC
☐	MP015	RANGECNT...	RES
☐	MP021	RANGECNT...	RES
☐	MP100	RANGECNT...	RES
☐	OP05	3-16 FA	OCC
☐	OPHOT	3-16 FA	RES
☐	OPSTEVENS	2-8 INF	OCC
☐	RG005	RANGECNT...	RES
☐	RG009	RANGECNT...	RES
☐	RG013A	RANGECNT...	RES
☐	RG049A	CENTTNGSIT	FIR-UR

	Facility/Airspace Subdivision	Unit	Status
☐	AIR-1	!BUDAPEST	OCC
☐	COTTONWOOD JUNCTION	!BUDAPEST	CF-RC
☐	CRDAIRSTRP	302TAW	RES
☐	MP016	RANGECNT...	RES
☐	MP022	RANGECNT...	RES
☐	MP101	RANGECNT...	RES
☐	OP08	3-16 FA	RES
☐	OPSHORT	1-10 CAV	RES
☐	RG001	RANGECNT...	RES
☐	RG007	RANGECNT...	RES
☐	RG011	RANGECNT...	RES
☐	RG015	RANGECNT...	RES
☐	RG060	2-414	RES

	Facility/Airspace Subdivision	Unit	Status
☐	AIR-1	1-10 CAV	OCC
☐	COTTONWOOD JUNCTION	1-10 CAV	RES
☐	MP005	RANGECNT...	OCC
☐	MP020	RANGECNT...	RES
☐	MP023	RANGECNT...	RES
☐	MP102	RANGECNT...	RES
☐	OPHOT	2-8 INF	RES
☐	OPSHORT	3-16 FA	RES
☐	RG003	RANGECNT...	RES
☐	RG007A	RANGECNT...	RES
☐	RG013	RANGECNT...	RES
☐	RG029	RANGECNT...	RES
☐	RG060A	127 MP CO	RES

Figure 3-3 Fire Desk Short Display

The short display is an abbreviated grid that shows only the following three columns for an activity:

- **Facility / Airspace Subdivision**
  Facility or Airspace Subdivision of the activity.
- **Unit**
  Activity's unit.
- **Status**
  Operations status of the activity.

The short display is the default display when you log on to the Fire Desk except when the Functional Administrator has set the Long Display as the default.

3.1.2.3 *Long Display*

	Facility/Airspace Subdivision	Unit	Status	Event Start Time	Event End Time	DODIC	Maximum Firing Altitude (MSL FT.)
☐	ACE	!HUNGARY	OCC-T	05/06/2010 01:00 L	05/06/2010 20:00 L		
☐	AIR-1	!BUDAPEST	OCC	05/06/2010 01:00 L	05/06/2010 19:00 L		
☐	AIR-1	1-10 CAV	OCC	05/06/2010 06:30 L	05/06/2010 19:30 L	M241	5000
☐	AIR-1	1-140FA	RES	05/06/2010 01:00 L	05/06/2010 20:00 L	F013	5000
☐	COTTONWOOD JUNCTION	!BUDAPEST	CF-RC	05/06/2010 12:00 L	05/06/2010 21:00 L	C785, A404,	5000
☐	COTTONWOOD JUNCTION	1-10 CAV	RES	05/06/2010 00:30 L	05/06/2010 20:00 L		
☐	CPREDDEVIL	1-10 CAV	OCC	18/05/2010 07:00 L	06/06/2010 23:00 L		
☐	CRDAIRSTRP	302TAW	RES	05/06/2010 10:00 L	05/06/2010 15:00 L		
☐	MP005	RANGECNTRL	OCC	01/06/2010 00:01 L	01/06/2011 23:59 L		
☐	MP015	RANGECNTRL	RES	16/04/2010 00:01 L	30/04/2011 23:59 L		

Figure 3-4 Fire Desk Long Display

The long display shows the following by default for an activity:

- **Facility / Airspace Subdivision**
  Facility or Airspace Subdivision of the activity.
- **Unit**
  Activity's unit.
- **Status**
  Operations status of the activity.
- Event Start Time
- Event End Time
- DODIC
- **Maximum Firing Altitude (MSL Ft.)**
  The maximum altitude that the activity will be firing. For ground activities, this is the sum of Safety Factor, the Facility Altitude, and the greater of the Maximum Ordinate or Vertical Hazard. For air activities, this is the sum of the Safety Factor, the Impact Area Altitude, and the greater of the Ordnance Apex or Vertical Hazard.
- **SDZ (or WDZ)**
  The SDZ or WDZ being used for the activity.

You can also select any of the following fields from the Field Chooser to display on the Fire Desk:

- Event Name,
- RCNI,
- Minimum Altitude,
- Maximum Altitude,
- Mission Number,

- Number of People,
- Vertical Hazard,
- Weapon,
- Continuous,
- Any user-defined fields from the Request form.
- To change the grid display:

1. Select the **Short Display** or **Long Display** radio button.

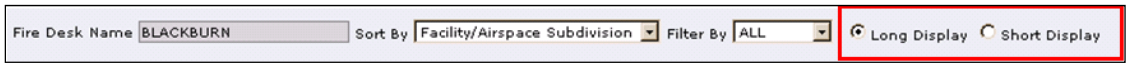


Figure 3-5 Short and Long Display Options

2. Click the **Refresh** button.

3.1.2.4 *Local/Zulu Time*

The Fire Desk grid can display activity times in local or Zulu time. (Local time display is the default.)

To change the time display:

1. Select the **Local** or **Zulu** radio button.

Figure 3-6 Local and Zulu Time Options

2. Click the **Refresh** button.

3.1.2.5 *Automatic Refresh*

As a default, the status of all facilities, incidents, downrange activities, temporary firing points, and activated/deactivated airspaces are synchronized among all open Fire Desks. If you want to turn off this feature, click the **Do Not Refresh Automatically** so that a check appears in the checkbox.

3.1.2.6 *Filtering Grid*

You can filter the grid to show only information that you want to see.

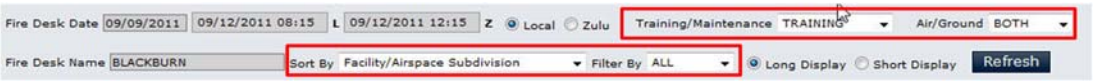


Figure 3-7 Grid Filters

3.1.2.6.1 Sort Grid

1. Select the column name to use to sort the grid from the **Sort By** drop-down.
2. Click the **Refresh** button.

If you select Status as the sort order, this is the training status sort order specified by the Functional Administrator.

3.1.2.6.2 Air / Ground

1. In the **Air / Ground** drop-down, select one of the following filter options:

- Both: Shows both air and ground activities.
- Air: Shows only air activities.
- Ground: Shows only ground activities.

2. Click the **Refresh** button.

3.1.2.6.3 Training / Maintenance Activities

1. In the **Training / Maintenance** drop-down, select one of the following filter options:

- Training: Shows only training activities.
- Maintenance: Shows only maintenance activities.
- Both: Shows both training and maintenance activities.

2. Click the **Refresh** button.

3.1.2.6.4 Status

1. In the **Filter By** drop-down, select one of the following status filter options:

- ALL: Shows all active statuses (default).
- CF-ATC: Cease-Fire per Air Traffic Control
- CF-RC: Cease-Fire per Fire Desk
- CF-U: Cease-Fire per Unit
- CHK-IN: Unit checked in.
- DEP: Departed (applies to ground facilities only)
- FIR-R: Unit Firing, Restricted
- FIR-UR: Unit Firing, Unrestricted
- FIR-TP: Firing with Pyrotechnics
- MC: Mission Complete (applies to Airspace Subdivisions only)
- NOSHOW: No Shows
- OCC: Occupied
- OCC-T: Non-firing Training without Pyrotechnics
- RES: Reserved

- TC: Training Complete

2. Click the **Refresh** button.

3.1.2.7 *Notifications*

Figure 3-8 Fire Desk Notifications

Fire Desk notification buttons alert you to any activity updates that require your attention. If there is an activity that requires your attention, the button will change from grayed-out to colored (e.g., red, yellow).

Notification	Description	Action
Fire Desk Date Is Not Today	Indicates that Fire Desk date is not today's date.	Update the Fire Desk date by running the end-of-day process.
Active Same Day Requests	Allows a Fire Desk Operator to view and process same day requests submitted by units.	Click the Active Same Day Requests button to access the Same Day Request Processing page.
Active Incidents	Allows a Fire Desk Operator to view and edit all active incidents.	Click the Active Incidents button to access the Incident Activities page.
Active Downrange	Allows a Fire Desk Operator to view and edit all active requests to go downrange.	Click the Active Downrange button to access the Downrange Requests page.
Active Airspaces	Allows a Fire Desk Operator to view, activate, and deactivate airspaces.	Click the **Active Airspaces** button to access the Airspace Activation page.
Active Temp Firing Points	Allows a Fire Desk Operator to view, add, and delete temporary firing points.	Click the **Active Temp Firing Points** button to access the Temp Firing Point page.

Notification	Description	Action
Overdue Commo Checks	Allows a Fire Desk Operator to view a list of units/facilities in a Firing status that are 15 minutes overdue for a communication check, and record communications checks from the list.	Click the Overdue Commo Checks button to access the Commo Check page.
Unacknowledged Maint Requests	Alerts a Fire Desk Operator that maintenance requests have not been acknowledged.	Click the **Unacknowledged Maint Requests** button.

3.1.2.8 *Status Reset*

You can reset one or more activities back to their original state on Fire Desk for:

- No Shows
- Activities that have been checked-in but not occupied, or
- Activities that have a status of Occupied but have not reached another status EXCLUDING continuous activities in occupied status that were occupied on the previous day.

To reset an activity:

1. Select the activity or activities.
2. Click the **Reset** button.

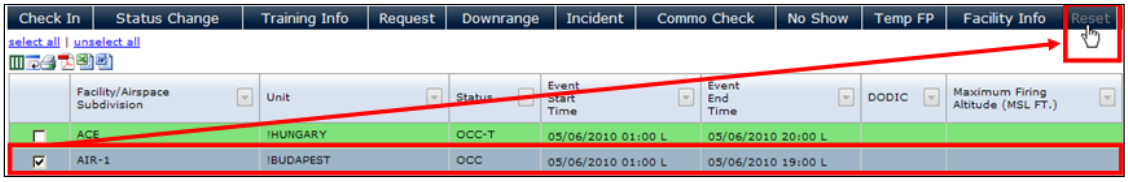


Figure 3-9 Select Activity to Reset

When you reset an activity, any status changes, utilization data entries, commo checks, or temporary firing points that occurred before the reset will be removed from the logs. However, the Journal 1594 will record the reset.

3.1.3 Training Operations

Training operations are functions that help you process and record information for activities on the Fire Desk, including:

- Check In,
- Status Change,
- Training Information (Utilization),
- Request,
- Downrange,
- Incident,
- Commo Check,
- No Show
- Temporary Firing Points (Temp FP), and
- Facility Info.

3.1.3.1 *Check In*

The Check In function enables range control personnel to check in the units shown on the fire desk.

1. Select one or more units to check in.
2. Click the **Check In** button. A message is displayed above the grid that the units have been checked in and a check mark is displayed next to the RES status in the **Status** column.

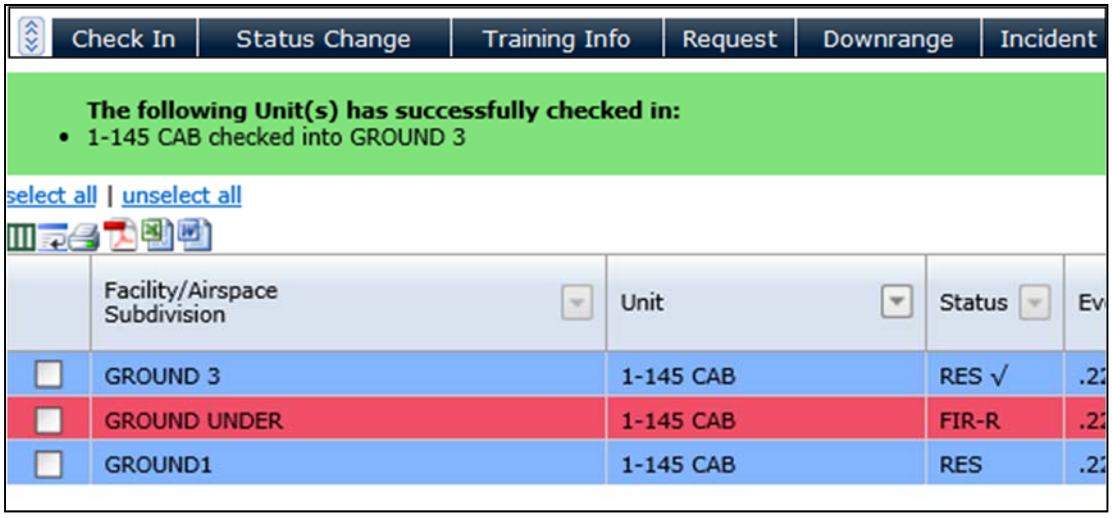


Figure 3-10 Check In

Check ins are recorded on the Status Change log and the Journal 1594 log. These logs capture the time of check in, the Facility/Airspace Subdivision ID, the unit, and the name of the Fire Desk Operator who performed the check in.

3.1.3.2 *Status Change/Training Information*

The Status Change/Training Information function allows the Fire Desk Operator to change the current training status of an activity at a Facility or Airspace Subdivision, as well as to update training and utilization information.

Change Status To:	When
Area Occupied	Initially changing a training or maintenance activity from Reserved status.
Unit Firing - Unrestricted **Unit Firing - Restricted** **Firing (Training) with Pyrotechnics**	For Firing events only.
Cease-Fire - Unit **Cease-Fire - Range Control** **Cease-Fire - Air Traffic Control**	For Firing events only.
Training Without Pyrotechnics	For Non-firing events.
Training Complete	For ground facilities only.
Departed/Mission Complete	Considered as “area departed” for ground activities and “mission completed” for air activities.

To change the status (and training information, if desired) of activities:

1. Select the activity or activities in the Fire Desk grid (OR double-click the activity in the grid and skip to Step 3).

The status for ground and air activities can be changed at the same time.

Changing the status for multiple activities can be done when changing from **Reserved to Occupied**, from **Reserved to Training Without Pyrotechnics**, from a **firing status to any cease-firing status**, or when **departing air or ground activities**.

When changing from fire to cease-fire, the initial status must be the same for each activity (e.g., all activity statuses are Firing).

When departing multiple activities, you may be prompted to provide utilization data for each task that requires utilization data entry.

When departing a multi-day, non-continuous ground activity before the last day of the activity, you will be prompted to indicate if training is completed early.

2. Click the **Status Change** button. The Status Change/Training Information window is displayed.

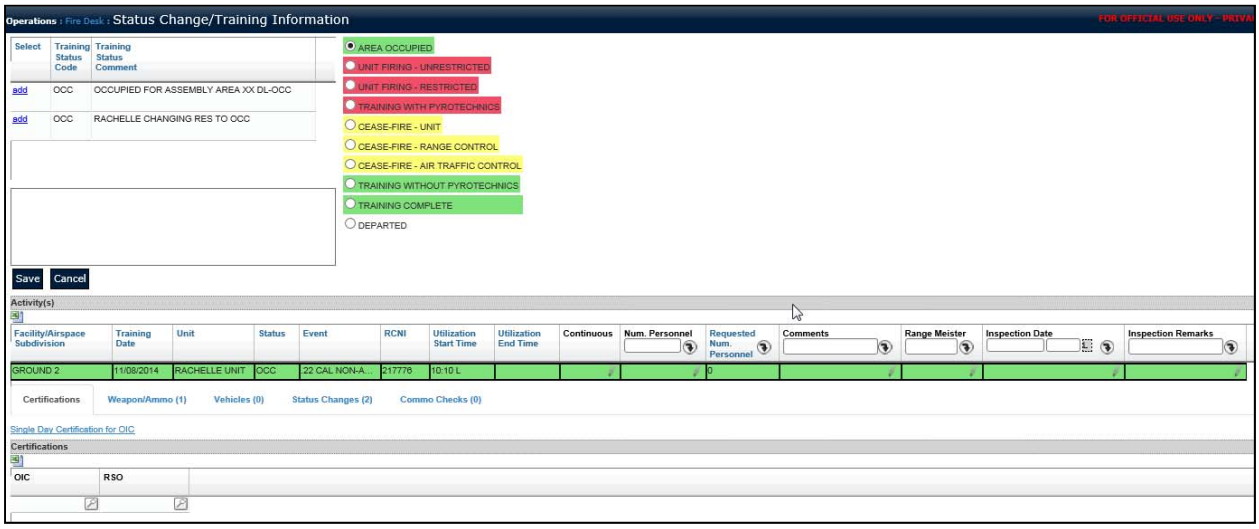
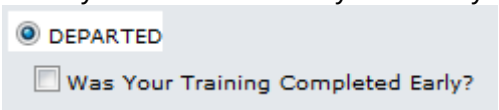


Figure 3-11 Status Change/Training Information Window

3. Select the status radio button for the activities. If you are changing a status, you may need to perform other actions as described below:

If Changing:	Then You May Need To:
From RES to Area Occupied Status	• Ensure that checklist items are performed when the Checklist Items button is displayed. • Activate airspaces for air activities. **[FDO Only]**
To any firing status	• Add or change the certified personnel from what is automatically populated from the initial request. **[FDO Only]** • Add a single-day certification for an OIC. **[FDO Only]** • Enter First Round information. • Ensure that checklist items are performed when the Checklist Items button is displayed. • If from a Cease Fire status, reactivate authorization for OIC Fire Desks. **[FDO Only]**
To any Cease Fire status	• Understand that any authorized OIC Fire Desks for the Facility are automatically deactivated. **[FDO Only]**
To Training Complete status	• Enter utilization information.
To Departed or Mission Completed status	• Enter Last Round information. • Ensure that checklist items are performed when the Checklist Items button is displayed. • Enter utilization information. • Deactivate airspaces. **[FDO Only]** • Click the **Training Completed Early** checkbox if you are departing a multi-day, non-continuous ground activity before the activity's last day. 

If the Fire Desk Operator changes the status of an activity to Cease Fire, a notification message that a cease fire has been declared is displayed to all OICs. OICs will not be able to perform any OIC Fire Desk functions until they are reactivated.

4. Enter any comments for the status change:
   - Select one or more predefined comments by clicking the comment checkbox, then click the **Add** link

   AND/OR

   - Enter your comments in the text box above the **Save** button.
5. If you need to update training and/or utilization information at this time, you can do that on this page as well. Refer to Section 3.1.3.3, “Training Information/Utilization,” for instructions for using the Training Information/Utilization functions available on the Status Change page.

When changing the status to TRAINING COMPLETE or DEPARTED, Utilization fields become mandatory, and will be noted in red text with an asterisk (*); you cannot save your status change until these fields are complete.

6. Click the **Save** button.

3.1.3.2.1 Activate Airspaces

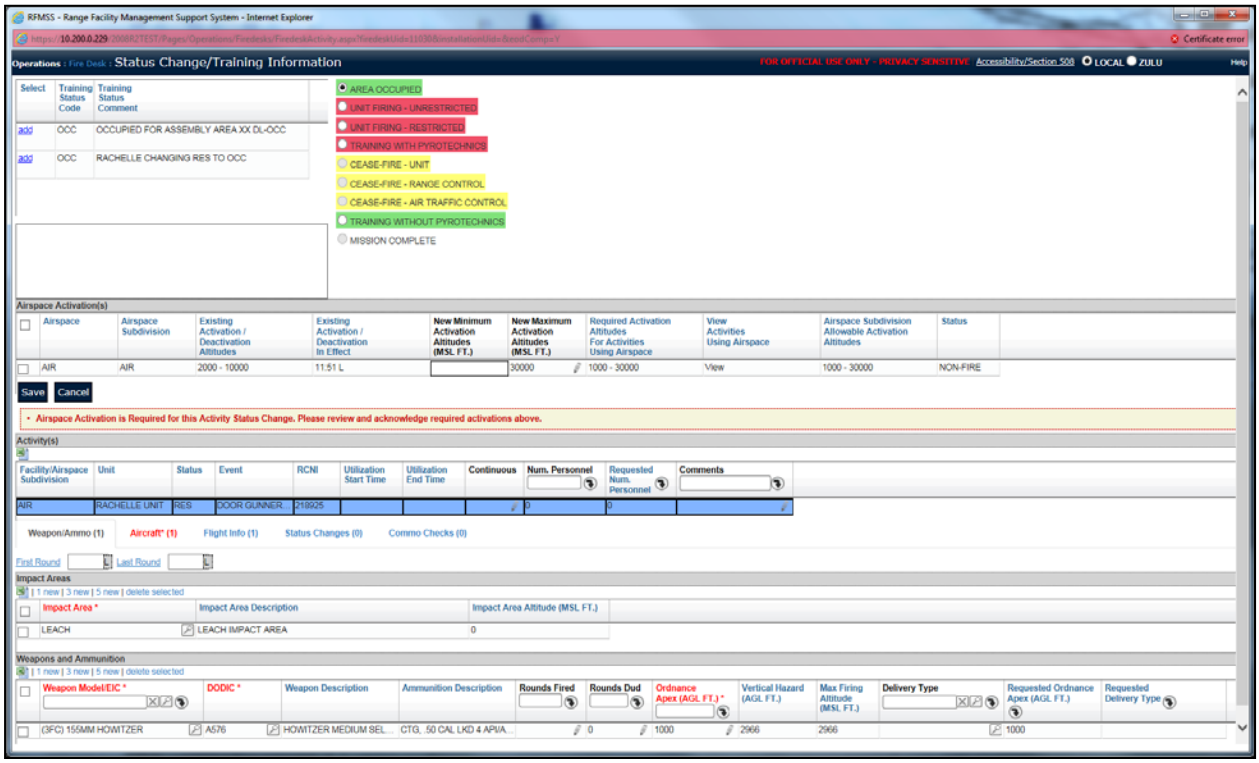


Figure 3-12 Activate Airspaces from the Status Change / Training Information Page

> The capability to activate airspace on the Status Change/Training Information page is available only when the Fire Desk date is current.

If airspace activation is required beyond what is currently activated (which is shown in the Existing Activation Altitudes column), a message is displayed that lets you activate airspace from the Status Change/Training Information page.

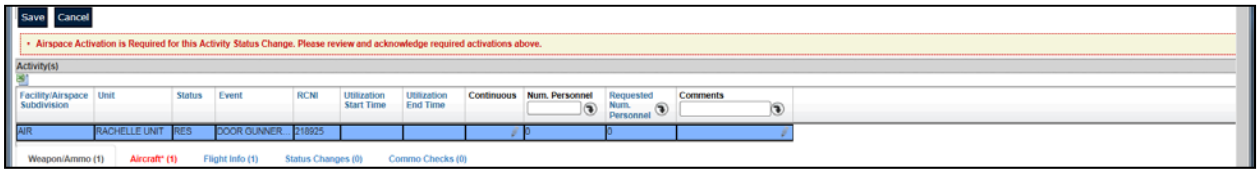


Figure 3-13 Activate Airspaces

1. Update information in the following fields:

   - **New Minimum Activation Altitude**
     If needed, update the minimum altitude of an activity to reflect altitude at the time of airspace activation:
   - Edit the value in the grid,
     OR
   - If the new altitude is the same as the required minimum altitude for the activity, click the minimum altitude link in the Required Activation Altitudes column to populate this value,
     OR
   - If the new altitude is the same as the Airspace Subdivision's minimum altitude, click the minimum altitude link in the Airspace Subdivision Allowable Activation Altitudes column to populate this value.
   - **New Maximum Activation Altitude**
     If needed, update the maximum altitude of an activity to reflect altitude at the time of airspace activation:
     - Edit the value in the grid,
       OR
     - If the new altitude is the same as the required maximum altitude for the activity, click the maximum altitude link in the Required Activation Altitudes column to populate this value,
       OR

- If the new altitude is the same as the Airspace Subdivision's maximum altitude, click the maximum altitude link in the Airspace Subdivision Allowable Activation Altitudes column to populate this value.

2. To view required altitudes for activities, click the **View** link in the **Activity Altitudes Required** column. The Activity Altitudes Required page is displayed.
3. Click the **Agree** checkbox to agree to the airspace activation.
4. Click the **Save** button.

3.1.3.2.2 Deactivate Airspaces

> The capability to deactivate airspace on the Status Change/Training Information page is available only if allowed by the FA.

Upon departing (i.e., status of MISSION COMPLETE), if airspace is no longer required for any activities, a message is displayed that lets you deactivate airspace from the Status Change/Training Information page.

1. Click the **Agree** checkbox to allow the airspace to be deactivated.
2. Click the **Save** button.

3.1.3.2.3 Enter Certified Personnel [FDO Only]

Certified personnel (specifically OIC and RSO) are automatically populated from the Request form on the Certifications tab.

3.1.3.2.3.1 Add or Change Certified Personnel

1. Click the **Certifications** tab if it is not already visible. Certifications information is displayed.
2. Click within the certified personnel field you want to update.
3. If needed, clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
4. Enter a different value in the field OR click **Search** 🔎 and select a value from the pop-up window.

> The lists for certified personnel initially show only those certified personnel that are assigned to the unit.
>
> To filter the list of personnel, click within the blank fields at the top of one or more of the columns and type the first few letters to filter by Username, Unit Name, Rank, Last Name, First Name, Certification Name, and/or Certification Start Date.

You can, for example, type the letter L in the Username column to bring up all Usernames that start with the letter L. You could also enter an asterisk (*) as a wildcard character in your filter entry. For example, "*L" (asterisk L) would bring up all Usernames that contain the letter L. You could also use the **OR** operator in filtering. For example, if you type "H OR C" in the Certification Name column, the grid would only show Certification Names that start with H or C.

To sort the list of personnel, just click the column heading.

You can tell the grid is sorted by a particular feature because the heading is italicized.

3.1.3.2.3.2 Assign Single Day Certification for OIC [FDO Only]

1. Click the **Certifications** tab if it is not already visible. Certifications information is displayed.
2. Click the **Single Day Certification for OIC** link. The Single Day OIC is displayed.

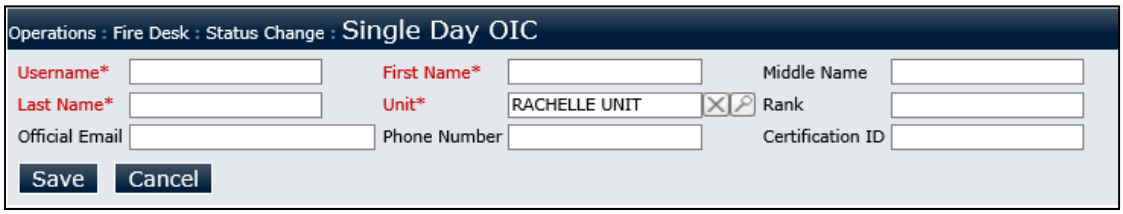


Figure 3-14 Single Day Certification for OIC

3. Enter the following Information
   - **Username [required]**
     Enter the person's username.
   - **First Name [required]**
     Enter the person's first name.
   - **Middle Name**
     Enter the person's middle name.
   - **Last Name [required]**
     Enter the person's last name.
   - **Unit [required]**
     Select the person's unit.
   - **Rank**
     Enter the person's rank.

- **Official Email**
  Enter the person's email address.
- **Phone Number**
  Enter the person's phone number.
- **Certification ID**
  Enter the person's RSO/OIC ID.

> The **Certification ID** field replaces the Last 4 Digits of SSN field to identify a certified person. The Certification ID field allows alphanumeric characters with a maximum of 50 characters and does not have to be unique. If you have a question concerning Certification ID, contact the Functional Administrator.

4. Click the **Save** button. The OIC that you entered is displayed in the **OIC** field on the Status Change window.

3.1.3.2.3.3 Enter Rounds

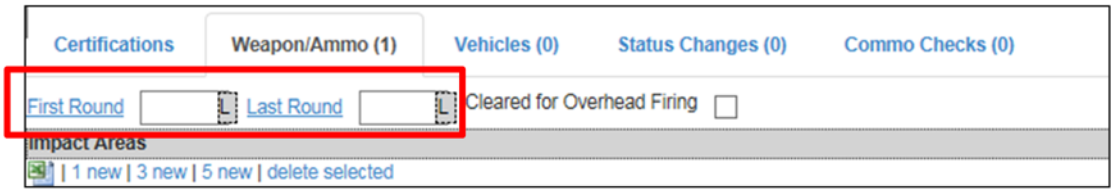


Figure 3-15 Rounds Fields

1. Click the **Weapon/Ammo** tab.
2. In the **First Round** field:
   - Enter the date and time that the first round was fired for an activity,

   OR

   - Click the **First Round** link. The current date and time are automatically entered in the field.
3. You can change the Last Round time:
   - Enter the date and time that the last round was fired for an activity,

   OR

   - Click the **Last Round** link. The current date and time are automatically entered in the field.

3.1.3.2.3.4 Checklists

Checklists are lists of required actions that must be completed or required items or personnel that must be on the Facility before an activity can change status. Checklists are displayed when changing status:

- From Reserved to Area Occupied,
- To any firing status, or
- To Departed.

To view the checklist, click the **Checklist Items** button when it is displayed (Figure 3-16).

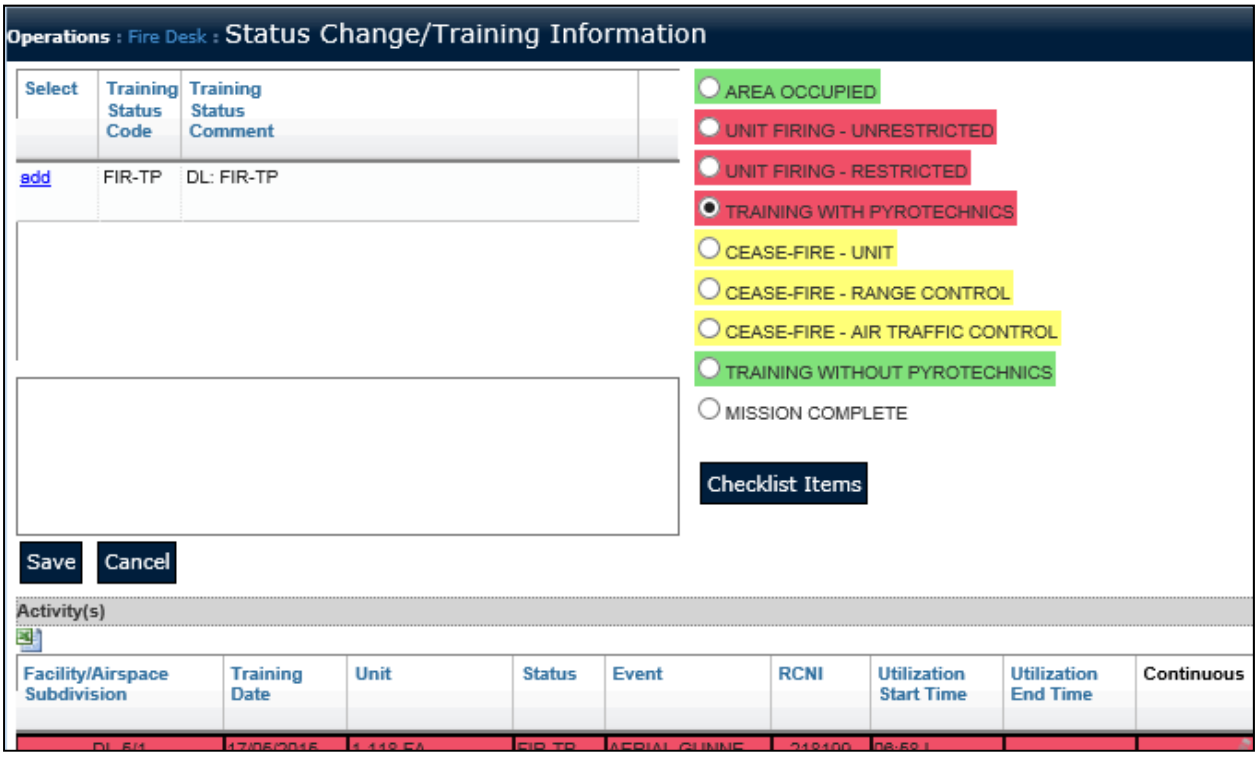


Figure 3-16. Checklist Items Button on Status Change/Training Information Window

3.1.3.3 *Training Information/Utilization*

> The phrase “Training Information” is displayed on windows and buttons when an activity is still in progress. Once the activity is completed or End of Day Processing has been run, fields pertaining to Utilization become mandatory, with column heading text and an asterisk (*) in red.

The Utilization page lets you record actual usage of vehicles, weapons, ammunition, aircraft, as well as actual status change times, commo check times, and actual number of personnel trained.

1. Click the **Training Info** button. The Training Info page is displayed.

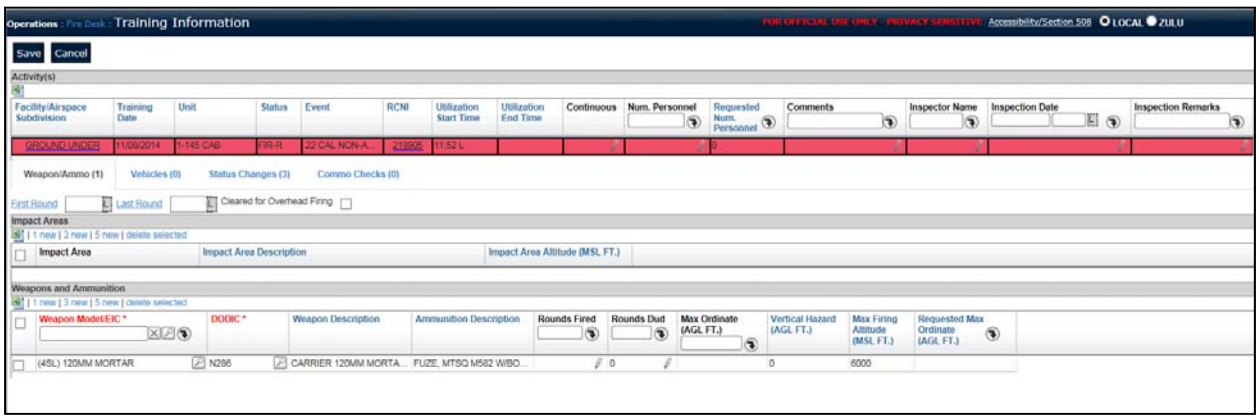


Figure 3-17 Example of Training Info/Utilization Page

> When you change status to “Training Completed” or “Departed,” Utilization fields you are required to complete are noted with an asterisk (*), with heading rows in red text. You must complete these fields before you can save.

3.1.3.3.1 Make Continuous Activity Non-Continuous

An FDO can make a Continuous, active activity Non-Continuous by doing the following:

1. In the Continuous column for the desired activity, click the field in the row for the desired activity. A checkbox is displayed within that field.
2. Click to un-select the checkbox that displays in that field.

The exception is when an activity is scheduled for 00:00 to 23:59, in which case the Continuous checkbox is disabled and cannot be unselected.

3.1.3.3.2 Enter Activity Utilization

Figure 3-18 Activity Utilization Information

1. Enter information in the following fields in the Activity(s) area, in the row for each activity listed:

- **Number of Personnel [required] [Ground Facilities only]**
  Enter the number of personnel who participated in the activity. (This number can be zero.) If the actual number is the same as the requested number of personnel, click the **Apply** button next to the **Requested Number of Personnel** display field to automatically populate the field. For Airspaces, the Number of Personnel field is not editable; the value entered in the Crew Quantity field will automatically populate the Number of Personnel field.

> You can quickly clear all fields in a column using the **Apply** button:
>
> - Clear the top field in the header and click the **Apply** button . A message is displayed to confirm that you want to "blank" all fields.
> - Click the **OK** button in the message.

- **Comments**
  Enter any comments related to the training. If the same comment applies to all listed activities with blank Comments fields, enter the comment in the column header and click the **Apply** button next to the **Comments** display field to automatically populate all blank fields in this column.

- **Inspector Name/Range Meister [required] [Ground Facilities only]**
  Enter the name of the inspector/range meister. If the same inspector/range meister name applies to all listed activities with blank Inspector Name/Range Meister fields, enter the name in the column header and click the **Apply** button next to the

Inspector Name/Range Meister display field to automatically populate all blank fields in this column.

- **Inspection Date [Ground Facilities only]**
  Enter the date of the range inspection OR select the date from the calendar in the left side of the **Inspection Date** field. Then click in the right side of the **Inspection Date** field to select the time. OR click the **Inspection Date** link to populate the field with the current date and time. If the same date and time apply to all listed activities with blank Inspection Date fields, enter the inspection date and time in the column header and click the **Apply** button next to the **Inspection Date** display field to automatically populate all blank fields in this column.

- **Inspection Remarks [Ground Facilities only]**
  Enter any inspection remarks. If the same remarks apply to all listed activities with blank Inspection Remarks fields, enter the name in the column header and click the **Apply** button next to the **Inspection Remarks** display field to automatically populate all blank fields in this column.

- **Log Edit Reason [required] [displayed ONLY when updating a log; required]**
  Select a reason for editing the log.

- **Log Edit Remarks [displayed ONLY when updating a log]**
  Enter any additional remarks regarding the log edit.

2. Enter utilization information on the tabs that appear for the activity.
3. When all utilization data is entered, click the **Save** button.

3.1.3.3.3 Enter Weapon/Ammo Utilization

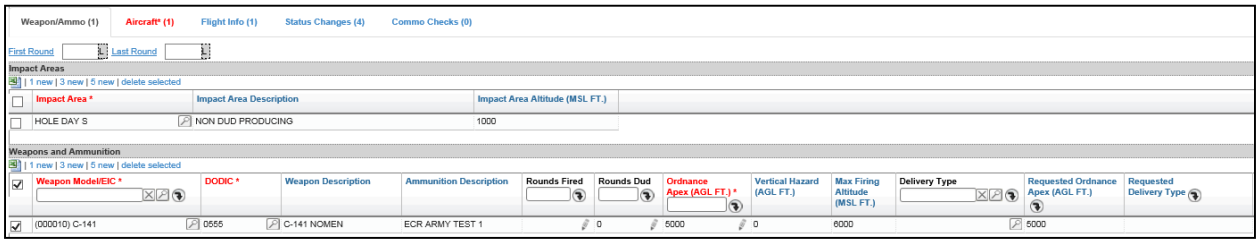


Figure 3-19 Weapon/Ammo Utilization Tab

> Previously deprecated weapon and ammunition (DODIC) types are excluded from the list and cannot be selected.

1. Enter information in the following fields on the Weapon/Ammo tab:

- **First Round**
  Enter the date and time that the first round was fired during an activity OR click the **First Round** link to populate the field with the current date and time.
- **Last Round**
  Enter the date and time that the first round was fired during an activity OR click the **Last Round** link to populate the field with the current date and time.
- **Cleared for Overhead Firing Above Down Range [not available to Unit users]**
  Click to select this checkbox if firing activities are permitted to take place with a downrange on the ground below.
- **Impact Area [required for Airspaces]**
  If different than the **Requested Impact Area**, enter the name of the impact area(s) used during training OR click **Search** and select the impact area from the pop-up window.
- **Weapon Model/EIC [required]**
  Enter the weapon's model OR click **Search** and select from the pop-up window.
- **DODIC [required]**
  Enter the DODIC OR click **Search** and select from the pop-up window.
- **SDZ/WDZ [available only when SDZ/WDZ workflow is enabled]**

Enter the SDZ OR click Search and select from the pop-up window.

- **Rounds Fired [required]**
  Enter the number of rounds fired for this weapon.

> You can quickly clear all fields in a column using the **Apply** button:
>
> - Clear the top field in the header and click the **Apply** button . A message is displayed to confirm that you want to "blank" all fields.
> - Click the **OK** button in the message.

- **Rounds Dud [required]**
  Enter the number of dud rounds for this weapon.
- **Max Ordinate / Ordnance Apex [required for Airspaces]**
  Enter or update the maximum ordinate/ordnance apex for each weapon:
  - Edit the value in the grid,
    OR
  - If the value is the same for each weapon, enter the value in the **Max Ordinate / Ordnance Apex** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each weapon is the same as the Requested Max Ord/Ord Apex values, click the **Apply** button in the **Requested Max Ordinate / Ordnance Apex** column to populate all records in the list with their corresponding requested values.

> The Max Ordinate field is for indirect fire weapons and existing activities where a direct fire weapon has a Max Ordinate defined.

- **Delivery Type [airspace only]**
  If applicable, enter or update the delivery type for each weapon:
  - Edit the value in the grid,
    OR
  - If the value is the same for each weapon, enter the value in the **Delivery Type** header and click the **Apply** button

to populate all records in the list,
OR

- If the value for each weapon is the same as the Requested Delivery Type values, click the **Apply** button in the **Requested Delivery Type** column to populate all records in the list with their corresponding requested values.

2. If needed, add weapons/ammo records to the grid:
   - Click the **1 New**, **3 New**, or **5 New link** to add 1, 3, or 5 rows.
   - Enter weapon information (See Step 1). If the value is the same for each weapon, enter the value in the column header field and click the **Apply** button to populate all records in the list with the same value.
3. Delete any weapons that were not used during the training activity:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.
4. Enter utilization information on other tabs OR click the **Save** button to return to the Fire Desk.

3.1.3.3.4 Enter Vehicle Utilization [Ground Facilities only]

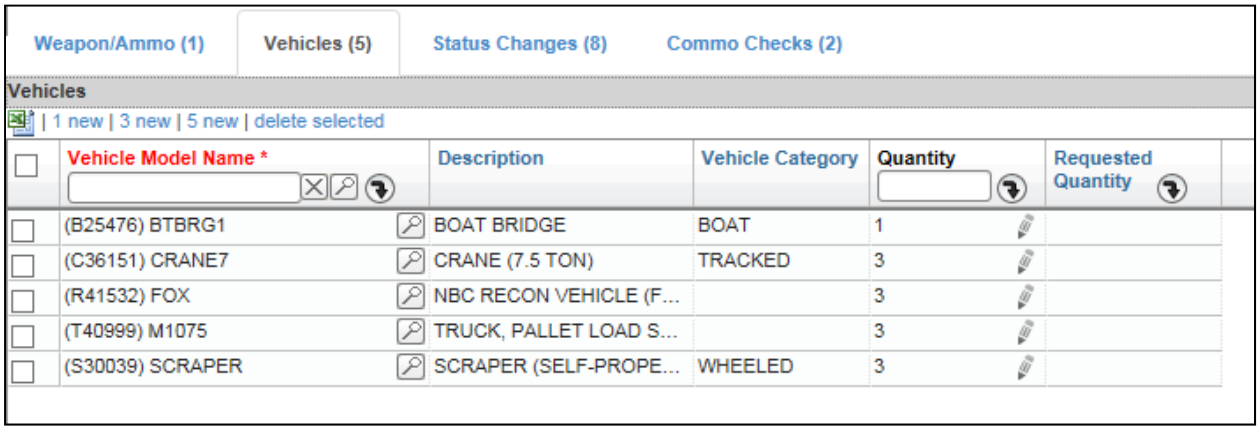


Figure 3-20 Vehicle Utilization Tab

1. Enter information in the following fields on the Vehicle tab:
   - **Vehicle Model Name [required]**
     Enter the vehicle model name by editing it directly in the grid OR click **Search** and select from the pop-up window.

- **Quantity**
  Enter or update the quantity for each vehicle:
  - Edit the value in the grid,
    OR
  - If the value is the same for each vehicle, enter the value in the **Quantity** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each vehicle is the same as the Requested Quantity values, click the **Apply** button in the **Requested Quantity** column to populate all records in the list with their corresponding requested values.

2. If needed, add vehicle records to the grid:
   - Click the **1 New**, **3 New**, or **5 New** link to add 1, 3, or 5 rows.
   - Enter vehicle information (See Step 1). If the value is the same for each vehicle, enter the value in the column header field and click the Apply button to populate all records in the list with the same value.
3. Delete any vehicles that were not used during the training activity:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.
4. Enter utilization information on other tabs OR click the **Save** button to return to the Fire Desk.

3.1.3.3.5 Enter Aircraft Utilization [airspaces only]

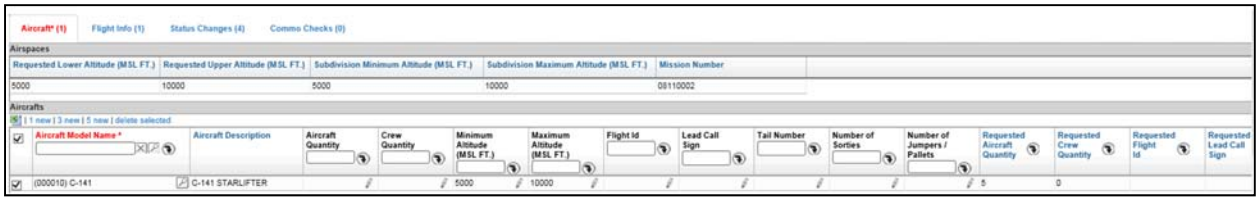


Figure 3-21 Aircraft Utilization Tab

1. Enter or update information in the following fields on the Aircraft tab:
   - **Aircraft Model/EIC [required]**
     Enter the aircraft model name by editing it directly in the grid OR click **Search** and select from the pop-up window.

- **Aircraft Quantity [required]**
  Enter or update the quantity of each aircraft:
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Aircraft Quantity** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each aircraft is the same as the Requested Aircraft Quantity values, click the **Apply** button in the **Requested Aircraft Quantity** column to populate all records in the list with their corresponding requested values.
- **Crew Quantity [required]**
  Enter or update the crew quantity for each aircraft
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Crew Quantity** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each aircraft crew is the same as the Requested Crew Quantity values, click the **Apply** button in the **Requested Crew Quantity** column to populate all records in the list with their corresponding requested values.
- **Minimum Altitude [required]**
  Update the actual minimum altitude of the aircraft during the activity by editing it directly in the grid OR if the value is the same for each aircraft, enter the value in the **Minimum Altitude** header and click the **Apply** button to populate all records in the list
- **Maximum Altitude [required]**
  Update the actual maximum altitude of the aircraft during the activity by editing it directly in the grid OR if the value is the same for each aircraft, enter the value in the **Maximum Altitude** header and click the **Apply** button to populate all records in the list.

- **Flight ID**
  Enter or update the flight ID number for each aircraft:
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Flight ID** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each aircraft is the same as the Requested Flight ID values, click the **Apply** button in the **Requested Flight ID** column to populate all records in the list with their corresponding requested values.
- **Lead Call Sign**
  Enter or update the lead call sign for each aircraft:
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Lead Call Sign** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each aircraft is the same as the Requested Lead Call Sign values, click the **Apply** button in the **Requested Lead Call Sign** column to populate all records in the list with their corresponding requested values.
- **Tail Number**
  Enter or update the actual tail number for each aircraft by editing directly in the grid OR if the value is the same for each aircraft, enter the value in the **Tail Number** header and click the **Apply** button to populate all records in the list.
- **Number of Sorties**
  Enter or update the actual number of sorties by editing directly in the grid OR if the value is the same for each aircraft, enter the value in the **Number of Sorties** header and click the **Apply** button to populate all records in the list.
- **Number of Jumpers/Pallets**
  Enter or update the number for each aircraft by editing directly in the grid OR if the value is the same for each aircraft, enter the

value in the **Number of Jumpers/Pallets** header and click the **Apply** button to populate all records in the list.

- **Remarks**
  Enter any remarks.

2. If needed, add aircraft records to the grid:

- Click the **1 New**, **3 New**, or **5 New** link to add 1, 3, or 5 rows.
- Enter aircraft information (See Step 1). If the value is the same for each aircraft, enter the value in the column header field and click the **Apply** button to populate all records in the list with the same value.

3. Delete any aircraft that were not used during the training activity:

- Click the checkbox at the beginning of the record row.
- Click the **Delete Selected** link.

4. Enter utilization information on other tabs OR click the **Save** button to return to the Fire Desk.

3.1.3.3.6 Enter Flight Information [airspaces only]

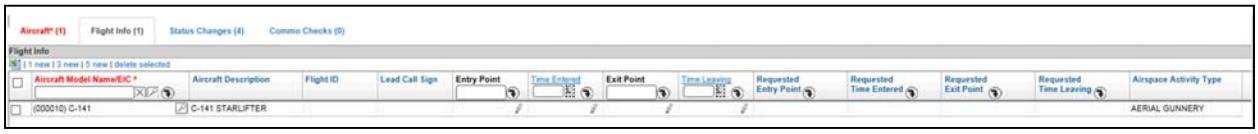


Figure 3-22 Flight Information Tab

1. Enter or update information in the following fields on the Flight Info tab:

- **Aircraft Model/EIC [required]**
  If needed, update each aircraft model name by editing it directly in the grid OR click **Search** and select from the pop-up window.

- **Entry Point**
  Enter or update the entry point:

  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Entry Point** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for the aircraft is the same as the Requested Entry Point values, click the **Apply** button in the **Requested Entry Point** column to populate all records in the list with their corresponding requested values.

- **Time Flight Entered**
  Enter or update the flight entry time:

  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Time Flight Entered** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value is the current date and time for each aircraft, click the **Time Flight Entered** link to populate the current date and time in the header and click the **Apply** button ,
    OR

- If the value for the aircraft is the same as the Requested Time Entered values, click the **Apply** button in the **Requested Time Entered** column to populate all records in the list with their corresponding requested values.
- **Exit Point**
  Enter or update the exit point:
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Exit Point** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for the aircraft is the same as the Requested Entry Point values, click the **Apply** button in the **Requested Exit Point** column to populate all records in the list with their corresponding requested values.
- **Time Flight Leaving**
  Enter or update the flight exit time:
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Time Flight Leaving** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value is the current date and time for each aircraft, click the **Time Flight Leaving** link to populate the current date and time in the header and click the **Apply** button ,
    OR
  - If the value for the aircraft is the same as the Requested Time Leaving values, click the **Apply** button in the **Requested Time Leaving** column to populate all records in the list with their corresponding requested values.

2. If needed, add flight records to the grid:

- Click the **1 New**, **3 New**, or **5 New** link to add 1, 3, or 5 rows.
- Enter flight information (See Step 1). If the value is the same for each flight, enter the value in the column header field and click

the **Apply** button to populate all records in the list with the same value.

3. Delete any flights that were not used during the training activity:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.
4. Enter utilization information on other tabs OR click the **Save** button to return to the Fire Desk.

3.1.3.3.7 Update Status Change Times

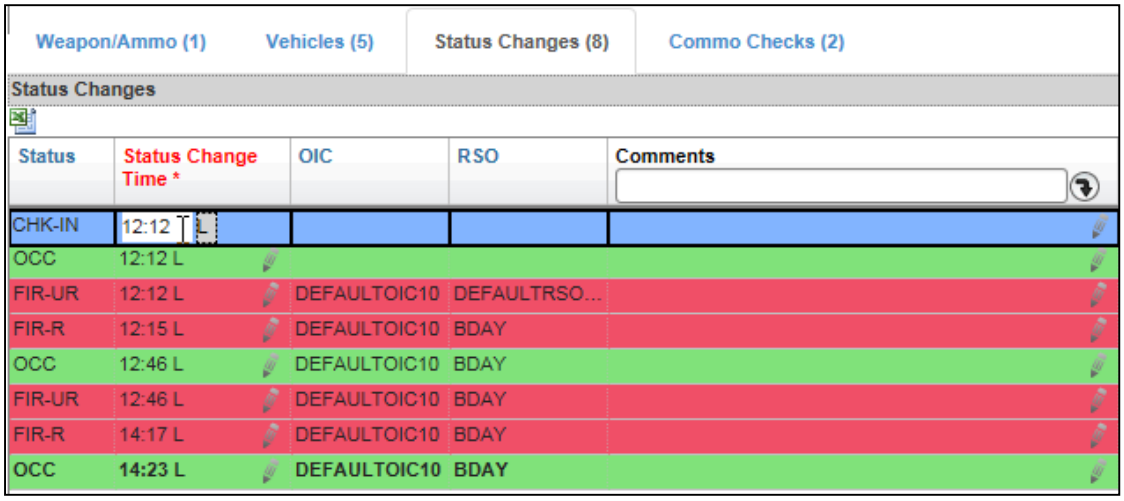


Figure 3-23 Update Status Change Times

> Any modified status times and comments that you enter on the Training Info/Utilization page will be reflected in the Status Change log. In addition, a record entry with type UTILIZATION is added to the Journal 1594 log that indicates the status change log was modified.

1. Update information in the following fields:
   - **Status Change Time [required]**
     Update the time for one or more status changes listed to reflect actual status change time.
   - **Comments**
     Enter any comments regarding the status change time update.
2. Click the **Save** button.

3.1.3.3.8 Update Commo Check Times

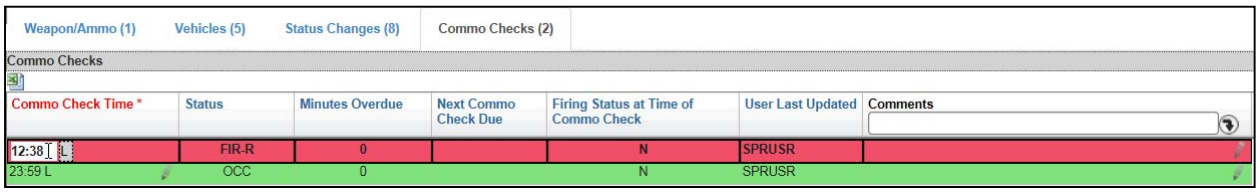


Figure 3-24 Update Commo Check Times

> Any modified commo check times and comments that you enter on the Training Info/Utilization page will be reflected in the Commo Check log. In addition, a record entry with type UTILIZATION is added to the Journal 1594 log that indicates the Commo Check log was modified.

1. Update information in the following fields:
   - **Commo Check Time [required]**
     Update the time for one or more commo checks listed to reflect actual check time.
   - **Comments**
     Enter any comments regarding the status change time update. If you want to enter the same comment for all commo checks listed, enter the comment in the column header and click the **Apply** button to populate all blank rows in the list.
2. Click the **Save** button.

3.1.3.3.9 View Change History

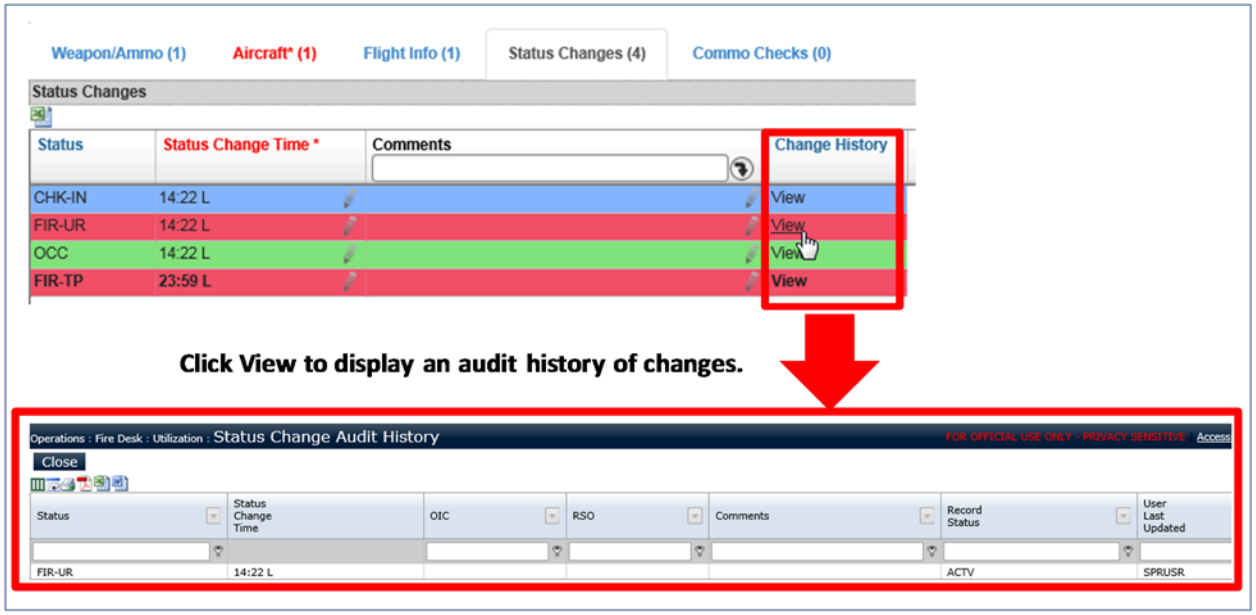


Figure 3-25 View Change History Audit Log

If you are looking at the Training Information/Utilization page via the **View Logs** menu, you can access a change history or audit log (i.e., list of who made changes and when) by clicking the **View** link in the Change History column.

> The Change History column does not display unless you are accessing the Utilization page from the logs.

3.1.3.4 *Request*

To view the Request Summary for an activity:

1. Select an activity in the Fire Desk grid.
2. Click the **Request** button. The Request Summary is displayed.

3.1.3.5 *Downrange [Ground Facilities only]*

You can view any active Downrange requests and enter a downrange request for a ground activity.

3.1.3.5.1 View Active Downrange Requests

> When there are active downrange requests, the **Active Downrange** button background turns red.

1. Click the Active Downrange button. The Downrange Requests page is displayed.

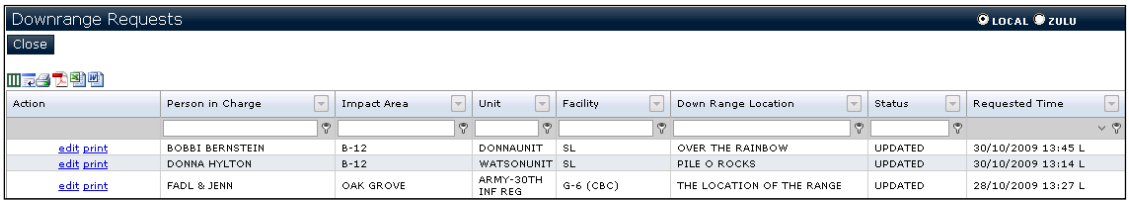


Figure 3-26 View Active (Existing) Downrange Requests

3.1.3.5.2 Add or Edit a Downrange Request

1. To:

   - *Add a downrange request*, select an activity on the Fire Desk and click the **Downrange** button OR just click the **Downrange** button.

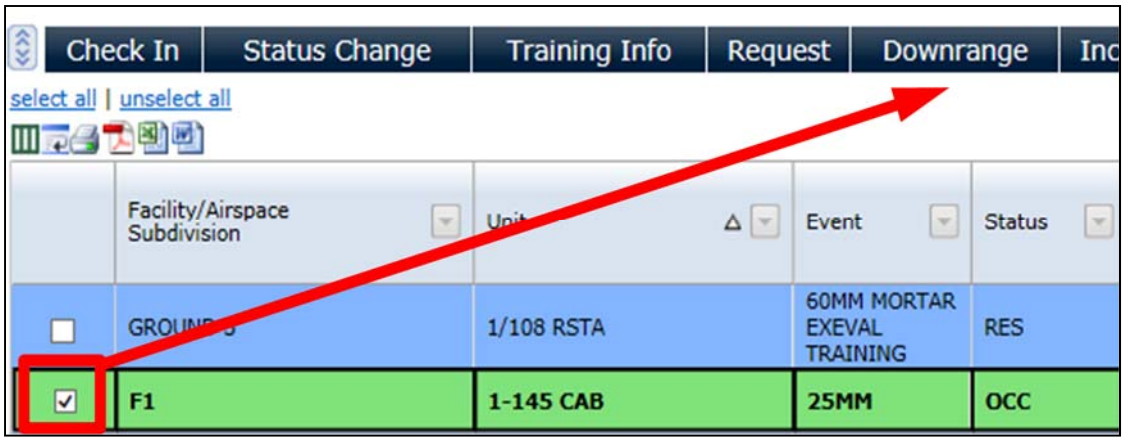


Figure 3-27 Select Activity to Add Downrange Request

   - *Edit an existing downrange request*, click the Active Downrange Requests button, then click the **Edit** link on the Downrange Requests page next to the downrange you would like to edit.

The Downrange Form is displayed.

2. Enter or update information in the following fields:

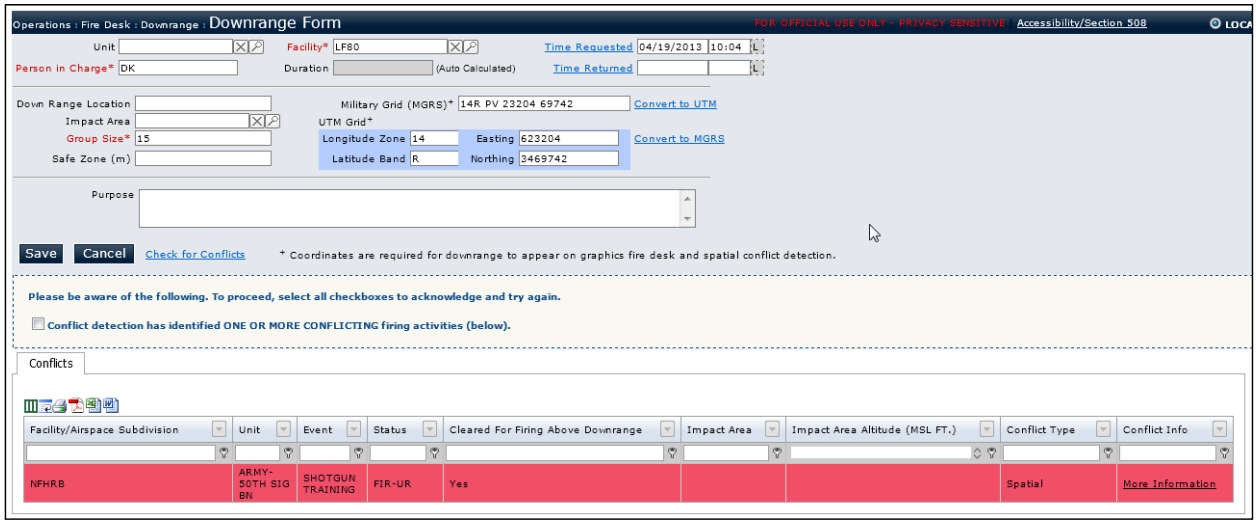


Figure 3-28 Downrange Form

- **Unit**
  If not populated from the Fire Desk, select the unit requesting to go downrange.
- **Facility [required]**
  If not populated from the Fire Desk, select the Facility on which the unit plans to go downrange.
- **Time Requested**
  Enter the date and time that the downrange request is requested OR click the Time Requested button to automatically populate the current date and time in the field.
- **Person in Charge [required]**
  Enter the name of the person in charge of the downrange group.
- **Time Returned**
  Enter the date and time that the downrange group returns from downrange OR click the Time Returned button to automatically populate the current date and time in the field.
- **Down Range Location**
  Enter the location where the group is going downrange.
- **Military Grid (MGRS)**
  Enter the MGRS coordinates of the downrange location. Convert the coordinates to Universal Transverse Mercator (UTM) by clicking the **Convert to UTM** link.
- **Impact Area**
  Enter the impact area.

- **UTM Grid**
  Enter the UTM coordinates of the downrange location. Convert the coordinates to MGRS by clicking the **Convert to MGRS** link.
- **Group Size [required]**
  Enter the number of people going downrange.
- **Safe Zone**
  Enter the approximate size of the safe zone around the downrange in meters.
- **Purpose**
  Enter the purpose for the downrange request.

3. Click the **Check for Conflicts** link to assess any conflicts to the downrange request displayed in the Conflicts grid.
4. For:
   - A new downrange request, approve the request by clicking the **Approve** button OR disapprove the request by clicking the **Disapprove** button.
   - An existing downrange request that you edited, click the **Save** button.

You can only approve or disapprove a downrange request when it is initially created. After a request is initially approved or disapproved, you can only edit the downrange request.

3.1.3.5.3 Close Downrange Request

1. From the Downrange Requests page, click the **Edit** link. The Downrange Form is displayed.
2. Enter the **Time Returned** OR click the **Time Returned** link to automatically populate the current date and time in the field.
3. Click the **Save** button. The Downrange request is removed from the list on the Downrange Requests page.

3.1.3.6 *Incident*

You can view any active incidents and enter an incident.

3.1.3.6.1 View Active Incidents

When there are active incidents, the **Active Incidents** button background turns red.

1. Click the **Active Incidents** button. The Incident Activities page is displayed.

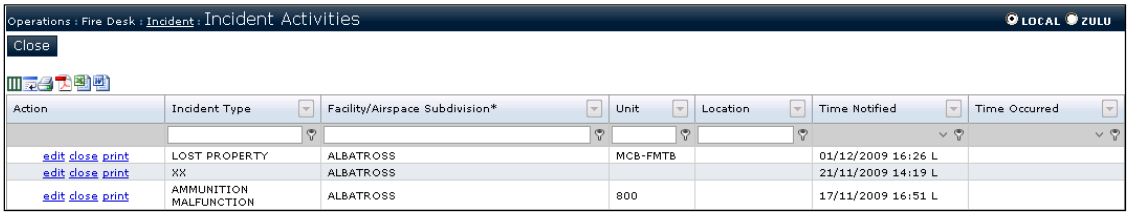


Figure 3-29 View Active (Existing) Incidents

3.1.3.6.2 Add or Edit an Incident

1. To:

   - *Add an incident*, select an activity on the Fire Desk and click the **Incident** button OR just click the **Incident** button.

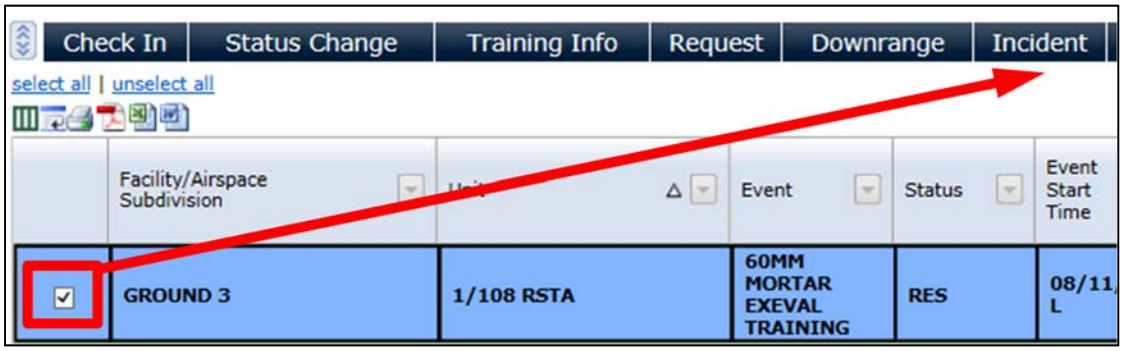


Figure 3-30 Select Activity to Add Incident

   - Edit an existing incident, click the Active Incidents button, and then click the **Edit** link on the Incident Activities page.

     The Incident page is displayed.

2. Enter or update information in the following fields.

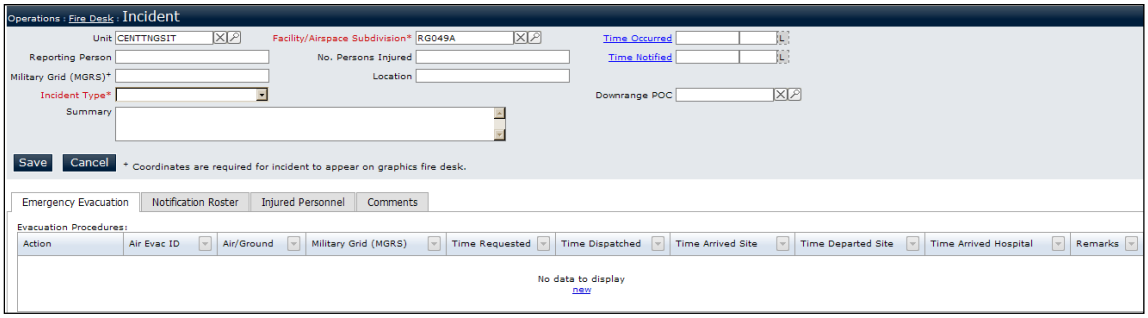


Figure 3-31 Incident Form

- **Unit [may be populated from Fire Desk]**
  Enter the unit that experienced the incident.
- **Facility / Airspace Subdivision** [required; may be populated from Fire Desk]
  Enter the Facility or Airspace Subdivision where the incident occurred.
- **Time Occurred**
  Enter the time when the incident occurred OR click the **Time Occurred** link to automatically populate the current date and time in the field.
- **Reporting Person**
  Enter name of the person reporting the incident.
- **No. Persons Injured**
  Enter the number of people who were injured.
- **Time Notified**
  Enter the time when you were notified about the incident OR click the **Time Notified** link to automatically populate the current date and time in the field.
- **Military Grid (MGRS)**
  Enter the MGRS coordinate.
- **Location**
  Enter the location of the incident.
- **Incident Type [required]**
  Select the type of incident.
- **Downrange POC**
  Enter the name of the downrange person of contact.
- **Summary**
  Enter a description of the incident.

- Log Edit Reason [displayed ONLY when updating a log; required]
  Select a reason for editing the log.
- **Log Edit Remarks [displayed ONLY when updating a log]**
  Enter any additional remarks regarding the log edit.

3. Enter incident information on the tabs.
4. If there are any conflicts detected, acknowledge them by selecting the checkbox(es) displayed.
5. When all incident information is entered, click the **Save** button.

3.1.3.6.2.1 Enter Emergency Evacuation Information

1. On the Emergency Evacuation tab, click the **New** or **Edit** link to add new or change existing information. The Edit Medevac page is displayed.

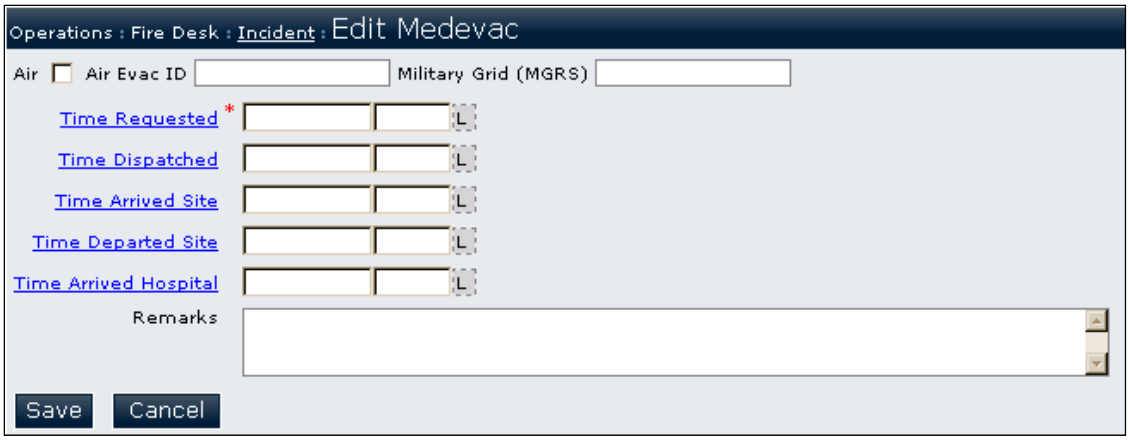


Figure 3-32 Edit Medevac Page

2. Enter or update information in the following fields:

- **Air**
  Click the checkbox so that a check appears if the evacuation is an air evacuation.
- **Air Evac ID**
  Enter the alphanumeric air evacuation identification code.
- **Military Grid (MGRS)**
  Enter the MGRS coordinate of the evacuation.
- **Time Requested [required]**
  Enter the date and time that the evacuation vehicle/personnel was requested OR click the **Time Requested** link to automatically populate the current date and time in the field.

- **Time Dispatched**
  Enter the date and time that the evacuation vehicle/personnel was dispatched to the incident site OR click the **Time Dispatched** link to automatically populate the current date and time in the field.
- **Time Arrived Site**
  Enter the date and time that the evacuation vehicle/personnel arrived at the incident site OR click the **Time Arrived Site** link to automatically populate the current date and time in the field.
- **Time Departed Site**
  Enter the date and time that the evacuation vehicle/personnel departed from the incident site OR click the **Time Departed Site** link to automatically populate the current date and time in the field.
- **Time Arrived Hospital**
  Enter the date and time that the evacuation vehicle/personnel arrived at the hospital OR click the **Time Arrived Hospital** link to automatically populate the current date and time in the field.
- **Remarks**
  Enter any remarks about the evacuation.

3. Click the **Save** button. The Incident page is displayed.
4. Be sure to delete any evacuations that did not occur.

3.1.3.6.2.2 Enter Notification Roster Information

Notification contacts are set up by the Functional Administrator in accordance with the incident type.

1. On the Notification Roster tab, click the **Notify** link of the contact. The Edit Notification page is displayed.

Figure 3-33 Edit Notification Page

2. Enter or update information in the following fields:
   - **Person Contacted**
     Enter the name of the person contacted.

- **Time Notified**
  Enter the date and time that the evacuation arrived at the incident site OR click the **Time Notified** link to automatically populate the current date and time in the field.

3. Click the **Save** button. The Incident page is displayed.

3.1.3.6.2.3 Enter Injured Personnel Information

1. On the Injured Personnel tab, click the **New** or **Edit** link to add new or change existing information. The Injured Personnel page is displayed.

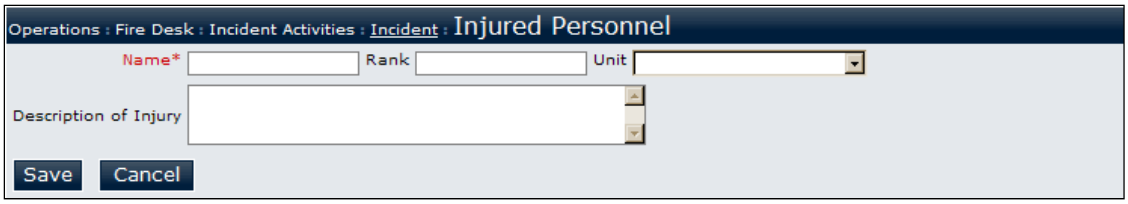


Figure 3-34 Injured Personnel Page

2. Enter or update information in the following fields:

- **Name [required]**
  Enter the name of the person injured.
- **Rank**
  Enter the injured person's rank.
- **Unit**
  Enter the injured person's unit.
- **Description of Injury**
  Enter a description of the person's injury.

3. Click the **Save** button. The Incident page is displayed.
4. Be sure to delete any injuries that did not occur.

3.1.3.6.2.4 Enter Incident Comments

1. On the Comments tab, click the **New** or **Edit** link to add new or change existing information. The Edit Summary page is displayed.

Figure 3-35 Edit Summary Page

2. Enter or update information in the following fields:
   - **Comment**
     Enter any comments about the incident.
3. Click the **Save** button. The Incident page is displayed.
4. Be sure to delete any comments that do not apply to the incident.

3.1.3.6.3 Close Incident

When all activities regarding the incident have been completed, you can close the incident.

1. Click the **Active Incidents** button. The Incident Activities page is displayed.

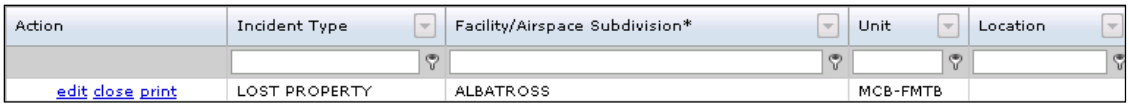


Figure 3-36 Incident Activities Page

2. Click the **Close** link of the incident you want to close. The Incident page is displayed.

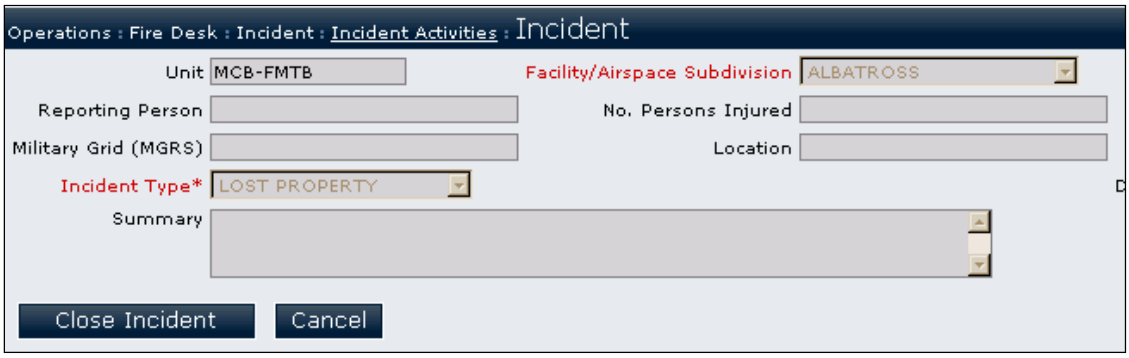
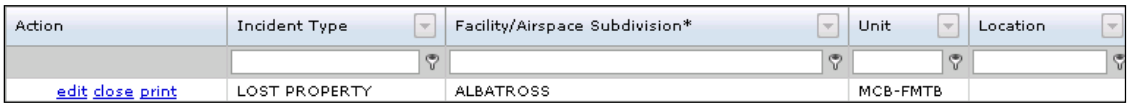


Figure 3-37 Close Incident

3. Click the **Close Incident** button.

3.1.3.6.4 Print Incident Report

1. Click the **Active Incidents** button. The Incident Activities page is displayed.



Action	Incident Type	Facility/Airspace Subdivision*	Unit	Location
edit close print	LOST PROPERTY	ALBATROSS	MCB-FMTB	

Figure 3-38 Incident Activities Page

2. Click the **Print** link. The Incident Report page is displayed.

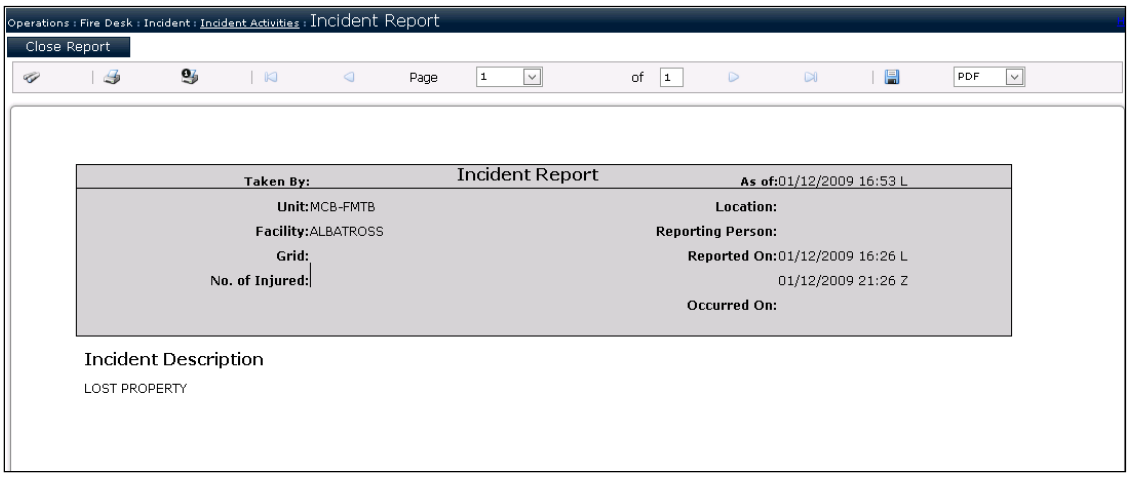


Figure 3-39 Incident Report

3. Click the **Close Report** button to return to the Incident Activities page.

3.1.3.7 *Commo Check*

3.1.3.7.1 Record Commo Check

1. Select one or more activities on the Fire Desk.
2. Click the **Commo Check** button. A message is displayed that commo checks have been recorded for the selected activities.

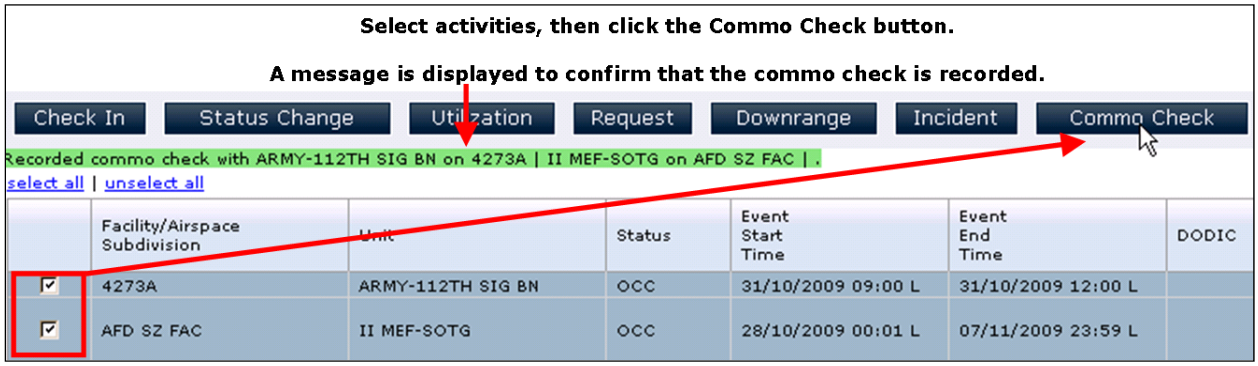


Figure 3-40 Record Commo Check

3.1.3.7.2 View and Record Overdue Commo Checks

1. Click the **Overdue Commo Check** button. The Commo Check page is displayed.

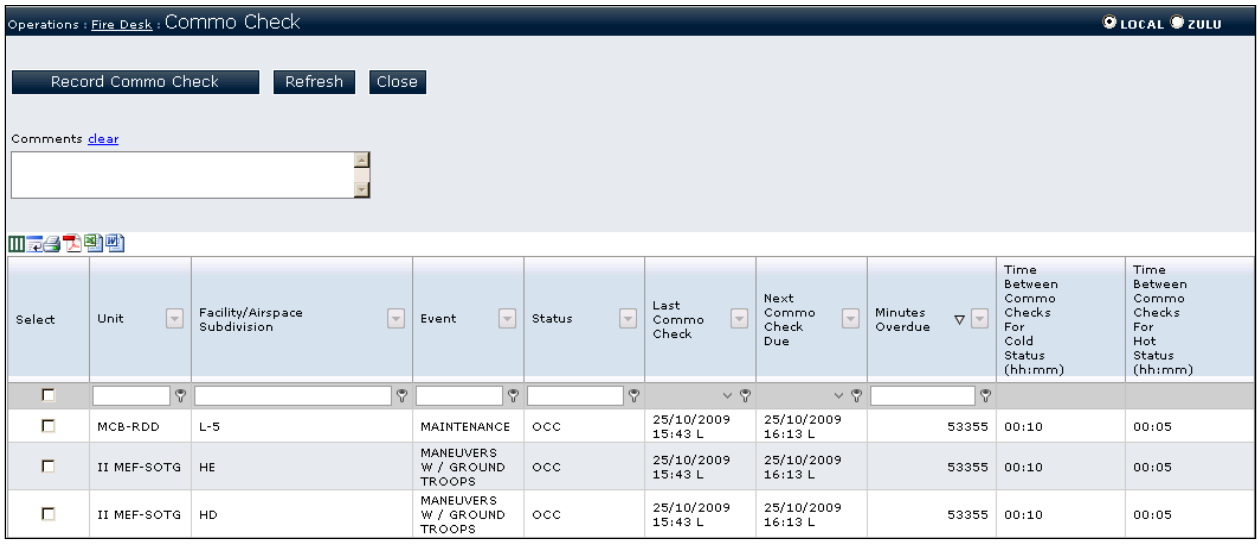


Figure 3-41 Commo Check Page

2. Select one or more activities in the Commo Check grid.
3. As an option, enter any comments in the **Comments** field.
4. Click the **Record Commo Check** button.

3.1.3.8 *Temporary Firing Points*

Temporary firing points can be entered only for ground activities that have DODICs and have a status of RES or OCC (occupied).

3.1.3.8.1 View Active Temporary Firing Points

When there are active temporary firing points, the **Active Temp Firing Points** button background turns red.

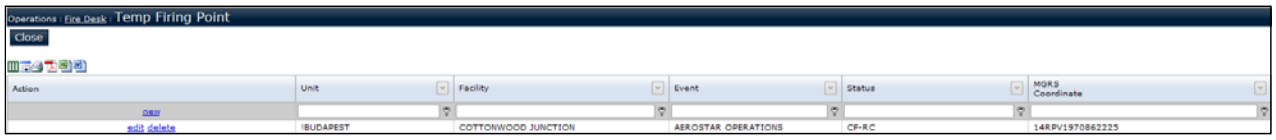


Figure 3-42 Temp Firing Point Page

1. Click the **Active Temp Firing Points** button. The Temp Firing Point page is displayed.

3.1.3.8.2 Add Temporary Firing Point

1. Select an activity on the Fire Desk.
2. Click the **Temp FP** button on the Fire Desk. The Temp Firing Point Edit page is displayed.

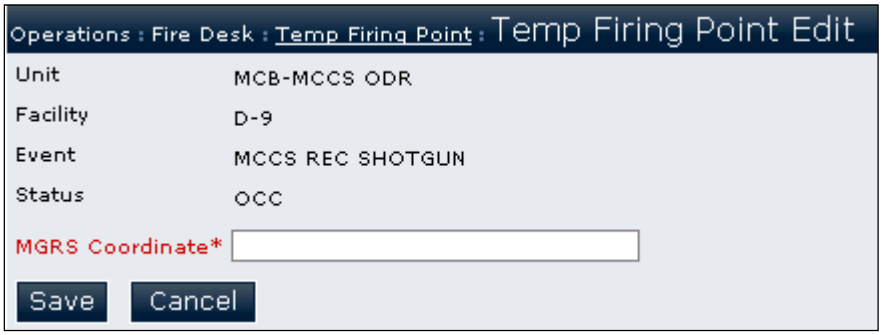


Figure 3-43 Temporary Firing Point Edit Page

3. Enter the firing point's MGRS coordinate in the **MGRS Coordinate** field.
4. If there are any conflicts detected, acknowledge them by selecting the checkbox(es) displayed.
5. Click the **Save** button. You are returned to the Fire Desk.

3.1.3.8.3 View and Edit Temporary Firing Points

1. Click the **Active Temp Firing Point** button (if it is enabled). The Temp Firing Point Edit page is displayed.
2. Click the **New** or **Edit** link to add new or change existing firing point information. The Temp Firing Point Edit page is displayed.
3. Enter or update information in the following fields:
   - **Activity [required for new Temp FP only]**
     Select the activity to which you want to add a temporary firing point.
   - **MGRS Coordinate [required]**
     Enter the firing point's MGRS coordinate.
4. Review any conflicts detected, and either acknowledge them by selecting the checkbox(es) displayed if you want to continue. See Section3.2.6.7 and its subsections for additional information about conflicts when they appear.
5. Click the **Save** button. The Temporary Firing Point page is displayed.
6. Be sure to delete any temporary firing points that are not valid.
7. Click the **Close** button.

RFMSS automatically removes all temporary firing points as part of end of day processing EXCEPT those for a multi-day, continuous activity whose status (i.e., any status but RES) will be retained on the Fire Desk for the following day.

3.1.3.8.4 Delete Temporary Firing Point

1. Click the **Active Temp Firing Point** button (if it is enabled). The Temporary Firing Point page is displayed.
2. Click the **Delete** link for a temporary firing point.

3.1.3.9 *Facility Info*

You can view information about a Facility where a training activity occurs from the Fire Desk.

1. Select an activity on the Fire Desk.
2. Click the **Facility Info** button. The Facility Details page is displayed.

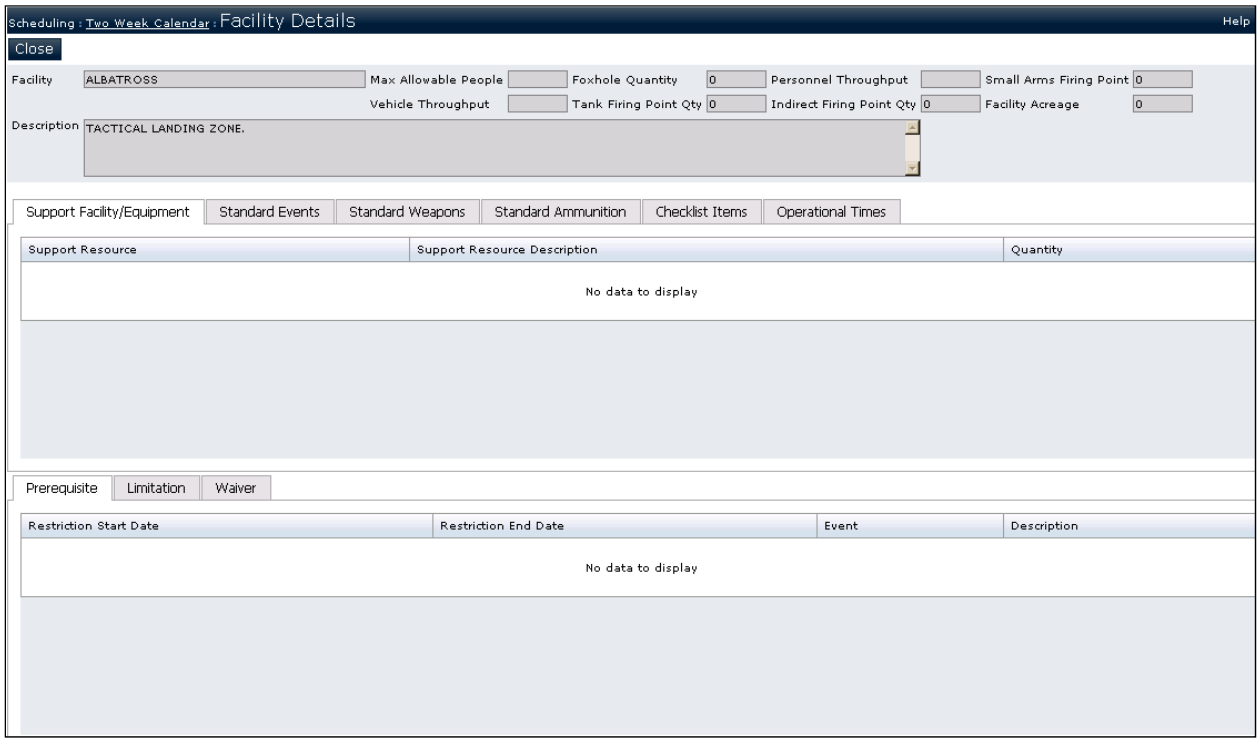


Figure 3-44 Facility Details Page

3. Click the tabs on the Facility Details page to view information about the Facility.
4. Click the **Close** button to return to the Fire Desk.

3.1.3.10 *No Show*

The No Show function lets you assign a reason as to why a unit did not show up for its scheduled training.

> No Show can apply only to activities in a reservation status (RES).
>
> Once a Facility is occupied, you have to use the Status Change function to indicate that training has been halted (e.g., training completed early).

1. Select one or more activities on the Fire Desk that will have the same No Show reason.
2. Click the **No Show** button. The No Show page is displayed.

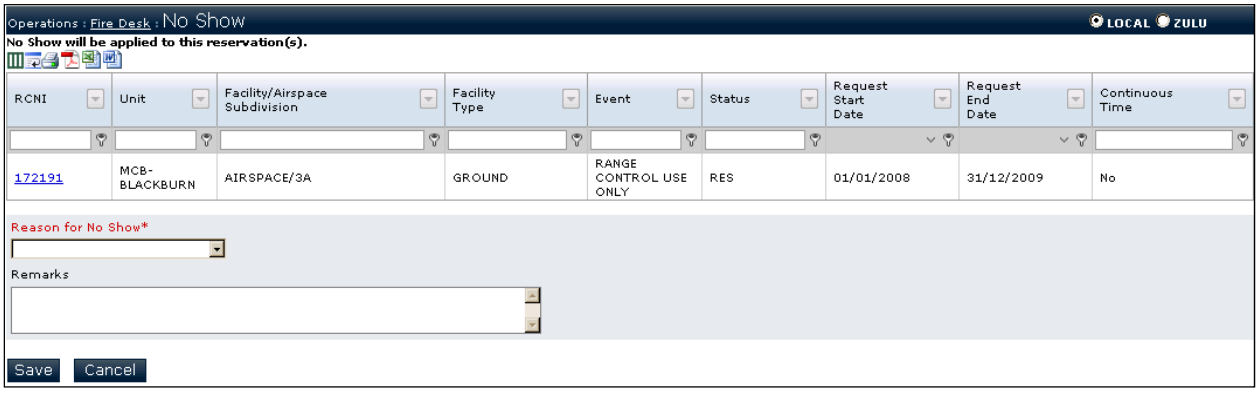


Figure 3-45 No Show Page

3. Select the reason for the No Show from the **Reason for No Show** drop-down list.
4. Enter any comments in the **Remarks** field.
5. Click the **Save** button.

3.1.4 Same Day Request Processing

The Same Day Request Processing page lets you approve or disapprove same day requests from units if your installation allows units to submit same day requests.

> When there are active same day requests, the Active Same Day Requests button background turns red.

1. Click the **Active Same Day Requests** button. The Same Day Request Processing page is displayed.

Figure 3-46 Same Day Request Processing Page

2. If you need to edit the same day request, click the RCNI link of the request. The Request form is displayed.
3. Select one or more requests in the grid that you want to process and:

- Click the **Approve** button

OR

- Disapprove the request by clicking the **Disapprove** button.

3.1.5 Fire Desk Actions Menu

Menu actions are functions that you can perform as the Fire Desk Operator:

- New Same Day Request,
- New Same Day Request (Using Template),
- Activate/Deactivate Airspaces,
- View Logs,
- End of Day Processing,
- Authorize OICs for OIC Fire Desk (when OIC Fire Desk is enabled),
- OIC Log (when OIC Fire Desk is enabled), and
- SOFA (when OIC Fire Desk is enabled).

3.1.5.1 *New Same Day Request*

1. Select **Fire Desk Actions: New Same Day Request** from the menu. A Request form is displayed.
2. Complete the three parts of the request:
   - Enter requester information (See page 3-58),
   - Enter a training activity (See page 3-60), and
   - Complete the activity tabs for each activity on the Request form.
3. Submit the request.

3.1.5.1.1 Complete Requester Information

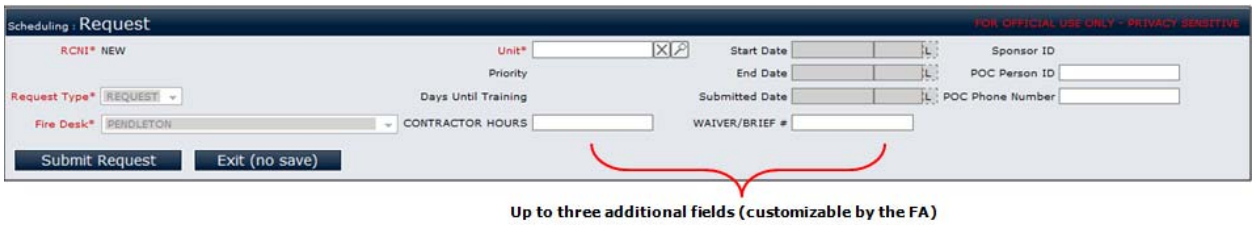


Figure 3-47 Requester Information Section of Request

1. Enter or update information in the following fields:
   - **Unit [required]**
     Select the name of the unit that wants to schedule one or more activities at a Facility/airspace.
   - **Request Type [required]**
     Select one of the following types of requests:
   - **Request**
     An application to schedule training at a Facility or airspace.
   - **Maintenance**
     An application to schedule one or more maintenance activities at a Facility or airspace.
   - **POC Person ID [required if indicated by FA]**
     Enter the user ID of the request's point of contact
   - POC Phone Number [required if indicated by FA]
     Enter the request POC's telephone number.
   - **Other Fields**
     There may be up to three fields that the Functional Administrator wants a user to fill out on a Request form. These fields can be required.

Display-Only Fields

The following fields are display only:

Fire Desk
Displays the name of the Fire Desk.

RCNI (Request Control Number Identifier)
Displays system-generated number that uniquely identifies the request. The RCNI does not display until the request has been submitted. Once the request is submitted, the RCNI is assigned to that request permanently.

Priority
Displays the unit's priority for training (e.g., 1 = top priority, 2 = second priority, etc.). The priority is determined by the Functional Administrator.

Days Until Training
Displays the number of days before training begins.

Start Date
Displays the earliest Start Date and time of all activities in the request.

End Date
Displays the latest Start Date and time of all activities in the request.

Submitted Date
Displays the date and time that the request is submitted.

Sponsor ID
Displays the name of the sponsoring unit.

3.1.5.1.2 Complete Training Activities

A *training activity* includes both the training exercise (or "event") and the training location (the Facility or the airspace).

This page lets you:

- Complete the activity by selecting a training event, the Facility or airspace where you want the training event to take place, when the training should take place, and other related information about the training activity (See page 3-60).
- Schedule one or more events to a Facility, or one or more facilities to an event using Group Scheduling (See page 3-62).

3.1.5.1.2.1 Complete Activity

1. On the form:
   - Click the **New** link in the Activity Grid to add an activity.
   - Click the **Edit** link in the Activity Grid to modify an activity

   The Activity page is displayed.

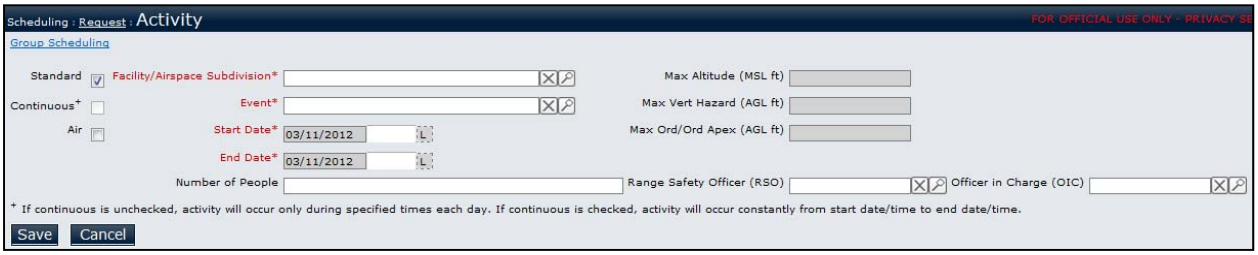


Figure 3-48 Activity Page

2. On the Activity page, enter or update information in the following fields:
   - **Standard**
     Leave the checkbox as checked (the default) if the training event will be a *standard event.* For a *non-standard event*, click the checkbox so the box is ***blank***.

> If the Standard Event checkbox is not available (e.g., grayed-out), this means that the selected Fire Desk does not allow non-standard events to take place.

   - **Air**
     Check the checkbox if the training event will require airspace.
   - **Facility / Airspace Subdivision [required]**
     Enter the Facility or airspace ID OR click **Search** and select from the pop-up window.

- **Event [required]**
  Enter the event name OR click **Search** and select from the pop-up window.
- **Start Time**
  Enter the time in HHMM that the training activity starts.
- **End time**
  Enter the time in HHMM that the training activity ends.
- **Number of People [ground only]**
  Enter the number of people who will participate in the training.

The number of people for an air activity is displayed as the sum of the aircraft crew for each aircraft included in that activity.

- **Officer in Charge (OIC) [ground only]**
  Enter the name of the OIC OR click **Search** and select from the pop-up window.
- **Range Safety Officer (RSO) [ground only]**
  Enter the name of the RSO OR click **Search** and select from the pop-up window.

Display-Only Fields

The following fields are display only:

Start/End Date
Displays the current date.

Max Altitude
Displays the maximum altitude to which ammunition can be fired at the selected Facility in MSL Ft.

Max Vertical Hazard
Displays the maximum area above the ground that provides for the containment of the flight of a projectile or projectile ricochet and the fragments of a projectile function above the surface in AGL Ft.

Max Ordinate/Ordnance Apex
Displays the maximum ordinate (for ground) or ordnance apex (for air), the difference between the highest point in the trajectory of ordnance released, launched, or fired from an aircraft in flight and the ground target elevation or altitude as measured in AGL Ft. above MSL.

3. Click the **Save** button.

3.1.5.1.2.2 Complete Group Scheduling

Group scheduling is used to simultaneously schedule:

- A single event at multiple facilities, or
- Multiple events at a single Facility.

1. On the form:
   - Click the **New** link in the Activity Grid to add an activity.
   - Click the **Edit** link in the Activity Grid to modify an activity

   The Activity page is displayed.

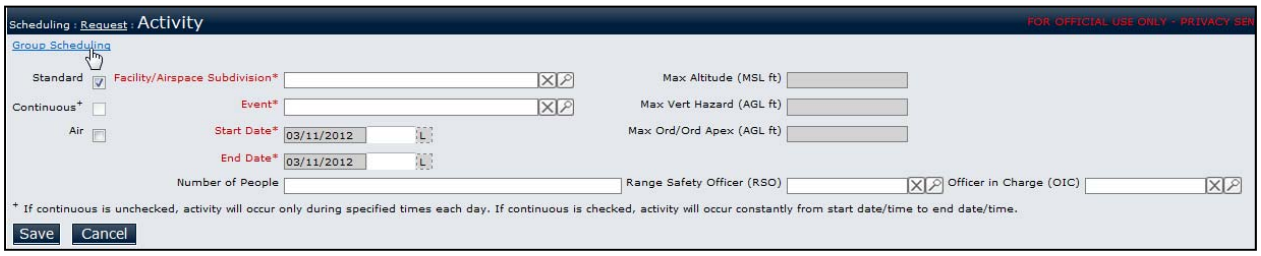


Figure 3-49 Group Scheduling Link on Activity Page

2. Click the **Group Scheduling** link at the top of the Activity page. The Group Scheduling page is displayed.

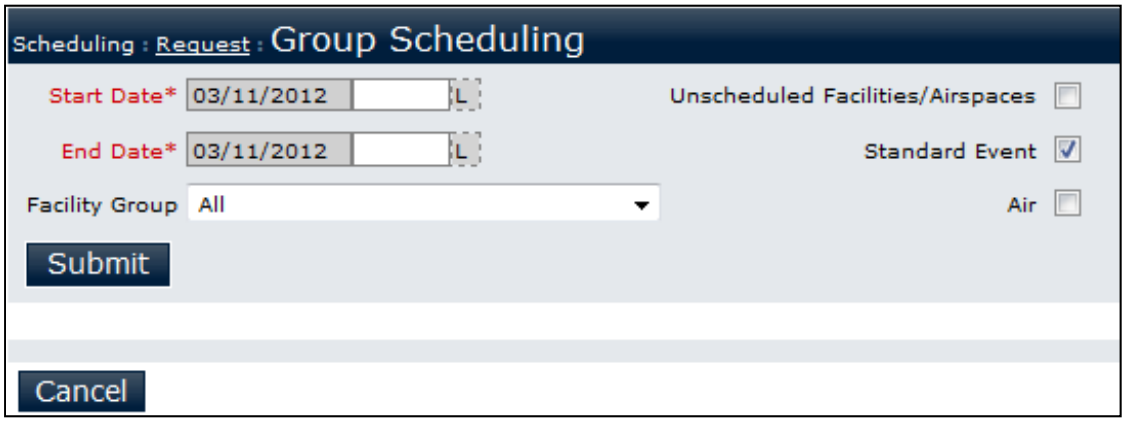


Figure 3-50 Group Scheduling Page

3. Enter information in the following fields:
   - **Start Time [required]**
     Enter the time that the training activity starts.
   - **End Time [required]**
     Enter the date that the training activity.
4. As an option, filter events/facilities using one or more of the following options:

- **Facility Group**
  Select a Facility group to list only those facilities within the selected Facility group OR leave blank to list all Facility groups.
- **Unscheduled Facilities / Airspaces**
  Check the checkbox to list facilities/airspaces that have no events scheduled on the dates specified.
- **Standard Event (default)**
  Leave the checkbox checked to list standard events only. Clear the checkbox to list all events.
- **Air**
  Check the checkbox to list air facilities and air events only.

5. Click the **Submit** button. The page shows the Facility/Airspace and Event selection boxes.

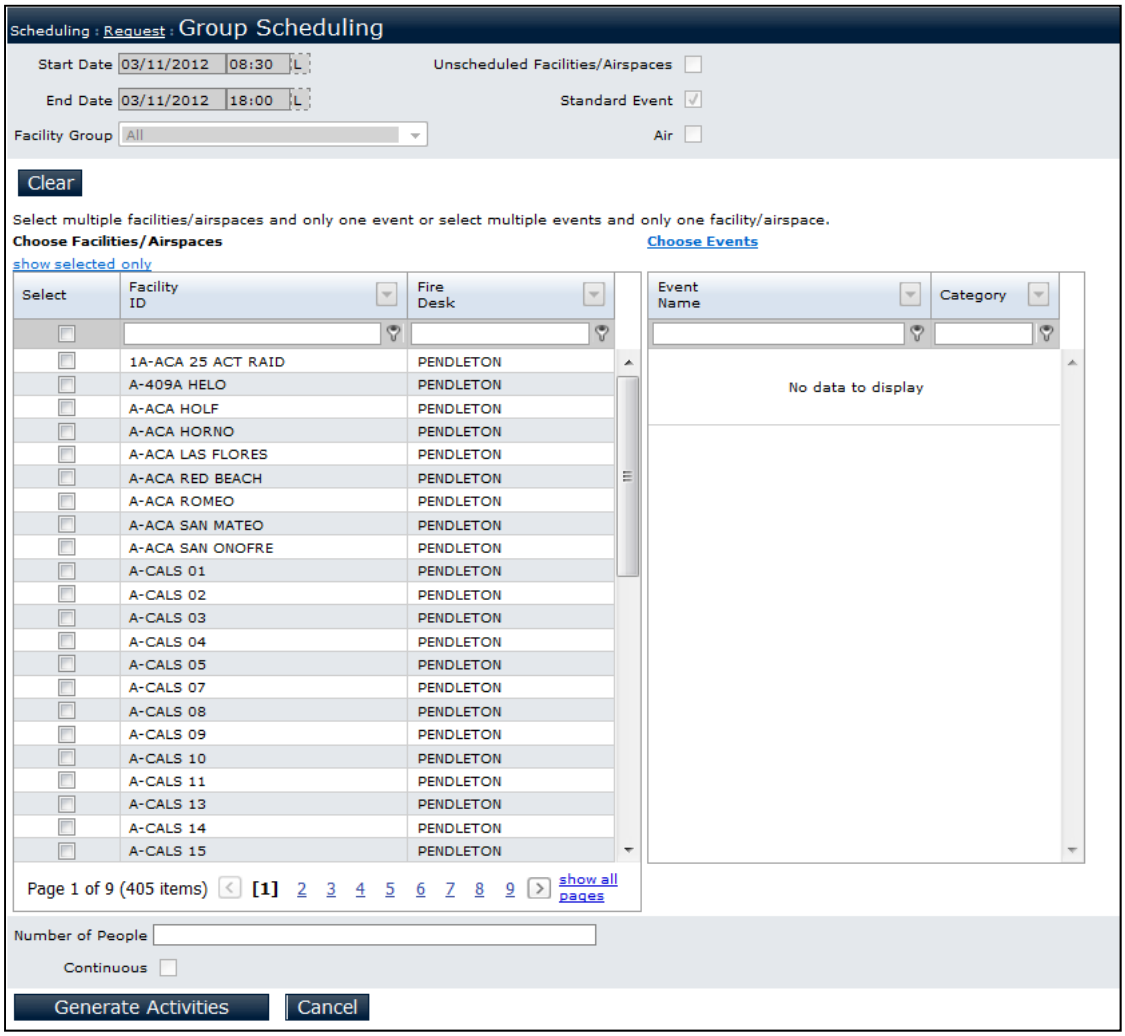


Figure 3-51 Facility/Airspace and Event Selection

You can now schedule:

- A single event at multiple facilities (See page 3-65),

OR

- Multiple events at a single Facility (See page 3-67).

