Range Facility Management Support System (RFMSS)

Scheduling Handbook

Version 3.1

September 23, 2010

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1.   Overview

1.1. Schedulers Responsibilities

There are two types of schedulers, the Range Control Scheduler and the Unit/Customer scheduler.

1.1.1. Range Control Scheduler
The Range Control Scheduler is the direct interface between the Range facility management and operations center and the customer, or using units. The Range Control Scheduler(s) are responsible for:
- The final approval for all training requests for range assets (tomorrow forward)
- Scheduling training area maintenance
- Resolving scheduling, safety and environmental conflicts as they arise
- Publishing the Range Bulletin

1.1.2. Unit/Customer Scheduler
Unit/Customer Scheduler is the user of the range facilities. The Unit/Customer Scheduler is responsible for:
- Submitting training requests
- Resolving scheduling conflicts as they arise
- If chain of command has been set up in RFMSS, they will approve requests for subordinate units.
- Issuing and approving Co-use agreements
- Publishing the Range Bulletin

1.2. System Requirements

RFMSS is a web enabled system using Internet Explorer 7 (IE7) web browser to access the RFMSS application both locally and remotely (via the RFMSS web server at Ft. Belvoir). It is assumed that the server will be a Microsoft Windows 2008 Server. The RFMSS system assumes the following items are available to enable users to log on:

- Users must have a RFMSS User Id and password approved by the RFMSS Functional Administrator. These allow access to the RFMSS application via their workstation's IE7 web browser.

- The Citrix ICA Client is installed on the workstation for use of the Graphic Fire Desk <u>only</u>. A Citrix login ID and password must be obtained from the IMSA NOSC Help desk or from the local DOIM (for National Guard sites) in order to access the RFMSS Graphic Fire Desk.

1.3. **Scope**

- This handbook is designed to be used as a supplement to the RFMSS User Manual. It contains the operations performed in the RFMSS application by the RC Scheduler and the unit/customer scheduler.   When referring to operations that include both RC Scheduler and the Unit/Customer scheduler, it will be label as scheduler. Separate options will identify either the RC Scheduler or the unit/customer scheduler

1.4. **Help**

For workstation, LAN, and other networking questions, contact the local DOIM/G6 office or follow the local policy.

For Scheduling and site-specific questions, contact the local Range Control.

RFMSS Support is available to the RFMSS <u>RC Scheduler and the unit scheduler.</u>

- o The US Army, US Army Reserve, US Navy, and US Marine Corps contact the IMSA NOSC Help desk at (888) 800-7242. Email: <u>huac.imsa.nosc@us.army.mil</u>.

- o The National Guard contacts the Army National Guard RFMSS Center of Excellence, Help Desk, (320) 616-3093 or DSN 871-3093.
  Web site: <u>https://rfmss.ngb.army.mil</u>

- o To discuss potential changes to the RFMSS application, contact the local Functional Administrator (FA).

There are several manuals available for the RFMSS application. Most of the RFMSS manuals are functionally specific and can be obtained by contacting the local Functional Administrator. The RFMSS manuals available are listed below:

1. RFMSS User Manual (also available through RFMSS Help Online)
2. RFMSS Functional Administrator Handbook
3. RFMSS Scheduling Handbook
4. RFMSS Fire Desk Operator Handbook
5. RFMSS Ad Hoc User Guide

There is an On Line Help available for the RFMSS application. The Online Help contains the information found in the RFMSS User Manual.

The manuals can be obtained through the Army Knowledge Online (AKO) by following the directions below:

1. Login to AKO.

2. Select "Files" from the menu on upright portion of the page.
3. From the menu on the left under "AKO Files Home", expand Organizations, expand DoD Organizations, expand Army, expand Headquarters, Department of the Army (HQDA), expand Secretary of the Army (SA), expand ASA (ALT), expand PEO Enterprise Information Systems (PEO EIS), expand PO IMS-A, expand RFMSS 2002 Training.
4. Select Version 3_0 folder link.
5. Check the box of the files you want and then click Download to save them to your workstation.

2.   Navigation

2.1. **Using the RFMSS Grid**

This section is designed to introduce the user on how to navigate and use RFMSS v3.0. There are commonalities throughout the modules.