3.1.5.1.2.3 Schedule Single Event at Multiple Facilities

1. Click the **Choose Events** link. The Events list is displayed.

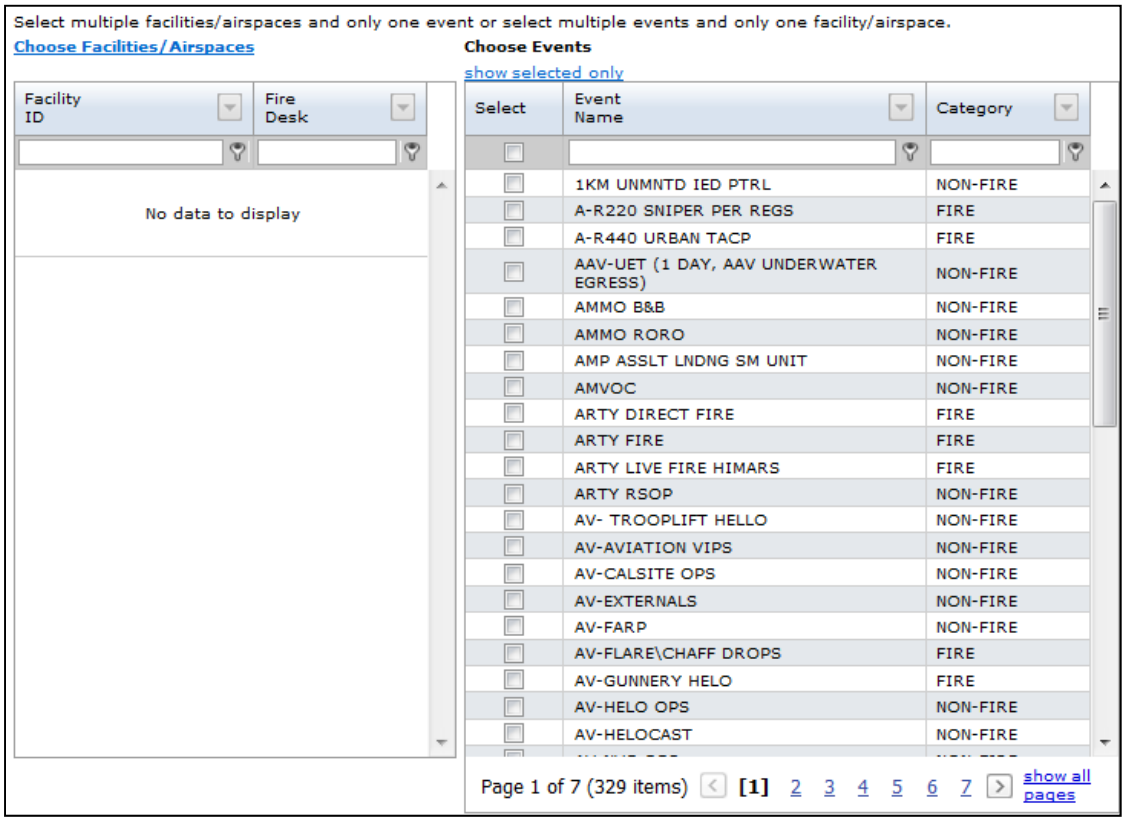


Figure 3-52 Event List Expanded

2. Select an event from the list.

3. Click **Choose Facilities / Airspaces** link. The Facilities/Airspaces list is displayed.

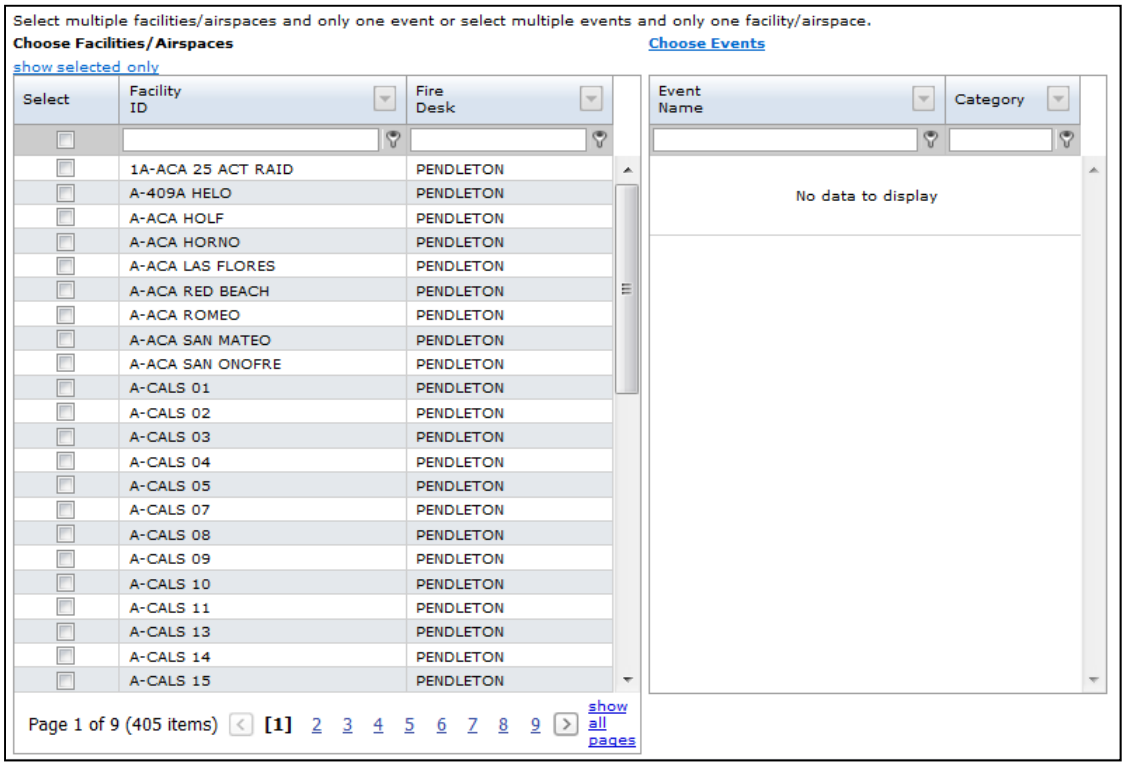


Figure 3-53 Multiple Facilities Selection

4. Select one or more facilities or airspaces from the list.
5. If known, enter the number of people who will participate in the activity in the **Number of People** field (field is display-only for air events).
6. Click the **Generate Activities** button. The activities are populated in the Activity Grid on the Request form.

3.1.5.1.2.4 Schedule Multiple Events at Single Facility

1. Click the **Choose Facilities / Airspaces** link. The Facilities/Airspaces list is displayed.

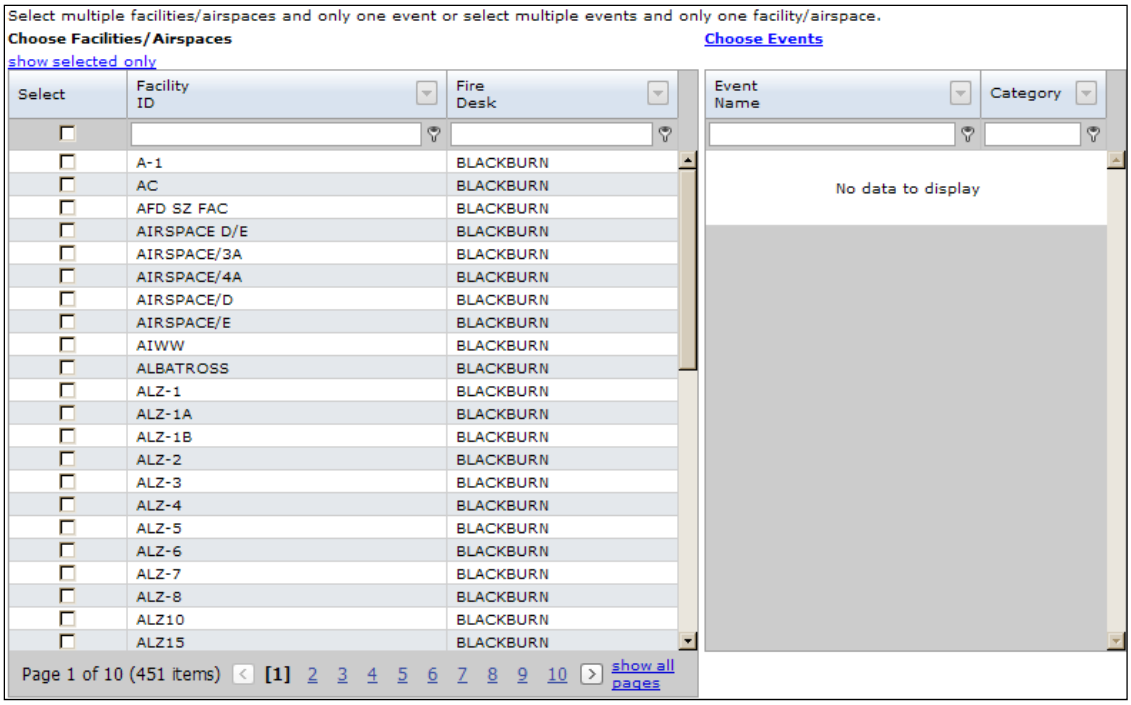


Figure 3-54 Facilities / Airspaces List Expanded

2. Select the Facility or airspace from the list.

3. Click the **Choose Events** link. The Events list is displayed.

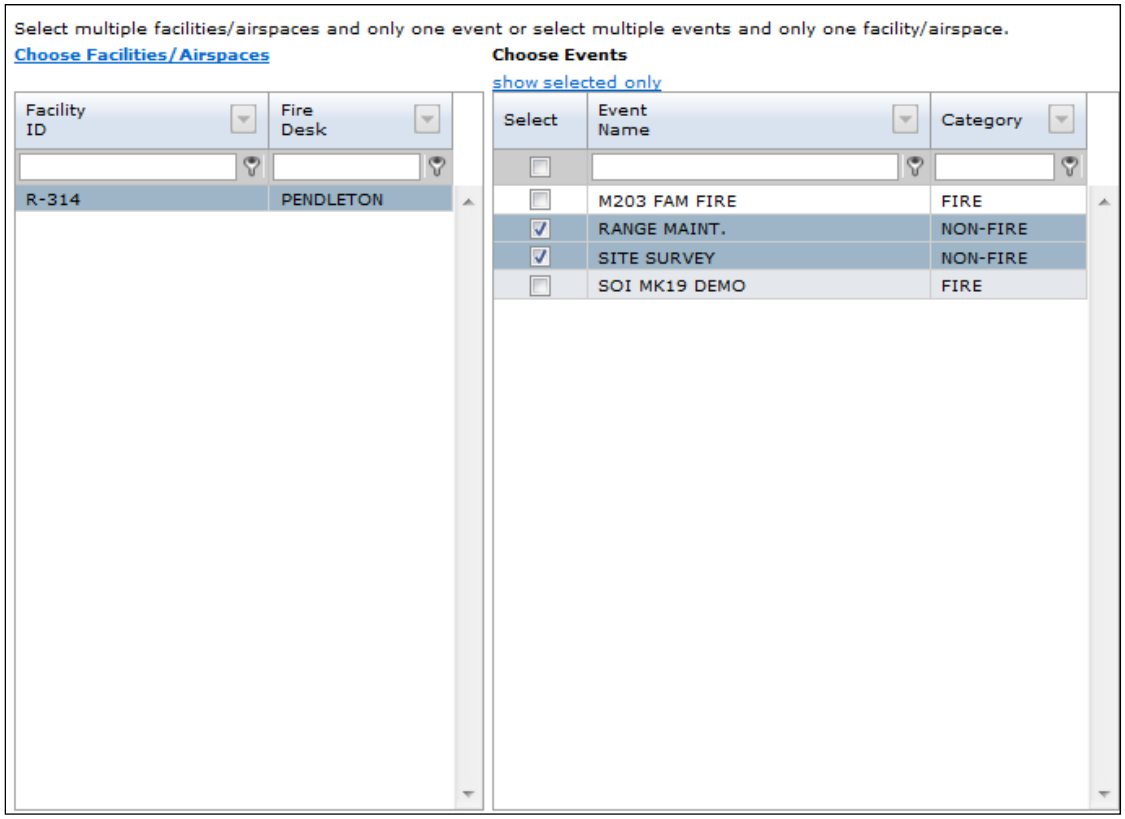


Figure 3-55 Multiple Events Selection

4. Select one or more events from the list.
5. If known, enter the number of people who will participate in the activity in the **Number of People** field (display-only for air activities).
6. Click the **Generate Activities** button. The activities are populated in the Activity Grid on the Request form.

3.1.5.1.2.5 Copy a Request

You can create a new request by copying the information from an existing or new request.

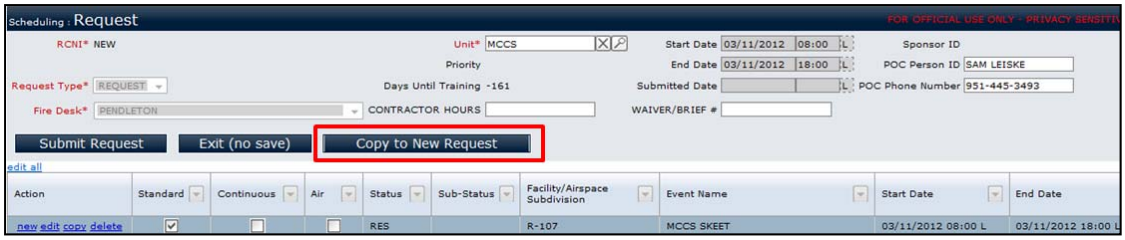


Figure 3-56 Copy a Request

1. Click the **Copy to New Request** button.
2. If applicable, a message is displayed asking if you want to create a new same day request. Click **Yes** to create a same day request or click **No** to create a request that has the same dates as the original request. The copied request is displayed.

About Copying a Request:

a. All tab information from the original request is copied into the new request **except** information in the Communications, History, Conflict, and Restriction tabs.

b. Activity statuses will appear as they would for a new request.

c. For units in a chain of command, the requesting Unit, Priority, Sponsor ID, POC Phone Number, and POC Person ID will be copied on Request form; otherwise, these fields will be blank.

d. Upon opening the new request, if any invalid deprecated items exist (items that are deprecated on or before the current day) as values on the form, a message is displayed stating that these items will not be saved.

3. At this point, you can continue the four main steps to submitting a request:

- Enter requester information (See page 3-58),
- Enter a training activity (See page 3-60),
- Complete the activity tabs for each activity on the Request form (See page 3-60), and
- Submit the request.

3.1.5.1.3 Complete Activity Tabs

The Activity tabs let you enter details about a specific training activity. The number and type of tabs that are displayed depend upon the type of activity (ground, air) and the event (firing, non-firing, etc.).

- **Weapons and Ammunition Tab**
  This tab is available only when the activity includes a firing event. This is where the activity's weapons and ammunition, as well as an impact area, are specified.
- **Communications Tab**
  This tab provides a means of communication between unit, chain of command, scheduling, and the Fire Desk users.
- **Vehicle**
  This tab is available only when the activity is a ground activity. This tab is to specify vehicles and their quantities for an activity.
- **Aircraft**
  This tab is available only when the activity is an air activity. This tab is to specify an activity's aircraft and quantities, number of crew, as well as entry and exit points and times.
- **Conflict**
  This tab identifies any scheduling, safety, environmental conflicts, and safety warnings for the activity. Any activities that conflict with the requested activity can be accessed from this tab.
- **Restriction**
  This tab shows any waivers, prerequisites, or limitations associated with the activity.
- **Support**
  This tab 1) lists any existing equipment and its quantities at the Facility (e.g., bleachers, berms, storage buildings, etc.), and 2) lets you specify any additional support items (e.g., targets) and their quantities needed for the training activity.
- **User Fields**
  This tab has additional fields that are required for the request as determined by the Functional Administrator.
- **Change History**
  This tab displays a list of all the status changes made to the activity.

To complete the activity tabs for an activity:

1. Highlight the activity on the form.

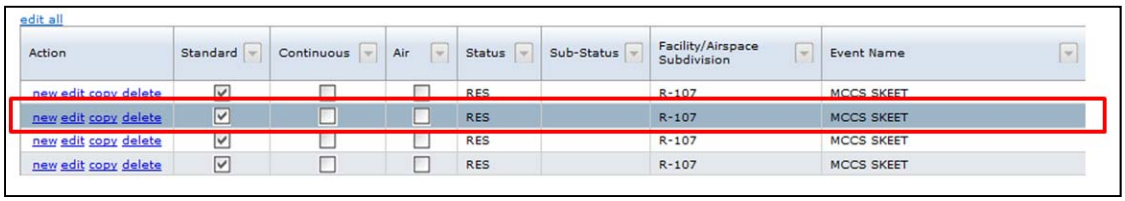


Figure 3-57 Activity Highlighted

2. Enter information in the tabs for that activity.

3.1.5.1.3.1 Enter Activity Weapons and Ammunition

This tab is required for an activity that includes a firing event. It lets you select the weapons, ammunition, and impact area that will be used during the training activity.

Figure 3-58 Weapon/Ammo Tab

> The Weapon/Ammo tab is displayed only when an activity includes a firing event.

3.1.5.1.3.2 Impact Area

1. Enter the impact area name OR click **Search** and select the impact area from the pop-up window.
2. For multiple impact areas, click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows under Impact Area and repeat Step 1 for each row.

> The Impact area must be associated to a Facility/airspace before it will be in the Impact Area list on the Request form. The Functional Administrator has privileges to associate an impact area to a Facility/airspace.

3.1.5.1.3.3 Weapons/Ammunition

1. Click to select the **Cleared for Overhead Firing Above Down Range** checkbox if a) overhead firing is approved when there are downranges on the ground within the firing area, and b) downranges can be created within the activity's Facility.

> Only a Scheduler can select this checkbox on the Request. Unit users can see the Clear Activities for Overhead Firing Above Down Ranges checkbox, but they cannot select it.

2. Click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows.
3. Enter information in the following fields:

- **Weapon Model/EIC [required]**
  - Enter the weapon model/EIC OR click Search and select from the pop-up window,
    OR
  - If the weapon model/EIC is the same for each weapon, enter/select the value in the **Weapon Model/EIC** header and click the **Apply** button to populate all rows in the list.
- **Ammunition [required]**
  Enter the ammunition OR click **Search** and select from the pop-up window.
- **SDZ/WDZ [available only when SDZ/WDZ workflow is enabled]**
  Enter the SDZ/WDZ OR click Search and select from the pop-up window.

> If you have entered the **RFMSS Facility**, the **RFMSS Event**, and the **RFMSS Ammunition** attributes for an SDZ (or **RFMSS Airspace Subdivision**, the **RFMSS Event**, and the **RFMSS Weapon** for a WDZ), if a Scheduler completes a Request form where all three of these match, and if there is only one SDZ/WDZ with these three values matching, then the SDZ/WDZ will be populated automatically in the Request form. This is called a "perfect match," and does not need to be manually populated, in that case. However, if there is more than one SDZ/WDZ with all three of these attributes matching, the SDZ/WDZ in the Request form and elsewhere in RFMSS will be displayed as "TO BE DETERMINED," and the Scheduler will have to determine which one to enter into that field.

- **Maximum Ordinate [ground only]**
  - Enter the maximum ordinate (the height of the highest point in the trajectory of a projectile above the horizon) in AGL Ft.,
    OR
  - If the maximum ordinate is the same for each weapon/ammo listed, enter/select the value in the **Max Ordinate** header and click the **Apply** button to populate all rows in the list.
- **Delivery Type [air only]**
  - Select the method of delivery for the weapon/ammunition combination, OR
  - If the delivery type is the same for each weapon/ammo listed, enter/select the value in the **Delivery Type** header and click the **Apply** button to populate all rows in the list.
- **Ordnance Apex [required, air only]**
  - Enter the ordnance apex (difference between the highest point in the trajectory of ordnance released, launched, or fired from an aircraft in flight and the ground as measured in AGL Ft.)
    OR
  - If the ordnance apex is the same for each weapon/ammo listed, enter/select the value in the **Ordnance Apex** header and click the **Apply** button to populate all rows in the list.

Display-Only Fields

The following fields are display only:

Weapon Description
Displays the description of the weapon (if any).

Ammunition Description
Displays the description or nomenclature of the ammunition.

Vertical Hazard (AGL Ft.)
Displays the maximum area above the ground that provides for the containment of the flight of a projectile or projectile ricochet and the fragments of a projectile function above the surface.

Max Firing Altitude (MSL Ft.)

Displays the highest altitude that an activity will fire on either a Ground Facility or in an FAA Airspace.

4. Repeat Steps 1-2 to add weapons/ammunition if needed.
5. Delete rows if needed:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.

3.1.5.1.3.4 Enter Activity Communications

This tab is used to communicate any additional information about the activity to all parties: unit, chain-of-command, scheduling, and Fire Desk users.

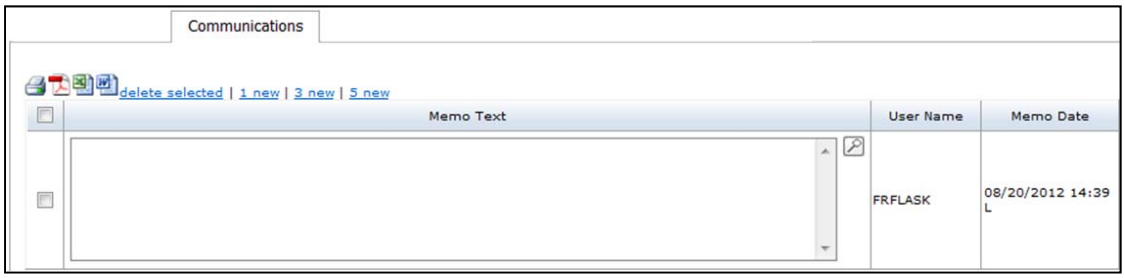


Figure 3-59 Communications Tab

> You cannot edit or delete communication memos that have already been submitted.
>
> When you are creating or editing a template, you can add memos here and save them to the template for repeated use.
>
> Memos on the Communications tab may be required, either at the Fire Desk level or at the Facility/Airspace Subdivision level.

To use the Communications tab:

1. If you want to add more than one memo, click the **1 New**, **3 New**, or **5 New** link to add 1, 3, or 5 blank memos.
2. Enter your message in the **Memo Text** block for each memo,

   OR

   Click Search and select a standard memo from the pop-up window.
3. If you decide you want to delete a memo before submitting your request:
   a. Click to select the checkbox for each memo you want to delete.
   b. Click the **delete selected** link.

3.1.5.1.3.5 Enter Activity Vehicles

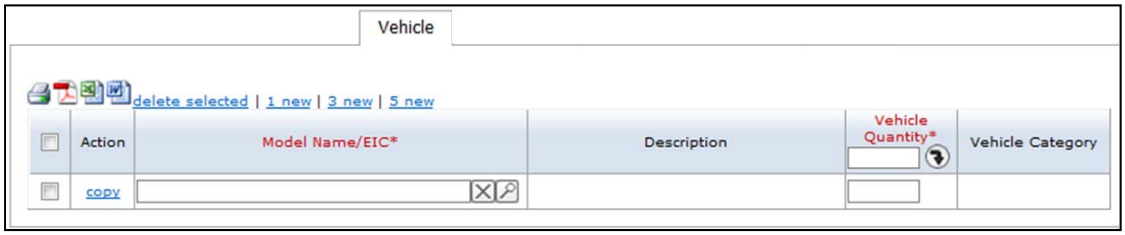


Figure 3-60 Vehicle Tab

This tab lets you specify vehicles and their quantities for a ground activity.

> This tab is available only when the activity is a ground activity

1. Click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows.
2. Enter information in the following fields:
   - **Model Name/EIC [required]**
     Enter the vehicle model name OR click **Search** and select from the pop-up window.
   - **Vehicle Quantity [required]**
     - Enter the number of this type of vehicle required for the activity
       OR
     - If the quantity is the same for each vehicle, enter the value in the **Vehicle Quantity** header and click the **Apply** button to populate all rows in the list.
3. Repeat Steps 1-2 to add more vehicles if needed.
4. Delete rows if needed:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.

3.1.5.1.3.6 Enter Activity Aircraft

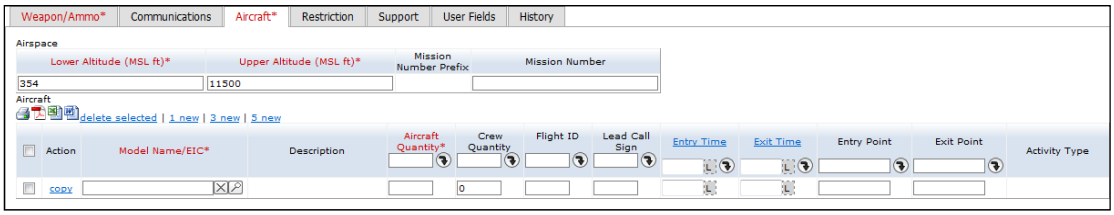


Figure 3-61 Aircraft Tab

This tab lets you specify an air activity's aircraft and quantities, number of crew, as well as entry and exit points and times.

> This tab is available only when the activity is an air activity.

3.1.5.1.3.7 Request Airspace

1. To request airspace, enter or edit the airspace altitudes:

   - **Lower Altitude (MSL ft)**
     Enter the lower altitude that the activity will require.

   - **Upper Altitude (MSL ft)**
     Enter the upper altitude that the activity will require.

2. Enter the mission number:

   - **Mission Number**
     Enter the mission number of the activity OR leave the field blank and a mission number will be automatically generated when the request becomes a reservation on the Fire Desk.

> **Auto-Generated Mission Number Format**
>
> For installations with date format MM/DD/YYYY, mission number format is:
>
> PPPPPPPPMMDD####
>
> where
>
> P is the installation's eight-digit mission number prefix assigned by the Functional Administrator. If no prefix is assigned, this will be left out of the mission number.
>
> MM is the two-digit month of the activity's Start Date
>
> DD is the two-digit year of the activity's Start Date, and
>
> #### is the sequential number incremented each time a mission number is automatically generated for that training Start

Date at the installation.

For installations with date format DD/MM/YYYY, the format is:

PPPPPPPPDDMM####

3.1.5.1.3.8 Aircraft Details

1. Click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows.
2. Enter information in the following fields:

- **Model Name/EIC [required]**
  Enter the aircraft model name OR click Search and select from the pop-up window.
- **Aircraft Quantity [required EXCEPT if template]**
  - Enter the number of this type of aircraft required for the activity,
    OR
  - If the quantity is the same for each aircraft, enter the value in the **Aircraft Quantity** header and click the **Apply** button to populate all rows in the list.
- **Crew Quantity**
  - Enter the total number crew required for each aircraft,
    OR
  - If the crew quantity is the same for each aircraft, enter the value in the **Crew Quantity** header and click the **Apply** button to populate all rows in the list.
- **Flight ID Number**
  - Enter the flight identification number for an aircraft,
    OR
  - If the Flight ID is the same for each aircraft, enter the value in the **Flight ID** header and click the **Apply** button to populate all rows in the list.
- **Lead Call Sign**
  - Enter the lead call sign of a flight of aircraft or the call sign of the pilot of a single aircraft,
    OR

- If the call sign is the same for each aircraft, enter the value in the **Lead Call Sign** header and click the **Apply** button to populate all rows in the list.

- **Entry Time [EXCEPT if template]**
  - Enter the time of aircraft entry into the airspace OR click the **Entry Time** link to populate the Start Time of the activity,
    OR
  - If the entry time is the same for each aircraft, enter the value in the **Entry Time** header and click the **Apply** button to populate all rows in the list.
- **Exit Time [EXCEPT if template]**
  - Enter the time of aircraft departure from the airspace OR click the **Exit Time** link to populate the End Time of the activity,
    OR
  - If the exit time is the same for each aircraft, enter the value in the **Exit Time** header and click the **Apply** button to populate all rows in the list.
- **Entry Point**
  - Enter the aircraft point of entry into the airspace,
    OR
  - If the entry point is the same for each aircraft, enter the value in the **Entry Point** header and click the **Apply** button to populate all rows in the list.
- **Exit Point**
  - Enter the aircraft point of departure from the airspace,
    OR
  - If the exit point is the same for each aircraft, enter the value in the **Exit Point** header and click the **Apply** button to populate all rows in the list.

3. Repeat Steps 1-2 to add more aircraft if needed.
4. Delete rows if needed:

- Click the checkbox at the beginning of the record row.
- Click the **Delete Selected** link.

3.1.5.1.3.9 View Activity Conflicts

The Conflict tab is displayed only if there are conflicts with an activity—if there are no conflicts with an activity, the Conflict tab is hidden.

If conflicts exist, the tab displays “Conflicts (x)” where x is number of conflicts.

This tab identifies any scheduling, safety, and environmental conflicts for the activity. You can access any activities that conflict with the requested activity from this tab.

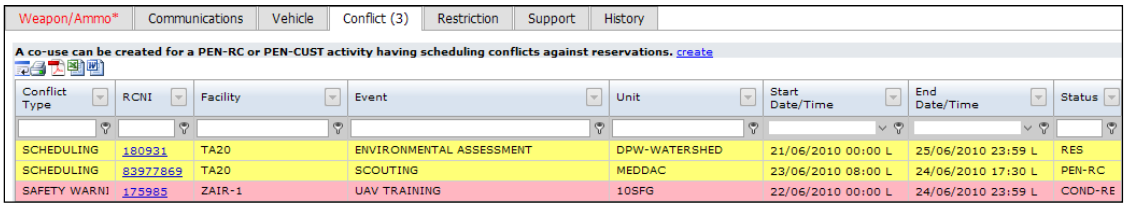


Figure 3-62 Conflict Tab

3.1.5.1.3.10 Conflict Types

There are four types of conflicts shown in the tab:

- **Scheduling conflict**
  Highlighted in **yellow**. Indicates that the requested activity time/date conflicts with the listed activity request or reservation.
- **Safety conflict**
  Highlighted in **red**. Indicates that the requested activity could cause an unsafe condition if scheduled with the listed activity request or reservation.
- **Environmental conflict**
  Highlighted in **green**. Indicates that the requested activity could cause harm to the environment.
- **Safety Warning**
  Highlighted in **pink**. Indicates that the requested activity could cause a safety conflict for another activity.

Example of a Safety Warning

The following safety conflict is defined in RFMSS:

Use of DODIC AAXX at Facility A closes Facility B.

An activity is scheduled at Facility B by a unit for the entire day of July 1. Another unit requests an activity that uses DODIC

AAXX for July 1 on Facility A.

According to the safety conflict above, scheduling Facility A with DODIC AAXX would close Facility B. Therefore, a safety warning is displayed to the unit requesting Facility A to let the unit know that its activity would cause a safety conflict for the unit who scheduled Facility B.

3.1.5.1.3.11 View Conflicting Request

You can view the request for a safety or a scheduling conflict.

Unit and chain of command users can view any conflicting request but can only update requests from their unit/within their chain of command.

Schedulers can update any request.

1. Click the link in the **RCNI** column.
2. If you:
   - Can update the conflicting request, the Request form is displayed.
   - Cannot update the conflicting request, the Request Summary is displayed.

3.1.5.1.3.12 View Activity Restrictions

This tab shows any waivers, prerequisites, or limitations associated with the activity.

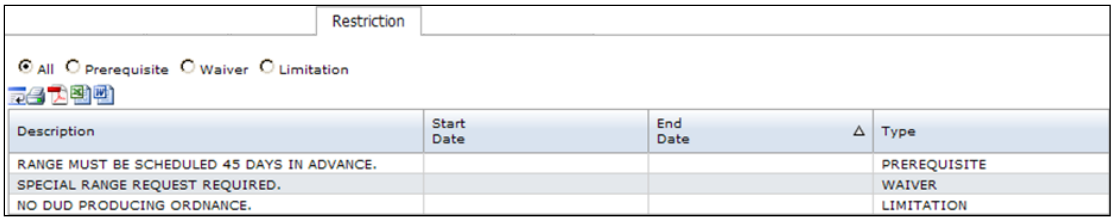


Figure 3-63 Restriction Tab

1. Click on the **All**, **Waiver**, **Prerequisite**, or **Limitation** radio button to view the descriptions.

If there are no waivers, prerequisites, or limitations, the corresponding radio button is disabled.

3.1.5.1.3.13 Enter Activity Support Items

This tab 1) lists any existing equipment and their quantities at the Facility (e.g., bleachers, berms, storage buildings, etc.), and 2) lets you specify any additional support items (e.g., targets) and their quantities needed for the training activity.

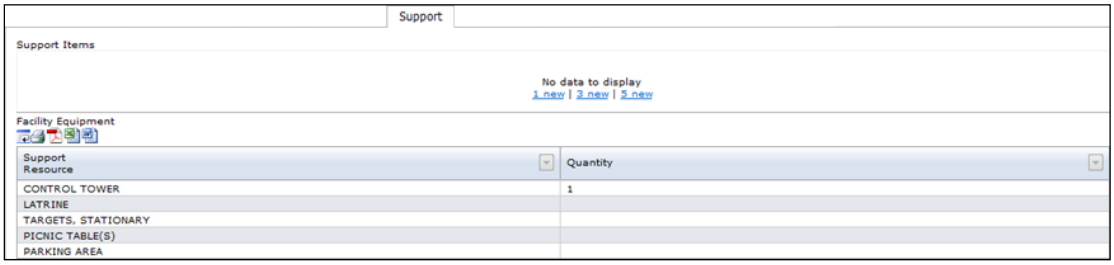


Figure 3-64 Support Tab

1. Click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows.
2. Enter information in the following fields:

- **Model Name/EIC [required]**
  Enter the equipment model name OR click **Search** and select from the pop-up window.
- **Support Item Quantity [required]**

- Enter the number of the selected support item required for the activity,
  OR
- If the quantity is the same for each item, enter the value in the **Support Item Quantity** header and click the **Apply** button to populate all rows in the list.

- **Remark**
  - Enter any remarks concerning the support item,
    OR
  - If the remark is the same for each item, enter it in the **Remark** header and click the **Apply** button to populate all rows in the list.

Display-Only Fields

The following fields are display only:

Description
Displays a description of the support item model.

3. Repeat Steps 1-2 to add more support items if needed.
4. Delete rows if needed:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.

3.1.5.1.3.14 User Fields

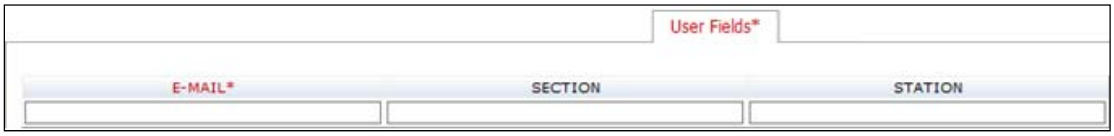


Figure 3-65 User Fields Tab

This tab has additional fields that are required for the request. (These fields were set up by the Functional Administrator.)

1. Enter information in the fields.

The fields may differ depending upon the Fire Desk selected for the activity.

3.1.5.1.3.15 View Activity Change History

This tab displays a history of the activity's status changes. It identifies the status change, the type of change, and the username of the person who performed the change.

History

History:

Action Date	User ID	Action	Role	Action Level	Status	Sub-Status
08/01/2009 13:42 L	STEWARTMD	CANCEL				
08/01/2009 13:42 L	STEWARTMD	MODIFY				
29/09/2008 13:41 L	PICKETT	APPROVE				
29/09/2008 13:40 L	PICKETT	MODIFY				
29/09/2008 13:39 L	DIXONJ	APPROVE				

Figure 3-66 History Tab

3.1.5.1.4 Submit Request Form

1. Click the **Submit Request** button. The Request Summary is displayed.
2. To:
   - Close the Request Summary, click the **Close** button.
   - Open the Request form, click the **Open Request** button.

The Request Summary shows the activity information entered on the Request form for each activity in the request. It also displays a RCNI History Log, which provides a history of the status changes for the entire RCNI.

3.1.5.2 *New Same Day Request (Using Template)*

The same day request templates function lets you set up a Request form that you can use as a base to create other same day requests. You can modify the templates or any requests that are based on a template.

> Same day request templates can have activities at only one Fire Desk.

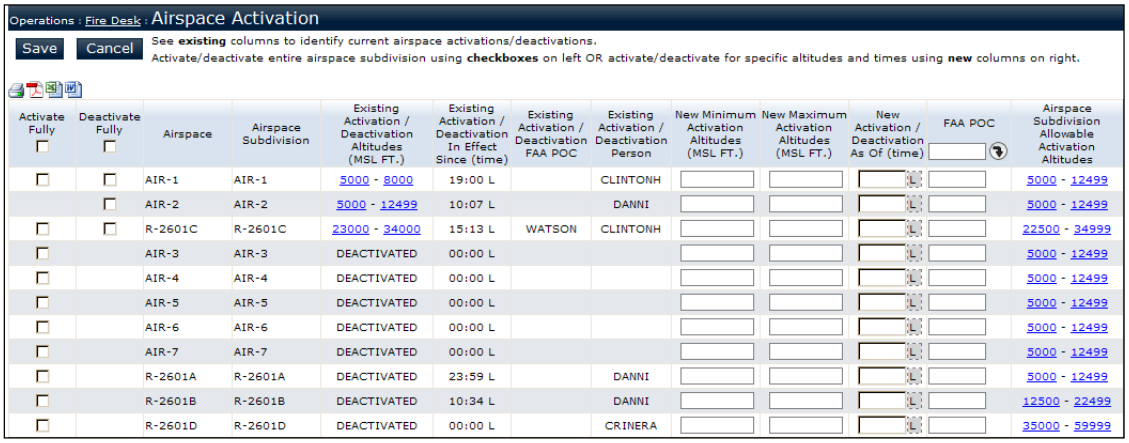
You can:

- Search existing templates (See page 2-75~~2-76~~),
- Create a template (See page 2-76~~2-77~~),
- Edit a template (See page 2-78~~2-79~~),
- Use an existing template for a same day request (See page 2-81~~2-82~~),
- Create a same day template from a request (See page 2-78~~2-79~~), and

- Create a new same day template from an existing template (See page 2-80~~2-81~~).

3.1.5.3 *Activate / Deactivate Airspaces*

1. Select **Fire Desk Actions: Activate / Deactivate Airspaces** from the Fire Desk Actions menu. The Airspace Activation page is displayed.



Activate Fully	Deactivate Fully	Airspace	Airspace Subdivision	Existing Activation / Deactivation Altitudes (MSL FT.)	Existing Activation / Deactivation In Effect Since (time)	Existing Activation / Deactivation FAA POC	Existing Activation / Deactivation Person	New Minimum Activation Altitudes (MSL FT.)	New Maximum Activation Altitudes (MSL FT.)	New Activation / Deactivation As Of (time)	FAA POC	Airspace Subdivision Allowable Activation Altitudes
☐	☐	AIR-1	AIR-1	5000 - 8000	19:00 L		CLINTONH			L		5000 - 12499
	☐	AIR-2	AIR-2	5000 - 12499	10:07 L		DANNI			L		5000 - 12499
☐	☐	R-2601C	R-2601C	23000 - 34000	15:13 L	WATSON	CLINTONH			L		22500 - 34999
☐		AIR-3	AIR-3	DEACTIVATED	00:00 L					L		5000 - 12499
☐		AIR-4	AIR-4	DEACTIVATED	00:00 L					L		5000 - 12499
☐		AIR-5	AIR-5	DEACTIVATED	00:00 L					L		5000 - 12499
☐		AIR-6	AIR-6	DEACTIVATED	00:00 L					L		5000 - 12499
☐		AIR-7	AIR-7	DEACTIVATED	00:00 L					L		5000 - 12499
☐		R-2601A	R-2601A	DEACTIVATED	23:59 L		DANNI			L		5000 - 12499
☐		R-2601B	R-2601B	DEACTIVATED	10:34 L		DANNI			L		12500 - 22499
☐		R-2601D	R-2601D	DEACTIVATED	00:00 L		CRINERA			L		35000 - 59999

Figure 3-67 Airspace Activation Page

3.1.5.3.1 Activate Airspace or Edit Airspace Activation

To activate the **full** airspace (reflected by values in the Airspace Subdivision Allowable Activation Altitudes column):

1. Click the **Activate Fully** checkbox.
2. Click the **Save** button.

To activate **a portion of** the airspace:

1. Enter information in the following fields:
   - New Minimum Activation Altitude
     Enter the minimum altitude:
     - Edit the value in the grid,
       OR
     - If the new altitude is the same as the required minimum altitude for the activity, click the minimum altitude link in the **Required Activation Altitudes** column to populate this value,
       OR
     - If the new altitude is the same as the Airspace Subdivision's minimum altitude, click the minimum

altitude link in the **Airspace Subdivision Allowable Activation Altitudes** column to populate this value.

- **New Maximum Activation Altitude**
  If needed, update the maximum altitude of an activity to reflect altitude at the time of airspace activation:
- Edit the value in the grid,
  OR
- If the new altitude is the same as the required maximum altitude for the activity, click the maximum altitude link in the **Required Activation Altitudes** column to populate this value,
  OR
- If the new altitude is the same as the Airspace Subdivision's maximum altitude, click the maximum altitude link in the **Airspace Subdivision Allowable Activation Altitudes** column to populate this value.

2. If you want your change to take effect at a time other than the current fire desk time, edit the time in the **New Activation/ Deactivation As Of (time)** field, either manually or by clicking in the field and selecting a time from the resulting pop-up list.
3. Click the **Save** button. You can also click the **Cancel** button to close the window without saving changes.

If there are no aircraft or ground activities affected by the Airspace Subdivision altitude changes, the Airspace Activation page closes.

If there are aircraft or ground activities that are affected by the Airspace Subdivision altitude changes, the Airspace Activation page may display two tables, one for air activities and one for ground. However, the fire desk must be current and the administrator must have enabled this in Fire Desk Setup. If this happens, continue to Section 3.1.5.3.3.

3.1.5.3.2 Deactivate Airspace

RFMSS will indicate when an airspace can be fully deactivated based on the status of activities.

To deactivate the full airspace:

1. Click the **Deactivate Fully** checkbox.
2. If needed, enter the name of the person notified when Airspace Subdivision was deactivated in the **FAA POC** column.
3. Click the **Save** button.

If there are no aircraft or ground activities affected by the airspace deactivation, the Airspace Activation page closes.

If there are aircraft or ground activities that are using the airspace you want to deactivate, the Airspace Activation page displays two tables, one for air activities and one for ground. Continue to Section 3.1.5.3.3.

3.1.5.3.3 Resolving Affected Activities upon Airspace Activation or Deactivation

After saving airspace activation or deactivation, there may be other air or ground activities that are affected by the change(s). These affected activities are displayed on the Airspace Activation page.

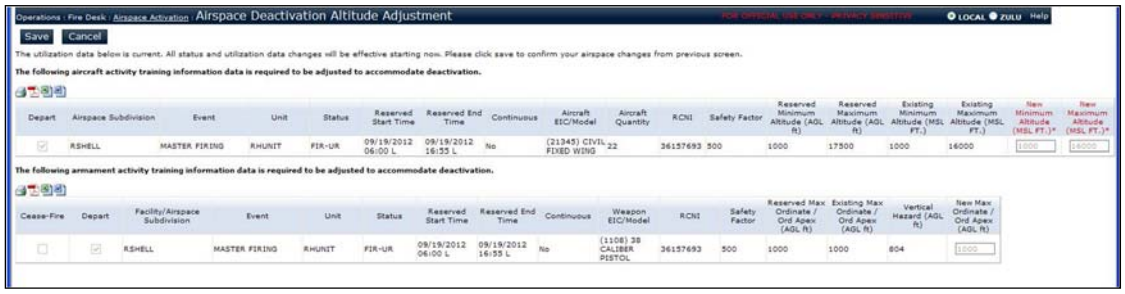


Figure 3-68 Airspace Deactivation Page Showing Affected Air and Ground Activities

1. If there are air activities affected, do one of the following:
   - Adjust the value in the New Minimum Altitude and/or New Maximum Altitude fields to eliminate the overlap,
     OR
   - Click to check the **Depart Activity** checkbox. You must depart the activity if you cannot adjust the aircraft altitudes.
2. If there are ground activities affected, do one of the following:
   - Modify the New Max Ordinate/Ord Apex field,
     OR
   - Click to check the **Cease-Fire Activity** checkbox for each affected activity,
     OR
   - Click to check the **Depart Activity** checkbox for each ground activity. You must depart the activity if the vertical hazard is violated.
3. Click the **Save** button. You can also click the Cancel button to close the window without saving changes.

3.1.5.4 *Logs*

The Fire Desk Logs function lets you view Fire Desk activities and update dates, times, and utilization data for activities that have occurred in the past 45 days.

> You can only update log records that are associated with Fire Desks to which you are assigned.

3.1.5.4.1 Access Logs

1. Select **Fire Desk Actions: View Logs** from the menu. The Fire Desk Logs page displays the Journal 1594 log. (This is the default.)

Figure 3-69 Fire Desk Logs

2. Click the log tab to view the specific log.

Log	Description
Status Change	Records all status changes that occurred at Facility as well as comments added by Fire Desk operator.
Ammunition	Records all ammunition utilized during training.
Personnel	Records the number of personnel trained based on event and Facility.
Vehicle	Records all vehicles utilized during training.
Aircraft	Records aircraft utilized during training as well as aircraft crew, altitudes, entry/exit points, entry/exit times, and number of sorties, pallets, or jumpers.
Journal 1594 (default)	Records all Fire Desk activities (as chosen by the Functional Administrator).
Commo Check	Records all unit radio checks as well as overdue commo checks and time overdue.
Inspection	Records all inspection-related information.
Airspace	Records airspace activation and deactivation, duration of activation time, and person who activated/deactivated.
Downrange	Records all approved downrange activities.
Incident	Records all incident-related information.

Log	Description
No Show	Displays No Show and cancellation information.

3.1.5.4.2 View Change History

If you are looking at the Utilization page via the **View Logs** menu, you can access a change history or audit log (i.e., list of who made changes and when) by clicking the **View** link in the Change History column.

The Change History column does not display unless you are accessing the Utilization page from the logs.

3.1.5.4.3 Filter Logs

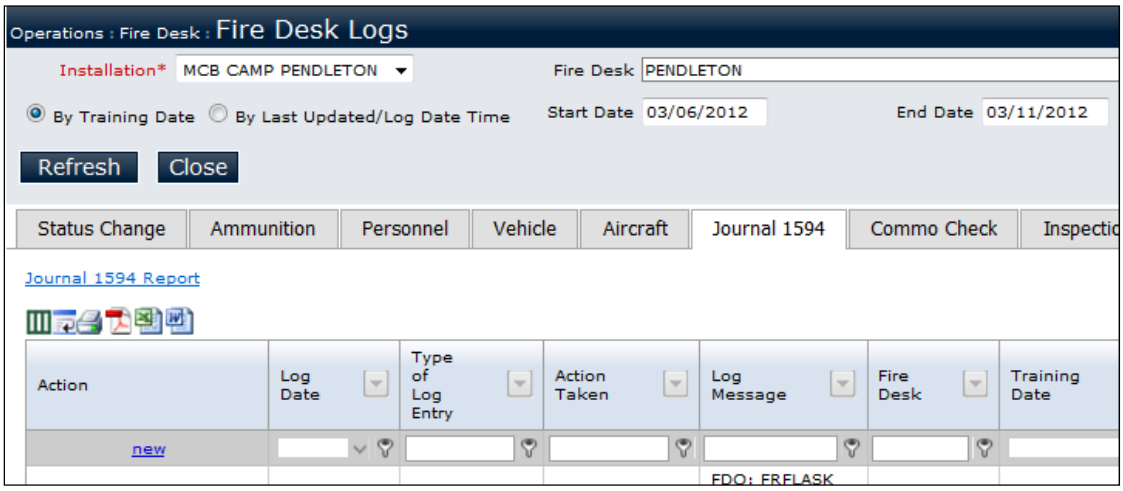


Figure 3-70 Fire Desk Logs Filter

1. Enter information in the following fields:

   - **Installation [required]**
     Select an installation.
   - **Fire Desk**
     Enter a specific Fire Desk OR click **Search** and select from the pop-up window OR leave the field blank to get information for all Fire Desks.
   - **By Training Date**
     Select this filter to sort the log by the training date.
   - **By Last Updated/Log Date Time**
     Select this filter to sort the log by the last updated date and time OR the last log date and time (Journal 1594 only).
   - **Training Start Date/Time**
     Enter the date/time of the training Start Date.
   - **Training End Date/Time**
     Enter the date/time of the training End Date.

2. Click the **Refresh** button to filter according to your criteria.

3.1.5.4.4 Print Journal 1594 Report

You can print the standard Journal 1594 report in a canned format.

1. Click the **Journal 1594 Report** link on the Journal 1594 tab. The report is displayed.

3.1.5.4.5 Status Change Log

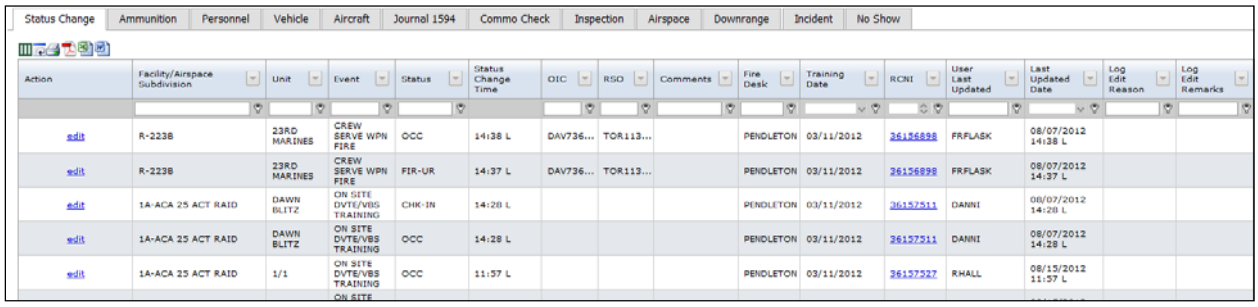


Figure 3-71 Status Change Log

To access the request, click the RCNI link.

To edit the log:

1. On the Status Change tab, click the **Edit** link to modify an existing record. The Utilization page is displayed, showing the Status Change tab.

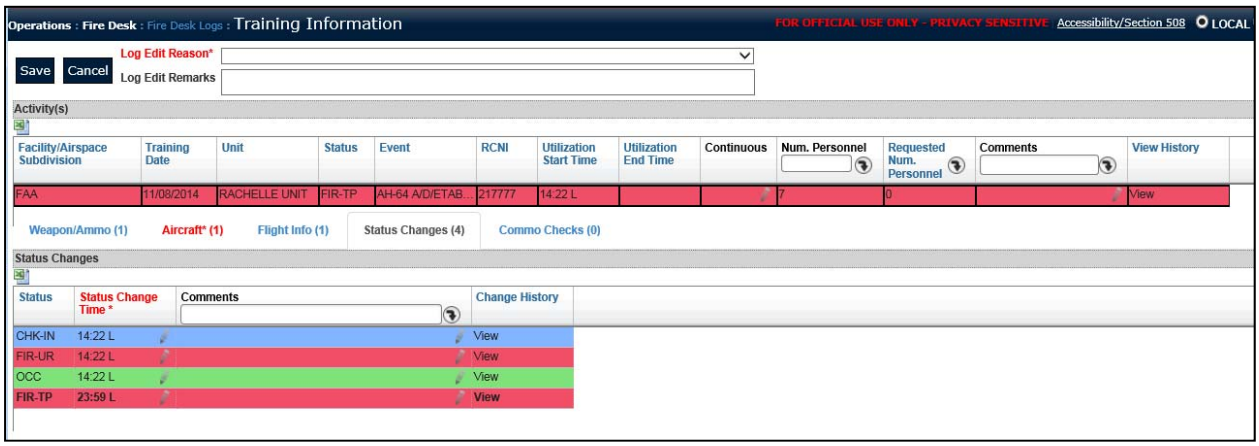


Figure 3-72 Utilization: Status Change Tab

2. Enter or update information in the following fields:
   - **Status Change Time [required]**
     Update the time for one or more status changes listed to reflect actual status change time.
   - **Comments**
     Enter any comments regarding the status change time update.
   - **Log Edit Reason [required]**
     Select a reason for editing the log.
   - **Log Edit Remarks**
     Enter any additional remarks regarding the log edit.
3. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.6 Ammunition Log

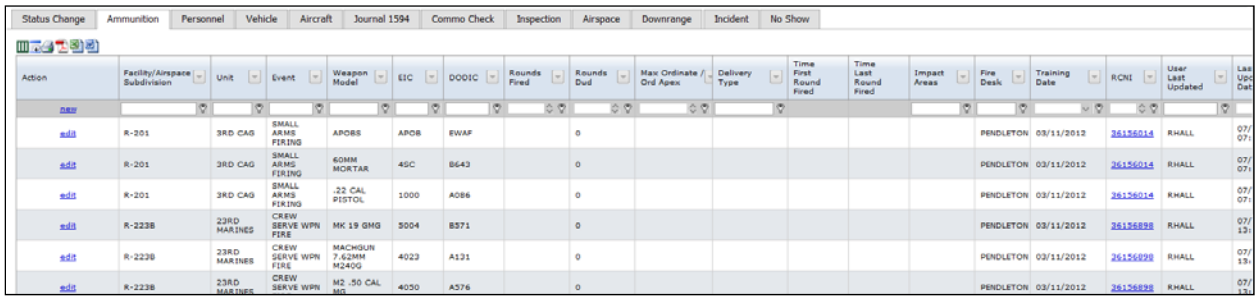


Figure 3-73 Ammunition Log

To access the request, click the RCNI link.

3.1.5.4.6.1 Edit Log Entry

1. On the Ammunition tab, click the **Edit** link to modify an existing record. The Utilization page is displayed, showing the Weapon/Ammo tab.

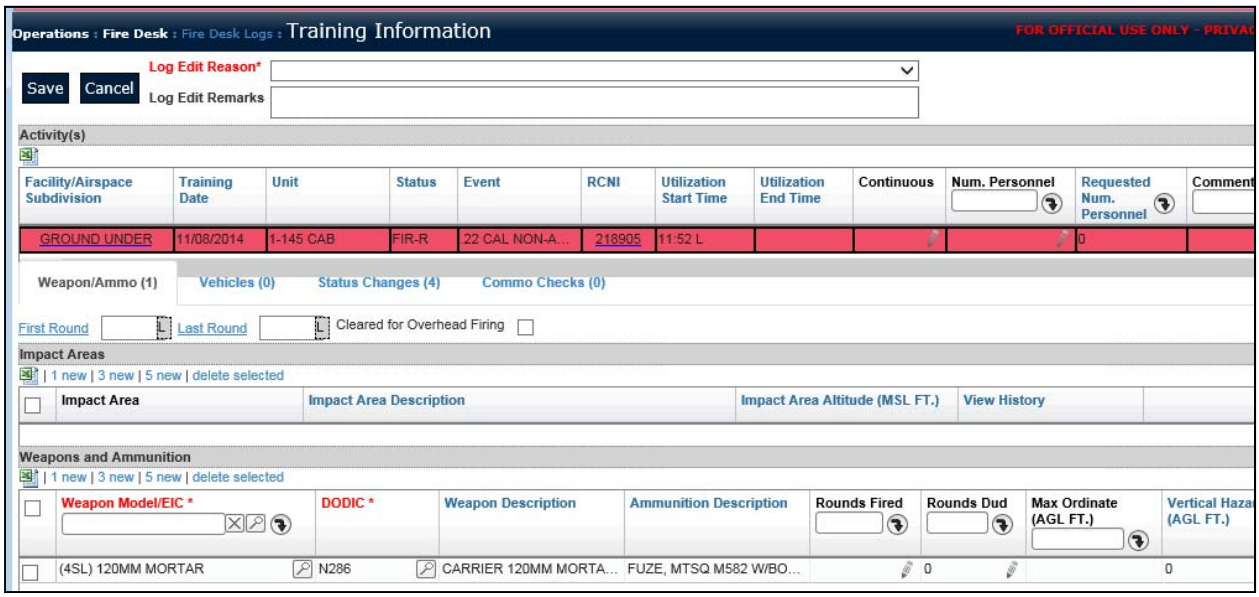


Figure 3-74 Utilization: Weapon/Ammo Tab

2. Make changes on the Utilization page (see page 3-25).
3. Enter the following information:
   - **Log Edit Reason [required]**
     Select a reason for editing the log.

3.1.5.4.6.2 Log Edit Remarks

1. Enter any additional remarks regarding the log edit.
2. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.6.3 Add Log Entry

1. On the Ammunition tab, click the **New** link to add a log record. A window displays listing all activities.

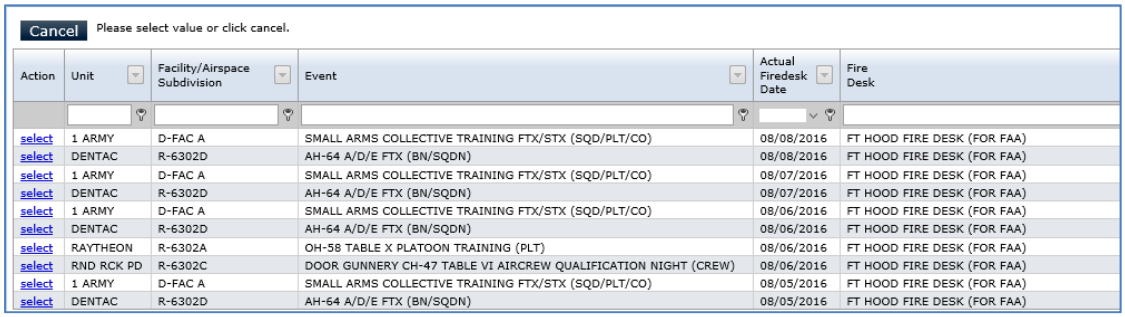


Figure 3-75 Select Log Record to Add Entry

2. Select the activity to which you want to add a log entry. The Utilization page is displayed.

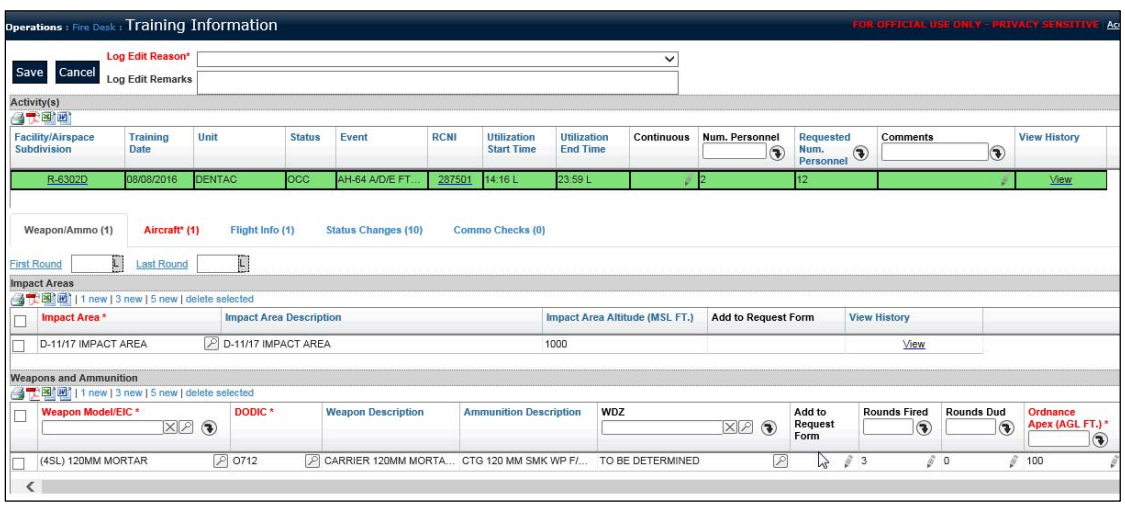


Figure 3-76 Utilization Page for Selected Log Record

3. Make changes on the Utilization page (see page 3-25).
4. Enter the following information:

- **Log Edit Reason [required]**
  Select a reason for adding the log entry.

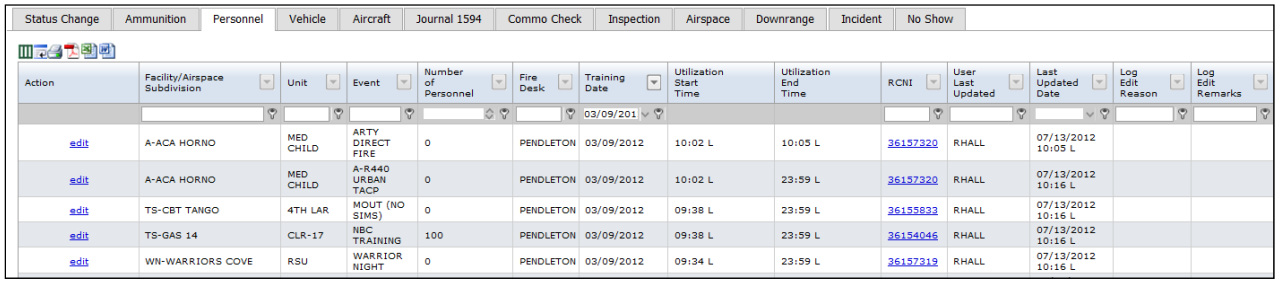
- **Log Edit Remarks**
  Enter any additional remarks.

5. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.6.4 View Log Entry

1. On the Weapon/Ammo tab, click the **View** link to view an existing record. The Weapon/Ammo tab of the Utilization page is displayed, but all fields are grayed out.
2. Click the **Cancel** button to return to the log.

3.1.5.4.7 Personnel Log



Action	Facility/Airspace Subdivision	Unit	Event	Number of Personnel	Fire Desk	Training Date	Utilization Start Time	Utilization End Time	RCNI	User Last Updated	Last Updated Date	Log Edit Reason	Log Edit Remarks
						03/09/201							
edit	A-ACA HORNO	MED CHILD	ARTY DIRECT FIRE	0	PENDLETON	03/09/2012	10:02 L	10:05 L	36157320	RHALL	07/13/2012 10:05 L		
edit	A-ACA HORNO	MED CHILD	A-R440 URBAN TACP	0	PENDLETON	03/09/2012	10:02 L	23:59 L	36157320	RHALL	07/13/2012 10:16 L		
edit	TS-CBT TANGO	4TH LAR	MOUT (NO SIMS)	0	PENDLETON	03/09/2012	09:38 L	23:59 L	36155833	RHALL	07/13/2012 10:16 L		
edit	TS-GAS 14	CLR-17	NBC TRAINING	100	PENDLETON	03/09/2012	09:38 L	23:59 L	36154046	RHALL	07/13/2012 10:16 L		
edit	WN-WARRIORS COVE	RSU	WARRIOR NIGHT	0	PENDLETON	03/09/2012	09:34 L	23:59 L	36157319	RHALL	07/13/2012 10:16 L		

Figure 3-77 Personnel Log

1. To access the request, click the RCNI link.

3.1.5.4.7.1 Edit Log Entry

1. On the Personnel tab, click the **Edit** link to modify an existing record. The Utilization page is displayed.

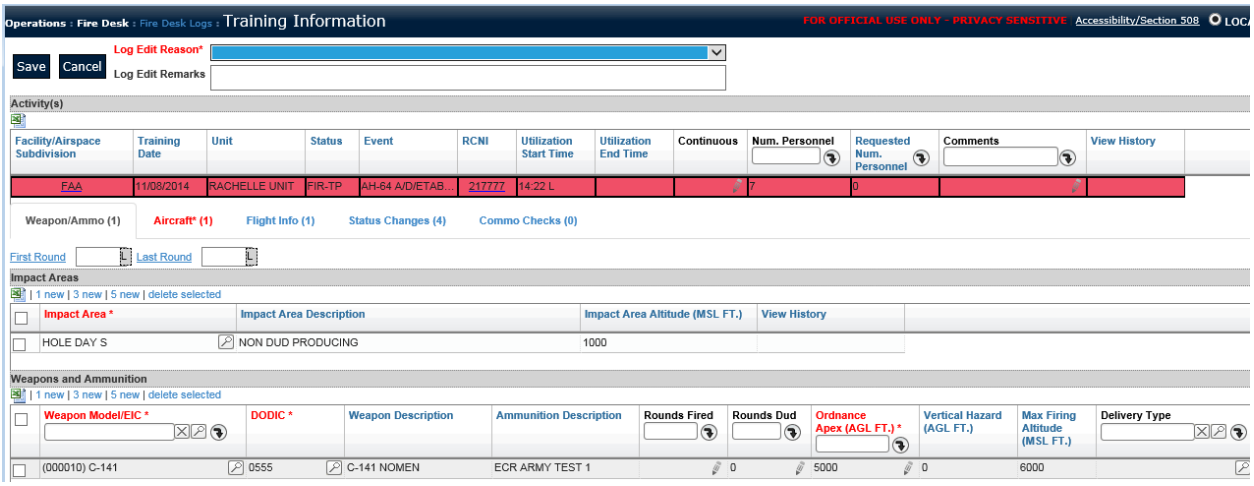


Figure 3-78 Utilization Page

2. Make changes on the Utilization page (see page 3-25).

3. Enter the following information:

   - **Log Edit Reason [required]**
     Select a reason for editing the log.

   - **Log Edit Remarks**
     Enter any additional remarks regarding the log edit.

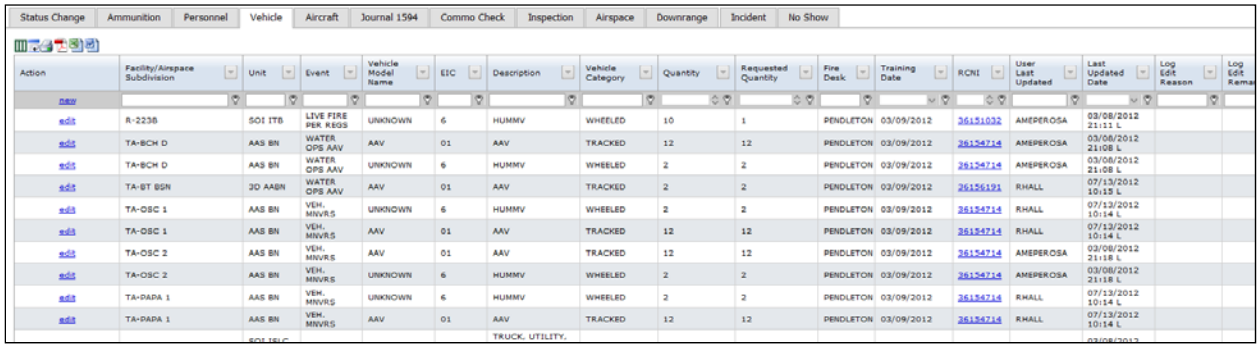
4. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.7.2 View Log Entry

1. On the Personnel tab, click the **View** link to view an existing record. The Utilization page is displayed, but all fields are grayed out.

2. Click the **Cancel** button to return to the log.

3.1.5.4.8 Vehicle Log



Status Change | Ammunition | Personnel | Vehicle | Aircraft | Journal 1594 | Commo Check | Inspection | Airspace | Downrange | Incident | No Show

Action	Facility/Airspace Subdivision	Unit	Event	Vehicle Model Name	EIC	Description	Vehicle Category	Quantity	Requested Quantity	Fire Desk	Training Date	RCNI	User Last Updated	Last Updated Date	Log Edit Reason	Log Edit Rema
new																
edit	R-2338	SOI ITB	LIVE FIRE PER REQS	UNKNOWN	6	HUMMV	WHEELED	10	1	PENDLETON	03/09/2012	36151032	AMEPEROSA	03/08/2012 21:11 L		
edit	TA-BCH D	AAS BN	WATER OPS AAV	AAV	01	AAV	TRACKED	12	12	PENDLETON	03/09/2012	36154714	AMEPEROSA	03/08/2012 21:08 L		
edit	TA-BCH D	AAS BN	WATER OPS AAV	UNKNOWN	6	HUMMV	WHEELED	2	2	PENDLETON	03/09/2012	36154714	AMEPEROSA	03/08/2012 21:08 L		
edit	TA-BT BSN	3D AABN	WATER OPS AAV	AAV	01	AAV	TRACKED	2	2	PENDLETON	03/09/2012	36156191	RHALL	07/13/2012 10:15 L		
edit	TA-OSC 1	AAS BN	VEH. MNVRS	UNKNOWN	6	HUMMV	WHEELED	2	2	PENDLETON	03/09/2012	36154714	RHALL	07/12/2012 10:14 L		
edit	TA-OSC 1	AAS BN	VEH. MNVRS	AAV	01	AAV	TRACKED	12	12	PENDLETON	03/09/2012	36154714	RHALL	07/12/2012 10:14 L		
edit	TA-OSC 2	AAS BN	VEH. MNVRS	AAV	01	AAV	TRACKED	12	12	PENDLETON	03/09/2012	36154714	AMEPEROSA	03/08/2012 21:18 L		
edit	TA-OSC 2	AAS BN	VEH. MNVRS	UNKNOWN	6	HUMMV	WHEELED	2	2	PENDLETON	03/09/2012	36154714	AMEPEROSA	03/08/2012 21:18 L		
edit	TA-PAPA 1	AAS BN	VEH. MNVRS	UNKNOWN	6	HUMMV	WHEELED	2	2	PENDLETON	03/09/2012	36154714	RHALL	07/13/2012 10:14 L		
edit	TA-PAPA 1	AAS BN	VEH. MNVRS	AAV	01	AAV	TRACKED	12	12	PENDLETON	03/09/2012	36154714	RHALL	07/13/2012 10:14 L		
		SOI 1SLC				TRUCK, UTILITY,								03/08/2012		

Figure 3-79 Vehicle Log

To access the request, click the RCNI link.

3.1.5.4.8.1 Edit Log Entry

1. On the Vehicle tab, click the **Edit** link to modify an existing record. The Utilization page is displayed.

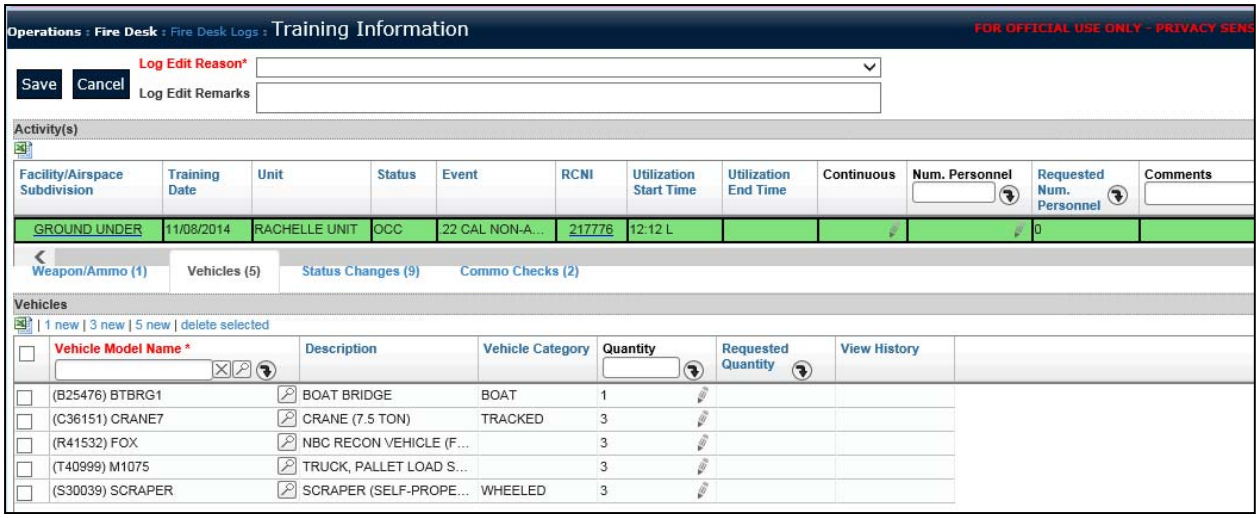


Figure 3-80 Utilization: Vehicle Tab

2. Make changes on the Utilization page (see page 3-25).
3. Enter the following information:
   - **Log Edit Reason [required]**
     Select a reason for editing the log.
   - **Log Edit Remarks**
     Enter any additional remarks regarding the log edit.
4. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.8.2 Add Log Entry

1. On the Vehicle tab of the Fire Desk Logs page, click the **New** link to add a log record. A window displays listing all activities.

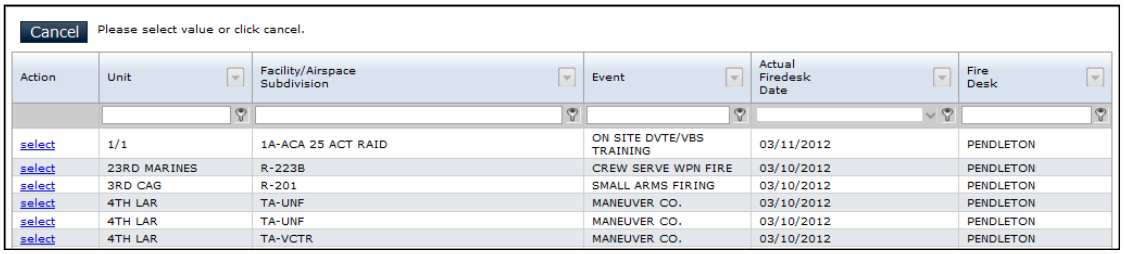


Figure 3-81 Select Log Record to Add Entry

2. Select the activity to which you want to add a log entry. The Utilization page is displayed.

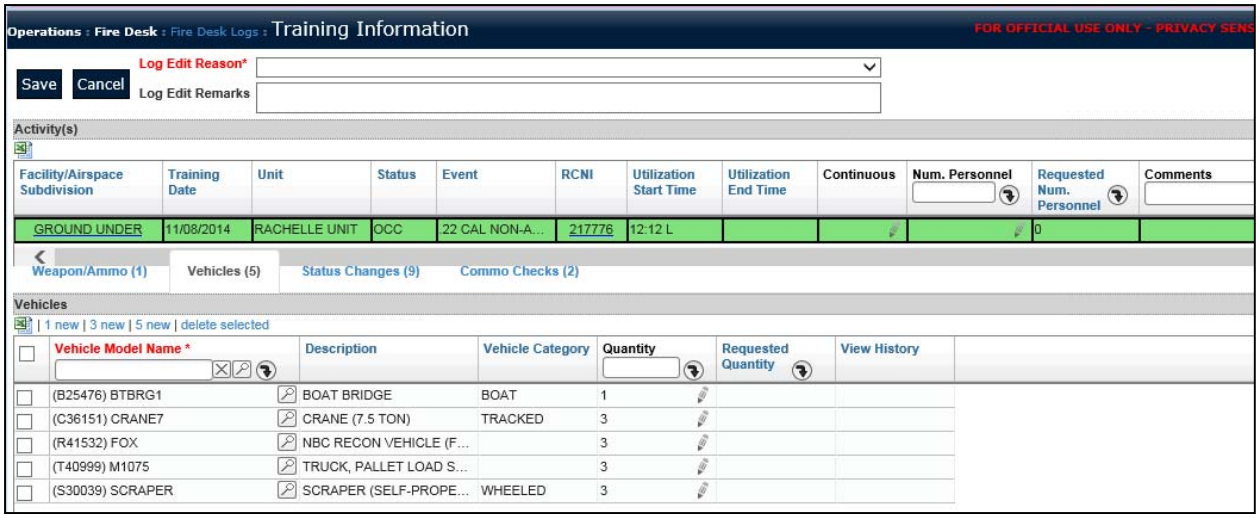


Figure 3-82 Utilization: Vehicle Tab

3. Make changes on the Utilization page (see page 3-25).
4. Enter the following information:
   - **Log Edit Reason [required]**
     Select a reason for adding the log entry.
   - **Log Edit Remarks**
     Enter any additional remarks.
5. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.8.3 View Log Entry

1. On the Vehicle tab, click the **View** link to view an existing record. The Vehicle tab of the Utilization page is displayed, but all fields are grayed out.
2. Click the **Cancel** button to return to the log.

3.1.5.4.9 Aircraft Log

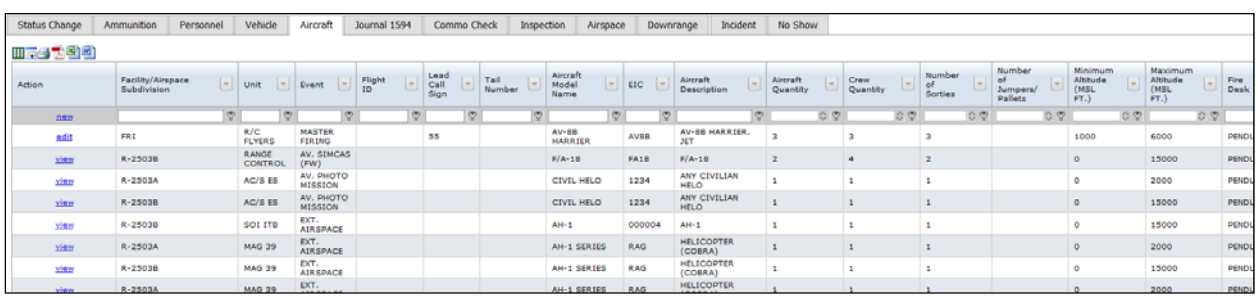


Figure 3-83 Aircraft Log

To access the request, click the RCNI link.

3.1.5.4.9.1 Edit Log Entry

1. On the Aircraft tab, click the **Edit** link to modify an existing record. The Utilization page is displayed.

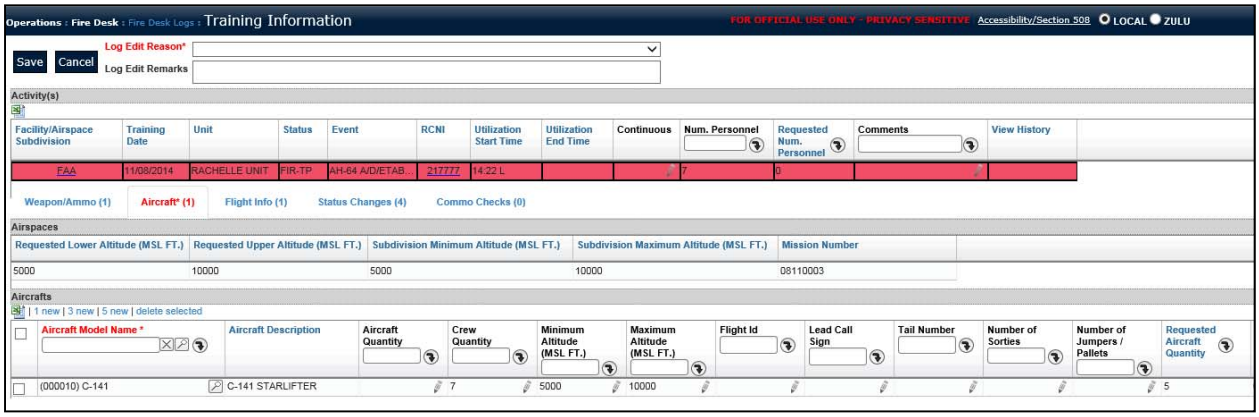


Figure 3-84 Utilization: Aircraft Tab

2. Make changes on the Utilization page (see page 3-25).
3. Enter the following information:
   - **Log Edit Reason [required]**
     Select a reason for editing the log.
   - **Log Edit Remarks**
     Enter any additional remarks regarding the log edit.
4. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.9.2 Add Log Entry

1. On the Aircraft tab, click the **New** link to add a log record. A window displays listing all activities.

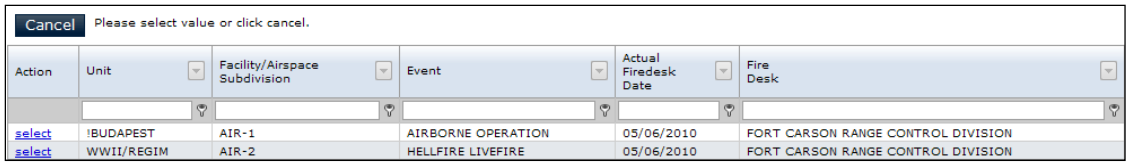


Figure 3-85 Select Log Record to Add Entry

2. Select the activity to which you want to add a log entry. The Utilization page is displayed.

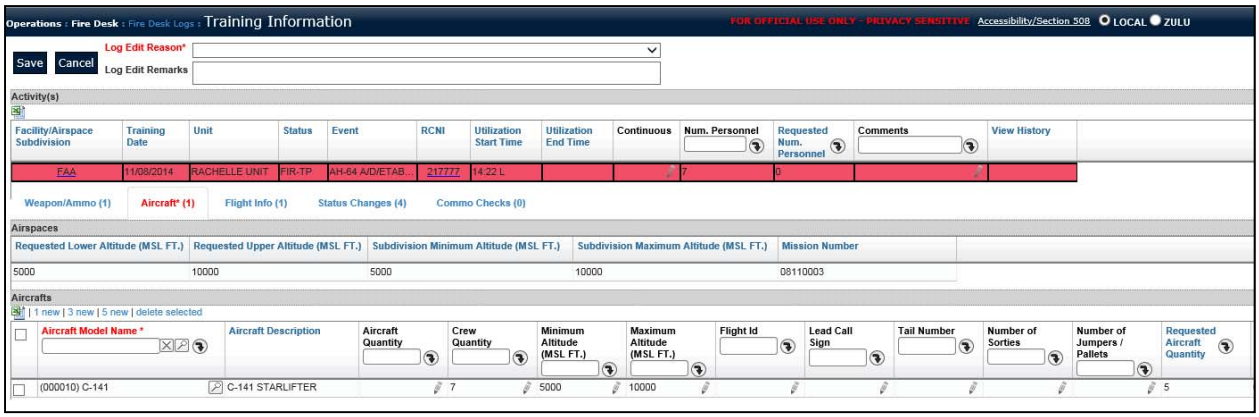


Figure 3-86 Utilization: Aircraft Tab

3. Make changes on the Utilization page (see page 3-25).
4. Enter the following information:
   - **Log Edit Reason [required]**
     Select a reason for adding the log entry.
   - **Log Edit Remarks**
     Enter any additional remarks.
5. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.9.3 View Log Entry

1. On the Aircraft tab, click the **View** link to view an existing record. The Aircraft tab of the Utilization page is displayed, but all fields are grayed out.
2. Click the **Cancel** button to return to the log.

3.1.5.4.10 Journal 1594 Log

The Journal 1594 Log records Fire Desk activities, including any changes to other logs.

Status Change | Ammunition | Personnel | Vehicle | Aircraft | Journal 1594 | Commo Check | Inspection | Airspace | Downrange | Incident | No Show

Action	Log Date	Type of Log Entry	Action Taken	Log Message	Fire Desk	Training Date	User Last Updated	Last Updated Date	Log Edit Reason	Log Edit Remarks
new										
edit	21/06/2010 10:17 L	FDO LOGIN/LOG...	LOGGED	FDO: JANE.DOE ASSUMED DUTY AS FDO AT 21/06/2010 10:17 L (21/06/2010 14:17 Z).	FORT CARSON RANGE CONTROL DIVISION	05/06/2010	JANE.DOE	21/06/2010 10:17 L		
edit	18/06/2010 14:51 L	FDO LOGIN/LOG...	LOGGED	FDO: JANE.DOE ASSUMED DUTY AS FDO AT 18/06/2010 14:51 L (18/06/2010 18:51 Z).	FORT CARSON RANGE CONTROL DIVISION	05/06/2010	JANE.DOE	18/06/2010 14:51 L		
edit	18/06/2010 14:39 L	FDO LOGIN/LOG...	LOGGED	FDO: JANE.DOE SIGNED OFF FROM THE SYSTEM AT 18/06/2010 14:39 L (18/06/2010 18:39 Z).	FORT CARSON RANGE CONTROL DIVISION	05/06/2010	JANE.DOE	18/06/2010 14:39 L		
edit	18/06/2010 14:30 L	FDO LOGIN/LOG...	LOGGED	FDO: JANE.DOE ASSUMED DUTY AS FDO AT 18/06/2010 14:30 L (18/06/2010 18:30 Z).	FORT CARSON RANGE CONTROL DIVISION	05/06/2010	JANE.DOE	18/06/2010 14:30 L		

Figure 3-87 Journal 1594 Log

To access the request, click the RCNI link.

3.1.5.4.10.1 Edit Log Entry

1. On the Journal 1594 tab, click the **Edit** link to modify an existing record. The Journal 1594 page is displayed.

Operations : Fire Desk : Fire Desk Logs : Journal 1594

Fire Desk FORT CARSON RANGE CONTROL DIVISION

Training Date 05/06/2010

User Last Updated JANE.DOE

Log Date* L

Type of Log Entry JOURNAL 1594 MEMO

Action Taken LOGGED

Log Message*

Log Edit Reason*

Log Edit Remarks

Save Cancel

Figure 3-88 Journal 1594 Page: Edit Entry

2. Enter information in the following fields:
   - **Log Edit Reason [required]**
     Select a reason for editing the log record.
   - **Log Edit Remarks**
     Enter any additional remarks regarding the log edit.
3. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.10.2 Add Log Entry

1. On the Journal 1594 tab, click the **New** link to add a log entry. The Journal 1594 page is displayed.

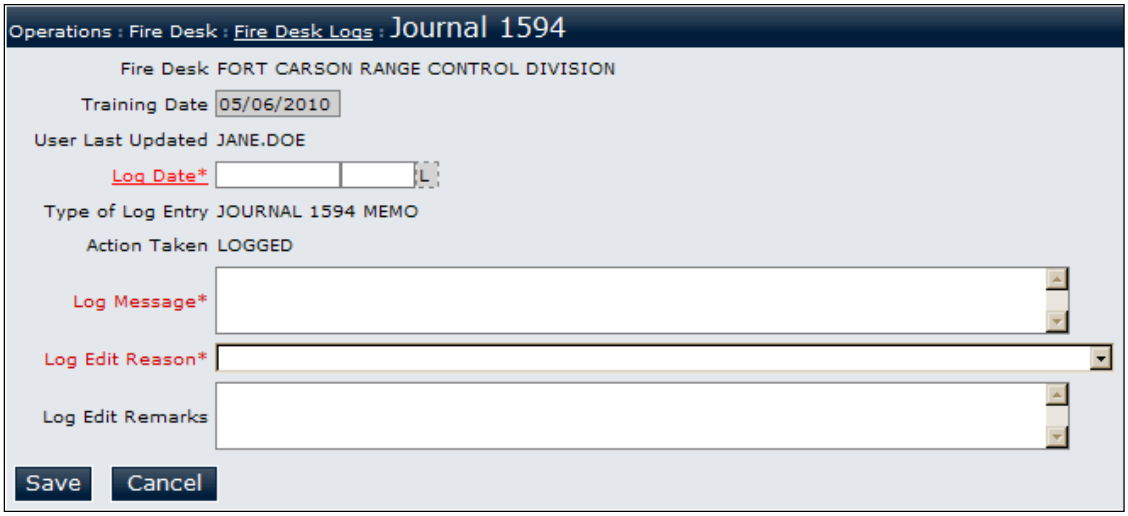


Figure 3-89 Journal 1594 Page: Add Entry

2. Enter information in the following fields:
   - **Log Date [required]**
     Date and time of the log update; display only.
   - **Log Message [required]**
     Enter a log message.
   - **Log Edit Reason [required]**
     Select a reason for adding the log entry.
   - **Log Edit Remarks**
     Enter any additional remarks regarding the log entry.
3. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.10.3 View Log Entry

1. On the Journal 1594 tab, click the **View** link to view an existing record. The Journal 1594 page is displayed, but all fields are grayed out.
2. Click the **Cancel** button to return to the log.

3.1.5.4.11 Commo Check Log

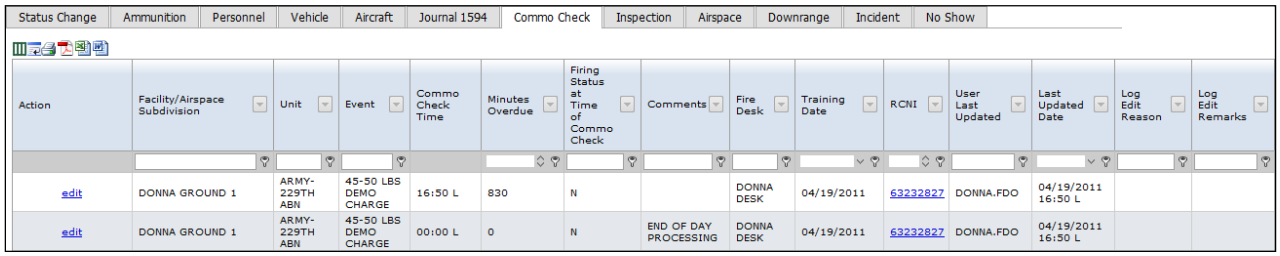


Figure 3-90 Commo Check Log

To access the request, click the RCNI link.

3.1.5.4.11.1 Edit Log Entry

1. On the Commo Check tab, click the **Edit** link to modify an existing record. The Utilization page is displayed.

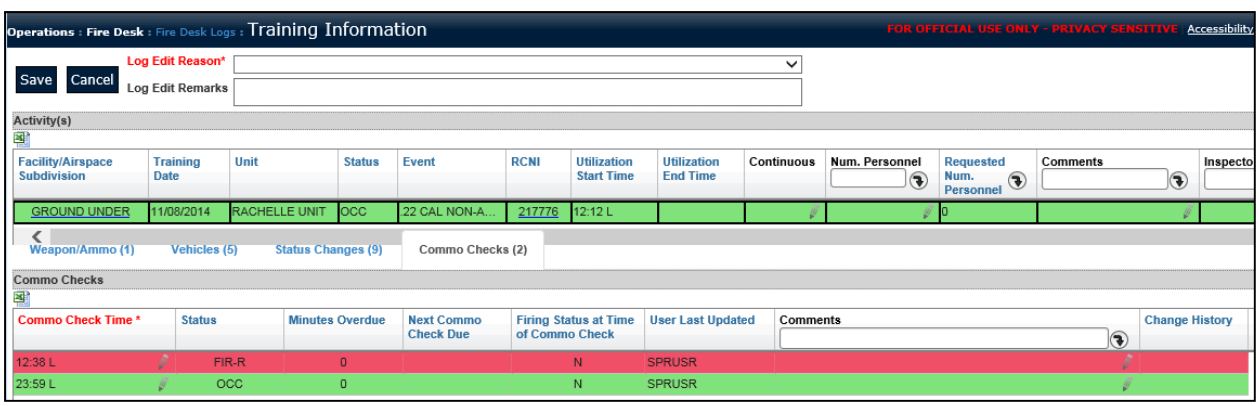


Figure 3-91 Utilization: Commo Check Edit Tab

2. Make changes on the Utilization page (see page 3-25).
3. Enter the following information:
   - **Log Edit Reason [required]**
     Select a reason for adding the log entry.
   - **Log Edit Remarks**
     Enter any additional remarks.
4. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.11.2 View Log Entry

1. On the Commo Check tab, click the **View** link to view an existing record. The Commo Checks tab of the Utilization page is displayed, but all fields are grayed out.
2. Click the **Cancel** button to return to the log.

3.1.5.4.12 Inspection Log

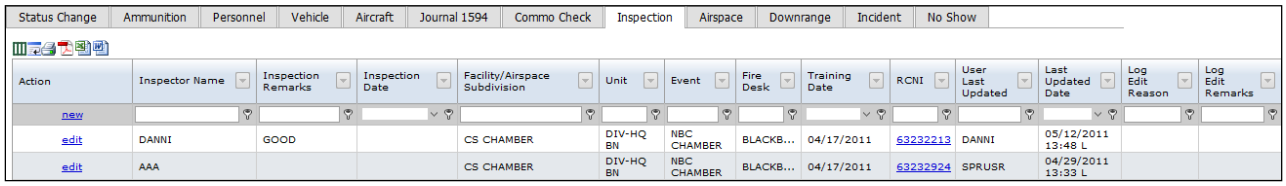


Figure 3-92 Inspection Log

To access the request, click the RCNI link.

3.1.5.4.12.1 Edit Log Entry

1. On the Inspection tab, click the **Edit** link to modify an existing record. The Utilization page is displayed.

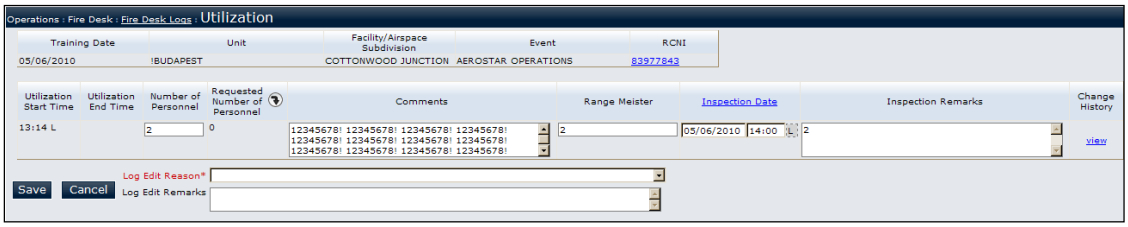


Figure 3-93 Utilization Page

2. Make changes on the Utilization page (see page 3-25).
3. Enter the following information:
   - **Log Edit Reason [required]**
     Select a reason for editing the log.
   - **Log Edit Remarks**
     Enter any additional remarks regarding the log edit.
4. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.12.2 Add Log Entry

1. On the Inspection tab, click the **New** link to add a log record. A window displays listing all activities.

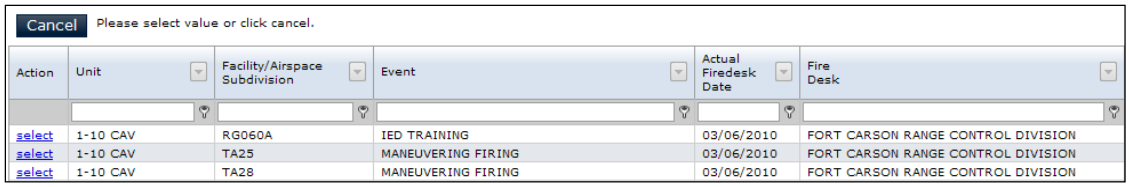


Figure 3-94 Select Log Record to Add Entry

2. Select the activity to which you want to add a log entry. The Utilization page is displayed.

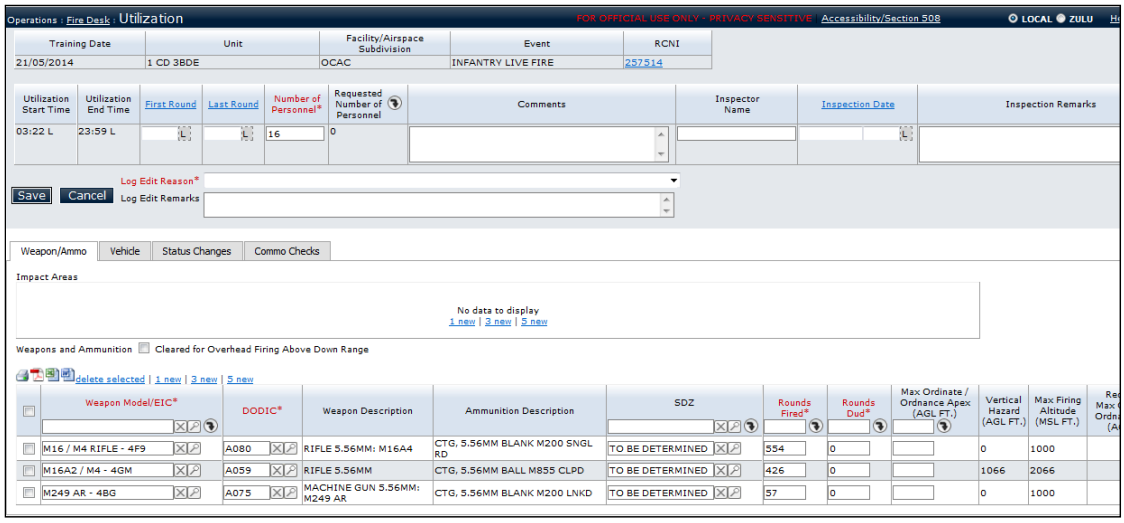


Figure 3-95 Utilization Page

3. Make changes on the Utilization page (see page 3-25).
4. Enter the following information:
   - **Log Edit Reason [required]**
     Select a reason for adding the log entry.
   - **Log Edit Remarks**
     Enter any additional remarks.
5. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.12.3 View Log Entry

1. On the Inspection tab, click the **View** link to view an existing record. The Utilization page is displayed, but all fields are grayed out.

2. Click the **Cancel** button to return to the log.

3.1.5.4.13 Airspace Log

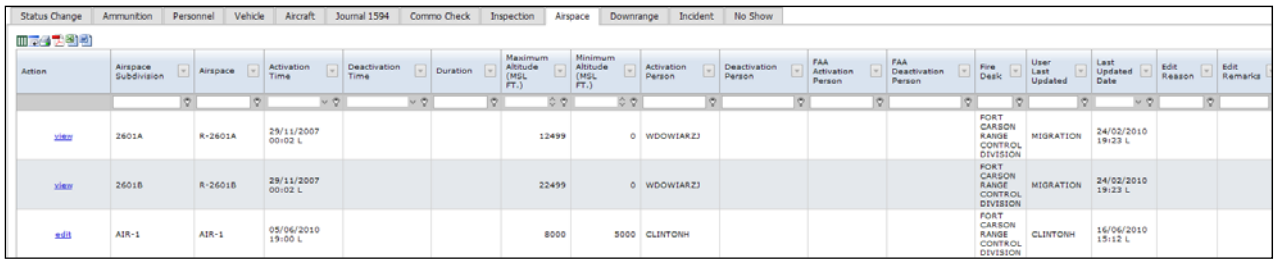


Figure 3-96 Airspace Log

3.1.5.4.13.1 Edit Log Entry

1. On the Airspace tab, click the **Edit** link to modify an existing record. The Airspace Log Edit page is displayed.

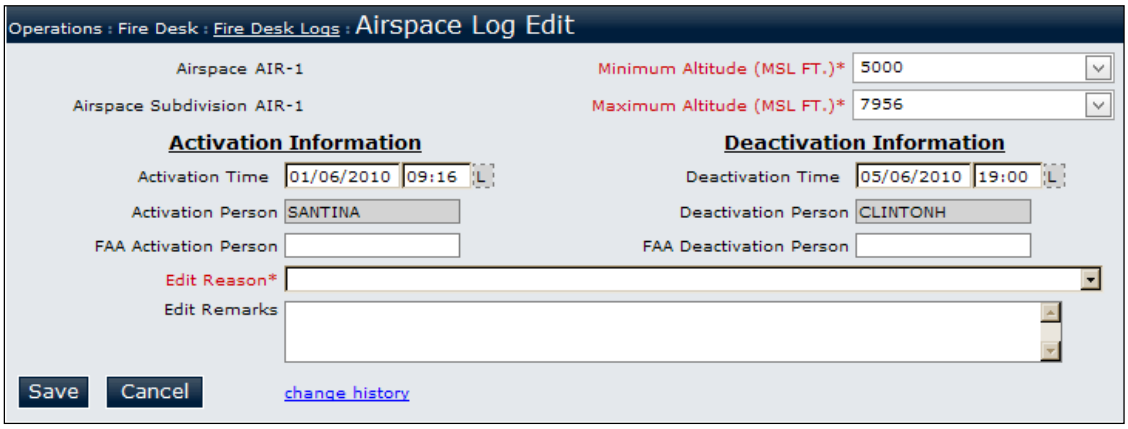


Figure 3-97 Airspace Log Edit Page

2. Enter information in the following fields:

- **Maximum Altitude [required]**
  Enter/update maximum altitude of the airspace.
- **Minimum Altitude [required]**
  Enter/update minimum altitude of the airspace.
- **Activation Time**
  Enter/update the date and time the airspace was activated.
- **FAA Activation Person**
  Enter/update the name of the person notified when Airspace Subdivision was activated.
- **Deactivation Time**
  Enter/update the date and time the airspace was deactivated.

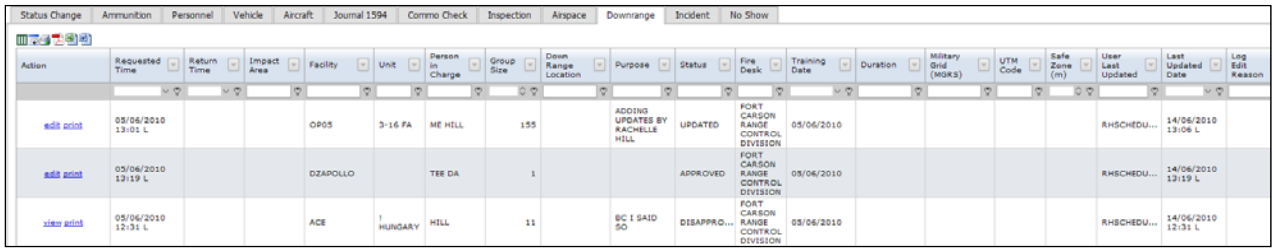
- **FAA Deactivation Person**
  Enter/update the name of the person notified when Airspace Subdivision was deactivated.
- **Edit Reason [required]**
  Select a reason for editing the log.
- **Edit Remarks**
  Enter any additional remarks regarding the log edit.

3. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.13.2 View Log Entry

1. On the Airspace tab, click the **View** link to view an existing record. The Airspace Activation Edit page is displayed, but all fields are grayed out.
2. Click the **Cancel** button to return to the log.

3.1.5.4.14 Downrange Log


Status Change | Ammunition | Personnel | Vehicle | Aircraft | Journal 1594 | Commo Check | Inspection | Airspace | Downrange | Incident | No Show

Action	Requested Time	Return Time	Impact Area	Facility	Unit	Person in Charge	Group Size	Down Range Location	Purpose	Status	Fire Desk	Training Date	Duration	Military Grid (MGRS)	UTM Code	Safe Zone (m)	User Last Updated	Last Updated Date	Log Edit Reason
edit print	05/06/2010 13:01 L			OP05	3-16 FA	ME HILL	155		ADDING UPDATES BY RACHELLE HILL	UPDATED	FORT CARSON RANGE CONTROL DIVISION	05/06/2010					RHSCHEDU...	14/06/2010 13:06 L	
edit print	05/06/2010 13:19 L			DZAPOLLO		TEE DA	1			APPROVED	FORT CARSON RANGE CONTROL DIVISION	05/06/2010					RHSCHEDU...	14/06/2010 13:19 L	
view print	05/06/2010 12:31 L			ACE	1 HUNGARY	HILL	11		BC I SAID SO	DISAPPRO...	FORT CARSON RANGE CONTROL DIVISION	05/06/2010					RHSCHEDU...	14/06/2010 12:31 L	

Figure 3-98 Downrange Log

3.1.5.4.14.1 Edit Log Entry

1. On the Downrange tab, click the **Edit** link to modify an existing record. The Downrange Form page is displayed.

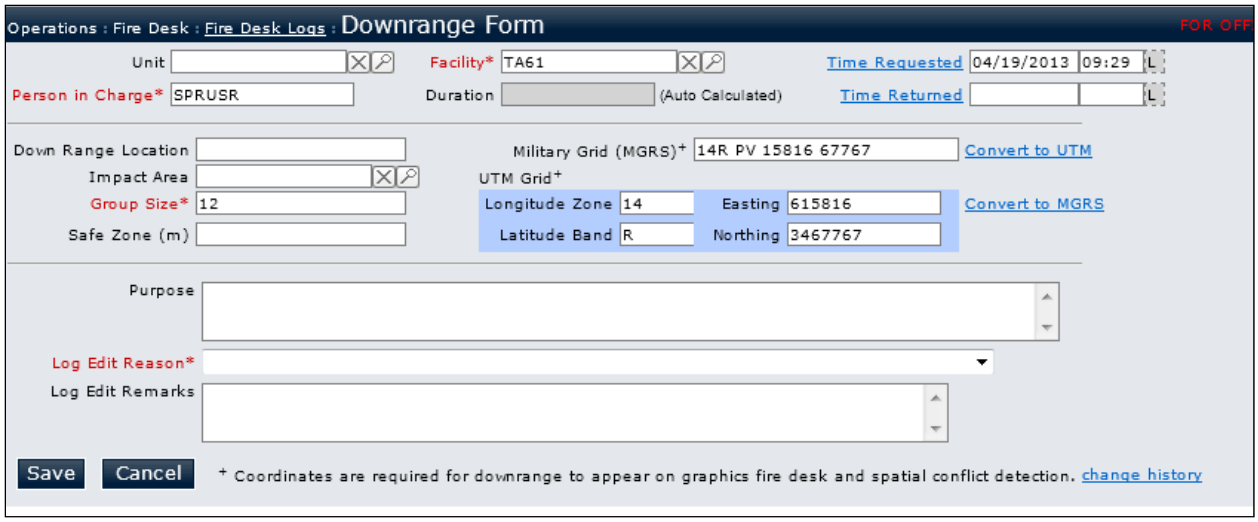


Figure 3-99 Downrange Form

2. Enter or update information in the following fields:

- **Unit [populated from Fire Desk]**
  Re-select the unit requesting to go downrange.
- **Facility [required; populated from Fire Desk]**
  Re-select the Facility on which the unit plans to go downrange.
- **Time Requested**
  Enter the date and time that the downrange request is requested OR click the **Time Requested** link to automatically populate the current date and time in the field.
- **Person in Charge [required]**
  Enter the name of the person in charge of the downrange group.
- **Time Returned**
  Enter the date and time that the downrange group returns from downrange OR click the **Time Returned** link to automatically populate the current date and time in the field.
- **Downrange Location**
  Enter the location where the group is going downrange.
- **Military Grid (MGRS)**
  Enter the MGRS coordinates of the downrange location. Convert the coordinates to UTM by clicking the **Convert to UTM** link.

- **UTM Grid**
  Enter the UTM coordinates of the downrange location. Convert the coordinates to MGRS by clicking the **Convert to MGRS** link.
- **Impact Area**
  Enter the impact area.
- **Group Size [required]**
  Enter the number of people going downrange.
- **Safe Zone**
  Enter the approximate size of the safe zone around the downrange in meters.
- **Purpose**
  Enter the purpose for the downrange request.
- **Log Edit Reason [required]**
  Enter the reason for editing the log record.
- **Log Edit Remarks**
  Enter any remarks about the edit.

3. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.14.2 View Log Entry

1. On the Downrange tab, click the **View** link to view an existing record. The Downrange Form page is displayed, but all fields are grayed out.
2. Click the **Cancel** button to return to the log.

3.1.5.4.14.3 Print Downrange Report

1. On the Downrange tab, click the **Print** link. The Downrange Report page is displayed.

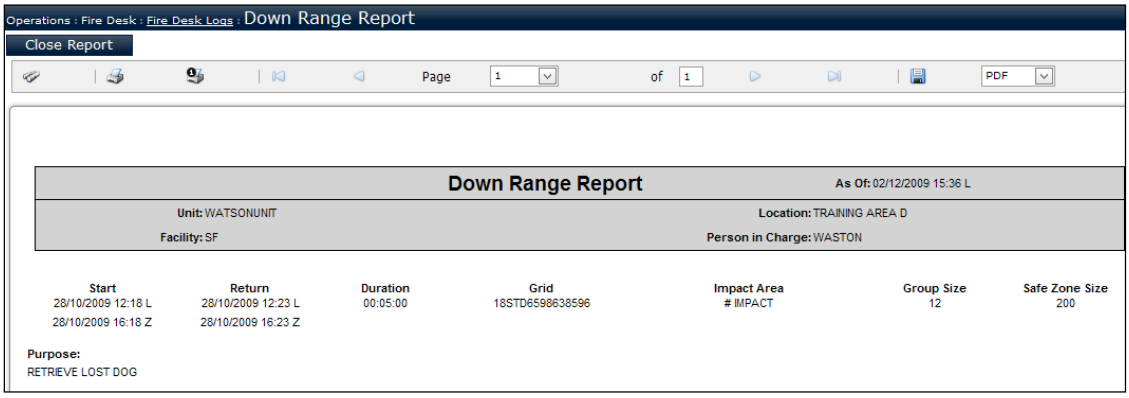


Figure 3-100 Downrange Report Page

3.1.5.4.15 Incident Log

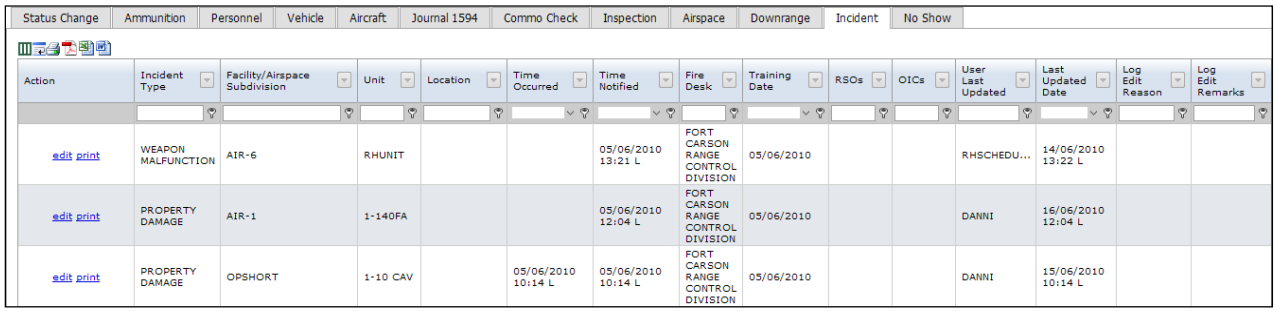


Figure 3-101 Incident Log

3.1.5.4.15.1 Edit Log Entry

1. On the Incident tab, click the **Edit** link to modify an existing record. The Incident page is displayed.

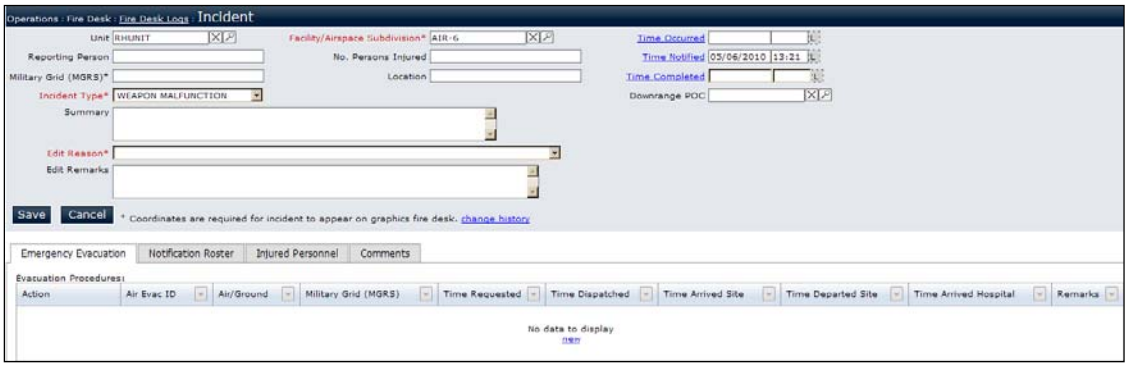


Figure 3-102 Incident Page

2. Make changes on the Incident page (see page 3-43).
3. Enter the following information:
   - **Edit Reason [required]**
     Select a reason for editing the log entry.
   - **Edit Remarks**
     Enter any additional remarks.
4. Click the **Save** button. The log refreshes and is updated with the information that you entered.

3.1.5.4.15.2 View Log Entry

1. On the Incident tab, click the **View** link to view an existing record. The Incident page is displayed, but all fields are grayed out.
2. Click the **Cancel** button to return to the log.