Most of the RFMSS information appears in a column format called grid.
The RFMSS grid allows the user to:
- Add a new, edit, 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 modification log for a selected record (where applicable),
- Search a record,
- Hide columns in the grid,
- Wrap or unwrap text in the columns,
- Export and Display grid information in Adobe Acrobat (PDF format), Microsoft Excel spreadsheet, or Microsoft Word document format,
- Print grid information.

2.2. **Working with the Grid**

Most of the data in RFMSS is presented in a column format or grid. The table has rows and columns and can be manipulated or adjusted to fit most requirements. Each row/record is made up with many fields. Some of the fields are mandatory which is represented with the field name in red and an asterisk* (to comply with Section 508 of the Rehabilitation Act of 1973).

2.2.1. **Sorting Records**

Records can be sorted in ascending and descending order. First the user must identify the column to be sorted. Clicking on the column name/header toggles the arrow to point up and down. An arrow pointing up will display the information in ascending order. The arrow pointing down will display the information in descending order.

Drop-Down list ☐ will let you select what record you need or (All).
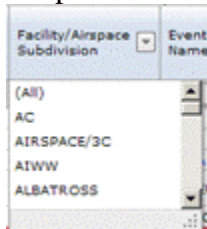
2.2.2. **Filtering Records**

Specific records can be selected out from other records. Records can be singled out by entering the value in the filter block or by selecting the criteria value for your search from the ▽ to the right of the blank filter box.

- Filter Entry Field
  First the user must identify the column to be used in the search criteria. In the white area below a column name/header, type in the first character of the word to be used as the search criteria. For example if a user wants to find Range 1 they would type an r in the facility column which will locate all facilities that begin with a "r", entering ra will narrow the search to facilities beginning with ra. The more characters added will further narrow the search.

- Filtering Criteria ▽
  Clicking the ▽ to the extreme right of the column name/header will display a list of criteria values for that field.   In the search block enter in all or part of what you are searching, then click on the ▽ to the right of the box and select a criteria, RFMSS will provide the data based on the criteria you selected.
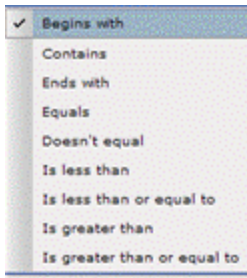
Some Filter Entry Fields ends with ⊠ and 🔍. Use ⊠ to clear the existing field entry OR click Search 🔍 to view the list of values for the field. See example below.
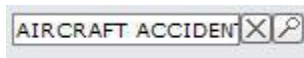
2.2.3.   Selecting Multiple Records

There are several ways to select records.
- For a single value click the box to the left of the record.
- To select a block of values in sequence, press and hold the Shift key and click the first value, then click on the last value, release the Shift Key, a group of values is selected.
- To select multiple values scattered around the list, press and hold the CTRL key and click on each value to be selected. Release the CTRL key.

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.

2.2.4.   Manipulating Columns

Most tables contain a group of icons that are located at the top left side of the grid. These icons perform various functions but do not permanently alter the data in the table.

    – the Field Chooser will allow the user to temporary hide columns by dragging the columns into the opened Field Chooser window. The columns are returned to there original state once the user has closed the window.

    – allows the user to toggle word wrap off and on. If word wrap is off the data that is too long to fit the column is truncated. If word wrap is on, the complete data will show increasing the height of the column.

    – allows the user to print what is being displayed.

RFMSS allows most tables and reports to be saved to the local workstation in three formats: PDF, EXCEL, and WORD.

    – clicking on this icon allows the user to export the table in Adobe PDF format.
    – clicking on this icon allows the user to export the table in Excel format.
    – clicking on this icon allows the user to export the table in Word format.

When one of the formats is selected the File Download window is displayed. Click on the Save button.
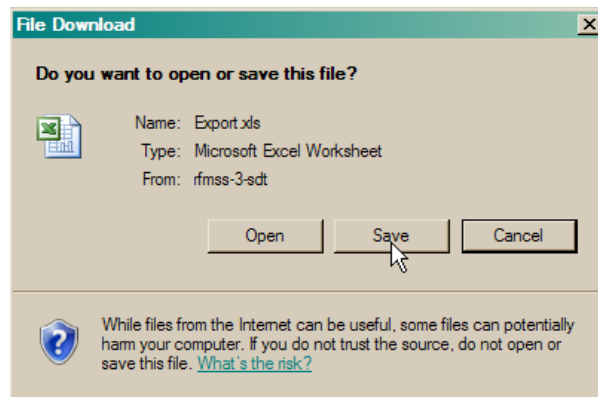
The <u>Save As</u> window appears. Select the folder where the file will be saved. Enter the file name and click SAVE.
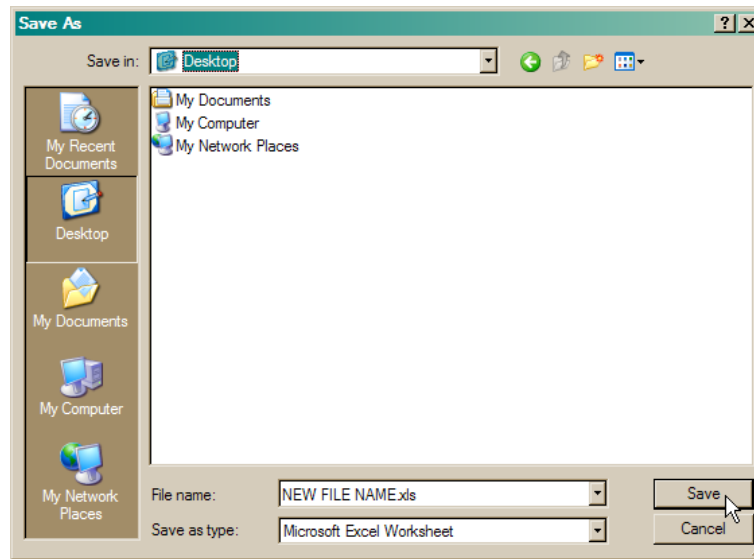
Show deleted – clicking on show deleted, allows the user to see all records that have been deleted in the table. The records are used for viewing and are READ ONLY.

2.2.5.   Updating Information

Records can be added, modified, copy and deleted easily by choosing the appropriate action. The Action column displays the options available. Once the action has been completed click save to save the change.

Adding a new record
New – clicking on the new link opens up a new row or record to be completed.

Modifying a record
Edit –clicking on the edit link in front of a row opens that record to be modified.

Copying a record
Copy – clicking on copy opens the record so that it can be altered and saved adding another record.

Deleting a record
Delete – clicking on the delete link in front of a row deletes that record.

2.2.6.   Show Log

The log shows a list of modifications made to a specific record.
Click the **Log** link in the record row. The modifications log for the selected record is displayed.
Click the **Close** button in the log to exit the log.
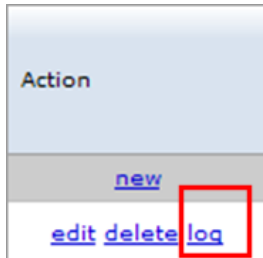
2.2.7.   Printing Grid Information

Click the **Print** button at the top left of the grid.
The File Download window is displayed.
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 Adobe Acrobat Reader.

Click the Print icon in the Adobe Reader window, OR select **File: Print** and click **OK** in the Print window.

2.3.   **Entering Dates in RFMSS**

Dates can be entered in any date field by typing in the dates or using the calendar.

A calendar will appear by clicking in a date field. Immediately start typing in the date or use the calendar to fill in. The arrows or either side of the month and year is used to go backwards or forwards by month.   Once the month desired appears, click on the date.

There are several ways to use the calendar. To move the calendar by several months, click on the month, year and the dates will be replaced with months.

To see year ranges, click on the year and months are replaced with years.

2.4. **Menus**

RFMSS consist of five menus. Each menu contains submenus that take the user to a different portion of the application. Each menu performs specific functions.

2.4.1.   Home

Home is the starting location for the application and where the users go when they log in. The Functional Administrators and the Units may see the dashboard when they log in. Dashboards are used to alert the users of any actions needing their attention as well as when the Functional Administrator needs to posts announcements for the RFMSS community .

Functional Administrator Dashboard

The FA Dashboard appears when they log in or when they return to the Home Menu. It shows how many users are requesting a user account as depicted below.
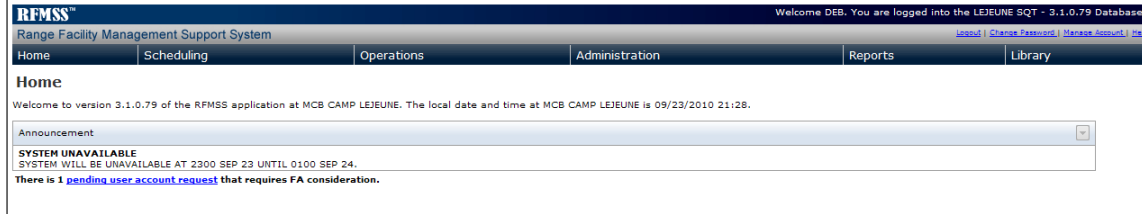
Unit Dashboard

The Unit Dashboard appears when a Unit Scheduler logs in or returns to the Home Menu. The dashboard is used to display activities involving the unit.   The Unit Dashboard can display two sections, the Co-Use Agreement and the Request Processing Dashboard.