3.1.5.4.15.3 Print Incident Report

1. On the Incident tab, click the **Print** link. The Incident Report page is displayed.

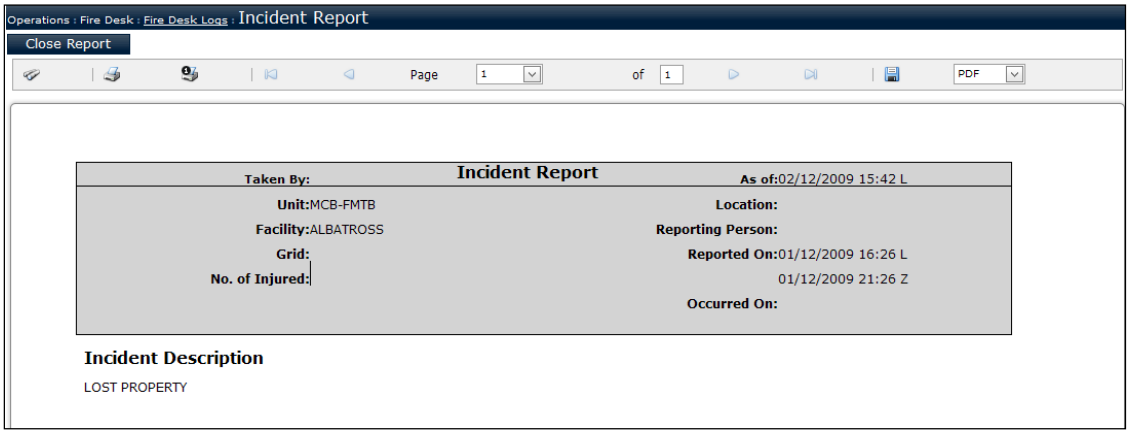
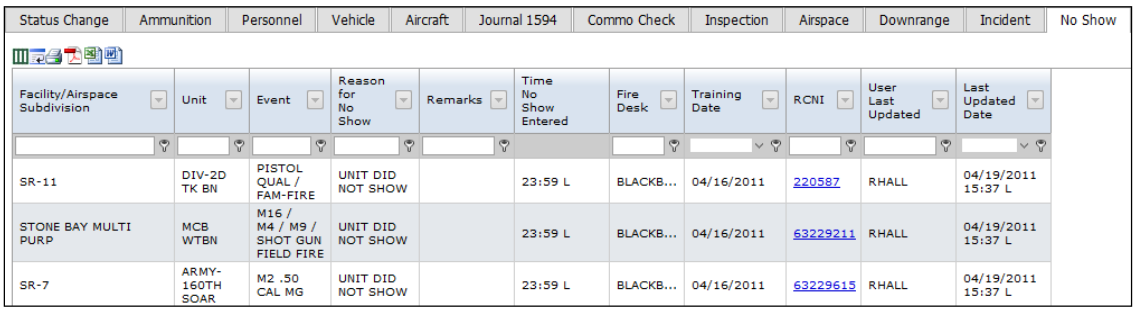


Figure 3-103 Incident Report Page

3.1.5.4.16 No Show Log

The No Show log is read-only, and includes No Shows and cancellations.

To access the request, click the RCNI link.



Status Change | Ammunition | Personnel | Vehicle | Aircraft | Journal 1594 | Commo Check | Inspection | Airspace | Downrange | Incident | No Show

Facility/Airspace Subdivision	Unit	Event	Reason for No Show	Remarks	Time No Show Entered	Fire Desk	Training Date	RCNI	User Last Updated	Last Updated Date
SR-11	DIV-2D TK BN	PISTOL QUAL / FAM-FIRE	UNIT DID NOT SHOW		23:59 L	BLACKB...	04/16/2011	220587	RHALL	04/19/2011 15:37 L
STONE BAY MULTI PURP	MCB WTBN	M16 / M4 / M9 / SHOT GUN FIELD FIRE	UNIT DID NOT SHOW		23:59 L	BLACKB...	04/16/2011	63229211	RHALL	04/19/2011 15:37 L
SR-7	ARMY-160TH SOAR	M2 .50 CAL MG	UNIT DID NOT SHOW		23:59 L	BLACKB...	04/16/2011	63229615	RHALL	04/19/2011 15:37 L

Figure 3-104 No Show Log

3.1.5.5 *End of Day Processing*

End of Day Processing closes out each day's activities on a Fire Desk.

Rules about End of Day Processing

- All utilization data must be entered prior to running End of Day processing.
- Reservations still in RES status that have not been removed from the Fire Desk will automatically be removed from the Fire Desk and flagged as No Shows.
- If a Maintenance event is not departed at the end of its scheduled reservation, it will be automatically departed during End of Day processing.
- Any Ammunition, Weapons, and Events that are no longer referenced by any activities and that have a Deprecation Date that is on or before the current date during End of Day Processing are set to inactive.
- For continuous time activities, you will have to enter utilization data for the current day even if the reservation is continuing to the next day. If the activity continues to the next day, it will remain in its current status during End of Day processing.
- People Certifications that have expired are deleted (archived) via End of Day Processing. Deleted (archived) People Certifications with an expiration date more than one year old are deleted from RFMSS via End of Day Processing.

1. Select **Fire Desk Actions: End of Day Process** from the menu. If all utilization data has been entered, the End of Day Processing button will be displayed on the Fire Desk.

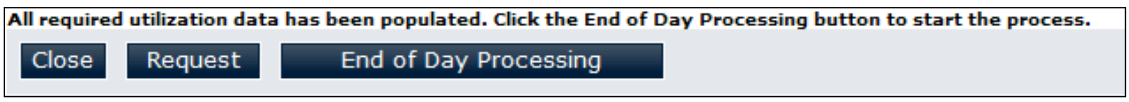


Figure 3-105 End of Day Processing Button Display

2. To display the Journal 1594 upon completion of End of Day, click the **Display Journal 1594 upon completion of End of Day** checkbox. (Leave checkbox blank if you do not want the Journal 1594 to display after processing.)

3. Click the **End of Day Processing** button. A message is displayed prompting you to confirm continuing with End of Day.
4. Click the **OK** button in the message. The End of Day Process Monitoring page is displayed as the process is scheduled and run. (This may take a minute.)

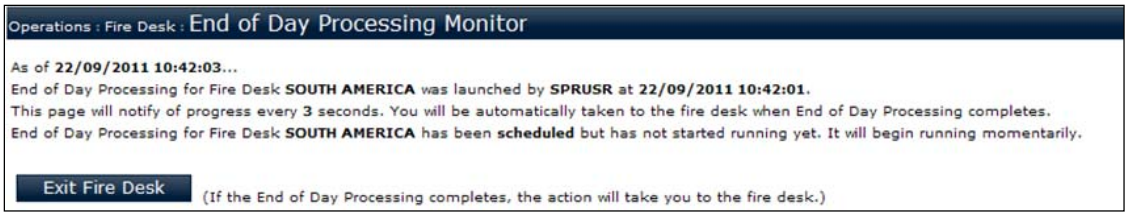


Figure 3-106 End of Day Processing Monitor Page

5. When End of Day processing is completed, the Fire Desk is displayed with the next day's date and the next day's reservations. (If the **Display Journal 1594 upon completion of End of Day** checkbox was selected, then the Journal 1594 will have to be closed before the Fire Desk displays.)

3.1.5.6 *Authorize OICs for OIC Fire Desk*

An Officer in Charge (OIC) is allowed to record certain information for a unit on the Fire Desk using the OIC Fire Desk function.

Before an OIC can use the OIC Fire Desk, you have to activate the OIC for the Facility.

3.1.5.6.1 Activate OIC Fire Desk Authorization

1. Select **Fire Desk Actions: Authorize OICs for OIC Fire Desk** from the menu. The Current OIC List page is displayed.

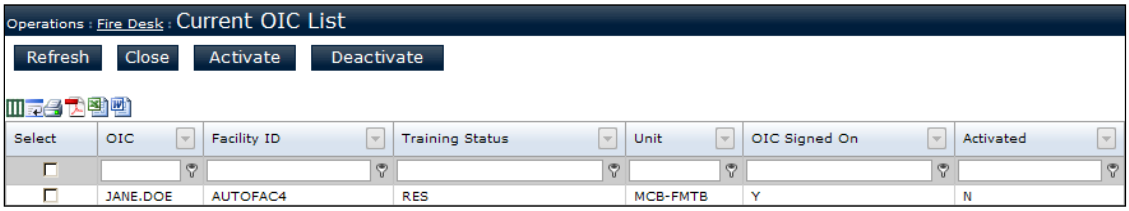


Figure 3-107 Current OIC List Page

2. Select one or more OICs in the grid. (Only OICs that are currently logged on to the OIC Fire Desk will display.)
3. Click the **Activate** button. A "Y" is displayed in the Activated column of the grid.

4. Click the **Close** button to return to the Fire Desk.

3.1.5.6.2 Deactivate OIC Fire Desk Authorization

1. Select **Fire Desk Actions: Authorize OICs for OIC Fire Desk** from the menu. The Current OIC List page is displayed.
2. Select one or more OICs in the grid.
3. Click the **Deactivate** button. An “N” is displayed in the Activated column of the grid.
4. Click the **Close** button to return to the Fire Desk.

3.1.5.7 *OIC Log*

The OIC log displays previous days of OIC actions on the Fire Desk.

The OIC can only view the log; the FDO can filter and edit the log if it is within 45 days prior to the current Fire Desk date.

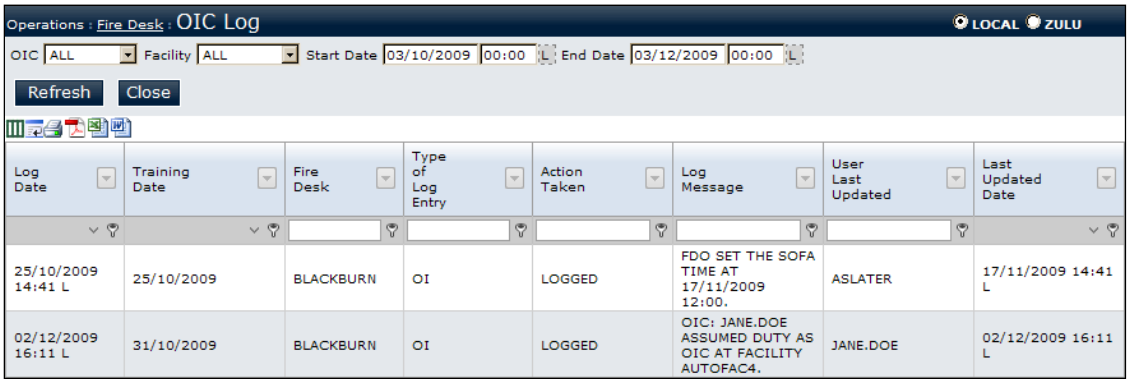


Figure 3-108 OIC Log

3.1.5.7.1 Access OIC Log

1. Select **Fire Desk Actions: OIC Log** from the menu.

3.1.5.7.2 Filter OIC Log

1. Enter information in the following fields:
   - **OIC**
     Select ALL to show log entries for all OICs OR select a specific OIC.
   - **Facility**
     Select ALL to show log entries for all facilities OR select a specific Facility.
   - **Start Date / Time**
     Enter the date/time of the earliest log records that you want to view.
   - **End Date / Time**
     Enter the date/time of the most recent log records that you want to view.
2. Click the **Refresh** button to filter according to your criteria.

3.1.5.8 *SOFA*

The SOFA function is used to communicate to all OICs logged on to RFMSS the time that the Status of Forces Agreement (SOFA) goes into effect. Once entered, the SOFA time appears on all OIC Fire Desks.

1. Select **Fire Desk Actions: SOFA** from the menu. The SOFA page is displayed.

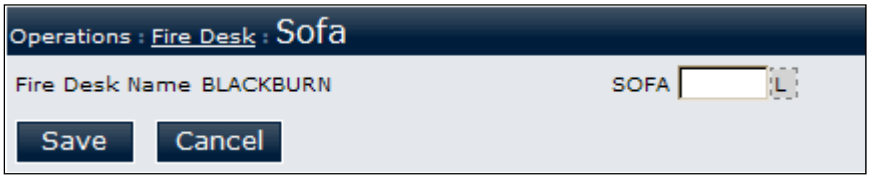


Figure 3-109 SOFA Page

2. Enter the time SOFA goes into effect in the **SOFA** field.
3. Click the **Save** button.

3.2 Fire Desk (Graphics Mode)

3.2.1 EGFD Introduction and Overview

The existing Range Facility Management Support System (RFMSS) Graphics Fire Desk (GFD) application has been modernized to provide enhanced geospatial situational awareness for RFMSS Fire Desk Operators. Among many other features, Surface Danger Zones (SDZs) and Weapon Danger Zones (WDZs) will be uploaded from an export of Range Managers Toolkit (RMTK) and the new Enhanced GFD (EGFD) will display the appropriate SDZs/WDZs in real time to provide an accurate depiction of safe and unsafe areas on the range. Several video demonstrations are available for viewing in the EGFD online help.

3.2.1.1 *Understanding the EGFD Components (GFDC vs. GFDO)*

There are two main components of the Enhanced Graphics Fire Desk that serve separate purposes: Graphics Fire Desk Configuration Component (GFDC) and Graphics Fire Desk Operations Component (GFDO).

3.2.1.1.1 Graphics Fire Desk Configuration Component (GFDC)

Primary User Role: FA

Primary Purpose: Configuration

Frequency of Use: Not on a daily basis

Accessed Via: Remote Desktop

The GFDC is a server-based application that is an add-on of ArcGIS Desktop. It resides on the GFD GIS server (running ArcGIS Server) and is accessed (generally not on a daily basis) via Remote Desktop by a RFMSS FA. The following are its primary functions:

1. Connect to site-specific geodatabase(s) via ArcMap/ArcCatalog.
2. Pull-in relevant GIS data as layers to be displayed on GFD.
3. Use tools in ArcMap to configure symbology, labels, definition queries, layer priority, etc.
4. Publish map to ArcGIS Server.
5. Publish tiled background layers as-needed.
6. Repeat relevant steps, as necessary, to make changes to the above.

3.2.1.1.2 Graphics Fire Desk Operations Component (GFDO)

Primary User Role: FDO

Primary Purpose: Live Operations

Frequency of Use: Daily

Accessed Via: Browser (Existing RFMSS application)

The GFDO is a browser-based application accessed within RFMSS. FDOs use it for running live operations to augment the text fire desk. The following are its primary functions.

1. Import SDZs/WDZs from RMTK.
2. Associate graphics to RFMSS facilities/Airspace Subdivisions.
3. Configure operational layer symbology and labels.
4. Display real-time map of live operations.
5. Perform fire desk functions such as status change, downrange, etc.

3.2.1.2 *Understanding the EGFD Roles*

This table shows the roles that are relevant to the EGFD and their general purpose.

RFMSS User Roles Relevant to the EGFD		
Role	**Description**	**High-Level Permissions**
FA	Functional Administrator	• Perform GFDC Setup and Configuration • Designate AFDOs • Perform GFDO administrative/setup actions. • Cannot perform actions reserved for FDOs on the Text Fire Desk such as status changes on the Text Fire Desk (TFD) or EGFD.
FDO	Fire Desk Operator	• Perform all actions related to the daily operation of the Fire Desk.
AFDO	Authorized Fire Desk Operator	• Perform all FDO actions • Perform GFDO administrative/setup actions.
Read-Only, RC-SCHED, RC-SFTY, RC-LOG, RC-ENV	All Other Roles	• View-only capability for EGFD (able to navigate and filter map). • Data modification not permitted.

3.2.2 Configuration Preparation

Configuration of the EGFD requires both a Pre-Setup and a Setup phase. These phases are sequential. Each site's RFMSS FA must follow the steps outlined in the following, linked document to ensure the successful fielding and setup of the EGFD:

RFMSS Enhanced Graphics Fire Desk (EGFD) Pre-Setup and Setup Configuration Steps

3.2.3 Configuration via Graphics Fire Desk Configuration (GFDC) Component

3.2.3.1 *Access ArcMap via Remote Desktop*

After your site has been upgraded to Release 3.3.4, users requiring a GFD GIS Server Windows account will be notified by a Systems Administrator. You will be provided with a User ID, password, and a Remote Desktop shortcut to the RFMSS GIS Server. Save this shortcut to your local desktop.

Double-click the shortcut and enter your User ID and password to log into ArcMap.

3.2.3.2 *Accessing ArcMap via Remote Desktop*

If you are unable to access ArcMap, contact either your Functional Administrator or the Helpdesk for assistance.

3.2.3.3 *Logging into the GFDC Fire Desk via ArcMap*

When you have opened ArcMap, you will see a blank workspace with no map, no layers displayed in the Table of Contents pane, and the Graphics Fire Desk and Graphics Fire Desk Backgrounds toolbars. Before logging in to the GFDC Fire Desk, you can free up your workspace by dragging those GFD-specific toolbars to the top of the window, placing them with the rest of the ArcMap-specific toolbars. Notice that none of the toolbar options are available, except for the Login button.

To log into the GFDC Fire Desk:

1. Click the **Login** button. The login window is displayed.
2. Using the **RFMSS Login URL** drop-down list, select the Uniform Resource Locator (URL) in the list that is the same as the URL you use to log in to RFMSS at your site via browser. Then press the square button to the right of the RFMSS Login URL.

3. Using the **Database** drop-down list, select the database you need to access.
4. Enter your RFMSS **Username**.
5. Enter your RFMSS **Password**.
6. Click the **Login** button. The **Fire Desk** drop-down list is enabled, listing all the fire desks for the site you logged into.
7. Using the **Fire Desk** drop-down list, select a fire desk.

> Fire desks in this list that have "(NEW)" in their names have not yet been configured for the fire desk.

Once you select a fire desk, the login window disappears, and you can see that there are available options on the Graphics Fire Desk toolbar. For example, you have the ability to Logout.

In addition, a map document is automatically created with no layers in it, as you can see in the Table of Contents pane. At this point, you are ready to connect to your GIS data source so that you can add layers to the map, modify them, and ultimately publish so that the layers are available in the browser.

> When you log off, the GFDC remembers your RFMSS Login URL and Database for your next login. In addition, the Fire Desk name in the drop-down list no longer contains "(NEW)."

3.2.3.4 *Uploading GIS Data Source into Site's GIS Data Folder*

When you first log into ArcMap and see a blank map area, you need to upload a GIS Data Source into your site's GIS Data folder so you can add layers to the map for fire desk.

To upload a GIS Data Source into your site's GIS data folder:

1. Establish a connection to the GIS data folder for your site:
2. Click **Windows** in the menu bar, and then select **Catalog** within the resulting drop-down menu. The Catalog docking window appears on the right side of the application.
3. In the Catalog window, right-click **Folder Connections** and select **Connect to Folder** from the resulting drop-down menu. The Connect to Folder pop-up window is displayed.
4. Open **Computer > [G: drive] > gfd > sites > YOUR SITE NAME > data.** Depending on where within this folder your .gdb files are, you may need to stop here. However, the file structure at this point differs by site.

There may be one or more geodatabase files within the folder, but the parent folder for the site, which contains all the .gdb files, is what you want to connect to.

However, it is possible that even though the data has been uploaded to the G: drive, it may not have been in a folder for the site. In this case, select the data folder under the folder for your site.

5. Click the **OK** button.
6. In the RFMSS Graphics Fire Desk toolbar, click the **Change Data Source** button. The **Modify Layer Data Source** window is displayed.
7. Click **Browse** and navigate to where you have stored the file geodatabase—either on your hard drive or a shared storage area.
8. Right-click the file geodatabase folder and select **Copy**.
9. Scroll back to your site's GIS **data** directory, right-click the **data** folder for your site and select **Paste**.

   The system transfers the file geodatabase from your hard drive to the GIS server so you can use it for your map.
10. Click the **OK** button to close the pop-up **Browse for Folder** window.
11. Click the **Cancel** button to close the **Modify Layer Data Source** window.
12. In the **Catalog** window, click the folder for your site's data and select **Refresh** from the list of options.

    The data that you just uploaded is displayed under the site's folder, and you are ready to start dragging layers from the newly added file geodatabase onto the map.

3.2.3.5 *Connecting to Site's GIS Data Folder via ArcCatalog Window*

Assuming you have logged into your fire desk via ArcMap and have also uploaded the GIS data source to the G: drive, you can connect to the Site's GIS data folder using the ArcCatalog Window.

When you log in, you can see that you have a blank map with no layers. You need to connect to the GIS data source using the Catalog window so you can begin to pull layers into your map.

To connect to the ArcCatalog window:

1. Click **Windows** in the menu bar, and then select **Catalog** within the resulting drop-down menu. The Catalog window appears on the right side of the application.
2. Make a folder connection to the GIS data source for your site. In most cases, your GIS data source will include one or more file geodatabases residing in your site's folder on the G: drive. In the Catalog window, right-click **Folder Connections** and select **Connect to Folder** from the resulting drop-down menu. The Connect to Folder pop-up window is displayed.
3. Open **Computer > [G: drive] > gfd sites > [YOUR SITE NAME] > data.** Depending on where within this folder your .gdb files are, you may need to stop here. However, the file structure at this point differs by site.

> There may be one or more geodatabase files within the folder, but the parent folder for the site, which contains all the .gdb files, is what you want to connect to.
>
> However, it is possible that even though the data has been uploaded to the G: drive, it may not have been in a folder for the site. In this case, select the **data** folder under the folder for your site.

4. Click the **OK** button.

The database folder for your site is displayed in the Catalog window under Folder Connections. Once you have made this connection, you will not have to do it again in future sessions with your user account.

Under the folder connection for the site, you can see the list of available geodatabase files, which you can expand to see the GIS layers and, in many cases, feature classes that correspond to your site.

3.2.3.6 *Adding Layers to Map*

Once you have connected to the site's GIS data folder, you can drag feature classes and other GIS data layers into your map as layers.

To add layers to the map:

1. In the Catalog Window, open the folder that contains your geodatabase (.gdb) files. If there any datasets in your data, you can expand them to see the feature classes within each dataset.
2. Click to select a feature class and drag it to your map. The data in the feature class is displayed on the map, and is also accounted for in the Table of Contents pane on the left side of the application, with a default symbology set by ArcMap.

3. Repeat this for each feature class you want to display on the map.

Some of the layers you can add are *Facility layers,* which have features that will change colors based on status changes on the live fire desk. Other layers are *Base Map layers*, which do not change symbology based on the live fire desk.

GFDC prioritizes layers with points and lines at the top of the Layers list, while polygon layers display at the bottom of the list.

3.2.3.7 *Verifying Map Coordinate System*

When you have connected to your GIS data source and dragged layers onto your map, the next step is to ensure that both the map and the data you have added to it are based on the correct coordinate system.

To verify the coordinate system:

1. Verify the coordinate system for the layers you have added to the map:
   a. Right-click the name of one of the layers in the layers pane and select **Properties** from the resulting drop-down menu. The Layer Properties pop-up window is displayed.
   b. Click the **Source** tab.
   c. In the data source window on the Source tab, scroll down to see the **Projected Coordinate System**. This is the coordinate system for all of the feature classes in the Catalog window, and is generally UTM. The map itself takes on the coordinate system of the first feature class you drag onto the map.
   d. Click the **Cancel** button to close the window.
2. Verify the coordinate system for the map itself:
   a. Right-click **Layers** at the top of the Layers tab and select Properties from the resulting drop-down menu. The Data Frame Properties pop-up window is displayed.
   b. Click the **Coordinate System** tab.
   c. In the upper pane of this tab, look at the coordinate system that is highlighted. When you publish the map, the map will be based on this coordinate system. Ideally, the coordinate system should match the coordinates of the layers that have been added to the map.
   d. Click the **Cancel** button to close the window.

Note that if you add a layer to the map that does not have the same coordinate system assigned to it as the map, ArcMap displays a pop-up message stating that the coordinate systems are not consistent.

3.2.3.8 *Initializing SDZ/WDZ Libraries*

When you have established that the layers on your map are using the same coordinates as the map and need to add SDZ and/or WDZ data, the next step is to initialize the *SDZ/WDZ RFMSS Graphics Libraries (or RGLs)*. The Libraries are repositories for SDZ and WDZ data that is imported from the RMTK system. If you are initializing SDZ and WDZ data, it is also important to establish the map coordinates for this data.

The libraries are stored as file geodatabases – one each for SDZs and WDZs.

To initialize the SDZ and WDZ RGLs:

1. In the Graphics Fire Desk Toolbar, click the **Create SDZ RGL** button. The Create SDZ RFMSS Graphics Library (RGL) pop-up window is displayed.
2. Select the coordinate system you want to assign to the SDZ RGL.
3. The default radio button selection is **Use the map's coordinate system**, which is ideal in the vast majority of situations. You can confirm the map's coordinate system, which is displayed at the bottom of this window. If you decide to keep the default, skip to Step 4.

   OR

   You also have the option to click **Choose a Coordinate System by Layer**.
4. If you select the **Choose a Coordinate System by Layer** radio button, a drop-down list becomes available, where you can select a layer's coordinate system as the one you want to assign to the SDZ RGL.

   In most situations, all layers in this list will have the same coordinate system as the map. However, if you do need to select a layer from this list, the coordinate system at the bottom of the window changes to the coordinate system for the layer, which will be assigned to the SDZ RGL.

5. Make a note of the location at the top of the pop-up window where the SDZ RGL geodatabase file will be stored. This location is not the same as the location of the site's .gdb files you imported, but rather in a file folder for the fire desk itself.
6. Click the **OK** button. The SDZ RGL is saved and two new layers appear in the Layers pane: The **SDZ Lines** layer, which represents the boundaries for SDZs, and **SDZ Areas**, which represents the area covered by the SDZs.

   If you right-click either **SDZ Lines** or **SDZ Areas** and select **Open Attribute Table**, you can see that the files are empty.

   In addition, if you click the **List By Source** button at the top of the Layers tab, you can see that a new table has been created, called **SDZ_Parameters_Input**, in addition to the

feature classes **SDZ Lines** and **SDZ Areas**, all of which are stored with the RGLs for the SDZs and WDZs.

7. Repeat Steps 1-5 for WDZs, instead starting with clicking the **Create WDZ RGL** button. Once you save, a new layer appears in the Layers pane: **WDZ Areas**, which represents the area covered by the WDZs. You can verify that the **WDZ_Parameters_Input** table has been created, along with the feature class **WDZ Areas**.

Once you establish the RGLs for SDZs and WDZs, their respective buttons in the Graphics Fire Desk Toolbar are disabled.

3.2.3.9 *Setting Layer Symbology*

You have dragged layers onto your map, including points, lines, and/or polygons, and you should now change their appearance so they are distinguishable both here in GFDC and in GFDO.

It is important to note how these layers are going to be used in GFD. Some will be *Base Map layers*, which have features that do not change color based on what is happening on the live fire desk. Others will be *Operational layers*, with their features associated to RFMSS facilities, which have their own symbology separate from this that will govern the change of colors based on respective statuses in the live fire desk.

The symbology established in GFDC, once published, will display in GFDO Administration mode for Operational layers. The symbology established in GFDC, once published, will display in both GFDO Administration mode and GFDO Live Operations mode for Base Map layers.

To set layer symbology:

1. Right-click a layer name (can be a point, line, or polygon layer) in the Layers pane and select **Properties** from the resulting drop-down menu. The **Layer Properties** pop-up window is displayed.

While it is good to see the right-click menu options available to you, you can use a short-cut to get to the Layer Properties window in the future by double-clicking the layer name.

2. In the Layer Properties pop-up window, select the **Symbology** tab.
3. Click the **Symbol** button (which shows the current symbology) to bring up the Symbol Selector pop-up window.

4. Click to select one of a number of symbology styles provided by ESRI using the left side of the window,

   OR

   Customize your own on the right side of the window:

5. Click the **Color** drop-down list (or **Fill Color** for polygon layers), and select a color from the resulting palette. You will generally choose “no color” and opt to just have an outline for your polygon. However, if you choose “no color” for points or lines, they will not be visible on the map when you select them.
6. Set the **Width** or **Outline Width** to establish line/border width by either entering a number or using the up and down arrows.
7. For points, enter or select the angle at which you want the point to display in the **Angle** field, noting that negative numbers result in a tilt to the left up to -360 degrees, and positive numbers result in a tilt to the right, up to 360 degrees.
8. For polygons, click the **Outline Color** drop-down menu and select a color from the palette.

> You can also select an ESRI sample point, line, or polygon from the left side of the window and customize it using the controls on the right side of the window.

9. Click the **OK** button to close the Symbol Selector window.
10. Click the **OK** button to close the Layer Properties window. The layer displays with the new symbology.

> The symbology you set for Operational layers will be used in the Administration mode in GFDO but not in Live Operations mode in GFDO. Operational Layers in Live Operations will use different symbology (available to be adjusted in GFDO Live Operations) that changes color based on statuses in the live fire desk.

3.2.3.10 *Setting Layer Labels*

Having dragged layers onto your map, including points, lines, and/or polygons, you might want to add labels to some layers on the map. While you can add labels to any layer, it is especially helpful to add labels to ranges and training areas for quick identification when you are establishing SDZs and RFMSS facilities in GFDO Administration mode.

It is important to note how these labels are going to be displayed in GFD. Some will be Base Map layers, which have labels that do not change based on what is happening on the live fire desk. Others will be Operational layers, with their features associated to RFMSS facilities, which have labels that could change based on what is happening on the live fire desk (different occupying unit for example).

The labels established in GFDC, once published, will display in GFDO Administration mode for Operational layers. The labels established in GFDC, once published, will display in both GFDO Administration mode and GFDO Live Operations mode for Basemap layers.

To set labels for a layer:

1. Right-click the layer name and select **Open Attribute Table** from the resulting drop-down menu. The table of attributes for the layer is displayed.
2. Scroll from left to right in the table to identify the column for the attribute that would best represent the layer on the map.
3. When you have identified the attribute name, close the table by clicking the X in the upper, right corner of the table.
4. Double-click the same layer name to bring up the **Layer Properties** pop-up window.
5. Click to select the **Labels** tab.
6. Use the **Label Field** drop-down list on the **Labels** tab to select the attribute you identified in the Attributes table.
7. Then click to select the **Label features in this layer** checkbox at the top of the **Labels** tab.
8. Click the **OK** button.

The training area labels are displayed on the map.

3.2.3.11 *Publishing Map to Make Available in GFDO*

Once you have logged into GFDC, connected to GIS data, dragged layers onto your map, and initialized SDZ/WDZ libraries, you can publish the data so that it is available in the Enhanced Graphics Fire Desk – Operations component (GFDO), which is used for many of the remaining configuration steps, as well as for Live Operations.

Your fire desk will not be available for access in GFDO until you publish.

To publish the map:

1. In the Graphics Fire Desk Toolbar, click the **Publish** button. A confirmation window is displayed that explains that publishing takes a few minutes (typically 1-2 minutes) and that the application will be unresponsive during that time.
2. Click the **OK** button to confirm that you want to continue. (Click **Cancel** if you are not ready to publish.)

When the publish is complete, a pop-up displays that says that the map was published successfully. However, if you have layer types that are not supported by ArcGIS Server (Topology, for example), a list of errors is displayed that explains what went wrong so you can address the issues and publish again.

3. Upon successful publish, click the **OK** button.

In the future, you only need to republish if there are things you must change in GFDC that must be made available to users in GFDO. Examples of changes you would make include dragging in or removing layers, changing symbology, changing layer names, changing your GIS source, or anything else you may need to change and make available to users in Live Operations. Until you need to make such changes, it is not necessary to re-publish on a regular basis.

3.2.3.12 *Changing GIS Data Source for Existing Layers*

When you have published in GFDC, you can see you have a number of layers in the Table of Contents that run entirely off of one or more file geodatabases that have been copied to the server—exported, presumably from some data source (perhaps SDE, Army Mapper, or some other source) and placed on the GIS server. They were placed into the in the **data** folder for your site.

The following process helps you upload a more recent export from your data source and upload that export onto the RFMSS GIS server so you can put the latest geodatabases into your site folder, and then easily point your existing layers to those new geodatabases so they can have access to the latest data that was imported.

To do this:

1. Click the **Change Data Source** button in the RFMSS Graphics Fire Desk Toolbar.

   The Modify Layer Data Source window is displayed, and you can see a list of all the feature classes that are currently referenced in the Table of Contents pane. The list in this window includes the

Layer Name, Feature Class name, and Current Data Source (which file geodatabase the layer references).

2. Select the currently connected geodatabase you want to start with from the **Data Source to Change** drop-down list. The list in the window then shows only those layers that came from that geodatabase.
3. Click the **Browse** button to find the newer file geodatabase.
4. Navigate to the location where you have stored the newer files on your workstation hard drive or a shared drive space.
5. Right-click that geodatabase and select **Copy** from the resulting drop-down menu.
6. In the same window, navigate to the location where the currently connected geodatabases are stored (your site's data folder).
7. Right-click the folder for your site and select **Paste** from the resulting drop-down menu.

It is best to store the geodatabases in the folder established from your site, so your hard drive and/or other shared drive space are not referenced when you try to add layers to the map on the GIS server.

8. Click to select the newer geodatabase and click the **OK** button to close the Browse window. The New Data Source field populates with the geodatabase you specified.
9. Click the **OK** button. ArcMap takes a moment to point all the layers in the Table of Contents pane that came from the old geodatabase to the new geodatabase. A pop-up confirmation window is displayed to tell you that the old data source has been changed to the new data source for the layers that had been displayed in that window. The window also tells you to publish again for the changes to take effect in the GFDO.
10. Click the **OK** button in the confirmation window.
11. Repeat Steps 2-10 for each database you need to change.

To verify that a change has taken place, right-click one of the affected layers and select **Properties** from the resulting drop-down menu. In the Properties window, click the **Source** tab, where you can see that the source database is indeed the new geodatabase.

You could also change the data source for each individual layer via Source Properties, by clicking the Set Data Source button and selecting the geodatabase that way; however, it is much faster to change all affected layers at once using the Change Data Source

button in the RFMSS Graphics Fire Desk Toolbar.

3.2.3.13 *Custom Background Layers*

3.2.3.13.1 Initializing a Custom Background Layer Map

By default, the EGFD offers four background layers, which you can see under the Backgrounds folder:

- **None**, a white background,
- **Imagery**, the satellite image provided by ESRI via the Internet,
- **Roads**, the roadmap provided by ESRI via the Internet,
- **Topographics**, provided by ESRI via the Internet.

As a Functional Administrator, you have the capability to add custom background layers, such as the MIM or your own satellite imagery or some other raster data that you want to publish to appear as the background, which is the lowest level in the hierarchy of data displayed on the map.

PDF files are not natively recognized by ArcMap as valid GIS type. If you have a PDF file, such as a MIM or other raster data that you want to use as a background layer in ArcMap, you must convert the file to JPG format using a third-party application first. If you are unable to obtain and/or install such an application on your computer, please contact your System Administrator for assistance.

To add a custom background layer map:

1. Log into GFDC for your fire desk via the remote desktop and ArcMap application.
2. Click the **Background Layers** button in the Graphics Fire Desk Toolbar. The Enhanced Graphics Fire Desk Background pop-up window is displayed.
3. Using the **Choose a Background** drop-down list, select the background you want to include, or **New…** if you are creating a new one.
4. In the **Background Name** field, enter a name for that background.

5. Click the **Login** button. This action creates an empty map, and also enables the Enhanced Graphics Fire Desk Backgrounds toolbar.
6. If you do not have the file uploaded to the GIS server yet:
   a. In the ArcMap menu bar, click **File**, and select **Open** from the resulting drop-down menu. The Open pop-up window is displayed.
   b. Navigate to the place on your hard drive where you have the file stored.
   c. Right-click the file you are looking for and select **Copy** from the resulting drop-down menu.
   d. Navigate in the same window to the server location where your GIS data resides so you can paste the file where you can access it from the GFDC. This location is on the **G: drive > gfd folder > sites folder > the folder named for your site > data folder**.
   e. Right-click within your fire desk's data folder and select **Paste** from the resulting drop-down menu. The file is copied to the GIS server location, and may take a minute or so to do this. Once the paste is complete, you can access the file under Folder Connections in the Catalog window.
7. Locate the background layer under **Folder Connections** in the Catalog window, and drag the background layer in that file onto the map to display it.
8. To be sure the background layer is georeferenced properly, navigate to the geodatabase files for your site in the Catalog window and temporarily drag some training areas or other easy-to-recognize layers onto the map to see how they line up.

   In viewing the map at this point, you can tell that the layers you have dragged onto the map may or may not show up where you would expect them to on the map:

   - If the layers appear to line up with the custom background, you should know that your raster data has already been georeferenced.
   - If you drag layers on the map and they do not appear to line up with the background layer, that background layer file still needs to be georeferenced. Refer to "Georeferencing a Background Layer."
9. Remove your test layer(s) from the map by clicking the layer name(s) in the Table of Contents pane and selecting **Remove** from the resulting drop-down menu.

The next step is to publish this new background layer to make it available in GFDO. For instructions, see the Publishing a Background Layer to Make Available in GFDO section.

3.2.3.13.2 Georeferencing a Background Layer

> The following process relies heavily on visual assessment. For a visual representation, see the demo in the online help for this process.

Once you have initialized a background layer that you want to publish for use in GFDO, you must make sure that this data is georeferenced—meaning that it is positioned properly relative to the GIS data that exists for the site.

To georeference a background layer:

1. Ensure that you are logged in to the Background Tool for the background layer you want to georeference.
2. Drag the raster data file (which may be a .jpg or .tif file) onto the blank map, if it is not there already.
3. Drag a layer containing site data (example: training areas) into the map window.

> The site data does not display on the map when you drag it into the map window at this time. The layer does appear in the Table of Contents pane, however.

4. In the Table of Contents pane, right-click the site data layer and select **Zoom to Layer** from the resulting drop-down menu. The site data layer appears on the map, but the background layer data disappears. This is because the data is in a completely different location on the map.
5. If you want to make the site data easier to see in relation to the background layer, change the symbology for the site data layer, perhaps making the outline thicker and darker and eliminating any fill color. For instructions on how to change layer symbology, refer to Section 3.2.3.9, “Setting Layer Symbology.”
6. Zoom in to the site data layer again by right-clicking the layer in the Table of Contents pane and selecting **Zoom to Layer** from the resulting drop-down menu.
7. Open the Georeferencing toolbar—an ArcMap toolbar accessible by clicking the **Customize** menu, and selecting **Toolbars > Georeferencing** from the resulting drop-down menu. The raster

data name is displayed in the toolbar in a drop-down list next to the Georeferencing button (Figure 3-110).

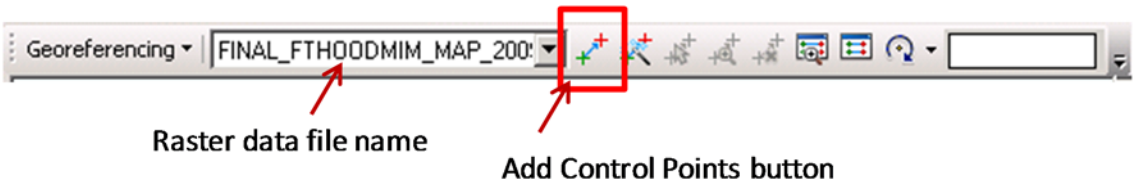


Figure 3-110 Georeferencing Toolbar

8. Click the **Georeferencing** button in the toolbar and select **Fit to Display** from the resulting drop-down menu. This causes both the background data layer and the site data layer to display on the map. It is highly likely that you can see how they should line up in relation to one another, but they are probably not lined up properly at this point (Figure 3-111).

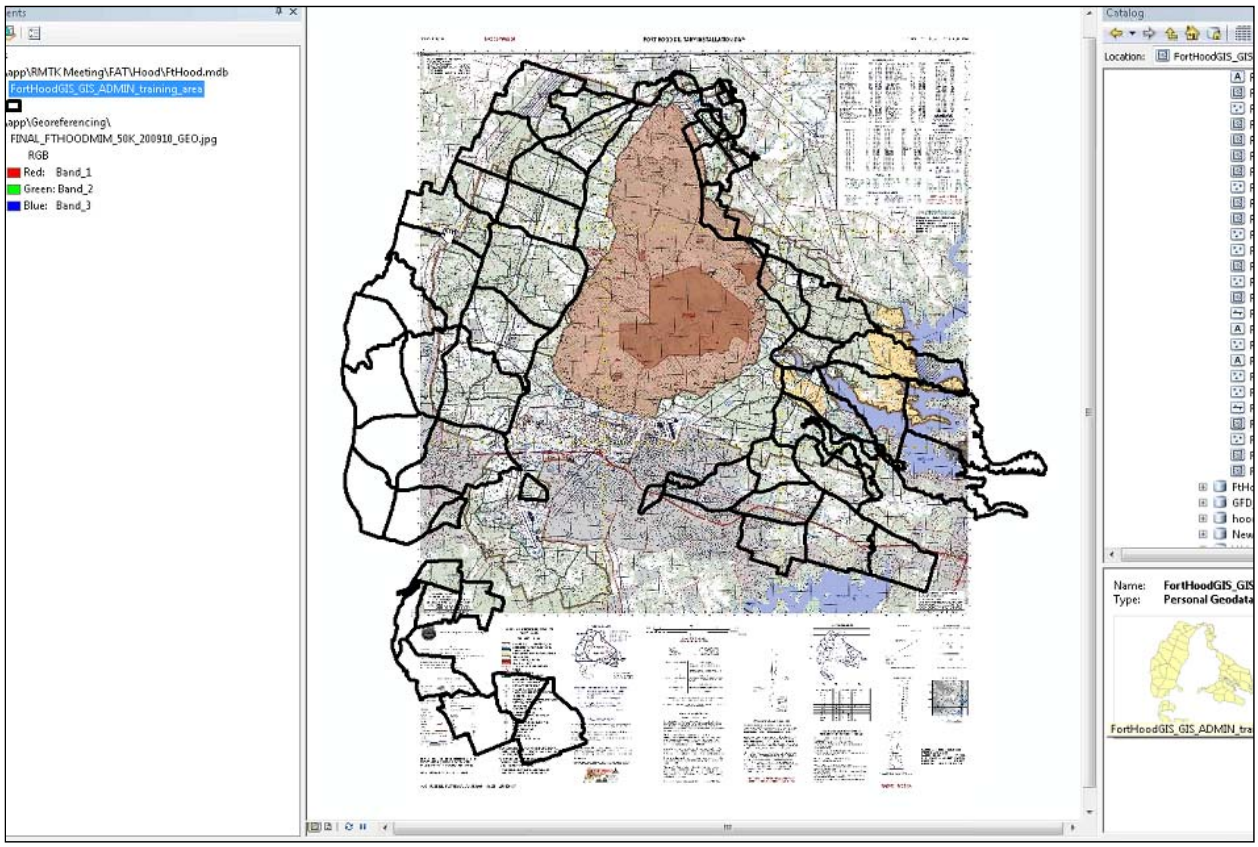


Figure 3-111 Example of Background Layer Data and Site Layer Data Before Georeferencing

The following steps introduce the “four corners” method for georeferencing. In short, you will use control points to line up points in the background layer and the site data layer, one corner/region at a time, to begin to line up the two layers.

There is no limit to the number of control points you can set, but starting with the four corners will give you solid progress.

9. Zoom in to the upper, left-most segment of the site data layer. You can likely see a point here in the raster data that should be lined up with a point in the site data layer (Figure 3-112).

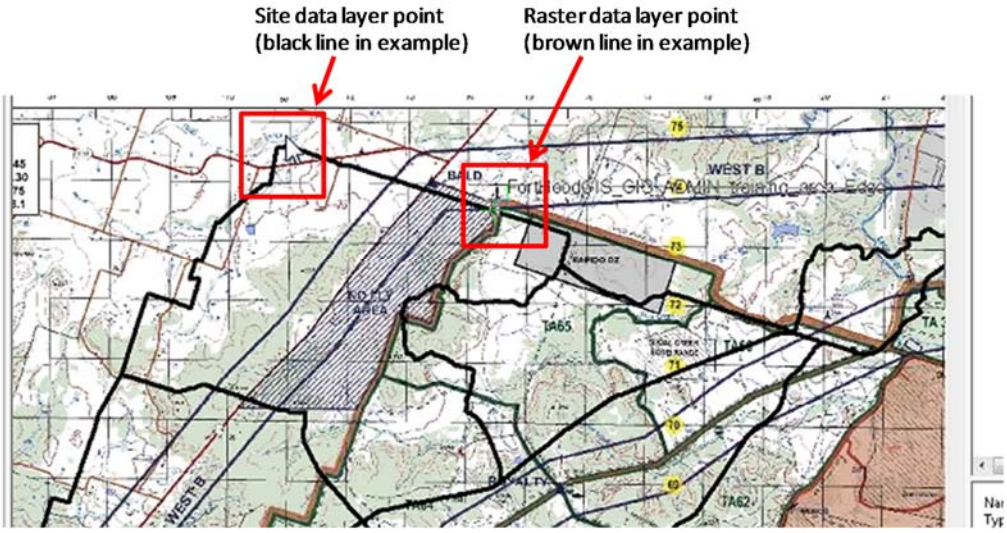


Figure 3-112 Example of Locating Georeferencing Control Points

10. Click the **Add Control Points** button , then click on the source point in the raster data layer first, and then click on the point in the GIS data layer that it should line up with. The points move together.

11. Zoom out to assess the complete map to see how close you are to synching the two layers.

12. Repeat Steps 9 through 11 for the lower, left region; the lower, right region; and the upper, right region of the map. The two layers should line up better with each execution.

13. Repeat Steps 9 through 11 for any other control points you want to set to continue to fine-tune the alignment between the two layers. Remember that there is no limit to the number of control points you can set.

14. When you are finished, click the **Georeferencing** button in the Georeferencing toolbar, and select **Update Georeferencing** from the resulting drop-down menu. This saves the results of your Georeferencing.

The raster data is ready to be published for use as a background layer in GFDO.

3.2.3.13.3 Publishing a Background Layer to Make Available in GFDO

A Functional Administrator can publish custom background layers to make them available in GFDO. This process assumes that you have logged into the fire desk in ArcMap, clicked the **Background Layers** button in the RFMSS Graphics Fire Desk Toolbar to access the Background Layers tool, opened the background layer you want to publish, dragged in the raster data, and ensured it was properly georeferenced.

> It is recommended that publishing custom background layers should be conducted at off-peak hours, such as at the end of the day, so users do not experience poor performance due to a heavy load on the server.

To publish a background layer so that it is available in GFDO:

1. Make a note of the current scale of the imported background data, by looking in the upper, left corner of the map window. If you can see the entire layer within the window, make a note of that scale for the upper end of your scaling range, because will not need to publish this at a scale greater than the current scale.
2. Right-click the background layer name in the Table of Contents pane and select **Zoom To Raster Resolution** from the resulting drop-down menu. This zooms in to the closest level you should consider for publishing. Make a note of this scale for the lower end of your scaling range.
3. Determine how big the background layer will be to publish.

> When you publish a background layer, you are building what is called a “tile cache,” performing caching of this image so that when it gets to the GFDO, it loads quickly.

a. Click the **File** menu, and then select **Share As**, and then click **Service**. The Share as Service pop-up window is displayed.
b. Click to select the **Save a service definition file** radio button, noting that you are not actually going to save anything, but rather are just taking a few steps into this process to find out how large this background layer is to be able to make an informed decision about how difficult it will be to publish.
c. Click the **Next** button. The Save a Service Definition pop-up window is displayed.
d. Click to select the **No available connection** radio button.
e. Click the **Next** button. The location for saving the service definition populates automatically.
f. Click the **Continue** button. The Service Editor is displayed.
g. In the left pane of the Service Editor, click the **Caching** option.
h. Click to select the **Using tiles from a cache** radio button.
i. Using the **Tiling Scheme** drop-down list, click **Suggest**, to get ArcMap to suggest some scales. A pop-up window asks how many scale options you want; the default value is 5. The result is that it suggests a minimum scale (example: 1:500,000) and a maximum scale (example: 1:32,000.)

Remember that you have made a note of the upper and lower scales you should use before getting to this point. You will want to use the scales you made a note of rather than the suggestions, for optimum scaling.

j. Slide the left and right controls on the slide bar inward to the maximum and minimum scales you noted earlier, unless those scales exceed the maximum and minimum displayed on the slide bar.

k. If you need to add scales because the maximum and/or minimum scales you noted earlier are outside the range of the slide bar, click **Advanced Settings** in the left pane of the window.

l. In the right pane, you can customize the scaling options to only those you want to publish.

- To delete a scale option(s), select the scale and click the **Delete** button.
- To add a scale option(s), type it in the text field above the list of scale options (example, 1:16000 [without a comma]), and then click the **Add** button.

m. Determine how much space this published background will take up on the server.

You should not publish anything that will be larger than 512MB because of limited server space; publishing anything larger than that may overload the server.

n. Once you have decided on the scaling options you want, click the **Caching** button in the left pane.

o. In the right pane, click the **Calculate Cache Size** button, and then click the **Start** button. For each of the scale levels you have selected, ArcMap determines how many tiles it needs to create. When the status of each scale is “Complete,” you can see at the bottom of this pop-up window the estimated total size that this background layer will take up on the server. Remember that if you see a number here that is greater than 512MB, you should submit a help desk ticket rather than publish a layer of this size on your own. This way, the publish can take place off-hours, and ample server space can be verified. It can take a long time to publish a background of that size.

b. Close the Service Editor tool; you do not need it for anything beyond this.

4. Click the **Publish** button in the GFD Background toolbar. The resulting pop-up window asks you to confirm that the background has been properly georeferenced and that you have followed this process to verify that the scales to be published will not overwhelm the system.

5. Click the **OK** button.

6. In the next pop-up window, review the scaling options in the Chosen Scales pane. If you do not want to include one or more of these options, click to select them move them back to the Available Scales pane using the left arrow button <. This way, you can assure that your scaling options will not extend beyond your established minimum and maximum scales.

7. Click the **Publish** button. A pop-up window tells you that publishing a background can take some time. Again, it is recommended that this be done in the off-hours, because the application will be unresponsive for the duration of the publish.

8. Click the **OK** button to start the publishing process.

When the publish has completed, a pop-up window is displayed stating that the map service was published successfully. Based on the size of the background you are publishing, the time it takes will vary.

To verify the newly published background, go back to the GFDO and reload the page by pressing the **F5** key. The new background layer should be among the available background layers that you can use, and the available scaling options are usable when you select the new background layer.

3.2.3.13.4 Opening, Renaming, and Deleting an Existing Background Layer

Once you have published a custom background layer, it is possible to open it again, rename it, and/or delete it. You can also go back to the map document containing the Operational and Base Map layer data.

3.2.3.13.4.1 Opening an Existing Background Layer

To open a background layer that has been published:

1. Open GFDC via remote desktop and log into ArcMap for your fire desk.
2. Click the **Background Layers** button in the Graphics Fire Desk Toolbar.
3. In the Enhanced Graphics Fire Desk Background pop-up window, select the custom background from the Choose a Background drop-down list.
4. Click the **Login** button.

3.2.3.13.4.2 Renaming an Existing Background Layer

To rename a background layer:

1. Open the background layer in GFDC as described above.
2. Click the **Rename** button in the EGFD Background toolbar. The Rename Background pop-up window is displayed.
3. Enter a new name in the **Background Name** text box.
4. Click the **Save** button. There is no need to re-publish.

In GFDO, upon the next refresh, the background layer name changes.

3.2.3.13.4.3 Deleting an Existing Background Layer

To delete a background layer:

1. Open the background layer in GFDC as described above.
2. Click the **Delete** button in the EGFD Background toolbar. A confirmation window is displayed.
3. Click the **Yes** button to confirm. You are returned to the map document automatically.

In GFDO, upon the next refresh, the deleted background layer no longer appears in the list of available background options.

3.2.3.13.4.4 Returning to the Map Document

To go back to the GFDC map document, click the **Back to Fire Desk** button in the EGFD Background toolbar.

3.2.4 Configuration via Graphics Fire Desk Operations (GFDO) Component

3.2.4.1 *Accessing the Graphics Fire Desk Operations (GFDO) via RFMSS*

The Graphics Fire Desk – Operations component, which supports Live Operations, is accessible via the RFMSS application.

To access GFDO from within RFMSS:

1. Click **Operations** in the RFMSS menu bar and select **Fire Desk (Graphics Mode)** from the resulting drop-down menu. A page is displayed with just a drop-down list where you can select your fire desk.
2. Select your fire desk from the **Fire Desk** drop-down menu.

If your fire desk is not available in the list of fire desks, it has not yet been published in GFDC. Contact your Functional Administrator.

If you see “READ ONLY” next to a fire desk name, you do not have Fire Desk Operator (FDO) permissions to make changes live fire desk data in GFDO.

3. Click the **Login** button. The GFDO Live Operations window is displayed.

3.2.4.2 *Understanding the Layers Tab in Live Operations*

GFDO Live Operations has several types of layers that have different functions, which can be grouped into three categories (in reverse order based on how they appear in the interface):

- Background Layers
- Base Map Layers
- Operational Layers.

The *Background* layer options are default layer options provided by ESRI, and they can be selected one at a time. The following Background layers display on the map, provided that you have Internet access:

- Satellite **Imagery** (provides good resolution within the continental United States)
- **Roads**
- **Topographics**.

You can also select **None**, which provides a blank background. Additionally, you can publish custom backgrounds (MIM, for example) from GFDC.

The *Base Map* layers, which were dragged onto the map in GFDC and were published, have features that do not change based on what is happening on the live fire desk. If you expand any of these layers by clicking the plus sign (**+**), you can see their symbology. You can also hide them and show them on the map by clicking on the box next to each layer name (or at the heading level if you want to show or hide all Base Map layers). Any published labels can also be seen if they were established and published in GFDC.

Operational layers have features that may change based on what is happening on the live fire desk.

There are multiple types of Operational layers:

- *Downrange, Incident, and Temporary Firing Point layers* are points that display on the map if the FDO has an active Downrange, Incident, or Temporary Firing Point.
- *SDZ Lines, SDZ Areas, and WDZ Areas layers* show features for the SDZs and WDZs that are visible.
- *Facility* layers include training areas, impact areas, drop zones, range areas, and others that have their features associated to RFMSS facilities. When an activity is on a fire desk, taking place at a specific Facility or Airspace Subdivision, the layers associated with that Facility will display features in the appropriate color based on what is going on in the fire desk.
- *Drawn points*, *lines*, or *polygon* layers are layers added as needed by the FDO using the Draw tool to display customized points, lines, or polygons.

3.2.4.3 *Understanding the Layers Tab in Administration*

GFDO Administration resides in a window separate from Live Operations, and is mainly used to associate RFMSS facilities and Airspace Subdivisions with GIS features.

The easiest way to get to the Administration window from the Live Operations window is to click the **open Administration** link at the top of the screen.

The map and Layers tab you see in the Administration window do not reflect Live Operations in any way. Again, this window is primarily designed for associating RFMSS facilities and Airspace Subdivisions with features for layers displayed in the Layers tab marked as Operational layers. The Base Map layers do not have their features tied to RFMSS

facilities, and they do not change color based on any activity on the live fire desk. Each layer name in the Layers tab is appended with either "(Operational)" or "(Base Map)."

Here is an exercise to show you at a high level what you can do using the Layers tab in the Administration window:

1. Click a layer and select **Graphics to Facilities** in the resulting drop-down menu. The Graphics to Facilities tab is displayed on top of the Layers tab. The layer is displayed on the map, unless there is no data for that layer. Further, if there is data, a grid is displayed at the bottom of the window that shows the various attributes of each entity within the layer, where you can assign a RFMSS Facility to each feature. The remainder of the process for associating graphics to facilities is discussed in Section 3.2.4.5.2, "Associating Graphics to RFMSS Facilities."
2. Click the **Layers tab** again, where you can see that the layer you are currently looking at on the Graphics to Facilities tab has moved up to the first folder, entitled **Graphics to Facilities**, and the checkbox next to it is selected. The remaining layers remain in the Base Map and Operational folder, and the default is that these layers are disabled in Administration mode.
3. Click each of the Background layer radio buttons to see the Imagery, Roads, or Topographics backgrounds, or specify **None** for a blank background.
4. Click to select any of the Base Map or Operational layers you want to see where they are on the map in relation to the layer for which you are associating graphics to facilities.

   For example, while you are considering how to assign training area features to RFMSS facilities, you might want to also see where the ranges display in relation to the training areas.
5. Click to select the range area to enable it on the map. In fact, you can enable or disable as many of these other layers as you want. Note, however, that the symbology you see is not the same as what you would see in Live Operations; it is the same as the symbology you set and published in GFDC.

When associating Graphics to Facilities, you see no more than 50 features at a time in the grid at the bottom of the window, and those features highlighted on the map. The other features in the layer that are not currently being edited will also be displayed on the map using the symbology that appears in ArcMap.

When you mouse over each row in the grid, you can see the feature for that row highlighted on the map.

6. Click to un-select the layer's checkbox under the Graphics to Facilities folder. The features you have not been editing (meaning, those not on the page of the grid you are looking at) are no longer displayed.

This process is also illustrated when thinking about associating SDZ Areas with RFMSS facilities. It may be helpful to view the ranges and training areas so you can see their footprints in relation to the SDZs, including any labels and symbology you set and published in ArcMap. This gives you a visual context that will enable you to better identify areas that intersect with SDZs.

3.2.4.4 *Understanding Graphics to Facilities*

Among the Operational Layers, there are two kinds of layers that change color when the corresponding facilities' activity changes status on the live fire desk: Facility layers, and SDZ Areas and WDZ Areas. Examples of Facility layers are training areas, target areas, ranges, drop zones, and observation points. The system knows that features should change color when the Facility's activity changes status via the information entered on the Graphics to Facilities setup screen. This section explains how features within feature classes can be tied to RFMSS facilities to facilitate the color change on the map when status changes occur on the live fire desk.

3.2.4.4.1 Associating RFMSS Facility Layers Graphics to Facilities

To associate graphics to facilities:

1. In the Layers tab, click a Facility layer and select **Graphics to Facilities** from the resulting drop-down menu. The Administration window is displayed with the Graphics to Facilities tab open on top of the Layers tab.
2. A list of all the entities within the layer you selected displays in the grid at the bottom of the screen. You can see the name of the layer at the top of the Graphics to Facilities tab, with the Feature Class name directly beneath it. At the bottom of the grid, you can see that the number of features within the feature class.

   In the first column of the grid is list of unique attributes that will be used to associate each feature to a RFMSS Facility.
3. Associate a Facility feature to a RFMSS Facility by clicking in a blank field in the RFMSS Facility column and start typing the name. As you type, the auto-complete feature brings up a list of qualifying RFMSS Facilities from which you can choose.

   Alternatively, you can just click the magnifying glass to the

right of the field and select a Facility from the complete list of facilities that pops up.

4. Once you select the Facility name, click somewhere else. You can see a check mark in the row that indicates that the record has been saved successfully.

Within the grid, you can filter the data by any of its attributes to look for particular Facility features. For example, if you want to see the Facility features that begin with the letter B, you can type B in the blank field at the top of the feat_name column. The grid automatically displays only those rows that have a feature name beginning with B. “BC” would further narrow your filter. You can also filter by RFMSS Facility if you want, or any attribute in the grid you want. By clicking on the column heading, you can sort the data as well, in either ascending or descending order depending on the direction the arrow in the header is pointed.

Each feature should be tied to a RFMSS Facility, and can be tied to only one RFMSS Facility. However, a RFMSS Facility can be tied to multiple features. For example, assume that “BMSA” is a feature name, and there is no “BMSA” RFMSS Facility to associate it to. Therefore, a decision must be made for assigning it to a Facility. The question is “Why does the BMSA feature not exist as a RFMSS Facility at this site?” Should BMSA be tied to some other Facility, or should BMSA be added as a RFMSS Facility? If it is a GIS feature that is viewable on the map, why is it not scheduleable? Please contact your Functional Administrator and GIS specialist to discuss a resolution.

Once you have tied all the features to facilities, you can go back to the Operations window and see that the facilities are displayed on the map. If the ranges do not have an activity scheduled in Live Operations for the day, they display in gray. Otherwise, they are displayed in the corresponding color of the activity’s current status.

Again, *Facility layers* like military ranges, training areas, and drop zones are examples of graphic layers that can be tied to RFMSS facilities. The other example is for *SDZ Areas* or *WDZ Areas*. The process is the same for both SDZ and WDZ Areas, so in this example, SDZ Areas is used.

3.2.4.4.2 Associating SDZ/WDZ Area Graphics to Facilities

To associate SDZ Areas with RFMSS Facilities:

1. In the Layers tab of the Administration window, click **SDZ Areas** and select **Graphics to Facilities**. The SDZ Areas display on the screen and the grid is displayed at the bottom, where you can associate these areas to facilities.
2. While entering RFMSS Facility is required for tying graphics to facilities, you can also associate SDZ Areas to RFMSS Events,

Weapons, and Ammunition, and can also assign RFMSS Local Identifiers.

3. The process works similarly for WDZ Areas, although both RFMSS Airspace Subdivision and RFMSS Weapon are both required fields for tying WDZ Area graphics to facilities.

3.2.4.5 *Associating Graphics to Facilities*

3.2.4.5.1 Specifying/Editing Unique Graphic Attributes

If you have a feature class under the Base Map folder that has features you want to change color on the map based on the associated Facility's activity on the live fire desk, then you need to move it from the Base Map folder to the Operational folder, to make it a Facility Layer.

To do this:

1. Click the Base Map layer for which you want to associate graphics to facilities and select **Graphics to Facilities** from the resulting drop-down menu. The Administration window is displayed with the Graphics to Facilities tab open on top of the Layers tab.

   On the Graphics to Facilities tab, you must specify a *unique attribute* from the feature class to use to associate features to RFMSS facilities. This means that the attribute should be unique for each feature in the feature class (50 are displayed at a time). If the attribute is repeated across multiple features, then those features cannot be associated to separate RFMSS facilities. Therefore, you should be careful to select an attribute that is most likely to have no repeat data and no empty data.

2. Select an attribute using the **Unique Attribute** drop-down list.

3. If the feature class graphics are to be associated to RFMSS Airspace Subdivisions instead of Ground facilities, click the **Air** checkbox.

4. Click the **Submit** button. A grid is displayed at the bottom of the screen with data for all features in the feature class. These features display on the map, and are highlighted when you mouse over them in the grid.

5. Review the data for the attribute you selected, which appears in the first column of the grid. Scroll down and verify that the values are unique. While it is possible that multiple areas could be reserved as one "area," it is not likely. If multiple feature names are all the same, they cannot be tied to separate RFMSS Facilities. If this is the case, return to Step 2 and consider a different attribute to associate to facilities.

Once you have successfully selected a unique attribute to associate to facilities, you can begin associating RFMSS Facilities to these features.

3.2.4.5.2 Associating Graphics to RFMSS Facilities

This section contains instructions for associating features to RFMSS Ground Facilities. To learn about associating graphics to RFMSS Airspace Subdivisions, see Section 3.2.4.5.3, Associating Graphics to RFMSS Airspace Subdivisions.

If you want features in a layer that is currently in the Base Map folder to change color based on what is happening in those ground facilities on the live fire desk, you must move the layer from the Base Map folder to the Operational folder. This involves associating the features in the layer to RFMSS ground Facilities.

To associate feature graphics to RFMSS facilities:

1. Click the Base Map layer you want to be Operational and select **Associate Graphics to Facilities** from the resulting drop-down menu. The Administration window is displayed with the Graphics to Facilities tab open on top of the Layers tab.
2. Select an attribute using the **Unique Attribute** drop-down list.

The attribute should be unique for each feature in the feature class. If the attribute is repeated across multiple features, then those features cannot be associated to facilities. Be sure to select an attribute that is most likely to have no repeat data and is not empty for any features.

3. Click the **Submit** button.

A grid is displayed at the bottom of the screen with data for all features in the feature class (50 per page), with your Unique Attribute features in the first column.

Mousing over each line in the grid causes each feature to be highlighted on the map as you do it. If, at this time, you want to see these features in relation to other layers on the map, you can click the Layers tab and select layers to show them on the map as well.

In addition, in the grid below the map, you can click to select a checkbox in a row for a feature, and the map zooms to that feature on the map.

4. Click in the **RFMSS Facility** field for a feature to enter a Facility name. You can start typing here and see the auto-complete list come up, from which you can select a Facility, OR you can click

the magnifying glass in the field and select the Facility from the full list of facilities available for the fire desk.

5. Click the **Save** icon in the row to save the selection, OR you can click another row to save.

> The check mark indicates that the save is successful. If you enter an invalid Facility name and try to save, you see a red triangle with a mouse-over message telling you that you must enter a valid value before you can save successfully.
>
> In addition, if there are any invalid associations due to an event, ammunition, or weapon type that has a deprecation date that is on or before the current date, you see a red triangle with a mouse-over message stating that you must select valid association data before you can save successfully.
>
> If there are any associations due to an event, ammunition, or weapon type that has a deprecation date that is in the future, you see a check mark indicating that the save is successful, along with a blue triangle with a mouse-over message stating the event, ammunition, and/or weapon records affected, along with their respective deprecation dates.

6. Finish entering facilities in the RFMSS Facility fields. If the RFMSS Facility names match the feature names exactly, you can click the **Populate Missing Facilities** link on the Graphics to Facilities tab, and the RFMSS Facility fields will populate automatically (one page at a time) with the Facility names that are a 100% match to their respective features, saving time. To learn more about how to populate missing Facility names, see Section 3.2.4.5.4, Populating Missing Facilities Automatically.

When you have finished associating your features to RFMSS Facilities, you can go to Live Operations and see that the layer has moved to the Operations folder, and that the associated RFMSS Facilities are displayed on the map in gray, meaning that they are available for scheduling.

3.2.4.5.3 Associating Graphics to RFMSS Airspace Subdivisions

> This section contains instructions for associating features to RFMSS Airspace Subdivisions. To learn about associating graphics to RFMSS Ground Facilities, see Section 3.2.4.5.2, Associating Graphics to RFMSS Facilities.

If you want features in a layer that is currently in the Base Map folder to change color based on what is happening in those Airspace Subdivisions on the live fire desk, you must move the layer from the Base Map folder

to the Operational folder. This involves associating the features in the layer to RFMSS Airspace Subdivisions.

To associate feature graphics to RFMSS Airspace Subdivisions:

1. Click the Base Map layer you want to be Operational and select **Associate Graphics to Facilities** from the resulting drop-down menu. The Administration window is displayed with the Graphics to Facilities tab open on top of the Layers tab.
2. Select an attribute using the **Unique Attribute** drop-down list.

> The attribute should be unique for each feature in the feature class. If the attribute is repeated across multiple features, then those features cannot be associated to separate Airspace Subdivisions. Be sure to select an attribute that is most likely to have no repeat data and is not empty for any features.

3. Click to select the **Air** checkbox.
4. Click the **Submit** button.

   A grid is displayed at the bottom of the screen with data for all features in the feature class (50 per page), with your Unique Attribute features in the first column.

> Mousing over each line in the grid causes each feature to be highlighted on the map as you do it. In addition, you can click a row in the grid, and the map zooms to that feature on the map.

5. Click in the **RFMSS Airspace Subdivision** field for a feature to enter an Airspace Subdivision name. You can start typing here and see the auto-complete list come up, from which you can select an Airspace Subdivision, OR you can click the magnifying glass in the field and select it from the full list of RFMSS Airspace Subdivisions available for the site.
6. Click the **Save** icon in the row to save the selection, OR you can click another row to save.

> The check mark indicates that the save is successful. If you enter an invalid Airspace Subdivision name and try to save, you see a red triangle with a mouse-over message telling you that you must enter a valid value.

7. Finish entering names in the RFMSS Airspace Subdivision fields. If the RFMSS Airspace Subdivision names match the feature names exactly, you can click the **Populate Missing Facilities** link on

the Graphics to Facilities tab, and the RFMSS Airspace Subdivision fields will populate automatically (one page at a time) with the Facility names that are a 100% match to their respective features, saving time. To learn more about how to populate missing Facility names, see Section 3.2.4.5.4, Populating Missing Facilities Automatically.

When you have finished associating your features to RFMSS Airspace Subdivisions, you can go to Live Operations and see that the layer has moved to the Operations folder, and that the associated Airspace Subdivisions are displayed on the map in gray, meaning that they are available for scheduling.

3.2.4.5.4 Populating Missing Facilities Automatically

If you are on the Graphics to Facilities tab for a layer, and have just selected the Unique Attribute, then it is time to associate the layer's features with RFMSS Facilities/Airspace Subdivisions, as none have been associated yet.

While you could go into each individual **RFMSS Facility** or **RFMSS Airspace Subdivision** field and type in and select a Facility name one at a time, you may notice early that some Facility names match the feature names exactly. Rather than having to go through and select each Facility individually, you can just click the **Populate Missing Facilities** link on the Graphics to Facilities tab. Clicking this link initiates an attempt to match feature names to available facilities. Those that are identical matches automatically populate in the RFMSS Facility column for the page.

To automatically populate RFMSS Facilities/Airspace Subdivisions:

1. Click the **Populate Missing Facilities** link. If there are RFMSS Facilities/Airspace Subdivisions that match the unique attribute's feature name, values appear in the RFMSS Facility/Airspace Subdivision fields, and a pop-up tells you how many RFMSS Facility/Airspace Subdivision IDs have been matched with feature names, and how many have not.

Clicking the Populate Missing Facilities link searches for matches for only the page of the grid you are looking at. The number of matches applies to that first page, and the number of non-matches applies to both the first page of the grid and any subsequent pages. For this reason, the numbers may not add up to the maximum per-page value of 50.

2. Go to subsequent pages of the grid, clicking the **Populate Missing Facilities** link on each. Each time you do this, a pop-up message is displayed with an updated count.
3. After you have done this on each page of the grid, go back to each page and manually assign RFMSS Facilities/Airspace Subdivisions for those features that did not have an identical match.

3.2.4.5.5 Designating Real Property Unique Identifier Attribute

If you have opened Graphics to Facilities, and you need to associate RFMSS Facilities to a unique attribute (such as feat_name) within a feature (such as training_area), yet you would prefer to use the RFMSS Real Property ID as an identifier for automatically populating the RFMSS Facility column, you must ensure that there is a attribute in your GIS data that is designated (if not automatically, then manually) as a Real Property Unique Identifier attribute.

Automatically, for a ground Facility layer, the third column is RFMSS Real Property ID. When you choose a RFMSS Facility in the second column, the RFMSS Real Property ID populates automatically with the Real Property ID existing in RFMSS for that Facility (verifiable through **Administration > Facility > Facilities** for each Facility).

In most cases, the fourth column is called either rpuid or realpropertyuniqueidentifier. When you open Graphics to Facilities, the system looks to see if you have an attribute ID called rpuid or realpropertyuniqueidentifier. If it finds one of those two attributes, the system will make that column the fourth column automatically, even if in the source data, this attribute was much farther to the right.

In the case where you have an rpuid or realpropertyuniqueidentifier column, when you assign a RFMSS Facility to the feature name, the automatically populated RFMSS Real Property Id is identical to the rpuid (as illustrated below in Figure 3-113).

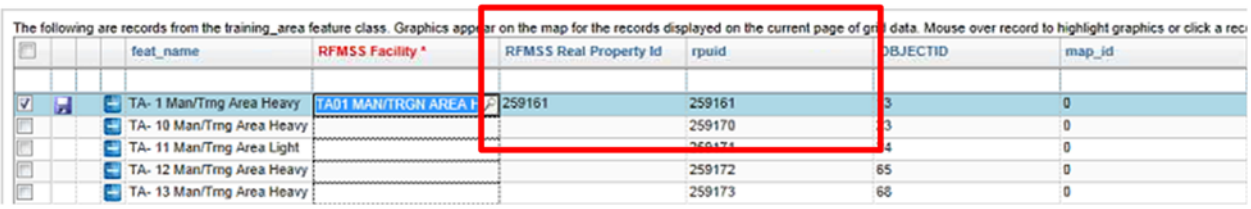


Figure 3-113 RFMSS Real Property Id and rpuid Columns

If you have a feature class that does not have a column called either rpuid or realpropertyuniqueidentifier, the fourth column would just be the next column that would come naturally in the GIS data. Further, if your dataset does have a unique identifier column, but that it is not called either rpuid

or realpropertyuniqueidentifier, you must find another attribute that qualifies as the real property unique identifier to use as a comparison for the RFMSS Real Property Id column when associating Graphics to Facilities.

To designate a Real Property Unique Identifier Attribute:

1. Identify the column in the grid that qualifies as the Real Property Unique Identifier, scrolling from left to right as needed.
2. In the Graphics to Facilities tab, click the **Identify GIS Real Property Unique Identifier** link. The tab refreshes with a drop-down list containing each of the attribute names from the grid.
3. Select the attribute name you identified in Step 1.
4. Click the **Submit** button. The grid appears once again, showing the attribute you identified as the fourth column.

3.2.4.5.6 Populating Missing Facilities Using Real Property Unique Identifier

This process assumes the following when you access Graphics to Facilities for a layer:

- The RFMSS Facility column is not yet populated, and
- The fourth column in the grid is called rpuid or realpropertyuniqueidentifier, or is a column that you have already specified as the Real Property Unique Identifier. If your GIS data does not have an rpuid or realpropertyuniqueidentifier column, and you have yet to set the Real Property Unique Identifier, follow the instructions in Section 3.2.4.5.5, “Designating Real Property Unique Identifier Attribute,” before following the instructions in this section.

If you have opened Graphics to Facilities, and you need to associate RFMSS Facilities to a unique attribute (such as feat_name) within a feature (such as training_area), yet you would prefer to use the RFMSS Real Property ID as an identifier for automatically populating the RFMSS Facility column:

The fourth column in the grid you see within Graphics to Facilities is called **rpuid** or **realpropertyuniqueidentifier**, or it is another attribute that you specified as the Real Property Unique Identifier. The values in this column can be compared with the RFMSS Real Property Id existing for facilities in RFMSS for automatic population.

To automatically populate the RFMSS Facility column by matching the GIS Real Property Identifier with the RFMSS Real Property ID:

1. Click the **Populate Missing RFMSS Facilities Using GIS Real Property Unique Identifier** link. The system takes each individual GIS Real Property Unique Identifier (the data in the fourth column), and matches it with a RFMSS Real Property Id. Then it takes the associated RFMSS Facility Name for that RFMSS Real Property Id and populates the RFMSS Facility column for the features listed in the current page of data (50 features per page).

   A pop-up window is displayed that tells you that *X* of 50 RFMSS Facilities have been successfully matched. It also tells you how many were not matched. It is possible that the reason that the others have not been matched is that there are duplicate RFMSS Real Property Id values. If there is a reason other than duplicate Real Property Id values, you must find an alternate means of resolution for assigning RFMSS Facilities for those features.

2. If there are duplicate Real Property Unique Identifiers in RFMSS, go to RFMSS and access the **Administration > Facility > Facilities** page and search for any unmatched Real Property values to see which of the facilities should be used for each of the features that do not yet have RFMSS Facilities. Make a note of the correct Facility ID once you have found it.

3. Return to GFDO, Graphics to Facilities and manually enter the RFMSS Facility name(s) for the unmatched features. The RFMSS Real Property ID automatically populates when you select the Facility name.

4. Repeat Steps 1 through 3 for each page of GIS data.

3.2.4.5.7 Unassociating All Graphics to Facilities

If you have a layer under the Operational folder you want to move back to the Base Map folder because you no longer want its features to change color on the map based on status changes on the live fire desk, you need to remove the associations between the layer's features and the RFMSS Facilities or Airspace Subdivisions.

To unassociate all graphics to facilities for a layer:

1. Click the layer name for which you want to remove Facility associations, and select **Graphics to Facilities** from the resulting drop-down menu. The Administration window is displayed with the Graphics to Facilities tab showing.

2. Click the **Unassociate All Graphics to Facilities** link. A message is displayed on the Graphics to Facilities tab stating that the layer will be moved from the Operations folder to the Base Map folder, and that all associations will be removed so the features no longer display on the map.

If you need to recover these associations, you can do so using the Recover Graphics to Facilities tool within the Graphics to Facilities tab. See Section 3.2.4.5.8, “Recovering Graphics to Facilities Associations.”

3. Click the **Submit** button. The layer name on the Layers tab includes “(Base Map)” at the end of it, and in Live Operations, the layer is moved from the Operational folder to the Base Map folder. The features for that layer will no longer change color based on status changes in the live fire desk.

3.2.4.5.8 Recovering Graphics to Facilities Associations

It is possible that if you to look for the Graphics to Facilities associations, the associations are no longer there. There are a couple potential causes, although losing associations is a rare occurrence. It may be possible that the Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) schema changes, such that the Unique Attribute you selected no longer exists or has a different attribute name in the latest version of SDSFIE. If that is the case, when you go to change the data source via GFDC in ArcMap to point to a geodatabase that uses the new, SDSFIE-compliant schema, you might find that the associations are no longer there. Another this way to lose your associations is if you inadvertently unassociate all graphics to facilities and move the Facility layer back into the Base Map folder. You can recover these associations using the **Recover Graphics to Facilities Associations** tool.

This tab searches for layers that have been moved to the Base Map layer, for whatever reason, that have pre-existing Graphics to Facilities associations still stored in the database. The tool takes a look at the Unique Attribute that you chose and tries to match it with RFMSS Facilities to see if any layers have positive matches to those RFMSS Facilities.

To recover Graphics to Facilities associations:

1. Locate the Base Map layer for which you want to recover associations, and open the Graphics to Facilities for that layer.
2. Select the Unique Attribute that had been associated to facilities before.
3. Click the **Submit** button. Notice that when the grid is displayed, the Facility associations are no longer there.
4. Click the Recover Graphics to Facilities Associations link. This brings up the Recover Graphics to Facilities tab.
5. Click the magnifying glass by the search field to view potential matches displayed in a resulting list and locate the layer for which you want to restore associations.

If the layer is not listed, you may have selected the wrong layer or incorrect Unique Attribute, or the attribute no longer exists or has a new name.

6. If you want to view the associations that can be restored, click the **view associations** link to review those matches in a new window. If the list is satisfactory, click the **Close** button to return to the Recover Graphics to Facilities tab.
7. Click the **select** link (if the field has not auto-populated) to start the process of re-populating associations on the Graphics to Facilities tab.
8. If you also want to recover the graphic settings you set for the associations, such as labels, transparency, and symbology that was set up for the layer, click to select the Recover Layer's Admin Display Settings checkbox.
9. Click the **Submit** button. A confirmation window is displayed that tells you that all those associations have been restored.
10. Click the **OK** button. The Graphics to Facilities tab is displayed, along with the grid listing the associations and all the display settings that had been made previously showing on the map.

If you go back to the Recover Graphics to Facilities tab, you can see that the layer is no longer listed. Click the Return to Graphics to Facilities link to return to the Graphics to Facilities tab.

Note that if there has been a data change, there may still be some unassociated features in the list that you may still want to associate to facilities.

3.2.4.6 *Importing SDZs/WDZs from RMTK*

3.2.4.6.1 Exporting SDZs/WDZs from RMTK

From within RMTK, you can export SDZs and WDZs for use in the RFMSS Enhanced Graphics Fire Desk. You need to be in ArcMap for your site, with the RMTK SDZ and WDZ tools open.

Note that RMTK version **10.2.0.0.1** or later should be used for export. RMTK version 10.1 can be used, but data manipulation is required following export. See the note following step 9.

Before you begin, access Geoprocessing Options to verify that the **Add results of geoprocessing operations to the display** checkbox is NOT selected. To do this, click **Geoprocessing** in the

menu bar and select **Geoprocessing Options** from the resulting drop-down menu. If the checkbox is selected, be sure to click that checkbox to remove the check mark before moving forward.

To export SDZs or WDZs from RMTK for use in the RFMSS GFD:

1. Click the SDZ Manager icon to open the SDZ Manager window.

   OR

   Click the **WDZ** button and select **WDZ Manager** from the resulting drop-down menu to open the WDZ Manager window.
2. Click to select the checkboxes for the SDZs/WDZs you want to export.
3. Click the down arrow on the right side of the **Export** button.

If you do not see **RFMSS Export** in the resulting drop-down menu, you are not running the correct version of RMTK.

4. Click **RFMSS Export** from the resulting drop-down menu. An export confirmation window is displayed, reminding you that the export database and the import database must be in the same coordinate system, and it tells you how many SDZs/WDZs you are about to export.
5. Click the **OK** button in the confirmation window. The Choose Export Location window is displayed.
6. Navigate to the location where you want to save the exported SDZs/WDZs.

It is recommended that you save these to your hard drive for easy access when it's time to import them to the GFD.

7. Ensure that the file is named what you want to name it.
8. Click the **Save** button. The export file is turned into a .zip file that is saved to the location you have selected, and a pop-up confirmation window is displayed with the message that the export is complete.
9. Click the **OK** button to close the confirmation window.

If exporting from RMTK version 10.1 (but not 10.2 or later), the following must be performed prior to importing into RFMSS EGFD.

1. Extract the .zip file into a new folder on your hard drive.
2. Add a ".gdb" extension to the folder name.
3. Compress the folder into a new .zip file.
4. Use that .zip file to import into RFMSS EGFD.

Explanation: The RMTK version 10.1 export did not include the necessary .gdb folder directly under the .zip file as is required by RFMSS EGFD import. The steps above create that folder so that the exported data can be recognized as a file geodatabase.

10. Click the **Close** button in the SDZ Manager/WDZ Manager.

3.2.4.6.2 Performing an SDZ/WDZ Import

Once you have published the map from the GFDC and initialized your SDZ and WDZ graphics libraries, you will notice that the grid is initially empty. To show data in the grid, you must pull some SDZs (and WDZs) into the GFD.

To import SDZ and WDZ data:

1. From the **Graphics to Facilities** tab, click the **Import SDZs** or **Import WDZs** button. The **Import SDZs** or **Import WDZs** tab is displayed on top of the Layers tab.
2. If you or another user has imported SDZs before, you will need to click the **New Import** button. If not, continue to Step 3.
3. Click the **Browse** button to locate the zip file that contains the file geodatabase that was exported from RMTK.

This step assumes that you have already gone into RMTK, opened the SDZ Manager or WDZ Manager, selected some or all of the SDZs/WDZs from the Manager, and clicked the Export to RFMSS button to create a file geodatabase wrapped into a zip file that you have saved to your hard drive or shared drive that you can access from the browser.

4. Click the **Open** button. The file is displayed in the field on the **Import SDZs**/**Import WDZs** tab.
5. Click the **Import** button. The status of the import is displayed on the tab as the file is uploaded to the RFMSS EGFD server. Then a job executes on the EGFD GIS server to pick it up and to import it

into the RFMSS Graphics Library into the file geodatabases that were initialized as part of the GFDC.

If another user has an import in process for the same fire desk, you can see the status of that import on the Import SDZs/Import WDZs tab and will not be able to import your file until that user's import job has finished. You can run imports for different fire desks, but you can only run one import per fire desk at a time.

6. When the status tells you that the import is complete, click the **Graphics to Facilities** link. You can see that the grid is no longer empty, because the data you imported is there viewable at the standard 50 lines at a time.

The next step is to begin associating these SDZs/WDZs imported from RMTK with RFMSS Facilities/Airspace Subdivisions, as well as Events, Weapons, and/or Ammunition. You can also, optionally, specify the RFMSS Local Identifier if the SDZ Name from RMTK is not sufficient for use in RFMSS. Ultimately these SDZs will be schedulable on the Request form once the SDZ workflow is enabled. For more information, see Section 3.2.4.5.2, "Associating Graphics to RFMSS Facilities" and Section 3.2.4.5.3, "Associating Graphics to RFMSS Airspace Subdivisions."

The imported SDZ/WDZ data displayed in the grid is sorted by RFMSS Imported Date (the date and time that the data was imported to the RFMSS Graphics Library), and the user name for the user who imported that data is included in the next column. The secondary sort field for the display of this data in the grid is the SDZ or WDZ Name. As you conduct additional imports in the future, the most recent imported data is displayed at the top of the grid by default. You can always sort by SDZ/WDZ Name or any other column if you want.

3.2.4.6.3 Addressing Duplicate Imported SDZs/WDZs

On occasion, you may import SDZ or WDZ data that are duplicates of data that has already been imported into the Graphics Library. This could be as the result of the same file being imported more than once, or it could be that duplicates could contain updated data using the same SDZ/WDZ Names that are already in the GFD.

When an import of data containing duplicates is complete, a message is displayed that says *X* number of SDZs or WDZs were not imported because they appear to be duplicates. This duplicate data is displayed the grid. After a successful import, you would normally see a message indicating the number of successfully imported SDZs/WDZs, but when

there is duplicate data, you must first tell the system what to do with the duplicates.

To address duplicate SDZ and/or WDZ data:

1. Evaluate whether you want to keep or discard the data. Look at the **SDZ Version** (or **WDZ Version**) column and **Added to RMTK** columns to see whether the data is more current than what is in the GFD. This information may help you to choose to overwrite what is already in the library, or you can choose to ignore it and not import it.
2. For data you want to import, overwriting any duplicate record(s), click to select the checkbox in the line for that data.
3. Click the **Overwrite** button. A new import job runs for the data in the line(s) you selected. When that import is complete, the flags are still raised for any remaining lines of data.
4. Repeat Step 3 as often as you need to if you have multiple pages of data in the grid to address.
5. If you do not want to keep any remaining data, close the tab and continue with your work.

On the Graphics to Facilities tab, you can see the overwritten data is at the top of the list, because the data is sorted by default by the RFMSS Imported Data column, which shows the date and time of the data import. If you had made any associations to RFMSS Facilities or Airspace Subdivisions before you overwrote the data, those associations would stay the same.

3.2.4.6.4 Viewing Newly Imported SDZs/WDZs in Library

Assuming you have already imported SDZ and/or WDZ data into the RFMSS Graphics Library, this process shows you how to identify and view newer data from a subsequent import.

1. Click the **New Import** button, and select the file geodatabase zip file that you want to import to the Graphics.
2. Click the **Import** button.
3. Upon a successful import, click the **Graphics to Facilities** link to go back and see that the new SDZ data is at the top of the grid. To verify this, look at the RFMSS Imported Date column, where the new SDZ data has a more recent date and time. This grid sorts data by default in reverse order by the RFMSS Imported Date column. You also see the RFMSS Import User column, which can also be useful.

Having just imported these SDZs, you can see 50 SDZs at a time, including data from all imports. When you mouse over the records, you

can see each SDZ highlighted in the grid. When you click an SDZ, the map zooms to focus on that SDZ.

When looking at newly imported SDZs, it can be helpful to select the military ranges to see in the background, as well as the training areas. You can do this by going to the **Layers** tab and selecting the checkbox for military_range_area and training_area (or the equivalents at your site). With those layers also on the map, you can click SDZs in the grid and see the military range areas where each SDZ originates. Seeing the military range areas and their labels can be most helpful when trying to associate each SDZ with the appropriate RFMSS Facility. If you do not see labels for the military ranges and training areas but would like to, you must to remote desktop to GFDC (in ArcMap), make the labels visible for those layers, and republish.

The grid has filtering capability, so you can type a character or string and filter by that character or string as needed. There is also sort capability, enabled with a simple click a column heading to sort in ascending or descending order by the values in that column to help you find the data you want to work with.

3.2.4.6.5 Associating SDZ Graphics to Facilities

To associate SDZ Graphics to Facilities:

1. Enable military and range areas (if available) to make it easiest to see where the SDZs on the current page of the grid are firing from. If labels are not visible, enable them.
2. Click an SDZ in the grid to zoom in to it on the map.
3. Identify the Facility from which the SDZ is firing and enter that Facility name in the **RFMSS Facility** field in the grid.

> The SDZ Name provided by RMTK can be an indicator of the naming convention for SDZ/RFMSS Facility associations at your particular site, although it is not always.

4. Click in the **RFMSS Facility** field for a feature to enter a Facility name. You can start typing here and see the auto-complete list come up, from which you can select a Facility, OR you can click the magnifying glass in the field and select the Facility from the full list of facilities available for the fire desk.
5. Click the **Save** icon in the row to save the selection, OR you can click another row to save.

> The check mark indicates that the save is successful. If you enter an invalid Facility name and try to save, you see a red triangle with a mouse-over message telling you that you must enter a valid value.

6. Optionally, click in the **RFMSS Ammunition** field and enter an ammunition type. You can start typing here and see the auto-complete list come up, from which you can select an ammunition type, OR you can click the magnifying glass in the field and select the ammunition type from the full list.

When you select a RFMSS Facility, the RFMSS Ammunition field is automatically populated with the data in the DODIC field that was imported from RMTK. If that DODIC exists in RFMSS with at least one weapon associated with it (meaning that the DODIC can be scheduled on the Request form), the RFMSS Ammunition field is populated automatically.

The only essential attribute that one must enter to make this SDZ accessible and schedulable on the Request form is the RFMSS Facility, which is why the header is in red with an asterisk (*). If you also populate the RFMSS Ammunition field, which you probably will except in the case of composites where you would not, a Scheduler can only schedule this SDZ if this particular RFMSS Facility and this particular RFMSS Ammunition type have been specified on the Request form.

7. Optionally, click in the **RFMSS Event** field and enter the event name for this SDZ. You can start typing here and see the auto-complete list come up, from which you can select *one or more* events, OR you can click the magnifying glass in the field and select *one or more* events from the full list.

It is possible to select multiple events from this list. See the Multi-Select Control section below.

8. Optionally, click in the **RFMSS Weapon** field and enter the weapon type. You can start typing here and see the auto-complete list come up, from which you can select an ammunition type, OR you can click the magnifying glass in the field and select the ammunition type from the full list.

The Request form does not constrain which SDZs can be selected based on Weapon or Event.

9. If you want to call the SDZ something other than the RMTK-provided SDZ Name on the Request form and other places in RFMSS, you can specify a new name in the **RFMSS Local Identifier** field, which is a free-form entry field with a maximum

of 200 characters. When you do that, whenever this SDZ is referenced in the Request form or anywhere in RFMSS, the Local Identifier will be what you have entered instead of the SDZ Name provided by RMTK.

If you have entered the **RFMSS Facility**, the **RFMSS Event**, and the **RFMSS Ammunition** attributes for an SDZ, if a Scheduler completes a Request form where all three of these match, and if there is only one SDZ with these three values matching, then the SDZ will be populated automatically in the Request form. This is called a “perfect match,” and does not need to be manually populated, in that case. However, if there is more than one SDZ with all three of these attributes matching, the SDZ in the Request form and elsewhere in RFMSS will be displayed as “TO BE DETERMINED,” and the Scheduler will have to determine which one to enter into that field.

3.2.4.6.5.1 Multi-Select Control

There are several fields throughout the Enhanced Graphics Fire Desk that allow you to select multiple values. For example, when you associate SDZ or WDZ Graphics to Facilities, you can associate multiple RFMSS Events to a single SDZ or WDZ.

To use the multi-select control:

1. Click in the field for which you want to select multiple values.
2. Begin to enter what you want to go in that field. You can start typing here and see the auto-complete list come up, from which you can select one or more values by clicking to select the checkbox beside each one. If at some point you want to select all of what you see in the list, you can select the checkbox at the top of the list to select all.

   OR

   Click the magnifying glass and select one or more type values from the full list.
3. Click the **Add** button. (Click the Cancel button if you do not want to select anything.)

Once you add the multiple values, you can see that the number of values in that field is in parentheses at the beginning of the field (e.g., “(5)”). If you mouse over the field, you can see the complete list of selected values in a pop-up list, scrolling if the list is too long to display at once. In addition, you can clear individual events from this list, or click **Clear All** to clear them all.

3.2.4.6.6 Associating WDZ Graphics to Facilities

To associate WDZ Graphics to Facilities so the WDZ is available for use by Schedulers on the Request form when the WDZ workflow is enabled for the fire desk:

1. Enable military, range, training, and special use airspace areas (if available) to make it easiest to see on the map where the WDZs on the current page are in context. If labels are not visible, enable them in GFDC and republish.
2. Click a WDZ in the grid to zoom in to it on the map.
3. Identify the Airspace Subdivision from which the WDZ is firing and enter that Facility name in the RFMSS Airspace Subdivision field in the grid. This is a required field. You can start typing here and see the auto-complete list come up, from which you can select an Airspace Subdivision, OR you can click the magnifying glass in the field and select the Airspace Subdivision from the full list of facilities available for the fire desk.

> The WDZ Name provided by RMTK can be an indicator of the naming convention for WDZ/RFMSS Airspace Subdivision associations at your particular site, although it is not always.

4. Enter a weapon in the RFMSS Weapon field. This is a required field.
5. Optionally, click in the RFMSS Ammunition field and enter an ammunition type. You can start typing here and see the auto-complete list come up, from which you can select an ammunition type, OR you can click the magnifying glass in the field and select the ammunition type from the full list.
6. Optionally, click in the RFMSS Event field and enter the event name for this WDZ. You can start typing here and see the auto-complete list come up, from which you can select *one or more* events, OR you can click the magnifying glass in the field and select *one or more* events from the full list.

> It is possible to select multiple events from this list. See the Multi-Select Control section above.

7. Optionally, click in the **RFMSS Weapon** field and enter the weapon type. You can start typing here and see the auto-complete list come up, from which you can select an ammunition type, OR you can click the magnifying glass in the field and select the ammunition type from the full list.

8. If you want to call the WDZ something other than the RMTK-provided WDZ Name on the Request form and other places in RFMSS, you can specify a new name in the **RFMSS Local Identifier** field, which is a free-form entry field for a maximum of 200 characters. When you do that, whenever this WDZ is referenced in the Request form or anywhere in RFMSS, the Local Identifier will be what you have entered instead of the WDZ Name provided by RMTK.
9. Click the **Save** icon in the row to save the selection, OR you can click another row to save.

The check mark indicates that the save is successful. If you enter an invalid Facility name and try to save, you see a red triangle with a mouse-over message telling you that you must enter a valid value.

If you have entered the **RFMSS Airspace Subdivision**, the **RFMSS Event**, and the **RFMSS Weapon** attributes for an WDZ, if a Scheduler completes a Request form where all three of these match, and if there is only one WDZ with these three values matching, then the WDZ will be populated automatically in the Request form. This is called a “perfect match,” and does not need to be manually populated, in that case. However, if there is more than one WDZ with all three of these attributes matching, the WDZ in the Request form and elsewhere in RFMSS will be displayed as “TO BE DETERMINED,” and the Scheduler will have to determine which one to enter into that field.

3.2.4.6.7 Enabling the SDZ/WDZ Workflows

If you are an AFDO or someone with FA privileges, once you have gone into the GFDC and configured the map and created the SDZ/WDZ RGLs and gone to SDZ Areas/WDZ Areas Graphics to Facilities and associated SDZs and WDZs to Facilities/Airspace Subdivisions, Events, Weapons, and Ammunition, then it is time to enable the SDZ/WDZ workflow so that SDZs and WDZs can be scheduled on the Request form.

Enabling SDZs and WDZs allows them to be displayed on the Request form, as well as on the Training Information page, Utilization page on the Text Fire Desk as well as displaying SDZs and WDZs in the Enhanced Graphics Fire Desk.

When you enable the workflow, RFMSS looks at the Weapon/Ammo tab for existing pending or approved Requests that are scheduled for the future or those currently on the fire desk. RFMSS looks for a **single SDZ/WDZ** that matches the RFMSS Facility/Airspace Subdivision, the RFMSS Event, and the RFMSS Ammunition (for SDZs) or RFMSS Weapon (for WDZs) field entries. If **one and only one** SDZ/WDZ matches all three attributes for a Request (called a “perfect match”), then the SDZ or

WDZ field on the Weapon/Ammo tab for the Request will auto-populate with that SDZ or WDZ. If more than one SDZ/WDZ matches all three attributes for a Request, or if no SDZs match, then the SDZ or WDZ field on the Weapon/Ammo tab for the Request will show “TO BE DETERMINED.”

To enable the SDZ or WDZ Workflow:

1. Click the **SDZ Areas** or **WDZ Areas** layer and select **Manage SDZ** (or **WDZ**) **Workflow** from the resulting drop-down menu. The Manage SDZ (or WDZ) Workflow tab is displayed on top of the Layers tab.
2. Click the **ENABLED** radio button.
3. Click the **Submit** button.

The system takes a few moments to find all the requests that are currently on the fire desk or in the future and trying to auto-populate SDZs against that “perfect match” scenario described earlier.

When SDZ or WDZ workflows are enabled, the Request form shows an SDZ or a WDZ column on the Weapon/Ammo tab, with the SDZ/WDZ field either reflecting the “perfect match” that was auto-populated, or “TO BE DETERMINED” if there were no matches or were multiple matches. In this case, the user would need to investigate this and choose an SDZ/WDZ. If the request is currently on the fire desk, then the FDO user would need to select the SDZ/WDZ. If the request has not yet reached the fire desk because it is in the future, then the Scheduler user would need to select the SDZ/WDZ. Unit users cannot select SDZs/WDZs.

In addition, with enabled workflows, the SDZ/WDZ field is displayed on the Weapon/Ammo tab for new requests as well, auto-populating if there is a perfect match for the field.

3.2.4.6.8 Auto-Population of SDZ/WDZ on Requests upon SDZ/WDZ Associate Graphics to Facilities

When an AFDO or FA associates SDZ/WDZ Graphics to Facilities, RFMSS will try to auto-populate these SDZs onto those Requests based on certain matching rules.

Assuming that you have enabled the SDZ workflow, you will discover that you have current and future firing reservations on your fire desk with the SDZ Name field containing “TO BE DETERMINED.” Because the SDZ Name field reads “TO BE DETERMINED,” there is a warning at the top of the screen that “Activities are Missing SDZs/WDZs.” When you look at a Request form for one of these reservations, you can see that the SDZ field on the Weapon/Ammo tab also reads “TO BE DETERMINED.”

This process assumes that SDZs will be associated to RFMSS Facilities, Ammunition, and Events; the process for WDZs is the same, except that

WDZs are for air activities, and should therefore be associated to Airspace Subdivisions, Weapons, and Events to create “perfect matches” and auto-populate SDZ and WDZ fields in existing current and future fire desk reservations.

To ensure auto-population of SDZs for existing current and future fire desk reservations via Associating Graphics to Facilities, do the following:

1. Click the **SDZ Areas** layer in the Layers tab and select **Graphics to Facilities** from the resulting drop-down menu. The Graphics to Facilities tab is displayed on top of the Layers tab.
2. In the grid displayed at the bottom of the screen, scroll down to the SDZ Name for the reservation.
3. Enter the **RFMSS Facility** and **RFMSS Event**; the RFMSS Ammunition field auto-populates with the value in the DODIC column for that SDZ Name.
4. Click the **Save** icon.

   RFMSS looks at all the requests that are currently on the fire desk and also those that are pending and approved for the future, and try to auto-populate the SDZ onto those requests. To be able to auto-populate, RFMSS must find ***one and only one*** SDZ in this library that has the same Facility, Event, and Ammunition (perfect match). If it was looking at WDZs, it would match the Airspace Subdivision, Event, and Weapon (perfect match). If RFMSS can find one or more requests that match exactly, then it will auto-populate the SDZ onto the Request form.

   Assuming that you updated the SDZ Name with the data in a given request, a blue triangle is displayed on the left side of the row for that SDZ Name. Mousing over that triangle shows you that X number of missing SDZs have been auto-populated, where X includes the reservation you were trying to get a perfect match for, as well as any other existing current or future reservations on the fire desk.

You can verify that an event has an auto-populated SDZ if you go back to Live Operations. You should see that there is an SDZ showing on the map for that event, and that the warning at the top no longer exists (unless there are other activities that are missing SDZs or WDZs). Further, the SDZ has been auto-populated because you created a perfect match. Mousing over that line highlights the SDZ on the map.

Again, for WDZs, the same behavior occurs when you go to enter the WDZ Airspace Subdivision, Weapon, and Event. RFMSS searches for present or future reservations containing perfect matches for the WDZs

you have associated with those attributes, and auto-populates the Request forms for those reservations with perfect matches.

3.2.4.6.9 Configuring WDZ Units of Measurement

Functional Administrators and AFDOs have the rights to customize the units of measure used in the display of the Airspeed, Altitude, Release Angle, and Release Range attributes for WDZs for their respective fire desks.

To do this, do the following:

1. On the Layers tab, click the **WDZ Areas** layer and select **Admin Display Settings**, and then **Configure Units of Measurement** under that. The Configure Units of Measurement tab is displayed, showing four drop-down lists that let you select WDZ units of measurement for Airspeed, Altitude, Release Angle, and Release Range.
2. Use each drop-down list to select the units of measurement you want to use for your fire desk.
3. Click the **Submit** button.

If you want to verify the changes, you can go to the WDZ Areas Graphics to Facilities tab and see that the Airspeed, Altitude, Release Angle, and Release Range columns in the grid have the new units of measurement displayed in the column headings, and the data in those columns has been converted.

3.2.4.7 *Administrative Layer Display Settings*

3.2.4.7.1 Setting Downrange, Incident, and Temporary Firing Point Symbology

The Downrange, Incident, and Temporary Firing Point layers appear under the Operational folder by default. These three layers do not appear in the GFDC; you only see them in the GFDO because there is no GIS data supplied for these layers.

When you expand each of these layers in the Layers tab, you can see their default symbology. You can see Incidents on the map as lightning bolts, Downranges as crosses, and Temporary Firing Points as diamonds in different colors based on status. Functional Administrators and AFDOs have the capability to change symbology for all users.

To change the symbology for Downrange, Incident, or Temporary Firing Point layers:

1. Click the Downrange, Incident, or Temporary Firing Point layer in the Table of Contents pane, then click **Admin Display Settings**, and then click **Default Symbology**. The Default Symbology tab

is displayed, showing you first what the current symbology is. Below that, you see that you can create a Custom symbology, use a Published symbology, or use a Core Layer symbology.

If you are customizing Temporary Firing Point symbology, you also see radio buttons for each of the status types associated with Temporary Firing Points in the live fire desk—Reserved, Occupied, Firing, and Cease-Fire. Before changing symbology, select a status type. If you update one or more before clicking the Submit button, all changes are made on the map at once.

2. If you are customizing Temporary Firing Point symbology, click to select the status type for which you want to change symbology. If not, continue.
3. If you selected **Custom**:
   a. Specify the **Fill Style**, which is the symbol shape; you can see all the choices in the drop-down list—circle, square, cross, diamond, X, and triangle.
   b. Specify the **Fill Color** using a drop-down palette that has a slide bar in it for setting transparency.
   c. Specify an outline style using the line types available in the **Outline Style** that drop-down list.
   d. Specify the color of that outline using the **Outline Color** drop-down palette.
   e. Use the slide bar for **Outline Width** to set the width of the outline.
   f. Use the slide bar for **Size** to set the overall size of the symbol.
4. If you selected **Published**, scroll to and select one in a list of symbols displayed in a scrolling box. This list comprises the symbols of all point layers that have been published in GFDC. It is possible that one of these symbols is not available as a Custom symbol, so this allows you to choose a symbol already generated using ArcMap instead.
5. If you selected **Core Layer**, you will see a drop-down list that lets you select a “canned” symbology style for either **Training Points** or **Observation Points**. Select one of those from the drop-down list.
6. If you are customizing Temporary Firing Point symbology, repeat these instructions for each status type you want to change on the map. If not, continue.

7. If, after making changes, you decide to return to the default symbology, click the **Use GFD defaults** link. You can see at the top of the tab that the symbol will revert to the default.
8. Once you have made all the changes you want, click the **Submit** button. You can also click the **Cancel** button to close the tab without saving changes.

After submitting, you can see the symbology change in the Table of Contents pane. After a few seconds, the symbols change on the map as well.

3.2.4.7.2 Setting Facility Layer Symbology

As a Functional Administrators or Authorized FDOs, you can change symbology for Facility layers for all users of your fire desk. Symbology cannot be changed on a per-session basis, but, instead, is an administrative function. Facility layers appear under the Operational folder in the Table of Contents pane once they are associated with Facility features. Examples are drop zones, landing zones, firing ranges, training areas, and special use airspace. This process is also applicable to SDZ areas and WDZ areas, but not Incidents, Downranges, and Temporary Firing Points.

When you expand a Facility layer in the Layers tab, you can see multiple fire desk status types, with different symbology for each.

To change the symbology for Downrange, Incident, or Temporary Firing Point layers:

1. Click the layer name in the Layers tab, then click **Admin Display Settings**, and then click **Default Symbology**. The Default Symbology tab is displayed, showing you first what the current symbology is for the selected fire desk status. Below that, you see the list of status types and their current symbology. Each status type has a radio button you can select to change the symbology for that status type only. Below that, you see that you can create a Custom symbology, use a Published symbology, or use a Core Layer symbology.
2. Click to select the fire desk status type for which you want to change symbology.
3. If you selected **Custom**:
   a. Specify the **Fill Style**, which is the pattern you want to see inside the polygon symbol; you can see all the choices in the drop-down list—solid, none, horizontal, vertical, forward diagonal, backward diagonal, cross, and diagonal cross (although if you are customizing symbology for a point layer, this will be a list of shapes).

b. Specify the **Fill Color** using a drop-down palette that has a slide bar in it for setting transparency.

c. Specify an outline style using the line types available in the **Outline Style** that drop-down list.

d. Specify the color of that outline using the **Outline Color** drop-down palette.

e. Use the slide bar for **Outline Width** to set the width of the outline.

f. (If customizing symbology for a point layer) Use the slide bar for **Size** to set the overall size of the symbol.

4. If you selected **Published**, scroll to and select one in a list of symbols displayed in a scrolling box. This list comprises the symbologies for all polygon layers that have been published in GFDC (or points if you are customizing symbology for a point layer). It is possible that one of these symbols is not available as a Custom symbol, so this capability allows you to choose a symbol already generated using ArcMap instead.

5. If you selected **Core Layer**, you will see a drop-down list that lets you select a “canned” symbology style for any of the polygon layers—**Training Areas**, **Training Sites**, **Drop Zones**, **Firing Ranges**, **Airspace Subdivisions**, **SDZ Areas**, or **WDZ Areas**. Select one of those from the drop-down list.

6. If, after making changes, you decide to return to the default symbology, click the **Use GFD defaults** link. You can see at the top of the tab that the symbol will revert to the default.

7. Once you have made all the changes you want, click the **Submit** button. You can also click the **Cancel** button to close the tab without saving changes.

8. Repeat these instructions for each fire desk status type you want to change on the map.

After submitting, you can see the symbology change in the Table of Contents pane. After a few seconds, the symbols change on the map as well.

3.2.4.7.3 Setting Facility Layer Labels

Functional Administrators and Authorized FDOs can choose which attributes should be displayed as labels on the map in Live Operations for a particular Facility layer for all users. This process is also applicable to SDZ Areas and WDZ Areas, but not Incidents, Downranges, and Temporary Firing Points.

To set a Facility layer label:

1. Click the layer name, then click **Admin Display Settings**, and then click **Default Labels**.

   The Default Labels tab is displayed, and it tells you that if you do not select label attributes, but decide to show labels anyway, the default attribute that will be used for labeling will be the attribute that was selected as the Unique Attribute in Graphics to Facilities used to associate RFMSS Facilities to features in the layer. This will be different for each of the layers under the Operational folder, depending on the Unique Attribute selected for associating graphics to facilities.

Default layers for SDZ Areas and WDZ Areas are different:

- SDZ Areas: the default label is RFMSS Facility + hyphen (-) + RFMSS Ammunition/DODIC.
- WDZ Areas: the default label is WDZ + hyphen (-) + RFMSS Weapon

2. If you want to select an attribute other than the default, you can do so using the **Label Attribute 1** and (optionally) **Label Attribute 2** drop-down lists. You do not have to use both drop-down lists unless you want two attributes to be included (separated by a hyphen).

If you need a reminder of what attributes have values that would make good labels, you can go to Graphics to Facilities for the layer and look at the attribute data in the grid to help you decide.

These drop-down lists contain all the available attributes for the layer you are working with, but you can also choose RFMSS Facility or RFMSS Activity Unit(s) (meaning, the occupying Unit(s)) as attributes as well.

3. If you want labels to show on the map for all users, click to select the **Show Labels Upon Login** checkbox.

If labels are not showing for users by default, a user can still view labels for a given session by clicking the layer name, selecting My Display Settings, and then clicking the Show Labels checkbox.

4. Click the **Submit** button. The changes you have made are applied.

3.2.4.7.4 Setting Facility Layer Label Format

A Functional Administrator or Authorized FDO can, in an administrative setting, change the formatting for layer labels for all users. An individual user cannot change layer label formats for a session. This is strictly an administrative task that affects all users.

To set or change the Facility Layer label format:

1. Click the layer name for which you want to change the layer label format and select **Admin Display Settings > Default Label Format**. The Default Label Format tab is displayed, showing the current setting.

> The default label format is Arial, Normal, 7 point, black. To revert to that format at any time, click the Use GFD defaults link and click Submit.

2. If you want to change the font, select one from the **Font** drop-down list.
3. If you want to change the style of the font, select either **Normal** or **Bold** from the **Style** drop-down list.
4. If you want to change the size of the font, select the point size using the **Size** drop-down list.
5. If you want to change the color of the font, select one using the **Color** drop-down palette.

> At the top of the tab, you can see the word “Label” in the format selections you have made.

6. If you want all Operational layer labels to display in this same format, click to select the **Apply to all operational layers** checkbox.
7. If you want labels to disappear when you zoom out past a certain scale, select the preferred scale using the **Out Beyond** drop-down list.

> For a point of reference, the current scale is located in the upper, left corner of the map.

8. If you want labels to disappear when you zoom in past a certain scale, select the preferred scale using the **In Beyond** drop-down list.
9. Click the **Submit** button.

In a few seconds, you can see that the format of the labels for the layer you selected change on the map. In addition, if you clicked the **Apply to all operational layers** checkbox, all other displayed labels for operational layers change as well. If you selected scales in the **Out Beyond** or **In Beyond** drop-down lists, when you zoom out or in as you specified in your selections, you can see that the labels disappear when you pass the selected scale.

3.2.4.7.5 Setting Default Layer Visibility

As a Functional Administrator or Authorized FDO, you have the ability to specify which layers in the table of contents will be visible by default when all users log in. Typically, all Operational layers are displayed all the time, but most Base Map layers are invisible.

On the Layer Visibility tab, you can click to select or un-select layers according to which layers you want to display on the map by default for all users when they log in.

To change default layer visibility:

1. Click the **Operational**, **Base Map**, or **Background** folder, select **Admin Display Settings**, and then click **Default Visibility** beneath that. The Layer Visibility tab is displayed, and it looks very much like the Layers tab.
2. Click to select or un-select layers, depending on whether you want them to display for all users.
3. To change the Background layer default display, click to select the radio button for a different Background layer.
4. Click the **Save** button.

When you log out and log back in, you see that your settings have become the default. This is true for all users upon their next login as well.

3.2.4.7.6 Setting Default Background Layer

Under the **Background** folder in the Table of Contents pane, there are radio buttons for **None**, **Imagery**, **Roads**, and **Topographics**. **None** is a blank background, and the other three are from ESRI. If you are a Functional Administrator or Authorized FDOs, you can set the default background for all users upon their next login. You can also publish custom backgrounds such as your MIM or any custom imagery or raster data that you want to publish as a background. By default, the GFDO shows **Roads** as the background layer.

To set the default background layer:

1. Click the **Background** folder, then click **Admin Display Settings**, and then click **Default Visibility**. The Layer Visibility tab is displayed.
2. Under the Background folder at the bottom of the tab, select a default background.
3. Click the **Save** button.

When you or any user logs out of the Enhanced Graphics Fire Desk and logs back in, the background you selected is displayed.

3.2.4.7.7 Setting Default Layer Transparency

There are several ways to set transparency levels for layers, or even symbology on the map, depending on your user role:

- Functional Administrator or Authorized FDO
- All Users

3.2.4.7.7.1 Functional Administrator or Authorized FDO

To set the default transparency level for an individual Operational layer, for all users upon their next login:

1. Click a layer name, select **Admin Display Settings**, and then **Default Transparency**. The Default Transparency tab is displayed.
2. Use the slide bar to set the transparency level.
3. Click the **Submit** button. Upon their next login, all users will see the selected layer at the transparency level you set instead of the default transparency of 50%.

The same settings are available for ALL Base Map layers, but not individual ones. The transparency for individual Base Map layers must be set in GFDC and published.

To set the default transparency level for ALL Base Map layers, for all users upon their next login:

1. Click the **Base Map** folder, and then click **Admin Display Settings** and **Default Transparency** beneath that.
2. Use the slide bar to set the transparency level.
3. Click the **Submit** button. Upon their next login, all users will see ALL Base Map Layers at the transparency level you set instead of the default transparency of 50%.

In addition, FAs and AFDOs can set transparency levels for Facility layer symbology by status as part of Setting Facility Layer Symbology. For

example, you can specify that Available facilities are more transparent than those in various occupied statuses. See Section 3.2.4.7.2, “Setting Facility Layer Symbology.”

3.2.4.7.7.2 All Users

Any user can set the transparency of a layer for the current session by clicking the layer name and selecting **My Display Settings**. A **Transparency** slide bar is displayed in the sub-menu, and you can slide that to where you want it. Remember that this will be for the session only, however, so the next time you log in, the layer will be displayed at the default transparency level again.

3.2.4.8 *Setting Default Coordinate Format for Coordinate Tool*

The Coordinate Tool, accessible by clicking the Coordinate Tool button just above the map, allows you show coordinates of a location on the map by mouse click or just mousing over a place on the map. You can also enter coordinates to locate a point on the map.

When you click the **Coordinate Tool** button, the Coordinate Tool displays at the bottom of the screen. By default, the coordinate format is MGRS (or Military Grid Reference System). If you click somewhere on the map, the MGRS coordinates display in the Coordinate Tool field. Click the double arrow button » to the right of that field to expand the Coordinate Tool so it shows the **UTM** (or Universal Transverse Mercator) for that clicked point, as well as **Latitude** and **Longitude**. If you click other places on the map, those coordinates change accordingly. If you change to **Mouseover Mode**, the tool displays the coordinates as you move your mouse over the map.

If you are a Functional Administrator or Authorized FDO, you can change the default format for the first field in the coordinate tool for all users:

1. Click the **change default** link to show the drop-down list.
2. Select **MGRS**, **UTM**, **or GEOG** (meaning, Latitude and Longitude). Your selection is shown as the first field in the Coordinate Tool.

If you or any user closes the GFDO and logs back in, the Coordinate Tool displays the new default format. All users can always expand the tool to view the other coordinate formats.

> Note that the Map Spatial Reference drop-down list shown in the Coordinate Tool is introduced in Section 3.2.4.9, “Setting Default Map Spatial Reference for the “None” Background,”

3.2.4.9 *Setting Default Map Spatial Reference for the "None" Background*

> Unless the default background for all users has been changed, GFDO opens using ESRI's Roads background.

Even though most maps will be published in a UTM coordinate system, when ESRI's backgrounds (Imagery, Roads, and Topographics) are loaded, the GIS features are projected into the WGS_1984_WEB_MERCATOR spatial reference.

If you want to see your GIS data in the published coordinate system instead of the WGS_ 1984_WEB MERCATOR spatial reference:

1. Click the **None** background radio button. By default, when you select **None,** the WGS_1984_WEB_MERCATOR spatial reference is assumed, and the **Map Spatial Reference** drop-down list is enabled, offering the published coordinate system as an alternative.

> If you published with a spatial reference that is not UTM, you will see a list of all possible UTM coordinate systems.

2. Using the **Map Spatial Reference** drop-down list, choose the appropriate zone for your location. Instead of projecting into Web Mercator, GFDO brings all the GIS data back into the coordinate system you select without projecting anything.

Any user can change the spatial reference for a single session the way described above, but if you are a Functional Administrator or Authorized FDO, you can additionally specify the default map spatial reference for every time you and all other users select the **None** background:

1. Specify the **Map Spatial Reference** as described above.
2. Click the change default link.
3. Click the Submit button.

At this point, when you or any other user selects the **None** background, and takes a look at the Coordinate Tool, the selected coordinate system is the default.

3.2.4.10 *Fire Desk Operator (FDO) Permissions Tool*

If you are a Functional Administrator or Authorized FDO, you can specify for your fire desk whether or not FDOs should be able to import, edit, and delete SDZs and WDZs in the Graphics to Facility library; change layer

transparency for their session; and/or filter out SDZs, WDZs, and activities in a firing status.

To do this:

1. Click the **Actions** menu item, and then select **FDO Permissions** from the resulting drop-down menu. The FDO Permissions tool is displayed, showing checkboxes for each of these. Their default state is unselected.
2. Click to select the checkboxes for any of the following permissions as they should apply to the FDOs for your fire desk:
   - Import/Edit/Delete SDZs/WDZs,
   - Change Layer Transparency (for a session),
   - Filter out SDZs/WDZs and activities in firing status.
3. Click the **Submit** button.

The next time FDOs log into GFDO for the fire desk, they will have the permissions you selected.

3.2.4.11 *Setting Default Activities/SDZ/WDZ Filter for All Users*

If you are a Functional Administrator or Authorized FDO, you can designate the default for what features display on the map for Activities, SDZs, and WDZs for all users.

You can filter out Activities data that does not meet certain criteria, and on the right side, you can filter out SDZ/WDZ data that does not meet certain criteria.

> This process involves use of the multi-select control, the use of which is first introduced in the section entitled Multi-Select Control.

To do this:

1. Click the **Filter Activities/SDZs/WDZs** button in the GFDO toolbar. The Filter Activities/SDZs/WDZs tab is displayed, and by default, all Activities, SDZs, and WDZs for the day are shown on the map without filters, regardless of status.
2. Select any or all of the filters you want to apply for Activities on the left side of the Filter Activities/SDZs/WDZs tab:
   a. Select statuses that you want to display on the map.
   b. Select one or more **Facilities/Airspaces**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to

see your selection on the map, click to select the **Exclude Selected Items** checkbox.

c. Select one or more **Events**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

d. Select one or more **Units**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

e. Using the **Air/Ground** drop-down list, select whether you want to **Air** activities, Ground activities, or BOTH to show on the map.

f. Using the **Event Category** drop-down list, select the type of event you want to show on the map exclusively.

g. Select one or more **Activities**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

If you are applying your filtering selections to all users via the Configure Default Filter For All Users link, this field is not available because the default applies for all days in the future, until such time as the filter is changed.

3. Select any or all of the filters you want to apply for SDZs and WDZs on the right side of the Filter Activities/SDZs/WDZs tab:

a. Select one or more **Facilities/Airspaces**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

b. Select one or more **Events**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

c. Select one or more **Units**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection

on the map, click to select the **Exclude Selected Items** checkbox.

d. Using the **Air/Ground** drop-down list, select whether you want to Air activities, Ground activities, or BOTH to show on the map.

e. Select one or more SDZs, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

f. Select one or more **WDZs**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

g. Select one or more **Weapons**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

h. Select one or more **Ammunition** types, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

4. If you want to apply this filtering to all users as a default whenever they log in to the fire desk in GFDO, click the **Configure Default Filter For All Users** link. The tab lets you know you are in that mode, just above the link, and the link name itself changes to **Configure Filter For Only This Session**, in the event that you decide to apply filtering for just this session.

If you are applying your filtering selections to all users via the Configure Default Filter For All Users link, the Activity field on the Activities side of the tab is not available because the default applies for all days in the future, until such time as the filter is changed.

5. Click the **Submit** button. If you clicked the **Configure Default Filter For All Users** link in Step 4, a filter is created for *all users* upon their next login. Otherwise, the filter is created for this session only.

To verify your filter, log out and log back in to the fire desk to see that the filter has been applied, as indicated by the yellow alert at the top of the screen that reads “Filtering Currently Applied.” Whenever this alert is displayed, you can click it to see the filtering that has been set.

3.2.4.12 *Toggling Between Administration and Live Operations*

If you want to perform a Graphics to Facilities operation or any other function in the Administration window, there are a few ways you can get there. You could click a layer and select **Graphics to Facilities**, or you could click **SDZ Areas** and select **Import**, or any number of other ways. The Administration window will open automatically in these cases, if it is not open already.

While you could minimize or close one window to get to the other, the best way to toggle back and forth between the Administration window and the Live Operations window is to:

- Click the **open Administration** link from the Live Operations window, or
- Click the **open Live Operations** link from the Administration window.

Both windows remain open, but the one you want to see is moved to the front.

3.2.5 Configuration via RFMSS

3.2.5.1 *Designating Authorized Fire Desk Operators (AFDOs)*

Functional Administrators can give certain Fire Desk Operators (FDOs) elevated privileges to perform administrative operations within the GFDO when they designate them as Authorized FDOs (or AFDOs). One example of the additional functions an AFDO can access is **Admin Display Settings** within the Layer menus, which allow them to set Default Transparency, Labels, Label Format, Symbology, and Visibility for all users.

To do this:

1. Go to the RFMSS application’s **Administration** menu and select **Fire Desk**, and then **Fire Desk Users**. The Fire Desk Users page is displayed.
2. To designate an existing user as an AFDO:
   a. Click the **edit** link in that user’s row on the Fire Desk Users page. The individual’s Fire Desk User page is displayed. If the fire desk has been configured in GFDC and published at least once (meaning that users can access the fire desk from within

GFDO), the **Authorized FDO (GFD)** checkbox is displayed on this page if the user has the FDO role.

b. Click to select the **Authorized FDO (GFD)** checkbox.

c. Click the **Submit** button. The user has been granted AFDO privileges. You can also remove AFDO privileges by un-selecting that checkbox and clicking Submit.

3. To designate a new user as an AFDO:

a. From the Fire Desk Users page, click the **new** link.

b. Enter the **Fire Desk** name.

c. Select one or more users who have FDO roles from the displayed list.

d. Click to select the **Authorized FDO (GFD)** checkbox.

e. Click the **Save** button. The user has been given both the FDO user role and additional AFDO privileges for the selected fire desk.

3.2.5.2 *Enabling Text Fire Desk Spatial Conflict Detection*

By default, Text Fire Desk Spatial Conflict Detection is disabled for any given fire desk.

If you have Text Fire Desk Spatial Conflict Detection enabled and you search for conflicts, RFMSS reaches out to search for spatial conflicts in any open Graphics Fire Desk windows accessing your fire desk. This works the same for creating or editing Downranges, Incidents, and Temporary Firing Points, as well as when there are status changes and edits to training information.

To enable Spatial Conflict Detection via the Text Fire Desk:

1. Click the **Administration** menu and select **Fire Desk > Fire Desks**.
2. Scroll to the right to verify that the TFD Spatial Conflict Detection column for your fire desk is set to “No.” (This is the default setting for any given fire desk.)
3. Click the **edit** link for your fire desk. The Fire Desk Record page is displayed.
4. Click to select the **TFD Spatial Conflict Detection** checkbox.
5. Click the **Save** button.

If you have Text Fire Desk Spatial Conflict Detection enabled, there will be a little latency as RFMSS reaches out to search for spatial conflicts in any open Graphics Fire Desk windows accessing your fire desk.

APPENDIX C contains the Conflict Decision Tree~~Conflict Decision Tree~~.

3.2.5.3 *Specifying Default Downrange Safe Zone Size*

By default, the Safe Zone Size field on the Downrange Form is blank. However, in RFMSS Administration, you can set a default value for your fire desk that can be modified on the Downrange Form.

To specify the default downrange Safe Zone Size:

1. Click the **Administration** menu, and select **Fire Desk > Fire Desks** from the resulting drop-down menu.
2. In the **Default Safe Zone Size (m)** field, enter the approximate size of the safe zone around the downrange in meters.
3. Click the **Save** button.

The default is set, so that when you create a Downrange Form, the value you set as the default is automatically populated, yet modifiable, in the Safe Zone Size field.

When Spatial Conflict Detection takes place, the Downrange and its entire Safe Zone will be included in detection, not just the Downrange point.

3.2.6 Live Operations via Graphics Fire Desk Operations (GFDO) Component

3.2.6.1 *Session-Level Layer Preferences*

3.2.6.1.1 Showing and Hiding Layers

Users have the ability to show and hide layers for their own session; the decision is not retained across sessions, however. This means that if you log out and log back in, the layer visibility reverts to the default that was set by the Functional Administrator or Authorized Fire Desk Operator for all users.

To show layers for a single session, click to select checkboxes for either Operational or Base Map layers.

To hide layers for a single session, click to un-select checkboxes for either Operational or Base Map layers.

You can click the checkbox at the folder level to show or hide all Operational or Base Map Layers as well.

If you do not want to show a background layer, you can click the radio button for **None** to display a plain, white background.

3.2.6.1.2 Reordering Operational Layers

The layer order that appears on the Layers tab in the Enhanced Graphics Fire Desk is determined by the order that is published in the GFDC using ArcMap, except that Operational layers are separated from Base Map layers.

In a given session, if you want to reorder the Operational layers, you can do so by simply dragging the layer to another place in the list. If you move a layer toward the top of the list of Operational layers, the layer's features also move closer to the top of the on the map.

When you close and re-open the GFD, the layers revert to their default layer order.

3.2.6.1.3 Changing Background Layer

Users have the ability to change the background layer for their session. The background is not retained across sessions, however. This means that if you log out and log back in, the background layer reverts to the default background that has been determined by the Functional Administrator or Authorized FDO.

When the map initially opens, the background you see is the established default. To change the background layer, just click the radio button next to the background type.

- **Topographics**,
- **Imagery**,
- **Roads**,
- Any custom background layers published in GFDC by your Functional Administrator or Authorized FDO. These layers might include the MIM or some raster data that may exist for your site.
- **None** (a plain, white background).

3.2.6.1.4 Toggling Operational Layer Labels

The Functional Administrator or Authorized FDO is responsible for choosing the attribute that displays as a label for a given Operational layer. He or she also chooses whether or not labels for particular Operational layers display by default or not when you log in.

However, you, as the user, have the ability to enable layer labels for the current session, despite the default. To do this, click the layer name, click **My Display Settings**, and then click to select the **Show Labels** checkbox. The labels for that layer are displayed on the map.

To disable the layers, click the layer name, click **My Display Settings**, and then click to un-select the **Show Labels** checkbox.

Your label settings are not retained across sessions; rather, when you log out and log back in, the default label settings are restored.

Base Map layer labels are determined by the FA in GFDC. These labels are fixed, so you cannot choose to show or hide them. In addition, the attribute used for Base Map layer labels is determined by the FA as well and cannot be modified.

3.2.6.1.5 Adjusting Layer Transparency

The Functional Administrator or Authorized FDO is responsible for setting the default transparency for each individual Operational layer, as well as the Base Map layers on the whole.

However, you, as the user, have the ability to change the transparency settings for the current session, for individual Operation layers, or for the Base Map layers on the whole.

Your transparency settings are not retained across sessions; rather, when you log out and log back in, the default transparency settings are restored.

3.2.6.1.5.1 Adjusting Individual Operational Layer Transparency

Click the layer name, click **My Display Settings**, and then slide the **Transparency** slide bar control to the desired percentage of transparency for the layer. Notice that the transparency for that layer changes on the map as you slide the control.

3.2.6.1.5.2 Adjusting Transparency for All Base Map Layers

Click the Base Map folder, select **My Display Settings**, and then slide the **Transparency** slide bar control to the desired percentage of transparency for ALL Base Map layers. Notice that the transparency for all Base Map layers change on the map as you slide the control.

3.2.6.2 *Performing Activity Actions*

3.2.6.2.1 Viewing/Selecting Activities in Tabular Format

When the Enhanced Graphics Fire Desk opens, you see a map with activities appearing on it. If you want to see a tabular view of those activities, you can click the **Select Activities** button. By default, all activities at the fire desk are displayed in a grid at the bottom of the window. This grid is the same as the long display in the Text Fire Desk.

3.2.6.2.1.1 Viewing All Activities

You can filter by typing in any of the column headings. You can sort by a particular column clicking on the heading for that column, and you can also click and drag column headings to change the order of the columns in the grid. As you mouse over each row in the grid, the corresponding activity is highlighted on the map. In addition, if you click an activity on the map, the grid scrolls automatically to that activity and selects it. If there are multiple activities occurring where you click, the one that is selected is the one with the highest safety-related status.

If, for a given activity, you want to see the SDZ or WDZ information, ensure that the **Display SDZs/WDZs for selected firing activity** checkbox just above the grid is selected, and select a row in the grid. A separate pane opens to the right that contains **Weapon**, **Ammunition**, and **SDZ** or **WDZ Name**, as well as **Max Ordinate**, **Max Vertical Hazard**, **Max Firing Altitude**, and a checkbox you can select to determine whether or not you show **SDZ Lines** for a particular SDZ on the map if you want. Of course, if you do not want to see SDZ/WDZ information for a firing activity, just click the checkbox again to un-select it. When you do that, the list returns to looking just like the long display in the Text Fire Desk.

If you select a non-firing activity, the second pane does not display.

Once you select one or more activities in the grid, you can begin performing Text Fire Desk-like actions using the same buttons at the top of the window that you would see in the Text Fire Desk. For example, if you want to change the status of an activity, select the activity in the grid and click the **Status Change** button to open the Status Change window (OR double-click the activity in the grid).

3.2.6.2.1.2 Viewing/Selecting Activities for Map Clicks

If you click an activity on the map, the grid scrolls automatically to that activity and selects it. If there are multiple activities occurring where you click, the one that is selected is the one with the highest safety-related status. However, if you do not want to view the selected activity or activities within a grid full of other activities, you can click to select the **Activities for Map Clicks** radio button within the **Select Activities** tab. You can click on the map at this point, and the GFDO finds the activities that correspond to the location where you clicked, and it will replace the contents of the grid with only those activities that correspond to the most recently clicked location. This enables you to work with a smaller set of activities and be able to easily filter down to the activity data you want based on where you click on the map.

If you want the grid to be populated with activity information from several points on the map, hold down the **Ctrl** key while you click. The data in the

grid accumulates with activities from all of the places you click on the map. This enables you to perform actions on multiple activities at the same time. If you let go of the **Ctrl** key and click on the map, the grid clears and only contains activity data for where you clicked.

If you want to clear the grid, click the **clear activities** link.

Again, once you select one or more activities in the grid, you can begin performing Text Fire Desk-like actions using the same buttons at the top of the window that you would see in the Text Fire Desk. For example, if you wanted to change the status of an activity, you must select the activity in the grid and click the **Status Change** button to open the **Status Change** window (OR double-click the activity in the grid).

3.2.6.2.1.3 Viewing Activities Missing SDZ/WDZ

When the Enhanced Graphics Fire Desk opens, you see a map with activities appearing on it. There are three ways to view activities missing SDZs or WDZs via the Select Activities tab:

- **Select Activities button:** You can click this at any time to open the **Select Activities** tab and view all activities in a grid at the bottom of the window.
- **Activities Missing SDZs/WDZs alert (yellow):** This alert, when active, means that there are activities on the fire desk that have a missing SDZ or WDZ, regardless of status. You can click this alert when it is active to open the **Select Activities** tab with the **Activities Missing SDZs/WDZs** radio button pre-selected.
- **Firing Without All SDZs/WDZs Visible (red):** This alert, when active, means that there are activities in a firing status on the fire desk that have a missing SDZ or WDZ. You can click this alert when it is to open the **Select Activities** tab and view all activities in a grid at the bottom of the window.

This grid you see at the bottom of the screen is the same as the long display in the Text Fire Desk.

To view activity data for those activities missing SDZ or WDZ information:

1. Click to select the **Activities Missing SDZs/WDZs** radio button within the Select Activities tab. The grid changes to display only those activities missing SDZ and/or WDZ information, regardless of status, assuming they have not already departed.
2. If, for a given activity, you want to see the SDZ or WDZ information, ensure that the **Display SDZs/WDZs for selected firing activity** checkbox just above the grid is selected, and then select a row in the grid. A separate pane opens to the right that contains Weapon, Ammunition, and SDZ or WDZ Name, as well

as Max Ordinate, Max Vertical Hazard, Max Firing Altitude, and a checkbox you can select to determine whether or not to show SDZ lines for a particular SDZ on the map if you want. (If you do not want to see SDZ/WDZ information for a firing activity, just click the checkbox again to un-select it. When you do that, the list returns to looking just like the long display in the Text Fire Desk.)

When an SDZ or WDZ is missing from an activity, one or more SDZ Names or WDZ Names will read “TO BE DETERMINED” in that right pane. It is also possible that an activity uses a number of SDZs, and one or more SDZ Names are “TO BE DETERMINED.” If a weapon/ammo combination has “WILL NOT BE AVAILABLE FOR GFD” as the SDZ or WDZ value (rather than “TO BE DETERMINED”), this does not cause the activity to appear in the **Activities Missing SDZs / WDZs** list because the absence of an SDZ/WDZ is assumed to be known.

Once you select an activity in the grid, you can take Text Fire Desk actions such as Status Change, Commo Check, No Show, etc., using the Text Fire Desk toolbar at the top of the screen.

3.2.6.2.1.4 Viewing Activities by Criteria

This filtering only affects the grid; the map is not changed. The map stays the same regardless of your filtering choices. If you want your filter to be shown on the map, you would need to click the Filter Activities/SDZs/WDZs button. The filtering capability for that tool is similar to this one, but your filtering choices are shown on the map, instead of in the grid as shown here. See “Viewing Activities Missing SDZ/WDZ~~Viewing Activities Missing SDZ/WDZ~~.”

If you want to filter the activities in this list by one or more criteria:

1. Click to select the **Activities by Criteria** radio button within the Select Activities tab. The tab changes to show a number of filtering criteria options.
2. Click to select the status types you want to include in your filter.

By default, the Text Fire Desk selects the Reservation (RES), Occupied (OCC), Firing (FIR), and Cease Fire (CF) checkboxes. You can also select checkboxes for Departed or No Show activities.

3. Select one or more **Facilities / Airspaces**, either by typing in the field or using the magnifying glass to the right of the field to

use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

4. Select one or more **Events**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.
5. Select one or more **Units**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.
6. Using the **Air/Ground** drop-down list, select whether you want to Air activities, Ground activities, or BOTH to show on the map.
7. Using the **Event Category** drop-down list, select the type of event you want to show on the map exclusively.
8. Select one or more **Activities**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.
9. To further filter activity data to show only those missing SDZ or WDZ data, click to select the **Only Activities Missing SDZs/WDZs** checkbox just above the status type checkboxes.
10. If at any time during your filtering activity you want to start over with the system default, just click the **clear criteria** link.
11. Click the **Submit** button.

The grid displays only those activities that meet your filtering criteria. From here, you can click an individual row in the grid or select multiple checkboxes to select multiple activities and perform Text Fire Desk actions on them using the Text Fire Desk menu at the top of the screen.

3.2.6.2.2 Performing Check-In

The **Check-In** button for the Enhanced Graphics Fire Desk is located at the top of the screen, in the button bar that resembles the buttons in the Text Fire Desk. To perform a check-in, you must first select one or more activities that you want to check in.

To perform an activity check-in:

1. Click the **Select Activities** button. By default, all activities at the fire desk are displayed in a grid at the bottom of the window. This grid is the same as the long display in the Text Fire Desk.

2. If you want to find an activity or activities by clicking on a Facility on the map, ensure that either the **All Activities** radio button or the **Activities for Map Clicks** radio button on the Select Activities tab is selected. If you want to use the grid to locate the activity or activities, continue to Step 4.
3. Click on the Facility on the map where you want to check in an activity.
   - If you had selected the **All Activities** radio button in Step 2, the grid scrolls automatically to the activities in the Facility you selected.
   - If you had selected the **Activities for Map Clicks** radio button in Step 2, the grid is re-populated with only the activities scheduled for the Facility you selected.
4. Click to select at least one of the activities displayed in the grid.
5. Click the **Check-In** button. A pop-up confirmation window comes up to show you that these activities are checked in. In addition, a check mark is displayed in the Status column for each activity to indicate that they are checked in.

3.2.6.2.3 Performing No Show

The **No Show** button for the Enhanced Graphics Fire Desk is located at the top of the screen, in the button bar that resembles the buttons in the Text Fire Desk. To perform a No Show, you must first select an activity to report as a No Show.

To perform an activity check-in:

1. Click the **Select Activities** button. By default, all activities at the fire desk are displayed in a grid at the bottom of the window. This grid is the same as the long display in the Text Fire Desk.
2. If you want to find an activity by clicking on a Facility on the map, ensure that either the **All Activities** radio button or the **Activities for Map Clicks** radio button on the Select Activities tab is selected. If you want to use the grid to locate the activity, continue to Step 4.
3. Click on the Facility on the map where you know the activity was to take place.
   - If you had selected the **All Activities** radio button in Step 2, the grid scrolls automatically to the activities in the Facility you selected.

- If you had selected the **Activities for Map Clicks** radio button in Step 2, the grid is re-populated with only the activities scheduled for the Facility you selected.

4. Click to select the activity in the grid.
5. Click the **No Show** button. The No Show window is displayed.
6. Select a **Reason for No Show** in the drop-down list.
7. Enter **Remarks** if you want.
8. Click the **Save** button.

The No Show window closes, and the Live Operations window shows that the activity is no longer in the grid. In addition, if the activity was the only one scheduled for the Facility, the Facility's status symbology changes to what was specified for the Available status (the default is gray).

3.2.6.2.4 Performing Status Change

The **Status Change** button for the Enhanced Graphics Fire Desk is located at the top of the screen, in the button bar that resembles the buttons in the Text Fire Desk. To perform a Status Change (and optionally enter training information/utilization information), you must first select an activity to report as a Status Change.

To perform an activity status change:

1. Click the **Select Activities** button. By default, all activities at the fire desk are displayed in a grid at the bottom of the window. This grid is the same as the long display in the Text Fire Desk.
2. If you want to find an activity by clicking on a Facility on the map, ensure that either the **All Activities** radio button or the **Activities for Map Clicks** radio button on the Select Activities tab is selected. If you want to use the grid to locate the activity, continue to Step 4.
3. Click on the Facility on the map where you know the activity was to take place.

- If you had selected the All Activities radio button in Step 2, the grid scrolls automatically to the activities in the Facility you selected.
- If you had selected the Activities for Map Clicks radio button in Step 2, the grid is re-populated with only the activities scheduled for the Facility you selected.

4. Click to select the activity in the grid (OR double-click the activity in the grid and skip to Step 6).

5. Click the **Status Change** button. The Status Change/Training Information window is displayed.
6. Change the status of the activity. See Section 3.1.3.2 for information about the use of the Status Change/Training Information window.
7. If you need to update training and/or utilization information at this time, you can do that on this page as well. Refer to Section 3.1.3.3, "Training Information/Utilization," for instructions for using the Training Information/Utilization functions available on the Status Change page.

When changing the status to TRAINING COMPLETE or DEPARTED, Utilization fields become mandatory, and will be noted in red text with an asterisk (*); you cannot save your status change until these fields are complete.

8. Click the **Save** button.

The Status Change/Training Information window closes, and the Live Operations window shows that the activity's line in the grid has changed color to indicate that it is occupied, as has the Facility on the map.

3.2.6.2.5 Performing a Communication (Commo) Check

The **Commo Check** button for the Enhanced Graphics Fire Desk is located at the top of the screen, in the button bar that resembles the buttons in the Text Fire Desk. If you are an FDO, and you want to perform a Commo Check, you must first select an activity to report as a Commo Check.

To perform an activity communication check:

1. Click the **Select Activities** button. By default, all activities at the fire desk are displayed in a grid at the bottom of the window. This grid is the same as the long display in the Text Fire Desk.
2. If you want to find an activity by clicking on a Facility on the map, ensure that either the **All Activities** radio button or the **Activities for Map Clicks** radio button on the Select Activities tab is selected. If you want to use the grid to locate the activity, continue to Step 4.
3. Click on the Facility on the map where you know the activity was to take place.
   - If you had selected the **All Activities** radio button in Step 2, the grid scrolls automatically to the activities in the Facility you selected.

- If you had selected the **Activities for Map Clicks** radio button in Step 2, the grid is re-populated with only the activities scheduled for the Facility you selected.

4. Click to select the activity in the grid.
5. Click the **Commo Check** button. A pop-up window is displayed that tells you that the Commo Check has been completed.
6. Click the **Save** button.

If there are overdue Commo Checks, an alert is displayed toward the right end of the alerts bar.

3.2.6.2.6 Performing Reset

The **Reset** button for the Enhanced Graphics Fire Desk is located at the top of the screen, in the button bar that resembles the buttons in the Text Fire Desk. If you are a Fire Desk Operator, you can perform a Reset on an activity that is not yet in a firing status. However, you must first select an activity.

To perform an activity reset:

1. Click the **Select Activities** button. By default, all activities at the fire desk are displayed in a grid at the bottom of the window. This grid is the same as the long display in the Text Fire Desk.
2. If you want to find an activity by clicking on a Facility on the map, ensure that either the **All Activities** radio button or the **Activities for Map Clicks** radio button on the Select Activities tab is selected. If you want to use the grid to locate the activity, continue to Step 4.
3. Click on the Facility on the map where you know the activity is to take place.

- If you had selected the **All Activities** radio button in Step 2, the grid scrolls automatically to the activities in the Facility you selected.
- If you had selected the **Activities for Map Clicks** radio button in Step 2, the grid is re-populated with only the activities scheduled for the Facility you selected.

4. Click to select the activity in the grid.
5. Click the **Reset** button. A pop-up window is displayed that tells you that the Reset has been completed.
6. Click the **Save** button.

When the reset is complete, you can see that both in the grid and on the map that the activity has reverted to a Reserved (RES) status.

3.2.6.2.7 Entering Training Information/Utilization

The **Training Info** button for the Enhanced Graphics Fire Desk is located here at the top, in the button bar that resembles the buttons in the Text Fire Desk. If you are a Fire Desk Operator, you can enter training information or utilization information for an activity. However, you must first select an activity.

3.2.6.2.7.1 Make Continuous Activity Non-Continuous

An FDO can make a Continuous, active activity Non-Continuous by doing the following:

1. In the Continuous column for the desired activity, click the field in the row for the desired activity. A checkbox is displayed within that field.
2. Click to un-select the checkbox that displays in that field.

The exception is when an activity is scheduled for 00:00 to 23:59, in which case the Continuous checkbox is disabled and cannot be unselected.

3.2.6.2.7.2 Enter or Modify Training/Utilization Information

To access training or utilization information for entry or modification:

1. Click the **Select Activities** button. By default, all activities at the fire desk are displayed in a grid at the bottom of the window. This grid is the same as the long display in the Text Fire Desk.
2. If you want to find an activity by clicking on a Facility on the map, ensure that either the **All Activities** radio button or the **Activities for Map Clicks** radio button on the Select Activities tab is selected. If you want to use the grid to locate the activity, continue to Step 4.
3. Click on the Facility on the map where you know the activity is to take place.
   - If you had selected the **All Activities** radio button in Step 2, the grid scrolls automatically to the activities in the Facility you selected.
   - If you had selected the **Activities for Map Clicks** radio button in Step 2, the grid is re-populated with only the activities scheduled for the Facility you selected.

4. Click to select the activity in the grid.
5. Click the **Training Info** button. The Training Info page is displayed.
6. Enter **Rounds Fired**, **Rounds Dud**, **First Round**, **Last Round**, or any other information you could normally enter had you accessed this page via the Text Fire Desk. See Section 3.1.3.3 for more details about using the Training Information page.
7. If you see a "TO BE DETERMINED" in an SDZ or WDZ field, click the magnifying glass to see if there is an SDZ or WDZ available and click the **select** link for the one you want.
8. Click the **Save** button. If there are any spatial conflicts, they are displayed at this time. You must acknowledge them and click the **Save** button again to save the information.

Once the training information is saved, the added SDZ is shown both on the map and in the grid.

3.2.6.2.8 Viewing Request Form

The **Request** button for the Enhanced Graphics Fire Desk is located at the top of the screen, in the button bar that resembles the buttons in the Text Fire Desk. If you are a Fire Desk Operator, you can enter Request or utilization information for an activity. However, you must first select an activity.

To view the Request form:

1. Click the **Select Activities** button. By default, all activities at the fire desk are displayed in a grid at the bottom of the window. This grid is the same as the long display in the Text Fire Desk.
2. If you want to find an activity by clicking on a Facility on the map, ensure that either the **All Activities** radio button or the **Activities for Map Clicks** radio button on the Select Activities tab is selected. If you want to use the grid to locate the activity, continue to Step 4.
3. Click on the Facility on the map where you know the activity is to take place.
   - If you had selected the **All Activities** radio button in Step 2, the grid scrolls automatically to the activities in the Facility you selected.
   - If you had selected the **Activities for Map Clicks** radio button in Step 2, the grid is re-populated with only the activities scheduled for the Facility you selected.

4. Click to select the activity in the grid.
5. Click the **Request** button. The Request form is displayed. See Section 2.4 for information about the use of the Request form.

3.2.6.2.9 Viewing Facility Info

The **Request** button for the Enhanced Graphics Fire Desk is located at the top, in the button bar that resembles the buttons in the Text Fire Desk. If you are a Fire Desk Operator, you can enter Request or utilization information for an activity. However, you must first select an activity.

To access training or utilization information for entry or modification:

Click the Select Activities button. By default, all activities at the fire desk are displayed in a grid at the bottom of the window. This grid is the same as the long display in the Text Fire Desk.

1. Locate the activity for which you want to view Facility information. You can do this by scrolling manually in the grid or by clicking on the Facility on the map, which directs you to all activities for that Facility in the grid.
2. Click to select the activity in the grid.
3. Then click the **Facility Info** button. The Facility Details page is displayed, where you can view the information about the Facility.

3.2.6.2.10 Creating a Same Day Request

If you are a Fire Desk Operator, you can create a Same Day Request via EGFD.

To create a Same Day Request:

1. With label names showing, make a note of the name of the Available Facility you want to reserve via Same Day Request. The default symbology is a gray outline with no fill, but it may be different if you have changed it for the current session.
2. Click the **Actions** drop-down menu and select **New Same Day Request** from the resulting drop-down menu. You could also do this using a Template if you want. The Request form is displayed.
3. Create the Same Day Request exactly as you would if you were in the Text Fire Desk. See Section 2.7 for instructions for use of the Request form for Same Day Requests.

When an FDO submits the request, the request goes directly to the fire desk. If a Unit user were to submit this request, an FDO would need to approve it before it goes to the fire desk.

When you have created your Same Day Request, you can go back to the Enhanced Graphics Fire Desk and see that the Facility is in Reserved (RES) status, as indicated by the blue outline and fill (if using the default symbology).

If you want to immediately occupy this reserved Facility, you can select the activity again and click the **Status Change** button in the toolbar at the top (OR double-click the activity in the grid). Find more information about changing the status can be found in Section 3.1.3.2, "Status Change."

3.2.6.3 *Performing Downrange Actions*

3.2.6.3.1 Creating a Downrange in GFDO

To create a Downrange in GFDO:

Click the **Downrange** button at the top of the screen, in the same place where you would see this button in the Text Fire Desk. A pop-up window is displayed. It says that you need to specify coordinates before clicking that button, and that if you click the **OK** button, the Coordinate Tool will open in "Locate by Mouse Click" mode.

1. Click the OK button.
2. If you want to:
   - Create a Downrange by clicking on the map to select the location, click on the map in the place where you want to create the Downrange. When you click on the map, the point is shown on the map, and coordinates for that point are displayed in the Coordinate Tool. Proceed to Step 4.
   - Create a Downrange by entering the coordinates:
     a. Click to select the **Locate by Entered Coordinates** radio button and enter the coordinates in the appropriate field(s) in the Coordinate Tool.
     b. Click the **Locate** button in the Coordinate Tool to locate the point on the map.
3. Click the **Downrange** button. One of two things happens here:
   - If the point on the map is in only one activity, the Downrange Form is displayed, where you can enter the details for the Downrange as you would in the Text Fire Desk. Proceed to Step 5.
   - If the point on the map is within multiple activities occurring in the location you clicked or entered, a grid is displayed at the

bottom of the screen that lists the various facilities the point lies within.

a. In this grid, click to select the checkbox that corresponds with the Facility and Unit you want to populate on the Downrange Form.

b. Click the **Create Downrange** button. The Downrange Form is displayed, with the coordinates, the Facility, and the Unit all pre-populated on the form.

4. Complete the Downrange form as you would in the Text Fire Desk. For these instructions, see Section 3.1.3.5.2, “Add or Edit a Downrange Request.”

3.2.6.3.2 Clearing Activities for Overhead Firing Above Downranges

Under the Weapons/Ammo tab on the Training Info page is a checkbox called **Cleared for Overhead Firing Above Down Range**. When you are putting an SDZ into a firing status or creating a downrange inside of an SDZ in a firing status, the system checks to see if there is any overlap. If there is, the system looks at the activity that the downrange overlaps with, and if the activity does not have this checkbox selected, then the system will not let you move forward with your action. The system does not check WDZs or Air activities. This check is only performed when a downrange and its safe zone appear inside the footprint of an SDZ for an activity in a firing status.

A Scheduler has the permission to specify on the Weapon/Ammo tab whether a firing activity is cleared for overhead firing above downranges. If the Scheduler establishes in the original Request that the activity is cleared for overhead firing above downranges, then the FDO can create downranges over the SDZ footprint for the activity as long as the activity is on the fire desk.

However, an FDO can, on a daily basis, evaluate and specify whether an activity that does not have this checkbox selected is cleared for a single day.

> Unit users can see the **Clear Activities for Overhead Firing Above Down Ranges** checkbox, but they cannot select it.

(For Schedulers) To clear an activity for overhead firing above downranges:

- As part of completing the Request form, under the Weapons/Ammo tab, click to select the **Cleared for Overhead Firing Above Down Range** checkbox before saving.

(For FDOs) To clear an activity for overhead firing above downranges for a single day:

1. Click the **Select Activities** button. A grid is displayed at the bottom of the window listing all activities for the day for the fire desk.
2. Locate in the grid and select the activity you want to clear for overhead firing above downranges.
3. Click the Training Info button. The Training Info page is displayed.
4. Under the Weapons/Ammo tab, click to select the **Cleared for Overhead Firing Above Down Range** checkbox.
5. Click the **Save** button.

3.2.6.3.3 Viewing Existing Downranges

If you are in the EGFD and you want to view a list of all the downranges that exist, you would do this in the same way you would in the Text Fire Desk. Click the red **Active Downrange** alert at the top. A grid displays at the bottom of the screen that shows all the currently active downranges and their attributes.

If you are looking for a particular downrange, you can do one of three things:

- (Fastest) Click on the downrange on the map. The grid scrolls automatically to the line for that downrange.
- Scroll to find the downrange in the grid. If you click on one downrange in the grid, the map centers to the selected downrange if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the downrange highlighted on the map.
- Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid only displays downranges that meet the criteria you enter.

If you click on one downrange in the grid, the map centers to the selected downrange if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the downrange highlighted on the map.

If you no longer want to see the grid, click the **Close** button to return to the full map.

3.2.6.3.4 Editing a Downrange

To edit a downrange in GFDO:

1. Click the red **Active Downrange** alert at the top. A grid displays at the bottom of the screen that shows all the currently active downranges and their attributes.
2. Locate the downrange in one of three ways:
   - (Fastest) Click on the downrange on the map. The grid scrolls automatically to the line for that downrange.
   - Scroll to find the downrange in the grid. If you click on one downrange in the grid, the map centers on the selected downrange if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the downrange highlighted on the map.
   - Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid only displays downranges that meet the criteria you enter.
3. Click the **edit** link in the line for the downrange you want to edit. The Downrange Form is displayed, and RFMSS recalculates any spatial or tabular conflicts that may exist and displays any conflict information at the bottom of the form.
4. Update details of the downrange using any of the available fields.
5. If there are any conflicts detected, acknowledge them by selecting the checkbox(es) displayed.
6. Click the **Save** button. In Live Operations, your changes are displayed in the grid and on the map (when applicable).

3.2.6.3.5 Returning a Downrange

To return a downrange in GFDO:

1. Click the red **Active Downrange** alert at the top. A grid displays at the bottom of the screen that shows all the currently active downranges and their attributes.
2. Locate the downrange in one of three ways:
   - (Fastest) Click on the downrange on the map. The grid scrolls automatically to the line for that downrange.
   - Scroll to find the downrange in the grid.
   - Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more

effective. The grid only displays downranges that meet the criteria you enter.

3. Click the **edit** link in the line for the downrange you want to return. The Downrange Form is displayed.
4. Click the **Time Returned** link to automatically populate the current date and time in the field.
5. Click the **Save** button. The downrange disappears from both the map and the grid.

3.2.6.3.6 Printing a Downrange Report

To print the Down Range Report for an active downrange in GFDO:

1. Click the red **Active Downrange** alert at the top. A grid displays at the bottom of the screen that shows all the currently active downranges and their attributes.
2. Locate the downrange in one of three ways:
   - (Fastest) Click on the downrange on the map. The grid scrolls automatically to the line for that downrange.
   - Scroll to find the downrange in the grid.
   - Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid only displays downranges that meet the criteria you enter.
3. Click the **print** link in the line for the downrange you want to return. The Down Range Report is displayed.
4. Click the print icon to print the report.

When you are done with the report, click the **Close Report** button to close the report.

3.2.6.4 *Performing Incident Actions*

3.2.6.4.1 Creating an Incident

To create an Incident in GFDO:

1. Click the **Incident** button at the top of the screen, in the same place where you would see this button in the Text Fire Desk. A pop-up window is displayed. It says that you need to specify coordinates before clicking that button, and that if you click the OK button, the Coordinate Tool will open in “Locate by Mouse Click” mode.

2. Click the **OK** button.
3. If you want to:
   - Create an Incident by clicking on the map to select the location, click on the map in the place where you want to create the Incident. When you click on the map, the point is shown on the map, and coordinates for that point are displayed in the Coordinate Tool. Proceed to Step 4.
   - Create an Incident by entering the coordinates:
     a. Click to select the **Locate by Entered Coordinates** radio button and enter the coordinates in the appropriate field(s) in the Coordinate Tool.
     b. Click the **Locate** button in the Coordinate Tool to locate the point on the map.
4. Click the **Incident** button. One of two things happens here:
   - If the point on the map is in only one activity, the Incident Form is displayed, where you can select required information and enter other details for the Incident as you would in the Text Fire Desk. Proceed to Step 5.
   - If the point on the map is within multiple activities or facilities at the location you clicked or entered, a grid is displayed at the bottom of the screen that lists the various facilities the point lies within.
     a. In this grid, click to select the checkbox that corresponds with the Facility and Unit you want to populate on the Incident Form.
     b. Click the **Create Incident** button. The Incident Form is displayed, with the coordinates, the Facility, and the Unit all pre-populated on the form.
5. Complete the Incident form as you would in the Text Fire Desk, selecting required information and entering other details. For more detailed instructions for completing an Incident Request, see Section 3.1.3.6.2, “Add or Edit an Incident.”
6. If there are any conflicts detected, acknowledge them by selecting the checkbox(es) displayed.
7. Click the **Save** button.

3.2.6.4.2 Viewing Existing Incidents

If you are in the EGFD and you want to view a list of all the incidents that exist, you would do this in the same way you would in the Text Fire Desk. Click the red **Active Incidents** alert at the top. A grid displays at the

bottom of the screen that shows all the currently active incidents and their attributes.

If you are looking for a particular incident, you can do one of three things:

- (Fastest) Click on the incident on the map. The grid scrolls automatically to the line for that incident.
- Scroll to find the incident in the grid. If you click on one incident in the grid, the map centers to the selected incident if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the incident highlighted on the map.
- Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid only displays incidents that meet the criteria you enter.

If you no longer want to see the grid, click the **Close** button to return to the full map.

3.2.6.4.3 Editing an Incident

To edit an incident in GFDO:

1. Click the red **Active Incidents** alert at the top. A grid displays at the bottom of the screen that shows all the currently active incidents and their attributes.
2. Locate the incident in one of three ways:
   - (Fastest) Click on the incident on the map. The grid scrolls automatically to the line for that incident.
   - Scroll to find the incident in the grid. If you click on one incident in the grid, the map centers to the selected incident if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the incident highlighted on the map.
   - Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid only displays incidents that meet the criteria you enter.
3. Click the **edit** link in the line for the incident you want to edit. The Incident Form is displayed, and RFMSS recalculates any spatial or tabular conflicts that may exist and displays any conflict information at the bottom of the form.

4. Update details of the incident using any of the available fields. For detailed instructions for editing an incident, see Section 3.1.3.6.2, “Add or Edit an Incident.”
5. If there are any conflicts detected, acknowledge them by selecting the checkbox(es) displayed.
6. Click the **Save** button. In Live Operations, your changes are displayed in the grid and on the map (when applicable).

3.2.6.4.4 Closing an Incident

To close an Incident in GFDO:

1. Click the red **Active Incidents** alert at the top. A grid displays at the bottom of the screen that shows all the currently active incidents and their attributes.
2. Locate the incident in one of three ways:
   - (Fastest) Click on the incident on the map. The grid scrolls automatically to the line for that incident.
   - Scroll to find the incident in the grid. If you click on one incident in the grid, the map centers to the selected incident if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the incident highlighted on the map.
   - Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid only displays incidents that meet the criteria you enter.
3. Click the **close** link in the line for the incident you want to return. The Incident Form is displayed.
4. Click the **Close Incident** button. The incident disappears from both the map and the grid.

3.2.6.4.5 Printing an Incident Report

To print the Incident Report for an active incident in GFDO:

1. Click the red **Active Incidents** alert at the top. A grid displays at the bottom of the screen that shows all the currently active incidents and their attributes.
2. Locate the incident in one of three ways:
   - (Fastest) Click on the incident on the map. The grid scrolls automatically to the line for that incident.

- Scroll to find the incident in the grid. If you click on one incident in the grid, the map centers to the selected incident if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the incident highlighted on the map.
- Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid only displays incidents that meet the criteria you enter.

3. Click the **print** link in the line for the incident you want to return. The Incident is displayed.
4. Click the print icon to print the report.

When you are done with the report, click the **Close Report** button to close the report.

3.2.6.5 *Performing Temporary Firing Point Actions*

3.2.6.5.1 Creating a Temporary Firing Point

To create a Temporary Firing Point in GFDO:

1. Click the **Temp FP** button at the top of the screen, in the same place where you would see this button in the Text Fire Desk. A pop-up window is displayed. It says that you need to specify coordinates before clicking that button, and that if you click the **OK** button, the Coordinate Tool will open in “Locate by Mouse Click” mode.
2. Click the **OK** button.
3. If you want to:
   - Create a Temporary Firing Point by clicking on the map to select the location, click on the map in the place where you want to create the Temporary Firing Point. When you click on the map, the point is shown on the map, and coordinates for that point are displayed in the Coordinate Tool. Proceed to Step 4.
   - Create a Temporary Firing Point by entering the coordinates:
     a. Click to select the **Locate by Entered Coordinates** radio button and enter the coordinates in the appropriate field(s) in the Coordinate Tool.
     b. Click the **Locate** button in the Coordinate Tool to locate the point on the map.

4. Click the **Temp FP** button. One of two things happens here:
   - If the point on the map is in only one activity, the Temp Firing Point Edit page is displayed, where you can see that the coordinates are pre-populated in the form. Proceed to Step 5.
   - If the point on the map is within multiple, overlapping activities occurring in the location you clicked or entered, a grid is displayed at the bottom of the screen that lists the various facilities the point lies within.
     a. In this grid, click to select the checkbox that corresponds with the Facility and Unit you want to populate on the Temp Firing Point Edit page.
     b. Click the **Create Temporary Firing Point** button. The Temp Firing Point Edit page is displayed, with the coordinates, the Facility, and the Unit all pre-populated on the form.
5. If the point you selected is not in a firing activity, click the magnifying glass for the **Activity** field and select an Activity.
6. If there are any conflicts detected, acknowledge them by selecting the checkbox(es) displayed.
7. Click the **Save** button. Unless there are conflicts detected, you are returned to Live Operations, where you can see the Temporary Firing Point on the map.

3.2.6.5.2 Viewing Existing Temporary Firing Points

If you are in the EGFD and you want to view a list of all the temporary firing points that exist, you would do this in the same way you would in the Text Fire Desk. Click the red **Active Temp Firing Points** alert at the top. A grid displays at the bottom of the screen that shows all the currently active temporary firing points and their attributes.

If you are looking for a particular temporary firing point, you can do one of three things:

- (Fastest) Click on the temporary firing point on the map. The grid scrolls automatically to the line for that temporary firing point.
- Scroll to find the temporary firing point in the grid. If you click on one temporary firing point in the grid, the map centers to the selected temporary firing point if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the temporary firing point highlighted on the map.
- Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid

only displays temporary firing points that meet the criteria you enter.

If you no longer want to see the grid, click the **Close** button to return to the full map.

3.2.6.5.3 Editing a Temporary Firing Point

To edit a temporary firing point in GFDO:

1. Click the red **Active Temp Firing Points** alert at the top. A grid displays at the bottom of the screen that shows all the currently active temporary firing points and their attributes.
2. Locate the temporary firing point in one of three ways:
   - (Fastest) Click on the temporary firing point on the map. The grid scrolls automatically to the line for that temporary firing point.
   - Scroll to find the temporary firing point in the grid. If you click on one temporary firing point in the grid, the map centers to the selected temporary firing point if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the temporary firing point highlighted on the map.
   - Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid only displays temporary firing points that meet the criteria you enter.
3. Click the **edit** link in the line for the temporary firing point you want to edit. The Temp Firing Point Edit page is displayed, and RFMSS recalculates any spatial or tabular conflicts that may exist and displays any conflict information at the bottom of the form.
4. Update details of the temporary firing point using any of the available fields. For detailed instructions for editing a temporary firing point, see Section 3.1.3.8.3, “View and Edit Temporary Firing Points.”
5. If there are any conflicts detected, acknowledge them by selecting the checkbox(es) displayed.
6. Click the **Save** button. In Live Operations, your changes are displayed in the grid and on the map (when applicable).

3.2.6.5.4 Deleting a Temporary Firing Point

To delete a Temporary Firing Point in GFDO:

1. Click the red **Active Temp Firing Point** alert at the top. A grid displays at the bottom of the screen that shows all the currently Active Temp Firing Point and their attributes.
2. Locate the Temporary Firing Point in one of three ways:
   - (Fastest) Click on the Temporary Firing Point on the map. The grid scrolls automatically to the line for that Temporary Firing Point.
   - Scroll to find the Temporary Firing Point in the grid. If you click on one Temporary Firing Point in the grid, the map centers to the selected Temporary Firing Point if there is an MGRS specified. In addition, if an MGRS is specified, you can just mouse over a line in the grid to see the Temporary Firing Point highlighted on the map.
   - Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by, although if you know the MGRS, that filter will prove more effective. The grid only displays Temporary Firing Points that meet the criteria you enter.
3. Click the **delete** link in the line for the Temporary Firing Point you want to return. The Temporary Firing Point Form is displayed, asking you to confirm that you want to delete it.
4. Click the **Continue** button. The Temporary Firing Point disappears from both the map and the grid.

3.2.6.6 *Viewing/Modifying SDZs/WDZs*

3.2.6.6.1 Viewing/Modifying Activity SDZs/WDZs

If you are an FDO, you can not only view, but also modify SDZ/WDZ activity currently on the fire desk:

1. Ensure that SDZ Areas or WDZ Areas are shown on the map. If they are not, click to select the checkboxes for SDZ Areas/WDZ Areas to see where they are on the map. The ones you see on the map are currently active on the fire desk.
2. Click the **Select Activities** button to see activities in a tabular format. By default, a grid displays the equivalent of the Long Display in the Text Fire Desk (explained in Section 3.1.2.3, “Long Display“). It is a list of all the activities currently taking place on the fire desk for the day.

3. If needed, filter to display what you see on the map and in the grid using the controls on the Select Activities tab. Reference Section 3.2.6.2.1.4, “Viewing Activities by Criteria.”

4. If you are looking for a particular activity, Facility, SDZ, or WDZ, you can do one of three things:

   - (Fastest) On the **Select Activities** tab, select the **Activities for Map Clicks** radio button. Click on the Facility/SDZ/WDZ on the map. The results in the grid are filtered down to just those activities occurring in that place in the fire desk for the day.
   - Scroll to find the activity in the grid. If you click one activity in the grid, the map centers to the selected activity. In addition you can just mouse over a line in the grid to see the Facility (and SDZ/WDZ as applicable) highlighted on the map.
   - Filter by common criteria using the fields at the top of the columns in the grid. Unit ID and Facility are good fields to filter by. The grid only displays activities that meet the criteria you enter.

5. If, for a given activity, you want to see the SDZ or WDZ information, ensure that the **Display SDZs/WDZs for selected firing activity** checkbox just above the grid is selected, and select a row in the grid.

   If it is a firing activity, a separate pane opens to the right that contains the same information you would expect to see on the Weapon/Ammo tab in the Text Fire desk: **Weapon**, **Ammunition**, and **SDZ** or **WDZ Name**, as well as **Max Ordinate**, **Max Vertical Hazard**, **Max Firing Altitude**, and a checkbox you can select to determine whether or not you show **SDZ Lines** for a particular SDZ on the map if you want. Of course, if you do not want to see SDZ/WDZ information for a firing activity, just click the checkbox again to un-select it. When you do that, the list returns to looking just like the long display in the Text Fire Desk.

   As with the rows in the left pane of the grid, you can also mouse over the lines in the right side of the grid to see the outlines of the SDZ/WDZ for that line highlighted on the map.

6. Change the SDZ/WDZ by clicking in the cell in the SDZ/WDZ column in the right pane and start typing the name of the SDZ/WDZ, or click the magnifying glass to the right of the

field to select from a complete list of all the SDZs available for this activity.

> **TO BE DETERMINED** should be selected if the SDZ/WDZ is not yet known, but will be known at some point.
>
> **WILL NOT BE AVAILABLE FOR THE GFD** should be selected if it is known that there will not be an SDZ/WDZ represented for that particular DODIC. This selection lets the FDO know that there will be no SDZ/WDZ selected for an activity.

7. Click elsewhere.

   If you added or changed an SDZ/WDZ, and a spatial conflict is detected, a pop-up window is displayed that lets you know you have selected an SDZ or WDZ that creates a spatial conflict. The system checks to see if there are any downranges, incidents, or temporary firing points that are impacted by your choosing that particular SDZ or WDZ, and displays each finding in a line with an acknowledgement checkbox.

8. If there are spatial conflicts, you can click a **More Information** link to be directed to the list of downranges, incidents, or temporary firing points (depending on which link you click) that are in conflict with the selected SDZ/WDZ. To proceed with the selection of that SDZ, you must click each checkbox to acknowledge the conflict(s), or click the **Select/Unselect All** checkbox to acknowledge all, and then click the **OK** button.

If you added an SDZ/WDZ, the selected SDZ/WDZ is displayed on the map. If you removed an SDZ/WDZ, changing the value to TO BE DETERMINED or WILL NOT BE AVAILABLE FOR THE GFD, the SDZ is removed from the map.

3.2.6.7 *Downrange, Incident, and Temporary Firing Point Spatial and Tabular Conflicts*

3.2.6.7.1 Understanding Downrange, Incident, and Temporary Firing Point Spatial and Tabular Conflicts

> This is a very high-level description of conflict detection. It is recommended that you reference the Conflict Decision Tree for Downranges, Incidents, and Temporary Firing Points in APPENDIX C, as well as watch the online help demo for this topic.

When you have a conflict between an activity and a downrange, incident, or temporary firing point, you will see it appear on Status Change and Training Info pages, as well as when you create or edit a Downrange, Incident or Temporary Firing Point. It is possible to get notices about spatial conflict detection in both the EGFD and the Text Fire Desk, although you can only see spatial conflicts if the Text Fire Desk Spatial Conflict Detection is enabled in the Fire Desk Setup. Spatial Conflict Detection in the Text Fire Desk is disabled by default.

You can see spatial conflicts *only* (apart from tabular conflicts) in two other places. One is via the red EGFD **Spatial Conflict Detected** notification alert. When that alert is red, you can click it to see a grid at the bottom showing downranges, incidents, and temporary firing points that are in conflict with SDZs, WDZs, or ground facilities. The other is when you click the **Select Activities** button to select activities and try to change an SDZ or WDZ. Spatial conflict detection is performed at that time as well, and a pop-up is displayed requiring that you acknowledge all spatial conflicts before completing the SDZ/WDZ change.

At a high level, a spatial conflict is when there is a downrange, incident, or temporary firing point that overlaps or lies within the footprint of an SDZ or WDZ being used by a firing activity. However, if one or more SDZs for a firing activity is not known or has not been specified, a spatial conflict is also detected if there is a downrange, incident, or temporary firing point that lies or overlaps or lies within the footprint of the Facility where the firing activity is taking place. Spatial Conflict Detection always takes place in EGFD; however, on the Text Fire Desk, it only takes place if it has been enabled via Fire Desk Administration in RFMSS.

If no spatial conflict is found between a particular downrange, incident, or temporary firing point and a particular activity, then the system takes a look at whether a tabular conflict exists between the two. The system only looks for tabular conflicts if the activity is missing at least one SDZ or WDZ. If all SDZs or WDZs are known and specified, you know exactly where the firing is; as such, all conflicts can be identified spatially.

RFMSS only looks for tabular conflicts for downrange impact areas if Downrange Impact Area Tabular Conflict Detection is enabled via Fire Desk Administration in RFMSS.

The most important tool for understanding how conflicts work is the Conflict Decision Tree, which shows how conflicts are determined based on all the variables that go into the decision-making process. The rules are fairly complex for downrange, incident, and temporary firing point conflicts. This drawing evaluates a single downrange, incident, or temporary firing point and whether it conflicts with a single, currently firing activity on the fire desk. That said, for each currently firing activity, you go through this decision tree and take a look at each downrange, incident, and temporary firing point that is out there to see if this tree

leads you to a spatial or tabular conflict. Likewise, for a single downrange, incident, or temporary firing point, all currently firing activities are evaluated to find spatial or tabular conflicts as well. The starting point for the logic in the decision tree is the light blue box in the upper, left corner, which asks whether TFD Spatial Conflict Detection is enabled. Reference APPENDIX C, "Conflict Decision Tree~~Conflict Decision Tree~~," as well as the online help demo for this topic.

3.2.6.7.2 Viewing Downrange, Incident, and Temporary Firing Point Conflicts on Status Change from TFD and EGFD

This is a very high-level description of conflict detection while in the process of changing the status of firing activities. It is recommended that you watch the online help demo for this topic.

By default, Text Fire Desk Spatial Conflict Detection is disabled for any given fire desk.

If Text Fire Desk Spatial Conflict Detection is enabled for your fire desk, RFMSS searches for spatial conflicts in any open EGFD windows accessing your fire desk. This works the same for creating or editing Downranges, Incidents, and Temporary Firing Points, as well as when there are status changes and edits to training information.

For the following examples, the user wants to do the following:

- Example 1: Change the status of an activity being conducted in Range A-1 from Cease Fire (CF) to Firing – Unrestricted (FIR-UR).
- Example 2: Change the status of an activity being conducted in Range A-3 from one firing status to another.

Figure 3-114 illustrates the two ranges, A-1 and A-3, as well as an Incident (orange lightning bolt), Temporary Firing Point (yellow point), and a Downrange (purple plus sign, with a safe zone drawn around it). The SDZs are in yellow, because they are being used by Range A-1, which is currently in a Cease Fire Status.

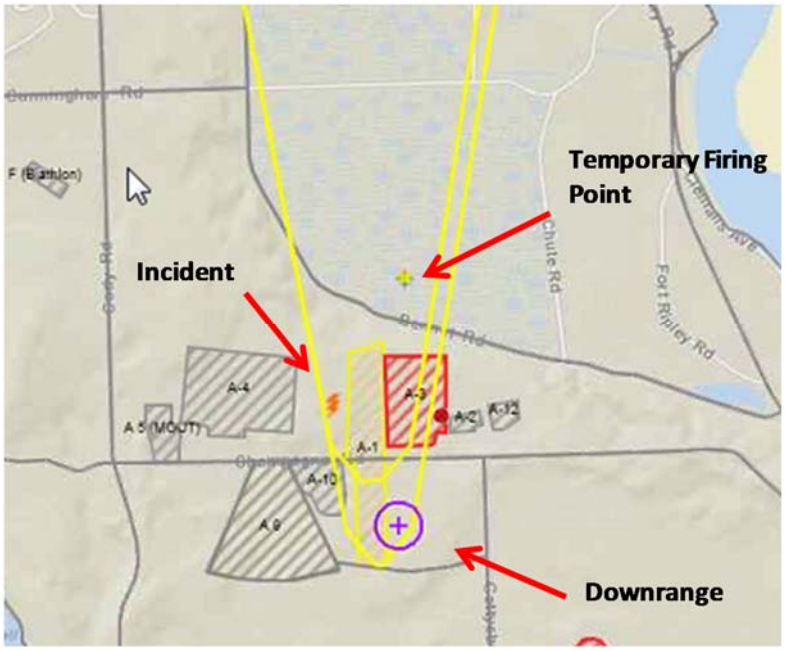


Figure 3-114 Example of Conflicts in Relation to Facilities and SDZs

When you conduct a Status Change in either the EGFD or Text Fire Desk, the system performs spatial conflict detection when you click the **Save** button on the Status Change/Training Information page. If there are no spatial or tabular conflicts, the Status Change/Training Information window closes uneventfully. However, if spatial or tabular conflicts are detected for downranges, incidents, or temporary firing points, warnings are displayed on the Status Change/Training Information page (Figure 3-115 for Example 1, and Figure 3-116 for Example 2), and you are required to acknowledge them before you can save the status change.

The warnings illustrated in Figure 3-115 are due to a downrange, an incident, and a temporary firing point that all fall within the firing fan for the selected activity in Example 1—meaning, within the SDZs associated to the activity occurring in Range A-1.

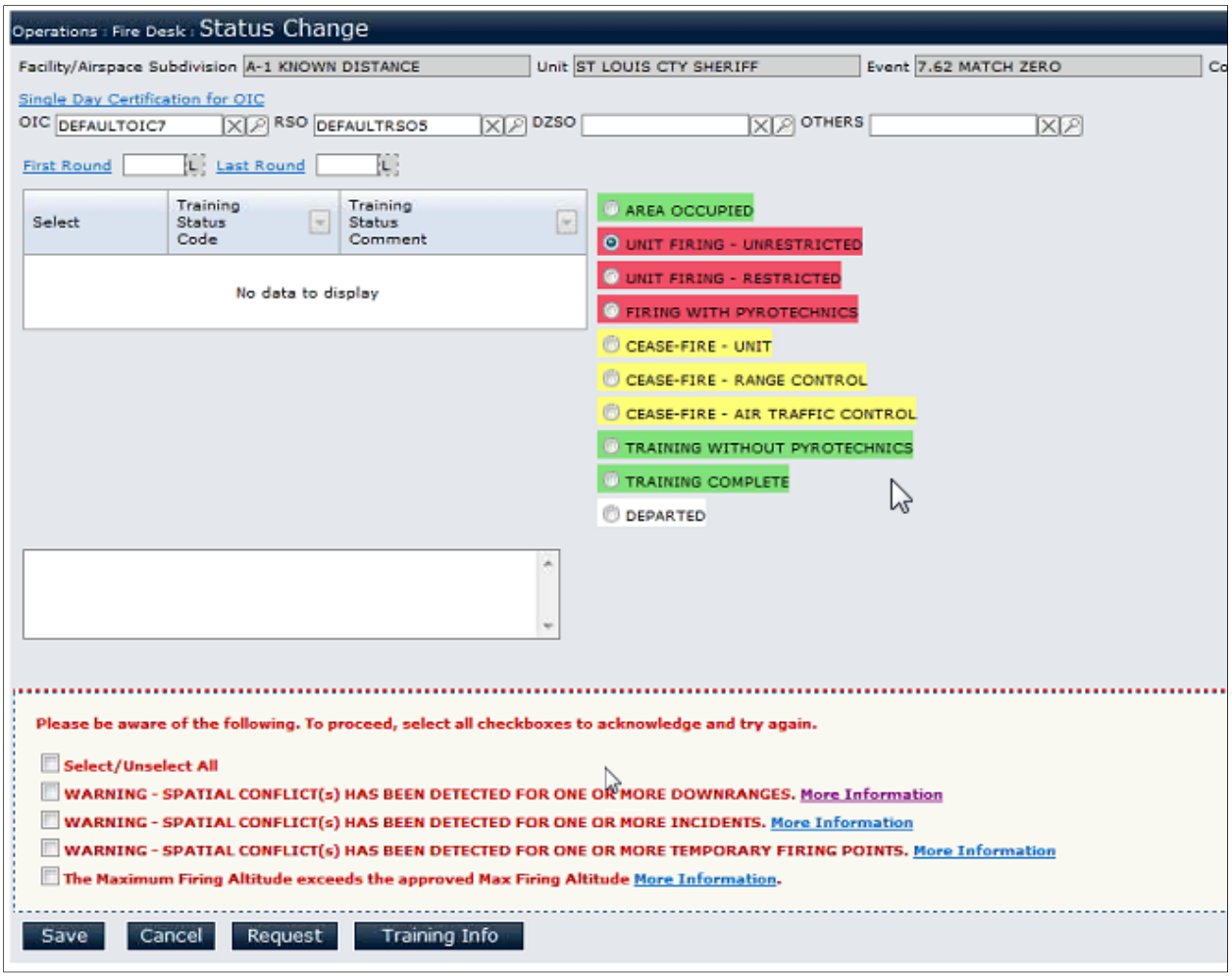


Figure 3-115 Spatial Conflicts Detected upon Saving a Status Change

Figure 3-116 illustrates Example 2, showing tabular conflicts detected in Range A-3, which is adjacent to Range A-1, when changing from one firing status to another.

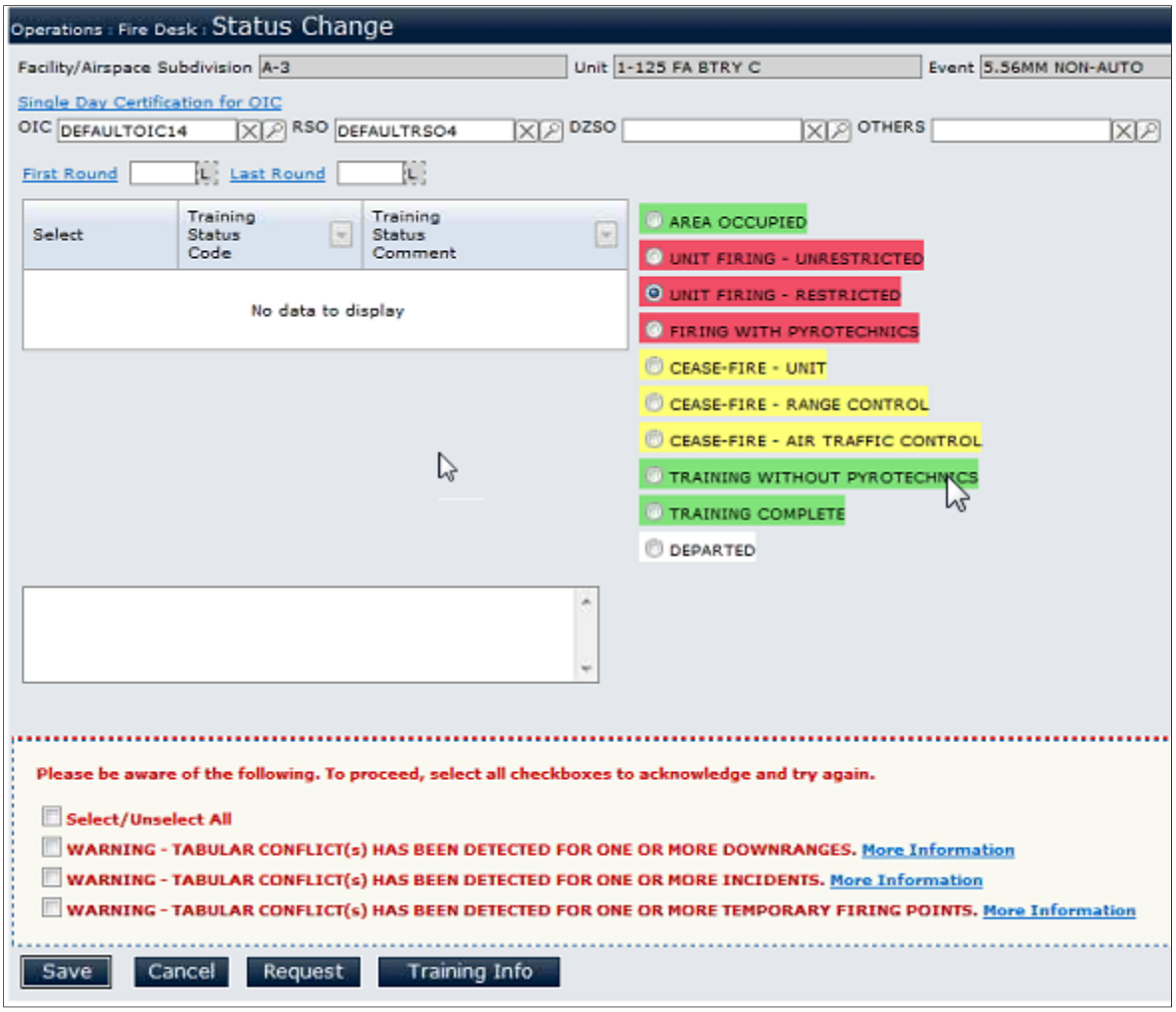


Figure 3-116 Tabular Conflicts Detected upon Saving a Status Change

These tabular conflicts were detected because they are spatial conflicts for Range A-1, which is in a Cease Fire status. However, Range A-1 should be closed because Range A-3 has a Facility to Facility Conflict rule associated with it in the Fire Desk Setup in RFMSS that states that if Range A-3 is in use, then Range A-1 should be closed. This Facility to Facility conflict was established in RFMSS Administration (**Administration > Conflict > Facility to Facility Conflicts**).

In either situation, the information for these conflicts should be viewed and evaluated before you continue with your status change. Further, they must be acknowledged before you can complete the status change.

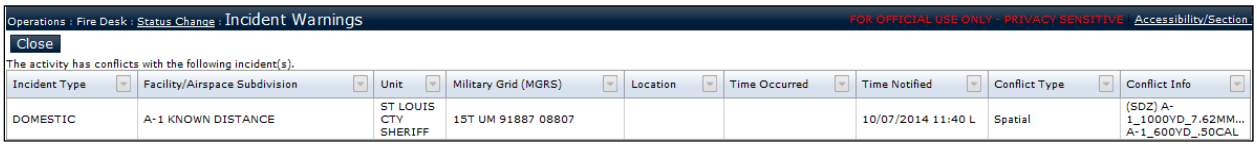
To view downrange, incident, and temporary firing point conflicts that are detected when you perform a Status Change on activities in the EGFD:

1. Conduct a status change for an activity.

   - Section 3.2.6.2.4, "Performing Status Change~~Performing Status Change~~," includes instructions for changing activity status in EGFD.
   - Section 3.1.3.2, "Status Change," includes instructions for changing activity status in the Text Fire Desk.

   If conflicts are detected, warnings are displayed on the Status Change/Training Information page as illustrated in Figure 3-115 (spatial) or Figure 3-116 (tabular).

2. Click the **More Information** link for the first conflict. The Warning page for that conflict type (Downrange, Incident, or Temporary Firing Point) is displayed. (Figure 3-117) In the case of Example 1, the Conflict Info column shows that the conflict is an SDZ conflict, and there are two SDZs referenced. This means that, in this case, the incident is within the footprint of two SDZs that are associated to an activity you are trying to move to a firing status.



Incident Type	Facility/Airspace Subdivision	Unit	Military Grid (MGRS)	Location	Time Occurred	Time Notified	Conflict Type	Conflict Info
DOMESTIC	A-1 KNOWN DISTANCE	ST LOUIS CTY SHERIFF	15T UM 91887 08807			10/07/2014 11:40 L	Spatial	(SDZ) A-1_1000YD_7.62MM... A-1_600YD_.50CAL

Figure 3-117 Warning Page for Incident

3. Click the **Close** button to close the window and return to the Status Change/Training Information page.
4. Repeat Steps 2-4 for any remaining conflicts.
5. If you can continue with the Status Change after considering the impact of the detected conflicts, click to select all of the checkboxes with the displayed warnings. If you cannot continue, click the **Cancel** button to close the Status Change/Training Information page.
6. Click the **Save** button.

3.2.6.7.3 Viewing Downrange, Incident, and Temporary Firing Point Conflicts on Training Information from TFD and EGFD

This is a very high-level description of conflict detection while in the process of changing and saving training information for firing activities. It is recommended that you watch the online

help demo for this topic.

Spatial Conflict Detection is always enabled in EGFD for any given fire desk.

By default, Text Fire Desk Spatial Conflict Detection is disabled for any given fire desk.

If Text Fire Desk Spatial Conflict Detection is enabled for your fire desk, RFMSS searches for spatial conflicts in any open EGFD windows accessing your fire desk. This works the same for creating or editing Downranges, Incidents, and Temporary Firing Points, as well as when there are status changes and edits to training information.

In this example of conflict detection, Figure 3-118 as an Incident (orange lightning bolt), Temporary Firing Point (yellow point with a red overlap from the SDZ), and a Downrange (purple plus sign, with a safe zone drawn around it). The SDZs are in red, because they are being used by Range A-1, which is currently in a firing status.

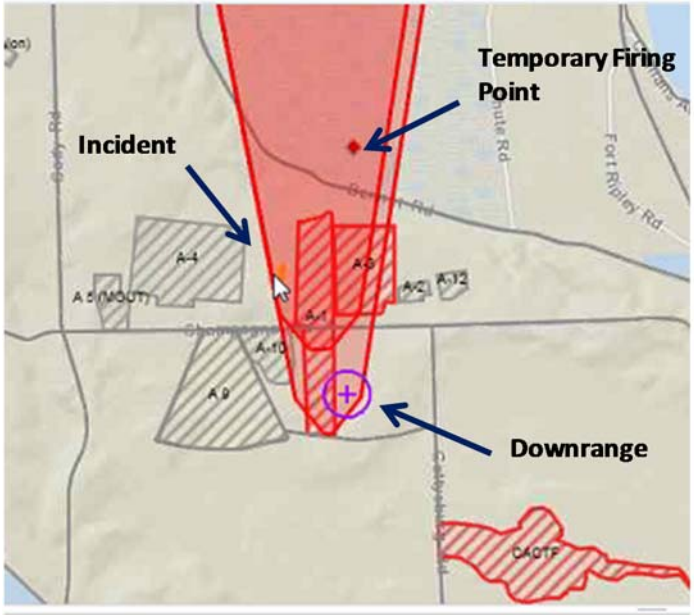


Figure 3-118 Example of Conflicts in Relation to Facilities and SDZs

In both the EGFD and Text Fire Desk, the system performs spatial conflict detection when you click the **Save** button on the Training Information page. If there are no spatial or tabular conflicts, the Training Information window closes uneventfully. However, if spatial or tabular conflicts are detected for downranges, incidents, or temporary firing points, warnings are displayed on the Training Information page (Figure 3-119), and you are required to acknowledge them before you can complete the save.

The warnings illustrated in Figure 3-119 are due to a downrange, an incident, and a temporary firing point that all fall within the firing fan for the selected activity in the example—meaning, within the SDZs associated to the activity occurring in Range A-1.

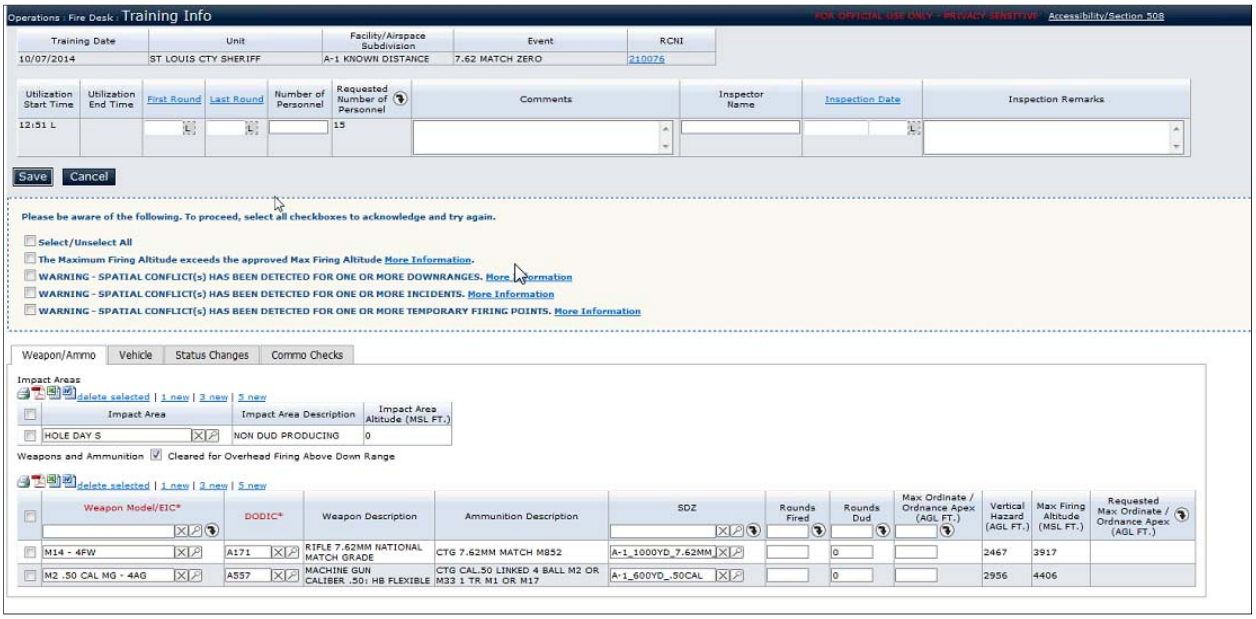


Figure 3-119 Spatial Conflicts Detected upon Saving Training Information

The information for these conflicts should be viewed and evaluated before you are complete the save of the training information. Further, they must be acknowledged before you are allowed to complete the save.

To view downrange, incident, and temporary firing point conflicts that are detected when you click the Save button on the Training Info page for activities in the EGFD:

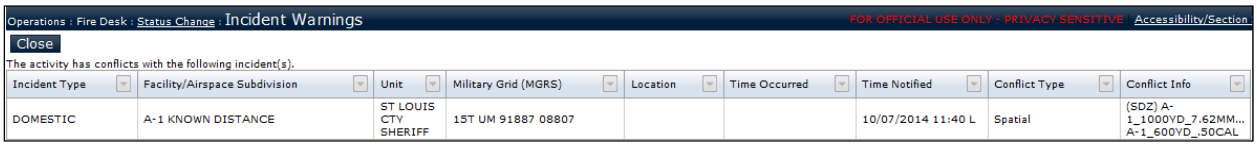
1. Complete or change training information for an activity. See Section 3.2.6.2.7, “Entering Training Information/Utilization,” for instructions for entering or changing training information in EGFD.

   If conflicts are detected, warnings are displayed on the Training Information page as illustrated in Figure 3-119.

   If there are no SDZs associated with an activity, conflicts that are shown most likely have to do with the activity’s Facility. The example in this section assumes that there are SDZs associated with the activity.

2. Click the **More Information** link for the first conflict. The Warning page for that conflict type (Downrange, Incident, or

Temporary Firing Point) is displayed. (Figure 3-120) The Conflict Info column shows two SDZs in conflict with the Incident.


Operations : Fire Desk : Status Change : Incident Warnings FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE Accessibility/Section

Close

The activity has conflicts with the following incident(s).

Incident Type	Facility/Airspace Subdivision	Unit	Military Grid (MGRS)	Location	Time Occurred	Time Notified	Conflict Type	Conflict Info
DOMESTIC	A-1 KNOWN DISTANCE	ST LOUIS CTY SHERIFF	15T UM 91887 08807			10/07/2014 11:40 L	Spatial	(SDZ) A-1_1000YD_7.62MM... A-1_600YD_.50CAL

Figure 3-120 Warning Page for Incident

3. Click the Close button to close the window and return to the Training Information page.
4. Repeat Steps 2-4 for any remaining conflict warnings on the Training Information page.
5. If you can continue with the Training Information after considering the impact of the detected conflicts, click to select all of the checkboxes with the displayed warnings. If you do not want to continue, click the Cancel button to close the Training Information page.
6. Click the **Save** button.

To view downrange, incident, and temporary firing point conflicts that are detected when you click the Save button on the Training Info page for activities in the Text Fire Desk:

1. Complete or change training information for an activity. See Section 3.1.3.3, “Training Information/Utilization,” for instructions for entering or changing training information in the Text Fire Desk.

   If conflicts are detected, warnings are displayed on the Training Information page.

   If there are no SDZs associated with an activity, conflicts that are shown most likely have to do with the activity’s Facility. The example in this section assumes that there are SDZs associated with the activity.

2. Click the **More Information** link for the first conflict. The Warning page for that conflict type (Downrange, Incident, or Temporary Firing Point) is displayed. (Figure 3-121) In the Conflict Info column, there are two SDZs identified for the conflict.

Figure 3-121 Warning Page for Incident

3. Click the **Close** button to close the window and return to the Training Information page.
4. Repeat Steps 2-4 for any remaining conflict warnings on the Training Information page.
5. If you can continue with the Training Information after considering the impact of the detected conflicts, click to select all of the checkboxes with the displayed warnings. If you do not want to continue, click the Cancel button to close the Training Information page.
6. Click the **Save** button.

3.2.6.7.4 Viewing Downrange, Incident, and Temporary Firing Point Spatial Conflicts When Modifying SDZ/WDZ on Select Activities from EGFD

This is a very high-level description of conflict detection while in the process of adding or changing SDZ/WDZ information via Select Activities in EGFD. It is recommended that you watch the online help demo for this topic.

Spatial Conflict Detection is always enabled in EGFD for any given fire desk.

To view downrange, incident, and temporary firing point conflicts that are detected when you modify SDZ/WDZ information for activities via Select Activities in the EGFD:

1. Click the Select Activities button to display a grid listing all the activities currently taking place on the fire desk for the day.
2. Select the firing activity for which you want to assign one or more SDZs/WDZs. If you do not see a split grid when you select the firing activity, ensure that the Display SDZs/WDZs for selected firing activity check box just above the grid is selected.
3. Select or change an SDZ/WDZ for one of the Weapon/Ammo lines in the left pane of the grid.

   If spatial conflicts are detected between the selected SDZ/WDZ one or more downranges, incidents, or temporary firing points,

warnings are displayed in a Spatial Conflict warning pop-up window as illustrated in Figure 3-122.

If you change the SDZ/WDZ to TO BE DETERMINED, you may still see a Spatial Conflict warning pop-up window as illustrated in Figure 3-123 if one or more downranges, incidents, or temporary firing points are in direct conflict with the activity's Facility.

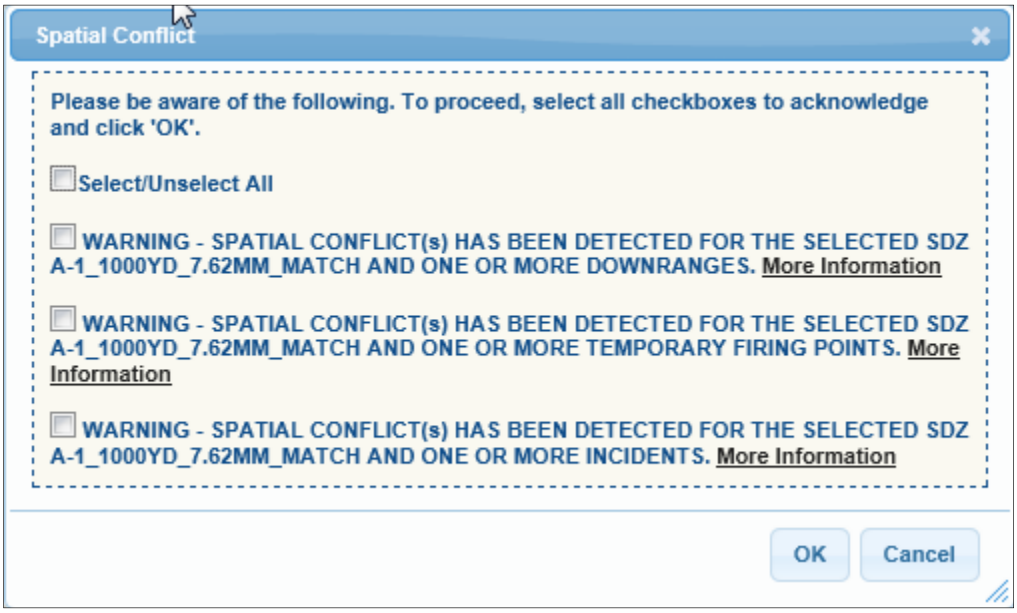


Figure 3-122 Spatial Conflicts Detected When Adding/Modifying SDZ/WDZ via Select Activities

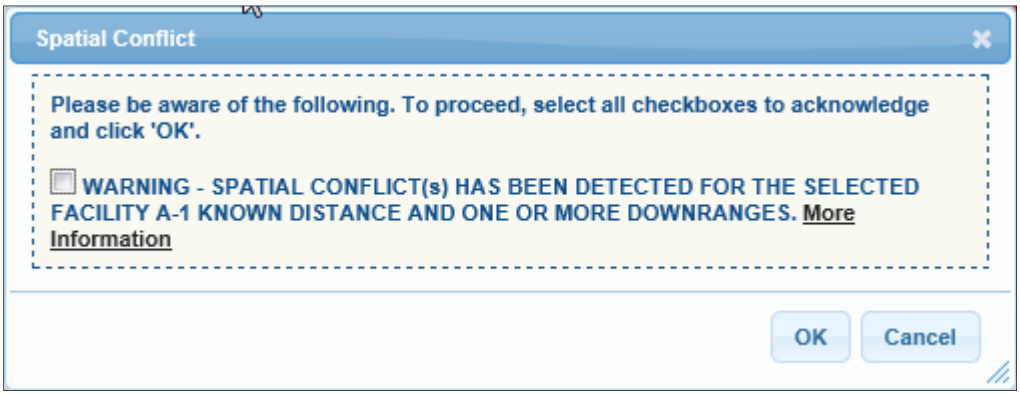


Figure 3-123 Facility Spatial Conflicts Detected When Changing SDZ to TO BE DETERMINED

4. Click the **More Information** link for each of the warnings to see identifying information about each of the warnings (may be for downrange, incident, and/or temporary firing points).

5. If you want to continue with the modification of the SDZ/WDZ information after considering the impact of the detected conflicts, click to select all of the checkboxes with the displayed warnings. If you do not want to continue, click the Cancel button to close the Spatial Conflict pop-up window.
6. Click the OK button to acknowledge all warnings selected.

These warnings only perform spatial conflict detection from the EGFD.

Conflict detection specific to modifying SDZs/WDZs via Select Activities does not result in a complete list of conflicts for the activity. This detects *spatial conflicts only* with regard to SDZ and WDZ selection or modification, and not tabular conflicts.

3.2.6.7.5 Viewing Temporary Firing Point Conflicts from TFD and GFD

This is a very high-level description of conflict detection while in the process of creating or changing a temporary firing point. It is recommended that you watch the online help demo for this topic.

By default, Text Fire Desk Spatial Conflict Detection is disabled for any given fire desk.

If Text Fire Desk Spatial Conflict Detection is enabled for your fire desk, RFMSS searches for spatial conflicts in any open EGFD windows accessing your fire desk. This works the same for creating or editing Downranges, Incidents, and Temporary Firing Points, as well as when there are status changes and edits to training information.

When you add or modify a temporary firing point in either the EGFD or Text Fire Desk, the system performs spatial conflict detection when you click the **Check for Conflicts** link or the **Save** button on the Temp Firing Point Edit page. If there are no spatial or tabular conflicts, the window closes uneventfully upon saving. However, if spatial or tabular conflicts are detected, warnings are displayed on the Temp Firing Point Edit page (Figure 3-124), and you are required to acknowledge them before you can save the temporary firing point with the current MGRS coordinates. You can also change the coordinates to a location where there are no conflicts, or you can cancel the temporary firing point.

In the example shown in Figure 3-124, there are both a spatial and a tabular conflict. The spatial conflict is that the temporary firing point being created is within the footprint of an SDZ being used for a firing activity.

The tabular conflict is with another Facility (a Facility to Facility conflict), which has a conflict rule in the Fire Desk Setup specifying that if the Facility goes hot, the Facility where the temporary firing point is must close.

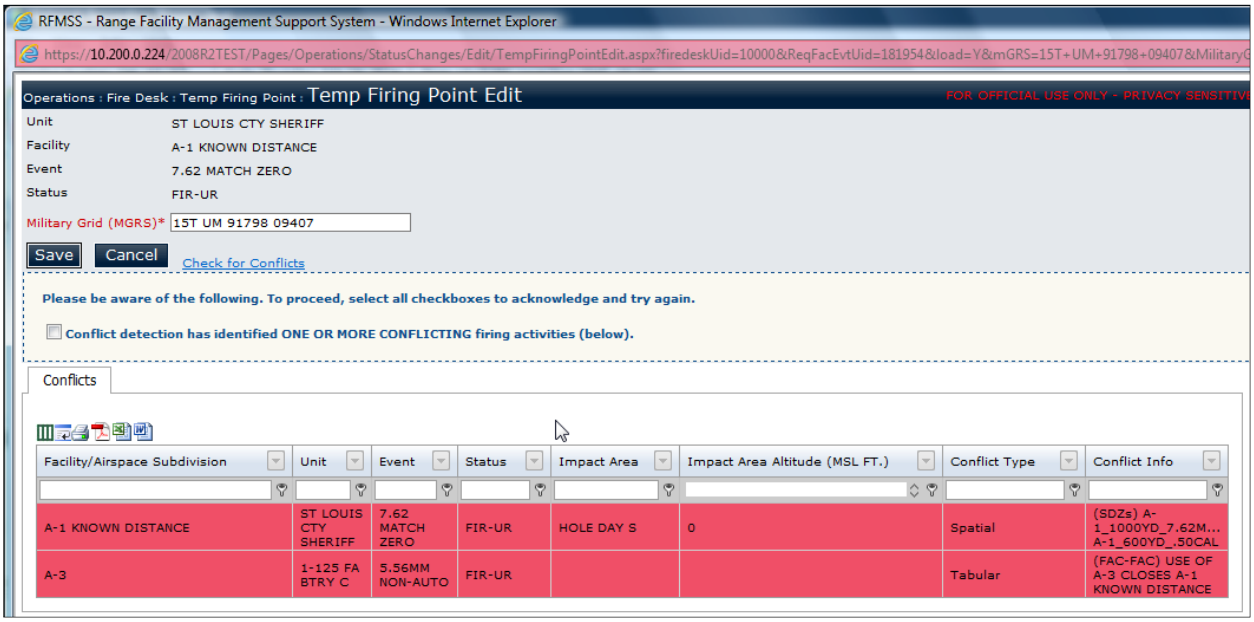


Figure 3-124 Spatial Conflicts Detected upon Creating or Editing a Temporary Firing Point

To view conflict information while adding or modifying a temporary firing point in the EGFD or TFD:

1. Create or modify a temporary firing point.
   - See Section 3.2.6.5.1 for the process for creating temporary firing points in the EGFD.
   - See Section 3.2.6.5.3 for the process of editing temporary firing points in the EGFD.
   - See Section 3.1.3.8.2 for the process of creating temporary firing points in the Text Fire Desk.
   - See Section 3.1.3.8.3 for the process of viewing and editing temporary firing points in the Text Fire desk.
2. Once MGRS coordinates have been entered, click either the **Check for Conflicts** link or the **Save** button.

   If conflicts are detected, warnings are displayed on the Temp Firing Point Edit page as illustrated in Figure 3-124.

   If there are no SDZs associated with an activity, conflicts that are shown most likely have to do with the activity's

Facility. The example in this section assumes that there are SDZs associated with the activity.

3. View and consider the information in the Conflict Info column, which shows the type of conflict (in Figure 3-124, it is SDZ), as well as the identifying information for the conflict (the SDZ Name in Figure 3-124).
4. Do one of the following:
   - If you want to save the temporary firing point anyway, click to select the checkbox(es) for each conflict (or click to select the **Select/Unselect All** checkbox to select all conflicts) to acknowledge and click the **Save** button.
   - If you want to move the temporary firing point, change the MGRS coordinates and click either the **Check for Conflicts** link or the **Save** button.
   - If you do not want to create or save any changes to the temporary firing point, click the **Cancel** button to close the window without saving anything.

3.2.6.7.6 Viewing Incident Conflicts from TFD and GFD

This is a very high-level description of conflict detection while in the process of creating or modifying an Incident. It is recommended that you watch the online help demo for this topic.

By default, Text Fire Desk Spatial Conflict Detection is disabled for any given fire desk.

If Text Fire Desk Spatial Conflict Detection is enabled for your fire desk, RFMSS searches for spatial conflicts in any open EGFD windows accessing your fire desk. This works the same for creating or editing Downranges, Incidents, and Temporary Firing Points, as well as when there are status changes and edits to training information.

When you add or modify an Incident in either the EGFD or Text Fire Desk, the system performs spatial conflict detection when you click the **Check for Conflicts** link or the **Save** button on the Incident page. If there are no spatial or tabular conflicts, the window closes uneventfully upon saving. However, if spatial or tabular conflicts are detected, warnings are displayed on the Incident page (Figure 3-125), and you are required to acknowledge them before you can save the Incident with the current

MGRS coordinates. You can also change the coordinates to a location where there are no conflicts, or you can cancel the Incident.

In the example shown in Figure 3-125, there are both a spatial and a tabular conflict. The spatial conflict is that the Incident being created is within the footprint of an SDZ being used for a firing activity. The tabular conflict is with another Facility (a Facility to Facility conflict), which has a conflict rule in the Fire Desk Setup specifying that if the Facility goes hot, the Facility where the Incident is must close.

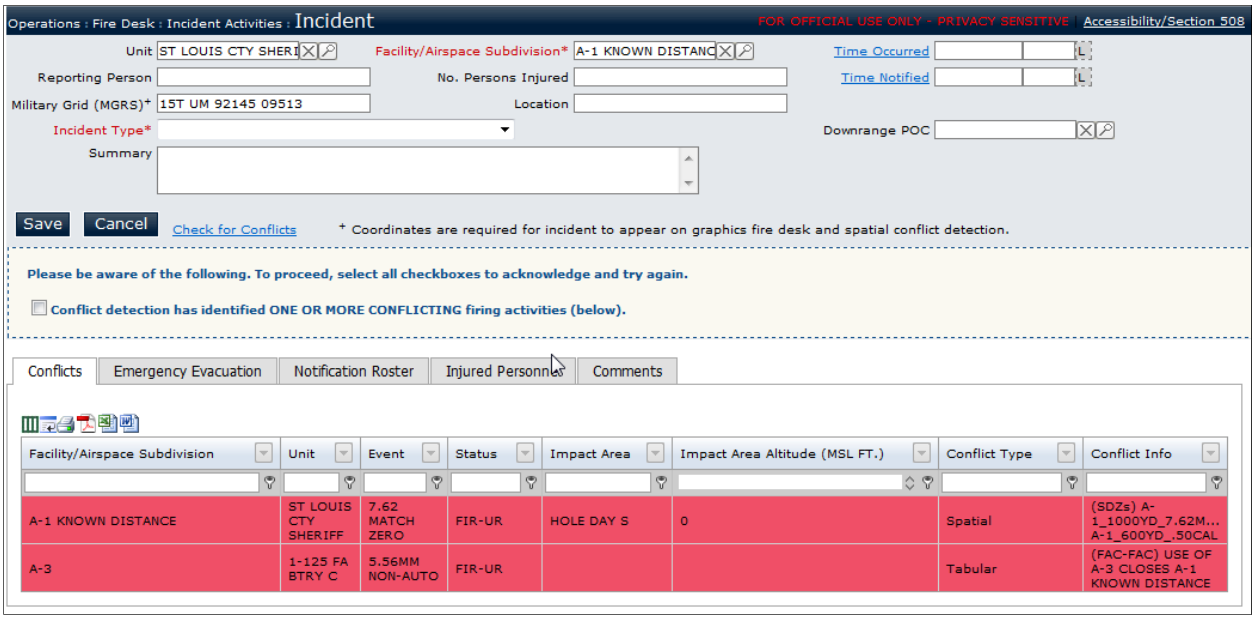


Figure 3-125 Spatial Conflicts Detected upon Creating or Editing an Incident

To view conflict information while adding or modifying an Incident in the EGFD or Text Fire Desk:

1. Create or modify an Incident.
   - See Section 3.2.6.4.1 for the process for creating Incidents in the EGFD.
   - See Section 3.2.6.4.3 for the process of editing Incidents in the EGFD.
   - See Section 3.1.3.6.2 for the process of adding or editing Incidents in the Text Fire Desk.
2. Once MGRS coordinates have been entered, click either the **Check for Conflicts** link or the **Save** button.

   If conflicts are detected, warnings are displayed on the Incident page as illustrated in Figure 3-125.

If there are no SDZs associated with an activity, conflicts that are shown most likely have to do with the activity's Facility. The example in this section assumes that there are SDZs associated with the activity.

3. View and consider the information in the Conflict Info column, which shows the type of conflict, as well as the identifying information for the conflict.
4. Do one of the following:
   - If you want to save the Incident anyway, click to select the checkbox(es) for each conflict (or click to select the **Select/Unselect All** checkbox to select all conflicts) to acknowledge and click the **Save** button.
   - If you need to change the coordinates or Facility for the Incident, change the MGRS coordinates and/or Facility/Airspace Subdivision and click either the **Check for Conflicts** link or the **Save** button.
   - If you do not want to create or save any changes to the Incident, click the **Cancel** button to close the window without saving anything.

3.2.6.7.7 Viewing Downrange Conflicts from TFD and GFD

This is a very high-level description of conflict detection while in the process of creating or modifying a Downrange. It is recommended that you watch the online help demo for this topic.

By default, Text Fire Desk Spatial Conflict Detection is disabled for any given fire desk.

If Text Fire Desk Spatial Conflict Detection is enabled for your fire desk, RFMSS searches for spatial conflicts in any open EGFD windows accessing your fire desk. This works the same for creating or editing Incidents, Downranges, and Temporary Firing Points, as well as when there are status changes and edits to training information.

In addition, if Downrange Impact Area Tabular Conflict Detection is enabled for your fire desk, RFMSS looks at the impact area of a downrange and tries to match it against a firing activity's impact area or Facility to Impact Area associations. If this is not enabled, then the only tabular conflicts that would be identified for a Downrange would be Facility to Facility, Facility to Ammo, and/or Facility to Event

conflicts.

When you add or modify a Downrange in either the EGFD or Text Fire Desk, the system performs spatial conflict detection when you click the **Check for Conflicts** link or the **Save** button on the Downrange page. If there are no spatial or tabular conflicts, the window closes uneventfully upon saving. However, if spatial or tabular conflicts are detected, warnings are displayed on the Downrange page (Figure 3-126), and you are required to acknowledge them before you can save the Downrange with the current MGRS coordinates. You can also change the coordinates to a location where there are no conflicts, or you can cancel the Downrange.

In the example shown in Figure 3-126, there are both a spatial and a tabular conflict. The spatial conflict is that the Downrange being created is within the footprint of an SDZ being used for a firing activity. The tabular conflict is with another Facility (a Facility to Facility conflict), which has a conflict rule in the Fire Desk Setup specifying that if the Facility goes hot, the Facility where the Downrange is must close.

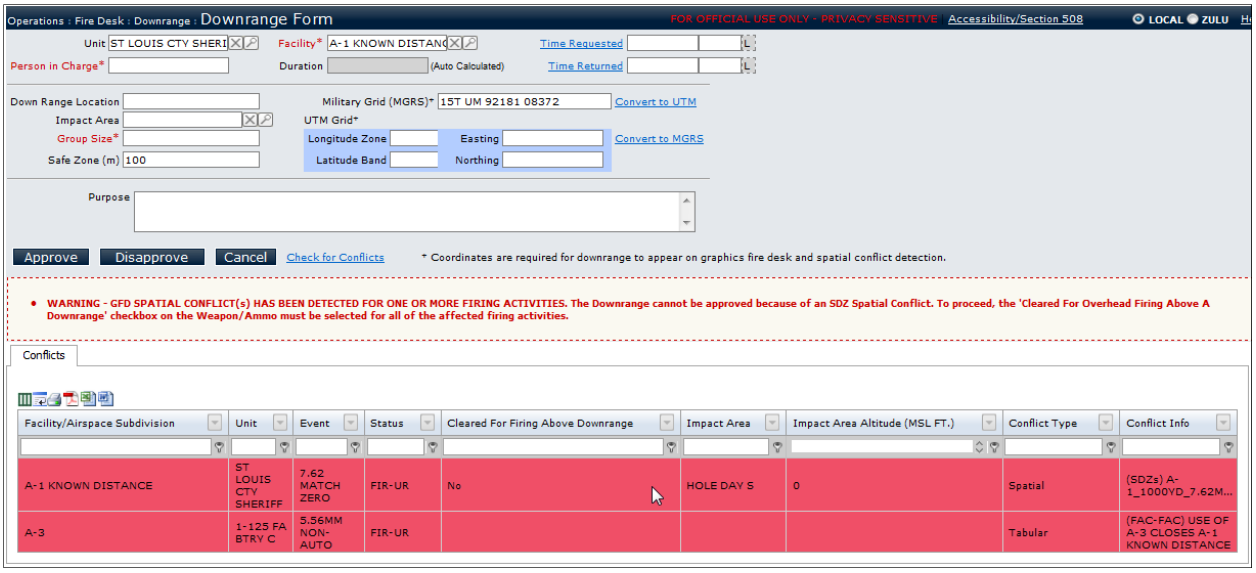


Figure 3-126 Conflicts Detected upon Creating or Editing a Downrange

In Figure 3-127, there is a third conflict representing a conflict between the Downrange and an activity at Facility CACTF, both of which have the same Impact Area specified.

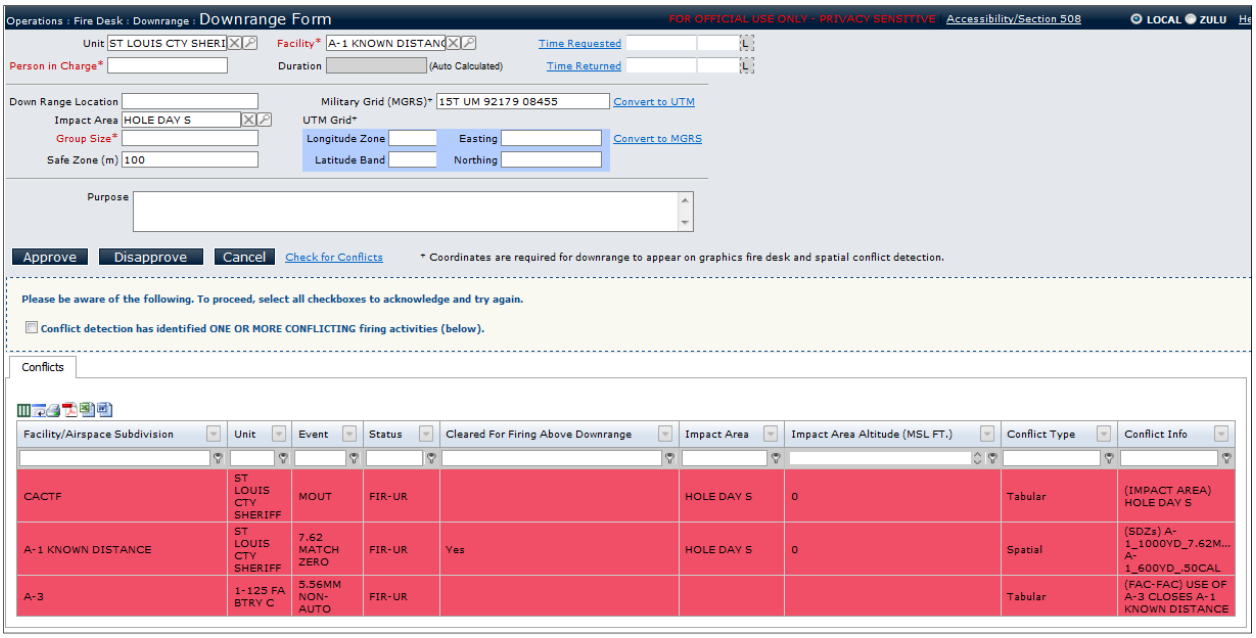


Figure 3-127 Impact Area Conflict Detected upon Creating or Editing a Downrange

To view conflict information while adding or modifying a Downrange in the EGFD or Text Fire Desk:

1. Create or modify a Downrange.
   - See Section 3.2.6.3.1 for the process for creating Downranges in the EGFD.
   - See Section 3.2.6.3.4 for the process of editing Downranges in the EGFD.
   - See Section 3.1.3.5.2 for the process of adding or editing Downranges in the Text Fire Desk (Ground facilities only).
2. Once MGRS coordinates and other information has been entered, click either the **Check for Conflicts** link or the **Approve** button.

   If conflicts are detected, warnings are displayed on the Downrange page as illustrated in Figure 3-126 and Figure 3-127.

   > If there are no SDZs associated with an activity, conflicts that are shown most likely have to do with the activity's Facility. The example in this section assumes that there are SDZs associated with the activity.

3. View and consider the information in the Conflict Info column, which shows the type of conflict, as well as the identifying information for the conflict.

4. Do one of the following:

- If you want to save the Downrange anyway, click to select the checkbox(es) for each conflict (or click to select the **Select/Unselect All** checkbox to select all conflicts) to acknowledge and click the **Save** button.
- If you need to change the coordinates or Facility for the Downrange, change the MGRS coordinates and/or Facility/Airspace Subdivision and click either the **Check for Conflicts** link or the **Save** button.
- If you do not want to create or save any changes to the Downrange, click the **Cancel** button to close the window without saving anything.

If any of the conflicts include “No” in the column **Cleared for Firing Above Downrange**, you will not be permitted to Approve the Downrange without selecting the checkbox called **Cleared for Firing Above Downrange** on the Weapons/Ammo tab of the Training Info/Utilization page for the activity first.

3.2.6.7.8 Understanding Indicators

3.2.6.7.8.1 Fire Desk Date is Not Today

When the **Fire Desk Date Is Not Today** indicator it is lit up in yellow, the Fire Desk Date is not current. To update the Fire Desk Date, run the end-of-day process.

3.2.6.7.8.2 Firing Without All SDZs/WDZs Visible

The **Firing Without All SDZs/WDZs Visible** indicator displays in red when there are one or more SDZs and/or WDZs for one or more currently firing activities not showing on the map. This can display for any of the following reasons:

- An SDZ or WDZ may not be specified for an activity—meaning that an SDZ value of TO BE DETERMINED is in the SDZ or WDZ field for the activity.
- Filtering may be applied that filters out firing SDZs/WDZs and/or firing activities.
- In the Layers tab, the SDZ Areas checkboxes may not be selected.

To identify what is causing the indicator to display in red:

1. Ensure that the **SDZ Areas** checkbox is selected on the Layers tab.
2. If the **Filtering Currently Applied** indicator is lit up in yellow, click it to determine whether the **FIR** checkboxes are selected for Activities and/or SDZs/WDZs on the Filter Activities/SDZ/WDZ tab. If one or both are not selected, click to select them and click **Submit**.
3. If the **Activities Missing SDZs/WDZs** indicator is lit up in yellow, click it to locate and resolve any firing activities (highlighted in red in the resulting grid) that are missing SDZ/WDZ information. Once you add all SDZs/WDZs, the lines disappear from the grid, and the indicator goes away.

3.2.6.7.8.3 Activities Missing SDZs/WDZs

The **Activities Missing SDZs/WDZs** indicator displays in yellow when there are one or more activities that have an SDZ and/or WDZ that is TO BE DETERMINED.

As an FDO, you should see this as a reason to look at the activities that are missing SDZs and/or WDZs. Ideally, this should be done after end-of-day processing is complete, but could be performed at the beginning of each Fire Desk Operator shift.

The way these values got to be TO BE DETERMINED is that on the Request form, the Unit user submitted the request, and the Scheduler never populated an SDZ for this particular DODIC on the activity, or for some reason the activity did have an SDZ, and the Fire Desk Operator changed the SDZ to TO BE DETERMINED because it was not accurate.

Regardless, this list of activities has one or more DODICs without an SDZ, and an FDO can select the appropriate SDZ, acknowledge any conflicts, and see that the Facility drops off the list of activities that are missing SDZ information.

To identify and resolve activities missing SDZs or WDZs:

1. Click the **Activities Missing SDZs/WDZs** indicator. A grid displays beneath the map that includes only those activities missing SDZ and/or WDZ information, regardless of status, assuming they have not already departed.
2. Ensure that the **Display SDZs/WDZs for selected firing activity** checkbox just above the grid is selected.
3. Click to select an activity. The grid splits, displaying Weapon/Ammo information, including the SDZ or WDZ column, in the right pane of the grid.

4. In each row for the activity with an SDZ/WDZ value of TO BE DETERMINED, enter the appropriate SDZ/WDZ, either by typing it in the field, or clicking the magnifying glass to the right of the field to select from the complete list of available SDZs/WDZs. When all rows for an activity have SDZs/WDZs, the Facility disappears from the grid.

3.2.6.7.8.4 Spatial Conflict Detected

The **Spatial Conflict Detected** indicator displays in red when there is at least one spatial conflict for a Downrange, Incident, Temporary Firing Point, or occupied ground activity.