- Co-Use Agreement section displays only if there are co-uses involving the unit.
    o It will display the number of co-uses that have been requested by the unit or a unit in their Chain of Command (COC).
    o It will display the number of co-uses that another unit has sent requesting to co-use with you.
    o There will be a table with a row representing each co-use status with a number count and the RCNI that is associated with the co-use for the unit or a unit in their COC:
        ▪ Undecided (Default): Co-uses that have not been accepted or denied.
        ▪ Accepted: Unit agrees to co-use.
        ▪ Denied: Unit denies to co-use.

- Request Processing section displays the number of activities submitted by the unit or a unit in their chain of command.
    o There are two options: All My Activities (activities for units in my COC) and My Activities Having New Status Since date (last login). The last option is the default.
    o Clicking on the Activity Count will take the unit directly into the Request Processing window displaying all activities referred to on the dashboard.
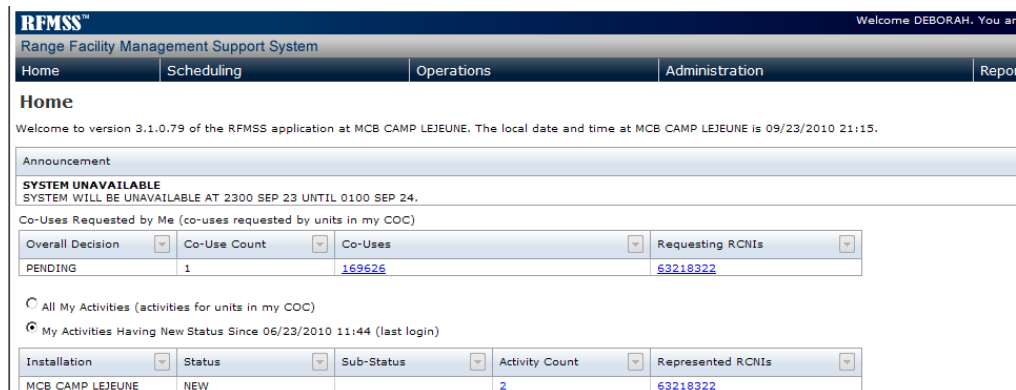
2.4.2. Scheduling Menu

The Scheduling Menu contains predominately all of the functions used by a Range Control (RC) scheduler and Unit scheduler. In this module the scheduler can view the Two Week Calendar, lookup a Range Control Number Identifier (RCNI), create and submit a request, modify and process a request, request a co-use (against an existing reservation), create request templates, create and view a Range Bulletin, create a Communication Log Sheet (which is used by the Fire Desk Operators), and view Co-Use Agreements.

3.   Two Week Calendar

The two week calendar is an interactive spreadsheet that lists all facilities and the availability status of each. Additionally, from the Two Week Calendar a user can access information about each facility such as the equipment available, standard events, and allowable weapons provided this data has been established in the Set Up tables.

The calendar displays in two week blocks. The display can be shifted to reflect the desired two week future time frame as determined by the user. Scheduling of events can be done up to three years out in the RFMSS system. This capability allows the user to input the dates of interest and view the availability of a desired facility.

The two week calendar is accessed from the RFMSS main menu by clicking **Schedule, Two Week Calendar.** The display will show the two week calendar starting with tomorrows date.

NOTE; If Range Control's local policy permits and the option is enabled in RFMSS, Units can schedule for 'today's date' by submitting a "Same Day Request" from the Scheduling Menu.