To view spatial conflicts via the **Spatial Conflict Detected** indicator:

1. Click the **Spatial Conflict Detected** indicator. A grid displays beneath the map with four tabs, each displaying the Downranges, Incidents, Temporary Firing Points, and Occupied Ground Activities that are in conflict with an SDZ, WDZ, or ground Facility.
2. Click to select the tab you want (**Downranges**, **Incidents**, **Temporary Firing Points**, or **Occupied Ground Activities**). When you mouse over a line on any of these tabs, the Downrange, Incident, Temporary Firing Point, or occupied ground Facility is highlighted on the map.
3. To view spatial conflict information for a Downrange, Incident, or Temporary Firing Point, click the **edit** link next to the Downrange, Incident, or Temporary Firing Point.
   - For more information on viewing conflict information for Downranges, see Section 3.2.6.7.7, “Viewing Downrange Conflicts from TFD and GFD.”
   - For more information on viewing conflict information for Incidents, see Section 3.2.6.7.6, “Viewing Incident Conflicts from TFD and GFD.”
   - For more information on viewing conflict information for Temporary Firing Points, see Section 3.2.6.7.5, “Viewing Temporary Firing Point Conflicts from TFD and GFD.”
4. To view spatial conflict information for an occupied ground activity, click the **training info** link next to the occupied ground Facility to be directed to the Training Information page for that Facility’s activity.
   - For more information on viewing conflict information for occupied ground facilities, see Section 3.2.6.8.3, “Viewing Occupied (or Higher) Ground Facility Feature SDZ/WDZ Conflicts

on Training Information from TFD and EGFD~~Viewing Occupied (or Higher) Ground Facility Feature SDZ/WDZ Conflicts on Training Information from TFD and EGFD~~."

3.2.6.7.8.5 Filtering Currently Applied

The **Filtering Currently Applied** indicator displays in yellow when the information displayed on the map is filtered using the Filter Activities/SDZs/WDZs tool.

To view filtering options that caused the **Filtering Currently Applied** indicator to display:

1. Click either the **Filtering Currently Applied** indicator or the **Filter Activities/SDZs/WDZs** button. Either results in the Filter Activities/SDZ/WDZ tab being displayed over top of the Layers tab.
2. Make changes if you need to.

> While only a Functional Administrator or Authorized FDO can specify default filtering, you can find all other instructions for use of the Filter Activities/SDZ/WDZ tab in Section 3.2.4.11, "Setting Default Activities/SDZ/WDZ Filter for All Users."

3.2.6.7.8.6 Active Same Day Requests

The **Active Same Day Requests** indicator displays in yellow when one or more Units have submitted a Same Day Request that requires an FDO's approval. This is displayed the same way as you would see it in the Text Fire Desk, and the processing of Same Day Requests works the same way.

To access a Same Day Request in EGFD:

1. Click the **Active Same Day Requests** indicator. The Same Day Request Processing page is displayed, listing details for each Same Day Request that requires an FDO's approval.
2. Process the Same Day Request(s) in the same way you would in the Text Fire Desk. See Section 3.1.4, "Same Day Request Processing~~Same Day Request Processing~~," for instructions for the use of the Same Day Request Processing page.

When all Same Day Requests are approved or disapproved, the indicator no longer displays in red, and the approved activities will be displayed on the fire desk. You can verify that they are there by clicking the **Select Activities** button and finding the approved activities in the grid.

3.2.6.7.8.7 Active Incidents

The **Active Incidents** indicator displays in red when there are one or more Incidents currently active on the fire desk. A Fire Desk Operator can view and perform certain actions for Incidents.

To access active Incidents in EGFD:

1. Click the **Active Incidents** indicator. A grid is displayed at the bottom of the map that lists all the Incidents that are currently active.

   While scrolling through the list of active Incidents, you can mouse over them to see them highlighted on the map. If you click on one of the Incidents in the grid, the map centers on the selected Incident if the MGRS coordinates are known.

2. Perform actions such as editing, closing, printing, and/or filtering the Incidents in the list, in the same way you would in the Text Fire Desk. See Section 3.2.6.4, “Performing Incident Actions,” for instructions for the various actions you can perform for Incidents.

3.2.6.7.8.8 Active Downrange

The **Active Downrange** indicator displays in red when there are one or more Downranges currently active on the fire desk. A Fire Desk Operator can view and perform certain actions for Downranges.

To access active Downranges in EGFD:

1. Click the **Active Downrange** indicator. A grid is displayed at the bottom of the map that lists all the Downranges that are currently active.

   While scrolling through the list of active Downranges, you can mouse over them to see them highlighted on the map. If you click on one of the Downranges in the grid, the map centers on the selected Downrange if the MGRS coordinates are known.

2. Perform actions such as editing, printing, and/or filtering the Downranges in the list, in the same way you would in the Text Fire Desk. See Section 3.2.6.3, “Performing Downrange Actions,” for instructions for the various actions you can perform for Downranges.

3.2.6.7.8.9 Active Airspace

The **Active Airspaces** indicator displays in red when there are one or more Airspaces currently active on the fire desk. A Fire Desk Operator can view and perform certain actions for Airspaces.

Upon clicking the **Active Airspaces** indicator, an FDO can use the Airspace Activation page to activate or deactivate entire Airspace Subdivisions using checkboxes on the left or activate or deactivate for specific altitudes and times using the columns on right.

To access and modify Airspaces in EGFD:

1. Click the **Active Airspaces** indicator. The Airspace Activation page is displayed, listing all the Airspace Subdivisions, which may or may not be currently active.
2. Use the following controls to modify the Airspace Subdivisions:
   - Select the **Activate Fully** or **Deactivate Fully** checkbox to fully activate or deactivate an airspace.
   - Enter new altitudes to change the activation altitudes in the **New Minimum Activation Altitudes** and **New Maximum Activation Altitudes** fields.

     When you make changes involving activation or deactivation, the New Activation/Deactivation As Of (time) column populates automatically with the current time.

   - Enter the **FAA Point of Contact (POC)** if you have that information.
3. Click the **Save** button. (Click the **Cancel** button if you do not want to make any changes.)

3.2.6.7.8.10 Active Temporary Firing Points

The **Active Temporary Firing Points** indicator displays in red when there are one or more Temporary Firing Points currently active on the fire desk. A Fire Desk Operator can view and perform certain actions for Temporary Firing Points.

To access active Temporary Firing Points in EGFD:

1. Click the **Active Temporary Firing Points** indicator. A grid is displayed at the bottom of the map that lists all the Temporary Firing Points that are currently active.

   While scrolling through the list of active Temporary Firing Points, you can mouse over them to see them highlighted on the map. If you click on one of the Temporary Firing Points in the grid, the map centers on the selected Temporary Firing Point if the MGRS coordinates are known.
2. Perform actions such as editing, deleting, and/or filtering the Temporary Firing Points in the list, in the same way you would in

the Text Fire Desk. See Section 3.2.6.5, “Performing Temporary Firing Point Actions,” for instructions for the various actions you can perform for Temporary Firing Points.

3.2.6.7.8.11 Overdue Communication (Commo) Check

The **Overdue Commo Check** indicator displays in yellow when there are one or more Commo Checks that are overdue on the fire desk.

While it is possible to click the **Select Activities** button, locate and select any activities in the grid below the map, and then click the **Commo Check** button at the top of the page, the **Overdue Commo Check** indicator makes it easy to quickly find all the activities that are overdue for a Commo Check.

To resolve overdue Commo Checks in EGFD:

1. Click the **Overdue Commo Check** indicator. The Commo Check page is displayed, listing all the activities and their current Commo Check Status, including the time of their last Commo Check, the time that the next Commo Check was due, and how many minutes overdue the Commo Check is.
2. Click to select the checkbox for each activity for which you want to perform a Commo Check.
3. Enter any comments you want in the **Comments** text box.
4. Click the **Record Commo Check** button.
5. When you are done, click the **Close** button. (You can also click the **Refresh** button to see any additional overdue Commo Checks there may be.)

If you performed Commo Checks on all activities that were overdue, the yellow indicator disappears.

3.2.6.7.8.12 Unacknowledged Maintenance (Maint) Request

The **Overdue Maint Check** indicator displays in yellow when there is an unacknowledged Maintenance Request that has been submitted by a Scheduler.

> It is important to note that Maintenance Requests automatically appear on the fire desk without acknowledgment, unlike Same Day Requests submitted by Units. This indicator is a notification to the Fire Desk Operator that the Maintenance Request has already been added to the fire desk.
>
> You can see Maintenance Requests on the map as activities with orange outlines.

To resolve Unacknowledged Maintenance Requests in EGFD:

1. Click the **Unacknowledged Maint Request** indicator. The Maintenance Requests page is displayed, listing all Maintenance Requests that are unacknowledged.
2. Click to select the checkbox for each request you want to acknowledge.
3. Click the **Acknowledge** button.
4. When you are done, click the **Close** button. If you acknowledged all requests, the yellow indicator goes away.

3.2.6.8 *Occupied (or Higher) Ground Facility SDZ/WDZ Spatial Conflicts*

3.2.6.8.1 Understanding Occupied (or Higher) Ground Facility SDZ/WDZ Spatial and Tabular Conflicts

This is a very high-level description of conflict detection. It is recommended that you reference the Conflict Decision Tree for Occupied (or Higher) Ground Facilities in APPENDIX C.

When you have a conflict between an SDZ/WDZ in a firing status and occupied (or higher) ground Facility features (including polygons, lines, or points), you will see it appear on Status Change and Training Info pages. It is possible to get notices about spatial conflict detection in both the EGFD and the Text Fire Desk, although you can only see spatial conflicts on the Text Fire Desk if the Text Fire Desk Spatial Conflict Detection is enabled in the Fire Desk Setup and at least one instance of the EGFD for the fire desk is open on any workstation. Spatial Conflict Detection in the Text Fire Desk is disabled by default.

You can see spatial conflicts *only* (apart from tabular conflicts) in two other places. One is via the red EGFD **Spatial Conflict Detected** notification alert. When that alert is red, you can click it to see a grid at the bottom showing downranges, incidents, temporary firing points, and occupied (or higher) ground activities that are in conflict with SDZs, WDZs, or ground facilities. The other is when you click the **Select Activities** button to select activities and try to change an SDZ or WDZ. Spatial conflict detection is performed at that time as well, and a pop-up is displayed requiring that you acknowledge all spatial conflicts before completing the SDZ/WDZ change.

At a high level, a ground Facility feature spatial conflict is when there is an SDZ/WDZ in a firing status that overlaps an occupied (or higher) ground Facility feature. However, if one or more SDZs for a firing activity is not known or has not been specified, only a tabular conflict is detected. Spatial Conflict Detection always takes place in EGFD; however, on the

Text Fire Desk, it only takes place if it has been enabled via Fire Desk Administration in RFMSS and at least one instance of the EGFD for the fire desk is open on any workstation.

If no spatial conflict is found between an SDZ/WDZ in a firing status and an occupied (or higher) ground Facility, then the system takes a look at whether a tabular conflict exists between the two. The system only looks for tabular conflicts if the activity is missing at least one SDZ or WDZ. If all SDZs or WDZs are known and specified, you know exactly where the firing is; as such, all conflicts can be identified spatially.

The most important tool for understanding how ground Facility feature conflicts work is the Facility Features Conflict Decision Tree, which shows how conflicts are determined based on all the variables that go into the decision-making process. The rules are less complex for Facility feature conflicts than for downrange, incident, and temporary firing point conflicts. This drawing evaluates a single, occupied ground Facility feature and whether it conflicts with a single, currently firing activity's SDZ/WDZ on the fire desk. That said, for each currently firing activity's SDZ/WDZ, you go through this decision tree and take a look at each occupied ground Facility feature that is out there to see if this tree leads you to a spatial or tabular conflict. Likewise, for a single, occupied ground Facility feature, all currently firing activities' SDZs/WDZs are evaluated to find spatial or tabular conflicts as well. The starting point for the logic in the decision tree is the light blue box in the upper, left corner, which asks whether TFD Spatial Conflict Detection is enabled. Reference APPENDIX C, "Conflict Decision Tree~~Conflict Decision Tree~~."

3.2.6.8.2 Viewing Occupied (or Higher) Ground Facility SDZ/WDZ Conflicts on Status Change from TFD and EGFD

This is a very high-level description of conflict detection while in the process of changing the status of activities to an occupied or higher status. It is recommended that you watch the online help demo for this topic.

By default, Text Fire Desk Spatial Conflict Detection is disabled for any given fire desk.

If Text Fire Desk Spatial Conflict Detection is enabled for your fire desk, RFMSS searches for spatial conflicts in any open EGFD windows accessing your fire desk. This works the same for creating or editing activites in an occupied (or higher) Facility, making status changes and edits to training information, and when selecting new or different SDZs/WDZs on the Training Info page or via Select Activities in GFDO.

For the following examples, we want to change the status of an activity being conducted in Training Area TA26 from a Cease Fire status to a firing status.

Figure 3-128 illustrates the training area in yellow, as well as three ranges (A-4, A10, and A-264), which are all in a firing status. The SDZs are in red, because they are being used by at least one of the ranges.

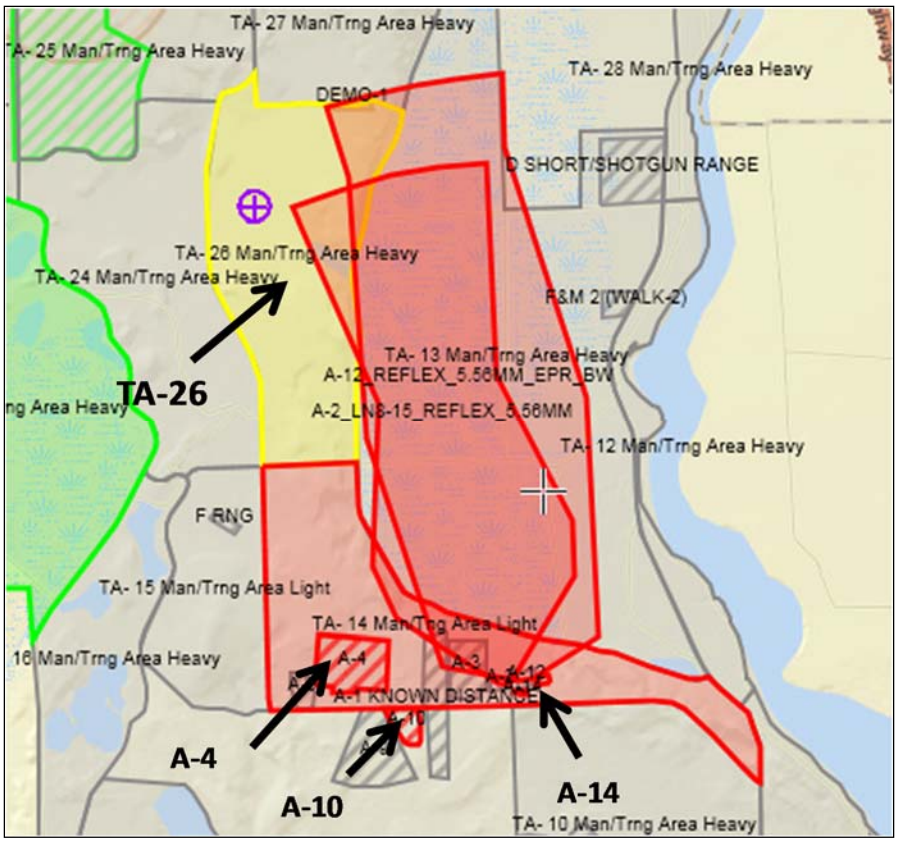


Figure 3-128 Example of Facility in Cease Fire Status in Relation to Potentially Conflicting Ground Facilities and SDZs

When you conduct a Status Change in either the EGFD or Text Fire Desk, the system performs spatial conflict detection when you click the **Save** button on the Status Change/Training Information page. If there are no spatial or tabular conflicts, the Status Change/Training Information window closes uneventfully. However, if spatial or tabular conflicts are detected, warnings are displayed on the Status Change/Training Information page (Figure 3-129 illustrates several warnings, including two ground Facility feature warnings), and you are required to acknowledge all warnings before you can save the status change.

For this example, the focus will be on the third and fourth warnings illustrated in Figure 3-129. The third warning is for a tabular conflict, stating that this Facility — TA-26 — is firing into one or more activities.

The fourth warning states that TA-26 is being fired upon by one or more activities.

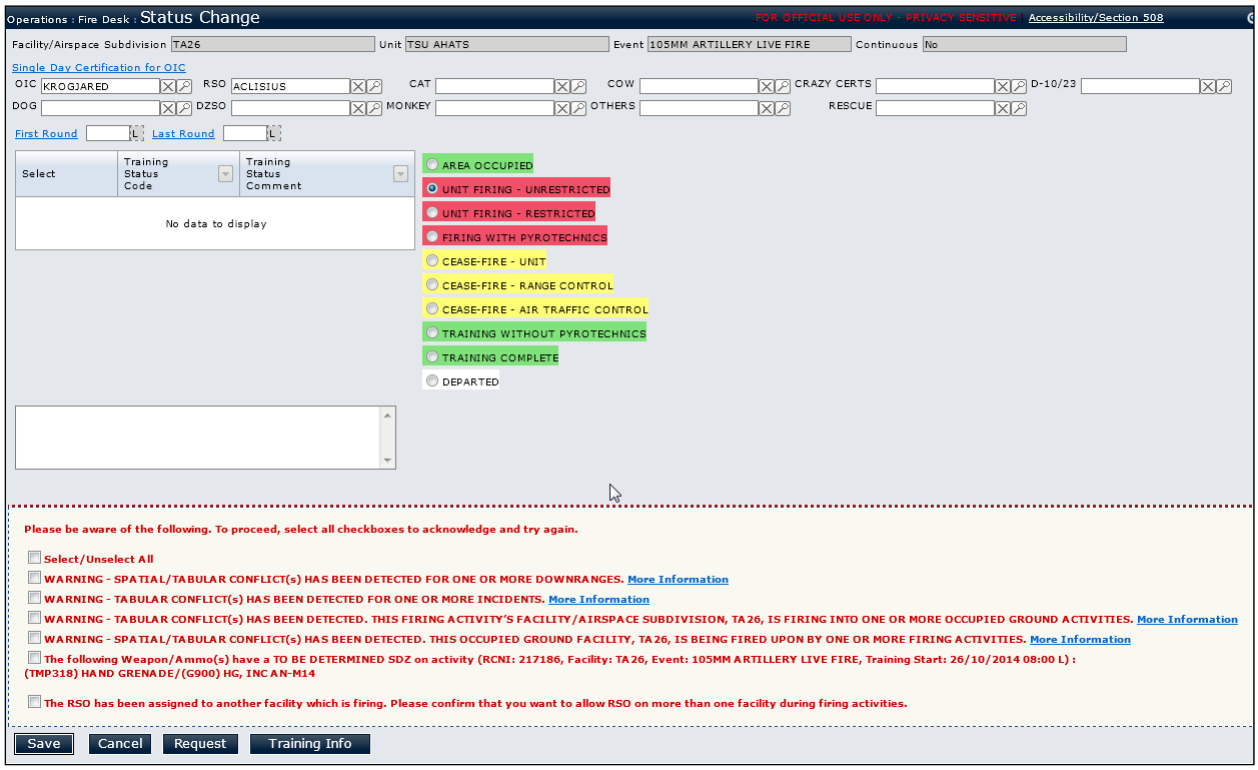


Figure 3-129 Spatial Conflicts Detected upon Saving a Status Change

For the purpose of explaining ground Facility feature SDZ/WDZ conflicts, this process focuses on the third and fourth warnings only. However, all conflicts must be viewed and evaluated. Further, they must be acknowledged before you can complete the status change.

To view ground Facility feature SDZ/WDZ conflicts that are detected when you perform a Status Change on activities in the EGFD:

1. Conduct a status change for an activity.

   - Section 3.2.6.2.4, "Performing Status Change~~Performing Status Change~~," includes instructions for changing activity status in EGFD.
   - Section 3.1.3.2, "Status Change," includes instructions for changing activity status in the Text Fire Desk.

   If conflicts are detected upon saving, warnings are displayed on the Status Change/Training Information page as illustrated in Figure 3-129.

2. Click the **More Information** link for the third conflict (noted in this example as a tabular conflict, as training area TA-26 is firing into one or more activities). The Facility Feature Warnings page for that conflict is displayed. (Figure 3-130)

   In this example, there is one conflict involving the activity in TA-26 firing into another activity. The Conflict Info column shows that this is actually a Facility-to-Facility conflict based on a rule that was set up in the Facility to Facility Conflict Administration page. It shows that use of training area TA-26 closes range A-4.

Facility/Airspace Subdivision	Unit	Event	Status	Conflict Type	Conflict Info
A-4	1-118 FA	.22 CAL ZERO	FIR-R	TABULAR	(FAC-FAC) USE OF TA26 CLOSES A-4

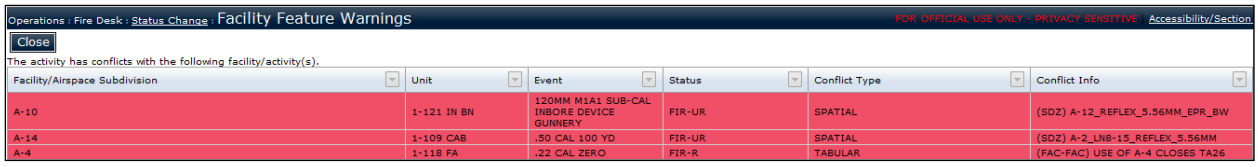
Figure 3-130 Warning Page for Facility Features (Example 1)

3. Click the **Close** button to close the window and return to the Status Change/Training Information page.

4. Click the **More Information** link for the fourth conflict (noted in this example as a spatial/tabular conflict, as one or more activities are firing into training area TA-26). The Facility Feature Warnings page for that conflict warning is displayed. (Figure 3-131)

   In this example, there are three conflicts involving activities firing into the training area. The Conflict Info column shows that two of the conflicts are SDZ conflicts, and there are two separate SDZs referenced for two separate facilities that are using them. This means that, in this case, the training area is overlapped by two SDZs that are associated to activities that are in a firing status.

   The third warning in this example is a Facility-to-Facility conflict based on a rule that was set up in the Facility to Facility Conflict Administration page. It shows that use of range A-4 closes training area TA-26.



Facility/Airspace Subdivision	Unit	Event	Status	Conflict Type	Conflict Info
A-10	1-121 IN BN	120MM M1A1 SUB-CAL INBORE DEVICE GUNNERY	FIR-UR	SPATIAL	(SDZ) A-12_REFLEX_5.56MM_EPR_BW
A-14	1-109 CAB	.50 CAL 100 YD	FIR-UR	SPATIAL	(SDZ) A-2_LN8-15_REFLEX_5.56MM
A-4	1-118 FA	.22 CAL ZERO	FIR-R	TABULAR	(FAC-FAC) USE OF A-4 CLOSES TA26

Figure 3-131 Warning Page for Facility Features (Example 2)

5. Repeat Steps 2-3 for any remaining conflicts.

6. If you can continue with the Status Change after considering the impact of the detected conflicts (i.e., you know there are no

safety issues), click to select all of the checkboxes with the displayed warnings. If you cannot continue, click the **Cancel** button to close the Status Change/Training Information page.

7. Click the **Save** button.

3.2.6.8.3 Viewing Occupied (or Higher) Ground Facility Feature SDZ/WDZ Conflicts on Training Information from TFD and EGFD

> This is a very high-level description of conflict detection while in the process of changing and saving training information for firing activities in an occupied or higher status. It is recommended that you watch the online help demo for this topic.
>
> Spatial Conflict Detection is always enabled in EGFD for any given fire desk.

In this example of conflict detection, Figure 3-132 shows a few ground facilities in this area of the map that are in a firing status, along with two SDZs that are red because they are currently being used by at least one activity that is firing.

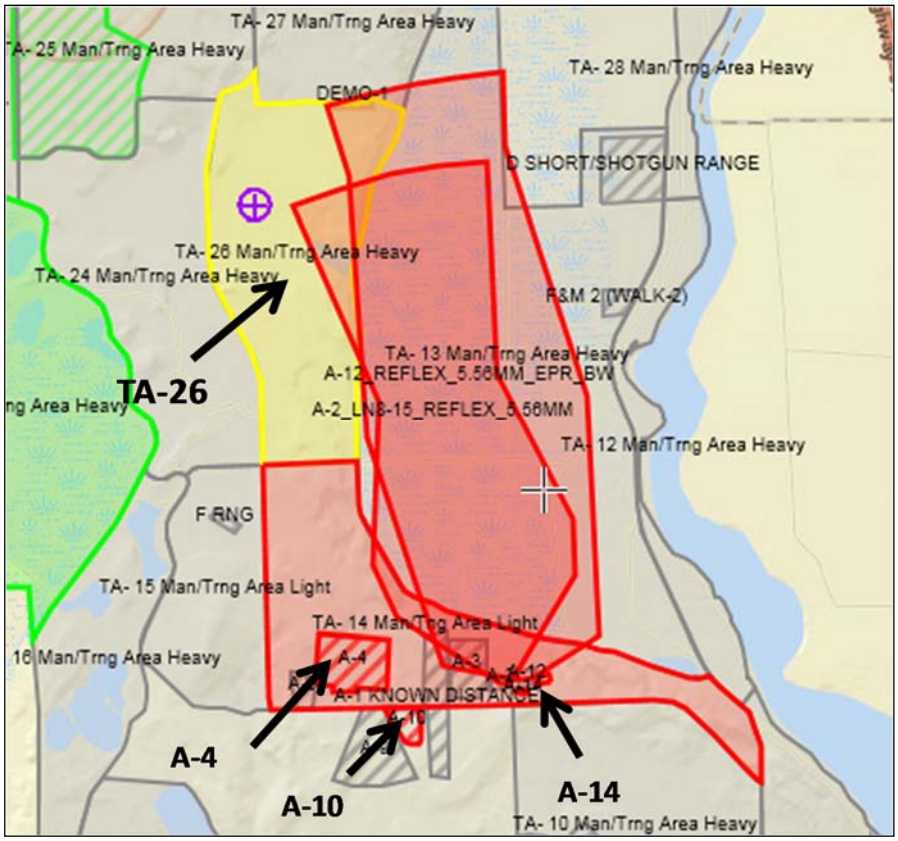


Figure 3-132 Example of Conflicts in Relation to Facilities and SDZs

In the EGFD, the system performs spatial and tabular conflict detection when you click the **Save** button on the Training Information page (in this example, for the activity taking place in Range A-4). If there are no spatial or tabular conflicts, the Training Information window closes uneventfully. However, if spatial or tabular conflicts are detected among Facility features and SDZs or WDZs, warnings are displayed on the Training Information page (Figure 3-133), and you are required to acknowledge them before you can complete the save. Conflict detection takes place every time you click the **Save** button.

The warnings illustrated in Figure 3-133 are displayed because either the activity in Range A-4 is firing into at least one other ground activity's Facility, or because one or more other firing activities are firing into Range A-4.

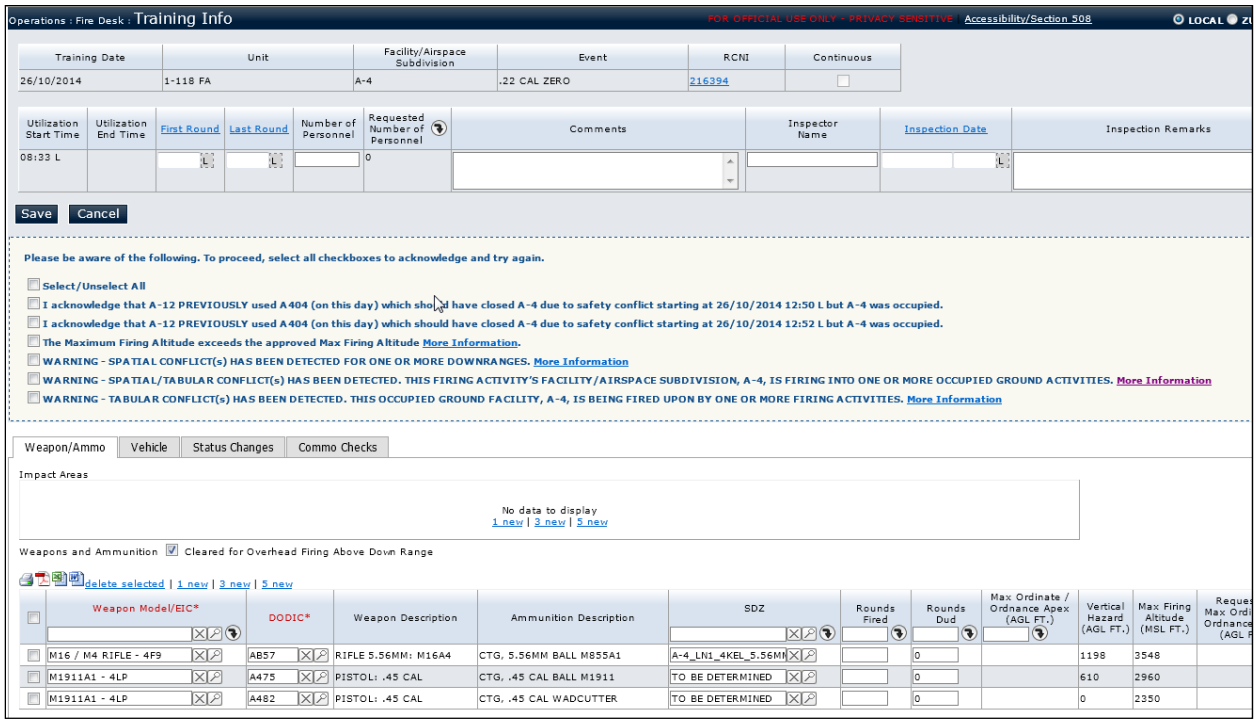


Figure 3-133 Spatial Conflicts Detected upon Saving Training Information

In this example, the last two warnings are for Facility feature conflicts; one is for spatial and/or tabular conflicts, and the other is for one or more tabular conflicts. The information for these and all other conflicts should be viewed and evaluated before you can save the training information. Further, they must be acknowledged before you are allowed to complete the save.

To view ground Facility feature SDZ/WDZ conflicts that are detected when you click the Save button on the Training Info page for activities in the EGFD:

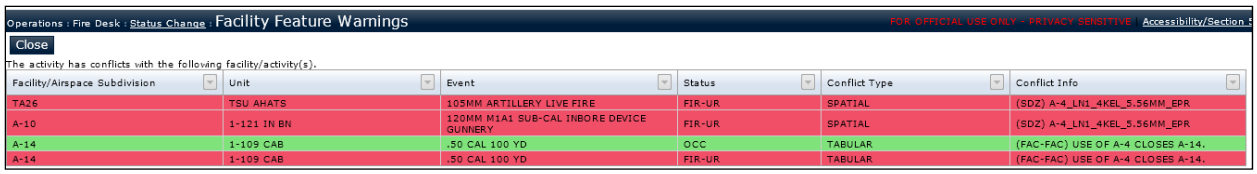
1. Complete or change training information for an activity. See Section 3.2.6.2.7, “Entering Training Information/Utilization“ for instructions for entering or changing training information in EGFD.

   If conflicts are detected, warnings are displayed on the Training Information page as illustrated in Figure 3-133.

> If there are no SDZs associated with an activity or if an SDZ is specified as TO BE DETERMINED, conflicts that are shown most likely have to do with the activity’s Facility. The example in this section assumes that there is one SDZ associated with the activity.

2. Click the **More Information** link for the first conflict. The Facility Feature Warnings page is displayed, where you can view and evaluate details about the conflict(s). (Figure 3-134)

   In this example, the **More Information** link for the spatial/tabular conflict warning has been selected. The first two warnings on the Facility Feature Warnings page are spatial conflicts, where the activity in Range A-4 is in conflict with activities in Training Area TA26 and Range A-10, because the SDZ in use for this activity overlaps with those facilities, both of which have activities with a status of Occupied or higher (in this case, a firing status). The tabular conflicts that are displayed here involve rules that have been established on the Facility Feature Conflict Administration page.



Facility/Airspace Subdivision	Unit	Event	Status	Conflict Type	Conflict Info
TA26	TSU AHATS	105MM ARTILLERY LIVE FIRE	FIR-UR	SPATIAL	(SDZ) A-4_LN1_4KEL_5.56MM_EPR
A-10	1-121 IN BN	120MM M1A1 SUB-CAL INBORE DEVICE GUNNERY	FIR-UR	SPATIAL	(SDZ) A-4_LN1_4KEL_5.56MM_EPR
A-14	1-109 CAB	.50 CAL 100 YD	OCC	TABULAR	(FAC-FAC) USE OF A-4 CLOSES A-14.
A-14	1-109 CAB	.50 CAL 100 YD	FIR-UR	TABULAR	(FAC-FAC) USE OF A-4 CLOSES A-14.

Figure 3-134 Warning Page for Facility Feature SDZ Conflicts

3. Click the **Close** button to close the window and return to the Training Information page.
4. Repeat Steps 2-3 for any remaining conflict warnings.
5. If you can continue with the Training Information save after considering the impact of the detected conflicts (i.e., if you know there are no safety issues), click to select all of the checkboxes

with the displayed warnings and click the **Save** button. If you do not want to continue, click the **Cancel** button to close the Training Information page.

To view ground Facility feature SDZ/WDZ conflicts that are detected when you click the Save button on the Training Info page for activities on the Text Fire Desk:

1. Complete or change training information for an activity. See Section 3.1.3.3, “Training Information/Utilization“ for instructions for entering or changing training information on the Text Fire Desk.

   If conflicts are detected, warnings are displayed on the Training Information page.

> If there are no SDZs associated with an activity, or if one or more SDZs are set as TO BE DETERMINED, conflicts that are shown most likely have to do with the activity’s Facility. The example in this section assumes that there is one SDZ associated with the activity.

2. Click the **More Information** link for the first conflict. The Facility Feature Warnings page is displayed, where you can view and evaluate details about the conflict(s). (Figure 3-134)

   In this example, the **More Information** link for the spatial/tabular conflict warning has been selected. The first two warnings on the Facility Feature Warnings page are spatial conflicts, where the activity in Range A-4 is in conflict with activities in Training Area TA26 and Range A-10, because the SDZ in use for this activity overlaps with those facilities, both of which have activities with a status of Occupied or higher (in this case, a firing status). The tabular conflicts that are displayed here involve rules that have been established on the Facility Feature Conflict Administration page.
3. Click the **Close** button to close the window and return to the Training Information page.
4. Repeat Steps 2-3 for any remaining conflict warnings.
5. If you can continue with the Training Information save after considering the impact of the detected conflicts (i.e., if you know there are no safety issues), click to select all of the checkboxes with the displayed warnings and click the **Save** button. If you do not want to continue, click the Cancel button to close the Training Information page.

3.2.6.8.4 Viewing Occupied (or Higher) Ground Facility Feature SDZ/WDZ When Modifying SDZ/WDZ on Select Activities from EGFD

This is a very high-level description of conflict detection while in the process of adding or changing SDZ/WDZ information via Select Activities in EGFD. It is recommended that you watch the online help demo for this topic.

Spatial Conflict Detection is always enabled in EGFD for any given fire desk.

When setting or changing an SDZ/WDZ in EGFD, the system evaluates the activity for spatial conflicts between its associated SDZ/WDZ and all facilities having an activity that is in an occupied or higher status.

If spatial conflicts exist, a pop-up message displays showing a warning message and a **More Information** link. If you click the link, a new pop-up window is displayed that lets you see and evaluate information about the conflicting facilities.

You must acknowledge the warning message before the SDZ/WDZ change can be completed.

To view ground Facility feature conflicts that are detected when you modify SDZ/WDZ information for activities via Select Activities in the EGFD:

1. Click the **Select Activities** button to display a grid listing all the activities currently taking place on the fire desk for the day.
2. Select the firing activity for which you want to assign one or more SDZs/WDZs in the grid at the bottom. If you do not see a split grid when you select the firing activity, ensure that the **Display SDZs/WDZs for selected firing activity** checkbox just above the grid is selected.
3. Select or change an SDZ/WDZ for one of the Weapon/Ammo lines in the right pane of the grid.

   If spatial conflicts are detected between the selected SDZ/WDZ and one or more facilities having an activity that is in an occupied or higher status, warnings are displayed in a Spatial Conflict warning pop-up window as illustrated in Figure 3-135.

   If you change the SDZ/WDZ to TO BE DETERMINED, you may still see a Spatial Conflict warning pop-up window if one or more facilities having an activity that is in an occupied or higher status are in direct conflict with the activity's Facility.

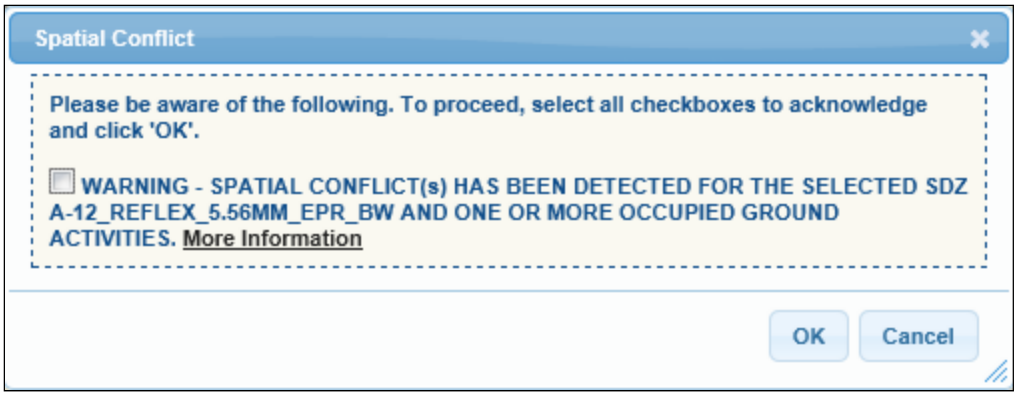


Figure 3-135 Spatial Conflicts Detected When Adding/Modifying SDZ/WDZ via Select Activities

4. Click the **More Information** link for each of the warnings to see and evaluate identifying information about each of the warnings (Figure 3-136).

Figure 3-136 Facility Feature Warnings Page Showing SDZ Conflict with Another Facility

If you want to continue with the modification of the SDZ/WDZ information after considering the impact of the detected conflicts, click to select all of the checkboxes with the displayed warnings. Click the **OK** button to acknowledge all warnings selected. If you do not want to continue (i.e., if you have safety concerns about the warning(s) displayed), click the **Cancel** button to close the Spatial Conflict pop-up window.

These warnings only perform spatial conflict detection from the EGFD.

Conflict detection specific to modifying SDZs/WDZs via Select Activities does not result in a complete list of conflicts for the activity. This detects *spatial conflicts only* with regard to SDZ and WDZ selection or modification, and not tabular conflicts.

3.2.6.9 *Drawing / Measuring Graphics*

3.2.6.9.1 Viewing Existing Drawn Graphics

> Any user can view drawn graphics that are currently on the fire desk. However, only a Fire Desk Operator can edit or delete a drawn graphic.

To view existing drawn graphics, click the **Draw / Measure** button. A grid is displayed at the bottom of the page listing all of the drawn graphics.

You can click a line in the grid, and the map automatically pans and zooms to view the selected features. If you mouse over a line in the grid, the graphic is highlighted on the map in orange.

3.2.6.9.2 Creating / Measuring a Drawn Line

> FDOs have the ability to draw lines and include them on the map for all users to see.

To draw a line on the map:

1. Click the **Draw / Measure** button. A grid is displayed at the bottom of the page listing all of the drawn graphics. In addition, there are controls with this grid, including a drop-down list that lets you select the kind of graphic you want to draw.
2. Select Line(s) from the **Draw New** drop-down list. The Draw tab is displayed in the left pane, on top of the Layers tab.
3. If you do not want the line you draw to be displayed on the map, click to un-select **Show Graphic**. (This checkbox is selected by default.)
4. If you do not want the line you draw to have its label displayed, click to un-select **Show Label**. (This checkbox is selected by default.)
5. Click to select the radio button for line type you want to draw: **Line**, **Polyline** (a line with multiple vertices), or **Freehand Polyline** (a line that is not straight).

> At any time before saving your line, you can click the Clear Graphic link to clear the currently drawn line, including the values in the MGRS coordinates and Length fields.

6. (For all line types) If you want to draw the line by clicking on the map (otherwise, skip to Step 7):

a. Ensure that the Point and Click radio button is selected. (It is selected by default.)

b. Click on the map where you want the line to originate.

c. Move your mouse to where you want the line to terminate and click again.

d. If you are drawing a Freehand Polyline, the line forms as you move your mouse and ends where you click.

e. If you are drawing a Polyline, every time you click and move the mouse again, a vertex is created, along with a new branch in the line. You must double-click at the end of your line.

7. (For Lines and Polylines only) If you want to draw the line by entering coordinates:

   a. Click to select the **Enter Coordinates** radio button.

   b. Enter the coordinates for the start and end of the line (for Polylines, enter the start, each vertex, and the end).

8. If you want, change the format of the **Length** of the line by selecting **miles**, **kilometers**, **meters**, **feet**, or **yards** from the drop-down list. The value in this field is converted automatically upon your selection.

9. Select the symbology for your line:

   a. If you want to customize your symbology, click to select the **Custom** radio button and do the following as you want for your line:

      - Using the **Style** drop-down list, select a line style.
      - Using the **Color** drop-down palette, select a color and click the **choose** button.
      - Using the **Width** slide bar, select the width/thickness of the line.

   b. If you want choose from line styles that were published in GFDC for various map entities:

      - Click to select the **Published** radio button. The symbology controls are replaced with a list, with examples, of line styles that have already been published in GFDC.
      - Click to select the line style you want.

10. **[Required]** Enter the name of the line in the **Label** field. This is how the label will be identified when you look at the list of drawn lines in the grid.

11. Click the **Submit** button. (If you do not want to save the line, click **Cancel** to close the tab without saving your line.)

The drawn line appears not just on your screen, but also on the screens of all users accessing the fire desk via EGFD from their desktops. In addition, you can see the line's identifying features in the grid, including the Label you entered. You can also see Drawn Lines as an Operational layer, if it was not there before. You can show and hide that layer as you want.

3.2.6.9.3 Creating/Measuring a Drawn Polygon

As an FDO, you have the ability to draw polygons on the map for all users to see.

To draw a polygon on the map:

1. Click the **Draw/Measure** button. A grid is displayed at the bottom of the page listing all of the drawn graphics. In addition, there are controls with this grid, including a drop-down list that lets you select the kind of graphic you want to draw.
2. Select **Polygon(s)** from the **Draw New** drop-down list. The Draw tab is displayed in the left pane, on top of the Layers tab.
3. If you do not want the polygon you draw to be displayed on the map, click to un-select **Show Graphic**. (This checkbox is selected by default.)
4. If you do not want the polygon you draw to have its label displayed, click to un-select **Show Label**. (This checkbox is selected by default.)
5. Click to select the radio button for polygon type you want to draw: **Polygon**, **Rectangle**, **Triangle**, **Circle**, **Ellipse**, **Arrow**, or **Freehand Polygon** (a polygon with multiple vertices and lines that are not necessarily straight).

At any time before saving your polygon, you can click the Clear Graphic link to clear the currently Drawn Polygon, including the values in the MGRS coordinates and Area and Perimeter fields.

6. (For all polygon types) If you want to draw the polygon by clicking on the map (otherwise, skip to Step 7):
   a. Ensure that the **Point and Click** radio button is selected. (It is selected by default.)
   b. Click on the map where you want the polygon to originate.

c. If you are drawing a Rectangle, Triangle, Circle, Ellipse, or Arrow, your drawing will be symmetrical. Click once, and then drag your mouse in the preferred direction on the map, clicking again when you have completed the shape.

d. If you are drawing a Freehand Polygon, the polygon forms as you move your mouse and ends where you click the second time.

e. If you are drawing a regular Polygon (first radio button), every time you click and move the mouse again, a vertex is created, along with a new branch in the line. You must double-click to close your polygon.

7. (For polygons, rectangles, and triangles only) If you want to draw the polygon by entering coordinates:

   a. Click to select the **Enter Coordinates** radio button.

   b. Enter the coordinates for the each of the points/vertices in the polygon, from starting point to ending point, in order.

8. Configure the symbology for your polygon:

   a. If you want to customize your symbology, click to select the **Custom** radio button and do the following as you want for your line:

      - Using the **Fill Style** drop-down list, select a polygon fill style.
      - Using the **Fill Color** drop-down palette, select a fill color and click the **choose** button.
      - Using the **Outline Style** drop-down list, select a polygon outline style.
      - Using the **Outline Color** drop-down palette, select a color and click the **choose** button.
      - Using the **Outline Width** slide bar, select the width/thickness of the polygon outline.

   b. If you want choose from polygon styles that were published in GFDC for this fire desk's various map entities:

      - Click to select the **Published** radio button. The symbology controls are replaced with a list, with examples, of polygon styles that have already been published in GFDC for this fire desk.
      - Click to select the polygon style you want.

9. **[Required]** Enter the name of the polygon in the **Label** field. This is how the polygon will be identified when you look at the list of Drawn Polygons in the grid.
10. Click the **Submit** button. (If you do not want to save the polygon, click **Cancel** to close the tab without saving your polygon.)

The Drawn Polygon appears not just on your screen, but also on the screens of all users accessing this fire desk via EGFD from their desktops. In addition, you can see the line's identifying features in the grid, including the Label you entered. You can also see Drawn Polygons as an Operational layer, if it was not there before. You can show and hide that layer as you want.

3.2.6.9.4 Creating a Drawn Point/Label

If you are an FDO for the logged in fire desk, you can create a drawn point.

To draw a point on the map:

1. Click the **Draw/Measure** button. A grid is displayed at the bottom of the page listing all of the drawn graphics. In addition, there are controls with this grid, including a drop-down list that lets you select the kind of graphic you want to draw.
2. Select **Point(s)** from the **Draw New** drop-down list. The Draw tab is displayed in the left pane, on top of the Layers tab.
3. If you <u>do not</u> want the point you draw to be displayed on the map, click to un-select **Show Graphic**. (This checkbox is selected by default.)
4. If you <u>do not</u> want the point you draw to have its label displayed, click to un-select **Show Label**. (This checkbox is selected by default.)
5. Click to select the radio button for point type you want to draw: **Point** (single point) or **Multipoint** (multiple points).
6. If you want to draw the point(s) by clicking on the map (otherwise, skip to Step 7):
   a. Ensure that the **Point and Click** radio button is selected. (It is selected by default.)
   b. Click on the map where you want the point.
   c. (For Multipoint) Continue to click on the map where you want additional points.
7. If you want to draw the point(s) by entering coordinates:
   a. Click to select the **Enter Coordinates** radio button.

b. Enter the coordinates in the **MGRS** field.

c. (For Multipoint) Continue to enter coordinates in additional **MGRS** fields, clicking the **more points/vertices...** link as needed for additional **MGRS** fields.

d. Click the **draw graphic for MGRS** link to place the point(s) on the map.

8. Select the symbology for your point(s):

a. If you want to customize your symbology, click to select the **Custom** radio button and do the following as you want for your line:

- Using the **Fill Style** drop-down list, select a shape for your point.
- Using the **Fill Color** drop-down palette, select a fill color and click the **choose** button.
- Using the **Outline Style** drop-down list, select a point outline style.
- Using the **Outline Color** drop-down palette, select an outline color and click the **choose** button.
- Using the **Outline Width** slide bar, select the width/thickness of the point outline.
- Using the **Size** slide bar, select the size of the point.

b. If you want choose from point styles that were published in GFDC for this fire desk's various map points:

- Click to select the **Published** radio button. The symbology controls are replaced with a list, with examples, of point styles that have already been published in GFDC for this fire desk.
- Click to select the point style you want.

9. **[Required]** Enter the name of the point(s) in the **Label** field. This is how the point(s) will be identified when you look at the list of Drawn Points in the grid.

10. Click the **Submit** button. (If you do not want to save the point(s), click **Cancel** to close the tab without saving your point(s).)

The Drawn Point(s) appear not just on your screen, but also on the screens of all users accessing this fire desk via EGFD from their desktops. In addition, you can see the point's identifying features in the grid, including the Label you entered. You can also see Drawn Points as an

Operational layer, if it was not there before. You can show and hide that layer as you want.

3.2.6.9.5 Editing a Drawn Graphic

If you are an FDO for the logged in fire desk, you can edit a drawn graphic.

To edit a drawn graphic on the map:

1. Click the **Draw / Measure** button. A grid is displayed at the bottom of the page listing all of the drawn graphics. In addition, there are controls with this grid, including a drop-down list that lets you select the kind of graphic you want to draw.
2. Click the **edit** link for the graphic you want to edit. The Draw tab is displayed in the left pane, showing all of the attributes that were originally set for the graphic. Additionally, all vertices are highlighted on the map as points, each of which is movable.
3. To move the vertices for the graphic, click and drag the ones you want to move to where you want to move them on the map.
4. To rotate the graphic:
   a. Click to select the graphic. A dotted-line frame appears around the graphic with a rotation handle at the top.
   b. Click the rotation handle at the top of the frame and drag it in the direction that you want to rotate the shape.
5. To move the graphic:
   a. Ensure that the **Point and Click** radio button is selected in the Draw tab.
   b. Click and drag the graphic (although not by one of its vertices; this will move just the vertex).
6. Make whatever optional changes you want to the graphic via the Draw tab:
   a. If you <u>do not</u> want the point you draw to be displayed on the map, click to un-select **Show Graphic**. (This checkbox is selected by default.)
   b. If you <u>do not</u> want the point you draw to have its label displayed, click to un-select **Show Label**. (This checkbox is selected by default.)
   c. Change any coordinates you need to by clicking to select the **Enter Coordinates** radio button and changing coordinates as needed.
   d. If you want to add a point or points to a Multipoint graphic, you can only do so by entering additional coordinates:

i. Click to select the Enter Coordinates radio button.

ii. Enter coordinates in additional MGRS fields, clicking the more points/vertices... link as needed for additional MGRS fields.

iii. Click the draw graphic for MGRS link to place the point(s) on the map.

e. Select the symbology for your point(s):

i. If you want to customize your symbology, click to select the **Custom** radio button and do the following as you want for your line:

ii. Using the **Fill Style** drop-down list, select a shape for your point.

iii. Using the **Fill Color** drop-down palette, select a fill color and click the **choose** button.

iv. Using the **Outline Style** drop-down list, select a point outline style.

v. Using the **Outline Color** drop-down palette, select an outline color and click the **choose** button.

vi. Using the **Outline Width** slide bar, select the width/thickness of the point outline.

vii. Using the **Size** slide bar, select the size of the point.

viii. If you want choose from point styles that were published in GFDC for this fire desk's various map points:

ix. Click to select the **Published** radio button. The symbology controls are replaced with a list, with examples, of point styles that have already been published in GFDC for this fire desk.

x. Click to select the point style you want.

f. Change the name of the point(s) in the **Label** field. This is how the point(s) will be identified when you look at the list of Drawn Points in the grid.

7. Click the **Submit** button. (If you do not want to save the change, click **Cancel** to close the tab without saving.)

The changed graphic is available to all users accessing this fire desk via EGFD from their desktops.

3.2.6.9.6 Deleting a Drawn Graphic

If you are an FDO for the logged in fire desk, you can delete a drawn graphic.

To delete a drawn graphic:

1. Click the Draw/Measure button. A grid is displayed at the bottom of the page listing all of the drawn graphics.
2. Click to select the line in the grid for the graphic you want to delete.
3. Click the Delete Selected button

The graphic disappears from both the map and the grid, and it is no longer available to EGFD users for this fire desk.

3.2.6.10 *Coordinate Tool*

3.2.6.10.1 Viewing Coordinates for Clicked Location

To view coordinates for a clicked location, click the **Coordinate Tool** button, located right above the map. The Coordinate Tool displays at the bottom of the screen.

The default mode for the Coordinate Tool is the **Locate by Mouse Click** mode. When this radio button is selected, you can click a point on the map, and a red dot appears where you clicked. In addition, the coordinates are displayed in the Coordinate Tool in MGRS, UTM, and Lat/Long coordinate systems. The point stays on the map until you click somewhere else.

By default, the coordinate format is MGRS (or Military Grid Reference System). If you click somewhere on the map, the MGRS coordinates display in the Coordinate Tool field. Click the double arrow button » to the right of that field to expand the Coordinate Tool so it shows the **UTM** (or Universal Transverse Mercator) for that clicked point, as well as **Latitude** and **Longitude**. If you click other places on the map, those coordinates change accordingly.

The Coordinate Tool can be kept open no matter what other actions you may be performing in EGFD.

3.2.6.10.2 Viewing Location for Entered Coordinates

If someone has given you coordinates and you want to find where they appear on the map, use the Coordinate Tool.

To view a location based on coordinates that you have:

1. Click the **Coordinate Tool** button. The Coordinate tool opens at the bottom of the map area.
2. Select the **Locate by Entered Coordinates** radio button. By default, the map sheet information is populated automatically in the MGRS and UTM fields.

3. Depending on which coordinate system you have coordinates for, you may need to click the double arrow » to the right of the default coordinates field to see the fields for the other coordinate formats.
4. Enter the coordinates in the appropriate field.
5. Click the **Locate** button.

The EGFD identifies the entered coordinates with a red point on the map.

To clear the coordinates to start again, click the **Clear** button.

3.2.6.10.3 Viewing Coordinates for Mouse-Over Location

To view a coordinates simply by mousing over the map:

1. Click the **Coordinate Tool** button. The Coordinate Tool opens at the bottom of the map area.
2. Select the **Mouseover Mode** radio button.
3. Mouse over the map. The coordinates are displayed in the Coordinate Tool, and they constantly update as you continue to move your mouse around over the map.

3.2.6.10.4 Viewing Multiple Coordinate Formats

To view multiple coordinate formats for points on the map:

1. Click the **Coordinate Tool** button. The Coordinate Tool opens at the bottom of the map area.

   By default, MGRS is the primary coordinate system displayed in the Coordinate Tool, but if the Functional Administrator or Authorized FDO has changed the default primary coordinate system to UTM or Lat/Long, you would initially see one of those when you first open the tool.
2. Click the double arrow button » to the right of the coordinate field to expand the Coordinate Tool so it shows all three coordinate systems—MGRS, UTM, and Latitude/Longitude.
3. Depending on whether you are using **Locate by Mouse Click** or **Mouseover Mode**, click somewhere on the map or mouse over the map. The coordinates are displayed in all three coordinate formats in the Coordinate Tool.

3.2.6.10.5 Viewing Current Map Spatial Reference

To view the map's current spatial reference:

1. Click the **Coordinate Tool** button. The Coordinate Tool opens at the bottom of the map area.

2. Click the double arrow button » to the right of the coordinate field to expand the Coordinate Tool so it shows all three coordinate systems—MGRS, UTM, and Latitude/Longitude—as well as the Map Spatial Reference drop-down list, which displays the current spatial reference for the map.

If you need to change the Map Spatial Reference, you must switch to the **None** background to enable the Map Spatial Reference drop-down list.

3.2.6.11 *Identifying Clicked Map Features*

The Identify tool in EGFD identifies map features for both Operational layers and Base Map layers in a place where you click on the map.

To use the Identify tool:

1. Click the **Identify** button. A pane is displayed at the bottom of the window along with the instruction to click on the map to display active layer information.
2. Click on the map in a place for which you would like to view map features.

A tabbed grid is displayed in the pane at the bottom of the window, with one tab for each layer type represented in the point where you clicked. Figure 3-137 shows an example where the click was made in the approximate location of the mouse pointer. The pane at the bottom shows that the click was within a Boundary and at least one Special Use Airspace, at least one Dropzone, and at least one WDZ Area.

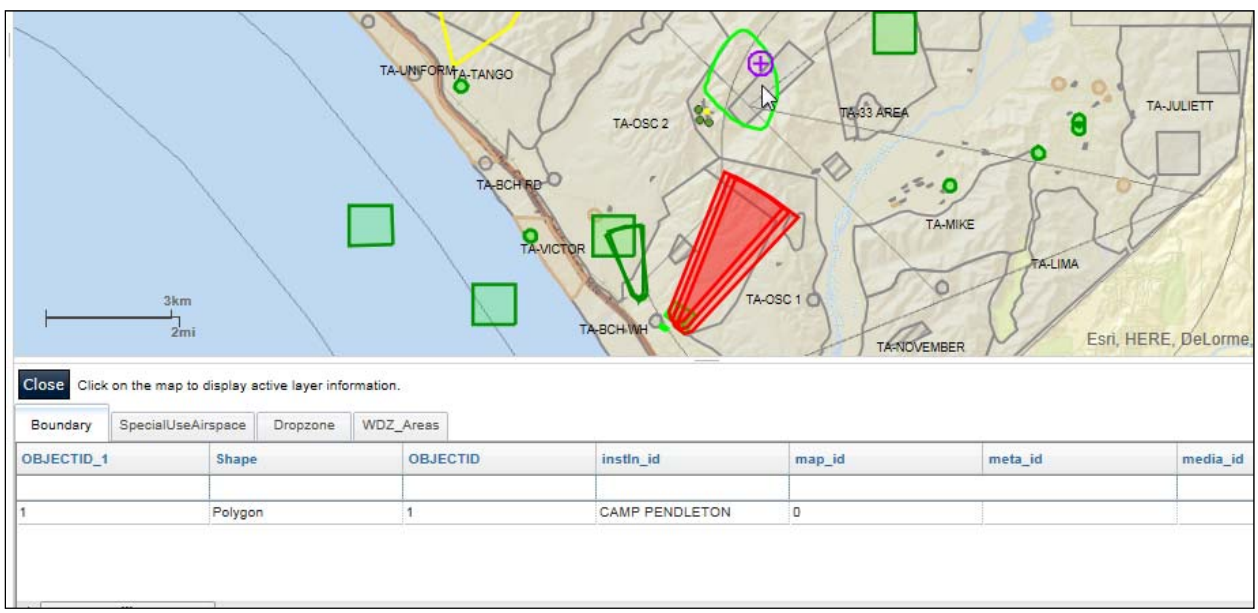


Figure 3-137 Identify Tool

3. Click each tab to view the various map features identified.

3.2.6.12 *Filtering Map Activities/SDZs/WDZs*

Functional Administrators and Authorized FDOs have administrative rights to set the default for what features display on the map for Activities, SDZs, and WDZs for all users. Therefore, when you log into EGFD, you will see only the features that the FA or AFDO has determined are necessary for the fire desk when it loads. If this is the case, the **Filtering Currently Applied** indicator is lit in yellow at the top of the window. You can click that indicator or the **Filter Activities/SDZs/WDZs** button to open the Filter Activities/SDZ/WDZ tab, which shows you the filtering that is currently applied.

Any user, regardless of user role, can specify his or her own filtering for the active EGFD session. The filtering you specify remains in effect until you log out and log back in, when the default filtering is restored.

> This process involves the use of the multi-select control, the use of which is first introduced in Section 3.2.4.4.2, "Associating SDZ/WDZ Area Graphics to Facilities."
>
> Any filtering you specify on the SDZs/WDZs side of the tab is applied on top of the filtering specified on the Activities side of the tab. That said, if you have selected the RES checkbox on the Activities side of the tab (or any other checkbox), and do not select the same checkbox on the SDZs/WDZs side of the tab, you can see the facilities being used on the fire desk for the day, but not their associated SDZs.

To specify filtering for the current session of EGFD:

1. Click the **Filter Activities/SDZs/WDZs** button in the GFDO toolbar.

   OR

   If there is filtering currently applied by the FA or AFDO, click the yellow **Filtering Currently Applied** indicator.

   The Filter Activities/SDZs/WDZs tab is displayed. The system default is that all Activities, SDZs, and WDZs for the day are shown on the map without filters, regardless of status. However, what you see may be different depending on whether the FA or AFDO specified default filtering for all users.

2. Select any or all of the filters you want to apply for Activities on the left side of the Filter Activities/SDZs/WDZs tab:

   a. Select statuses that you want to display on the map.

b. Select one or more **Facilities/Airspaces**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

c. Select one or more **Events**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

d. Select one or more **Units**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

e. Using the **Air/Ground** drop-down list, select whether you want **Air** activities, **Ground** activities, or **BOTH** to show on the map.

f. Using the **Event Category** drop-down list, select the type of event you want to show on the map exclusively.

g. Select one or more **Activities**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

3. Select any or all of the filters you want to apply for SDZs and WDZs on the right side of the Filter Activities/SDZs/WDZs tab:

a. Select one or more **Facilities/Airspaces**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

b. Select one or more **Events**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

c. Select one or more **Units**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

d. Using the **Air/Ground** drop-down list, select whether you want to **Air** activities, **Ground** activities, or **BOTH** to show on the map.

e. Select one or more **SDZs**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

f. Select one or more **WDZs**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

g. Select one or more **Weapons**, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

h. Select one or more **Ammunition** types, either by typing in the field or using the magnifying glass to the right of the field to use the multi-select control. If you DO NOT want to see your selection on the map, click to select the **Exclude Selected Items** checkbox.

4. Click the **Submit** button. The filter is created for this session only.

A common filter to choose is to hide Reservations on the Activities side of the tab and to hide those SDZs/WDZs that are not currently firing. To do this, un-select the RES checkbox on the Activities side, and un-select RES, OCC, and CF, on the SDZs/WDZs side. When you click Submit, you only see the SDZs that are in red (firing), and you do not see any activities that are just reservations that have not yet occupied the Facility.

3.2.6.13 *Zooming to Default Extent*

When the EGFD opens, the zoom and positioning of the map you see is the same extent that you see when the map was published by the Functional Administrator using the GFDC tool (Graphics Fire Desk – Configuration component).

If you are a Fire Desk Operator and you are panning and zooming to various places on the map, and you want to return to the original/default

extent click the **Default Extent** button just above the map. The map returns to its published position and zoom level.

3.2.6.14 *Refreshing the GFDO Display*

To refresh the display of GFDO, click the **Refresh** button just above the map.

3.2.6.15 *Viewing Fire Desk Date/Time*

The Fire Desk Date is located just above the upper, right corner of the map, as illustrated in Figure 3-138. Next to the Fire Desk Date are the current date and time, in Local (L) and Zulu (Z).

The Local and Zulu times change every minute.

Figure 3-138 Fire Desk Date and Time

3.2.6.16 *Toggling Local/Zulu Time*

The current Local/Zulu times and controls are displayed to the left of the Fire Desk Date just above the map on the right side of the page. (Figure 3-139)

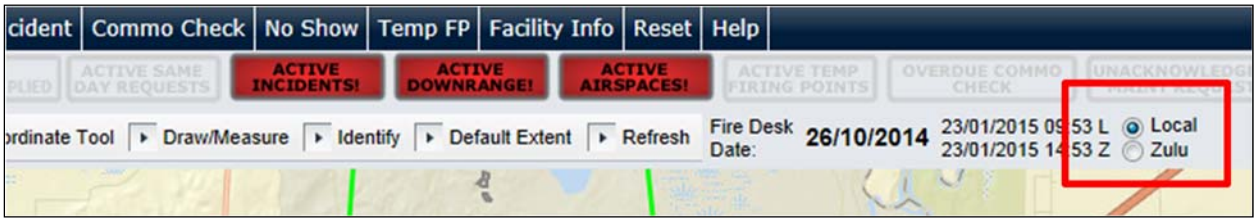


Figure 3-139 Local/Zulu Times and Controls

To toggle between Local and Zulu time for the display of dates and times for the fire desk, click to select the **Local** or **Zulu** radio button.

The time you have selected is reflected throughout the EGFD for your fire desk in any place where dates and times are displayed (e.g., Select Activities grid, Status Change/Training Information page, etc.). The letter L displays with the Local time, and the letter Z displays with the Zulu time.

3.2.6.17 *Viewing Fire Desk Logs*

All users have the ability to view Logs, but only FDOs have the ability to edit logs.

To access the logs in EGFD, click the **Actions** drop-down menu and select **View Logs** from the resulting drop-down menu.

The Fire Desk Logs page is displayed, with the default tab being the Journal 1594 Log.

3.2.6.18 *End of Day Processing*

End of Day Processing cannot be performed from the EGFD. However, if you are working in or looking at the EGFD and you or another user executes End of Day Processing from the Text Fire Desk, the End of Day Processing Monitor pop-up window displays on top of the EGFD (Figure 3-140), and you are blocked from using the EGFD for a period of time until processing completes. You can monitor the performance in this window. When processing is complete, the window closes, and the Fire Desk Date changes.

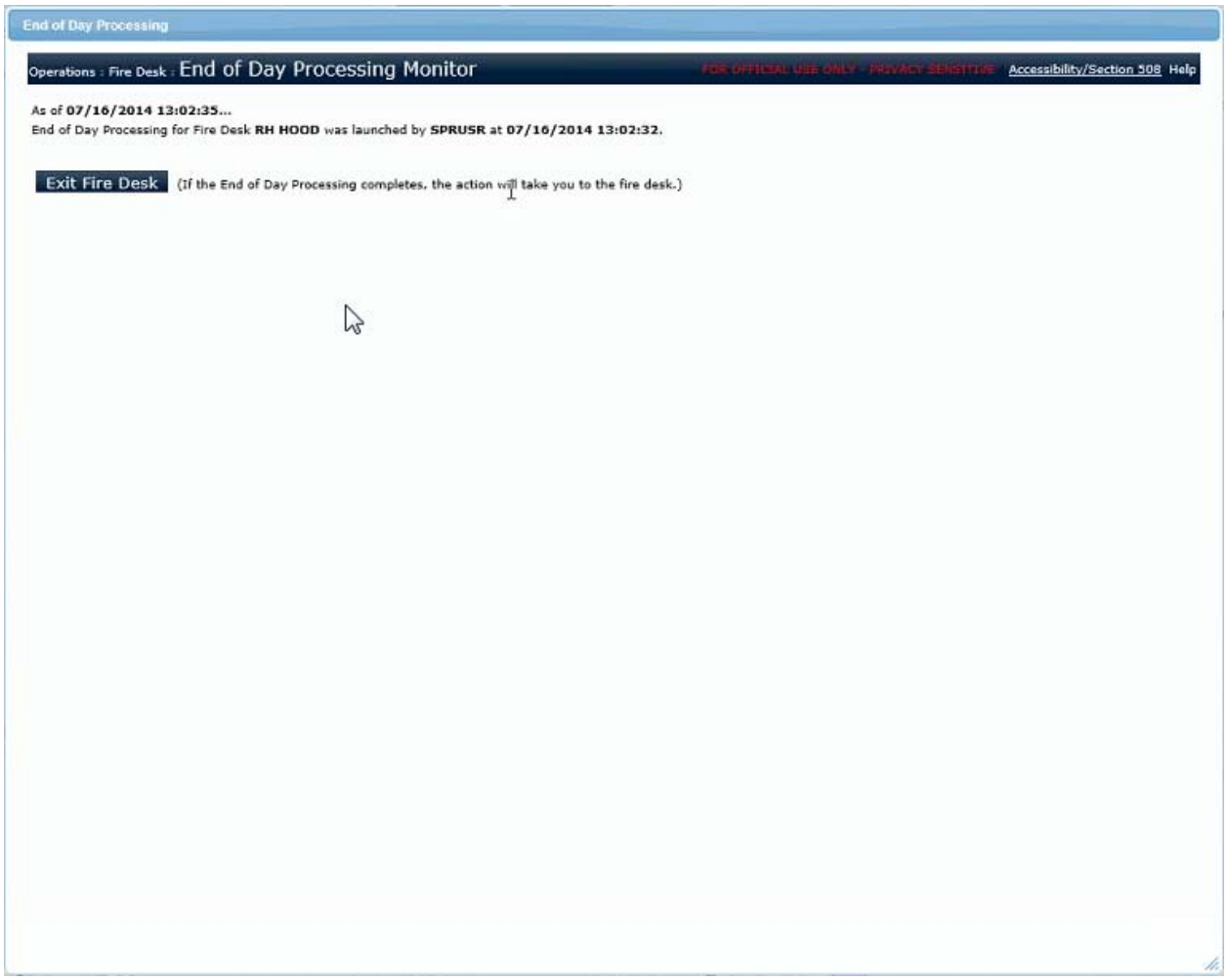


Figure 3-140 End of Day Processing Monitor in EGFD

3.2.7 Scheduling SDZs / WDZs in RFMSS

3.2.7.1 *Adding SDZs / WDZs to Request Form*

When the SDZ and/or WDZ Workflows have been enabled, a Unit user sees an SDZ or WDZ field on the Weapon/Ammo tab for the Request form. Only a Scheduler can add or modify an SDZ or WDZ in this field; however, when a Unit user is completing the Request form, it is possible that the SDZ or WDZ field will populate automatically if a “perfect match” is found according to the following rules:

- SDZ Perfect Match: when a Ground activity’s Facility, Event and DODIC/Ammunition combination must match one and only one SDZ in the library.

- WDZ Perfect Match: when an Air activity's Airspace Subdivision, Weapon, and Event Name match one and only one WDZ in the library.

However, if there is more than one SDZ/WDZ with all three of these attributes matching, the SDZ/WDZ in the Request form and elsewhere in RFMSS will be displayed as "TO BE DETERMINED," and the Scheduler will have to determine which one to enter into that field.

Once you have completed and submitted your Request, complete with SDZ or WDZ information, the Scheduler can view the Request, add or modify SDZs or WDZs as necessary, and approve or reject the Request.

For the detailed process for completing the Request form, see Section 2.4, "Request Form."

3.2.7.2 *Approving Activities Missing SDZs/WDZs*

Via Request Processing, a Scheduler is able to approve activities for the fire desk, including those that are missing SDZ or WDZ information.

> On the Request Processing page, there is a new attribute called Missing SDZ/WDZ, which indicates whether one or more SDZs or WDZs for a Weapon/Ammo combination are specified as "TO BE DETERMINED."

To approve an activity that is missing one or more SDZs/WDZs:

1. On the Request Processing page, select one or more activities you want to approve. Click the **Apply change to all** checkbox to apply the action to all activities with the same RCNI.
2. Using the **Set Status** drop-down, select **Approve**. The Request Processing Confirmation page is displayed.
3. Review the contents of the Request Processing Confirmation page. The Notes column indicates any warnings that coincide with approving activities that have missing SDZ/WDZ information, spatial/tabular conflicts, or any other issues to be considered before finalizing approval.
4. If you need to resolve any issues in the Notes column prior to approval:
   a. Click the **Cancel** button to return to the Request Processing page.
   b. Click the **RCNI** link to navigate to the Request page, where you can resolve an SDZ/WDZ value of "TO BE DETERMINED" or any other issues. See Section 2.4.4.4.2,

"Weapons/Ammunition," for instructions for updating the SDZ/WDZ field in the Text Fire Desk.

c. Return to Step 1.

5. To approve the request(s), click the **Save** button. (To cancel the action and close the Request Processing Confirmation page, click the Cancel button.)

3.2.8 Miscellaneous

3.2.8.1 *Navigating the Map*

3.2.8.1.1 Zooming and Viewing Map Scale

There are a number of ways to zoom in and out on the map. First, you should know where you can see the scale you are viewing, which is just above the zoom slide bar on the left side of the map. (Figure 3-141**Error! Reference source not found.**)

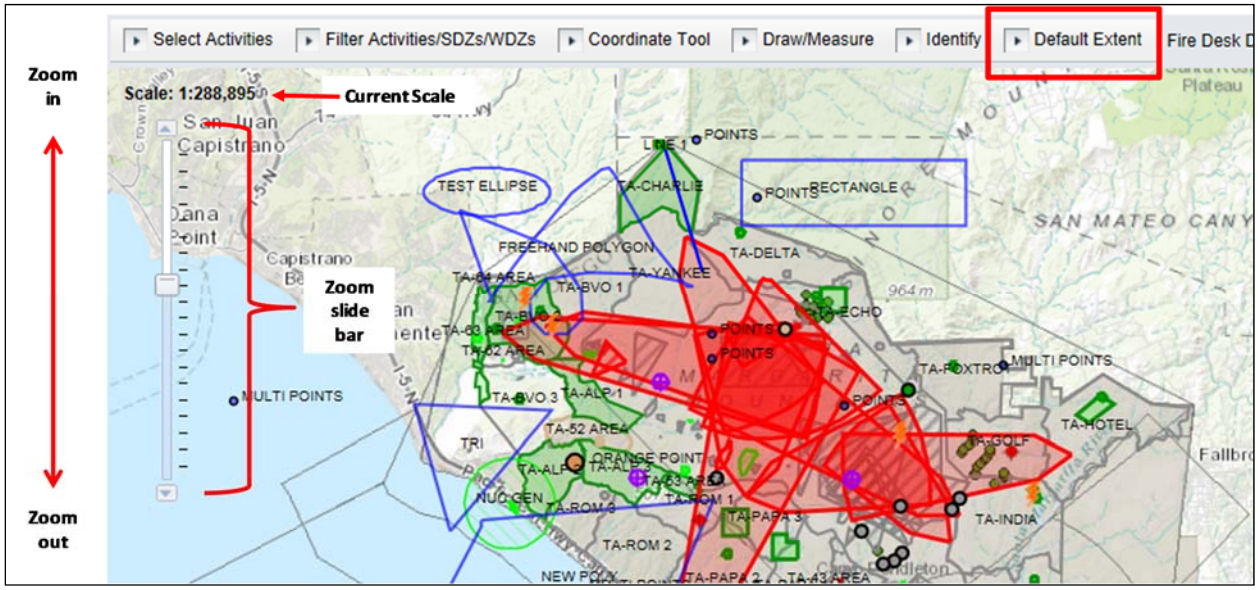


Figure 3-141 EGFD Map Zoom Tools

Using the zoom slide bar, you can slide the box up, and while you zoom in, you can see the scale change above the slide bar. You can also click the up arrow at the top of the slide bar to zoom in. To zoom out, you can slide the box down or click the down arrow. You can also click on any point in the slide bar to go to a particular zoom level.

If you want to zoom in on a particular feature on the map, you can hold down the **Shift** key and draw a box around the area you want to see up

close. To zoom back out, hold down BOTH the **Shift** and **Ctrl** keys and draw a box on the map.

If you have a scroll wheel on your mouse, you can also use this to zoom in by placing your cursor where you want to zoom in, and then rolling the wheel away from you, and then zoom out by rolling the wheel toward you.

At any time, you can click the **Default Extent** button above the map to return to the published default zoom level and map position.

3.2.8.1.2 Panning the Map

To pan the map in EGFD, click on the map and drag.

3.2.8.2 *Manipulating Grids in GFDO*

When viewing grids in GFDO, you can filter, sort, page, show/hide columns, and reorder the display of columns in the grid.

Filtering

To filter, just type in the cell directly below the column heading for a feature.

You can, for example, type the letter L in the SDZ Names column to bring up all SDZ Names that start with the letter L. You could also enter an asterisk (*) as a wildcard character in your filter entry. For example, "*L" (asterisk L) would bring up all SDZ Names that contain the letter L. You could also use the **OR** operator in filtering. For example, if you type "H OR C" in the DODIC column, the grid would only show DODICs that start with H or C.

Sorting

To sort, just click the column heading.

You can tell a grid is sorted by a particular feature because the heading is italicized. Further, the arrow points up if the sort is in ascending order, and down if it is in descending order.

Paging

The paging controls are at the bottom of the grid. From page 1 of the grid, you can advance by one page to page 2 with this first button that points right, or you can jump to the last page by clicking the button on the far right. The opposite is true for the left-pointing buttons. The one closest to center takes you back one page, while the button on the far left takes you back to page 1.

Show / Hide Columns

To show and hide columns, right-click any column heading. A list of all the columns is displayed. Un-check the checkboxes for those you do not want

to display. You can always go back to add them. EGFD remembers your choices, so when you access this grid in future sessions, your column choices are retained.

Change Column Display Order

If you want to change the order in which the columns display in the grid, you can click and drag a column by its heading to where you want it to display in the grid. As with showing and hiding columns, this preference is also retained for future logins.

3.2.8.3 *Exporting Grids to Excel in GFDO*

You can export the contents of any grid in GFDO to an Excel file. If you apply filtering and or rearrange the display of columns in the grid, GFDO exports all pages of the data that is filtered, with the columns arranged as you specified.

To export a grid to Excel:

1. Right-click any of the column headings and select **Export to Excel** from the resulting drop-down menu. An export confirmation bar pops up at the bottom of the window.
2. Click the **Open** button.
3. The data is exported to a .CSV file, which automatically opens in Excel when the export is complete. This file includes all pages of data exactly as you filtered it, with columns ordered as you have ordered them, and excluding any columns that you have hidden from view in the grid.

3.3 OIC Fire Desk

The OIC Fire Desk allows authorized Officers in Charge (OICs) to track and manage training activities for their unit/Facility. Data is displayed in a tabular format.

To view the OIC Fire Desk, you have to be the OIC for a reservation.

3.3.1 Log On

1. Select **Operations: OIC Fire Desk** from the menu bar.
2. Select the Facility that you want to access from the **Facility** drop-down list.
3. Click the **Login** button.

If the notification message “You must contact the FDO by landline to activate this Facility” appears, you need to contact the Fire Desk Operator (FDO) who must authorize you as an OIC at the Facility before you can perform any actions.

Do not close the OIC Fire Desk page; remain logged in to the OIC Fire Desk so that your user name will appear on the FDO’s list to activate OICs.

This process is the same whether you log in with a user name and password or with a CAC.

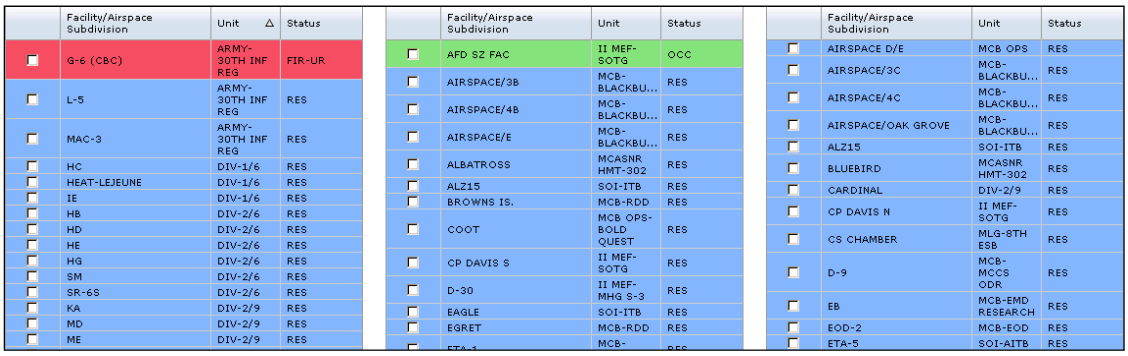
3.3.2 Display

3.3.2.1 *Status Color Coding*

The background color of the rows in the Fire Desk grid indicates the operations status of the activity:

Color Coding	Status
Blue	Unit has not checked in for reservation, OR Unit has checked in (when check-in is required) but has not occupied the Facility.
Green	Occupied non-firing or maintenance activity.
Yellow	Cease-fire (firing but currently cold).
Red	Firing (hot).
White	Scheduled maintenance activity, Departed unit, No show, OR Cancellation.

3.3.2.2 *Short Display*



Facility/Airspace Subdivision	Unit	Status
G-6 (CBC)	ARMY-30TH INF REG	FIR-UR
L-5	ARMY-30TH INF REG	RES
MAC-3	ARMY-30TH INF REG	RES
HC	DIV-1/6	RES
HEAT-LEJEUNE	DIV-1/6	RES
IE	DIV-1/6	RES
HB	DIV-2/6	RES
HD	DIV-2/6	RES
HE	DIV-2/6	RES
HG	DIV-2/6	RES
SM	DIV-2/6	RES
SR-6S	DIV-2/6	RES
KA	DIV-2/9	RES
MD	DIV-2/9	RES
ME	DIV-2/9	RES

Facility/Airspace Subdivision	Unit	Status
AFD SZ FAC	II MEF-SOTG	OCC
AIRSPACE/3B	MCB-BLACKBU...	RES
AIRSPACE/4B	MCB-BLACKBU...	RES
AIRSPACE/E	MCB-BLACKBU...	RES
ALBATROSS	MCASNR HMT-302	RES
ALZ15	SOI-ITB	RES
BROWNS IS.	MCB-RDD	RES
COOT	MCB OPS-BOLD QUEST	RES
CP DAVIS S	II MEF-SOTG	RES
D-30	II MEF-MHG S-3	RES
EAGLE	SOI-ITB	RES
EGRET	MCB-RDD	RES
ETA-1	MCB-	RES

Facility/Airspace Subdivision	Unit	Status
AIRSPACE D/E	MCB OPS	RES
AIRSPACE/3C	MCB-BLACKBU...	RES
AIRSPACE/4C	MCB-BLACKBU...	RES
AIRSPACE/OAK GROVE	MCB-BLACKBU...	RES
ALZ15	SOI-ITB	RES
BLUEBIRD	MCASNR HMT-302	RES
CARDINAL	DIV-2/9	RES
CP DAVIS N	II MEF-SOTG	RES
CS CHAMBER	MLG-8TH ESB	RES
D-9	MCB-MCCS ODR	RES
EB	MCB-EMD RESEARCH	RES
EOD-2	MCB-EOD	RES
ETA-5	SOI-AITB	RES

Figure 3-142 Fire Desk Short Display

The short display is an abbreviated grid that shows only the following three columns for an activity:

- **Facility / Airspace Subdivision**
  Facility or Airspace Subdivision of the activity.
- **Unit**
  Activity's unit.

- **Status**
  Operations status of the activity.

The short display is the default display when you log on to the Fire Desk.

3.3.2.3 *Long Display*

	Facility/Airspace Subdivision	Unit	Status	Event Start Time	Event End Time	DODIC	Maximum Firing Altitude (MSL FT.)
☐	ACE	!HUNGARY	OCC-T	05/06/2010 01:00 L	05/06/2010 20:00 L		
☐	AIR-1	!BUDAPEST	OCC	05/06/2010 01:00 L	05/06/2010 19:00 L		
☐	AIR-1	1-10 CAV	OCC	05/06/2010 06:30 L	05/06/2010 19:30 L	M241	5000
☐	AIR-1	1-140FA	RES	05/06/2010 01:00 L	05/06/2010 20:00 L	F013	5000
☐	COTTONWOOD JUNCTION	!BUDAPEST	CF-RC	05/06/2010 12:00 L	05/06/2010 21:00 L	C785, A404,	5000
☐	COTTONWOOD JUNCTION	1-10 CAV	RES	05/06/2010 00:30 L	05/06/2010 20:00 L		
☐	CPREDDEVIL	1-10 CAV	OCC	18/05/2010 07:00 L	06/06/2010 23:00 L		
☐	CRDAIRSTRP	302TAW	RES	05/06/2010 10:00 L	05/06/2010 15:00 L		
☐	MP005	RANGECNTRL	OCC	01/06/2010 00:01 L	01/06/2011 23:59 L		
☐	MP015	RANGECNTRL	RES	16/04/2010 00:01 L	30/04/2011 23:59 L		

Figure 3-143 Fire Desk Long Display

The long display shows the following for an activity:

- **Facility / Airspace Subdivision**
  Facility or Airspace Subdivision of the activity.
- **Unit**
  Activity's unit.
- **Status**
  Operations status of the activity.
- Event Start Time
- Event End Time
- DODIC
- **Maximum Firing Altitude (MSL Ft.)**
  The maximum altitude that the activity will be firing. For ground activities, this is the sum of Safety Factor, the Facility Altitude, and the greater of the Maximum Ordinate or Vertical Hazard. For air activities, this is the sum of the Safety Factor, the Impact Area Altitude, and the greater of the Ordnance Apex or Vertical Hazard.

You can also select any of the following fields from the Field Chooser to display on the Fire Desk:

- Max Ordinate,
- Vehicle/Aircraft Model,
- Event Name,
- RCNI,

- Minimum Altitude,
- Maximum Altitude,
- Mission Number,
- Number of People,
- Vertical Hazard,
- Weapon,
- Continuous,

Any user-defined fields from the Request form.

To change the grid display:

1. Select the **Short Display** or **Long Display** radio button.

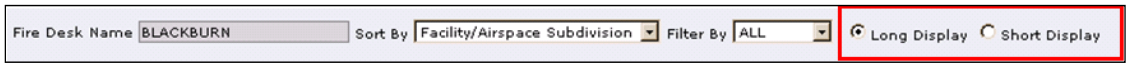


Figure 3-144 Short and Long Display Options

2. Click the **Refresh** button.

3.3.2.4 *Local/Zulu Time*

The Fire Desk grid can display activity times in local or Zulu time. (Local time display is the default.)

To change the time display:

1. Select the **Local** or **Zulu** radio button.

Figure 3-145 Local and Zulu Time Options

2. Click the **Refresh** button.

3.3.2.5 *Filtering Grid*

You can filter the grid to show only information that you want to see.

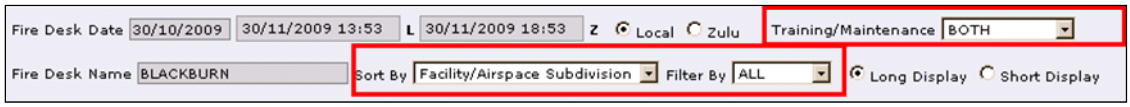


Figure 3-146 Grid Filters

3.3.2.6 *Sort Grid*

1. Select the column name to use to sort the grid from the **Sort By** drop-down.
2. Click the **Refresh** button.

If you select Status as the sort order, this is the training status sort order specified by the Functional Administrator.

3.3.2.7 *Training / Maintenance Activities*

1. In the **Training / Maintenance** drop-down, select one of the following filter options:
   - Training: Shows only training activities.
   - Maintenance: Shows only maintenance activities.
   - Both: Shows both training and maintenance activities.
2. Click the **Refresh** button.

3.3.2.8 *Notifications*

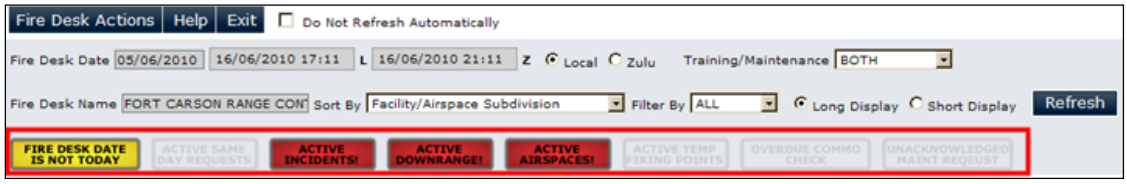


Figure 3-147 Fire Desk Notifications

Fire Desk notification buttons alert you to any activity updates that require your attention. If there is an activity that requires your attention, the button will change from grayed-out to colored (e.g., red, yellow).

> If the notification message “You must contact the FDO by landline to activate this Facility” appears, you need to contact the Fire Desk Operator who must authorize you as an OIC at the Facility before you can perform any actions.

3.3.3 Training Operations

Training operations are functions that help you process and record information for activities on the Fire Desk, including:

- Check In,
- Status Change,
- Training Information/Utilization,
- Request, and
- Facility Info.

3.3.3.1 *Check In*

The Check In function enables range control personnel to check in the units shown on the fire desk.

1. Select one or more units to check in.
2. Click the **Check In** button. A message is displayed above the grid that the units have been checked in.

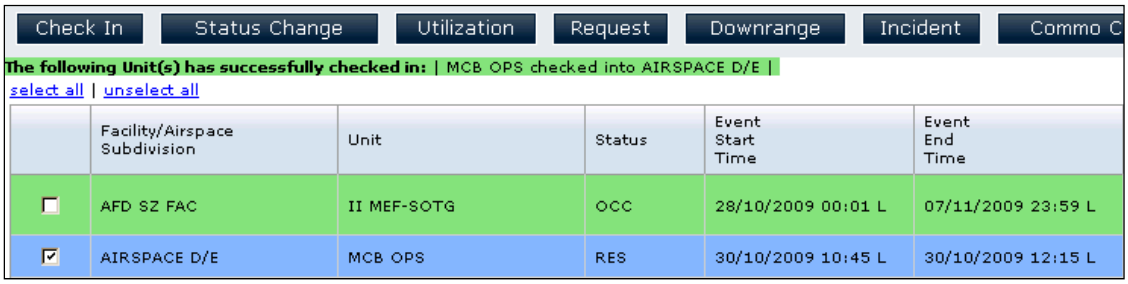


Figure 3-148 Check In

> Check ins are recorded on the Status Change log and the Journal 1594 log. These logs capture the time of check in, the Facility/Airspace Subdivision ID, the unit, and the name of the Fire Desk Operator who performed the check in.

3.3.3.2 *Status Change*

The Status Change function allows the Fire Desk Operator to change the current training status of an activity at a Facility or Airspace Subdivision.

Change Status To:	When
Area Occupied	Initially changing a training or maintenance activity from Reserved status.
Unit Firing - Unrestricted **Unit Firing - Restricted** **Firing (Training) with Pyrotechnics**	For Firing events only.
Cease-Fire - Unit **Cease-Fire - Range Control** **Cease-Fire - Air Traffic Control**	For Firing events only.
Training Without Pyrotechnics	For Non-firing events.
Training Complete	For ground facilities only.
Departed	Considered as “area departed” for ground activities and “mission completed” for air activities.

1. Select the activity or activities in the Fire Desk grid (OR double-click the activity in the grid and skip to Step 3).

The status for ground and air activities can be changed at the same time.

Changing the status for multiple activities can be done when changing from **Reserved to Occupied,** from a **firing status to any cease-firing status**, or when **departing air or ground activities**. When changing from fire to cease-fire, the initial status must be the same for each activity (e.g., all activity statuses are Firing).

When departing multiple activities, you may be prompted to provide utilization data for each task that requires utilization data entry.

When departing a multi-day, non-continuous ground activity before the last day of the activity, you will be prompted to indicate whether training is completed early.

2. Click the **Status Change** button. The Status Change/Training Information window is displayed.

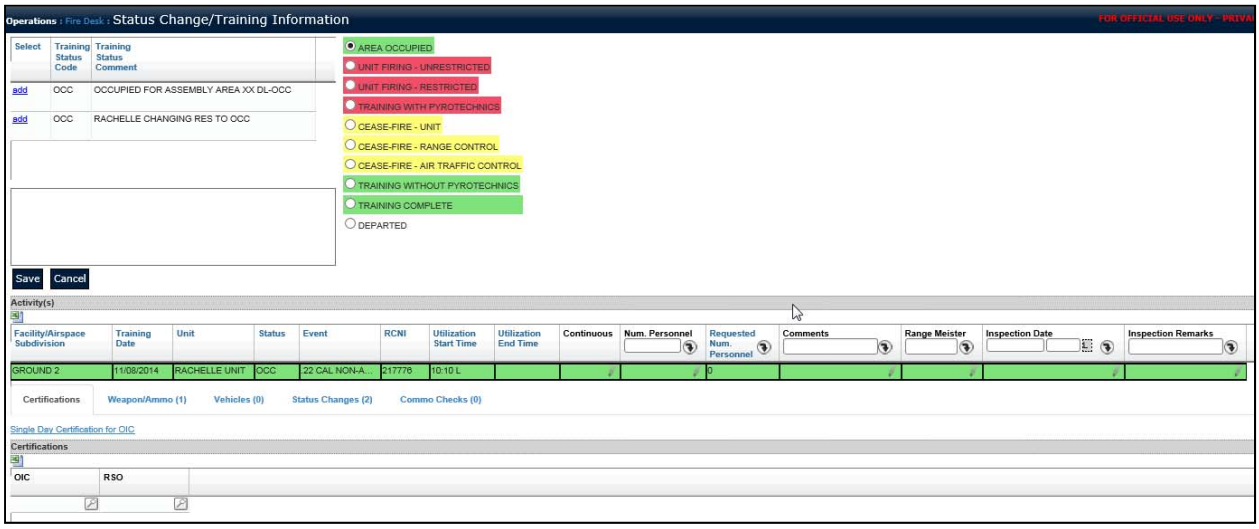
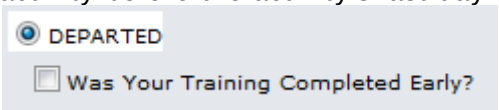


Figure 3-149 Status Change/Training Information Window

3. Select the status radio button for the activities. If you are changing a status, you may need to perform other actions as described below:

If Changing:	Then You May Need To:
From RES to Area Occupied Status	• Ensure that checklist items are performed when the Checklist Items button is displayed. • Activate airspaces for air activities. **[FDO Only]**
To any firing status	• Add or change the certified personnel from what is automatically populated from the initial request. **[FDO Only]** • Add a single-day certification for an OIC. **[FDO Only]** Enter First Round information. • Ensure that checklist items are performed when the Checklist Items button is displayed. • If from a Cease Fire status, reactivate authorization for OIC Fire Desks. **[FDO Only]**
To any Cease Fire status	• Understand that any authorized OIC Fire Desks for the Facility are automatically deactivated and cannot perform any Fire Desk actions. **[FDO Only]**
To Training Complete status	• Enter utilization information
To Departed or Mission Completed status	• Enter Last Round information. • Ensure that checklist items are performed when the Checklist Items button is displayed. • Enter utilization information. • Deactivate airspaces. **[FDO Only]** • Click the **Training Completed Early** checkbox if you are departing a multi-day, non-continuous ground activity before the activity's last day. 

If the Fire Desk Operator changes the status of an activity to Cease Fire, a notification message that a cease fire has been declared is displayed to all OICs. OICs will not be able to perform any OIC Fire Desk functions until they are reactivated.

4. Enter any comments for the status change:
   - Select one or more predefined comments by clicking the comment checkbox, then click the **Add Comments** button

   AND/OR

   - Enter your comments in the text box under the **Add Comments** button.
5. Click the **Save** button.

3.3.3.2.1 Enter Rounds

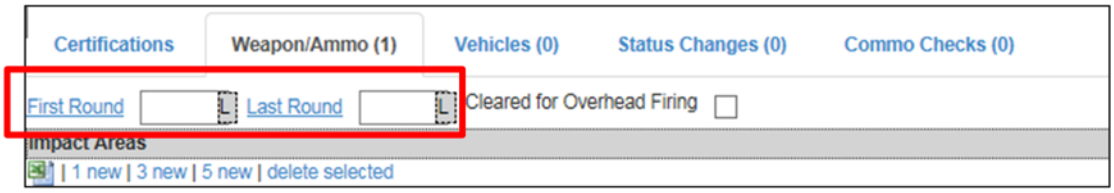


Figure 3-150 Rounds Fields

When you initially change from “Area Occupied” to any firing status, the **First Round** field is enabled.

1. Click the **Weapon/Ammo** tab.
2. In the **First Round** field:
   - Enter the date and time that the first round was fired for an activity,

   OR

   - Click the **First Round** link. The current date and time are automatically entered in the field.

When you change to “Training Completed” or “Departed” status, the current date and time are automatically entered in the **Last Round** field.

3. You can change this time:
   - Enter the date and time that the last round was fired for an activity,

   OR

   - Click the **Last Round** link. The current date and time are automatically entered in the field.

3.3.3.2.2 Checklists

Checklists are lists of required actions that must be completed or required items or personnel that must be on the Facility before an activity can change status. Checklists are displayed when changing status:

- From Reserved to Area Occupied,
- To any firing status, or
- To Departed.

To view the checklist, click the **Checklist Items** button when it is displayed.

3.3.3.3 *Training Information/Utilization*

The phrase “Training Information” is displayed on windows and buttons when an activity is still in progress. Once End of Day Processing has been run, fields for Utilization information are required, as designated by bold, red column headings for required fields.

The Training Information page lets you record actual usage of vehicles, weapons, ammunition, aircraft, as well as actual status change times, commo check times, and actual number of personnel trained.

1. Click the **Training Information** button. The Training Information page is displayed.

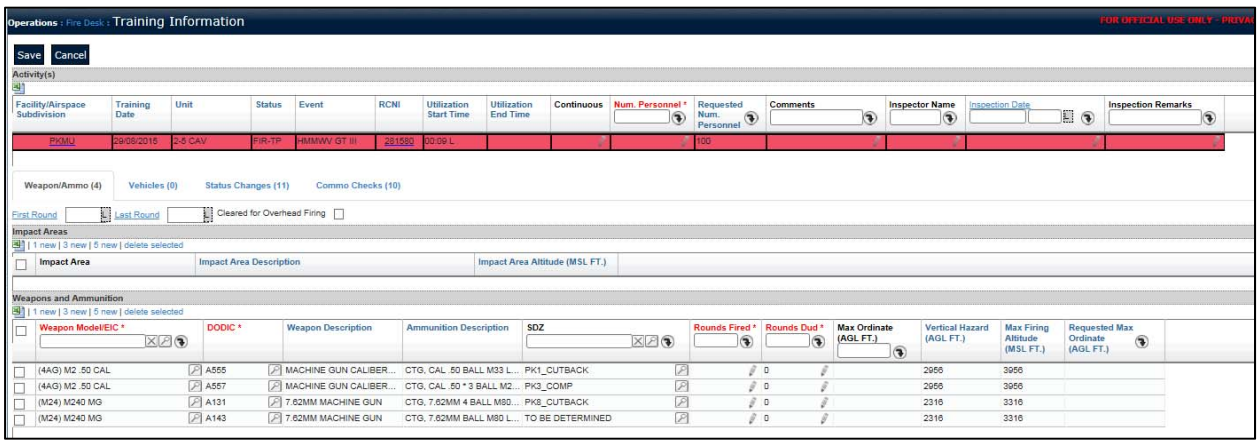


Figure 3-151 Example of Utilization Page

On the Status Change/Training Information page, when you change status to “Training Completed” or “Departed,” a message is displayed prompting you to enter utilization data. You will not be able to save your status change until you complete required fields. See Section 3.1.3.3 to view instructions for entering Training Information/Utilization information on the Status Change page and the Training Information/Utilization page.

3.3.3.3.1 Enter Activity Utilization

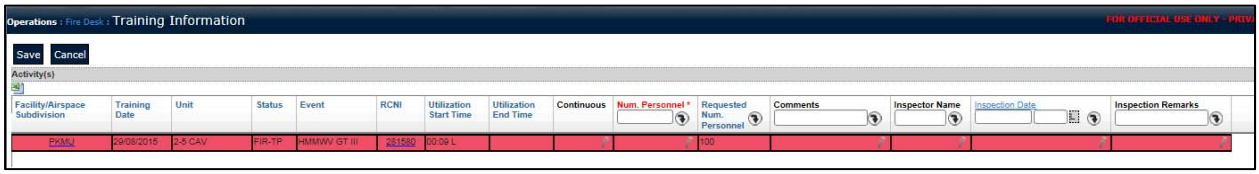


Figure 3-152 Activity Utilization Information

1. Enter information in the following fields:

   - **Number of Personnel**
     Enter the number of personnel who participated in the activity. (This number can be zero.) If the actual number is the same as the requested number of personnel, click the **Apply** button next to the **Requested Number of Personnel** display field to automatically populate the field.
   - **Comments**
     Enter any comments related to the training.
   - **Inspector Name/Range Meister**
     Enter the name of the inspector/range meister.
   - **Inspection Date**
     Enter the date of the range inspection OR select the date from the calendar OR click the **Inspection Date** link to populate the field with the current date and time.
   - **Inspection Remarks**
     Enter any inspection remarks.
   - Log Edit Reason [displayed ONLY when updating a log; required]
     Select a reason for editing the log.
   - Log Edit Remarks [displayed ONLY when updating a log]
     Enter any additional remarks regarding the log edit.

2. Enter utilization information on the tabs that appear for the activity.
3. When all utilization data is entered, click the **Save** button.

3.3.3.3.2 Enter Weapon/Ammo Utilization

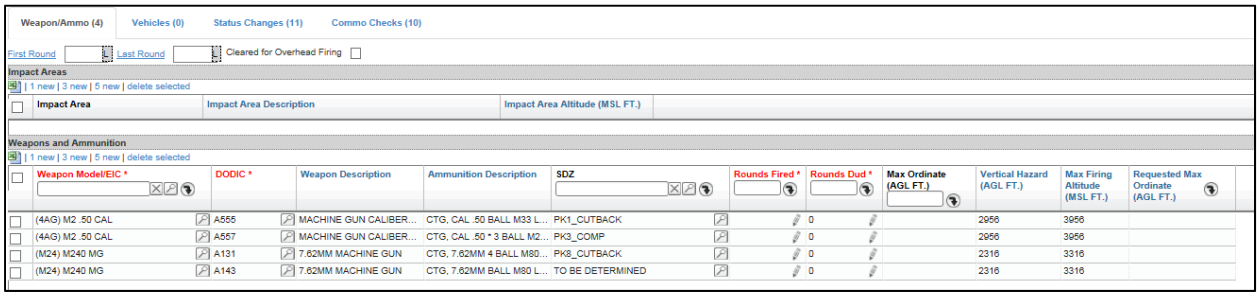


Figure 3-153 Weapon/Ammo Utilization Tab

> Previously deprecated weapon and ammunition (DODIC) types are excluded from the list and cannot be selected.

1. Enter information in the following fields on the Weapon/Ammo tab:

   - **First Round [displayed only if activity has fired during the current day]**
     Enter the date and time that the first round was fired during an activity OR click the First Round link to populate the field with the current date and time.
   - **Last Round [displayed only if activity has fired during the current day]**
     Enter the date and time that the first round was fired during an activity OR click the Last Round link to populate the field with the current date and time.
   - **Impact Area**
     If different than the **Requested Impact Area**, enter the name of the impact area(s) used during training OR click **Search** and select the impact area from the pop-up window.
   - **Weapon Model [required]**
     Enter the weapon's model OR click **Search** and select from the pop-up window.
   - **DODIC [required]**
     Enter the DODIC OR click **Search** and select from the pop-up window.
   - **Rounds Fired**
     Enter the number of rounds fired for this weapon.

You can quickly clear all fields in a column using the **Apply** button:

- Clear the top field in the header and click the **Apply** button . A message is displayed to confirm that you want to "blank" all fields.
- Click the **OK** button in the message.

- **Rounds Dud**
  Enter the number of dud rounds for this weapon.
- **Max Ord / Ord Apex**
  Enter or update the maximum ordinate/ordnance apex for each weapon:
  - Edit the value in the grid,
    OR
  - If the value is the same for each weapon, enter the value in the **Max Ord / Ord Apex** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each weapon is the same as the Requested Max Ord/Ord Apex values, click the **Apply** button in the **Requested Max Ord / Ord Apex** column to populate all records in the list with their corresponding requested values.

The Max Ordinate field is for indirect fire weapons and existing activities where a direct fire weapon has a Max Ordinate defined.

- **Delivery Type [airspace only]**
  If applicable, enter or update the delivery type for each weapon:
  - Edit the value in the grid,
    OR
  - If the value is the same for each weapon, enter the value in the **Delivery Type** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each weapon is the same as the Requested Delivery Type values, click the **Apply** button in the **Requested Delivery Type** column to populate all records in the list with their corresponding requested values.

2. If needed, add weapons/ammo records to the grid:
   - Click the **1 New**, **3 New**, or **5 New link** to add 1, 3, or 5 rows.
   - Enter weapon information (See Step 1). If the value is the same for each weapon, enter the value in the column header field and click the **Apply** button to populate all records in the list with the same value.
3. Delete any weapons that were not used during the training activity:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.
4. Enter utilization information on other tabs OR click the **Save** button to return to the Fire Desk.

3.3.3.3.3 Enter Vehicle Utilization

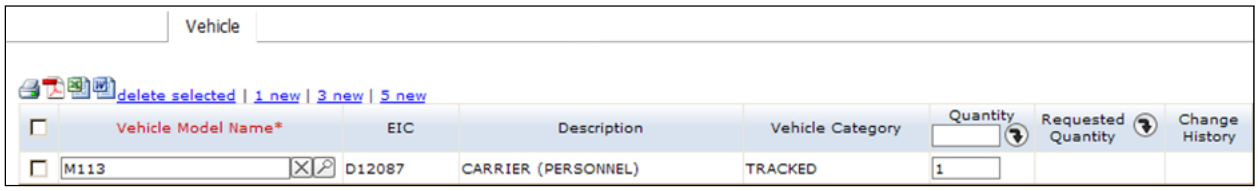


Figure 3-154 Vehicle Utilization Tab

1. Enter information in the following fields on the Vehicle tab:

- **Vehicle Model Name [required]**
  Enter the vehicle model name by editing it directly in the grid OR click **Search** and select from the pop-up window.
- **Quantity**
  Enter or update the quantity for each vehicle:
  - Edit the value in the grid,
    OR
  - If the value is the same for each vehicle, enter the value in the **Quantity** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each vehicle is the same as the Requested Quantity values, click the **Apply** button in the **Requested Quantity** column to populate all records in the list with their corresponding requested values.

> You can quickly clear all fields in a column using the **Apply** button:
>
> - Clear the top field in the header and click the **Apply** button . A message is displayed to confirm that you want to "blank" all fields.
> - Click the **OK** button in the message.

2. If needed, add vehicle records to the grid:

- Click the **1 New**, **3 New**, or **5 New link** to add 1, 3, or 5 rows.
- Enter vehicle information (See Step 1). If the value is the same for each vehicle, enter the value in the column header field and click the Apply button to populate all records in the list with the same value.

3. Delete any vehicles that were not used during the training activity:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.
4. Enter utilization information on other tabs OR click the **Save** button to return to the Fire Desk.

3.3.3.3.4 Enter Aircraft Utilization

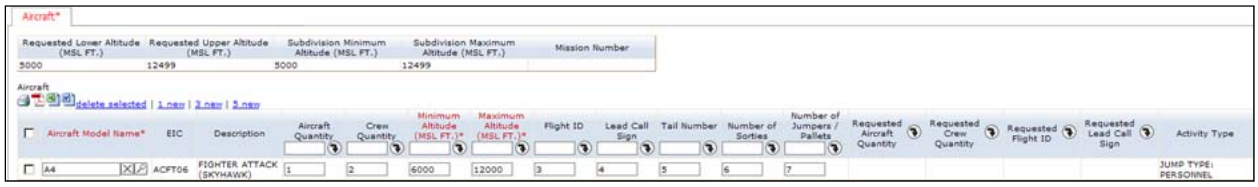


Figure 3-155 Aircraft Utilization Tab

1. Enter or update information in the following fields on the Aircraft tab:

- **Aircraft Model Name [required]**
  Enter the aircraft model name by editing it directly in the grid OR click **Search** and select from the pop-up window.

- **Aircraft Quantity**
  Enter or update the quantity of each aircraft:

  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Aircraft Quantity** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each aircraft is the same as the Requested Aircraft Quantity values, click the **Apply** button in the **Requested Aircraft Quantity** column to populate all records in the list with their corresponding requested values.

You can quickly clear all fields in a column using the **Apply** button:

- Clear the top field in the header and click the **Apply** button . A message is displayed to confirm that you want to "blank" all fields.
- Click the **OK** button in the message.

- **Crew Quantity**
  Enter or update the crew quantity for each aircraft

  - Edit the value in the grid,
    OR

- If the value is the same for each aircraft, enter the value in the **Crew Quantity** header and click the **Apply** button to populate all records in the list,
  OR
- If the value for each aircraft crew is the same as the Requested Crew Quantity values, click the **Apply** button in the **Requested Crew Quantity** column to populate all records in the list with their corresponding requested values.

- **Minimum Altitude**
  Update the actual minimum altitude of the aircraft during the activity by editing it directly in the grid OR if the value is the same for each aircraft, enter the value in the **Minimum Altitude** header and click the **Apply** button to populate all records in the list
- **Maximum Altitude**
  Update the actual maximum altitude of the aircraft during the activity by editing it directly in the grid OR if the value is the same for each aircraft, enter the value in the **Maximum Altitude** header and click the **Apply** button to populate all records in the list.
- **Flight ID Number**
  Enter or update the flight ID number for each aircraft:
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Flight ID** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for each aircraft is the same as the Requested Flight ID values, click the **Apply** button in the **Requested Flight ID** column to populate all records in the list with their corresponding requested values.
- **Lead Call Sign**
  Enter or update the lead call sign for each aircraft:
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Lead Call Sign** header and click the **Apply** button

to populate all records in the list,
OR

- If the value for each aircraft is the same as the Requested Lead Call Sign values, click the **Apply** button in the **Requested Lead Call Sign** column to populate all records in the list with their corresponding requested values.

- **Tail Number**
  Enter or update the actual tail number for each aircraft by editing directly in the grid OR if the value is the same for each aircraft, enter the value in the **Tail Number** header and click the **Apply** button to populate all records in the list.

- **Number of Sorties**
  Enter or update the actual number of sorties by editing directly in the grid OR if the value is the same for each aircraft, enter the value in the **Number of Sorties** header and click the **Apply** button to populate all records in the list.

- **Number of Jumpers/Pallets**
  Enter or update the number for each aircraft by editing directly in the grid OR if the value is the same for each aircraft, enter the value in the **Number of Jumpers/Pallets** header and click the **Apply** button to populate all records in the list.

- **Remarks**
  Enter any remarks.

2. If needed, add aircraft records to the grid:

- Click the **1 New**, **3 New**, or **5 New link** to add 1, 3, or 5 rows.

- Enter aircraft information (See Step 1). If the value is the same for each aircraft, enter the value in the column header field and click the **Apply** button to populate all records in the list with the same value.

3. Delete any aircraft that were not used during the training activity:

- Click the checkbox at the beginning of the record row.

- Click the **Delete Selected** link.

4. Enter utilization information on other tabs OR click the **Save** button to return to the Fire Desk.

3.3.3.3.5 Enter Flight Information

Figure 3-156 Flight Information Tab

1. Enter or update information in the following fields on the Flight tab:

- **Aircraft Model Name**
  If needed, update each aircraft model name by editing it directly in the grid OR click **Search** and select from the pop-up window.

- **Entry Point**
  Enter or update the entry point:

  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Entry Point** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for the aircraft is the same as the Requested Entry Point values, click the **Apply** button in the **Requested Entry Point** column to populate all records in the list with their corresponding requested values.

- **Time Flight Entered**
  Enter or update the flight entry time:

  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Time Flight Entered** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value is the current date and time for each aircraft, click the **Time Flight Entered** link to populate the current date and time in the header and click the **Apply** button ,
    OR

- If the value for the aircraft is the same as the Requested Time Entered values, click the **Apply** button in the **Requested Time Entered** column to populate all records in the list with their corresponding requested values.

- **Exit Point**
  Enter or update the exit point:
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Exit Point** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value for the aircraft is the same as the Requested Entry Point values, click the **Apply** button in the **Requested Exit Point** column to populate all records in the list with their corresponding requested values.
- **Time Flight Leaving**
  Enter or update the flight exit time:
  - Edit the value in the grid,
    OR
  - If the value is the same for each aircraft, enter the value in the **Time Flight Leaving** header and click the **Apply** button to populate all records in the list,
    OR
  - If the value is the current date and time for each aircraft, click the **Time Flight Leaving** link to populate the current date and time in the header and click the **Apply** button ,
    OR
  - If the value for the aircraft is the same as the Requested Time Leaving values, click the **Apply** button in the **Requested Time Leaving** column to populate all records in the list with their corresponding requested values.

2. If needed, add flight records to the grid:

- Click the **1 New**, **3 New**, or **5 New link** to add 1, 3, or 5 rows.

- Enter flight information (See Step 1). If the value is the same for each flight, enter the value in the column header field and click the **Apply** button to populate all records in the list with the same value.

3. Delete any flights that were not used during the training activity:
   - Click the checkbox at the beginning of the record row.
   - Click the **Delete Selected** link.
4. Enter utilization information on other tabs OR click the **Save** button to return to the Fire Desk.

3.3.3.4 *Request*

To view the Request Summary for an activity:

1. Select an activity in the Fire Desk grid.
2. Click the **Request** button. The Request Summary is displayed.

3.3.3.5 *Facility Info*

You can view information about a Facility where a training activity occurs from the Fire Desk.

1. Select an activity on the Fire Desk.
2. Click the **Facility Info** button. The Facility Details page is displayed.

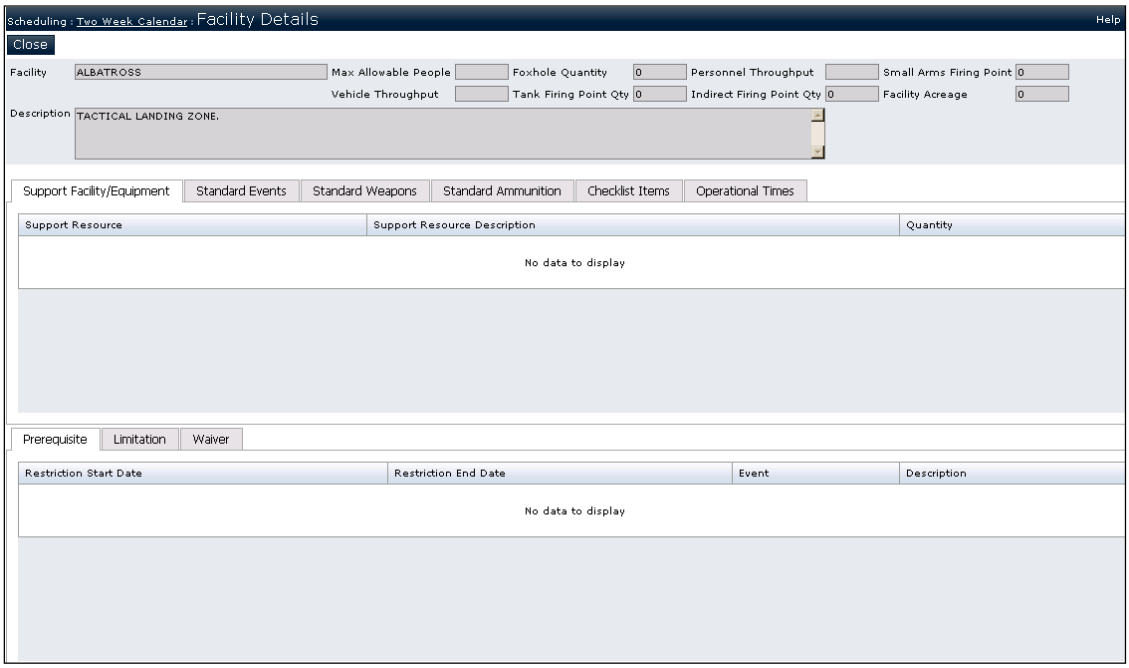


Figure 3-157 Facility Details Page

3. Click the tabs on the Facility Details page to view information about the Facility.
4. Click the **Close** button to return to the Fire Desk.

3.3.4 Menu Actions

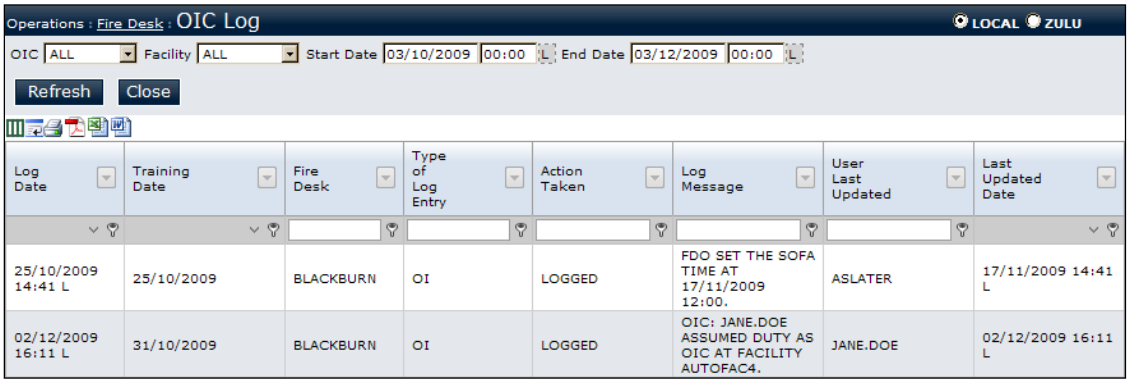
Menu actions are functions that you can perform as the OIC:

- OIC Log.

3.3.4.1 *OIC Log*

The OIC log displays the past 60 days of OIC actions on the Fire Desk.

The OIC can only view the log; the FDO can filter and edit the log.



Log Date	Training Date	Fire Desk	Type of Log Entry	Action Taken	Log Message	User Last Updated	Last Updated Date
25/10/2009 14:41 L	25/10/2009	BLACKBURN	OI	LOGGED	FDO SET THE SOFA TIME AT 17/11/2009 12:00.	ASLATER	17/11/2009 14:41 L
02/12/2009 16:11 L	31/10/2009	BLACKBURN	OI	LOGGED	OIC: JANE.DOE ASSUMED DUTY AS OIC AT FACILITY AUTOFAC4.	JANE.DOE	02/12/2009 16:11 L

Figure 3-158 OIC Log

1. Select **Fire Desk Actions: View Logs** from the menu.

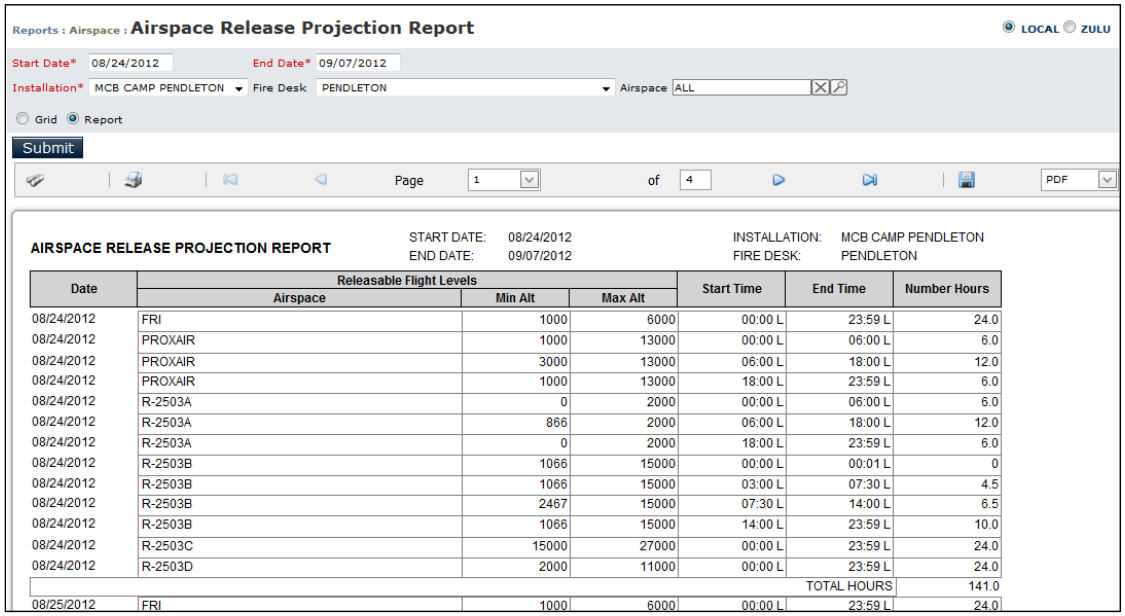
Reports

4 Reports

4.1 Airspace Reports

4.1.1 Airspace Release Projection Report

The Airspace Release Report provides projections regarding the release of unused Airspace Subdivisions for the current and future dates. The hours for each day are totaled, and a grand total of hours for the entire report is provided.



Date	Releasable Flight Levels			Start Time	End Time	Number Hours
	Airspace	Min Alt	Max Alt			
08/24/2012	FRI	1000	6000	00:00 L	23:59 L	24.0
08/24/2012	PROXAIR	1000	13000	00:00 L	06:00 L	6.0
08/24/2012	PROXAIR	3000	13000	06:00 L	18:00 L	12.0
08/24/2012	PROXAIR	1000	13000	18:00 L	23:59 L	6.0
08/24/2012	R-2503A	0	2000	00:00 L	06:00 L	6.0
08/24/2012	R-2503A	866	2000	06:00 L	18:00 L	12.0
08/24/2012	R-2503A	0	2000	18:00 L	23:59 L	6.0
08/24/2012	R-2503B	1066	15000	00:00 L	00:01 L	0
08/24/2012	R-2503B	1066	15000	03:00 L	07:30 L	4.5
08/24/2012	R-2503B	2467	15000	07:30 L	14:00 L	6.5
08/24/2012	R-2503B	1066	15000	14:00 L	23:59 L	10.0
08/24/2012	R-2503C	15000	27000	00:00 L	23:59 L	24.0
08/24/2012	R-2503D	2000	11000	00:00 L	23:59 L	24.0
					TOTAL HOURS	141.0
08/25/2012	FRI	1000	6000	00:00 L	23:59 L	24.0

Figure 4-1 Example of Airspace Release Projection Report

Report Description

Column Name	Description
Date	Date of release of unused airspace.
Releasable Flight Levels: Subdivision	Airspace Subdivision ID.

Column Name	Description
Releasable Flight Levels: Min Alt	Minimum altitude of Airspace Subdivision.
Releasable Flight Levels: Max Alt	Maximum altitude of Airspace Subdivision
Start Time	Start time of release.
End Time	End time of release.
Number Hours	Number of hours for release of unused airspace.

1. Enter information in the following fields:
   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is the current date. You cannot set a Start Date earlier than the current date.
   - **End Date [required]**
     Enter the End Date of the report. (The default date is two weeks after the current date.

The report will not change the End Date when you change the installation or fire desk.

   - **Installation [required]**
     Select an installation.
   - **Fire Desk**
     Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.
   - **Airspace Subdivision**
     Leave ALL as the default to see information for all Airspace Subdivisions OR click Search and select one or more Airspace Subdivisions.
2. Click the **Submit** button.

4.1.2 Airspace Utilization Report

The Airspace Utilization Report is a standard Federal Aviation Administration (FAA) report (required per AR 95-2/7400.2 and OPNAVINST 3770.2) that contains information regarding the times and the altitudes used, and the types of activities conducted in restricted areas and Military Operations Area (MOA).

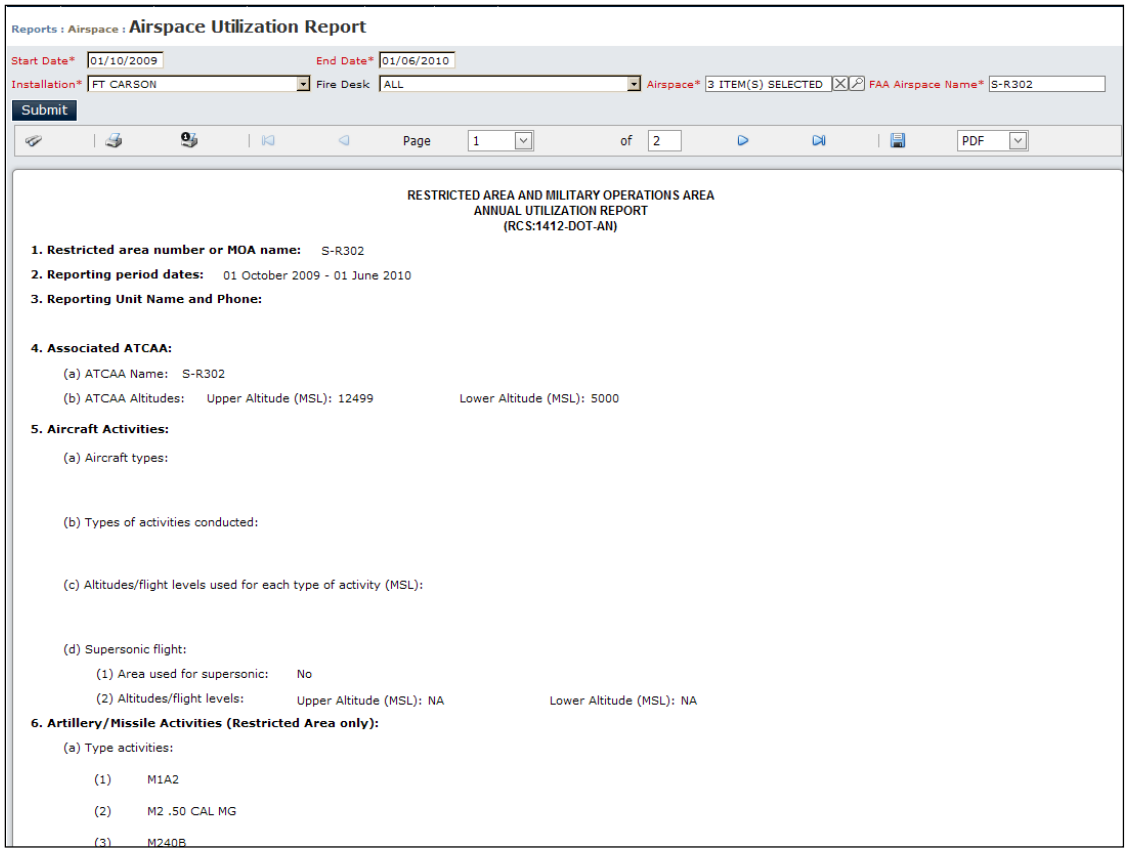


Figure 4-2 Example of Airspace Utilization Report

1. Enter information in the following fields:

   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is October 1st of the current fiscal year or the date that the selected airspace was created, whichever is later.)

   - **End Date [required]**
     Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.

The report will not change the End Date when the installation, fire desk, or airspace is changed.

- **Installation [required]**
  Select a specific installation or select ALL to see information for all installations.
- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.
- **Airspace [required]**
  Click **Search** and select one or more airspaces.
- **FAA Airspace Name [required]**
  If you selected multiple airspaces, enter the name that the FAA recognizes as the name for the collection of multiple airspaces.

2. Click the **Submit** button.

Deprecated records appear in report content, as well as report filter criteria.

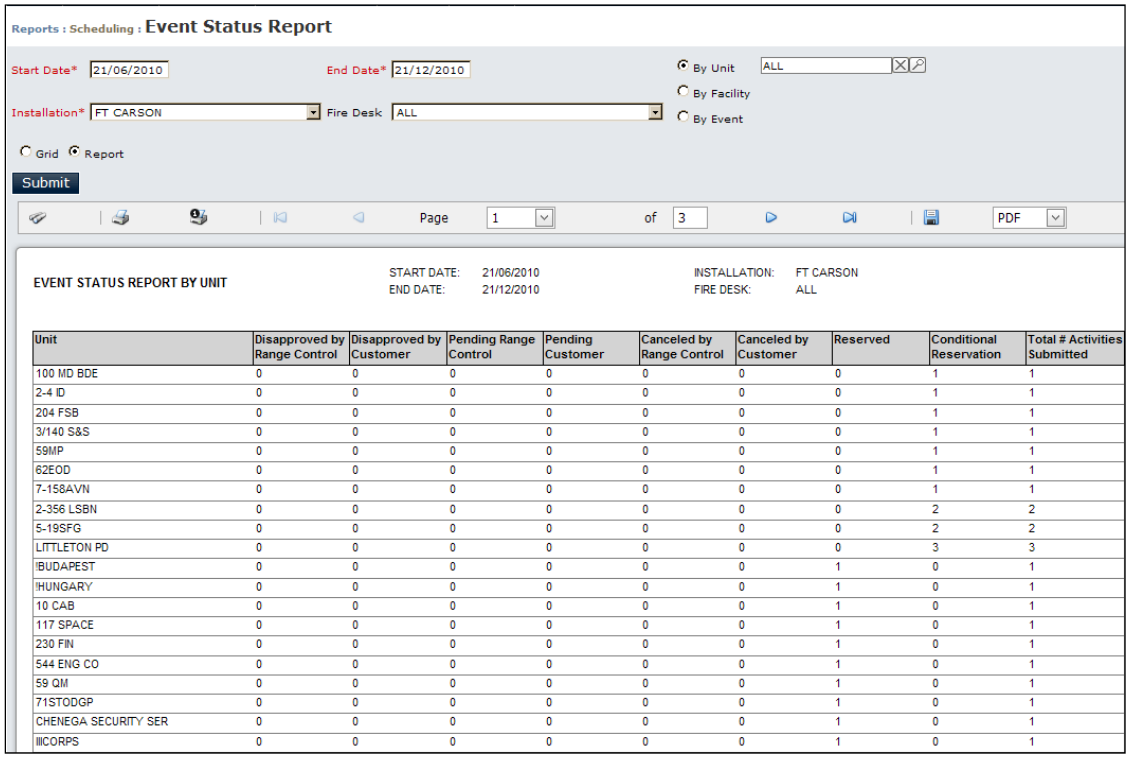
4.2 Scheduling Reports

4.2.1 Event Status Report

The Event Status Report shows the number of event activities in each type of scheduling status at the time of the report. Statuses are:

- Disapproved by Range Control,
- Disapproved by Customer,
- Pending Range Control,
- Pending Customer,
- Canceled by Range Control,
- Canceled by Customer,
- Reserved, and
- Conditional Reservation.

The report can be grouped by unit, Facility, or event, and shows the total number of activities submitted for each unit, Facility, or event.



Unit	Disapproved by Range Control	Disapproved by Customer	Pending Range Control	Pending Customer	Canceled by Range Control	Canceled by Customer	Reserved	Conditional Reservation	Total # Activities Submitted
100 MD BDE	0	0	0	0	0	0	0	1	1
2-4 ID	0	0	0	0	0	0	0	1	1
204 FSB	0	0	0	0	0	0	0	1	1
3/140 S&S	0	0	0	0	0	0	0	1	1
59MP	0	0	0	0	0	0	0	1	1
62EOD	0	0	0	0	0	0	0	1	1
7-158AVN	0	0	0	0	0	0	0	1	1
2-356 LSBN	0	0	0	0	0	0	0	2	2
5-19SFG	0	0	0	0	0	0	0	2	2
LITTLETON PD	0	0	0	0	0	0	0	3	3
!BUDAPEST	0	0	0	0	0	0	1	0	1
!HUNGARY	0	0	0	0	0	0	1	0	1
10 CAB	0	0	0	0	0	0	1	0	1
117 SPACE	0	0	0	0	0	0	1	0	1
230 FIN	0	0	0	0	0	0	1	0	1
544 ENG CO	0	0	0	0	0	0	1	0	1
59 QM	0	0	0	0	0	0	1	0	1
71STODGP	0	0	0	0	0	0	1	0	1
CHENEGA SECURITY SER	0	0	0	0	0	0	1	0	1
IIICORPS	0	0	0	0	0	0	1	0	1

Figure 4-3 Example of Event Status Report

1. Enter information in the following fields:

   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is the current date. You cannot enter a past date.
   - **End Date [required]**
     Enter the End Date of the report. (The default date is six months after the current date.

> The report will not change the End Date when you change the installation or fire desk.

.

   - **Installation [required]**
     Select an installation.
   - **Fire Desk**
     Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

2. Click the radio button for one of the following filters:

   - **By Unit**
     Leave ALL as the default to see information for all units OR click **Search** and select one or more units.
   - **By Facility**
     Leave ALL as the default to see information for all facilities OR click **Search** and select one or more facilities.
   - **By Event**
     Leave ALL as the default to see information for all events OR click **Search** and select one or more events.

> Deprecated events can be selected for report criteria.

3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.
4. Click the **Submit** button.

> Deprecated records appear in report content, as well as report filter criteria.

4.2.2 Number of Persons to Be Trained Report

The Number of Persons To Be Trained Report shows the number of personnel scheduled to be trained per day by unit, Facility, event, or by all three.

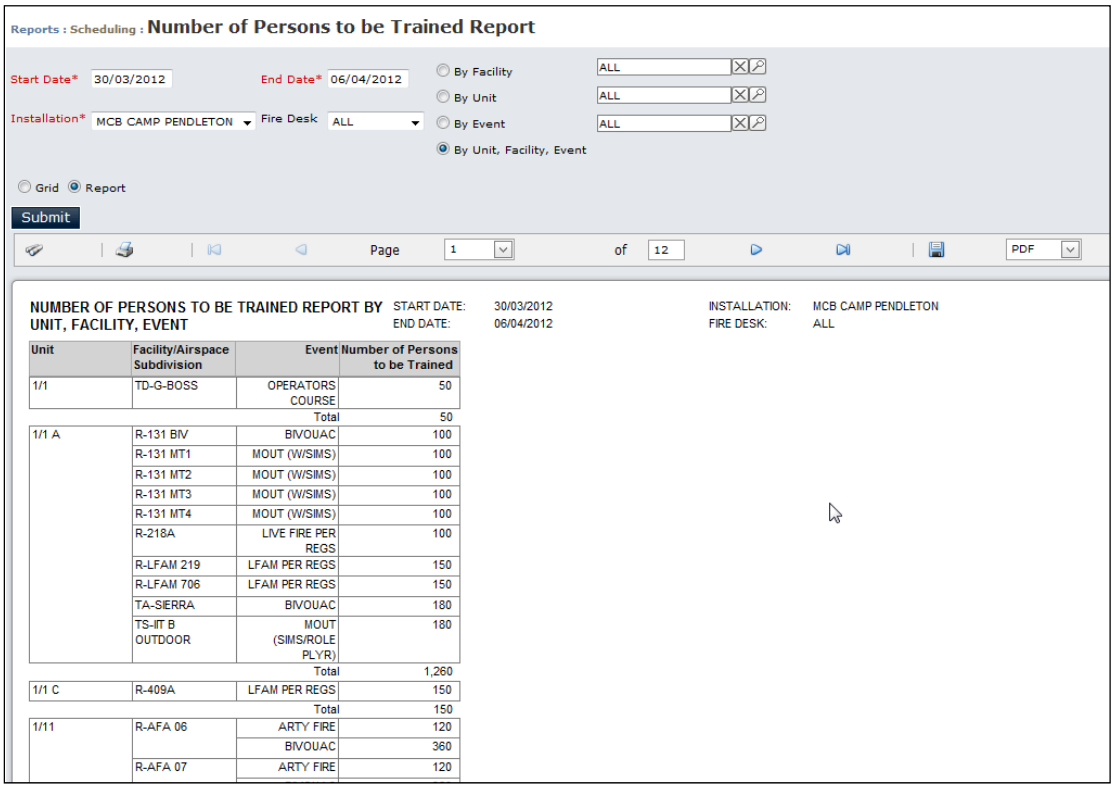


Figure 4-4 Example of Number of Persons to Be Trained Report

1. Enter information in the following fields:

   - **Start Date**
     Enter the beginning date of the report. (The default date is the current date. You cannot enter a past date.)
   - **End Date**
     Enter the End Date of the report. (The default date is six months from the current date.)
   - **Installation [required]**
     Select an installation.
   - **Fire Desk**
     Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

2. Click the radio button for one of the following filters:

   - **By Facility**
     Leave ALL as the default to see information for all facilities OR click **Search** and select one or more facilities.
   - **By Unit**
     Leave ALL as the default to see information for all units OR click **Search** and select one or more units.
   - **By Event**
     Leave ALL as the default to see information for all events OR click **Search** and select one or more events.

> Deprecated events can be selected for report criteria (if existing approved requests reference deprecated events).

   - By Unit, Facility, Event.

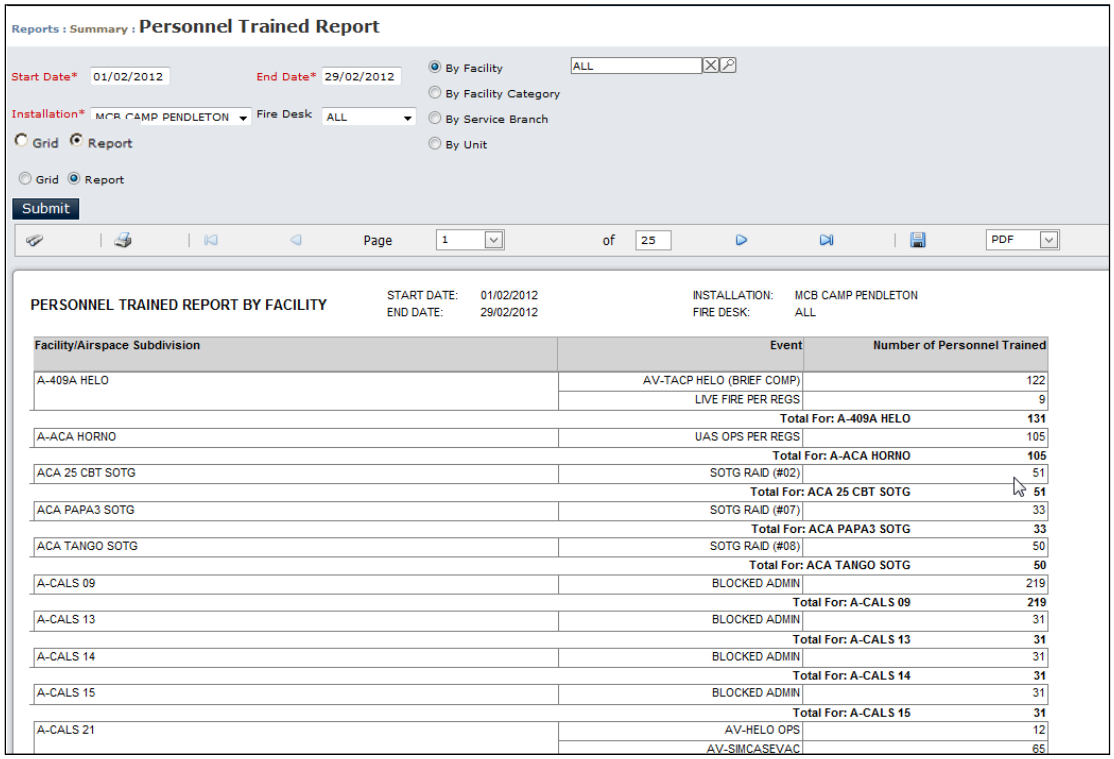
3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.
4. Click the **Submit** button.

> Deprecated event data is included in the report if there are existing approved requests that reference deprecated events.

4.3 Summary Reports

4.3.1 Personnel Trained Report

The Personnel Trained Report provides the number of personnel who were trained during the reporting period.



Facility/Airspace Subdivision	Event	Number of Personnel Trained
A-409A HELO	AV-TACP HELO (BRIEF COMP)	122
	LIVE FIRE PER REGS	9
	Total For: A-409A HELO	**131**
A-ACA HORNO	UAS OPS PER REGS	105
	Total For: A-ACA HORNO	**105**
ACA 25 CBT SOTG	SOTG RAID (#02)	51
	Total For: ACA 25 CBT SOTG	**51**
ACA PAPA3 SOTG	SOTG RAID (#07)	33
	Total For: ACA PAPA3 SOTG	**33**
ACA TANGO SOTG	SOTG RAID (#08)	50
	Total For: ACA TANGO SOTG	**50**
A-CALS 09	BLOCKED ADMIN	219
	Total For: A-CALS 09	**219**
A-CALS 13	BLOCKED ADMIN	31
	Total For: A-CALS 13	**31**
A-CALS 14	BLOCKED ADMIN	31
	Total For: A-CALS 14	**31**
A-CALS 15	BLOCKED ADMIN	31
	Total For: A-CALS 15	**31**
A-CALS 21	AV-HELO OPS	12
	AV-SIMCASEVAC	65

Figure 4-5 Example of Personnel Trained Report

1. Enter information in the following fields:

   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is one month before the End Date.)

   - **End Date [required]**
     Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.

The report will not change the End Date when you change the

installation or fire desk.

- **Installation [required]**
  Select an installation.
- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

2. Click the radio button for one of the following filters:

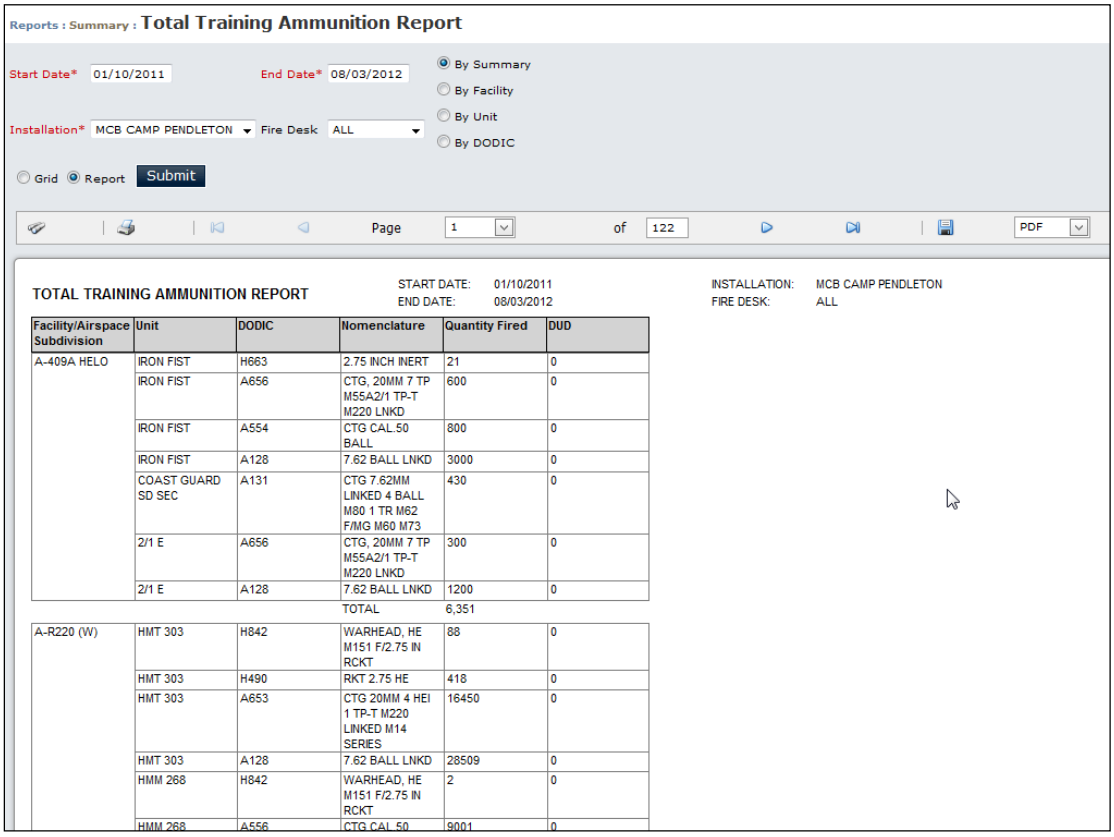
- **By Facility**
  Leave ALL as the default to see information for all facilities OR click **Search** and select one or more facilities.
- **By Facility Category**
  Leave ALL as the default to see information for all Facility categories OR click **Search** and select one or more categories.
- **By Service Branch**
  Leave ALL as the default to see information for all service branches OR click **Search** and select one or more events.
- **By Unit**
  Leave ALL as the default to see information for all units OR click **Search** and select one or more units.

3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.
4. Click the **Submit** button.

Deprecated records appear in report content, as well as report filter criteria.

4.3.2 Total Training Ammunition Report

The Total Training Ammunition Report provides the quantity of ammunition fired and the quantity of “dud” ammunition for training events during the reporting period. The report can be grouped by Facility, unit, or DODIC, or rolled up into a summary (which shows both unit and Facility). Each group is totaled, and a grand total is displayed at the end of the report.



Facility/Airspace Subdivision	Unit	DODIC	Nomenclature	Quantity Fired	DUD
A-409A HELO	IRON FIST	H663	2.75 INCH INERT	21	0
	IRON FIST	A656	CTG, 20MM 7 TP M55A2/1 TP-T M220 LNKD	600	0
	IRON FIST	A554	CTG CAL.50 BALL	800	0
	IRON FIST	A128	7.62 BALL LNKD	3000	0
	COAST GUARD SD SEC	A131	CTG 7.62MM LINKED 4 BALL M80 1 TR M62 F/MG M60 M73	430	0
	2/1 E	A656	CTG, 20MM 7 TP M55A2/1 TP-T M220 LNKD	300	0
	2/1 E	A128	7.62 BALL LNKD	1200	0
			TOTAL	6,351	
A-R220 (W)	HMT 303	H842	WARHEAD, HE M151 F/2.75 IN RCKT	88	0
	HMT 303	H490	RKT 2.75 HE	418	0
	HMT 303	A653	CTG 20MM 4 HEI 1 TP-T M220 LINKED M14 SERIES	16450	0
	HMT 303	A128	7.62 BALL LNKD	28509	0
	HMM 268	H842	WARHEAD, HE M151 F/2.75 IN RCKT	2	0
	HMM 268	A556	CTG CAL.50	9001	0

Figure 4-6 Example of Total Training Ammunition Report

1. Enter information in the following fields:

- **Start Date [required]**
  Enter the beginning date of the report. (The default date is one month prior to the End Date.)

- **End Date [required]**
  Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the

Installation if all fire desks are selected.

The report will not change the End Date when you change the installation or fire desk.

- **Installation [required]**
  Select an installation.
- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

2. Click the radio button for one of the following filters:

- **By Summary**
  Shows ammunition by Facility then by unit.
- **By Facility**
  Leave ALL as the default to see information for all facilities OR click **Search** and select one or more facilities.
- **By Unit**
  Leave ALL as the default to see information for all units OR click **Search** and select one or more units.
- **By DODIC**
  Leave ALL as the default to see information for all DODICs OR click **Search** and select one or more DODICs.

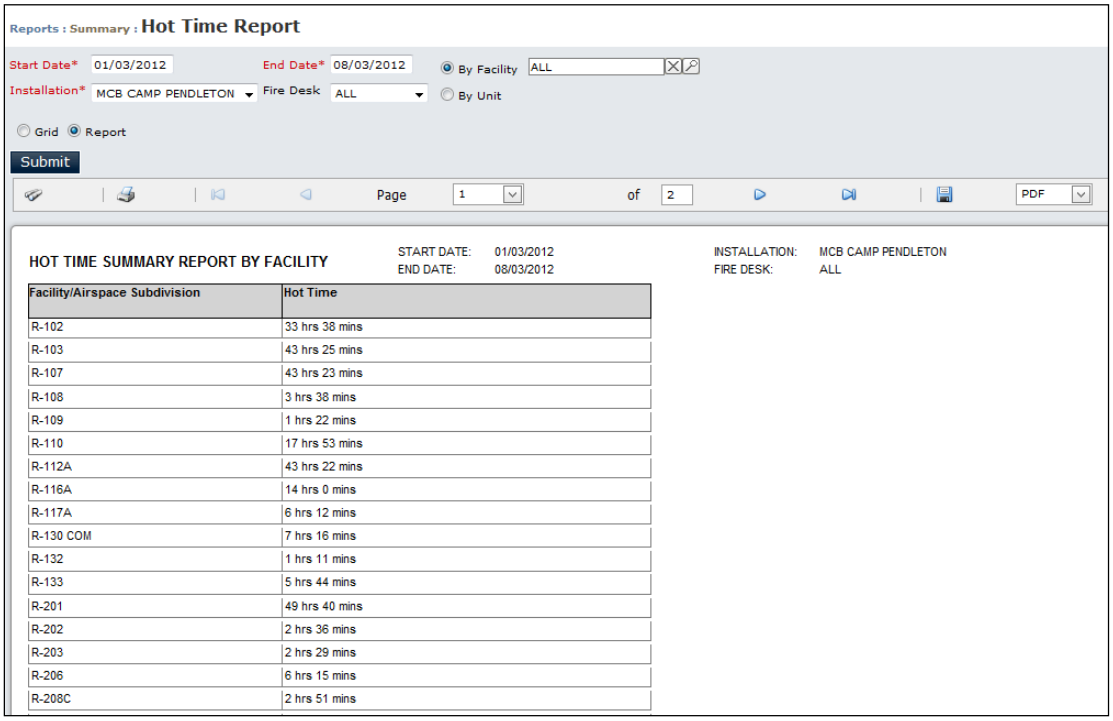
Deprecated DODICS can be selected for report criteria.

3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.
4. Click the **Submit** button.

Deprecated records appear in report content, as well as report filter criteria.

4.3.3 Hot Time Report

The Hot Time Report shows the hours a Facility has been in a hot status either by the facilities on which they were conducted or by the units that conducted the exercises.



Facility/Airspace Subdivision	Hot Time
R-102	33 hrs 38 mins
R-103	43 hrs 25 mins
R-107	43 hrs 23 mins
R-108	3 hrs 38 mins
R-109	1 hrs 22 mins
R-110	17 hrs 53 mins
R-112A	43 hrs 22 mins
R-116A	14 hrs 0 mins
R-117A	6 hrs 12 mins
R-130 COM	7 hrs 16 mins
R-132	1 hrs 11 mins
R-133	5 hrs 44 mins
R-201	49 hrs 40 mins
R-202	2 hrs 36 mins
R-203	2 hrs 29 mins
R-206	6 hrs 15 mins
R-208C	2 hrs 51 mins

Figure 4-7 Example of Hot Time Report

1. Enter information in the following fields:

   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is one month prior to the End Date.)

   - **End Date [required]**
     Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

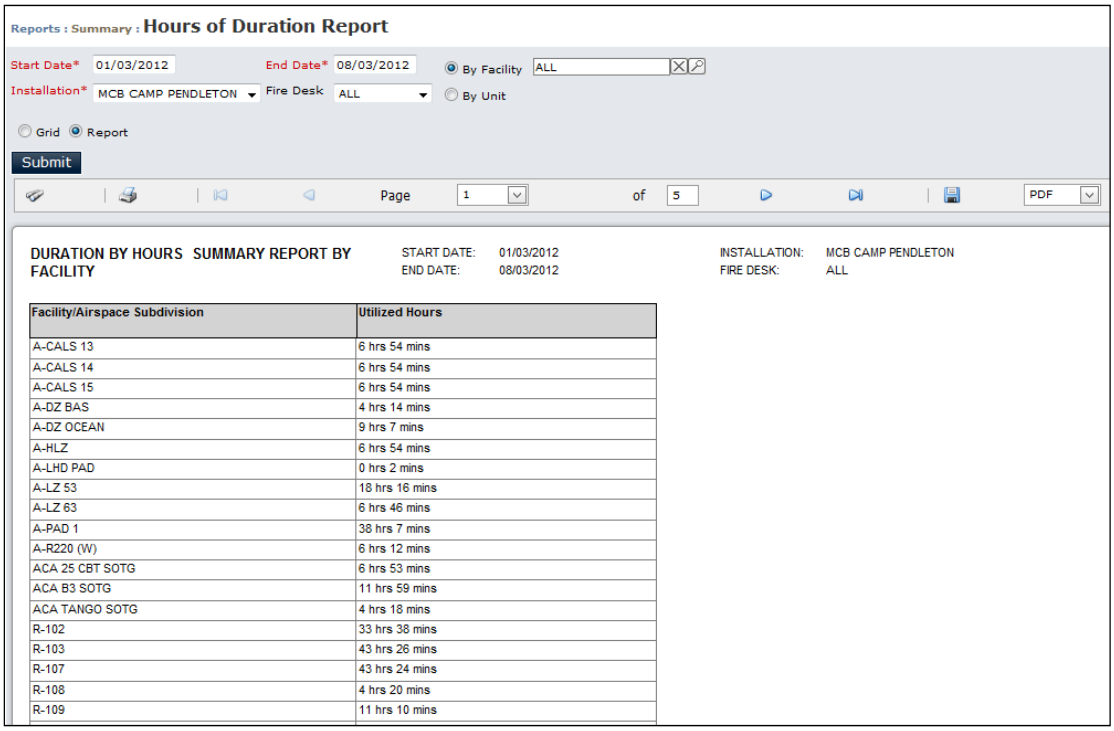
> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

- **Installation [required]**
  Select an installation.
- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

2. Click the radio button for one of the following filters:
   - **By Facility**
     Leave ALL as the default to see information for all facilities OR click **Search** and select one or more facilities.
   - **By Unit**
     Leave ALL as the default to see information for all units OR click **Search** and select one or more units.
3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.
4. Click the **Submit** button.

4.3.4 Hours of Duration Report

The Hours of Duration Report shows the number of hours that a Facility has been used for training by Facility or by unit.



Facility/Airspace Subdivision	Utilized Hours
A-CALS 13	6 hrs 54 mins
A-CALS 14	6 hrs 54 mins
A-CALS 15	6 hrs 54 mins
A-DZ BAS	4 hrs 14 mins
A-DZ OCEAN	9 hrs 7 mins
A-HLZ	6 hrs 54 mins
A-LHD PAD	0 hrs 2 mins
A-LZ 53	18 hrs 16 mins
A-LZ 63	6 hrs 46 mins
A-PAD 1	38 hrs 7 mins
A-R220 (W)	6 hrs 12 mins
ACA 25 CBT SOTG	6 hrs 53 mins
ACA B3 SOTG	11 hrs 59 mins
ACA TANGO SOTG	4 hrs 18 mins
R-102	33 hrs 38 mins
R-103	43 hrs 26 mins
R-107	43 hrs 24 mins
R-108	4 hrs 20 mins
R-109	11 hrs 10 mins

Figure 4-8 Example of Hours of Duration Report

1. Enter information in the following fields:

- **Start Date [required]**
  Enter the beginning date of the report. (The default date is one month prior to the End Date.)
- **End Date [required]**
  Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

- **Installation [required]**
  Select an installation.

- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

2. Click the radio button for one of the following filters:

- **By Facility**
  Leave ALL as the default to see information for all facilities OR click **Search** and select one or more facilities.

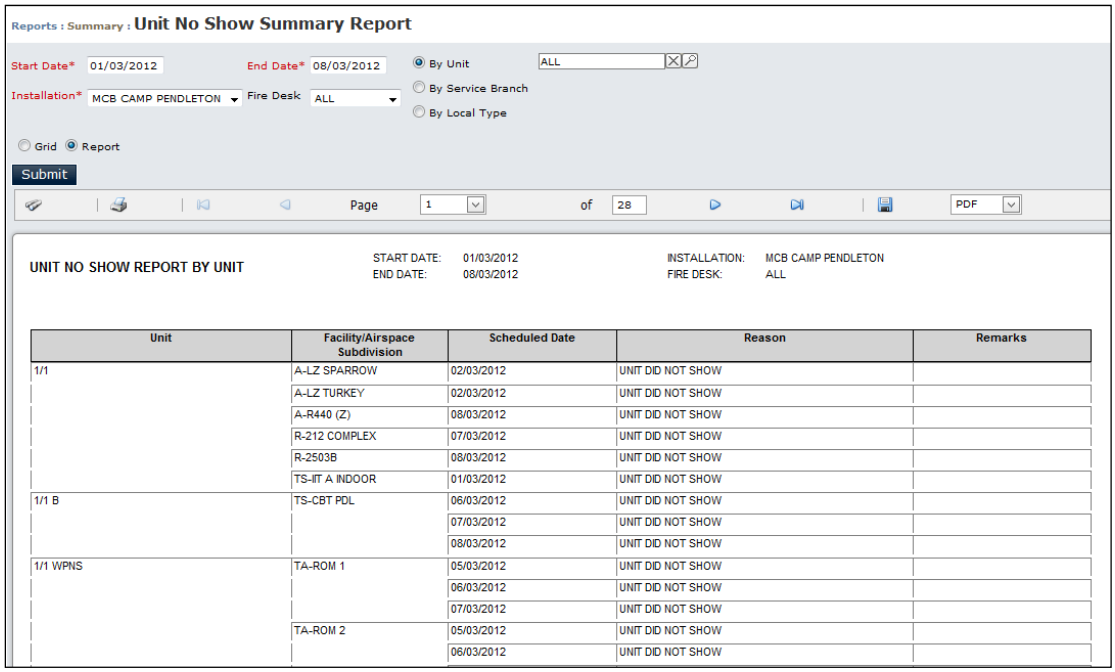
- **By Unit**
  Leave ALL as the default to see information for all units OR click **Search** and select one or more units.

3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.

4. Click the **Submit** button.

4.3.5 Unit No Show Summary Report

The Unit No Show Summary Report provides the “No Shows” per unit. (A No Show is counted as an activity that a unit had scheduled on a Facility/Airspace Subdivision for training but did not occupy the Facility/Airspace Subdivision for that activity on any given day. The report can be grouped by unit, service branch, or local type.



Unit	Facility/Airspace Subdivision	Scheduled Date	Reason	Remarks
1/1	A-LZ SPARROW	02/03/2012	UNIT DID NOT SHOW	
	A-LZ TURKEY	02/03/2012	UNIT DID NOT SHOW	
	A-R440 (Z)	08/03/2012	UNIT DID NOT SHOW	
	R-212 COMPLEX	07/03/2012	UNIT DID NOT SHOW	
	R-2503B	08/03/2012	UNIT DID NOT SHOW	
	TS-IIT A INDOOR	01/03/2012	UNIT DID NOT SHOW	
1/1 B	TS-CBT PDL	06/03/2012	UNIT DID NOT SHOW	
		07/03/2012	UNIT DID NOT SHOW	
		08/03/2012	UNIT DID NOT SHOW	
1/1 WPNS	TA-ROM 1	05/03/2012	UNIT DID NOT SHOW	
		06/03/2012	UNIT DID NOT SHOW	
		07/03/2012	UNIT DID NOT SHOW	
	TA-ROM 2	05/03/2012	UNIT DID NOT SHOW	
		06/03/2012	UNIT DID NOT SHOW	

Figure 4-9 Example of Unit No Show Summary Report

1. Enter information in the following fields:

   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is one month prior to the End Date.)

   - **End Date [required]**
     Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

- **Installation [required]**
  Select an installation.
- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

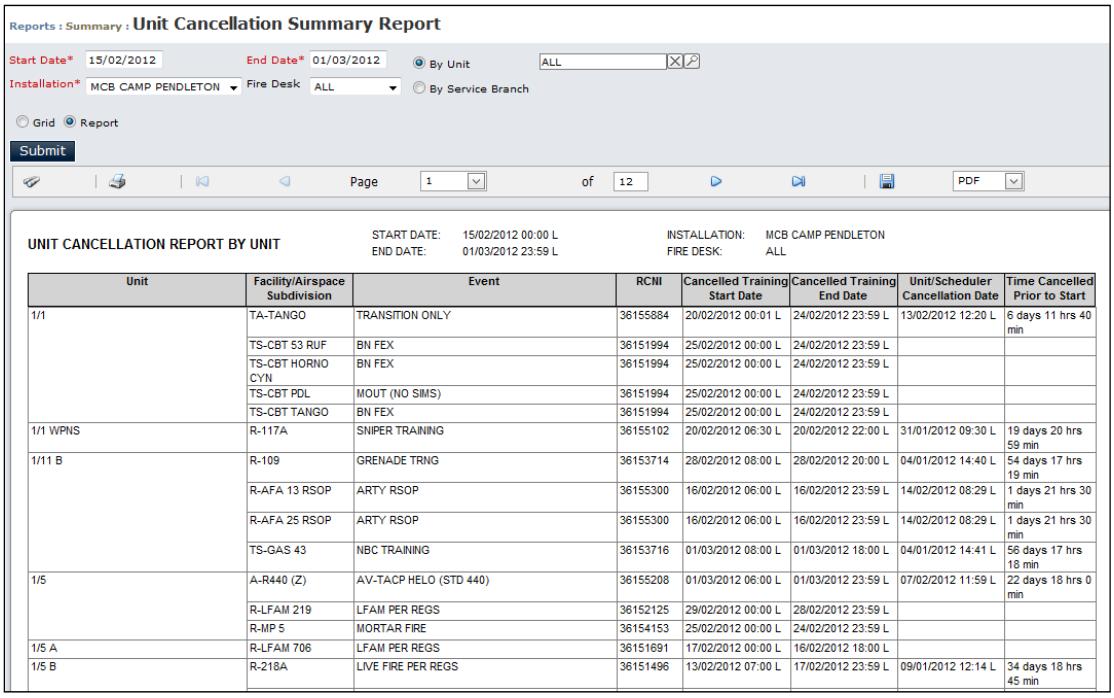
2. Click the radio button for one of the following filters:

- **By Unit**
  Leave ALL as the default to see information for all units OR click **Search** and select one or more units.
- **By Service Branch**
  Leave ALL as the default to see information for all service branches OR click **Search** and select one or more branches.
- **By Local Type**
  Leave ALL as the default to see information for all local types OR click **Search** and select one or more local types.

3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.
4. Click the **Submit** button.

4.3.6 Unit Cancellation Summary Report

The Unit Cancellation Summary Report provides a list of unit training cancellations. The report can be grouped by unit or service branch.



Unit	Facility/Airspace Subdivision	Event	RCNI	Cancelled Training Start Date	Cancelled Training End Date	Unit/Scheduler Cancellation Date	Time Cancelled Prior to Start
1/1	TA-TANGO	TRANSITION ONLY	36155884	20/02/2012 00:01 L	24/02/2012 23:59 L	13/02/2012 12:20 L	6 days 11 hrs 40 min
	TS-CBT 53 RUF	BN FEX	36151994	25/02/2012 00:00 L	24/02/2012 23:59 L		
	TS-CBT HORNO CYN	BN FEX	36151994	25/02/2012 00:00 L	24/02/2012 23:59 L		
	TS-CBT PDL	MOUT (NO SIMS)	36151994	25/02/2012 00:00 L	24/02/2012 23:59 L		
	TS-CBT TANGO	BN FEX	36151994	25/02/2012 00:00 L	24/02/2012 23:59 L		
1/1 WPNS	R-117A	SNIPER TRAINING	36155102	20/02/2012 06:30 L	20/02/2012 22:00 L	31/01/2012 09:30 L	19 days 20 hrs 59 min
1/11 B	R-109	GRENADE TRNG	36153714	28/02/2012 08:00 L	28/02/2012 20:00 L	04/01/2012 14:40 L	54 days 17 hrs 19 min
	R-AFA 13 RSOP	ARTY RSOP	36155300	16/02/2012 06:00 L	16/02/2012 23:59 L	14/02/2012 08:29 L	1 days 21 hrs 30 min
	R-AFA 25 RSOP	ARTY RSOP	36155300	16/02/2012 06:00 L	16/02/2012 23:59 L	14/02/2012 08:29 L	1 days 21 hrs 30 min
	TS-GAS 43	NBC TRAINING	36153716	01/03/2012 08:00 L	01/03/2012 18:00 L	04/01/2012 14:41 L	56 days 17 hrs 18 min
1/5	A-R440 (Z)	AV-TACP HELO (STD 440)	36155208	01/03/2012 06:00 L	01/03/2012 23:59 L	07/02/2012 11:59 L	22 days 18 hrs 0 min
	R-LFAM 219	LFAM PER REGS	36152125	29/02/2012 00:00 L	28/02/2012 23:59 L		
	R-MP 5	MORTAR FIRE	36154153	25/02/2012 00:00 L	24/02/2012 23:59 L		
1/5 A	R-LFAM 706	LFAM PER REGS	36151691	17/02/2012 00:00 L	16/02/2012 18:00 L		
1/5 B	R-218A	LIVE FIRE PER REGS	36151496	13/02/2012 07:00 L	17/02/2012 23:59 L	09/01/2012 12:14 L	34 days 18 hrs 45 min

Figure 4-10 Example of Unit Cancellation Summary Report

1. Enter information in the following fields:

- **Start Date [required]**
  Enter the beginning date of the report. (The default date is one month prior to the End Date.)

- **End Date [required]**
  Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

- **Installation [required]**
  Select an installation.

- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

2. Click the radio button for one of the following filters:

- **By Unit**
  Leave ALL as the default to see information for all units OR click **Search** and select one or more units.

- **By Service Branch**
  Leave ALL as the default to see information for all service branches OR click **Search** and select one or more branches.

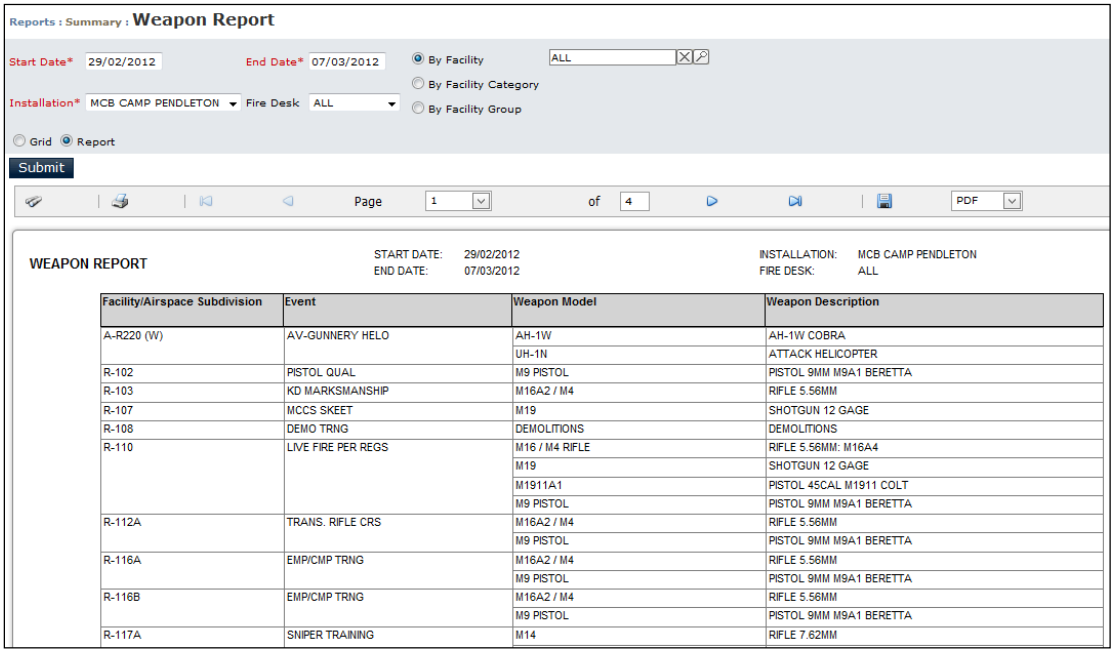
3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.

4. Click the **Submit** button.

> Deprecated records appear in report content, as well as report filter criteria.

4.3.7 Weapon Report

The Weapon Report shows a list of weapons used for a training event at a Facility. The report can be grouped by Facility, Facility category, or Facility group.



Facility/Airspace Subdivision	Event	Weapon Model	Weapon Description
A-R220 (W)	AV-GUNNERY HELO	AH-1W	AH-1W COBRA
		UH-1N	ATTACK HELICOPTER
R-102	PISTOL QUAL	M9 PISTOL	PISTOL 9MM M9A1 BERETTA
R-103	KD MARKSMANSHIP	M16A2 / M4	RIFLE 5.56MM
R-107	MCCS SKEET	M19	SHOTGUN 12 GAGE
R-108	DEMO TRNG	DEMOLITIONS	DEMOLITIONS
R-110	LIVE FIRE PER REGS	M16 / M4 RIFLE	RIFLE 5.56MM: M16A4
		M19	SHOTGUN 12 GAGE
		M1911A1	PISTOL 45CAL M1911 COLT
		M9 PISTOL	PISTOL 9MM M9A1 BERETTA
R-112A	TRANS. RIFLE CRS	M16A2 / M4	RIFLE 5.56MM
		M9 PISTOL	PISTOL 9MM M9A1 BERETTA
R-116A	EMP/CMP TRNG	M16A2 / M4	RIFLE 5.56MM
		M9 PISTOL	PISTOL 9MM M9A1 BERETTA
R-116B	EMP/CMP TRNG	M16A2 / M4	RIFLE 5.56MM
		M9 PISTOL	PISTOL 9MM M9A1 BERETTA
R-117A	SNIPER TRAINING	M14	RIFLE 7.62MM

Figure 4-11 Example of Weapon Report

1. Enter information in the following fields:

   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is one month prior to the End Date.)
   - **End Date [required]**
     Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

   - **Installation [required]**
     Select an installation.
   - **Fire Desk**
     Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

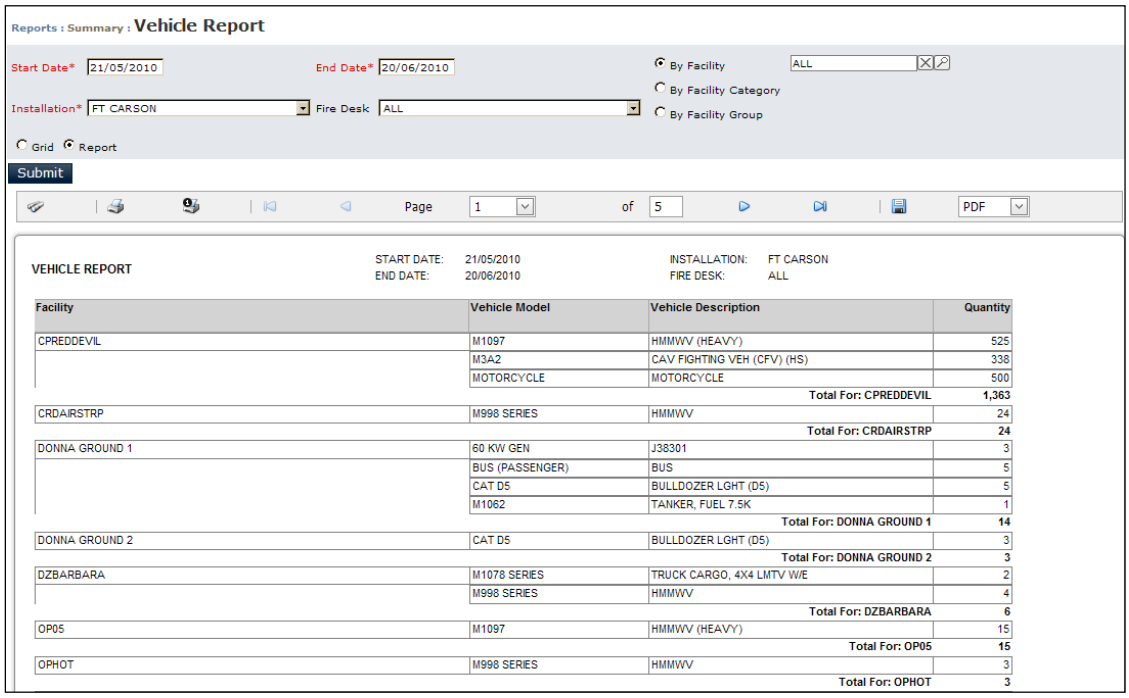
2. Click the radio button for **one** of the following filters:

   - **By Facility**
     Leave ALL as the default to see information for all facilities OR click **Search** and select one or more facilities.
   - **By Facility Category**
     Leave ALL as the default to see information for all Facility categories OR click **Search** and select one or more categories.
   - **By Facility Group**
     Leave ALL as the default to see information for all Facility groups OR click **Search** and select one or more groups.

3. Click the **Submit** button.

> Deprecated records appear in report content, as well as report filter criteria.

4.3.8 Vehicle Report



Facility	Vehicle Model	Vehicle Description	Quantity
CPREDDEVIL	M1097	HMMWV (HEAVY)	525
	M3A2	CAV FIGHTING VEH (CFV) (HS)	338
	MOTORCYCLE	MOTORCYCLE	500
		Total For: CPREDDEVIL	1,363
CRDAIRSTRP	M998 SERIES	HMMWV	24
		Total For: CRDAIRSTRP	24
DONNA GROUND 1	60 KW GEN	J38301	3
	BUS (PASSENGER)	BUS	5
	CAT D5	BULLDOZER LGHT (D5)	5
	M1062	TANKER, FUEL 7.5K	1
		Total For: DONNA GROUND 1	14
DONNA GROUND 2	CAT D5	BULLDOZER LGHT (D5)	3
		Total For: DONNA GROUND 2	3
DZBARBARA	M1078 SERIES	TRUCK CARGO, 4X4 LMTV W/E	2
	M998 SERIES	HMMWV	4
		Total For: DZBARBARA	6
OP05	M1097	HMMWV (HEAVY)	15
		Total For: OP05	15
OPHOT	M998 SERIES	HMMWV	3
		Total For: OPHOT	3

Figure 4-12 Example of Vehicle Report

The Vehicle Report shows a list of vehicles used for a training event at a Facility. The report can be grouped by Facility, Facility category, or Facility group.

1. Enter information in the following fields:

- **Start Date [required]**
  Enter the beginning date of the report. (The default date is one month prior to the End Date.)

- **End Date [required]**
  Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

- **Installation [required]**
  Select an installation.

- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

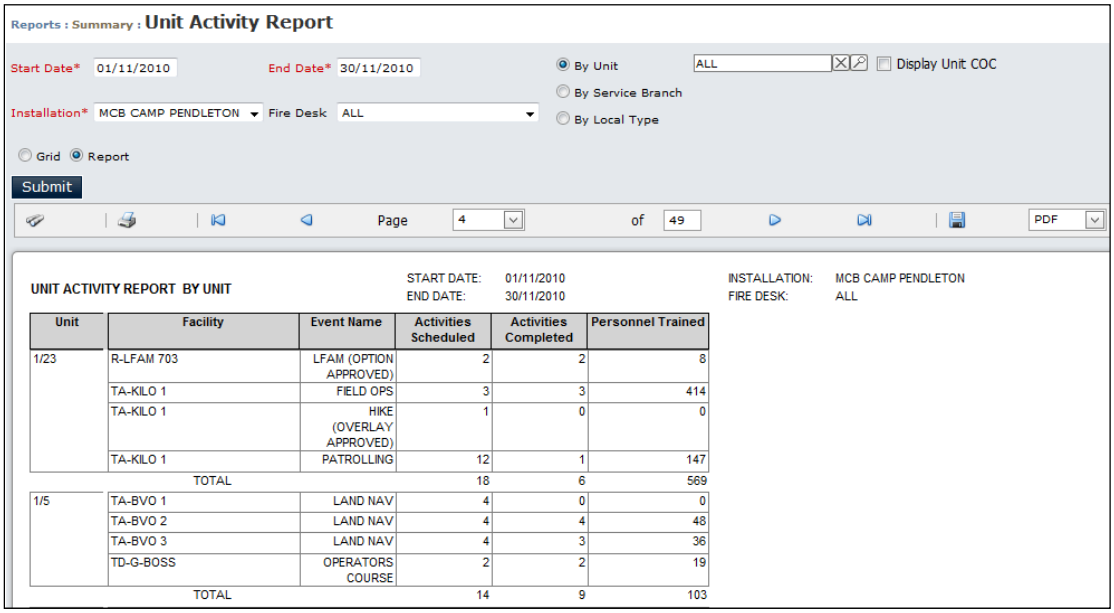
2. Click the radio button for one of the following filters:

- **By Facility**
  Leave ALL as the default to see information for all facilities OR click **Search** and select one or more facilities.
- **By Facility Category**
  Leave ALL as the default to see information for all Facility categories OR click **Search** and select one or more categories.
- **By Facility Group**
  Leave ALL as the default to see information for all Facility groups OR click **Search** and select one or more groups.

3. Click the **Submit** button.

4.3.9 Unit Activity Report

The Unit Activity report displays the number of activities completed and scheduled by a unit at a Facility, and the number of personnel trained for completed activities.



Unit	Facility	Event Name	Activities Scheduled	Activities Completed	Personnel Trained
1/23	R-LFAM 703	LFAM (OPTION APPROVED)	2	2	8
	TA-KILO 1	FIELD OPS	3	3	414
	TA-KILO 1	HIKE (OVERLAY APPROVED)	1	0	0
	TA-KILO 1	PATROLLING	12	1	147
	TOTAL		18	6	569
1/5	TA-BVO 1	LAND NAV	4	0	0
	TA-BVO 2	LAND NAV	4	4	48
	TA-BVO 3	LAND NAV	4	3	36
	TD-G-BOSS	OPERATORS COURSE	2	2	19
	TOTAL		14	9	103

Figure 4-13 Example of Unit Activity Report

1. Enter information in the following fields:

- **Start Date [required]**
  Enter the beginning date of the report. (The default date is one month prior to the End Date.)

- **End Date [required]**
  Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

- **Installation [required]**
  Select an installation.

- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

2. Click the radio button for one of the following filters:

- **By Unit**
  Leave ALL as the default to see information for all units OR click **Search** and select one or more units.
- **By Service Branch**
  Leave ALL as the default to see information for all service branches OR click **Search** and select one or more branches.
- **By Local Type**
  Leave ALL as the default to see information for all local types OR click **Search** and select one or more local types.

3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.
4. Click the **Submit** button.

Deprecated records appear in report content, as well as report filter criteria.

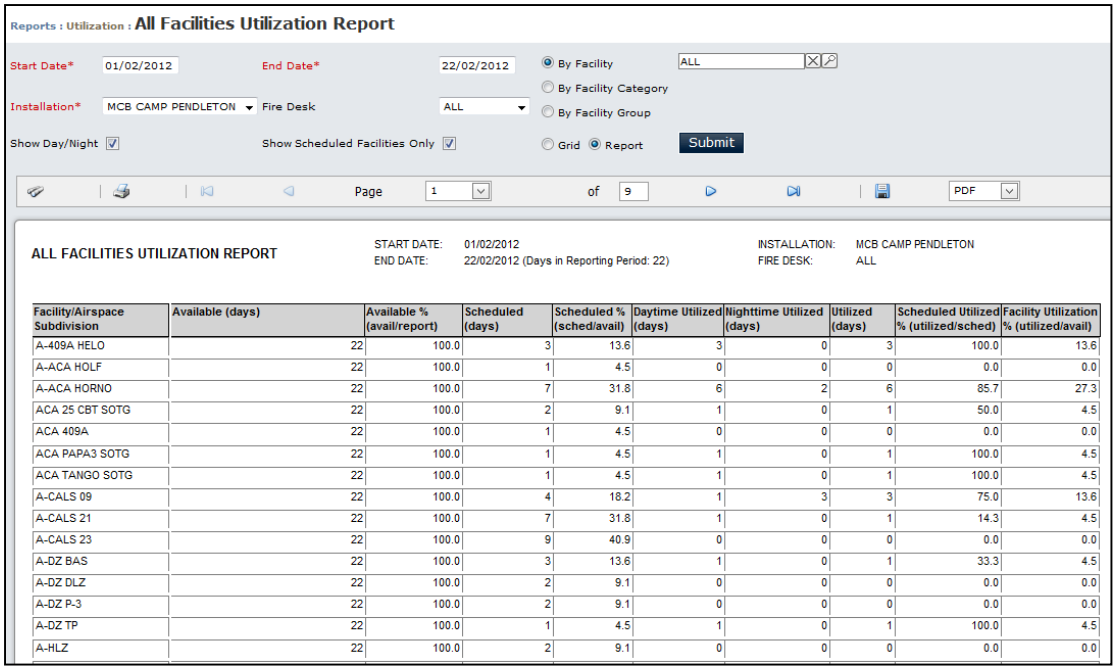
4.4 Utilization Reports

4.4.1 All Facilities Utilization Report

The All Facilities Utilization Report counts the number of days that a Facility was used. Specifically, the report counts the number of days during the reporting period that all facilities associated with a specified Fire Desk are available for training, scheduled for training, used (meaning reaching Occupied status) for training, not used (meaning not reaching Occupied status) when scheduled to be used, and the rate of utilization. The report can be grouped by Facility, Facility category, or Facility group.

About the Facility Utilization Report

- Facility utilization is defined as the use, or occupation, of a Facility measured in days. The Facility utilization report counts days that the Facility was used, not the number of activities that were scheduled on the Facility.
- If a Facility is occupied for **any** amount of time within a day, the day is counted as a utilized day.
- When Training Completed Early has been selected for a reservation, any remaining days of the reservation that are within the window for No Show Determination Days are reflected as scheduled.
- An event has only one day and/or one night associated with it for a single calendar day (i.e., an event cannot be associated with two nights and one day for a single calendar day).
- For continuously scheduled events (i.e., events lasting more than 1 day), each day scheduled counts as a single day (e.g., if a requesting unit schedules a Facility for 3 continuous days, then this will count as 3 scheduled days).
- For day and night utilization calculations, sunrise and sunset are calculated using values entered on the Sunrise/Sunset page by the Functional Administrator.



Facility/Airspace Subdivision	Available (days)	Available % (avail/report)	Scheduled (days)	Scheduled % (sched/avail)	Daytime Utilized (days)	Nighttime Utilized (days)	Utilized (days)	Scheduled Utilized % (utilized/sched)	Facility Utilization % (utilized/avail)
A-409A HELO	22	100.0	3	13.6	3	0	3	100.0	13.6
A-ACA HOLF	22	100.0	1	4.5	0	0	0	0.0	0.0
A-ACA HORNO	22	100.0	7	31.8	6	2	6	85.7	27.3
ACA 25 CBT SOTG	22	100.0	2	9.1	1	0	1	50.0	4.5
ACA 409A	22	100.0	1	4.5	0	0	0	0.0	0.0
ACA PAPA3 SOTG	22	100.0	1	4.5	1	0	1	100.0	4.5
ACA TANGO SOTG	22	100.0	1	4.5	1	0	1	100.0	4.5
A-CALS 09	22	100.0	4	18.2	1	3	3	75.0	13.6
A-CALS 21	22	100.0	7	31.8	1	0	1	14.3	4.5
A-CALS 23	22	100.0	9	40.9	0	0	0	0.0	0.0
A-DZ BAS	22	100.0	3	13.6	1	0	1	33.3	4.5
A-DZ DLZ	22	100.0	2	9.1	0	0	0	0.0	0.0
A-DZ P-3	22	100.0	2	9.1	0	0	0	0.0	0.0
A-DZ TP	22	100.0	1	4.5	1	0	1	100.0	4.5
A-HLZ	22	100.0	2	9.1	0	0	0	0.0	0.0

Figure 4-14 Example of All Facilities Utilization Report (with Day/Night)

Report Description

Column Name	Description
FCC	Facility Category Code (if By Facility Category selected)
Category	Facility category name (if By Facility Category selected)
Facility Group Name	Facility group name (if By Facility Group selected)
Facility/Airspace Subdivision	Facility ID (if By Facility selected)
Available (days)	The number of days during the reporting period minus the number of Unavailable days for a Facility during the reporting period. Unavailable Days are the number of days that a Facility is not available as a result of one or more of the following: (a) Unavailable Days Setup (Holiday, etc.), (b) Operational Times Setup (Facility closed all day), (c) Maintenance scheduled for the entire day, (d) Facility status is DORMANT or UNDER CONSTRUCTION, or (e) Facility is deleted. A day is not considered unavailable if any non-maintenance activity is occupied on the Fire Desk

Column Name	Description
	for a given Facility/Airspace Subdivision.
Available (%)	The number of available days divided by the number of days in the reporting period
Scheduled (days)	The total number of days in the reporting period that an activity appeared on the Fire Desk.
Scheduled % (sched/avail)	The ratio between the scheduled days and the available days (i.e., Scheduled ÷ Available).
Daytime Utilized (days)	(If Show Day/Night selected) The number of days within the report date range when a Facility was utilized during daytime (i.e., sunrise to one second before sunset).
Nighttime Utilized (days)	(If Show Day/Night selected) The number of days within the report date range when a Facility was utilized during nighttime (i.e., sunset to one second before sunrise).
Utilized (days)	The total number of days during the reporting period that a Facility is occupied.
Scheduled Utilized % (utilized/sched)	The ratio between the Utilized days and the Scheduled days (i.e., Utilized ÷ Scheduled).
Facility Utilization % (utilized/avail)	The number of completed days divided by the number of available days (i.e., Completed ÷ Available). Completed Days are defined as the number of days that at least one scheduled activity went into occupied status on the Fire Desk.

1. Enter information in the following fields:

- **Start Date [required]**
  Enter the beginning date of the report. (The default date is one month prior to the End Date.)
- **End Date [required]**
  Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

- **Installation [required]**
  Select an installation.

- **Fire Desk**
  Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.
- **Show Day/Night**
  Click the checkbox to show utilization by day and by night.

2. Click the radio button for one of the following filters:

- **By Facility**
  Leave ALL as the default to see information for all facilities OR click **Search** and select one or more facilities.
- **By Facility Category**
  Leave ALL as the default to see information for all Facility categories OR click **Search** and select one or more categories.
- **By Facility Group**
  Leave ALL as the default to see information for all Facility groups OR click **Search** and select one or more groups.

3. Click the **Submit** button.

4.4.2 Unit Utilization Report

The Unit Utilization report counts the number of days that a specific Facility was used by a specific unit.

About the Facility Utilization Report

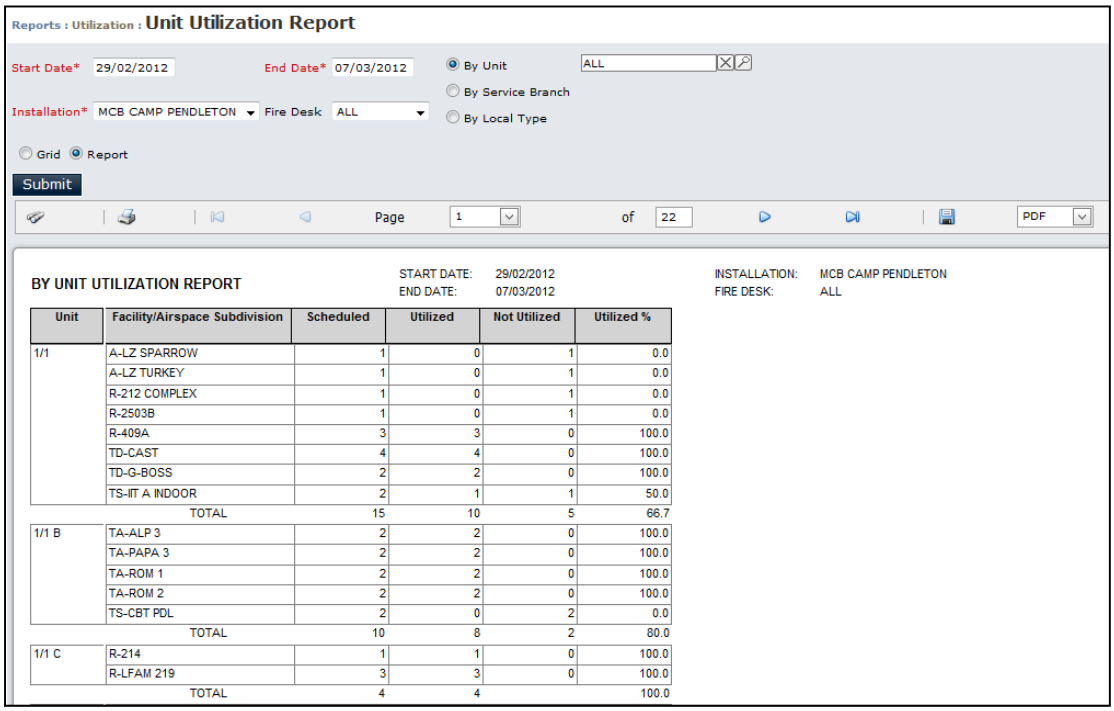
An occupation of a unique Facility by a unit is counted as one day utilized by the unit.

For example:

A unit schedules and completes multiple events at Facility A = 1 day utilized by the unit.

A unit schedules and completes events at Facility A and Facility B = 2 days utilized by the unit because occupation occurred at 2 **unique** facilities (Facility A and Facility B).

If a unit schedules an event at Facility A and Facility B, but occupies **only** Facility A = 1 day utilized (Facility A) and 1 day not utilized (Facility B).



Unit	Facility/Airspace Subdivision	Scheduled	Utilized	Not Utilized	Utilized %
1/1	A-LZ SPARROW	1	0	1	0.0
	A-LZ TURKEY	1	0	1	0.0
	R-212 COMPLEX	1	0	1	0.0
	R-2503B	1	0	1	0.0
	R-409A	3	3	0	100.0
	TD-CAST	4	4	0	100.0
	TD-G-BOSS	2	2	0	100.0
	TS-IIT A INDOOR	2	1	1	50.0
	TOTAL	15	10	5	66.7
1/1 B	TA-ALP 3	2	2	0	100.0
	TA-PAPA 3	2	2	0	100.0
	TA-ROM 1	2	2	0	100.0
	TA-ROM 2	2	2	0	100.0
	TS-CBT PDL	2	0	2	0.0
	TOTAL	10	8	2	80.0
1/1 C	R-214	1	1	0	100.0
	R-LFAM 219	3	3	0	100.0
	TOTAL	4	4		100.0

Figure 4-15 Example of Unit Utilization Report

Report Description

Column Name	Description
Service Branch	Service Branch name (if By Service Branch selected)
Local Type	Local Type name (if By Local Type selected)
Unit	Unit ID
Facility/Airspace Subdivision	Name of Facility that was scheduled.
Scheduled	The total number of days during the reporting period that a unit scheduled a Facility.
Utilized	The total number of days during the reporting period that a unit occupied a Facility.
Not Utilized	The total number of days during the reporting period that a unit scheduled a Facility for use, but did not occupy it (e.g., number of days a No Show is recorded at a Facility for the unit).
Utilized (%)	The ratio between the utilized days and the scheduled days (i.e., Utilized ÷ Scheduled).

1. Enter information in the following fields:
   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is one month prior to the End Date.)
   - **End Date [required]**
     Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

   - **Installation [required]**
     Select an installation.
   - **Fire Desk**
     Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.
   - **Show Day/Night**
     Click the checkbox to show utilization by day and by night.
2. Click the radio button for one of the following filters:

- **By Unit**
  Leave ALL as the default to see information for all units OR click **Search** and select one or more units.
- **By Service Branch**
  Leave ALL as the default to see information for all service branches OR click **Search** and select one or more branches.
- **By Local Type**
  Leave ALL as the default to see information for all local types OR click **Search** and select one or more local types.

3. If **By Unit** is selected and you select one or more units, you can display the unit's chain of command information by selecting **Display Unit COC**.
4. Click the **Submit** button.

4.5 Down Range Reports

Down Range Reports provide down range activity information for a Facility.

1. Enter information in the following fields:

   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is one month prior to the End Date.)

   - **End Date [required]**
     Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

   - **Installation [required]**
     Select an installation.

   - **Fire Desk**
     Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

2. Click the **Submit** button. A list of reports matching the report criteria is displayed.

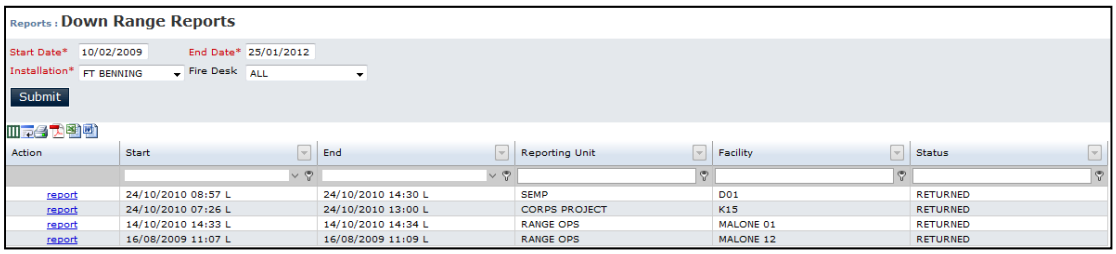


Figure 4-16 Down Range Reports List

3. To view a specific report, click the **Report** link in the report list. The Down Range Report is displayed.

Down Range Report **As Of:** 30/03/2012 11:28 L

Unit: RANGE OPS **Location:**

Facility: MALONE 01 **Person in Charge:** ROBERTS

Start	Return	Duration	Grid	Impact Area	Group Size	Safe Zone Size	Status
14/10/2010 14:33 L 14/10/2010 18:33 Z	14/10/2010 14:34 L 14/10/2010 18:34 Z	00:01:00		MALONE	4		RETURNED

Purpose:
CHECK FOR DUDS

Figure 4-17 Example of Down Range Report

4.6 Incident Reports

Incident Reports provide incident information recorded during the reporting period.

1. Enter information in the following fields:

   - **Start Date [required]**
     Enter the beginning date of the report. (The default date is one month prior to the End Date.)

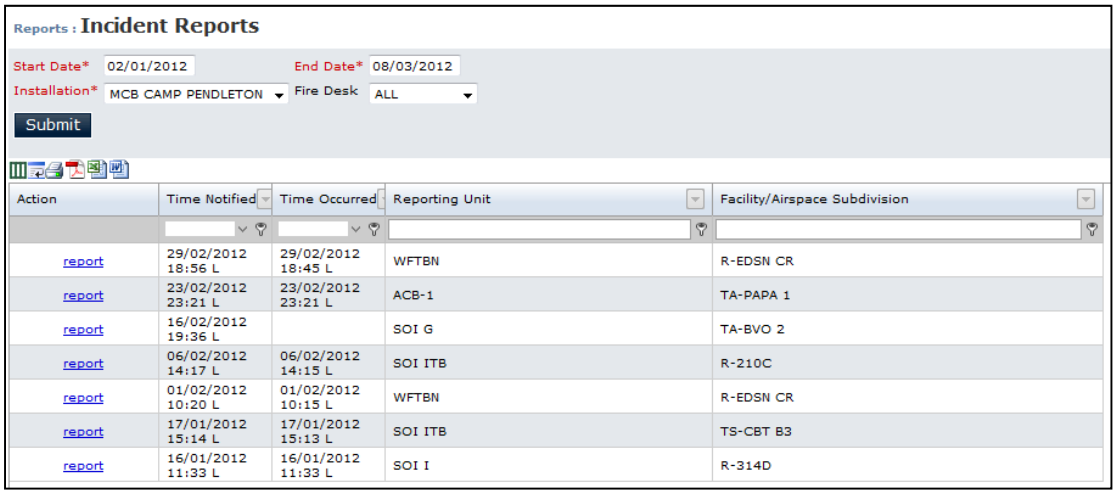
   - **End Date [required]**
     Enter the End Date of the report. (The default date is one day prior to the most recent Fire Desk date for the Installation selected.)

> You cannot select a date that is equal to or greater than the most recent fire desk date for the Fire Desk selected or for the Installation if all fire desks are selected.
>
> The report will not change the End Date when you change the installation or fire desk.

   - **Installation [required]**
     Select an installation.

   - **Fire Desk**
     Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.

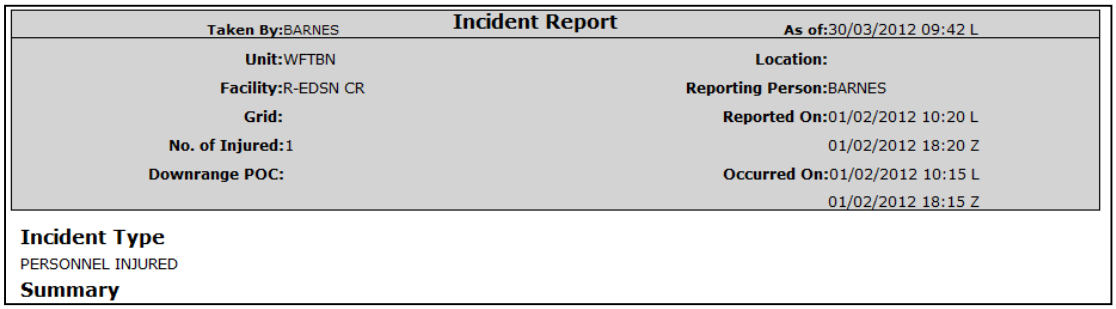
2. Click the **Submit** button. A list of reports matching the report criteria is displayed.



Action	Time Notified	Time Occurred	Reporting Unit	Facility/Airspace Subdivision
report	29/02/2012 18:56 L	29/02/2012 18:45 L	WFTBN	R-EDSN CR
report	23/02/2012 23:21 L	23/02/2012 23:21 L	ACB-1	TA-PAPA 1
report	16/02/2012 19:36 L		SOI G	TA-BVO 2
report	06/02/2012 14:17 L	06/02/2012 14:15 L	SOI ITB	R-210C
report	01/02/2012 10:20 L	01/02/2012 10:15 L	WFTBN	R-EDSN CR
report	17/01/2012 15:14 L	17/01/2012 15:13 L	SOI ITB	TS-CBT B3
report	16/01/2012 11:33 L	16/01/2012 11:33 L	SOI I	R-314D

Figure 4-18 Incident Reports List

3. To view a specific report, click the **Report** link in the report list. The Incident Report is displayed.



Incident Report

Taken By: BARNES	**As of:** 30/03/2012 09:42 L
Unit: WFTBN	**Location:**
Facility: R-EDSN CR	**Reporting Person:** BARNES
Grid:	**Reported On:** 01/02/2012 10:20 L
No. of Injured: 1	01/02/2012 18:20 Z
Downrange POC:	**Occurred On:** 01/02/2012 10:15 L
	01/02/2012 18:15 Z

Incident Type

PERSONNEL INJURED

Summary

Figure 4-19 Example of Incident Report

4.7 DIRT (Defense Installation Ranges and Training Area) Report

The DIRT reports provide general information about ground facilities.

1. Enter information in the following fields:
   - **Installation [required]**
     Select an installation.
   - **Fire Desk**
     Select a specific Fire Desk or select ALL to see information for all Fire Desks at the installation.
   - **Facility**
     Select a specific Facility or select ALL to see information for all facilities at the installation.
2. Click the **Submit** button.

Deprecated event data is included in the report.

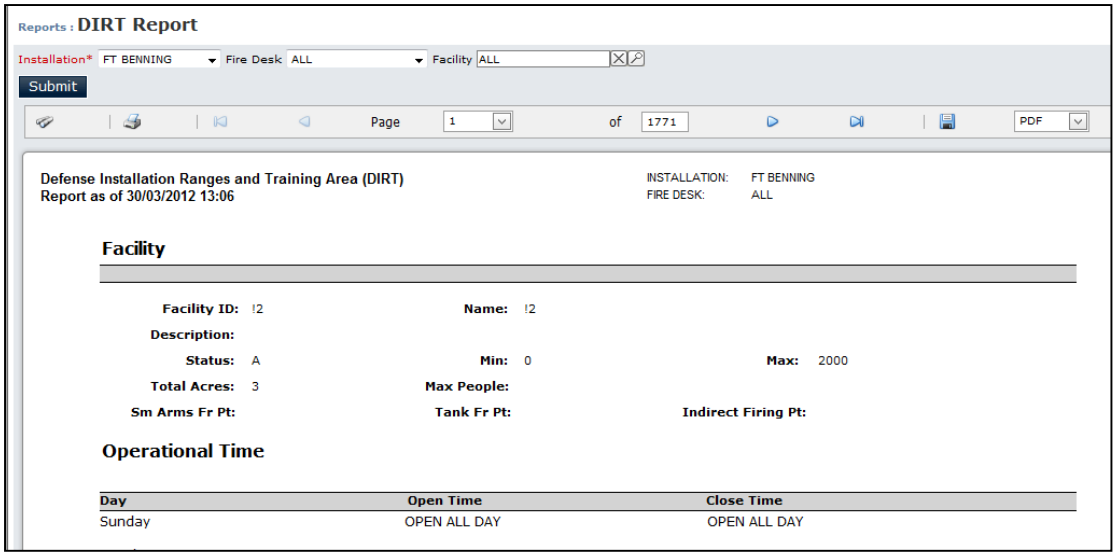


Figure 4-20 Example of DIRT Report

Library

5 Library

The RFMSS Library is a set of folders that contain the following types of documents:

- Safety Requirements,
- Technical Manuals,
- Training Manuals,
- Environmental Requirements,
- Range Catalog,
- Army Regulations,
- Marine Corps Regulations.

All users can access folders and documents, as well as view and download documents. Only Functional Administrators can manage folders and their content.

5.1 Access Library Documents

To access a document in the library:

1. Click the folder name link. The folder contents are displayed.
2. Click the document link in the Document Title column. If the document is:
   - A URL, the web page is displayed in a browser window.
   - A DOC, XLS, or PDF file type:
   - Click the **Open** button to view the document.
   - OR
   - Click the **Save** button to download the document to your computer. In the Save As window, navigate to the directory

where you want to save the document, and click the **Save** button.

5.2 Manage Folders

Only Functional Administrators can manage (e.g., add, delete, edit) folders.

To add or edit a folder:

1. Click the **New** or **Edit** link. The Library Folder page is displayed.
2. Enter or update information in the following fields:
   - **Folder Name [required]**
     Enter the name of the folder.
   - **Folder Description**
     Enter a description of the folder content.
3. Click the **Save** button.

5.3 Manage Folder Content

5.3.1 Upload Document

The maximum file size that can be uploaded is 50MB.

1. Click the **New** link on the Folder Contents page. The Library File page is displayed.
2. Enter information in the following fields:
   - **Document Title [required]**
     Enter the title of the document.
   - **Document Description**
     Enter a description of the document.
   - **URL [for Web links only]**
     Enter the URL (i.e., link) of the Web page. (Users will be able to access this Web page by clicking the link in the library.)
   - Select File [for PDF, DOC, or XLS file types only]
     Enter the directory path and name of the file,

- OR
- Click the **Browse** button. When the Choose File window is displayed, navigate to the directory where the file is located, select the file, and click the **Open** button. The file path and name are displayed in the field.

3. Click the **Attach** button. The document (URL, PDF, DOC, or XLS) is uploaded to the library folder.

5.3.2 Edit Document

You can only edit the document name or description.

1. Update information in the following fields:
   - **Document Title [required]**
     Enter the title of the document.
   - **Document Description**
     Enter a description of the document.
2. Click the **Save** button.

Administration

6 Administration

6.1 Setup Sequence

The following table displays the order that you should perform setup tasks.

Step	Path	Setup Objectives
1	Administration: Installation: Site	Establish criteria for the RFMSS site (the highest level of the site hierarchy), including: • Service branch of the site, • Date format that will be used for all installations, facilities/airspaces, and fire desks at the site, • Whether to enable OIC Fire Desk, and • Whether entered Scheduling Instructions that are to be included on the login page.
2	Administration: Installation: Installations	Establish criteria for the site's installation (if site will not schedule across Fire Desks) or installations (if the site will schedule across Fire Desks), including: • Installation name, • Site code, • Request User fields that are on the Request form (for data entry by users) and are displayed on the Request Processing page, • Whether to enable Cross Fire Desk scheduling.
3	Administration: Installation: Site Images	Establish images that will appear on the Home page.
4	Administration: Installation: Memos	Establish standard memos that can be selected by the user when creating/editing a request.

Step	Path	Setup Objectives
5	Administration: Installation: Sunrise Sunset	Specify the sunrise/sunset times for different times of the year. (The record(s) in the Sunrise/Sunset setup are used to determine day/night utilization.)
6	Administration: Fire Desk: Fire Desks	Establish one or more Fire Desks that are associated with an installation, including Fire Desk criteria such as: • Fire Desk name, • FAA-approved maximum altitude, • Safety factor • Associated installation, • No show determination days, • Other non-mandatory information related to the Fire Desk.
7	Administration: Facility: Facility Category Codes	Identify types of Facility categories. One or more Facility categories are assigned to a Facility on the Facilities page.
8	Administration: Facility: Facilities	Establish one or more facilities associated with an installation, including Facility criteria such as: • Associated Fire Desk, • Facility name and ID, • Facility altitude, • Maximum Allowable Altitude, • Facility status, • Operational times, • Category Code • Facility category type, • Other non-mandatory information related to the Facility.
9	Administration: Airspace: FAA Airspaces	Establish FAA-assigned Airspaces (meaning the reportable FAA Airspace for a site), including criteria such as: • Associated Fire Desk, • Airspace name and ID, • Upper and lower altitudes, • Other non-mandatory information related to the FAA-assigned airspace.

Step	Path	Setup Objectives
10	Administration: Airspace: Airspace Subdivisions	Establish Airspace Subdivisions (meaning a section of airspace or the entire airspace at a site), including criteria such as: • Associated FAA Airspace, • Airspace Subdivision name and ID, • Upper and lower altitudes, • Operational times, • Other non-mandatory information related to the Airspace Subdivision.
11	Administration: Airspace: Airspace Subdivisions to Airspace Subdivisions/Facilities Below	Associate Airspace Subdivisions at a site with one or more Airspace Subdivisions or facilities that are below the selected Airspace Subdivision.
12	Administration: Equipment: Vehicles	Identify vehicles used for training at a site, including: • Equipment Identification Code (EIC), • Model name, • Equipment category and description. (The vehicles identified here are listed on the Vehicles tab of the Request form so that users may select vehicles for training.)
13	Administration: Equipment: Weapons	Identify weapons used for training at a site, including: • Equipment Identification Code (EIC), • Model name, • Nomenclature and caliber, • Deprecation Date (if any), • Do Not Deprecate.
14	Administration: Equipment: Support Items	Identify range support items used for training at a site, including: • Equipment Identification Code (EIC), • Model, • Description. (The support items identified here are listed in the Support Items field on Fire Desk Support Items page.)
15	Administration: Equipment: Support Resources	Identify support resources used for training at a site, including: • Name, • Description, • Facility category code.

Step	Path	Setup Objectives
16	Administration: Facility: Facility Support Resources	Identify resources at a Facility or Airspace Subdivision used to support training (such as range towers, bleachers, classrooms, landing lights, etc.) and their quantities.
17	Administration: Facility: Restrictions	Define training restrictions (prerequisites, limitations, waivers) at Facility or Airspace Subdivision.
18	Administration: Facility: Impact Areas	Identify all impact areas at a site and their altitudes.
19	Administration: Facility: Facility Impact Areas	Assign a Facility or Airspace Subdivision to one or more impact areas.
20	Administration: Facility: Checklist Items	Define checklist items, or tasks that a Fire Desk Operator or Scheduler should complete at a specified point during training.
21	Administration: Facility: Facility Checklist Items	Assign a checklist item to one or more facilities or Airspace Subdivisions.
22	Administration: Facility: Group Codes	Define names and descriptions for Facility groups. (Facility groups are used on the Two Week Calendar and in reporting as a filtering option.)
23	Administration: Facility: Facility Groups	Assign facilities or Airspace Subdivisions to groups.
24	Administration: Fire Desk: Activity User Fields	Define user fields for an activity on a request. (These fields are on the User Fields tab of the Request form.)
25	Administration: Fire Desk: Fire Desk Users	Assign one or more RFMSS users to a Fire Desk.
26	Administration: Fire Desk: Range Bulletin Columns	Assign up to three columns that will be displayed on a specific Fire Desks Range Bulletin.
27	Administration: Fire Desk: Communication Log Columns	Define displayed column titles and widths on a Fire Desk's Communication Log, and indicate whether DODICs should be visible on the Communication Log.
28	Administration: Fire Desk: Logs Saved to Journal 1594	Select the logs (e.g., Airspace Activation/ Deactivation log, Status Change log, etc.) whose information will be recorded in the Journal 1594.
29	Administration: Fire Desk: Incident Types	Define the types of incidents that can occur at the site. (Fire Desk Operators will select incidents from this list if an incident occurs during training.)

Step	Path	Setup Objectives
30	Administration: Fire Desk: Department Contacts	Identify department contacts for a Fire Desk.
31	Administration: Fire Desk: Incident Type Department Contacts	Assign a department contact to an incident type.
32	Administration: Fire Desk: Training Statuses	Lists the training statuses of the Fire Desk.
33	Administration: Fire Desk: Training Statuses: Training Status Sort Order	Define the default sort order of events displayed on the Fire Desk when a Fire Desk Operator first logs on.
34	Administration: Fire Desk: Training Statuses: Training Status Comments	Define comments from which a Fire Desk Operator will select when the training status changes to provide a reason for the status change or to describe actions that occurred during a status change.
35	Administration: Fire Desk: Fire Desk Support Items	Assign support items to a Fire Desk. (The support items identified here are listed on the Support tab of the Request form so that users may select support items for training.)
36	Administration: Ammunition: Ammunition	Identify ammunition used for training at a site, including: • DODIC, • Nomenclature, • Deprecation Date (if any), • Do Not Deprecate.
37	Administration: Ammunition: Delivery Type	Identify the method of ammunition delivery at a site. (Only applicable to Air activities.)
38	Administration: Ammunition: Weapons to Ammunition	Assign one or more types of ammunition to a weapon. The result of the weapons-to-ammo association is: 1. When a user selects a weapon on the Weapons/Ammo tab of the Request form, only ammunition associated with that weapon is provided for selection. OR 2. When a user selects ammunition on the Weapons/Ammo tab of the Request form, only weapons associated with that ammunition are provided for selection.

Step	Path	Setup Objectives
39	Administration: Ammunition: Facilities to Ammunition	Assign one or more types of ammunition to a Facility. The result of the Facility-to-ammo association is: When a user selects a Facility on the Request form, only ammunition associated with that Facility is provided for selection if the standard indicator is checked.
40	Administration: Ammunition: Facilities to Weapons	Assign one or more types of weapons to a Facility. The result of the Facility-to-weapon association is: When a user selects a Facility on the Request form, only weapons associated with that Facility are provided for selection if the standard indicator is checked.
41	Administration: Event: Airspace Activities	Define types of airspace activities. (The airspace activities list has 8 activities that are pre-loaded in the system.)
42	Administration: Event: Events	Identify training events available at a site, including: • Event name and description, • Whether event is an air or ground event, • Whether the event is a firing, non-firing, or maintenance event, • Deprecation Date (if any), • Do Not Deprecate, • Associate an air event with an airspace activity type.
43	Administration: Event: Standard Events	Identify training events that are standard at a Facility.
44	Administration: Conflict: Environment Classifications	Define an environment classification. The classification records entered on this page are displayed in the Classification drop-down list on the Facility to Environment Conflicts page.
45	Administration: Conflict: Facility to Facility Conflicts	Assign Facility-to-Facility conflicts so that training at a Facility that may cause an unsafe condition at another Facility does not occur.

Step	Path	Setup Objectives
46	Administration: Conflict: Facility to Event Conflicts	Assign Facility-to-event conflicts so that a scheduled training event associated with a Facility which may cause an unsafe condition at another Facility does not occur.
47	Administration: Conflict: Facility to Ammunition Conflicts	Assign Facility-to-ammunition conflicts so an event at a Facility that uses ammunition that could cause an unsafe condition at another Facility does not occur.
48	Administration: Conflict: Facility to Environment Conflicts	Assign Facility-to-environment conflicts so an event that could damage or harm something in the natural environment at a Facility does not occur.
49	Administration: Unavailable Day: Unavailable Days Setup	Search for and designate a single day or a period of days when training is not available at an installation or at a Facility/Airspace Subdivision.
50	Administration: Unit: Units	Establish the units that will submit requests to a Fire Desk at the installation, including: • Unit ID and name, • Service branch, • Unit level, • Approval level. **Note:** Use the search button next to the UIC field to add standard ASIP units. New units should only be added when they do not exist in the ASIP unit list.
51	Administration: Unit: Chain of Command	Identify a unit's place within the chain-of-command hierarchy. Training requests for units in a chain-of-command allow sign-off or approval from a unit with a higher approval authority.
52	Administration: Unit: Contacts	Identify an existing unit's point of contact, including: • Unit sponsor, • Unit ID and Name, • POC phone number and email address.
53	Administration: Unit: Priorities	Establish training priority for units.
54	Administration: Unit: Service Branches	View a list of standard service branches and define additional service branches.
55	Administration: Unit: Certification Types	Define the types of certifications for unit(s).

Step	Path	Setup Objectives
56	Administration: Unit: People Certifications	Assign specific personnel in a unit to one or more certification roles, such as OIC or RSO.
57	Administration: Unit: Local Types	Establish list of specific unit designations, or local types, associated with the more general Unit Service Branch.
58	Administration: Unit: Unit Types	View Unit Types and access Reconciliation Tool.
59	Administration: Unit: ASIP Units	View ASIP Unit and access Reconciliation Tool.
60	Administration: User: Pending User Accounts	View pending user accounts requested by users, and: • Change user role on account request, • Approve or reject account request.
61	Administration: User: Users	If needed, modify RFMSS user accounts, including: • Name • Rank, • Email address, • Phone.

6.2 Airspace

6.2.1 FAA Airspaces

The FAA Airspaces page provides information about the FAA-assigned airspaces that will be used by RFMSS Fire Desks. An FAA-assigned airspace represents the reportable FAA Airspace for a Fire Desk.

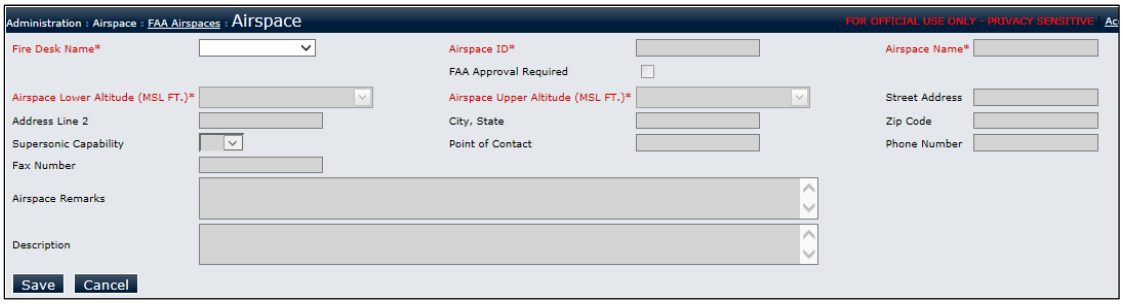


Figure 6-1 FAA Airspace Record

When you add a new FAA Airspace, an Airspace Subdivision record is automatically created. The Subdivision ID and Subdivision Name default to the same name as the Airspace ID and Airspace Name for the FAA Airspace, but you can change the subdivision ID and name if desired.

If you delete the FAA Airspace, all of the Airspace Subdivision records associated with the FAA Airspace are also deleted.

6.2.1.1 *Add or Edit Record*

1. Enter or update information in the following fields:

   - **Fire Desk Name [required]**
     Select a fire desk name to which the airspace will be assigned from the drop-down list.

> You can change the Fire Desk that the FAA Airspace is associated with. However, you may have to change the airspace upper and lower altitudes if the upper altitude is greater than the FAA Approved Maximum Altitude of the selected Fire Desk.

   - **Airspace ID [required]**
     Enter the identification designation of the airspace. The ID can include numbers, letters, and special characters such as a dash.
   - **Airspace Name [required]**
     Enter the name of the airspace.
   - **Airspace Upper Altitude [required]**
     Enter the maximum altitude for the airspace in Mean Sea Level (MSL) feet. The airspace altitude cannot be greater than the displayed FAA Approved Maximum Altitude value.
   - **Airspace Lower Altitude [required]**
     Enter the minimum altitude for the airspace in MSL feet.

2. If FAA approval is required for this airspace, click to select the **FAA Approval Required** checkbox.

3. The following information is pulled into the Airspace Utilization Report that is sent to the FAA. While these fields are optional, filling them in will avoid manual entry when generating the Airspace Utilization Report.

   - **Street Address**
     Enter the street address associated with the airspace (e.g., Facility address, installation address).
   - **Address Line 2**
     If needed, enter the second line of the street address associated with the airspace.
   - **City, State**
     Enter the airspace address city and state abbreviation associated with the airspace.
   - **Zip Code**
     Enter the airspace address Zip code associated with the airspace.

- **Supersonic Capability**
  Select Yes or No to indicate if aircraft is allowed to break the sonic barrier in the airspace.
- **Point of Contact**
  Enter the name of the airspace's point of contact.
- **Phone Number**
  Enter the phone number of the airspace's point of contact.
- **FAX Number**
  Enter the FAX number of the airspace's point of contact.
- **Airspace Remarks**
  Enter any remarks about the airspace.
- **Description**
  Enter a brief description of the airspace.

4. Click the **Save** button.

6.2.1.2 *Show Log*

The log for an FAA Airspace shows a list of modifications made to the selected FAA Airspace record.

1. Click the **Log** link in the record row. The modifications log for that FAA Airspace is displayed.
2. Click the **Close** button in the log to exit the log.

6.2.2 Airspace Subdivision

The tabs on the Airspace Subdivision page let you view and edit information pertaining to a selected Airspace Subdivision. This helps save time from having to navigate to multiple menus for a single Airspace Subdivision.

The Airspace Subdivision tabs are:

- Airspace Subdivision Info
- Airspace Subdivision/Facility Below
- Operational Times
- Standard Events
- Ammunition
- Weapons
- Conflicts to Facility
- Conflicts to Event
- Conflicts to Ammunition
- Conflicts to Environment
- Groups
- Impact Areas
- Restrictions
- Support Resources
- Unavailable Days
- Checklist Items.

6.2.2.1 *Airspace Subdivision Info*

The Airspace Subdivision Info tab lets you enter information about the subdivision (sector) of an FAA-assigned airspace. An Airspace Subdivision may be just a section of airspace or the entire airspace.

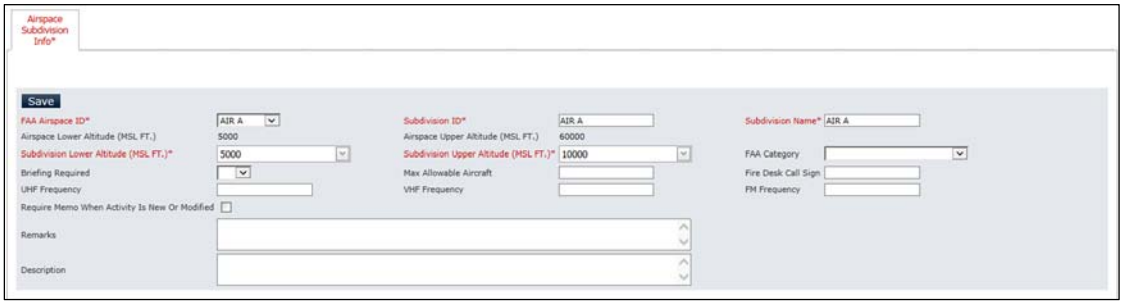


Figure 6-2 Airspace Subdivision Info Tab

When you added a new FAA Airspace, an Airspace Subdivision record was automatically created. The Subdivision ID and Subdivision Name defaulted to the same name as the Airspace ID and Airspace Name for the FAA Airspace, but you can change the subdivision ID and name if desired.

1. Enter or update information in the following fields:

- **FAA Airspace ID [required]**
  Select an FAA Airspace ID to which the subdivision will be assigned from the drop-down list.

For an existing subdivision record, you can change the FAA Airspace that the subdivision is assigned to.

However, this could be problematic if the subdivision's upper altitude is greater than the FAA Approved Maximum Altitude of the Fire Desk that the FAA Airspace is associated with. For example:

Fire Desk Rex has an FAA Approved Maximum Altitude of 50,000 MSL Ft.

FAA Airspace Snoopy is assigned to Fire Desk Rex.

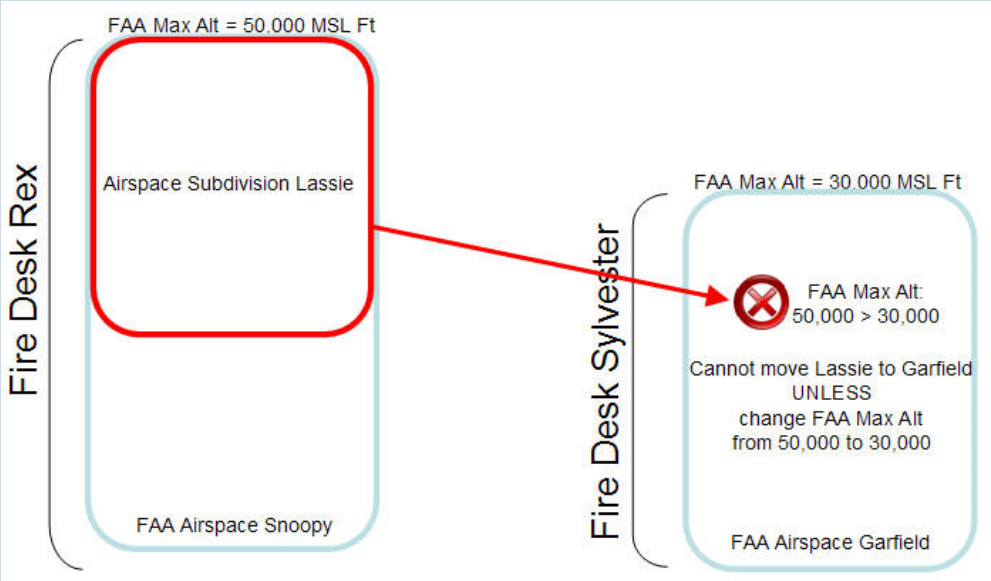
Airspace Subdivision Lassie is assigned to FAA Airspace Snoopy, and has an upper altitude of 50,000 MSL Ft. This is acceptable since the FAA Approved Maximum Altitude for Fire Desk Rex is also 50,000 MSL Ft.

Let's say that you want to change the Airspace Subdivision Lassie assignment to FAA Airspace Garfield, which in turn is assigned to Fire Desk Sylvester. Fire Desk Sylvester has an FAA Approved

Maximum Altitude of 30,000 MSL Ft.

Because Fire Desk Sylvester's FAA Approved Maximum Altitude (30,000 MSL Ft.) is LESS THAN Airspace Subdivision Lassie's upper altitude (50,000 MSL Ft.), you will get an error if you try to assign Subdivision Lassie to FAA Airspace Garfield.

To overcome this error, you would have to change Airspace Subdivision Lassie's upper altitude to 30,000 MSL Ft or less.



- **Subdivision ID [required]**
  Enter the identification designation of the subdivision OR change the identification designation that was defaulted from the FAA Airspace ID.
- **Subdivision Name [required]**
  Enter the name of the subdivision OR change the name that was defaulted from the FAA Airspace Name.
- **Subdivision Lower Alt [required]**
  Enter or change the minimum altitude for the subdivision (in MSL Ft.). The subdivision minimum altitude cannot be less than the displayed Airspace Lower Altitude of the FAA Airspace.
- **Subdivision Upper Alt [required]**
  Enter or change the maximum altitude for the subdivision (in MSL Ft.). The subdivision maximum altitude cannot be greater than the displayed Airspace Upper Altitude of the FAA Airspace.
- **FAA Category**
  Select the FAA category that should be assigned to the subdivision from the drop-down list.

- **Briefing Required**
  Select Yes or No to indicate if a briefing required with Range Control before the training occurs.
- **Max Allowable Aircraft**
  Enter or change the maximum number of aircraft allowed in the Airspace Subdivision at one time.
- **Fire Desk Call Sign**
  Enter or change the call sign identifier for the Fire Desk that controls the Airspace Subdivision.
- **UHF Frequency**
  Enter or change the Ultra high frequency (UHF) for the Airspace Subdivision.
- **VHF Frequency**
  Enter or change the Very high frequency (VHF) for the Airspace Subdivision.
- **FM Frequency**
  Enter or change the Frequency Modulation (FM) for the Airspace Subdivision.
- **Require Memo When Activity Is New Or Modified**
  Click to select this checkbox to make memos on the Communications tab mandatory for new or modified activities.
- **Remarks**
  Additional comments about this airspace.
- **Description**
  Enter a brief explanation about how the Airspace Subdivision is used.

2. Click the **Save** button.

6.2.2.2 *Airspace Subdivision to Airspace Subdivisions/Facilities Below*

The Airspace Subdivision to Airspace Subdivisions/Facilities Below page lets you associate an Airspace Subdivision to another Airspace Subdivision or Facility that is below the selected Airspace Subdivision.

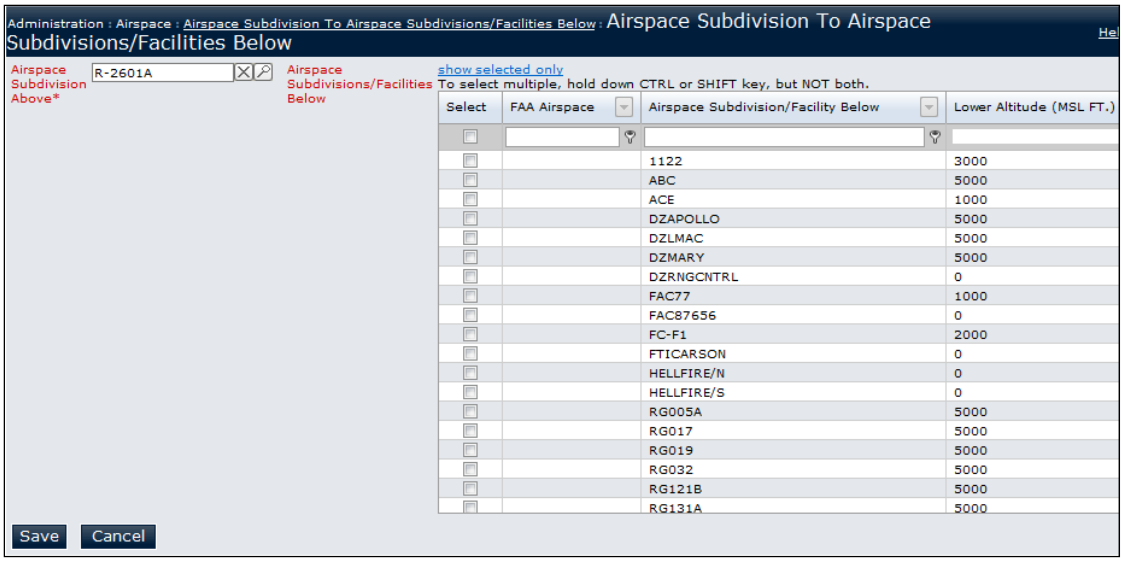


Figure 6-3 Airspace Subdivision to Airspace Subdivision/Facilities Below Record

Only Airspace Subdivisions that are assigned to a Fire Desk will appear in the Airspace Subdivisions list.

6.2.2.2.1 Add Record

1. In the **Airspace Subdivision Above** field, enter the Airspace Subdivision name OR click **Search** and select the Airspace Subdivision from the pop-up window.
2. The page refreshes, displaying the **Airspace Subdivision / Facilities Below** list.
3. In the **Airspace Subdivision / Facilities Below** list, select one or more Airspace Subdivisions/facilities that will be below the Airspace Subdivision.
4. Click the **Save** button.

6.2.2.2.2 Edit Record

1. Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
2. Enter a different value in the field OR click **Search** and select a value from the pop-up window.
3. Repeat Steps 1-2 for each field that you want to edit.
4. Click the **Save** button.

6.2.2.3 *Operational Times*

A Facility/Airspace Subdivision is defaulted to be open all day (from 00:00 to 23:59).

You only have to add or edit operational times if the Facility/Airspace Subdivision is closed at some point during the day or all day.

1. Click the **New** link or the **Edit** link in the row of the day whose operational times you want to change. The Operational Times page is displayed.
2. Enter or update information in the following fields:
   - **Open Time [required UNLESS Facility closed all day]**
     Enter the time that the Facility/Airspace Subdivision opens for operations.
   - **Close Time [required UNLESS Facility closed all day]**
     Enter the time that the Facility/Airspace Subdivision closes.
   - **Facility is closed all day**
     Click the checkbox if the Facility/Airspace Subdivision is closed all day. When you check this, the open and close times automatically populate and are grayed out.
   - **Day of the Week [required]**
     Select one or more days of the week that the Facility/Airspace Subdivision is open/closed according to the times that you entered.
3. Click the **Save** button.

The system will check to see if any current or future activities are currently scheduled outside of the operational times entered. If activities are scheduled, a warning message is displayed. You will be able to proceed with entering the operational times; however, you should coordinate with the appropriate scheduler first.

6.3 Ammunition

6.3.1 Ammunition

The Ammunition page lets you enter and modify ammunition information for the installation.

Figure 6-4 Ammunition Record

- You can submit a trouble ticket to request that two ammunition records be merged into one record. Merging of records allows for historical reports to capture the history under one record instead of two.
- Existing records can be updated and given a deprecation date. New records can be added by the standard data load.

Note that there are several display-only fields on this page for each ammunition:

- HERO (Hazards of Electromagnetic Radiation to Ordnance) designation;
- The Vertical Hazard in feet for steel, concrete, earth, and water;
- Service Branch (designating either the Service Branch or “site-specific” to indicate that the data is not part of standard data); and
- Deprecation Dependency (designating the type(s) of dependency causing the record to remain as active).

These fields are populated from an existing list that is in the database when RFMSS is installed. You will not have to populate these fields when you manually enter ammunition information.

6.3.1.1 *Add or Edit Record*

1. Enter or update information in the following fields:

   - **DODIC [required]**
     Enter the ammunition's Department of Defense Identification Code.
   - **Nomenclature [required]**
     Enter the ammunition's nomenclature.
   - **Do Not Deprecate**
     Ensure that this checkbox is selected if you do not want to deprecate the record. This checkbox is selected by default for new or reinitiated records; if you do not want to allow the ammunition record to be automatically deprecated via End of Day processing, leave this checkbox selected.
   - **Deprecation Date**
     This field is available when the **Do Not Deprecate** checkbox is not selected. Enter the date as of which the ammunition record will be deprecated. If you want tomorrow's date as the Deprecation Date, you can optionally click the **deprecate tomorrow** link to populate this field automatically.

   The Deprecation Date you enter cannot be set to a date before tomorrow's date.

2. Click the **Save** button.

6.3.2 Weapons to Ammunition

The Weapons to Ammunition page lets you associate ammunition with existing weapons.

When you associate ammunition to a weapon, only the associated ammunition are displayed in the Request form for that weapon for a standard event.

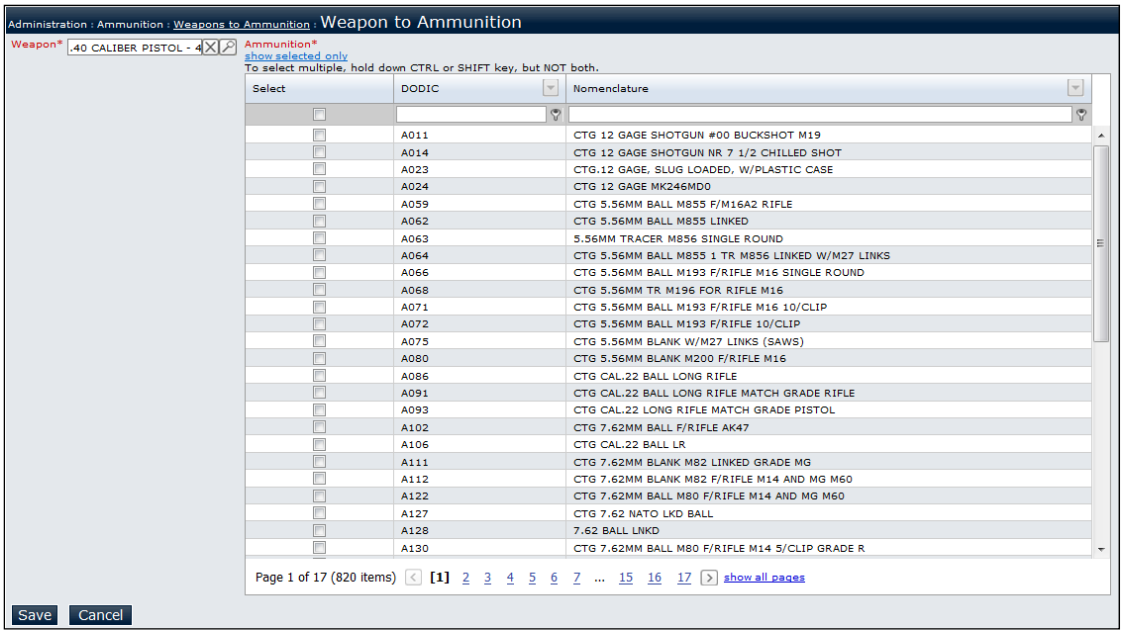


Figure 6-5 Weapon to Ammunition Record

6.3.2.1 *Add Record*

1. In the **Weapon** field, enter the weapon EIC OR click **Search** and select the weapon from the pop-up window.

> Weapons and ammunition that have had a Deprecation Date set that is on or before the current date are not available for selection.

2. The page refreshes, displaying the **Ammunition** list.
3. In the **Ammunition** list, select one or more ammunition types that will be associated with the weapon.
4. Click the **Save** button.

> Once you click the Save button, the system evaluates for invalid deprecated weapon and ammunition types. While it does that, it also notes valid weapon and ammunition types that have a future

deprecation date. A warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.3.2.2 *Edit Record*

1. Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
2. Enter a different value in the field OR click **Search** and select a value from the pop-up window.
3. Repeat Steps 1-2 for each field that you want to edit.
4. Click the **Save** button.

If any weapons or ammunition in the record have had a Deprecation Date set that is on or before the current date, a message is displayed requiring resolution before the record can be saved.

Once you click the Save button, the system evaluates for invalid deprecated weapon and ammunition types. While it does that, it also notes valid weapon and ammunition types that have a future deprecation date. A warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.3.3 Facilities to Ammunition

The Facilities to Ammunition page lets you associate existing ammunition with existing facilities or Airspace Subdivisions.

When you associate ammunition to a Facility or Airspace Subdivision, only the associated ammunition are displayed in the Request form for that Facility/Airspace Subdivision for a standard event.

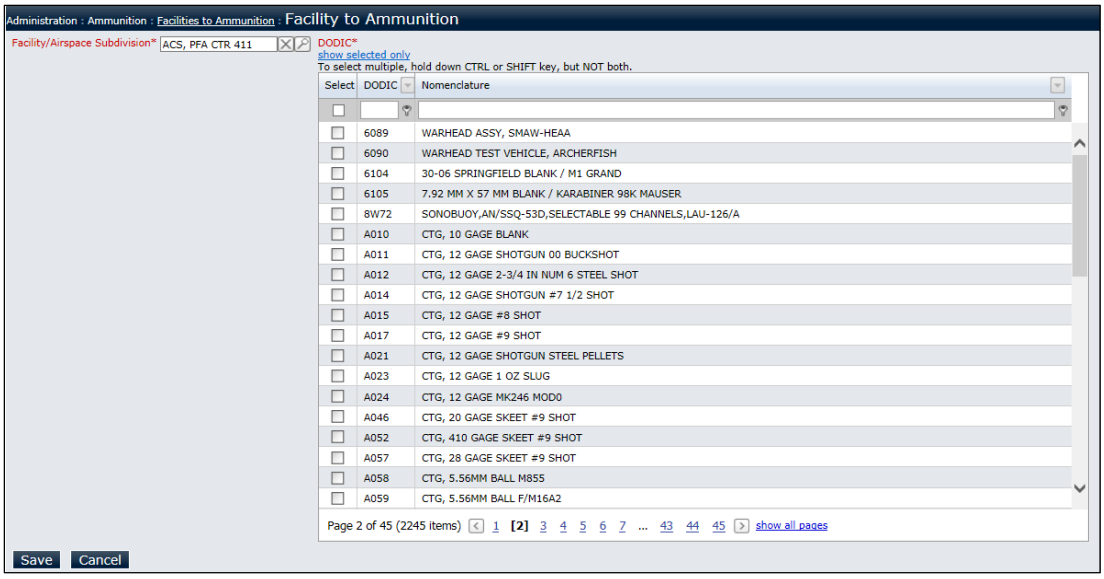


Figure 6-6 Facility to Ammunition Record

If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace Subdivision is pre-populated with the Facility that you have selected.

6.3.3.1 *Add Record*

1. In the **Facility / Airspace Subdivision** field, enter the Facility or Airspace Subdivision OR click **Search** and select the Facility/airspace from the pop-up window.
2. The page refreshes, displaying the **Ammunition** list.
3. In the **Ammunition** list, select one or more ammunition types that will be associated with the Facility/Airspace Subdivision.

Ammunition types that have had a Deprecation Date set that is on or before the current date are not available for selection.

4. Click the **Save** button.

Once you click the Save button, a warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.3.3.2 *Edit Record*

1. Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
2. Enter a different value in the field OR click **Search** and select a value from the pop-up window.
3. Repeat Steps 1-2 for each field that you want to edit.
4. Click the **Save** button.

> If any ammunition entries in the record have had a Deprecation Date set that is on or before the current date, a message is displayed requiring resolution before the record can be saved.
>
> Once you click the Save button, the system evaluates for invalid deprecated ammunition types. While it does that, it also notes valid ammunition types that have a future deprecation date. A warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.3.4 Facilities to Weapons

The Facilities to Weapons page lets you associate existing weapons with existing facilities or Airspace Subdivisions.

When you associate weapons to a Facility or an Airspace Subdivision, only those associated weapons are displayed in the Request form for that Facility/Airspace Subdivision for a standard event.

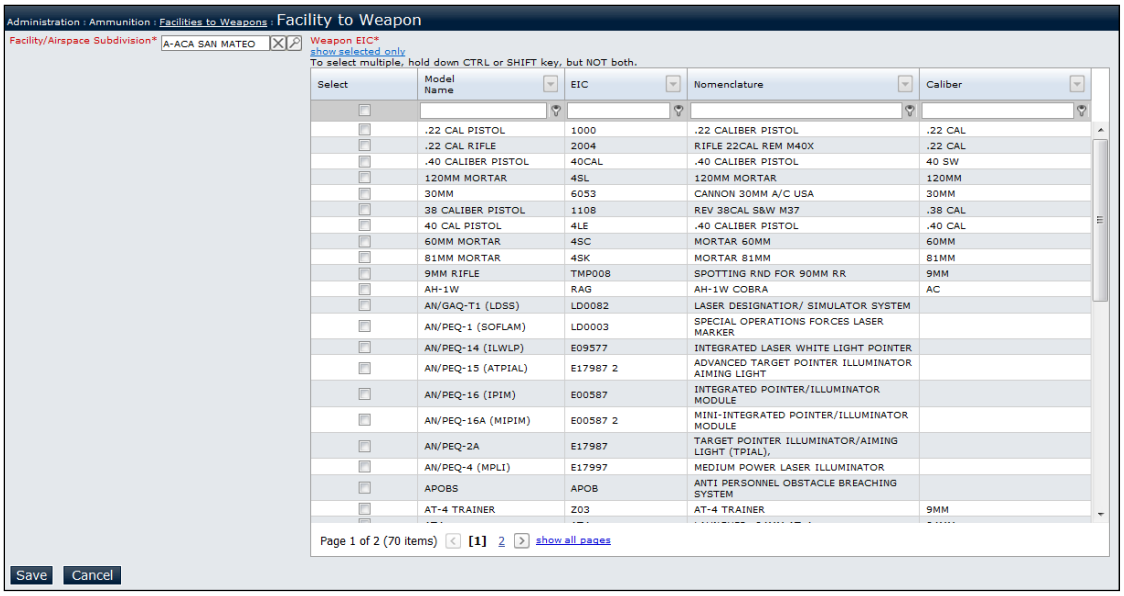


Figure 6-7 Facility to Weapon Record

> If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

6.3.4.1 *Add Record*

1. In the **Facility / Airspace** Subdivision field, enter the Facility or Airspace Subdivision OR click **Search** and select the Facility/Airspace Subdivision from the pop-up window.
2. The page refreshes, displaying the **Weapons** list.
3. In the **Weapons** list, select one or more DODICs that will be associated with the Facility/Airspace Subdivision.

> Weapons that have had a Deprecation Date set that is on or before the current date are not available for selection.

4. Click the **Save** button.

> Once you click the Save button, a warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.3.4.2 *Edit Record*

1. Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
2. Enter a different value in the field OR click **Search** and select a value from the pop-up window.
3. Repeat Steps 1-2 for each field that you want to edit.
4. Click the **Save** button.

> If any weapon entries in the record have had a Deprecation Date set that is on or before the current date, a message is displayed requiring resolution before the record can be saved.
>
> Once you click the Save button, the system evaluates for invalid deprecated weapon types. While it does that, it also notes valid items that have a future deprecation date. A warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.3.5 Delivery Type

The delivery type page lets you enter, modify, and delete information about ammunition delivery methods. This is specific to air activities.

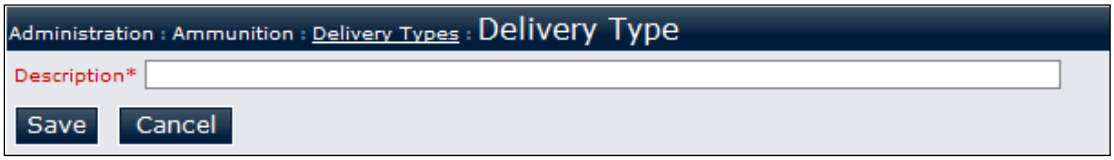


Figure 6-8 Delivery Type Record

6.3.5.1 *Add or Edit Record*

1. Enter or update information in the following field:
   - **Description [required]**
     Enter the ammunition's delivery type.
2. Click the **Save** button.

6.4 Announcements

The Announcements page lets you create announcements or messages to users that will display on the Home page.

6.4.1 Add or Edit Record

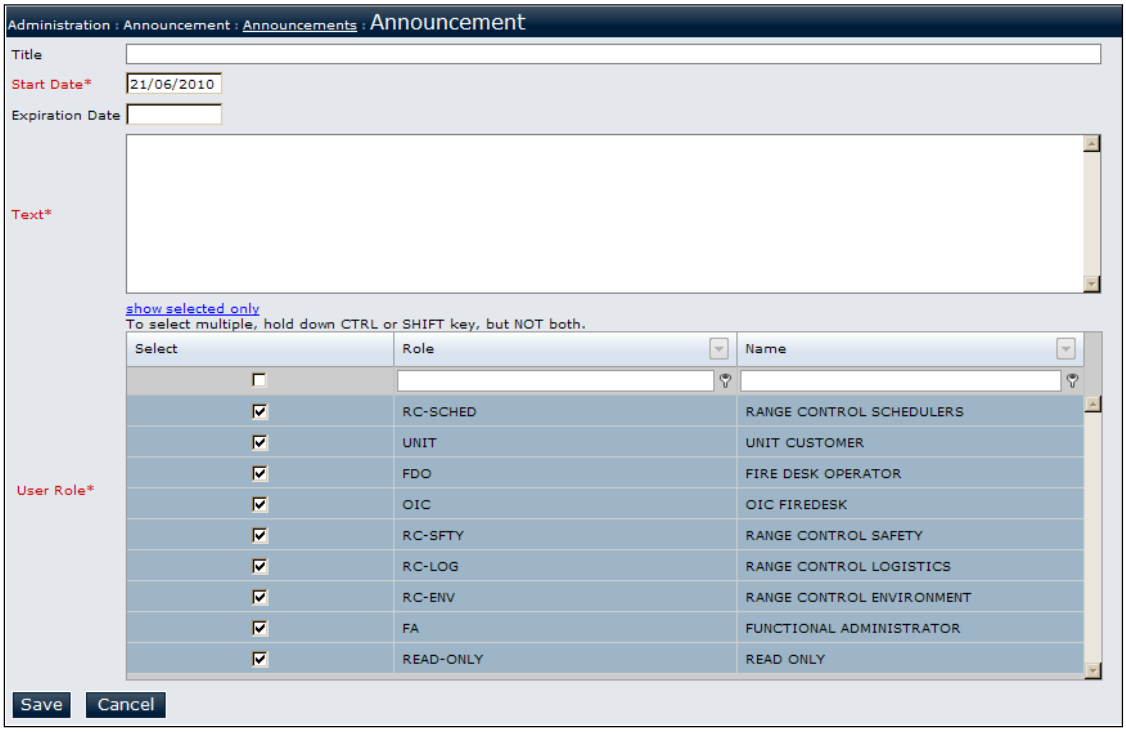


Figure 6-9 Add or Edit Announcement Record

1. Enter or update information in the following fields:

   - **Title**
     Title or summary of announcement.
   - **Start Date [required]**
     Enter the initial date when the announcement should be displayed.
   - **Expiration Date**
     Enter the date when the announcement should no longer be displayed.
   - **Text [required]**
     Enter the announcement or message.

- **User Role [required]**
  Select the user roles that should be able to see the announcement on the Home page.

2. Click the **Save** button.

6.4.2 Show Expired Announcements

To view a list of expired announcements, click the **Show Expired Announcements** link on the Announcements grid.

6.5 Conflict

6.5.1 Facility to Facility Conflicts

Facility-to-Facility conflicts arise when training at one Facility causes an unsafe condition at another Facility. This application page lets you set up Facility-to-Facility conflicts in the system so that RFMSS can avoid allowing training that may cause an unsafe condition at a Facility from occurring.

The default conflict is that “Use of Facility/Airspace X closes Facility/Airspace Y.”

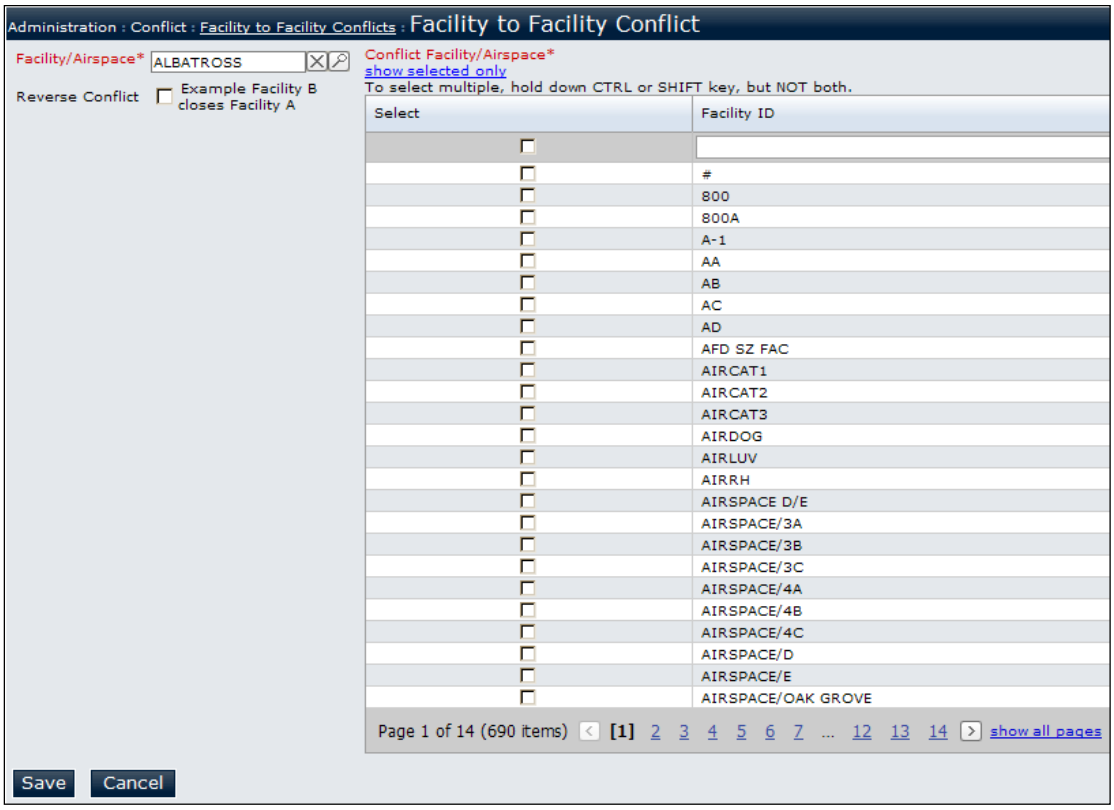


Figure 6-10 Facility to Facility Conflict Record

> If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

6.5.1.1 *Add Record*

1. In the **Facility / Airspace** field, enter the Facility or airspace OR click **Search** and select the Facility/airspace from the pop-up window.
2. The page refreshes, displaying the **Conflict Facility / Airspace** list.
3. In the **Conflict Facility / Airspace** list, select one or more facilities or airspaces that conflict with the Facility/airspace that you selected in the **Facility / Airspace** drop-down list.
4. If you want to also add the reverse of the conflict for the selected facilities/airspaces, check the **Reverse Conflict** checkbox.

> Here is an example of a reverse conflict:
>
> You initially select that Facility Alpha has a conflict with Facility Beta, meaning that 'Use of Facility Alpha closes Facility Beta.'
>
> If you click the **Reverse Conflict** checkbox, then a record will also be added that shows Facility Beta has a conflict with Facility Alpha, that 'Use of Facility Beta closes Facility Alpha.'
>
> The two conflict records ('Use of Facility Alpha closes Facility Beta' AND 'Use of Facility Beta closes Facility Alpha') are created at the same time, which reduces your time spent on entering conflicts.

5. Click the **Save** button.

6.5.1.2 *Edit Record*

1. If needed, edit the Facility/Airspace or Conflict Facility/Airspace field:
   - Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. If needed, edit the **Conflict Description**.
3. Click the **Save** button.

6.5.1.3 *Delete Record*

1. Click the **Delete** link. A message window is displayed prompting you to confirm that you want to delete the record.
2. If you want to delete the Facility-to-Facility reverse conflict, check the **Delete Reverse Facility Conflict** checkbox.

3. Click **Continue** in the message window to delete the record. The record is deleted from the grid.

6.5.2 Facility to Event Conflicts

Facility-to-event conflicts arise when a scheduled training event associated with a Facility causes an unsafe condition at another Facility; in other words, when the event is scheduled on the Facility, the conflict Facility is designated as “closed” to requests. This application page lets you set up Facility-to-event conflicts in the system so that RFMSS can avoid allowing training that may cause an unsafe condition at a Facility from occurring.

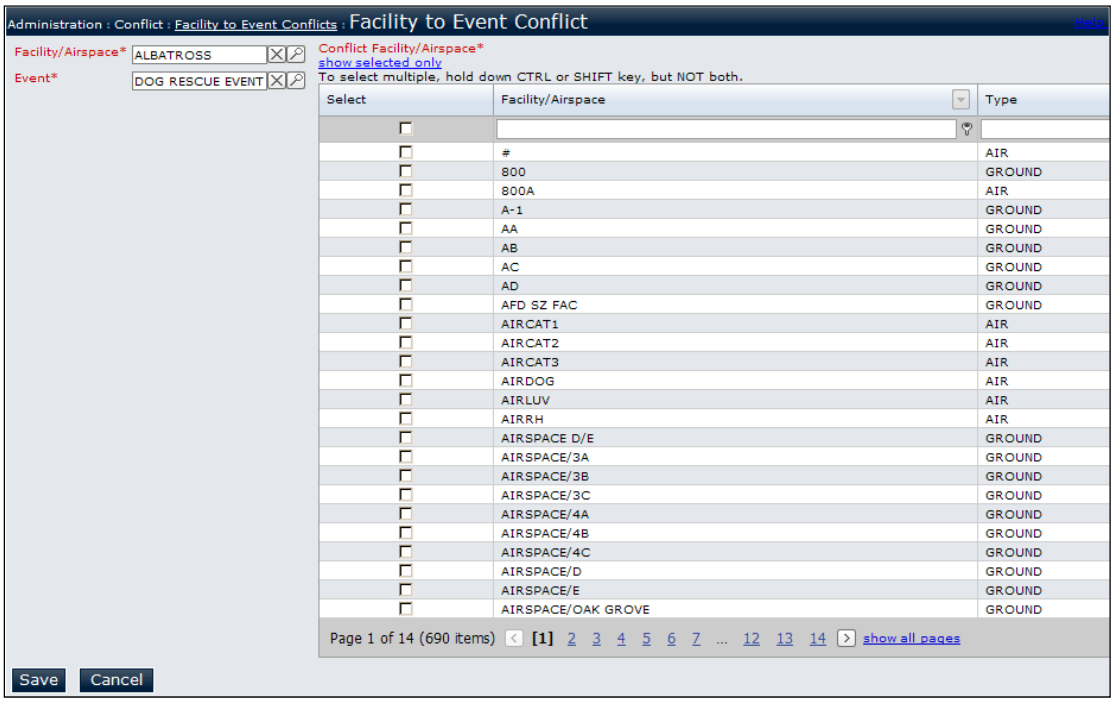


Figure 6-11 Facility to Event Conflict Record

The default conflict is that “Scheduling Facility/Airspace X for Event Z closes Facility/Airspace Y.”

The background color of the rows in the grid indicates the type of event and the firing status of that event:

Firing Status	Air Event	Ground Event
Non-Firing	**Blue**	**White**
Firing	**Orange**	**Red**
Maintenance (no firing status)	**N/A**	**Yellow**

If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

6.5.2.1 *Add Record*

1. In the **Facility / Airspace Subdivision** field, enter the Facility or airspace OR click **Search** and select the Facility/airspace from the pop-up window.
2. In the **Event** field, enter an event that will be associated with the Facility or airspaces that you selected OR click **Search** and select the event from the pop-up window.

Events that have had a Deprecation Date set that is on or before the current date are not available for selection.

3. The page refreshes, displaying the **Conflict Facility / Airspace** list.
4. In the **Conflict Facility / Airspace** list, select one or more facilities or airspaces that conflict with the Facility/airspace-event combination that you selected.
5. Click the **Save** button.

6.5.2.2 *Edit Record*

1. If needed, edit the Facility/Airspace, the Event, and/or the Conflict Facility/Airspace field:
   - Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. If needed, edit the **Conflict Description**.
3. Click the **Save** button.

If any Event entries in the record have had a Deprecation Date set that is on or before the current date, a message is displayed requiring resolution before the record can be saved.

6.5.3 Facility to Ammunition Conflicts

A Facility-to-ammunition conflict occurs when an event uses ammunition that necessitates the closing of another Facility. This application page lets you set up Facility-to-ammunition conflicts in the system so that RFMSS can avoid allowing training that may cause an unsafe condition at a Facility from occurring.

The default conflict is that “Use of Facility/Airspace X for Z closes Facility/Airspace Y.”

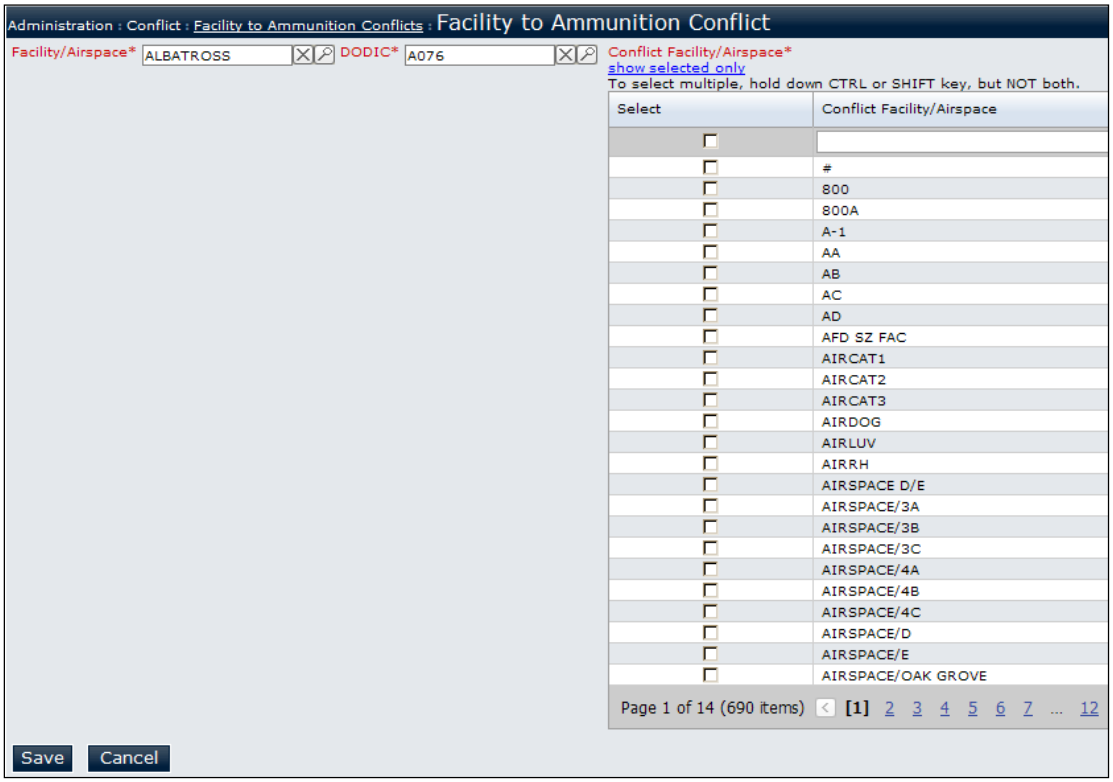


Figure 6-12 Facility to Ammunition Conflict Record

> If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

6.5.3.1 *Add Record*

1. In the **Facility/Airspace** field, enter the Facility or airspace OR click **Search** and select the Facility/airspace from the pop-up window.

2. In the **DODIC** field, enter the ammunition OR click **Search** and select the ammunition from the pop-up window.

Ammunition types that have had a Deprecation Date set that is on or before the current date are not available for selection.

3. The page refreshes, displaying the **Conflict Facility / Airspace** list.
4. In the **Conflict Facility / Airspace** list, select one or more facilities or airspaces that conflict with the Facility/airspace-ammunition combination that you selected.
5. Click the **Save** button.

Once you click the Save button, a warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.5.3.2 *Edit Record*

1. If needed, edit the Facility/Airspace, the Ammunition, and/or the Conflict Facility/Airspace fields:
   - Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. If needed, edit the **Conflict Description**.
3. Click the **Save** button.

If any ammunition entries in the record have had a Deprecation Date set that is on or before the current date, a message is displayed requiring resolution before the record can be saved.

Once you click the Save button, the system evaluates for invalid deprecated ammunition types. While it does that, it also notes valid ammunition types that have a future deprecation date. A warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the

checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.5.4 Facility to Environment Conflicts

A Facility-to–environment conflict occurs when an event could damage or harm something in the natural environment at a Facility. This application page lets you set up Facility-to-environment conflicts in the system so that RFMSS can prevent training that may harm the environment from occurring.

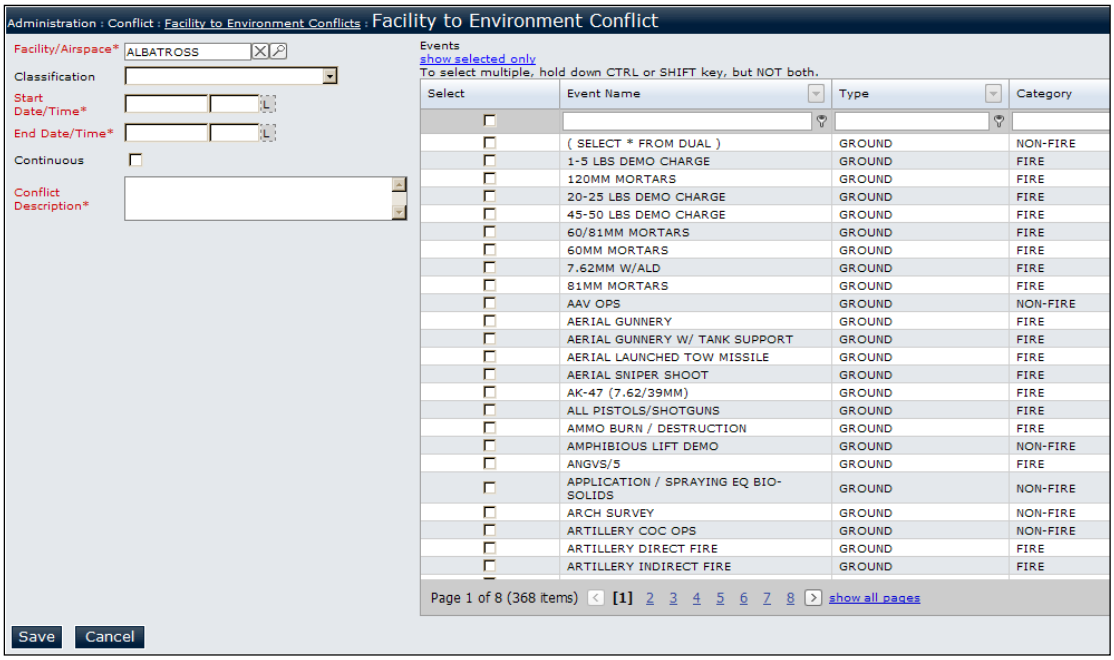


Figure 6-13 Facility to Environment Conflict Record

> If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

6.5.4.1 *Add Record*

1. In the **Facility / Airspace** field, enter the Facility/airspace OR click Search and select the Facility/airspace from the pop-up window.
2. The page refreshes, displaying the **Event** list.
3. In the **Event** list, select one or more events to associate with the Facility/airspace that you selected.
4. Enter information in the remaining fields. The information you enter in these fields pertains to all of the event-Facility combinations that you selected.

- **Classification**
  Select the classification of the environment conflict from the drop-down list.

> Only classifications set up on the Environment Classifications page appear in the **Classification** drop-down list.

- **Start Date / Time [required]**
  Enter the date and time when the environment conflict begins.
- **End Date / Time [required]**
  Enter the date and time when the environment conflict ends.
- **Continuous**
  Click the checkbox to indicate if the conflict time is continuous for the period. (If you check the checkbox, the Start Time applies to the first day of the conflict period and the End Time applies to the last day of conflict period. If you leave the checkbox blank, then the start and End Times will be considered as daily start and End Times).
- **Conflict Description [required]**
  Enter a brief description of the environment conflict.

> Events that have had a Deprecation Date set that is on or before the current date are not available for selection.

5. Click the **Save** button.

6.5.4.2 *Edit Record*

1. If needed, edit the **Facility / Airspace** and/or the **Event** field:
   - Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. If needed, edit the information in the following fields:
   - **Classification**
     Select the classification of the environment conflict from the drop-down list.
   - **Start Date / Time [required]**
     Enter the date and time when the environment conflict begins.
   - **End Date / Time [required]**
     Enter the date and time when the environment conflict ends.

- **Continuous**
  Click the checkbox to indicate if the conflict time is continuous for the period. (If you check the checkbox, the Start Time applies to the first day of the conflict period and the End Time applies to the last day of conflict period. If you leave the checkbox blank, then the start and End Times will be considered as daily start and End Times).
- **Conflict Description [required]**
  Enter a brief description of the environment conflict.

3. Click the **Save** button.

If any Event entries in the record have had a Deprecation Date set that is on or before the current date, a message is displayed requiring resolution before the record can be saved.

6.5.5 Environment Classifications

This page lets you define an environment classification. The **Classification Description** records that you enter on this page are displayed in the **Classification** drop-down list on the Facility to Environment Conflicts page.

Figure 6-14 Environment Classification Record

6.5.5.1 *Add or Edit Record*

1. Enter or update information in the following fields:
   - **Classification Code [required]**
     Enter a code for the environment classification.
   - **Classification Description [required]**
     Enter a brief description of the environment classification.
2. Click the **Save** button.

6.6 Equipment

6.6.1 Vehicles

The Vehicles page lets you set up vehicle information. The vehicle information that you enter will appear in the vehicle list on the Request form.

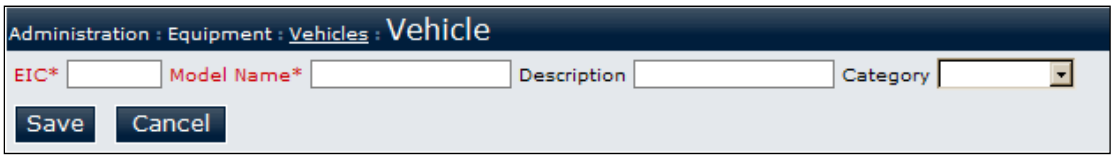


Figure 6-15 Vehicles Record

6.6.1.1 *Add or Edit Record*

1. Enter or update information in the following fields:

   - **EIC [required]**
     Enter the vehicle's Equipment Identification Code.
   - **Model Name [required]**
     Enter the vehicle's model name.
   - **Description**
     Enter a description of the vehicle.
   - **Category**
     Select the vehicle category from the drop-down list. (The vehicle category is based on whether the vehicle is used for an air or a ground event.)

2. Click the **Save** button.

6.6.2 Weapons

The Weapons application page lets you set up weapon information. The information that you enter will appear in the weapon list on the Request form.

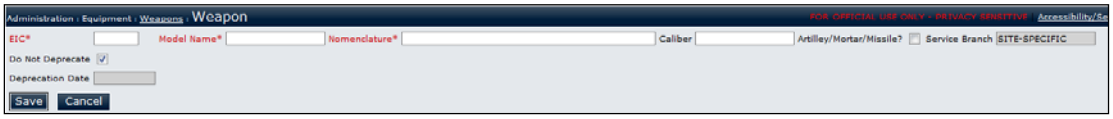


Figure 6-16 Weapons Record

- You can submit a trouble ticket to request that two weapon records be merged into one record. Merging of records allows for historical reports to capture the history under one record instead of two.
- The Deprecation Dependency field in the setup list for all weapons (designating the type(s) of dependency causing the record to remain as active) is display-only.
- Existing records can be updated and given a deprecation date. New records can be added by the standard data load.

6.6.2.1 *Add or Edit Record*

1. Enter or update information in the following fields:

- **EIC [required]**
  Enter the weapon's Equipment Identification Code.
- **Model Name [required]**
  Enter the weapon's model name.
- **Nomenclature [required]**
  Enter a description of the weapon.
- **Caliber**
  Enter the weapon caliber.
- **Artillery / Mortar / Missile**
  Indicate if the weapon is an artillery, mortar, or missile type of weapon. (These types of weapons are captured in the Airspace Utilization Report.)
- **Do Not Deprecate**
  Ensure that this checkbox is selected if you do not want to

deprecate the record. This checkbox is selected by default for new or reinitiated records; if you do not want to allow the ammunition record to be automatically deprecated via End of Day processing, leave this checkbox selected.

- **Deprecation Date**
  This field is available when the **Do Not Deprecate** checkbox is not selected. Enter the date as of which the weapon record will be deprecated. If you want tomorrow's date as the Deprecation Date, you can optionally click the **deprecate tomorrow** link to populate this field automatically.

The Deprecation Date you enter cannot be set to a date before tomorrow's date.

2. Click the **Save** button.

Once you click the Save button, the system evaluates for invalid deprecated weapon types. While it does that, it also notes valid weapon types that have a future deprecation date. A warning is displayed for each weapon type that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

The Deprecation Dependency field on the Weapons page (designating the type(s) of dependency causing the record to remain as active) is display-only.

6.6.3 Support Items

The Support Items page lets you set up items that can be used to support training at a Facility. The information that you enter will appear in the support items list on the Request form.

Figure 6-17 Support Items Record

6.6.3.1 *Add or Edit Record*

1. Enter or update information in the following fields:
   - **EIC [required]**
     Enter the item's Equipment Identification Code.
   - **Model Name [required]**
     Enter the item's model name.
   - **Description**
     Enter a description of the item.
2. Click the **Save** button.

6.6.4 Support Resources

The Support Resources page lets you set up resources, or facilities, that can be used to support training. The information that you enter will appear in the support resources list on the Request form.

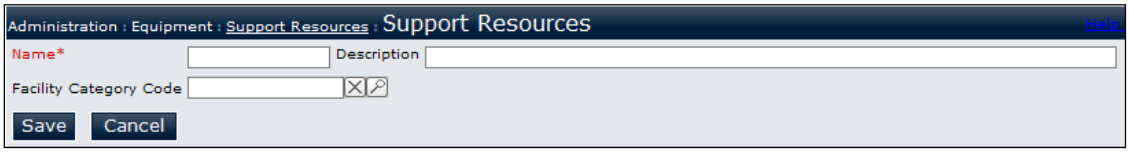


Figure 6-18 Support Resources Record

6.6.4.1 *Add or Edit Record*

1. Enter or update information in the following fields:

   - **Name [required]**
     Enter the support resource name.
   - **Description**
     Enter a description of the support resource.
   - **Facility Category Code**
     Enter the FCC of the resource OR click **Search** and select the FCC from the pop-up window.

2. Click the **Save** button.

6.7 Event

6.7.1 Events

The Event application page lets you set up information about events that take place at the site.

The background color of the rows in the grid indicates the type of event and the firing status of that event:

Firing Status	Air Event	Ground Event
Non-Firing	**Blue**	**White**
Firing	**Orange**	**Red**
Maintenance (no firing status)	**N / A**	**Yellow**

- You can submit a trouble ticket to request that two event records be merged into one record. Merging of records allows for historical reports to capture the history under one record instead of two.
- The Deprecation Dependency field on the Events page (designating the type(s) of dependency causing the record to remain as active) is display-only.
- Existing records can be updated and given a deprecation date. New records can be added by the standard data load.

6.7.1.1 *Add or Edit Record*

Figure 6-19 Event Record

1. Enter or update information in the following fields:

- **Event Name [required]**
  Enter the name of the event.
- **Type [required]**
  Select the type of event from the drop-down list: Air or Ground.
- **Category [required]**
  Select the event category: Firing, Non-Firing, or Maintenance.
- **Airspace Activity Type [required for AIR events only]**
  Enter the type for the airspace activity OR click **Search** and select the type from the pop-up window.
- **Do Not Deprecate**
  Ensure that this checkbox is selected if you do not want to deprecate the record. This checkbox is selected by default for new or reinitiated records; if you do not want to allow the ammunition record to be automatically deprecated via End of Day processing, leave this checkbox selected.
- **Deprecation Date**
  This field is available when the **Do Not Deprecate** checkbox is not selected. Enter the date as of which the event record will be deprecated. If you want tomorrow's date as the Deprecation Date, you can optionally click the **deprecate tomorrow** link to populate this field automatically.

Once you click the Save button, the system evaluates for invalid deprecated event types. While it does that, it also notes valid event types that have a future deprecation date. A warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the item. If any warnings about future deprecation dates

are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

The Deprecation Date you enter cannot be set to a date before tomorrow's date.

- **Service Branch**
  When you add a new record, the default value is "site-specific," to indicate the record has been manually added by the site. If you edit an existing record, this field shows the applicable service branch if the record is a standard data element provided by the service branch.
- **Description**
  Enter a description of the event.

2. Click the **Save** button.

6.7.2 Standard Events

The Standard Events page lets you set up a cross-reference between an event and a Facility to create a standard event for that Facility.

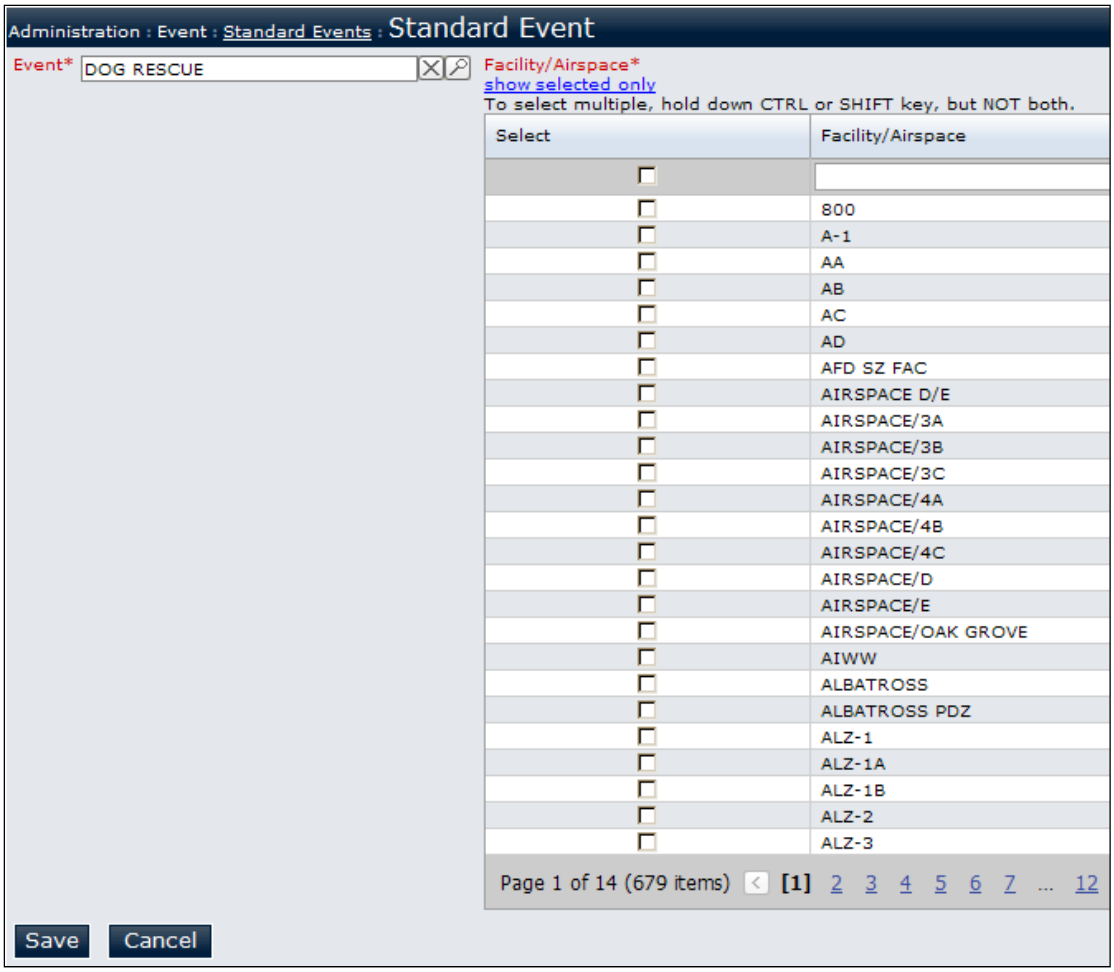


Figure 6-20 Standard Event Record

> If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

6.7.2.1 *Add Record*

1. In the **Event** field, enter the event name OR click **Search** and select the event from the pop-up window.

> Events that have had a Deprecation Date set that is on or before the current date are not available for selection.

2. The page refreshes, displaying the **Facility / Airspace** list.
3. In the **Facility / Airspace** list, select one or more facilities or airspaces that you want to associate with the event.

4. Click the **Save** button.

Once you click the Save button, the system evaluates for invalid deprecated events. While it does that, it also notes valid events that have a future deprecation date. A warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the event. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.7.2.2 *Edit Record*

1. If needed, edit the **Event** and/or the **Facility / Airspace** field:
   - Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. Click the **Save** button.

If any Event entries in the record have had a Deprecation Date set that is on or before the current date, a message is displayed requiring resolution before the record can be saved.

Once you click the Save button, the system evaluates for invalid deprecated events. While it does that, it also notes valid events that have a future deprecation date. A warning is displayed for each item that is slated to be deprecated in the future. The warning displays the type, name, and deprecation date of the event. If any warnings about future deprecation dates are displayed, you must click to select the checkbox for each warning displayed to acknowledge the deprecation dates, and then click the Save button again.

6.7.3 Airspace Activities

This page lets you define an airspace activity type code with a description.

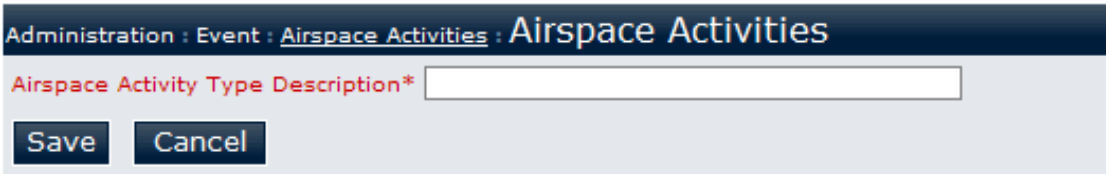


Figure 6-21 Airspace Activities Record

6.7.3.1 *Add or Edit Record*

1. Enter or update information in the following fields:

   - **Airspace Activity Type Description [required]**
     Enter or update a description for the airspace activity type.

> The system automatically generates the numeric code for the airspace activity type.

2. Click the **Save** button.

6.8 Facility

6.8.1 Facilities

The tabs on the Facilities page let you view and edit information pertaining to a selected Facility. This helps save time from having to navigate to multiple menus for a single Facility.

The Facilities tabs are:

- Facility Info
- Airspace Subdivisions Above
- Operational Times
- Standard Events
- Ammunition
- Weapons
- Conflicts to Ammunition
- Conflicts to Environment
- Conflicts to Event
- Conflicts to Facility
- Group
- Impact Areas
- Restrictions
- Support Resources
- Unavailable Days
- Checklist Items.

6.8.1.1 *Facility Info*

The Facility Info tab lets you to set up information about the facilities that will be used in RFMSS.

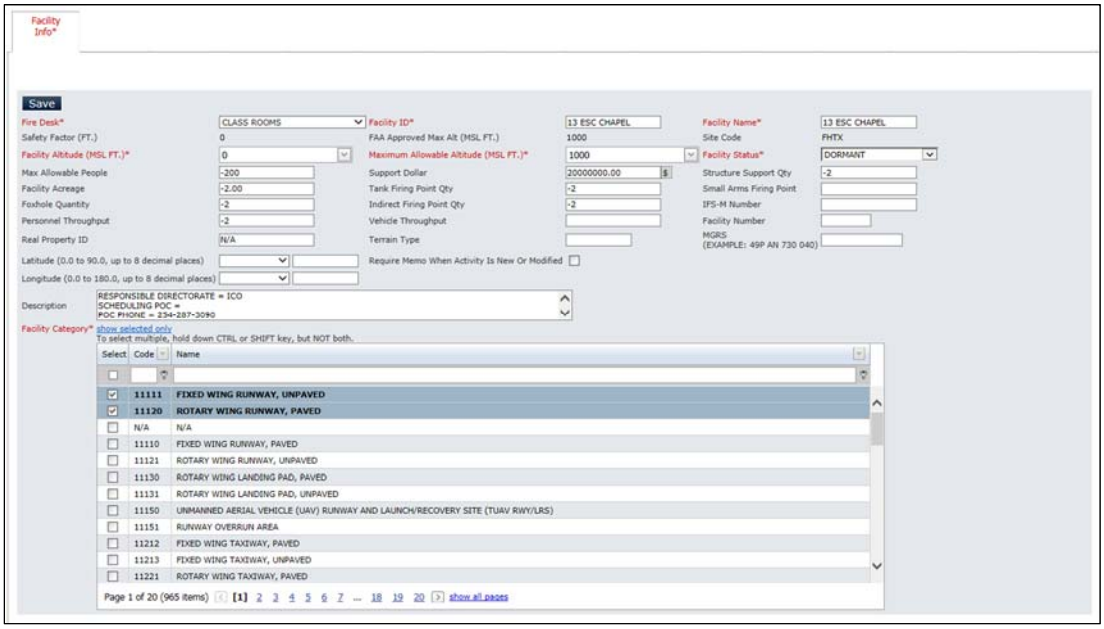


Figure 6-22 Facility Info Tab

1. Enter or update information in the following fields:

- **Fire Desk [required]**
  Select the fire desk from the drop-down list that the Facility is assigned to. A Facility must be associated to a fire desk.

- **Facility ID [required]**
  Enter the identification designation of the Facility. The ID can include both numbers and letters.

- **Facility Name [required]**
  Enter the name of the Facility.

- **Facility Altitude [required]**
  Enter the altitude from which ammunition is fired at the Facility in Mean Sea Level Feet (MSL Ft). The altitude can be positive (to indicate above sea level) or negative (to indicate below sea level); however, it cannot exceed the FAA Approved Maximum Altitude that is displayed.

- **Max Allowable Altitude [required]**
  Enter the maximum altitude to which ammunition will be fired in Mean Sea Level Feet (MSL Ft). The altitude can be positive (to indicate above sea level) or negative (to indicate below sea level); however, it cannot exceed the FAA Approved Maximum Altitude that is displayed.

- **Facility Status [required]**
  Select one of the following Facility status types:
  - **Active**: This status means that the Facility that is available for training.
  - **Under Construction**: This status means that due to construction the Facility is not available for training by units; however, a Scheduler can request a Facility under construction via the Two Week Calendar.
  - **Dormant**: This status means that the Facility is not available for training by units; however, a Scheduler can request a dormant Facility via the Two Week Calendar.
  - **Mobilized**: This status means that the Facility is under mobilization and is not available for training by units; however, a Scheduler can request a mobilized Facility.
- **Maximum Allowable People**
  Enter the maximum number of people that a Facility can accommodate.
- **Support Dollar**
  Enter the amount in dollars used to support this Facility.
- **Support Structure Qty**
  Enter the total number of support structures at the Facility.
- **Facility Acreage**
  Enter the total acreage of the Facility.
- **Tank Firing Point Qty**
  Enter the Facility's total number of tank firing points.
- **Small Arms Firing Point**
  Enter the Facility's total number of small arms firing points.
- **Foxhole Quantity**
  Enter the total number of foxholes at the Facility.
- **Indirect Firing Point Qty**
  Enter the Facility's total number of indirect firing points.
- **IFS-M (Integrated Facilities System-Mini/Micro) Number**
  Enter the Facility's IFS-M number.
- **Personnel Throughput**
  Enter the total number of people, units, or crews that can be trained at the Facility yearly.

- **Vehicle Throughput**
  Enter the total number of vehicles that this Facility can support during a single year.
- **Facility Number**
  Enter the Facility number (FACNO).
- **Real Property ID**
  Enter the real property ID (RPUID).
- **Terrain Type**
  Enter the type of terrain at the Facility.
- **MGRS (Military Grid)**
  Enter the MGRS coordinates of the Facility.
- **Latitude**
  Select **Northern(+)** or **Southern(-)** from the drop-down list, and then enter the latitude coordinate for the installation in the signed degrees format (DDD.dddd), e.g., 87.76218, up to eight decimal places in the corresponding field.
- **Longitude**
  Select **Western(-)** or **Eastern(+)** from the drop-down list, and then enter the longitude coordinate for the installation in the signed degrees format (DDD.dddd), e.g., 87.76218, up to eight decimal places in the corresponding field.
- **Require Memo When Activity Is New Or Modified**
  Click to select this checkbox to make memos on the Communications tab mandatory for new or modified activities.
- **Description**
  Enter a brief explanation about how the Facility is used.

2. In the Facility Category section, select each code that applies.
3. Click the **Save** button.

6.8.1.2 *Airspace Subdivision Above*

This page lets you associate the Facility to one or more Airspace Subdivisions.

> Only Airspace Subdivisions that are assigned to the same Fire Desk as the Facility will appear in the list.

6.8.1.2.1 Add Record

1. In the **Airspace Subdivisions / Facilities Above** list, select one or more Airspace Subdivisions that will be above the Facility.
2. Click the **Save** button.

6.8.1.2.2 Edit Record

1. Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
2. Enter a different value in the field OR click **Search** and select a value from the pop-up window.
3. Repeat Steps 1-2 for each field that you want to edit.
4. Click the **Save** button.

6.8.1.3 *Operational Times*

> A Facility/Airspace Subdivision is defaulted to be open all day (from 00:00 to 23:59).
>
> You only have to add or edit operational times if the Facility/Airspace Subdivision is closed at some point during the day or all day.

1. Click the Operational Times tab.

Facility Category Codes (FCC)* | Operational Times

Action	Day	Open Time	Close Time	# Hours Open
new	Sunday	OPEN ALL DAY	OPEN ALL DAY	24 hrs 0 mins
new	Monday	OPEN ALL DAY	OPEN ALL DAY	24 hrs 0 mins
new	Tuesday	OPEN ALL DAY	OPEN ALL DAY	24 hrs 0 mins
new	Wednesday	OPEN ALL DAY	OPEN ALL DAY	24 hrs 0 mins
new	Thursday	OPEN ALL DAY	OPEN ALL DAY	24 hrs 0 mins
new	Friday	OPEN ALL DAY	OPEN ALL DAY	24 hrs 0 mins
new	Saturday	OPEN ALL DAY	OPEN ALL DAY	24 hrs 0 mins

Figure 6-23 Operational Times Tab

2. Click the link in the row of the day whose operational times you want to change. The Operational Times page is displayed.

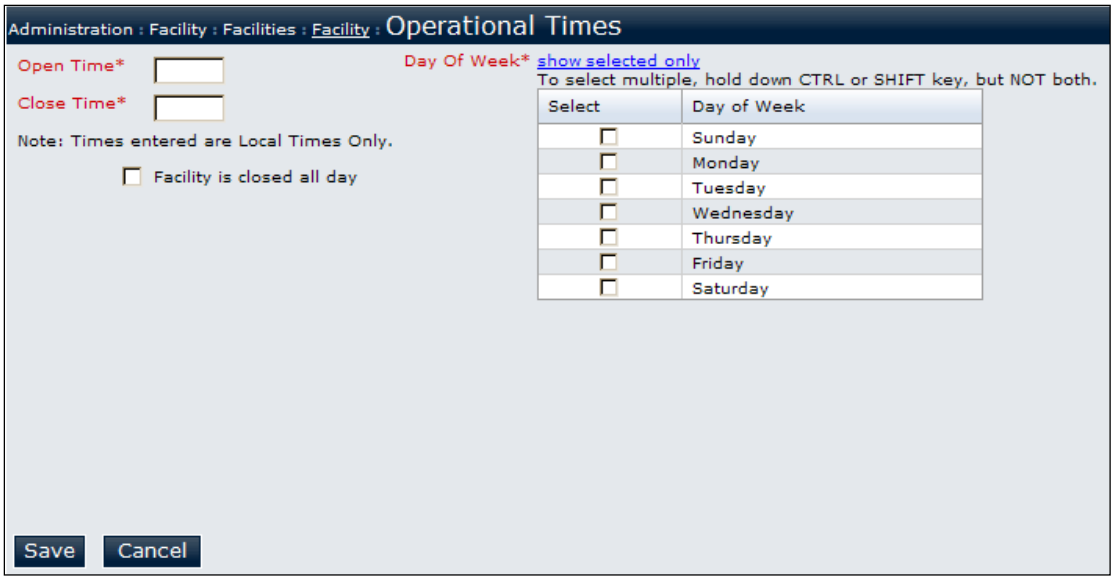


Figure 6-24 Operational Times Record

3. Enter or update information in the following fields:

   - **Open Time [required UNLESS Facility closed all day]**
     Enter the time that the Airspace Subdivision opens for operations.
   - **Close Time [required UNLESS Facility closed all day]**
     Enter the time that the Airspace Subdivision closes.
   - **Facility is closed all day**
     Click the checkbox if the Facility is closed all day. When you check this, the open and close times automatically populate and are grayed out.
   - **Day of the Week [required]**
     Select one or more days of the week that the Facility is open/closed according to the times that you entered.

4. Click the **Save** button.

The system will check to see if any current or future activities are currently scheduled outside of the operational times entered. If activities are scheduled, a warning message is displayed. You will be able to proceed with entering the operational times; however, you should coordinate with the appropriate scheduler first.

6.8.2 Facility to Impact Areas

The Facility to Impact Area page lets you associate one or more impact areas to a Facility or Airspace Subdivision.

> If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

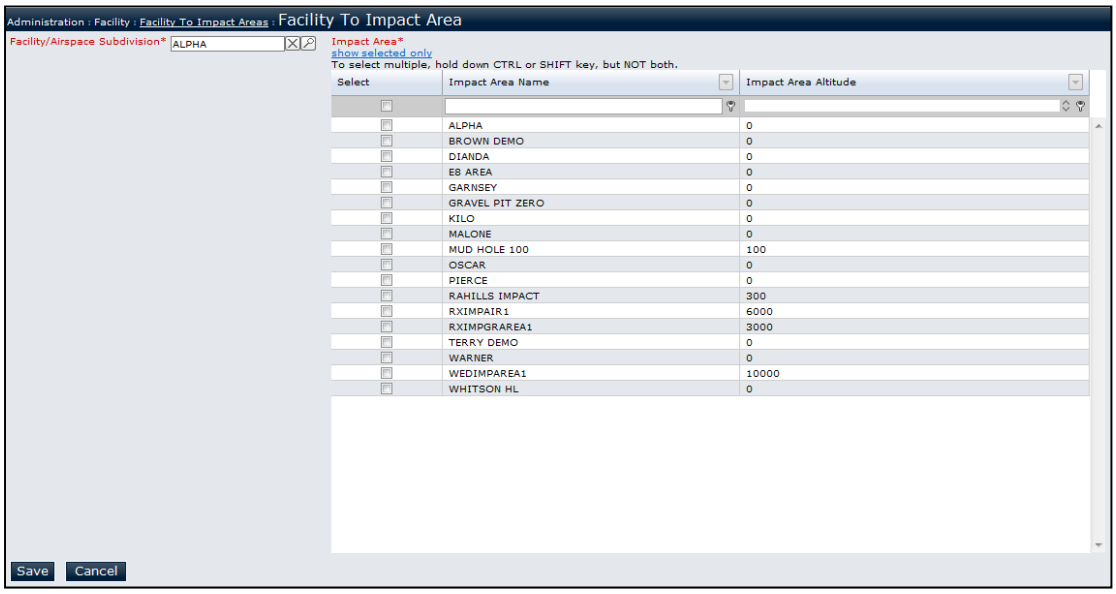


Figure 6-25 Facility to Impact Areas Record

> When a Facility is associated to an Impact Area, the Impact Area Altitude must be less than or equal to the Facility's Maximum Allowable Altitude.
>
> When an Airspace Subdivision is associated to an Impact Area, the impact area altitude must be less than or equal to the Airspace Subdivision's Upper Altitude.

6.8.2.1 *Add Record*

1. In the **Facility / Airspace Subdivision** field, enter the Facility or Airspace Subdivision OR click **Search** and select the Facility/Airspace Subdivision from the pop-up window.
2. The page refreshes, displaying the **Impact Area** list.
3. In the **Impact Area** list, select one or more impact areas that will be associated with the Facility or Airspace Subdivision.

4. Click the **Save** button.

6.8.2.2 *Edit Record*

1. If needed, edit the Facility/Airspace Subdivision and/or the Impact Area field:
   - Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. Click the **Save** button.

6.8.3 Facility to Checklist Items

This page lets you set up a checklist item to one or more facilities or Airspace Subdivisions.

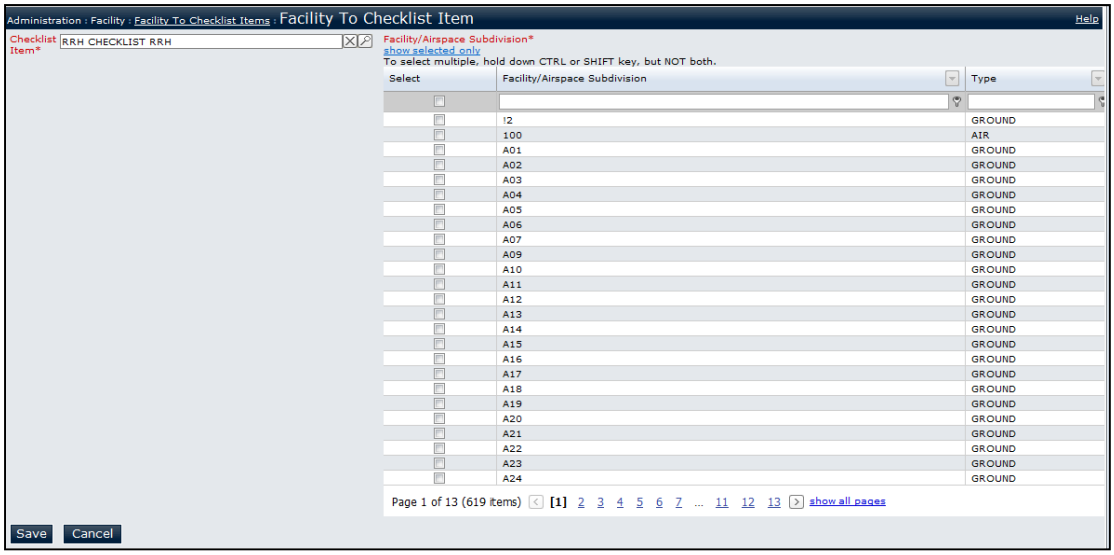


Figure 6-26 Facility to Checklist Items Record

> If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

6.8.3.1 *Add Record*

1. In the **Checklist Item** field, enter the checklist item OR click **Search** and select the checklist item from the pop-up window.
2. The page refreshes, displaying the **Facility / Airspace Subdivision** list.
3. In the **Facility / Airspace Subdivision** list, select one or more facilities or Airspace Subdivisions that should have the checklist item.
4. Click the **Save** button.

6.8.3.2 *Edit Record*

1. If needed, edit the Checklist Item and/or the Facility/Airspace Subdivision field:
   - Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. Click the **Save** button.

6.8.4 Facility to Groups

The Facility to Groups page lets you group facilities together (e.g., air facilities, firing range facilities) for reporting purposes.

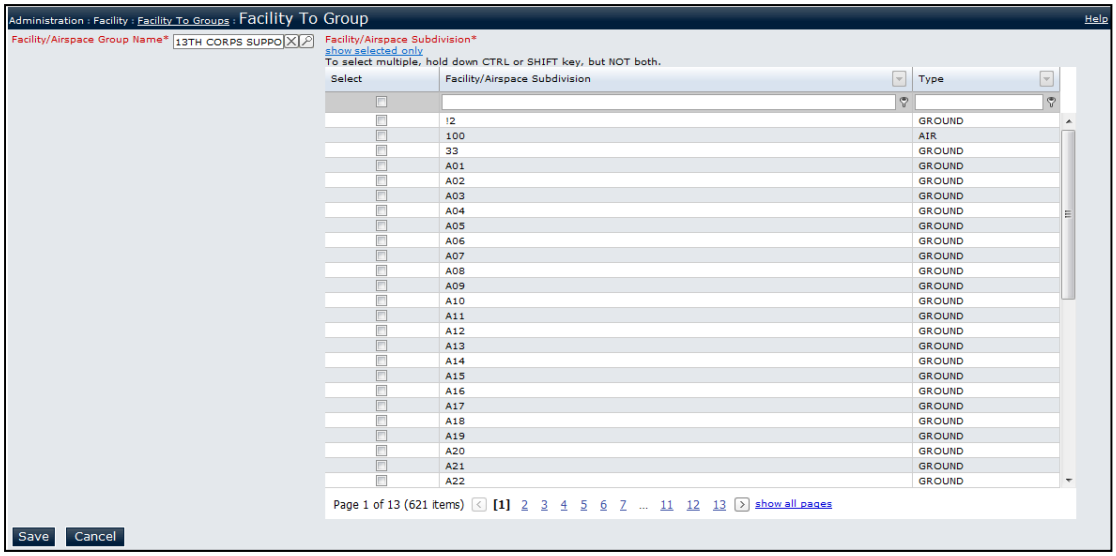


Figure 6-27 Facility to Groups Record

> If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

6.8.4.1 *Add Record*

1. In the **Facility / Airspace Group Name** field, enter the group name OR click **Search** and select the group name from the pop-up window.
2. The page refreshes, displaying the **Facility / Airspace Subdivision** list.
3. In the **Facility / Airspace Subdivision** list, select one or more facilities or Airspace Subdivisions that should be included in the Facility/airspace group.
4. Click the **Save** button.

6.8.4.2 *Edit Record*

1. If needed, edit the Facility/Airspace Group Name and/or the Facility/Airspace Subdivision field:
   - Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. Click the **Save** button.

6.8.5 Facility to Support Resources

The Facility to Support Resources page lets you identify resources at a Facility or Airspace Subdivision that are used to support training (such as range towers, bleachers, classrooms, landing lights, etc.) and their quantities.

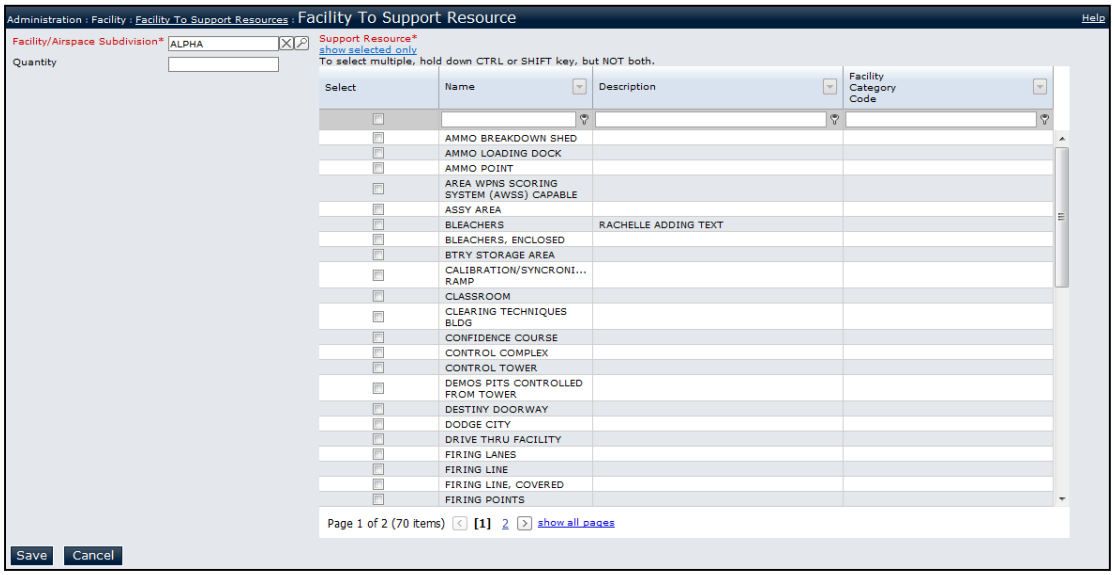


Figure 6-28 Facility to Support Resources Record

> If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

6.8.5.1 *Add Record*

1. In the **Facility / Airspace** field, enter the Facility or airspace OR click Search and select the Facility/airspace from the pop-up window.
2. The page refreshes, displaying the **Support Resource** list.
3. In the **Support Resource** list, select one or more support resources that will be used to support training at the Facility or Airspace Subdivision.
4. In the **Quantity** field, enter the number of support resources at the Facility/airspace.

> The quantity that you enter applies to all of the support resources that you select.

5. Click the **Save** button.

6.8.5.2 *Edit Record*

1. If needed, edit the Facility/Airspace Subdivision and/or the Support Resources field:
   - Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** 🔍 and select a value from the pop-up window.
2. If needed, adjust the quantity.
3. Click the **Save** button.

6.8.6 Restrictions

This page lets you define training restrictions (prerequisites, limitations, waivers) for a Facility or Airspace Subdivision.

Restrictions are displayed on the Request form in the Restriction tab whenever the associated Facility and event are selected.

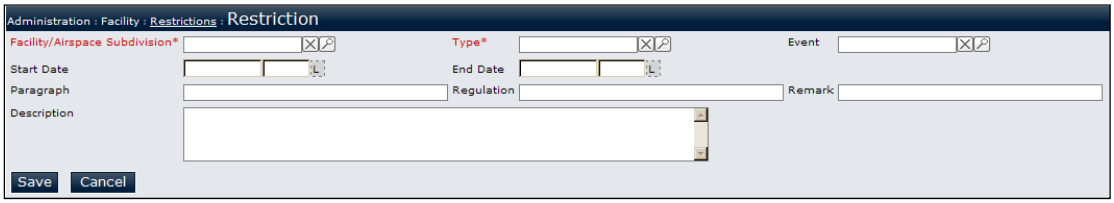


Figure 6-29 Restrictions Record

If entering or modifying via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

Events with a deprecation date prior to or including the current date are not available for selection.

6.8.6.1 *Add Record*

1. Enter information in the following fields:

   - **Facility / Airspace Subdivision [required]**
     Enter the Facility or Airspace Subdivision OR click **Search** and select the Facility/Airspace Subdivision from the pop-up window.
   - **Type**
     Enter the restriction type OR click **Search** and select the restriction from the pop-up window.
   - **Event**
     Enter an event if the restriction applies to a specific event at a Facility OR click **Search** and select the event from the pop-up window.

- If the restriction applies to the Facility regardless of event, leave the **Event** field blank.
- Events that have had a Deprecation Date set that is on or before the current date are not available for selection.

- **Start Date**
  Enter the Start Date and time of the restriction (if any).
- **End Date**
  Enter the End Date and time of the restriction (if any).

> If you enter restriction Start and End Dates, then the restriction is displayed on the Request form only if the training dates fall within the dates of the restriction.
>
> If a restriction should apply regardless of date, leave the **Start Date** and **End Date** fields blank.

- **Paragraph**
  If applicable, enter the regulation paragraph number of the regulation that enforces the restriction.
- **Regulation**
  If applicable, enter the regulation number that enforces the restriction.
- **Remark**
  Enter any remarks about the restriction that a user would need to view.
- **Description [required]**
  Enter a description of the restriction.

2. Click the **Save** button.

> If any Event entries in the record have a Deprecation Date set in the future, a message is displayed. You must click to select the checkbox in the message to acknowledge the future deprecation and save again.

6.8.6.2 *Edit Record*

1. If needed, edit the **Facility / Airspace Subdivision,** the **Type**, and/or the **Event** field:
   - Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. Update information in the following fields:
   - **Start Date**
     Enter the Start Date and time of the restriction (if any).

- **End Date**
  Enter the End Date and time of the restriction (if any).
- **Paragraph**
  If applicable, enter the regulation paragraph number of the regulation that enforces the restriction.
- **Regulation**
  If applicable, enter the regulation number that enforces the restriction.
- **Remark**
  Enter any remarks about the restriction that a user would need to view.
- **Description**
  Enter a description of the restriction.

3. Click the **Save** button.

- If any Event entries in the record have had a Deprecation Date set that is on or before the current date, a message is displayed requiring resolution before the record can be saved.
- If any Event entries in the record have a Deprecation Date set in the future, a message is displayed. You must click to select the checkbox in the message to acknowledge the future deprecation and save again.

6.8.7 Checklist Items

This page lets you set up checklist items. Checklist items are tasks for either the Facility's or Airspace Subdivision's Fire Desk Operator or scheduler that should be completed before proceeding to the next step.

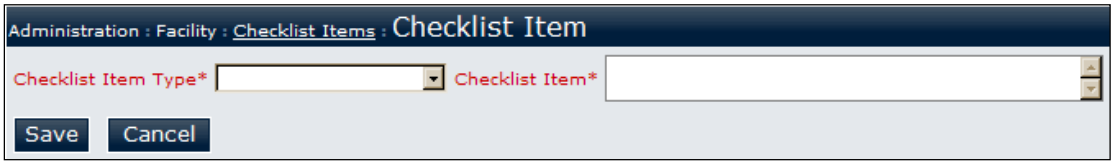


Figure 6-30 Checklist Items Record

6.8.7.1 *Add or Edit Record*

1. Enter or update information in the following fields:

- **Checklist Item Type [required]**
  Select one of the following types to indicate who performs the checklist item:
  - **RC-SCHED**, to indicate that the item should be performed by a Scheduler.
  - **FDO - RES TO OCC**, to indicate that a Fire Desk Operator should perform the item when changing the Facility's status from Reserved to Occupied.
  - **FDO - TO FIRING**, to indicate that a Fire Desk Operator should perform the item when changing the Facility's status to firing.
  - **FDO - TO DEP OR MC**, to indicate that a Fire Desk Operator should perform the item when changing the Facility's status to Area Departed for ground facilities or Mission Complete for Airspace Subdivisions.
- **Checklist Item [required]**
  Enter the checklist item description.

2. Click the **Save** button.

6.8.8 Group Codes

The Group Code page lets you set up Facility group code names and descriptions that you will use when you group facilities on the Facilities Group page.

Figure 6-31 Group Codes Record

6.8.8.1 *Add or Edit Record*

1. Enter or update information in the following fields:
   - **Facility / Airspace Group Name [required]**
     Enter the group name.
   - **Facility / Airspace Group Description**
     Enter the group description.
2. Click the **Save** button.

6.8.9 Impact Areas

This page lets you identify all impact areas at a site.

Figure 6-32 Impact Areas Record

6.8.9.1 *Add or Edit Record*

1. Enter or update information in the following fields:

   - **Impact Area [required]**
     Enter the name of the impact area.
   - **Description**
     Enter a brief description of the impact area.
   - **Altitude [required]**
     Enter or select an altitude for the impact area.

   The impact area altitude can be positive or negative, but must be less than or equal to the greatest FAA Maximum Altitude among all Fire Desks at the site.

2. Click the **Save** button.

6.8.10 Facility Category Codes

The Facility Category Codes page lists Facility Category Codes and Facility Category Group Names for viewing and informational purposes. Facility Category Codes cannot be modified.

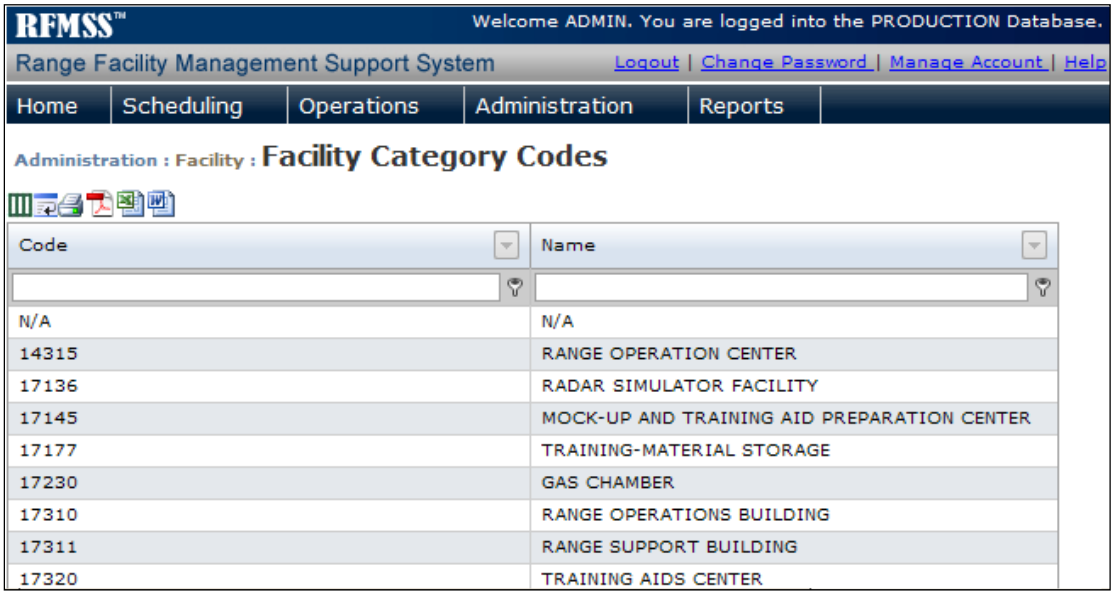


Figure 6-33 Facility Category Codes List

6.9 Fire Desk

6.9.1 Fire Desks

The Fire Desk page lets you set up Fire Desks that are at the site.

> You can have more than one Fire Desk assigned to a single installation.

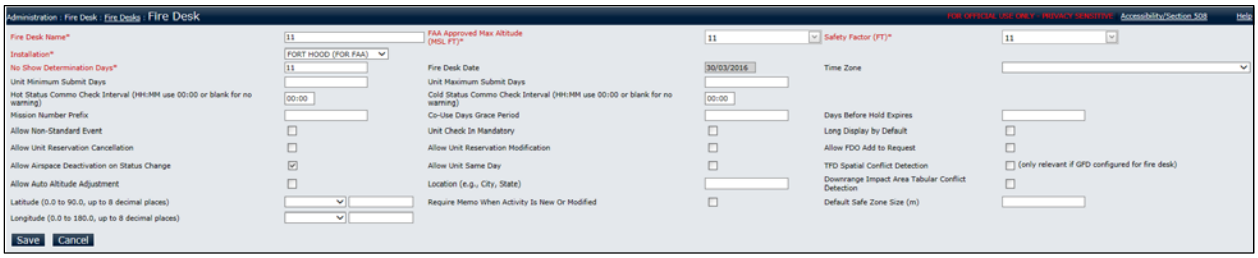


Figure 6-34 Fire Desk Record

6.9.1.1 *Add or Edit Record*

1. Enter or update information in the following fields:

   - **Fire Desk Name [required]**
     Enter the name of the fire desk.

   - **FAA Approved Max Altitude [required]**
     Enter the FAA Approved maximum altitude for the Fire Desk in Mean Sea Level Feet (MSL Ft). The FAA Approved Maximum Altitude is the maximum altitude in Mean Sea Level Feet (MSL Ft.) that may be assigned to any airspace or Facility associated with this Fire Desk. If the value is unlimited, select **Unlimited** from the drop-down list. If the Fire Desk does not have an approved FAA Airspace, then leave value as zero, which is the default value.

   - **Safety Factor [required]**
     Select the Safety Factor from the drop-down list. The Safety Factor is the minimum separation altitude (in Ft.) between aircraft activities within the airspace and between aircraft activities and ground firing events. The Safety Factor ensures that aircraft are not endangered when a training exercise requires firing from a ground Facility into occupied airspace, and also ensures that aircraft are not endangered when other aircraft events are training in the same occupied airspace.

- **Installation [required]**
  Select the installation that the Fire Desk is assigned to.
- **No Show Determination Days [required]**
  Enter the number of days before the reservation date that a unit may cancel a reservation without the cancellation counting as a "No Show." For example, you enter 5 days, which means that there is now a "window" of 5 days before the reservation Start Date. If a unit cancels a reservation **within that 5-day window, then the cancellation is considered a No Show**. If the unit cancels **before the 5-day window, then the cancellation is considered a cancellation**.
- **Time Zone**
  Select the Fire Desk's time zone.

> If you set a time zone for a Fire Desk, the Fire Desk time zone overrides the time zone set for the installation. If you do not set a time zone for a Fire Desk, the system defaults to the time zone set for the installation.

- **Unit Minimum Submit Days**
  Enter the minimum number of days before the training Start Date that a request must be submitted by a unit. (For example, if you enter '5', then no requests can be submitted within 5 days of the requested training Start Date.)
- **Unit Maximum Submit Days**
  Enter the maximum number of days before the training Start Date that a request may be submitted by a unit. (For example, if you enter '180', then no requests can be submitted until within 6 months of the requested training Start Date.)
- **Hot Status Commo Check Interval**
  Enter a period of time (e.g., 15:00 for 15 minutes) in which communication checks must be performed between the Fire Desk operator and the units when training is in a firing status.
- **Cold Status Commo Check Interval**
  Enter a period of time (e.g., 15:00 for 15 minutes) in which communication checks must be performed between the Fire Desk operator and the units when training is not in a firing status.
- **Mission Number Prefix**
  Enter the mission number prefix (up to eight alphanumeric characters). This number identifies an aircraft mission, and is automatically populated on airspace requests for this Fire Desk.

- **Co-Use Grace Period**
  Enter the number of days in which a co-use agreement must be approved by the approving unit or a scheduler before it is deleted.
- **Days Before Hold Expires**
  Enter the number of days after a Hold has been submitted that it has to be changed to a Request before it will be dropped from RFMSS.
- **Allow Non-Standard Event**
  Check the checkbox to allow units to submit non-standard events. (Leave the checkbox blank if you do not want to allow a unit to submit non-standard events.)
- **Unit Check In Mandatory**
  Check the checkbox to make unit check-in mandatory for this Fire Desk. (Leave the checkbox blank if unit check in is not mandatory.)
- **Long Display by Default**
  Check the checkbox to make the Long Display as the default display on the Fire Desk. (Leave the checkbox blank to make the Short Display the default Fire Desk display.)
- **Allow Unit Reservation Cancellation**
  Check the checkbox to allow units to cancel a scheduling reservation (request with a status of RES) that is not currently on the Fire Desk. (Leave the checkbox blank if you do not want to allow units to cancel reservations.)
- **Allow Unit Reservation Modification**
  Check the checkbox to allow units to modify a scheduling reservation (request with a status of RES) that is not currently on the Fire Desk. (Leave the checkbox blank if you do not want to allow units to modify reservations.)
- **Allow FDO Add to Request**
  Check the checkbox, so that upon modification of a field of the weapon/ammunition or impact area records on the Weapon/Ammo tab of the “Training Information” screen (TFD) or the “Specify SDZs/WDZs” screen (EGFD), the FDO will have the option to check the “Add to Request form” checkbox to add their change to the Request form for multi-day activities. (Leave the checkbox blank if you do not want to allow FDO changes to appear on requests.)
- **Allow Airspace Deactivation on Status Change [default is checked]**

Check the checkbox to allow the FDO to deactivate an airspace via the Status Change function upon cease fire or a unit's departing (i.e., status of MISSION COMPLETE) if the airspace is no longer required for any activities.

- **Allow Unit Same Day**
  Check the checkbox to allow units to submit same day requests. (Leave the checkbox blank if you do not want to allow units to submit same day requests.)

- **TFD Spatial Conflict Detection [default is NOT checked]**
  Check the checkbox to enable the detection of spatial conflicts in the Text Fire Desk when creating or editing Incidents, Downranges, or Temporary Firing Points, as well as when there are status changes and edits to training information.

This is only relevant if the EGFD is configured for the fire desk. In addition, at least one EGFD session must be open for the fire desk on a user's desktop for Spatial Conflict Detection to be performed.

- **Allow Auto Altitude Adjustment**
  Check the checkbox to enable the automatic adjustment of aircraft altitudes when an FDO activates and deactivates Airspace Subdivisions.

- **Location (e.g., City, State)**
  Enter the location to be used to inform Training Visibility System users of the location of the range control.

- **Downrange Impact Area Tabular Conflict Detection**
  Check the checkbox so that EGFD downrange conflicts include tabular conflicts in addition to spatial conflicts, or instead of spatial conflicts.

  If enabled for a fire desk, RFMSS looks at the impact area of a downrange and tries to match it against a firing activity's impact area or Facility to Impact Area associations. If not enabled, then the only tabular conflicts that would be identified for a Downrange would be Facility to Facility, Facility to Ammo, and/or Facility to Event conflicts. See the Conflict Decision Tree~~Conflict Decision Tree~~ in APPENDIX C.

- **Latitude**
  Select **Northern(+)** or **Southern(-)** from the drop-down list, and then enter the latitude coordinate for the installation in the signed degrees format (DDD.dddd), e.g., 87.76218, up to eight decimal places in the corresponding field.

- **Longitude**
  Select **Western(-)** or **Eastern(+)** from the drop-down list, and then enter the longitude coordinate for the installation in the signed degrees format (DDD.dddd), e.g., 87.76218, up to eight decimal places in the corresponding field.
- **Require Memo When Activity Is New Or Modified**
  Click to select this checkbox to make memos on the Communications tab mandatory for new or modified activities.
- **Default Safe Zone Size (m)**
  Enter the approximate size of the safe zone around the downrange in meters.

2. Click the **Save** button.

6.9.1.2 *Show Log*

The log for a Fire Desk shows a list of modifications made to the selected Fire Desk record.

1. Click the **Log** link in the record row. The modifications log for that Fire Desk is displayed.
2. Click the **Close** button in the log to exit the log.

6.9.2 Fire Desk Users

The Fire Desk Uses page lets you assign users to a specific Fire Desk.

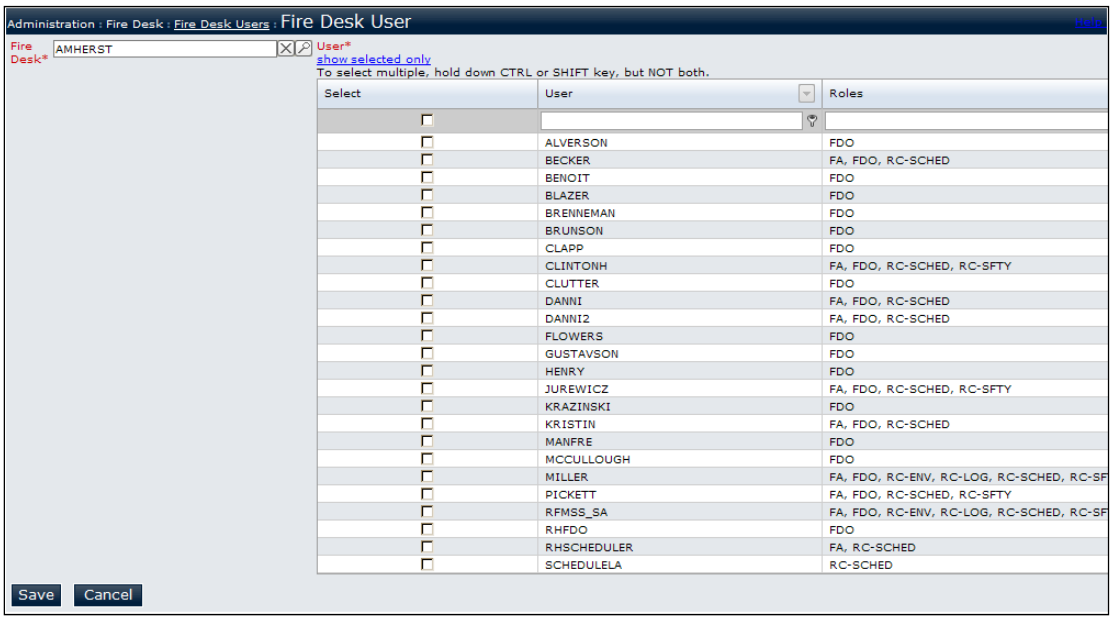


Figure 6-35 Fire Desk Record

6.9.2.1 *Add Record*

1. In the **Fire Desk Name** field, enter the Fire Desk name OR click **Search** and select the Fire Desk from the pop-up window.
2. The page refreshes, displaying the **User ID** list.
3. In the **User ID** list, select one or more User IDs of users who will be assigned to the selected Fire Desk.
4. When you have made all of your selections in the **User ID** list, click the **Save** button.

6.9.2.2 *Edit Record*

1. If needed, edit the **Fire Desk Name** and/or the **User ID** field:
   - Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. Click the **Save** button.

6.9.3 Fire Desk Functional Administrators

The Fire Desk Functional Administrators page lets FAs assign Fire Desk Functional Administrator (FDFA) users to a one or more specific Fire Desks.

6.9.3.1 *Assign FDFA User(s) to a Fire Desk*

To assign an existing FDFA user to a Fire Desk:

1. Click the **New** link at the top of the Action column. The Fire Desk Functional Administrator page is displayed.

Figure 6-36 Fire Desk Functional Administrator: Select Fire Desk

2. Select the fire desk to assign to the FDFA user from the **Fire Desk** drop-down list OR click **Search** and select the Fire Desk from the pop-up window. The page refreshes to display the list of FDFA users.

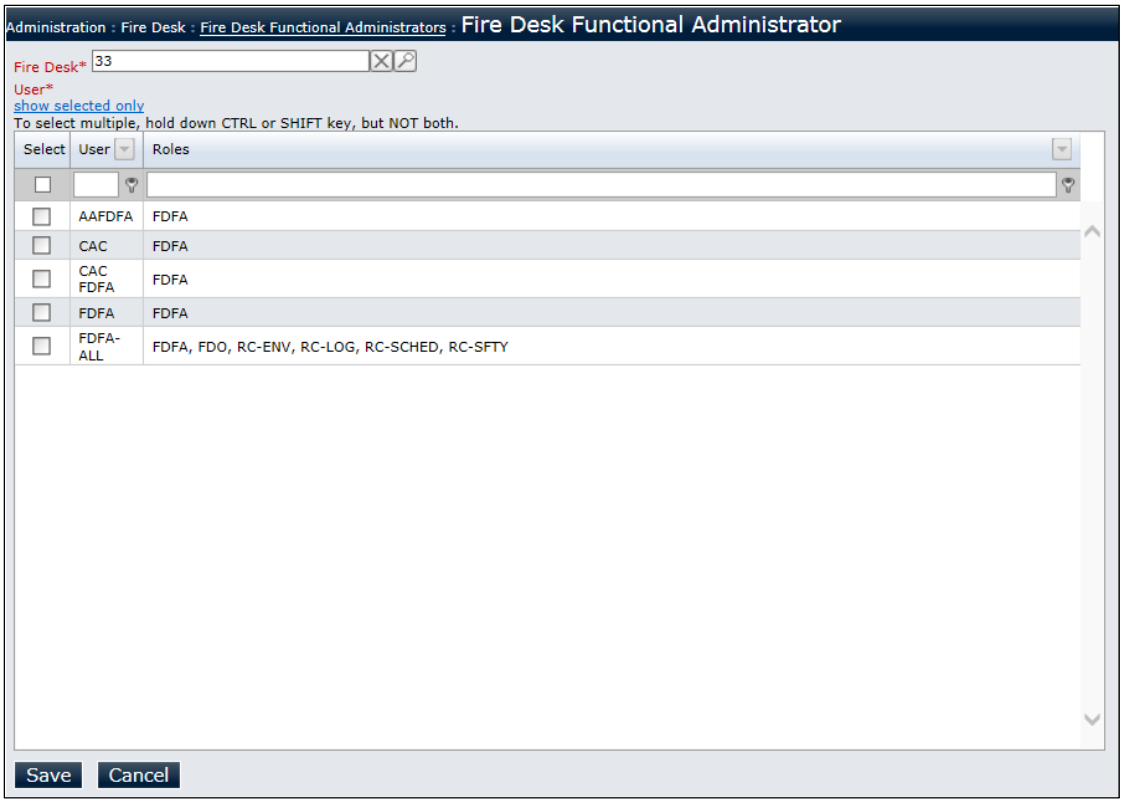


Figure 6-37 Fire Desk Functional Administrator: Select FDFA User

3. Click to select the checkbox for each User you want to assign to a Fire Desk.

   OR

   Click to select the checkbox in the header row to select all Users in the list.

4. Click the **Save** button.

6.9.3.2 *Edit FDFA User Assignment to Fire Desk*

To edit an FDFA user assignment to a fire desk:

1. Click the **Edit** link in the row of the Fire Desk/FDFA User relationship you want to change. The Fire Desk Functional Administrator page is displayed.
2. Select the fire desk to assign to the FDFA user from the **Fire Desk** drop-down list OR click **Search** and select the Fire Desk from the pop-up window. The page refreshes to display the list of FDFA users.

3. Click to select the checkbox for each User you want to assign to a Fire Desk.

   OR

   Click to select the checkbox in the header row to select all Users in the list.

4. Click the **Save** button.

6.9.3.3 *Delete FDFA Assignment to Fire Desk*

To delete an FDFA assignment to a fire desk:

1. Click the **Delete** link for the Fire Desk/FDFA relationship you want to delete. The Fire Desk Functional Administrator page is displayed, asking if you are sure you want to delete the relationship.
2. Click the **Continue** button. (Click the Cancel button if you do not want to delete the relationship.)

6.9.4 Activity User Fields

The Activity User Fields page lets you define user fields for an activity on a request specific to a Fire Desk. (These fields are on the User Fields tab of the Request form.)

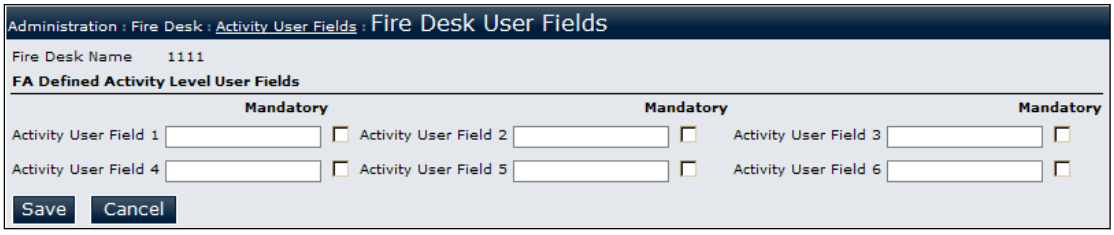


Figure 6-38 Activity User Fields Record

6.9.4.1 *Add or Edit Record*

1. Enter or update information in the following fields:

   - **Activity User Field (1-6)**
     Enter the name user field.
   - **Mandatory (1-6)**
     Check the checkbox to indicate that an activity user field is a mandatory entry. (Leave the checkbox blank if the field is not mandatory.)

2. Click the **Save** button.

6.9.5 Range Bulletin Columns

The Range Bulletin Columns page lets you assign up to three columns that will be displayed on a specific Fire Desk's Range Bulletin.

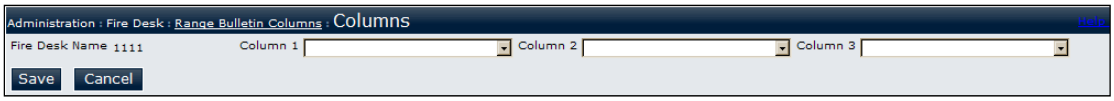


Figure 6-39 Range Bulletin Columns Record

6.9.5.1 *Edit Record*

1. Enter or update information in the following fields:

   - **Column (1-3)**
     Select the field column that you want to appear on the Fire Desk's long display.

2. Click the **Save** button.

6.9.6 Communication Log Columns

This page lets you determine the displayed columns and column widths on a Fire Desk's Communication Log. It also lets you indicate if DODICs should be populated on the Communication Log.

> The log sheet is intended for printing in landscape format on legal size paper (8.5"x 14").

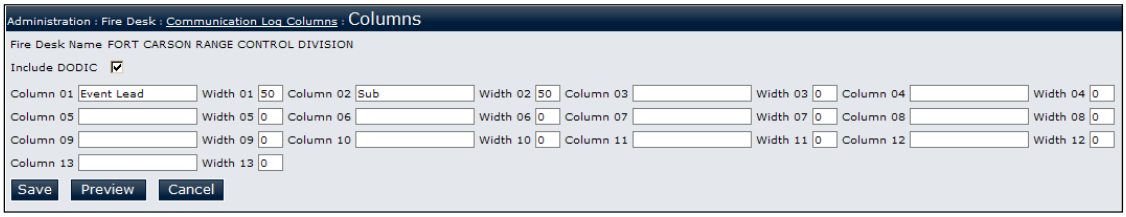


Figure 6-40 Communication Log Columns Record

1. Enter or update information in the following fields:
   - **Include DODIC**
     Check this checkbox to automatically populate DODICs on the log sheet.
   - **Column (1-13)**
     Enter the title/heading for each column that you want to display on the log sheet.
   - **Width (1-13)**
     For the width of a column, enter a percentage of the fixed page width, e.g., entering 10 = 10%. (The total width has to equal 100%, so if you add two columns, each column needs to be 50% to equal 100%.)

> The default column width is zero. However, if zero is the column width, the column will **not** be displayed on the log sheet.

2. Click the **Preview** button to preview the log sheet. If needed, make any adjustments to fields in Step 1.
3. Click the **Save** button.

6.9.7 Logs Saved to Journal 1594

This page lets you select the logs whose information will be recorded in the Journal 1594.

Figure 6-41 Logs Saved to Journal 1594 Record

6.9.7.1 *Add Record*

1. Enter or update information in the following fields:

   - **Fire Desk [required]**
     Enter the Fire Desk name OR click Search and select the Fire Desk from the pop-up window.

   - **Airspace Activation / Deactivation**
     Check the checkbox if you want airspace activation/deactivation log information to be recorded in the Journal 1594. (Leave the checkbox blank if you do not want this log information to be in the Journal 1594.)

   - **Status Change**
     Check the checkbox if you want status change log information to

be recorded in the Journal 1594. (Leave the checkbox blank if you do not want this log information to be in the Journal 1594.)

- **Communication Check**
  Check the checkbox if you want communication check log information to be recorded in the Journal 1594. (Leave the checkbox blank if you do not want this log information to be in the Journal 1594.)
- **Utilization**
  Check the checkbox if you want utilization log information to be recorded in the Journal 1594. (Leave the checkbox blank if you do not want this log information to be in the Journal 1594.)
- **No Show/Cancellation**
  Check the checkbox if you want No Show/cancellation log information to be recorded in the Journal 1594. (Leave the checkbox blank if you do not want this log information to be in the Journal 1594.)
- **End of Day Process**
  Check the checkbox if you want end-of-day process log information to be recorded in the Journal 1594. (Leave the checkbox blank if you do not want this log information to be in the Journal 1594.)
- **Downrange**
  Check the checkbox if you want downrange log information to be recorded in the Journal 1594. (Leave the checkbox blank if you do not want this log information to be in the Journal 1594.)
- **Incident**
  Check the checkbox if you want incident log information to be recorded in the Journal 1594. (Leave the checkbox blank if you do not want this log information to be in the Journal 1594.)
- **Temp Firing Point**
  Check the checkbox if you want temp firing point information to be recorded in the Journal 1594. (Leave the checkbox blank if you do not want this log information to be in the Journal 1594.)

2. Click the **Save** button.

6.9.7.2 *Edit Record*

1. If needed, edit the **Fire Desk Name** field:
   - Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. For any of the logs, check the checkbox to have the log information recorded in the Journal 1594 OR uncheck the checkbox so that the log information is not recorded in the Journal 1594.
3. Click the **Save** button.

6.9.8 Incident Types

This page lets you define the types of incidents that can occur at the site. (Fire Desk Operators will select incidents from this list if an incident occurs during training.)

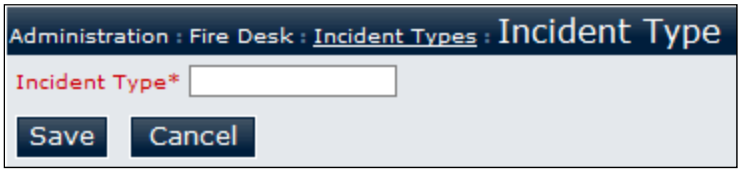


Figure 6-42 Incident Types Record

6.9.8.1 *Add or Edit Record*

1. Enter or update information in the following fields:
   - **Incident Type [required]**
     Enter the type of incident.
2. Click the **Save** button.

6.9.9 Department Contacts

The Department Contacts page lets you set up a list of departments to be contacted during an incident.

Figure 6-43 Department Contacts Record

6.9.9.1 *Add or Edit Record*

1. Enter or update information in the following fields:
   - **Department [required]**
     Enter the department name.
   - **Fire Desk [required]**
     Select the Fire Desk that should have the department contact listed.
   - **Emergency Phone [required]**
     Enter the department's emergency phone number.
   - **Non-Emergency Phone [required]**
     Enter the department's non-emergency phone number.
2. Click the **Save** button.

6.9.10 Incident Type to Department Contacts

This page lets you assign an incident type to a department contact.

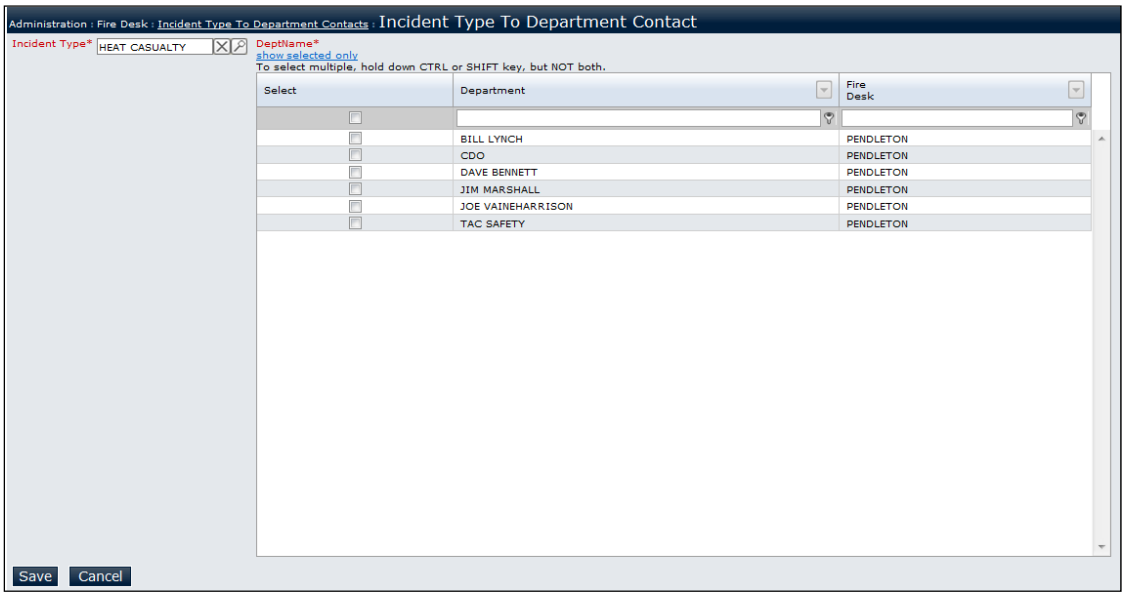


Figure 6-44 Incident Type to Department Contacts Record

6.9.10.1 *Add Record*

1. In the **Incident Type** field, enter the incident type OR click **Search** and select the incident type from the pop-up window.
2. The page refreshes, displaying the **Department Name** list.
3. In the **Department Name** list, select one or more User IDs of users who will be assigned to the selected Fire Desk.
4. When you have made all of your selections in the Department Name list, click the **Save** button.

6.9.10.2 *Edit Record*

1. If needed, edit the **Incident Type** and/or the **Department Name** field:
   - Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. Click the **Save** button.

6.9.11 Training Statuses

The Training Statuses page lists the types of statuses for viewing and informational purposes.

6.9.11.1 *Training Status Sort Order*

This page lets you define the default sort order of events displayed on the Fire Desk when a Fire Desk Operator first logs on.

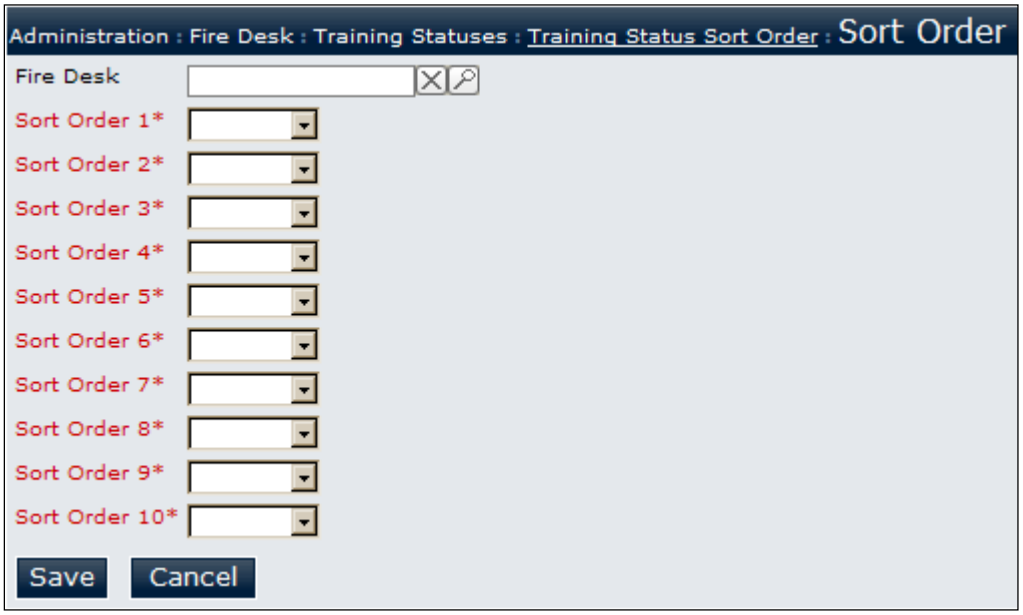


Figure 6-45 Training Status Sort Order Record

6.9.11.1.1 Add Record

1. Enter or update information in the following fields:
   - **Fire Desk [required]**
     Enter the Fire Desk name OR click **Search** and select the Fire Desk from the pop-up window.
   - **Sort Order (1-10) [required]**
     Select a status from each drop-down list in the order that you want to appear on the Fire Desk.
2. Click the **Save** button.

6.9.11.1.2 Edit Record

1. If needed, edit the **Fire Desk Name** field:
   - Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. For any of the columns, re-select the sort order.
3. Click the **Save** button.

6.9.11.2 *Training Status Comments*

This page lets you define comments from which a Fire Desk Operator will select when the training status changes to provide a reason for the status change or to describe actions that occurred during a status change.

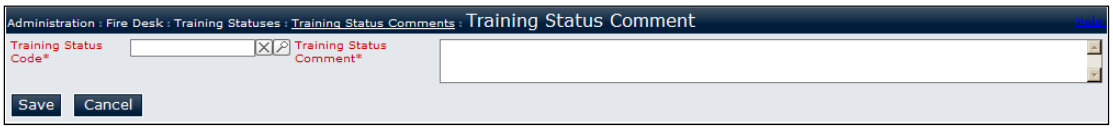


Figure 6-46 Training Status Comments Record

6.9.11.2.1 Add Record

1. Enter or update information in the following fields:
   - **Training Status Code [required]**
     Enter the training status code OR click **Search** and select the training status code from the pop-up window.
   - **Training Status Comment [required]**
     Enter a brief comment that indicates a reason for the status change or actions that occurred during a status change.
2. Click the **Save** button.

6.9.11.2.2 Edit Record

1. If needed, edit the **Training Status Code** field:
   - Clear the existing field entry by clicking **Clear** next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
2. If needed, edit the training status comment.
3. Click the **Save** button.

6.9.12 Fire Desk to Support Items

The Fire Desk to Support Items page lets you assign support items to a Fire Desk to support training. In addition, it allows you to specify the available quantity of Support Items for each Fire Desk.

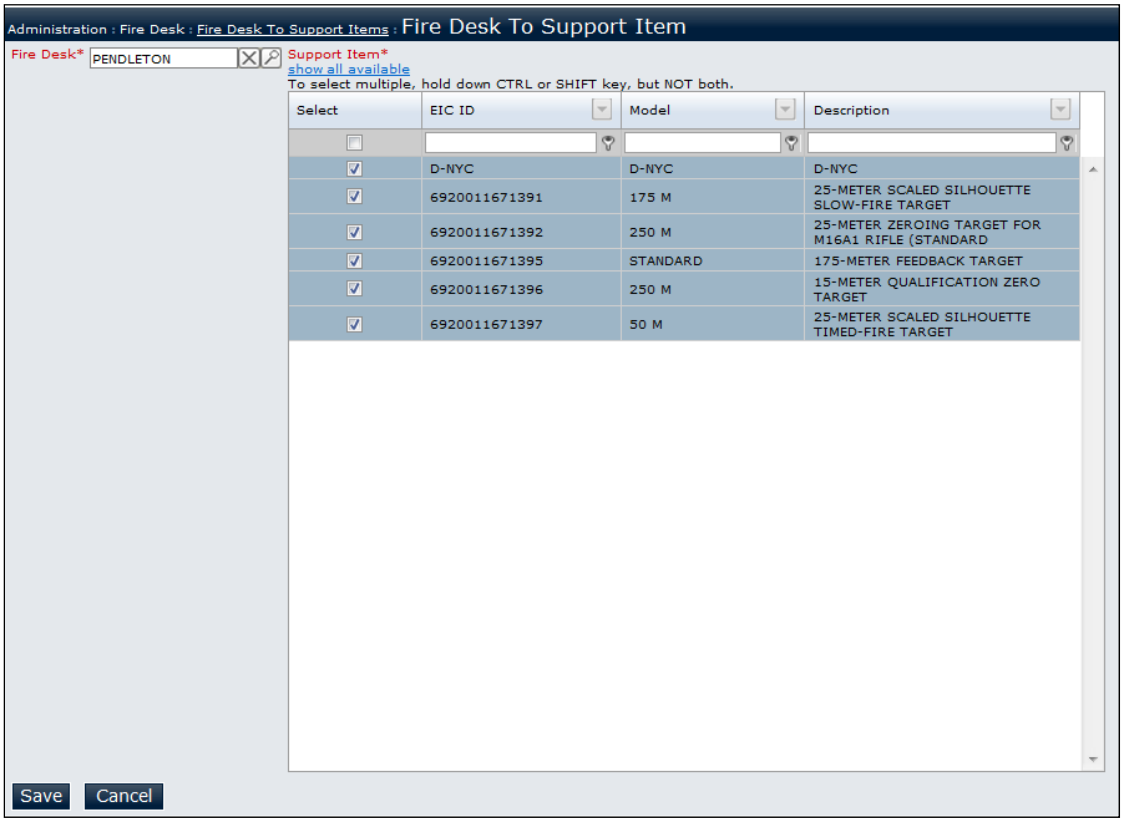


Figure 6-47 Fire Desk to Support Items Record

6.9.12.1 *Add Record*

1. In the **Fire Desk** field, enter the Fire Desk name OR click **Search** and select the Fire Desk from the pop-up window.
2. The page refreshes, displaying the **Support Items** list.
3. In the **Support Items** list, select one or more support items to assign to the Fire Desk.
4. Click the **Save** button.

6.9.12.2 *Edit Record*

1. If needed, edit the **Fire Desk** and/or the **Support Items** field:
   - Clear the existing field entry by clicking **Clear** next to the field that you want to edit.

- Enter a different value in the field OR click **Search** and select a value from the pop-up window.

2. In the **Support Item Available Quantity** field, enter the quantity of the support item available.

> When you enter a numeric value in this field, the Request form will display a warning when the requested quantity exceeds the Available Quantity. If the Available Quantity field is left blank, the Request form will assume that the Available Quantity is unlimited for the selected Support Item for the assigned Fire Desk.

3. Click the **Save** button.

6.10 Installation

6.10.1 Site

The Site page lets you establish criteria for the RFMSS site (the highest level of the site hierarchy).

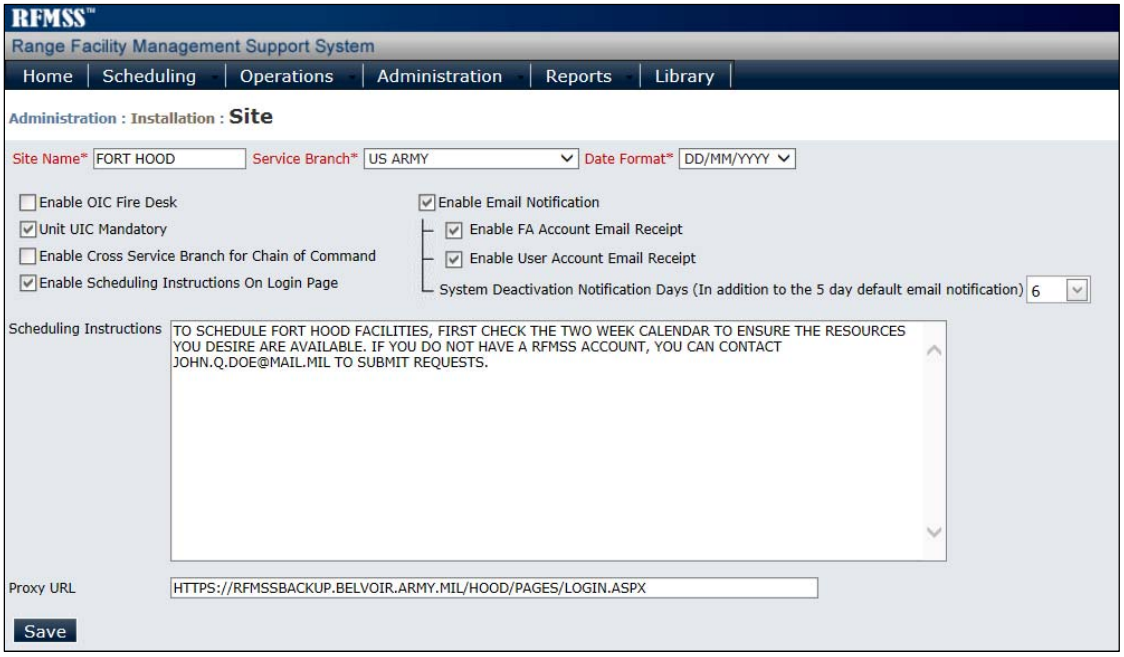


Figure 6-48 Site Record

6.10.1.1 *Add or Edit Record*

1. Enter or update information in the following fields:

- **Site Name [required]**
  Enter the name of the site.
- **Service Branch [required]**
  Select the service branch of the site.

> A unit's service branch can be changed if either **Enable Cross Service Branch for Chain of Command** is enabled or the unit is neither a parent nor a child in any chain of command.

- **Date Format [required]**
  Select the date format that will be used in the application for this site.

> There are two formats for the date in RFMSS:
>
> MM/DD/YYYY
>
> OR
>
> DD/MM/YYYY.
>
> When you select a format, this means that users will have to enter the date in that format and any dates that are displayed in RFMSS are displayed in that format.

- **Enable OIC Fire Desk**
  Check the checkbox to allow the OIC Fire Desk to be used at this site. (If OIC Fire Desk is not to be used at this site, leave the checkbox blank.)
- **Unit UIC Mandatory [Configurable only if not Army or National Guard]**
  Check the checkbox to indicate that Unit's Unit Identification Code (UIC) is mandatory.

> If a Site belongs to the Army or National Guard, Unit UIC is always mandatory, and a check will appear in the checkbox. Otherwise, whether Unit UIC is mandatory is configurable by the FA.

- **Enable Cross Service Branch for Chain of Command**
  Check the checkbox to allow units or organizations from different service branches in a Chain of Command.
- **Enable Email Notification**
  Check the checkbox to enable email notifications for the site.
- **Enable FA Account Email Recipient**
  Check the checkbox to allow the Functional Administrator (FA) to receive email notifications.

- **Enable User Account Email Recipient**
  Check the checkbox to allow site users to receive email notifications.
- **System Deactivation Notification Days (In addition to the 5 day default email notification)**
  Select the number of days in addition to the 5-day default email notification using this drop-down list.
- **Scheduling Instructions**
  Enter instructions (up to 4,000 characters) describing the first steps for a unit user without an existing RFMSS account to schedule training at the site.

> The Scheduling Instructions you enter here can be displayed on the RFMSS Login page if the **Enable Scheduling Instructions On Login Page** is enabled.

- **Proxy URL**
  Enter the URL for the RFMSS application to be used by Training Visibility Tool users to connect to RFMSS.

2. Click the **Save** button.

6.10.2 Site Images

This page lets you select images that will appear on the RFMSS Home page when the user logs in.

> Only JPG or BMP formats are supported.

You can have up to three images on the Home page:

- Left side image,
- Center image,
- Right side image.

Figure 6-49 Site Images Record

1. Click the **Browse** button next to the **Select New <Position> Image** field, where <position> is the place where you want to insert the image on the screen (i.e., left, center, or right). The Choose File window is displayed.
2. In the Choose File window, navigate to the image file that you want to insert.
3. Select the file, then click the **Open** button. The file path is displayed in the **Select New <Position> Image** field.
4. Click the **Attach & Preview** button to preview the image on the page.
5. If you want to:
   - Change the image file, click the **Revert to Default** button and repeat Steps 1-4.
   - Save the image file so it appears in the application, click the **Save** button.

To reset all RFMSS default images, click the **Revert all to Default** button.

6.10.3 Installations

This page lets you establish criteria for the site's installation(s), including Cross Fire Desk Scheduling, which lets a unit schedule training activities at multiple Fire Desks at an installation on a single request.

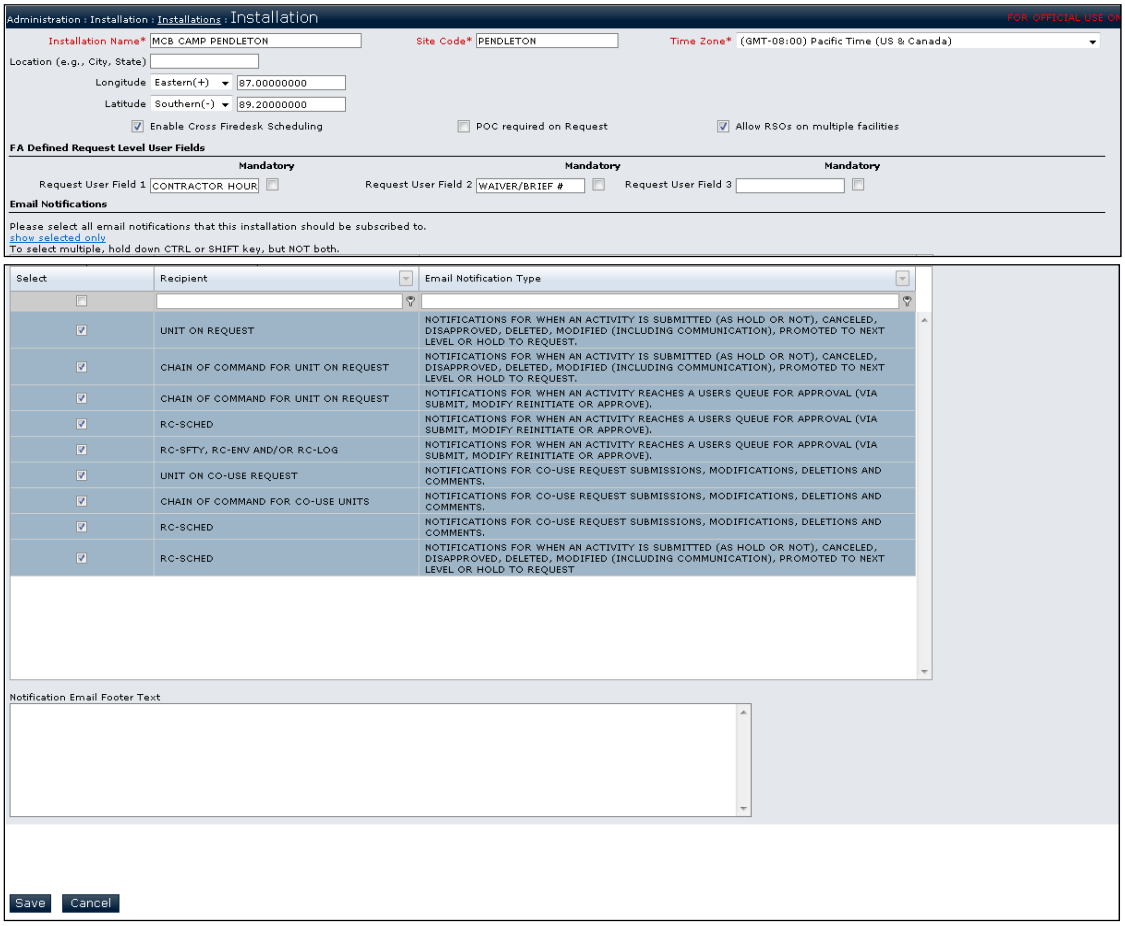


Figure 6-50 Installation Record

6.10.3.1 *Add or Edit Record*

1. Enter or update information in the following fields:

   - **Installation Name [required]**
     Enter the name of the installation.

   - **Site Code [required]**
     Enter the 20-character alphanumeric code for the installation.

   - **Time Zone [required]**
     Select the installation's time zone.

- **Longitude**
  Select **Western(-)** or **Eastern(+)** from the drop-down list, and then enter the longitude coordinate for the installation in the signed degrees format (DDD.dddd), e.g., 87.76218, up to eight decimal places in the corresponding field.

- **Latitude**
  Select **Northern(+)** or **Southern(-)** from the drop-down list, and then enter the latitude coordinate for the installation in the signed degrees format (DDD.dddd), e.g., 87.76218, up to eight decimal places in the corresponding field.

Latitudes and Longitudes specified at the fire desk level override those that are set at the installation level.

- **Location (e.g., City, State)**
  Enter the location of the installation (or the nearest city with state). If you enter a Location, you must also enter coordinates in the Longitude and Latitude fields.

- **Enable Cross Fire Desk Scheduling**
  Check the checkbox to allow scheduling across Fire Desks.

- **POC Required on Request**
  Check the checkbox to indicate that Point of Contact (POC) information on the Request form will be a mandatory entry.

- **Allow RSOs on Multiple Facilities**
  Check the checkbox to allow assignment of a single RSO for multiple facilities.

- **Request User Field (1-3)**
  Enter names for up to three Request User fields that are on the Request form (for data entry by users) and are displayed on the Request Processing page.

- **Mandatory (1-3)**
  Check the checkbox to indicate that a Request User field is a mandatory entry. (Leave the checkbox blank if the field is not mandatory.)

- **Email Notifications**
  Select the types of email notifications to be generated for this installation.

- **Notification Email Footer Text**
  Enter text up to 4,000 characters that will be displayed in the footer of email notifications.

- **Sunrise / Sunset Times [required; only displays when creating a new installation]**
  Enter the times that the sun rises and sets at the installation.

> A new installation must have at least one date record with a sunrise/sunset time. Upon creation of a new installation, the system defaults the Start Date as January 1, and enters the sunrise/sunset times to establish this record.
>
> You can provide more detailed sunrise/sunset times on the Sunrise/Sunset page. If you do not specify other sunrise/sunset times, the times that you entered on this page for the new installation will be used for the entire year.

2. Click the **Save** button.

6.10.4 Memos

This page lets you set up standard memos for the installation. These standard memos can be selected by a user via the Communications tab on the Request form.

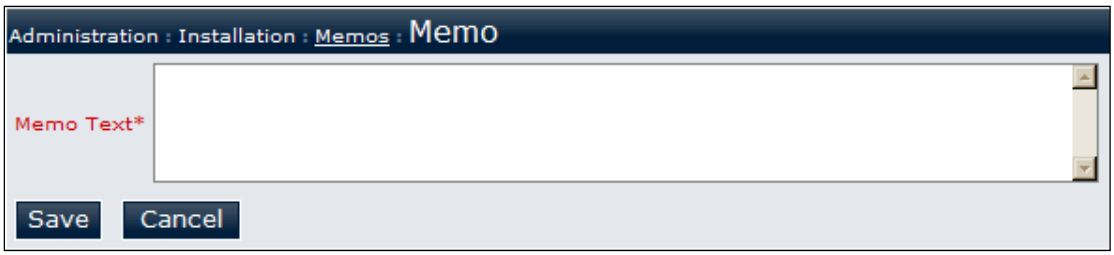


Figure 6-51 Memos Record

6.10.4.1 *Add or Edit Record*

1. Enter or update information in the following fields:
   - **Memo Text [required]**
     Enter the memo.
2. Click the **Save** button.

6.10.5 Sunrise / Sunset

This page lets you enter sunrise and sunset times for each day at an installation.

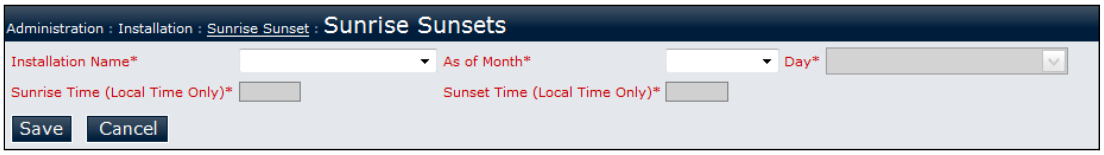


Figure 6-52 Sunrise / Sunset Record

> A sunrise/sunset record is automatically created for January 1 when an installation is created.
>
> If you do not specify additional sunrise/sunset records, the times entered for the January 1 record will be used for the entire year.

6.10.5.1 *Add or Edit Record*

> If you want to record a different sunrise/sunset time for each day of the year, you will have to enter a separate record for each day of the year.

1. Enter or update information in the following fields:
   - **Installation Name [required]**
     Enter the name of the installation.
   - **As of Month [required]**
     Select the month of the year.
   - **Day [required]**
     Select the day of the month.
   - **Sunrise Time (Local Time Only) [required]**
     Enter the time of sunrise for the day in local time.
   - **Sunset Time (Local Time Only) [required]**
     Enter the time of sunset for the day in local time.
2. Click the **Save** button.

6.10.6 Standard Data Loads

This page displays a historical list of all standard data loads that cannot be edited. However, you can view, sort and filter by Name/Identifier or Data Load Date/Time.

The standard data load is handled by a separate process from RFMSS. The data is required so that existing records can be updated or new records can be added.

6.11 Unavailable Days

This page lets you search for and set up days when training is not available at an installation or at a Facility/Airspace Subdivision.

> An unavailable day is a *full* day when an entire installation or a specific Facility or Airspace Subdivision is not available for training.

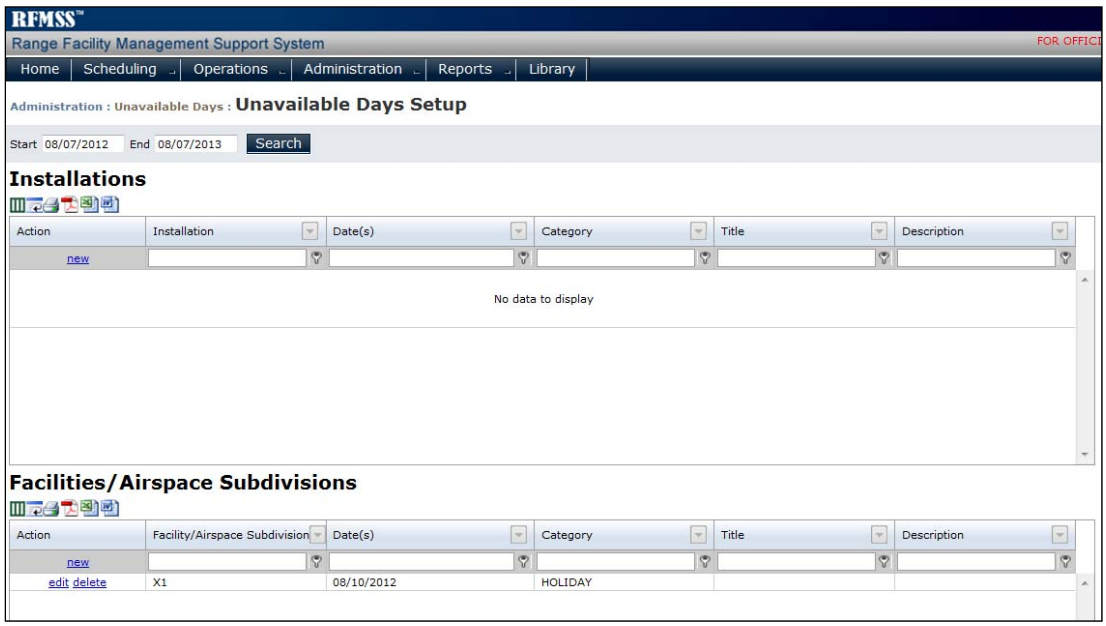


Figure 6-53 Unavailable Days Setup

6.11.1 Search Calendar for Unavailable Days

The default calendar period for listing unavailable days is a year in the future from the current date. To search for dates outside the default year period:

1. Modify the date range in the **Start Date** and **End Date** fields.
2. Click the **Search** button. Unavailable days within the period that you entered are listed for both installations and facilities/Airspace Subdivisions.

6.11.2 Add or Edit Record for Installation

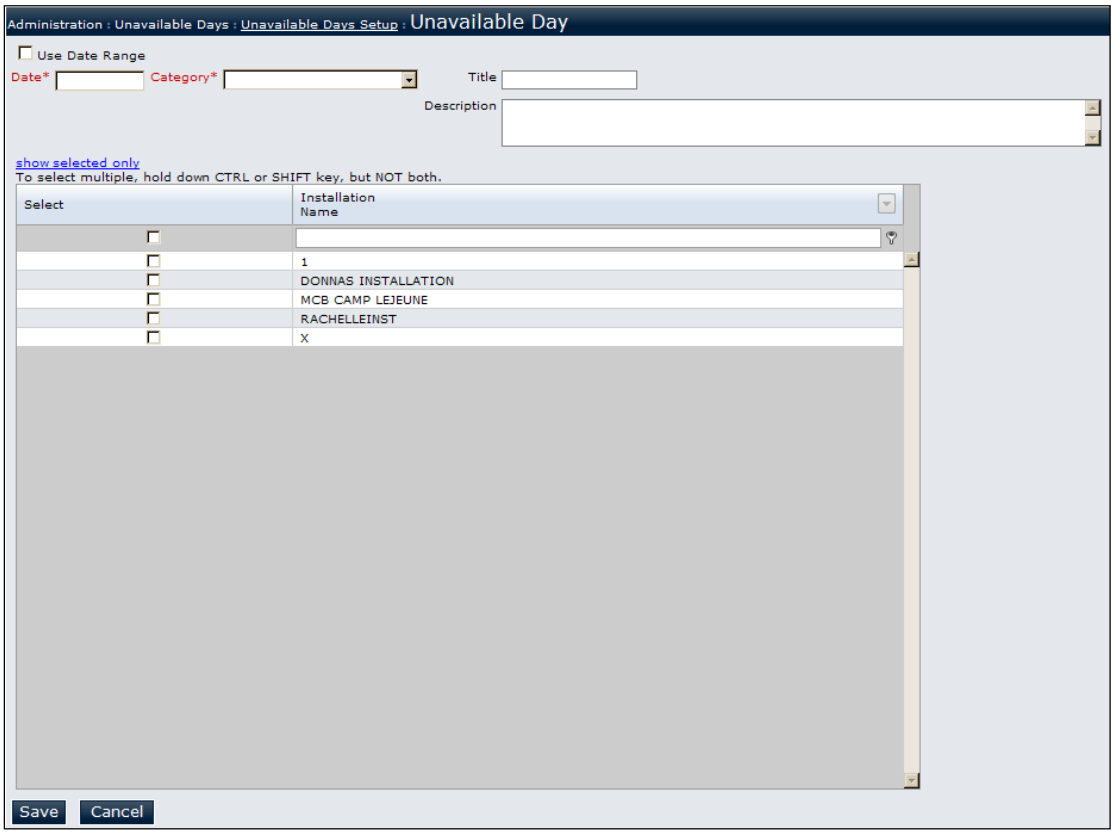


Figure 6-54 Unavailable Days Record – Installation

1. Enter or update information in the following fields:

- **Use Date Range**
  Check the checkbox if you want to specify a date range when an installation is not available for training. When you click the checkbox, the End Date field is displayed. (Leave the checkbox blank if a date range is not needed.)
- **Start Date [required if Date Range selected]**
  If you are using a Date Range, enter the first day of a time period when training is not available at an installation.
- **End Date [required if Date Range selected]**
  If you are using a Date Range, enter the last day of a time period when training is not available at an installation.
- **Date [required]**
  Enter the date when an installation is not available for training.
- **Category [required]**
  Select the reason why the installation is not available for training.

- **Title**
  Enter a title or name for the unavailable day (e.g., Memorial Day, Day after Thanksgiving).
- **Description**
  Enter a brief description about the unavailable day.
- **Installation**
  Select one or more installations in the list to which the unavailable day information that you entered applies.

2. Click the **Save** button.

The system will check to see if any current or future activities are currently scheduled during the day(s) entered for the Unavailable Days. If activities are scheduled, a warning message is displayed. You will be able to proceed with entering the unavailable day(s); however, you should coordinate with the appropriate scheduler first.

6.11.3 Add or Edit Record for Facility / Airspace Subdivision

If entering or modifying unavailable days via the Facility menu or the Airspace Subdivisions menu, the Facility/Airspace is pre-populated with the Facility that you have selected.

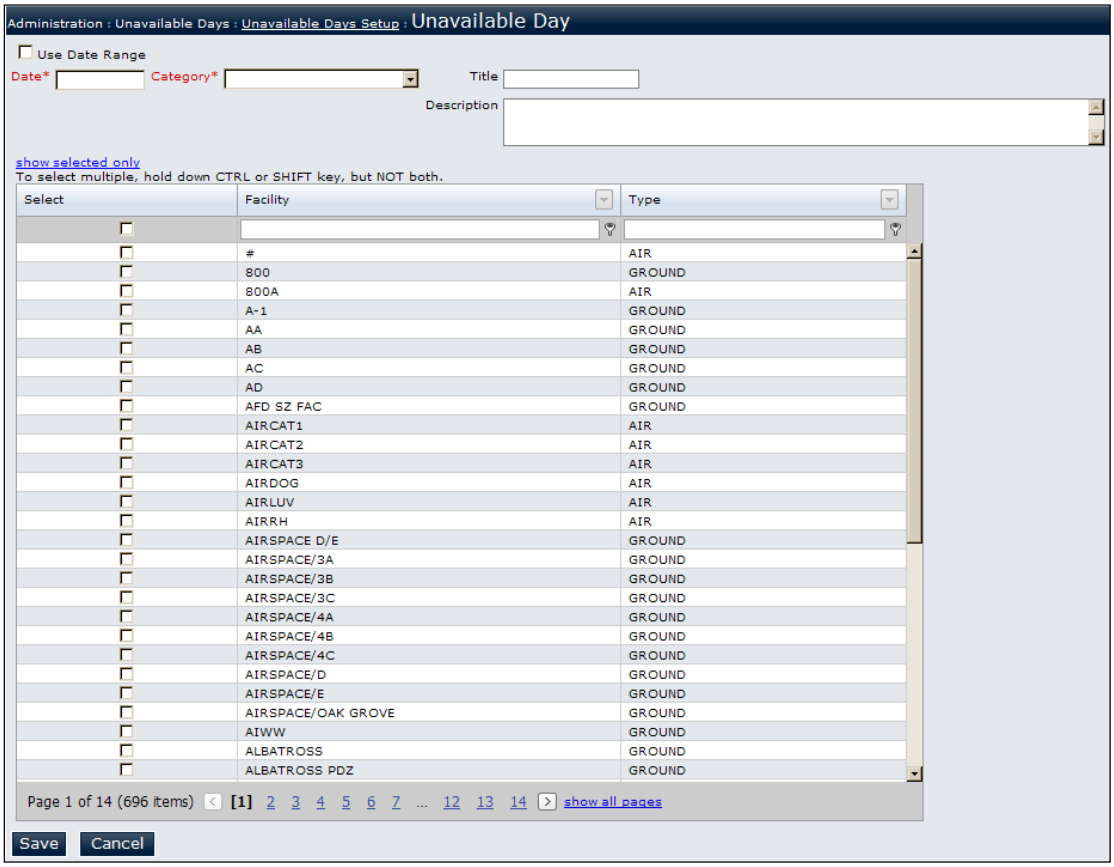


Figure 6-55 Unavailable Days Record – Facility / Airspace Subdivision

1. Enter or update information in the following fields:

   - **Use Date Range**
     Check the checkbox if you want to specify a date range when an installation is not available for training. When you click the checkbox, the End Date field is displayed. (Leave the checkbox blank if a date range is not needed.)

   - **Start Date [required if Date Range selected]**
     If you are using a Date Range, enter the first day of a time period when training is not available at an installation.

- **End Date [required if Date Range selected]**
  If you are using a Date Range, enter the last day of a time period when training is not available at an installation.
- **Date [required]**
  Enter the date when an installation is not available for training.
- **Category [required]**
  Select the reason why the installation is not available for training.
- **Title**
  Enter a title or name for the unavailable day (e.g., Memorial Day, Day after Thanksgiving).
- **Description**
  Enter a brief description about the unavailable day.
- **Facility / Airspace Subdivision**
  Select one or more facilities or Airspace Subdivisions in the list to which the unavailable day information that you entered applies.

2. Click the **Save** button.

The system will check to see if any current or future activities are currently scheduled during the day(s) entered for the Unavailable Days. If activities are scheduled, a warning message is displayed. You will be able to proceed with entering the unavailable day(s); however, you should coordinate with the appropriate scheduler first.

6.12 Unit

6.12.1 Units

The Units page lets you establish the units that will submit requests to a Fire Desk at the installation.

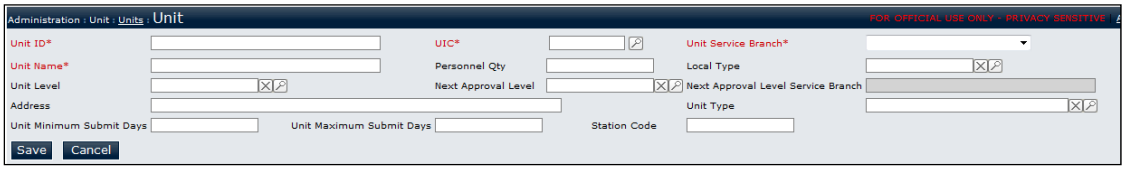


Figure 6-56 Unit Record

6.12.1.1 *Add Record*

1. Enter information in the following fields:

- **Unit ID [required]**
  Enter the identification designation of the unit.
- **UIC [required]**
  Enter the unit's UIC OR click **Search** and select the Army Stationing and Installation Plan (ASIP) UIC from the pop-up window.

> When you select a UIC from the ASIP UIC pop-up window, the following fields, which are common to both ASIP data and RFMSS units, automatically populate:
>
> - Unit Service Branch
> - Unit Name
> - Unit Type
> - Station Code
> - Personnel Qty
>
> If an ASIP value is blank but the RFMSS value is not blank, the ASIP value does not overwrite the RFMSS value.

- **Unit Service Branch [required]**
  Select the service branch of the unit from the drop-down list.
- **Unit Name [required]**
  Enter the name of the unit.

- **Personnel Qty**
  Enter the unit's number of personnel.
- **Local Type**
  A Local Type is a specific unit designation associated with the more general Unit Service Branch. If applicable, select the local type from the drop-down list.
- **Unit Level**
  Enter the unit's level in a chain-of-command OR click **Search** and select the unit level from the pop-up window.
- **Next Approval Level**
  A unit's approval level is the level in a chain-of-command that is authorized to approve the unit's training request. Enter the unit's approval level OR click **Search** and select the approval level from the pop-up window.

The unit's **Unit Level** and **Next Approval Level** are important for getting training approved if the unit is in a chain-of-command.

Each level in a chain-of-command can modify the request, approve the request, or even disapprove the request.

If enabled at the site by the Functional Administrator, the unit's next approval level can be in a different service branch.

- **Unit Type [not applicable for NON-DOD Unit Service Branch]**
  Select the type from the drop-down list.
- **Address**
  Enter the unit's full address.
- **Unit Minimum Submit Days. [overrides Fire Desk settings]**
  Enter the minimum number of days before the training Start Date that a request must be submitted by a unit. (For example, if you enter "5", then no requests can be submitted with a training Start Date within 5 days.)
- **Unit Maximum Submit Days [overrides Fire Desk settings)**
  Enter the maximum number of days before the training Start Date that a request may be submitted by a unit. (For example, if you enter "180", then no requests can be submitted with a training Start Date beyond 6 months.)

For unit minimum/maximum submit days, if values are entered here on the Unit page, then these values override those set for the Fire Desk on the Fire Desks page.

- **Station Code**
  Enter the unit's station code (STACO).

2. Click the **Save** button.

6.12.1.2 *Edit Record*

1. For an existing record, update information the following fields:

- **Unit ID [required]**
  Update the identification designation of the unit.
- **UIC [required]**
  Update the unit's Unit Identification Code (UIC) OR click **Search** and select the Army Stationing and Installation Plan (ASIP) UIC from the pop-up window.

> When you select a UIC from the ASIP UIC pop-up window, the following fields, which are common to both ASIP data and RFMSS units, automatically update:
>
> - Unit Service Branch
> - Unit Name
> - Unit Type
> - Station Code
> - Personnel Qty
>
> If an ASIP value is blank but the RFMSS value is not blank, the ASIP value does not overwrite the RFMSS value.

- **Unit Service Branch [required]**
  Select the service branch of the unit from the drop-down list.
- **Unit Name [required]**
  Update the name of the unit.
- **Personnel Qty**
  Update the unit's number of personnel.
- **Local Type**
  A Local Type is a specific unit designation associated with the more general Unit Service Branch. If applicable, select the local type from the drop-down list.
- **Unit Type**
  Select the type from the drop-down list.
- **Address**
  Enter the unit's full address.

- **Station Code**
  Enter the unit's station code (STACO).

2. If needed, edit the **Unit Level** and/or the **Approval Level** field:
   - Clear the existing field entry by clicking **Clear** ☒ next to the field that you want to edit.
   - Enter a different value in the field OR click **Search** and select a value from the pop-up window.
3. Click the **Save** button.

6.12.1.3 *Show Log*

The log for a unit shows a list of modifications made to the selected unit's record.

1. Click the **Log** link in the record row. The modifications log for that unit is displayed.
2. Click the **Close** button in the log to exit the log.

6.12.1.4 *Reconcile Army Stationing and Installation Plan (ASIP) Data with RFMSS Data*

The ASIP Reconciliation Tool lets you see the common fields between all RFMSS units and ASIP records that share a UIC, but that have differences in the common fields' values in an "above-and-below" tabular view.

You can select which lines of ASIP Unit data you want to override RFMSS Unit data, but the Administration rules regarding Service Branch data apply. Change of a unit's service branch is allowed if:

- the Site has **Enable Cross Service Branch for Chain of Command** enabled on the **Installation > Site** administration page;

  OR

- the Unit is not a parent or child in any chain of command.

If an ASIP value is blank but the RFMSS value is not blank, the ASIP value does not overwrite the RFMSS value; however, this difference causes the ASIP and RFMSS units to appear on the reconciliation tool.

If an ASIP service branch is "Z-Non-Army," the service branch does not transfer from ASIP to RFMSS. Likewise, if changing a unit's service branch would cause a validation error due to other requirements, a warning is displayed and the service branch change does not transfer. An ASIP unit's service branch of "Z-Non-Army" is considered different from a RFMSS

unit's service branch if the RFMSS unit's service branch is US ARMY, US ARMY RESERVE, or US ARMY NATIONAL GUARD, and vice-versa.

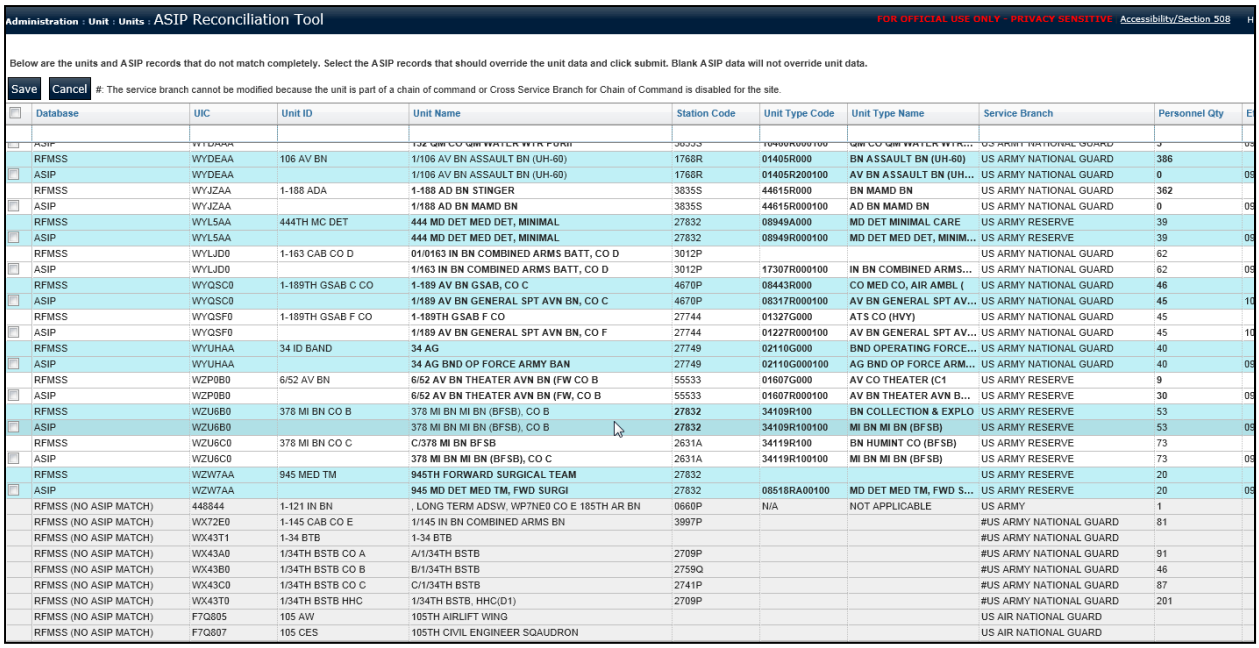
If an ASIP unit appears in the reconciliation tool, but has no attributes that can be transferred to the corresponding RFMSS unit, no checkbox is displayed for the ASIP unit because no action can be taken.

When unit data from ASIP has a blank SRC, the value is treated as "N/A" in RFMSS. An "N/A" SRC from ASIP is considered to be different than a blank Unit Type value from RFMSS. The value "N/A - Not Applicable" SRC (Unit Type code) is automatically added in the Unit Type reference data.

To view the ASIP Reconciliation Tool and reconcile ASIP data with RFMSS Data:

1. Click the **ASIP Reconciliation Tool** link above the list of units. The ASIP Reconciliation Tool window is displayed, with RFMSS and corresponding ASIP data grouped together, and differing data displayed in bold text. (Figure 6-57)

   The RFMSS-to-ASIP reconciliation tool displays RFMSS units having a Service Branch of US ARMY, US ARMY RESERVE, and US ARMY NATIONAL GUARD that do not have a corresponding UIC in ASIP. The reconciliation tool indicates that these RFMSS units do not have an ASIP unit match.



Database	UIC	Unit ID	Unit Name	Station Code	Unit Type Code	Unit Type Name	Service Branch	Personnel Qty	E
ASIP	WYDEAA		152 QM CO QM WATER WTR PURIF	3835S	10400R000100	QM CO QM WATER WTR...	US ARMY NATIONAL GUARD	3	09
RFMSS	WYDEAA	106 AV BN	1/106 AV BN ASSAULT BN (UH-60)	1768R	01405R000	BN ASSAULT BN (UH-60)	US ARMY NATIONAL GUARD	386	
ASIP	WYDEAA		1/106 AV BN ASSAULT BN (UH-60)	1768R	01405R200100	AV BN ASSAULT BN (UH...	US ARMY NATIONAL GUARD	0	09
RFMSS	WYJZAA	1-188 ADA	1-188 AD BN STINGER	3835S	44615R000	BN MAMD BN	US ARMY NATIONAL GUARD	362	
ASIP	WYJZAA		1/188 AD BN MAMD BN	3835S	44615R000100	AD BN MAMD BN	US ARMY NATIONAL GUARD	0	09
RFMSS	WYL5AA	444TH MC DET	444 MD DET MED DET, MINIMAL	27832	08949A000	MD DET MINIMAL CARE	US ARMY RESERVE	39	
ASIP	WYL5AA		444 MD DET MED DET, MINIMAL	27832	08949R000100	MD DET MED DET, MINIM...	US ARMY RESERVE	39	09
RFMSS	WYLJD0	1-163 CAB CO D	01/0163 IN BN COMBINED ARMS BATT, CO D	3012P			US ARMY NATIONAL GUARD	62	
ASIP	WYLJD0		1/163 IN BN COMBINED ARMS BATT, CO D	3012P	17307R000100	IN BN COMBINED ARMS...	US ARMY NATIONAL GUARD	62	09
RFMSS	WYQSC0	1-189TH GSAB C CO	1-189 AV BN GSAB, CO C	4670P	08443R000	CO MED CO, AIR AMBL (	US ARMY NATIONAL GUARD	46	
ASIP	WYQSC0		1/189 AV BN GENERAL SPT AVN BN, CO C	4670P	08317R000100	AV BN GENERAL SPT AV...	US ARMY NATIONAL GUARD	45	10
RFMSS	WYQSF0	1-189TH GSAB F CO	1-189TH GSAB F CO	27744	01327G000	ATS CO (HVY)	US ARMY NATIONAL GUARD	45	
ASIP	WYQSF0		1/189 AV BN GENERAL SPT AVN BN, CO F	27744	01227R000100	AV BN GENERAL SPT AV...	US ARMY NATIONAL GUARD	45	10
RFMSS	WYUHAA	34 ID BAND	34 AG	27749	02110G000	BND OPERATING FORCE...	US ARMY NATIONAL GUARD	40	
ASIP	WYUHAA		34 AG BND OP FORCE ARMY BAN	27749	02110G000100	AG BND OP FORCE ARM...	US ARMY NATIONAL GUARD	40	09
RFMSS	WZP0B0	6/52 AV BN	6/52 AV BN THEATER AVN BN (FW CO B	55533	01607G000	AV CO THEATER (C1	US ARMY RESERVE	9	
ASIP	WZP0B0		6/52 AV BN THEATER AVN BN (FW, CO B	55533	01607R000100	AV BN THEATER AVN B...	US ARMY RESERVE	30	09
RFMSS	WZU6B0	378 MI BN CO B	378 MI BN MI BN (BFSB), CO B	27832	34109R100	BN COLLECTION & EXPLO	US ARMY RESERVE	53	
ASIP	WZU6B0		378 MI BN MI BN (BFSB), CO B	27832	34109R100100	MI BN MI BN (BFSB)	US ARMY RESERVE	53	09
RFMSS	WZU6C0	378 MI BN CO C	C/378 MI BN BFSB	2631A	34119R100	BN HUMINT CO (BFSB)	US ARMY RESERVE	73	
ASIP	WZU6C0		378 MI BN MI BN (BFSB), CO C	2631A	34119R100100	MI BN MI BN (BFSB)	US ARMY RESERVE	73	09
RFMSS	WZW7AA	945 MED TM	945TH FORWARD SURGICAL TEAM	27832			US ARMY RESERVE	20	
ASIP	WZW7AA		945 MD DET MED TM, FWD SURGI	27832	08518RA00100	MD DET MED TM, FWD S...	US ARMY RESERVE	20	09
RFMSS (NO ASIP MATCH)	448844	1-121 IN BN	, LONG TERM ADSW, WP7NE0 CO E 185TH AR BN	0660P	N/A	NOT APPLICABLE	US ARMY	1	
RFMSS (NO ASIP MATCH)	WX72E0	1-145 CAB CO E	1/145 IN BN COMBINED ARMS BN	3997P			#US ARMY NATIONAL GUARD	81	
RFMSS (NO ASIP MATCH)	WX43T1	1-34 BTB	1-34 BTB				#US ARMY NATIONAL GUARD		
RFMSS (NO ASIP MATCH)	WX43A0	1/34TH BSTB CO A	A/1/34TH BSTB	2709P			#US ARMY NATIONAL GUARD	91	
RFMSS (NO ASIP MATCH)	WX43B0	1/34TH BSTB CO B	B/1/34TH BSTB	2759Q			#US ARMY NATIONAL GUARD	46	
RFMSS (NO ASIP MATCH)	WX43C0	1/34TH BSTB CO C	C/1/34TH BSTB	2741P			#US ARMY NATIONAL GUARD	87	
RFMSS (NO ASIP MATCH)	WX43T0	1/34TH BSTB HHC	1/34TH BSTB, HHC(D1)	2709P			#US ARMY NATIONAL GUARD	201	
RFMSS (NO ASIP MATCH)	F7Q805	105 AW	105TH AIRLIFT WING				US AIR NATIONAL GUARD		
RFMSS (NO ASIP MATCH)	F7Q807	105 CES	105TH CIVIL ENGINEER SQAUDRON				US AIR NATIONAL GUARD		

Figure 6-57 ASIP Reconciliation Tool

2. For each line of ASIP Unit data that you want to override the RFMSS Unit data, click to select the checkbox on the ASIP line.

OR

To select all ASIP Unit data, click to select the checkbox in the column header.

3. Click the **Save** button to complete the ASIP Unit data override. You can also click the **Cancel** button to close the window without overriding any data. The ASIP Reconciliation Tool window closes.

6.12.2 Unit Chain of Command

The Unit Chain of Command page lets you identify a unit's place within the chain-of-command. Typically, training requests for units in a chain-of-command require sign-off or approval from a unit with a higher approval authority.

Figure 6-58 Unit Chain of Command Record

6.12.2.1 *Service Branch Chain of Command*

In chain-of-command, a "parent" unit is a unit that has higher approval authority than its subordinate (or "child") unit.

For instance, the first 5 levels in an Army chain-of-command are:

1. Platoon
2. Company
3. Battalion
4. Brigade
5. Division

Let's say that an Army unit is at the Platoon level in a chain-of-command, but its next approval level is at Company (and eventually goes up to the Brigade approval authority). When the unit submits a training request in RFMSS, the request is automatically sent up the chain-of-command for approval—in this case to the Company level, then to the Battalion level, then to the Brigade level.

Using the idea of parent and child:

- The Platoon is the child of its Company, which is the Platoon's parent (the Company signs off on a Platoon's training request).
- The Company is the child of its Battalion, which is the Company's parent (the Battalion signs off on the Company's authorization of the request.)
- The Battalion is the child of the Brigade, which is the Battalion's parent (the Brigade signs off on the Battalion's authorization of the request.)

- The Brigade is the parent of the Battalion. (Since the Brigade is the highest approval authority for the unit in the chain-of-command, it is just a parent and not a child.)

> A unit can have many subordinates (or “children”) but only one superior unit (or “parent”).
>
> A “parent” approval level can be the same level as a unit’s approval level.

6.12.2.2 *Cross Service Branch Chain of Command*

A “child” or subordinate unit can have a “parent” that is in a different service branch if cross service branch chain-of-command is enabled at the site level by the Functional Administrator.

If cross service branch COC is enabled, then all levels from all service branches are displayed when a unit selects its Next Approval Level on the Unit page.

6.12.2.3 *Edit Record*

1. For an existing record, enter the Unit ID of the unit’s parent OR click Search and select the parent from the pop-up window.
2. Click the **Save** button.

6.12.2.4 *Remove Parent*

1. Click the **Remove Parent** link in to remove the relationship of a unit to a parent unit. A message is displayed prompting you to confirm that you want to delete the relationship.
2. Click **Continue** in the message to delete the record. The relationship is deleted.

6.12.3 Unit Contacts

The Unit Contacts page lets you identify an existing unit's point of contact.

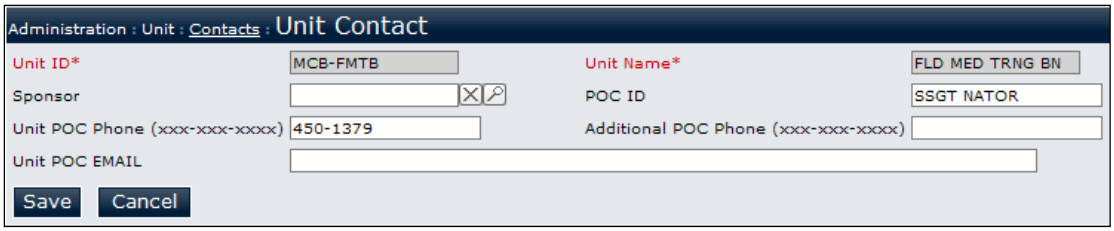


Figure 6-59 Unit Contacts Record

6.12.3.1 *Edit Record*

1. Enter information in the following fields:

   - **Sponsor**
     Enter the name of the unit that sponsors this unit (if any) OR click **Search** and select the sponsor from the pop-up window.
   - **POC ID**
     Enter the name of the unit's point-of-contact (e.g., SGT January).
   - **Unit POC Phone**
     Enter the unit POC's phone number.
   - **Additional POC Phone**
     Enter a secondary phone number for the unit's POC, if applicable.
   - **Unit POC Email**
     Enter the unit POC's email address.

2. Click the **Save** button.

6.12.4 Unit Priorities

This page lets you establish a numeric training priority for units, where 1 is top priority.

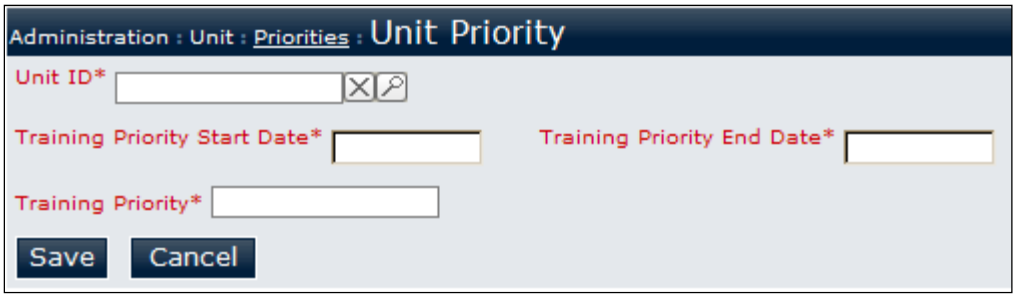


Figure 6-60 Unit Priorities Record

6.12.4.1 *Add or Edit Record*

1. Enter information in the following fields:
   - **Unit ID [required]**
     Select the unit ID from the drop-down list.
   - **Training Priority Start Date [required]**
     Enter the date of the first day that the training priority takes effect.
   - **Training Priority End Date [required]**
     Enter the last date that the training priority is in effect.
   - **Training Priority [required]**
     Enter a number to indicate a unit's training priority (e.g., 1 would be top priority, 2 would be next priority, etc.)
2. Click the **Save** button.

6.12.5 Unit Service Branch

The Unit Service Branch page lets you view a list of standard service branches and define additional service branches.

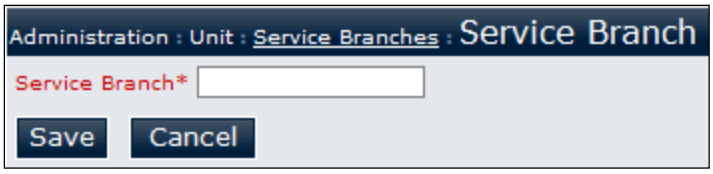


Figure 6-61 Unit Service Branch Record

6.12.5.1 *View Standard Service Branches*

Click the **Show Standard** link. A list of standard service branches is displayed, indicating whether the service branches are affiliated with the DoD.

6.12.5.2 *Add or Edit Record*

1. Enter or update information in the following fields:
   - **Service Branch [required]**
     Enter the name of the service branch.
2. Click the **Save** button.

6.12.6 People Certifications

This page lets you assign specific personnel at the installation to one or more certification roles and upload RSO/OIC information.

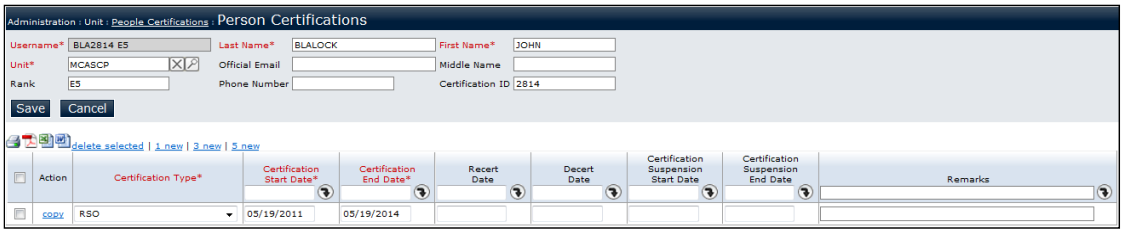


Figure 6-62 People Certifications Record

> Only a Functional Administrator or a Fire Desk Operator can add, edit, or delete certifications. A unit user can only view certifications.
>
> People Certifications that have expired are deleted (archived) via End of Day Processing. Deleted (archived) People Certifications with an expiration date more than one year old are deleted from RFMSS via End of Day Processing.

6.12.6.1 *Add or Edit Record*

1. Enter or update the person's information in the following fields:

- **Username [required]**
  Enter the person's RFMSS username.
- **Last Name [required]**
  Enter the person's last name.
- **First Name [required]**
  Enter the person's first name.
- **Unit [required]**
  Select the person's unit.
- **Official Email**
  Enter the person's official (e.g., military, office, agency, etc.) email address.
- **Middle Name**
  Enter the person's middle name.
- **Rank**
  Enter the person's rank.

- **Phone Number**
  Enter the person's phone number.
- **Certification ID**
  Enter the person's certification ID.

> The **Certification ID** field replaces the Last 4 Digits of SSN field to identify a certified person. The Certification ID field allows alphanumeric characters with a maximum of 50 characters and does not have to be unique. The identifier format needs to be determined by you (as Functional Administrator) or your local site/installation.

2. Now you can:
   - Add or edit the person's certification assignment,
   - Delete an existing certification assignment,
   - Save the changes that you made only to the person's information (and not add/edit/delete certification assignments) by clicking the **Save** button.

6.12.6.2 *Add or Edit Certification Assignment*

1. In the certification area, click the **1 New, 3 New, or 5 New** link to add 1, 3, or 5 rows.
2. Enter/update information in the following fields:
   - **Certification Type [required]**
     Select the type of certification from the drop-down list.
   - **Certification Start Date [required]**
     - Enter the date of the first day that the certification is valid
       OR
     - If the date is the same for each certification, enter/select the value in the **Certification Start Date** header and click the **Apply** button to populate all rows in the list.
   - **Certification End Date [required]**
     - Enter the date of the last day that the certification is valid,
       OR

- If the date is the same for each certification, enter/select the value in the **Certification End Date** header and click the **Apply** button to populate all rows in the list.

- **Recert Date**
  - Enter the date that the person was recertified,
    OR
  - If the date is the same for each certification, enter/select the value in the **Recert Date** header and click the **Apply** button to populate all rows in the list.
- **Decert Date**
  - Enter the date that the person was decertified,
    OR
  - If the date is the same for each certification, enter/select the value in the **Decert Date** header and click the **Apply** button to populate all rows in the list.
- **Certification Suspension Start Date**
  - Enter the date of the first day that the certification is suspended,
    OR
  - If the date is the same for each certification, enter/select the value in the **Certification Suspension Start Date** header and click the **Apply** button to populate all rows in the list.
- **Certification Suspension End Date**
  - Enter the date of last day date of certification suspension,
    OR
  - If the date is the same for each certification, enter/select the value in the **Certification Suspension End Date** header and click the **Apply** button to populate all rows in the list.
- **Remarks**
  - Enter any remarks regarding the certification,
    OR

- If the remark is the same for each certification, enter the value in the **Remarks** header and click the **Apply** button to populate all rows in the list.

3. Click the **Save** button on the Person Certifications page to save the certification assignment to the person's record.

6.12.6.3 *Delete Certification Assignment*

1. In the certification area, click the **Delete** link in the row of the certification record that you want to delete. A message is displayed prompting you to confirm that you want to delete the person's certification assignment.
2. Click **Continue** in the message to delete the record. The certification record is deleted from the grid on the Person Certifications page.
3. Click the **Save** button on the Person Certifications page.

6.12.6.4 *Upload RSO/OIC Certification Information*

You can successfully upload certification data using an .XLS spreadsheet. (A template is provided for data entry.)

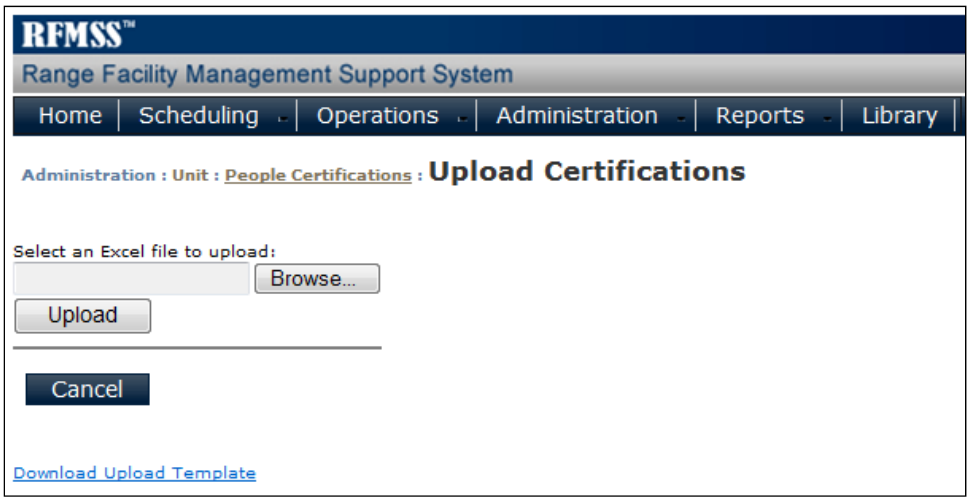


Figure 6-63 Upload Certification

1. Click the **Upload Certification** link. The Upload Certifications page is displayed.
2. If you want to use a spreadsheet template to help you organize data before upload, click the **Download Upload Template** link, and save the template.
3. Once the .XLS file is ready for upload, click the **Browse** button. The Choose File window is displayed.

4. Navigate to the file that you want to upload, select it, and click the **Open** button. The file path and name are displayed in the **Select an Excel file to upload** field.
5. Click the **Upload** button. You will see two lists: records that will be uploaded, and records that will be rejected.

A reason will be provided for any record that is rejected by the upload validations. You will need to correct the data before you can resubmit it.

6. Click the **Save** button to upload the records.

6.12.7 Certification Types

The Certification Types page lets you define the types of certifications at the installation.

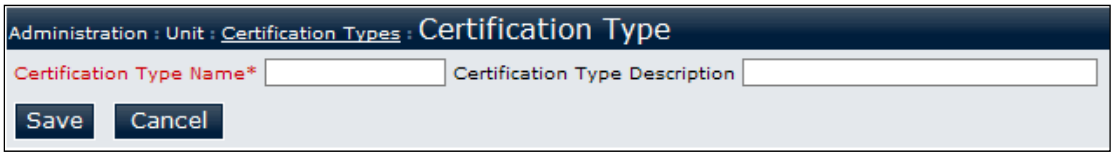


Figure 6-64 Certification Types Record

6.12.7.1 *Add or Edit Record*

1. Enter or update information in the following fields:
   - **Certification Type Name [required]**
     Enter the name of the certification type.
   - **Certification Type Description**
     Enter a description about the type of certification.
2. Click the **Save** button.

6.12.8 Local Types

The Local Types page lets you establish and update a list of specific unit designations, or “local types,” associated with the more general Unit Service Branch.

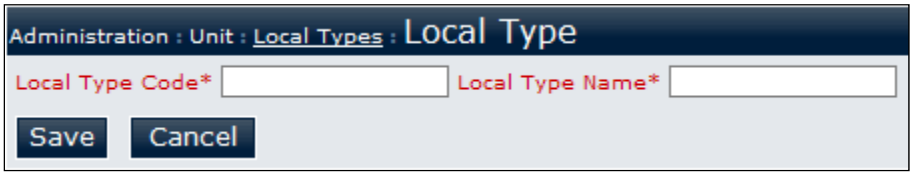


Figure 6-65 Local Types Record

6.12.8.1 *Add or Edit Record*

1. Enter or update information in the following fields:
   - **Local Type Code [required]**
     Enter the code for the local type.
   - **Local Type Name [required]**
     Enter the name for the local type.
2. Click the **Save** button.

6.12.9 Unit Types

The Unit Types page displays the unit type code, name, and description.

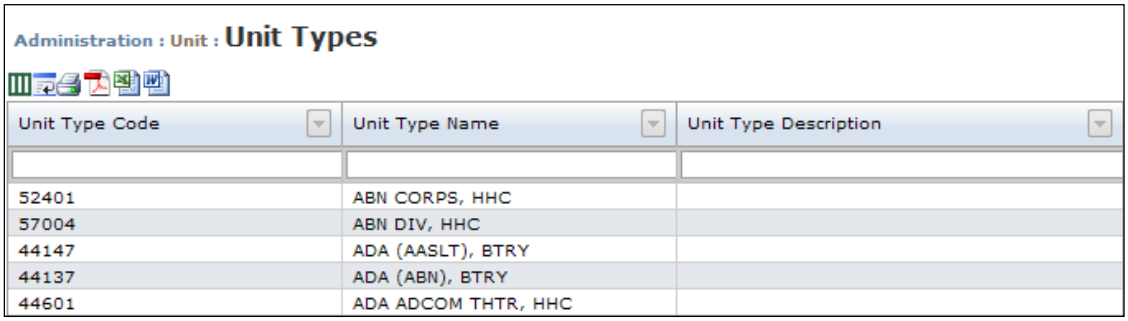


Figure 6-66 Unit Types Record

6.12.10 ASIP Units

This page displays the UIC, unit name, station code, unit type code, unit type name, service branch, personnel quantity, and effective date for ASIP Unit data that has been uploaded to RFMSS. You can also access the ASIP Reconciliation Tool from this page.

The ASIP Reconciliation Tool lets you see the common fields between all RFMSS units and ASIP records that share a UIC, but that have differences in the common fields' values in an "above-and-below" tabular view.

To view the ASIP Reconciliation Tool, click the **ASIP Reconciliation Tool** link above the list of units. The ASIP Reconciliation Tool page is displayed, with RFMSS and corresponding ASIP data grouped together, and differing data displayed in bold text.

See Section 6.12.1.4, "Reconcile Army Stationing and Installation Plan (ASIP) Data with RFMSS Data~~Reconcile Army Stationing and Installation Plan (ASIP) Data with RFMSS Data~~," for more information about using the ASIP Reconciliation Tool.

6.13 User

6.13.1 Users

The Users page lets you edit, delete, or unlock a user account, and select email notification types that will be sent to the user.

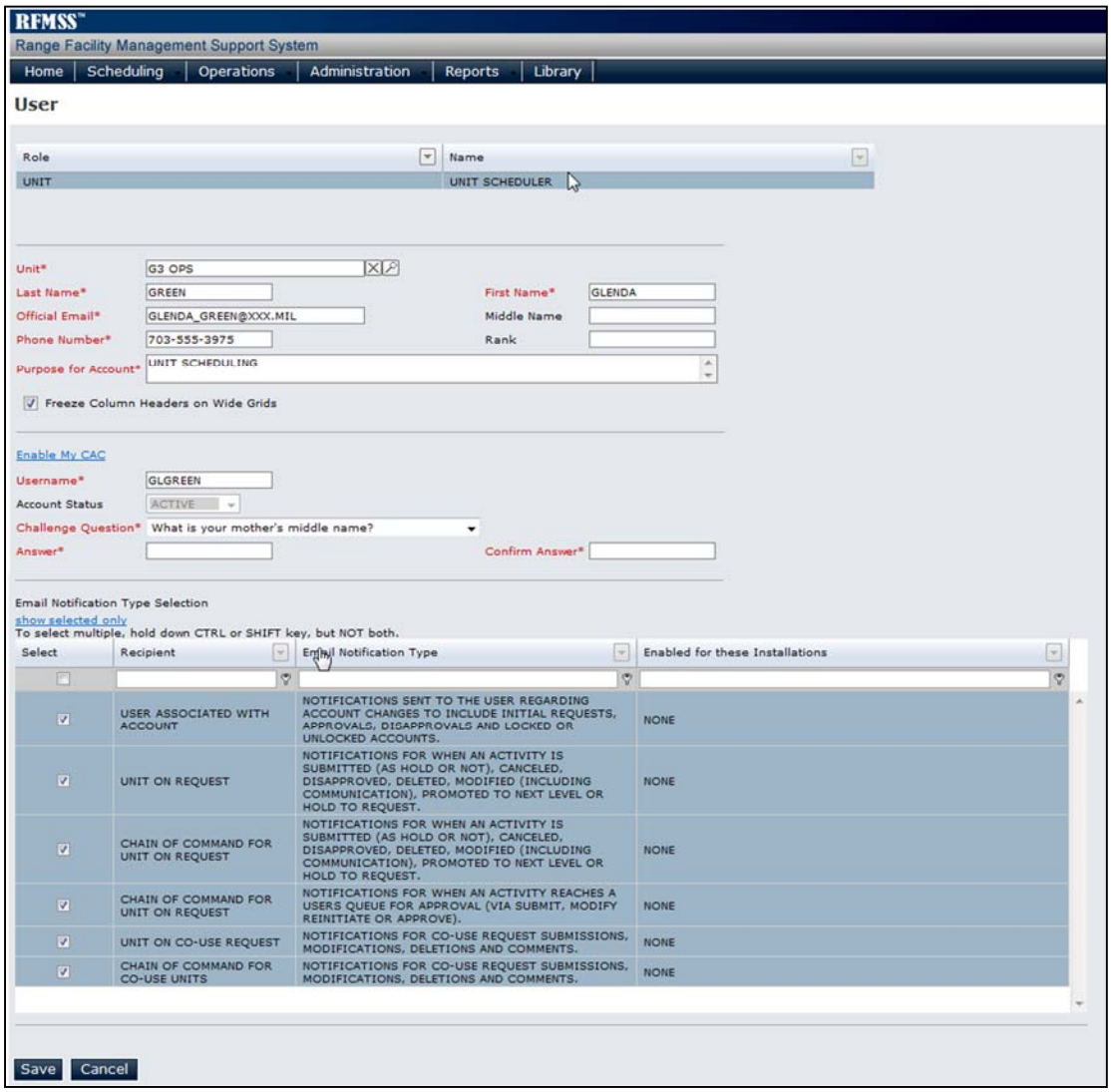


Figure 6-67 User Record

6.13.1.1 *Edit Role*

The roles displayed are the roles that a new user is requesting or roles that have been granted to an existing user. However, you can change the requested role, if needed.

> Users with a read-only role cannot have any other role assignment.

To edit the roles:

1. Click the **Edit Roles** button. All roles are displayed in a grid.

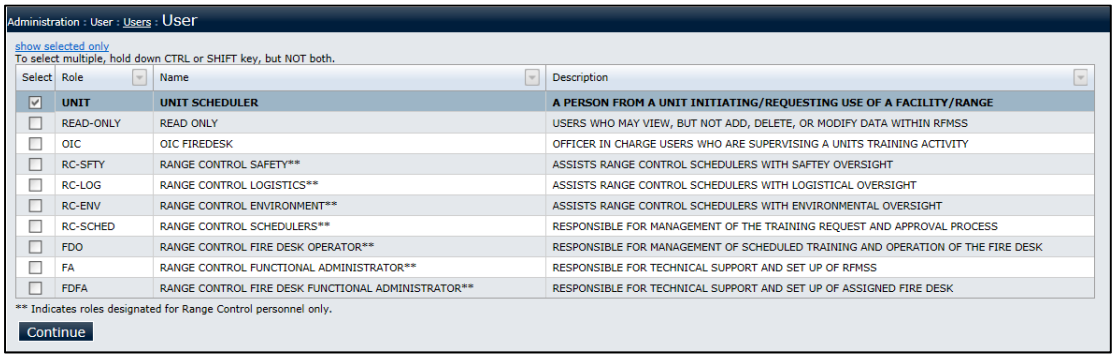


Figure 6-68 User Role Grid

2. Select additional roles or clear existing roles as needed.
3. Click the **Continue** button.

6.13.1.2 *Edit User Account Information*

> User account information is entered by the user when requesting an account. This information may not need to be updated unless the user makes a mistake during data entry.
>
> If a user has enabled a CAC for logging on to the system, the user's AKO User ID is displayed.

1. If needed, enter or update information in any of the following fields:

   - **Last Name [required]**
     Enter the user's last name (surname).
   - **First Name [required]**
     Enter the user's first name.
   - **Official Email [required]**
     Enter the user's official (e.g., agency, Government, military, etc.) email address.

- **Middle Name**
  Enter the user's middle name.
- **Phone Number**
  Enter the user's phone number.
- **Rank Code**
  Enter the code of the user's rank.
- **Purpose for Account [required]**
  Enter a reason that the user is requesting an account.
- **Freeze Column Headers on Wide Grids**
  Check the checkbox so that the user can "freeze" the column headers on wide grids.
- **Automatic Scheduler Approval [For Scheduler accounts only]**
  Check the checkbox to give this Scheduler automatic approval of requests submitted by the scheduler.
- **Username [required]**
  Enter the user ID that the person will use for RFMSS.
- **Account Status [required]**
  Select the desired account status as permitted. The following are possible permitted actions:
  - Pending to Active
  - Pending to Disapproved
  - Active to FA Locked
  - Active to Inactive (Deletion)
  - System Locked to Active
  - FA Locked to Active
  - System Locked to FA Locked
  - System Locked to Inactive (Deletion)
  - FA Locked to Inactive (Deletion)
  - System Deactivated to Active (Reactivating accounts that have not been used for a specific period of time)

If you set a System Deactivated user account back to Active, the user ***must*** log into RFMSS the same day in order for the user account to not be deactivated the next day.

System

- RFMSS automatically assigns all newly submitted user

Deactivated to Inactive (Deletion).

: :

account requests a status of “Pending.”

- If the user requested account is “Active,” the user will be able to access RFMSS.
- If the user requested account is “Disapproved,” “Locked,” “Inactive,” or “System Deactivated,” the user will be denied access to RFMSS.

- **New Challenge Question**
  Select a new password challenge question.
- **New Answer**
  Enter the answer to the new challenge question.
- **Confirm New Answer**
  Re-enter the answer to the new challenge question.
- **Allow User To Reset Password Within 24 Hours One Time**
  Users can reset their passwords only once within a 24-hour period using the “Forgot Password” feature. To allow a user with one extra chance in the same 24-hour period to change his/her password after resetting it using “Forgot Password,” click the checkbox.

This password reset “override” of the 24-hour period can only be used once in a 24-hour period. After it is used once, the user has to wait another 24 hours to be able to use the Forgot Password feature to change the account password.

2. For email to be sent to this user, under the Email Notification Type Selection area, select the types of email allowed to be sent to this user.
3. **For Scheduler, Fire Desk Operator, and Fire Desk Functional Administrator users ONLY**: Choose the Fire Desks to which the user will have access by selecting additional or clearing existing Fire Desks.
4. Click the **Save** button.

6.13.1.3 *Disable CAC Log On*

If a user forgets or loses his/her CAC, CAC log on can be disabled so that the user can use a username/password combination to log on to RFMSS.

1. Click the **Remove CAC** link. The user’s AKO ID is no longer displayed on the page.

2. Click the **Save** button.
3. Instruct the user to log on using his/her username/password combination. (If the user cannot remember the account password, he/she can use the “Forgot Password” feature to set up a new password.)

6.13.1.4 *Unlock a Locked Account*

A user account is locked usually as a result of too many unsuccessful log-on attempts. An hour after an account is locked, the system will let the user attempt to log on again.

To unlock a locked account, change the **Account Status** from Locked to Active.

> You will have to notify the user off-line that the account is no longer locked.

6.13.1.5 *About System Deactivated Accounts*

RFMSS automatically deactivates active user login accounts that have not been used to log in to RFMSS within a specified number of days, as directed by the Information Assurance Manager (IAM).

The default amount of time before automatic account deactivation is 35 days, in accordance with the Application Security and Development Security Technical Implementation Guideline (STIG) APP6240. However, an AHRS SD System Administrator can manually adjust this time frame.

If you, as an FA user, set a System Deactivated user account back to Active, the user ***must*** log into RFMSS the same day in order for the user account to not be deactivated the next day.

Newly approved accounts where the user has never logged in will have up to the specified number of days after the account is approved to log in before the account shall be deactivated.

RFMSS sends an email notification to the email address associated with the user account to inform the user that his/her account will be deactivated within a specified number of days. Email notifications are sent at the following times:

- Five days prior to account deactivation.
- An FA-specified number of days prior to account deactivation. This setting shall be at the Site level and shall apply to all RFMSS user accounts for that Site. You can set that setting on the Administration > Installation > Site page.

6.13.2 Pending User Accounts

This page lists all user accounts that are waiting for FA approval.

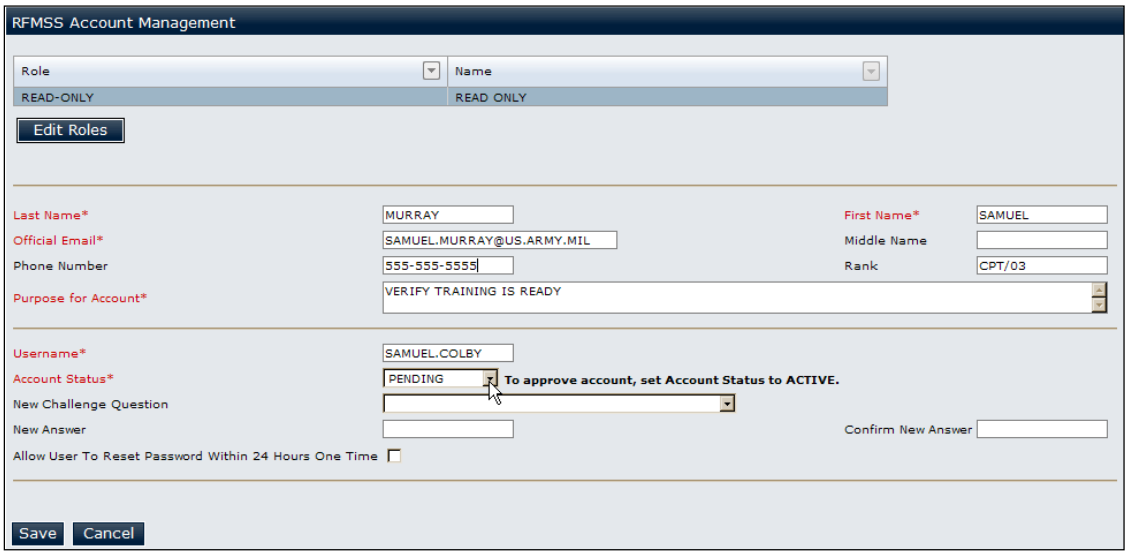


Figure 6-69 Pending User Account Record

6.13.2.1 *Edit Pending Account*

Click the **Edit** link in the grid. The User page is displayed.

6.13.2.2 *Show Disapproved User Requests*

To display a list of disapproved user requests, click the **Show Disapproved** link.

6.14 Background Jobs

This page lets you monitor any functions (e.g., End of Day, conflict evaluation) that are processing or have been processed and, if applicable, update FAA Airspace Schedules. You can also rerun jobs that have failed.

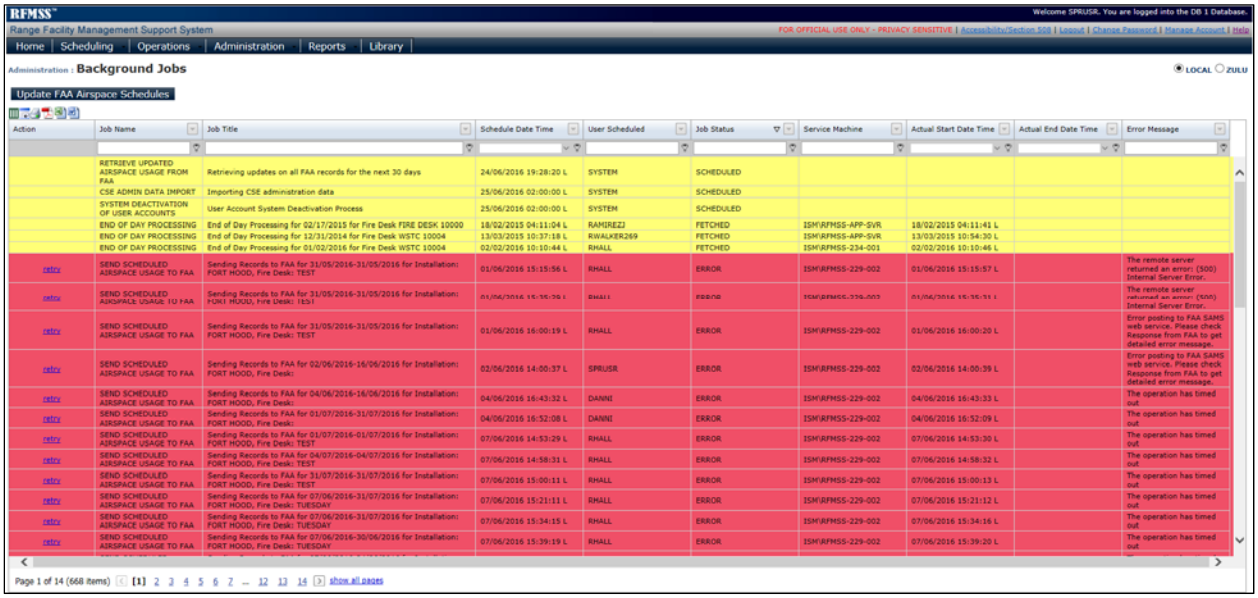


Figure 6-70 Background Jobs List

6.14.1 Understanding Background Jobs

The Background Jobs page contains a list of jobs that are run by RFMSS, either automatically or as initiated by a user somewhere else within RFMSS. When there is an error in a job, the job is displayed in a red line with the option to rerun the job in the Action column. However, you must take action to correct the information in the job before you can rerun the job successfully, assuming the date range in the Job Title has not yet passed.

The following introduces the columns on the Background Jobs page:

- **Action**
  This column is blank unless a job fails. When a job fails, the line is shaded red, and a **retry** link is displayed, which you can click after modifying the data as appropriate so that it sends successfully.
- **Job Name**
  The name of the job.
- **Job Title**
  The title of the job.

- **Schedule Date/Time**
  The date and time that the job is scheduled to run.
- **User Scheduled**
  The User ID of the individual who requested the job. This column contains “SYSTEM” for jobs that are run automatically by RFMSS.
- **Job Status**
  The status of the job. Possible statuses are:
  - **Scheduled**
    The job has been scheduled, but has not yet started.
  - **Running**
    The job is running.
  - **Fetched**
    Data requested in a job has been received, but not yet disseminated.
  - **Complete**
    The job is complete.
  - **Error**
    An error has occurred. See the Error Message column for details.
- **Service Machine**
  The RFMSS server that the user in the User Scheduled column was using at the time the job was scheduled.
- **Actual Start Date/Time**
  The date and time that the job started (assumed the Running status).
- **Actual End Date/Time**
  The date and time that the job completed (assumed the Complete status).
- **Error Message**
  Should a job fail, an error message displays the type of error that occurred.

When an FAA Airspace Schedule job calls the FAA MADE SAMS Web Service, RFMSS makes the following adjustments to the data before sending it:

- The Start Date/Time and End Date/Time are converted to Zulu Date and Time.
- The Lower and Upper altitudes are converted from Feet to Flight Level. The following rules are applied when converting feet to flight level:

- RFMSS converts low altitudes in feet to flight level by dividing by 100 and rounding down to the nearest whole number.
- RFMSS converts high altitudes in feet to flight level by dividing by 100, truncating the fractional part, and then adding 1 flight level to round up to the nearest whole number within the published altitude limits, and not above.
- If the lower altitude is less than 100, then RFMSS sends “FLOOR” as the lower altitude.
- If the upper altitude is more than the airspace’s upper altitude (this can occur by rounding up), RFMSS sends “CEILING” as the upper altitude.

6.14.2 Update FAA Airspace Schedules

This function is available only if the FAA interface is enabled at your site.

FAA Airspace Schedules are pulled from the FAA every four hours automatically, with “System” in the User Scheduled column for the job. This process allows you to pull any available updates from the FAA as needed.

To update FAA Airspace Schedule data, click the **Update FAA Airspace Schedules** button. A new job is displayed in the grid with the Status of SCHEDULED. Your User ID is displayed in the User Scheduled column for that job.

When the import is finished successfully, the job Status will be displayed as COMPLETED.

6.14.3 Managing Failed Background Jobs

When a job fails, the line for the job is shaded red, and a **retry** link is displayed in the Action column.

If the date range in the Job Title for a failed job is in the past, you cannot re-run that job.

To manage a failed background job:

1. Read the error message in the Error Message column.
2. If necessary (and if possible), resolve the issue that caused the error.

For example, you may see a failed job for sending FAA Airspace Schedules to the FAA, with the error message of, “Error posting to FAA SAMS web service. Please check Response from FAA to get detailed error message.” To resolve this, locate the airspace schedule information for the timeframe noted in the Job Title on the Scheduling > FAA Airspace Schedules page, read error details in the Response from FAA column in the lines, either revise or delete information as necessary, and resend the Airspace Schedule information to the FAA.

3. Return to the Background Jobs page.
4. Click the **retry** link in the line for which you want to rerun job information. When the import is finished successfully, the job Status will be displayed as COMPLETED.

APPENDIX A. Request Processing Matrix

Note: Permitted actions can vary based on the following rules.
√ Acting scheduler or FDO must be assigned to Facility's fire desk for activity to be acted upon.
Θ Acting unit must have COC level at or above substatus (the level of the unit that must approve the request) and must be in same COC as unit on request.
Ω Acting unit must be unit on request or must be above unit on request in same COC.
& Same day requests in RES status cannot be modified or cancelled.
$ Scheduler can only perform action if assigned to any fire desk at same installation as request.
~ Scheduler can only approve a request in COND-RES status if all conditions have been approved. If any condition is disapproved or has yet to be addressed, approval cannot occur.
Ǿ RC-SFTY, RC-LOG, and RC-ENV can only add memo to request which does not cause a status change.
* The FA shall be allowed to permit or not permit a unit to cancel or modify requests with a status of RES that are not currently on the Fire Desk at the Fire Desk level.
# No user may modify, cancel, or delete an activity in RES status if activity's Start Date is prior to tomorrow.
! RFMSS shall not allow a hold to request on a single activity in CAN-H status. If Hold to Request is to be performed on a request having one or more activities in HOLD status
and one or more activities in CAN-H status, then the user will be warned that the CAN-H activities will be removed/deleted from the request.
Interpretation(s)
1. Request Level User Fields, Point of Contact Person ID and Point of Contact Phone Number may be changed on an existing request as long as (a) no activities have reached
the fire desk, and (b) at least one existing activity is modifiable by the logged-in user according to status change matrix rules.
2. Modification of Request Level User Fields, Point of Contact Person ID and/or Point of Contact Phone Number alone will not cause a status re-evaluation on activities.
3. Scheduler can change the unit if the activity has not appeared on the fire desk yet.
4. When the unit is edited for an activity in PEN-CUST status, the status then changes to PEN-RC.

Note: Status can vary based on the following rules.
@ Status will indicate RES if **automatic scheduler approval** is enabled and if scheduler is assigned to **Facility's fire desk for activity**.
® Status will indicate PEN-CUST if **approving unit** has COC parent, otherwise PEN-RC.
☼ Status will indicate COND-RES if **there are other conditions besides the condition being removed**.

[1] If acting unit has COC parent the status will be PEN-CUST with a substatus of parent's unit level (or first parent in COC having a login). If acting unit has no COC parent the status will be PEN-RC.
[2] When a request in conditional reservation status is modified, it should stay in conditional reservation status so safety, environmental, and logistics officers may approve or disapprove.

[4] Scheduler may submit maintenance request that starts on same day. Same day maintenance appears on fire desk immediately. FDO does not approve same day maintenance request.
[5] Validation of activity (against administration data, for example) occurs upon request submittal, approval, and hold-to-request. In most cases, re-initiate occurs without validation so user can modify activity using Request form to fix validation errors.
[6] Regardless of whether higher level unit or scheduler disapproves or cancels, unit should be able to reinitiate request, unless the request is for an unavailable day.
[7] Applies to status of COND-RES with any conditional substatus.
[8] COND-RES status can have any of these conditional substatus combinations: S / L / E / S E / S L / E L / S E L.
[9] Applies to status of COND-RES with any conditional substatus except the one to be added.
[10] Applies to status of COND-RES where all conditional substatuses have been either approved or disapproved.

Starting Request STATUS	**Request ACTION**	**Ending Request STATUS**					
RFMSS Role		Customer	Range Control User				
		Unit (COC)	Scheduler (RC-SCHED)	Fire Desk Operator (FDO)	Safety (RC-SFTY)	Environment (RC-ENV)	Logistics (RC-LOG)
	SUBMIT						
New Request		PEN-CUST or PEN-RC [1]	PEN-RC or RES @ $				
Same Day Request		PEN-FDO		RES √			
HOLD		HOLD	HOLD $				
MAINT			MAINT [4] √				
	APPROVE						
PEN-CUST		PEN-CUST or PEN-RC [1]Θ ®[5]	RES √[5]				
PEN-RC			RES √[5]				
PEN-FDO				RES √			
COND-RES[10]			RES √[5]				
	MODIFY						
PEN-CUST		PEN-CUST or PEN-RC [1]Ω[5]	PEN-RC or RES $[5] @		Ǿ	Ǿ	Ǿ
PEN-RC		PEN-CUST or PEN-RC [1]Ω[5]	PEN-RC or RES $[5] @		Ǿ	Ǿ	Ǿ
PEN-FDO			&	RES √	Ǿ	Ǿ	Ǿ
COND-RES[7]			COND-RES[7] [2]√[5]		Ǿ	Ǿ	Ǿ

Starting Request STATUS	Request ACTION	Ending Request STATUS					
RFMSS Role		Customer	Range Control User				
		Unit (COC)	Scheduler (RC-SCHED)	Fire Desk Operator (FDO)	Safety (RC-SFTY)	Environment (RC-ENV)	Logistics (RC-LOG)
RES		PEN-CUST or PEN-RC [1]Ω#&[5] *	PEN-RC or RES √ #&[5]@		Ø	Ø	Ø
HOLD		HOLD Ω[5]	HOLD $[5]		Ø	Ø	Ø
MAINT			MAINT √		Ø	Ø	Ø
	DISAPPROVE						
PEN-CUST		DISA-CUST Θ	DISA-RC √				
PEN-RC			DISA-RC √				
PEN-FDO				DISA-FDO √			
COND-RES[10]			DISA-RC √				
	CANCEL						
PEN-CUST		CAN-CUST Ω	CAN-RC $				
PEN-RC		CAN-CUST Ω	CAN-RC $				
RES		CAN-CUST Ω #*	CAN-RC √ #&				
HOLD		CAN-HΩ	CAN-H$				
COND-RES[10]			CAN-RC √				
MAINT			CAN-M √				
	CONDITIONAL RESERVATION with CONDITION						
PEN-CUST	Safety		COND-RES S[8] √				
PEN-RC	Safety		COND-RES S[8] √				
COND-RES[9]	Safety		COND-RES S[8] √				
RES	Safety		COND-RES S[8] √#				
PEN-CUST	Environmental		COND-RES E[8] √				

Starting Request STATUS	Request ACTION	Ending Request STATUS					
RFMSS Role		Customer	Range Control User				
		Unit (COC)	Scheduler (RC-SCHED)	Fire Desk Operator (FDO)	Safety (RC-SFTY)	Environment (RC-ENV)	Logistics (RC-LOG)
PEN-RC	Environmental		COND-RES E[8] √				
COND-RES[9]	Environmental		COND-RES E[8] √				
RES	Environmental		COND-RES E[8] √#				
PEN-CUST	Logistics		COND-RES L[8] √				
PEN-RC	Logistics		COND-RES L[8] √				
COND-RES[9]	Logistics		COND-RES L[8] √				
RES	Logistics		COND-RES L[8] √#				
	REMOVE CONDITION						
COND-RES S[8]	Safety		COND-RES[7] or PEN-RC √☼				
COND-RES E[8]	Environmental		COND-RES[7] or PEN-RC √☼				
COND-RES L[8]	Logistics		COND-RES[7] or PEN-RC √☼				
	APPROVE CONDITION						
COND-RES S[8]	Safety				COND-RES S-A		
COND-RES S-D[8]	Safety				COND-RES S-A		
COND-RES E[8]	Environmental					COND-RES E-A	
COND-RES E-D[8]	Environmental					COND-RES E-A	
COND-RES L[8]	Logistics						COND-RES L-A
COND-RES L-D[8]	Logistics						COND-RES L-A
	DISAPPROVE CONDITION						
COND-RES S[8]	Safety				COND-RES S-D		
COND-RES S-	Safety				COND-RES S-D		

Starting Request STATUS	**Request ACTION**	**Ending Request STATUS**					
RFMSS Role		Customer	Range Control User				
		Unit (COC)	Scheduler (RC-SCHED)	Fire Desk Operator (FDO)	Safety (RC-SFTY)	Environment (RC-ENV)	Logistics (RC-LOG)
A[8]							
COND-RES E[8]	Environmental					COND-RES E-D	
COND-RES E-A[8]	Environmental					COND-RES E-D	
COND-RES L[8]	Logistics						COND-RES L-D
COND-RES L-A[8]	Logistics						COND-RES L-D
	RE-INITIATE						
CAN-CUST		PEN-CUST or PEN-RC[1,6]Ω	PEN-RC$				
CAN-RC		PEN-CUST or PEN-RC [1,6]Ω	PEN-RC $				
DISA-CUST		PEN-CUST or PEN-RC [1,6]Ω	PEN-RC $				
DISA-RC		PEN-CUST or PEN-RC [1,6]Ω	PEN-RC $				
CAN-H		HOLD Ω	HOLD $				
CAN-M			MAINT √				
	HOLD TO REQUEST						
HOLD		PEN-CUST or PEN-RC [1]Ω[5]	PEN-RC $[5]				
CAN-H		!	!				

Key: CAN-CUST=canceled by Customer, CAN-H=canceled Hold, CAN-M=canceled Maintenance, CAN-RC=canceled by RC-SCHED, COND-RES=Conditional Reservation, DISA-CUST=disapproved by Customer, DISA-RC=disapproved by RC-SCHED, DISA-FDO=disapproved by FDO, E=Environmental condition, HOLD=Hold, L=Logistics condition, MAINT=Maintenance event, PEN-CUST=pending Customer approval, PEN-RC=pending RC-SCHED approval, PEN-FDO=pending FDO approval, RES=Reservation, S=Safety condition

APPENDIX B. Chain of Command Matrix

Group A: New Activity

Activity Status Before	Activity Action Taken By	Activity Status After
		RES
	RC-SCHED	PEN-RC
	UNIT 4-BRIG	PEN-CUST 4-BRIG
	UNIT 3-BATT	PEN-CUST 3-BATT
NEW	UNIT 2-COMP	PEN-CUST 2-COMP
		RES
	RC-SCHED	PEN-RC
	UNIT 4-BRIG	PEN-CUST 4-BRIG
	UNIT 3-BATT	PEN-CUST 3-BATT
NEW	UNIT 2-COMP	PEN-CUST 2-COMP
		RES
	RC-SCHED	PEN-RC
	UNIT 4-BRIG	PEN-CUST 4-BRIG
	UNIT 3-BATT	PEN-CUST 3-BATT
NEW	UNIT 2-COMP	PEN-CUST 2-COMP
		RES
	RC-SCHED	PEN-RC
	UNIT 4-BRIG	PEN-CUST 4-BRIG
	UNIT 3-BATT	PEN-CUST 3-BATT
NEW	UNIT 2-COMP	PEN-CUST 2-COMP

Group B: Modify Activity at PEN-CUST 3-BATT

Activity Status Before	Activity Action Taken By	Activity Status After
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP

Group C: Modify Activity at PEN-CUST 4-BRIG

Activity Status Before	Activity Action Taken By	Activity Status After
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP

Group D: Modify Activity at PEN-RC

Activity Status Before	Activity Action Taken By	Activity Status After
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP

Group E: Modify Activity at RES

Activity Status Before	Activity Action Taken By	Activity Status After
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP

Group F: Approve Activity at PEN-CUST 3-BATT

Activity Status Before	Activity Action Taken By	Activity Status After
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP

Group G: Approve Activity at PEN-CUST 4-BRIG

Activity Status Before	Activity Action Taken By	Activity Status After
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP

Group H: Approve Activity at PEN-RC

Activity Status Before	Activity Action Taken By	Activity Status After
RES		RES
PEN-RC	RC-SCHED	PEN-RC
PEN-CUST 4-BRIG	UNIT 4-BRIG	PEN-CUST 4-BRIG
PEN-CUST 3-BATT	UNIT 3-BATT	PEN-CUST 3-BATT
PEN-CUST 2-COMP	UNIT 2-COMP	PEN-CUST 2-COMP

Group I: Reinitiate Activity

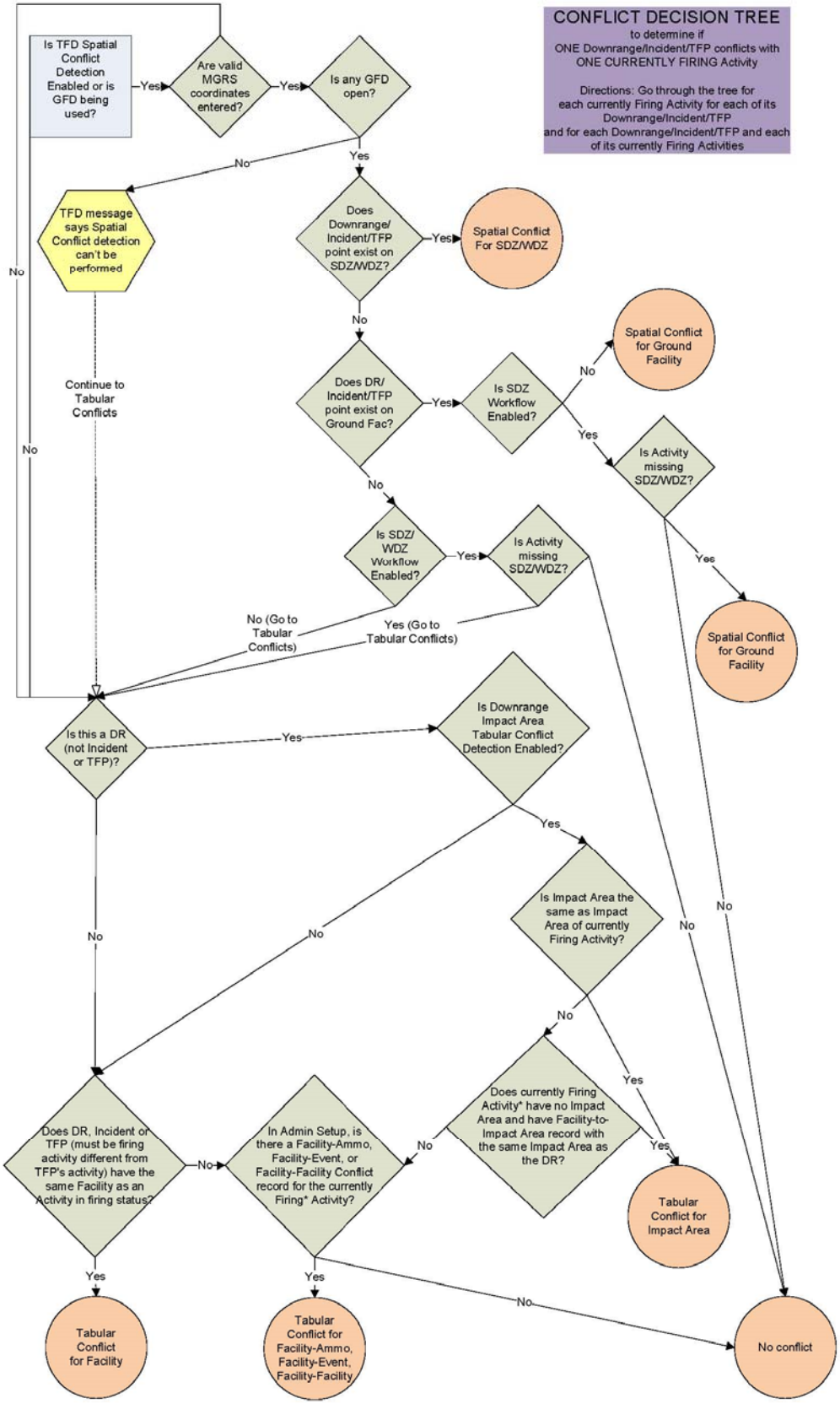
Activity Status Before	Activity Action Taken By	Activity Status After
		RES
	RC-SCHED	PEN-RC

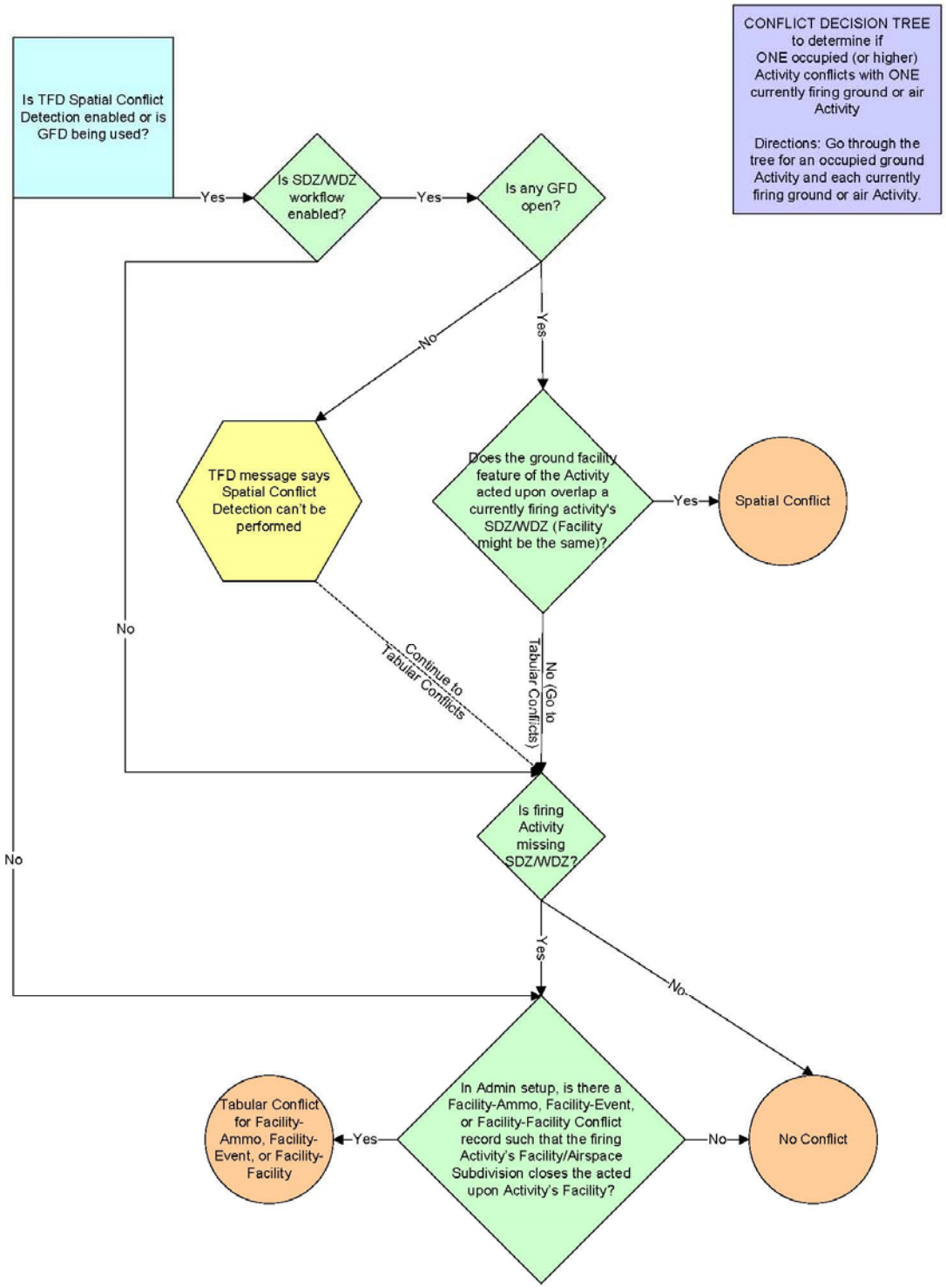
CAN-RC or CAN-CUST	UNIT 4-BRIG	PEN-CUST 4-BRIG
Or	UNIT 3-BATT	PEN-CUST 3-BATT
DISA-RC or DISA-CUST	UNIT 2-COMP	PEN-CUST 2-COMP
		RES
	RC-SCHED	PEN-RC
CAN-RC or CAN-CUST	UNIT 4-BRIG	PEN-CUST 4-BRIG
Or	UNIT 3-BATT	PEN-CUST 3-BATT
DISA-RC or DISA-CUST	UNIT 2-COMP	PEN-CUST 2-COMP
		RES
	RC-SCHED	PEN-RC
CAN-RC or CAN-CUST	UNIT 4-BRIG	PEN-CUST 4-BRIG
Or	UNIT 3-BATT	PEN-CUST 3-BATT
DISA-RC or DISA-CUST	UNIT 2-COMP	PEN-CUST 2-COMP
		RES
	RC-SCHED	PEN-RC
CAN-RC or CAN-CUST	UNIT 4-BRIG	PEN-CUST 4-BRIG
Or	UNIT 3-BATT	PEN-CUST 3-BATT
DISA-RC or DISA-CUST	UNIT 2-COMP	PEN-CUST 2-COMP

Group J: Hold-To-Request Activity

Activity Status Before	Activity Action Taken By	Activity Status After
		RES
	RC-SCHED	PEN-RC
	UNIT 4-BRIG	PEN-CUST 4-BRIG
	UNIT 3-BATT	PEN-CUST 3-BATT
HOLD	UNIT 2-COMP	PEN-CUST 2-COMP
		RES
	RC-SCHED	PEN-RC
	UNIT 4-BRIG	PEN-CUST 4-BRIG
	UNIT 3-BATT	PEN-CUST 3-BATT
HOLD	UNIT 2-COMP	PEN-CUST 2-COMP
		RES
	RC-SCHED	PEN-RC
	UNIT 4-BRIG	PEN-CUST 4-BRIG
	UNIT 3-BATT	PEN-CUST 3-BATT
HOLD	UNIT 2-COMP	PEN-CUST 2-COMP
		RES
	RC-SCHED	PEN-RC
	UNIT 4-BRIG	PEN-CUST 4-BRIG
	UNIT 3-BATT	PEN-CUST 3-BATT
HOLD	UNIT 2-COMP	PEN-CUST 2-COMP

APPENDIX C.
Conflict Decision Trees


CONFLICT DECISION TREE
to determine if
ONE Downrange/Incident/TFP conflicts with
ONE CURRENTLY FIRING Activity
Directions: Go through the tree for
each currently Firing Activity for each of its
Downrange/Incident/TFP
and for each Downrange/Incident/TFP and each
of its currently Firing Activities
Is TFD Spatial Conflict Detection Enabled or is GFD being used?
Are valid MGRS coordinates entered?
Is any GFD open?
TFD message says Spatial Conflict detection can't be performed
Does Downrange/ Incident/TFP point exist on SDZ/WDZ?
Spatial Conflict For SDZ/WDZ
Continue to Tabular Conflicts
Does DR/ Incident/TFP point exist on Ground Fac?
Is SDZ Workflow Enabled?
Spatial Conflict for Ground Facility
Is Activity missing SDZ/WDZ?
Is SDZ/ WDZ Workflow Enabled?
Is Activity missing SDZ/WDZ?
No (Go to Tabular Conflicts)
Yes (Go to Tabular Conflicts)
Spatial Conflict for Ground Facility
Is this a DR (not Incident or TFP)?
Is Downrange Impact Area Tabular Conflict Detection Enabled?
Is Impact Area the same as Impact Area of currently Firing Activity?
Does currently Firing Activity* have no Impact Area and have Facility-to-Impact Area record with the same Impact Area as the DR?
Tabular Conflict for Impact Area
Does DR, Incident or TFP (must be firing activity different from TFP's activity) have the same Facility as an Activity in firing status?
In Admin Setup, is there a Facility-Ammo, Facility-Event, or Facility-Facility Conflict record for the currently Firing* Activity?
Tabular Conflict for Facility
Tabular Conflict for Facility-Ammo, Facility-Event, Facility-Facility
No conflict
Yes
No


CONFLICT DECISION TREE to determine if ONE occupied (or higher) Activity conflicts with ONE currently firing ground or air Activity
Directions: Go through the tree for an occupied ground Activity and each currently firing ground or air Activity.
Is TFD Spatial Conflict Detection enabled or is GFD being used?
Yes
Is SDZ/WDZ workflow enabled?
Yes
Is any GFD open?
No
Yes
TFD message says Spatial Conflict Detection can't be performed
Does the ground facility feature of the Activity acted upon overlap a currently firing activity's SDZ/WDZ (Facility might be the same)?
Yes
Spatial Conflict
No
Continue to Tabular Conflicts
No (Go to Tabular Conflicts)
Is firing Activity missing SDZ/WDZ?
No
Yes
No
In Admin setup, is there a Facility-Ammo, Facility-Event, or Facility-Facility Conflict record such that the firing Activity's Facility/Airspace Subdivision closes the acted upon Activity's Facility?
Yes
Tabular Conflict for Facility-Ammo, Facility-Event, or Facility-Facility
No
No Conflict