Scheduling : **Two Week Calendar**   ● LOCAL ○ ZULU

Today 23/02/2010 Start Date* 24/02/2010 Installation* FT CARSON ✓ Fire Desk FORT CARSON RANGE CONTROL DIVISION ✓ Select By* ALL FACILITIES ✓   Legend

[Refresh]

Facility/Airspace	Wed 24/02/10	Thu 25/02/10	Fri 26/02/10	Sat 27/02/10	Sun 28/02/10	Mon 01/03/10	Tue 02/03/10	Wed 03/03/10	Thu 04/03/10	Fri 05/03/10	Sat 06/03/10	Sun 07/03/10	Mon 08/03/10	Tue 09/03/10
R-2601A														
R-2601B														
R-2601C														
R-2601D														
RG001														
RG003									1					
RG004	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RG005	X1	X1	X1			XC	XC	XC	XC	XC				C
RG005A	X	X	X			X	X	X	X	X				X
RG007	XM	XM	XM	M	M	XM	XM	XM	XM	XM	M	M	M	M
RG007A	XR	XR	XR	X	X	XC	XC	XC	XC	XC	X	X	X	X
RG008	1	1								R				
RG009														
RG011								1	1					1
RG013														
RG013A	1	1	1	1	1	1	1							
RG015	1		C			1	1	1	1	1				
RG019														
RG024	X	X	X	X	X	XC	XC	XC	XC	XC	XC	XC	XC	XC
RG029	R	R	R			C	C	C	C					

The top section of the Two Week Calendar allows the user to select the time frame and facilities to be viewed.

A single Request form can contain activities from multiple fire desks. This is called Cross Fire Desk Scheduling. This option must be enabled by the FA. To allow this functionality, the structure of the database has changed. The highest level is now the RFMSS site, and then the next level is the installation. RFMSS can have multiple installations. When users need to schedule activities over multiple fire desk they select the one installation then set the Fire Desk to All to see all the fire desks for that installation.

Local or Zulu when selected will show all times on the Two Week Calendar to the installations Local time or in Zulu Greenwich Mean Time.

Fields in red and * are mandatory and must be filled out. The * adheres to the Section 508 Compliance.
Today shows today's date.
Start Date* always starts with tomorrow's date. The Start Date can be changed to a date in the future up to three years.
Installation* allows the user to select the installation for the facilities to be displayed.
Fire Desk allows the user to select the fire desk for the facilities to be displayed.
Select By* allows the user to select to see all facilities in the fire desk or view the facilities associated to an Event or Facility Group only.
The *Legend* explains the symbols used on the Two Week Calendar.

3.1. **Facility Details**

The Facility/Airspace column displays all complexes that can be scheduled. Right mouse clicking on a facility displays the facility details.

The Facility Details displays pertinent information about the facility that can be used to assist the unit in making a decision about using this facility. The various elements of this display is entered by the functional administrator in the set up tables. The Description field should explain how the facility is used. The Support Facility/Equipment tab displays the resources available on the facility. The Standard Event tab lists all events that can be conducted on the facility. The Standard Weapons and Standard Ammunition show all weapons and ammunitions that can be

used on facility. The Checklist Items show all actions that must be completed to use this facility for the scheduler. The Operational Times displays when the facility can be used by day. The bottom portion of the screen displays if there are any restrictions such as prerequisite, limitation or waiver.

3.2. **Two Week Calendar Legend**

Blue Facility ID – Airspace Subdivision

Black Facility ID – Ground Facility

Open Status – If the cell is blank the facility is available for scheduling. That is to say that there is no safety or scheduling conflicts detected in the system.

Unavailable "U" – shows that a facility/airspace is unavailable for scheduling.

Reservation "#" – Reservations are reflected on the Two Week Calendar by a number in the facility/date block. If a single event for a facility has been approved by the Range Scheduler, there will be a number '1' in the facility/date block. If more that one event for a facility has been approved by the Range Scheduler, the number will reflect the number of events approved (i.e. two events scheduled and approved will reflect a '2' in the facility/date block). Local policy will determine if multiple units may request and or be scheduled on a facility on the same date. Local Policy will also dictate the use of Co-Use Agreements.

Request "R" – shows that a request for a facility has been submitted and is awaiting action.

Maintenance "M" – From time to time all facilities will require some type of maintenance that will preclude training while work is being conducted on the facility. The Maintenance "M" code will appear when the Range Control Schedulers place the facility into a Maintenance status. Facilities can only be placed in the Maintenance status by the RC Scheduler.   Units can not submit a request for a facility that is in a Maintenance status.

Note: A Maintenance status for a facility occurs when the event has been identified as category Maintenance in the Event Table.

Condition "C" – Conditional Reservation can be used when the unit has to meet a condition before the activity can be approved. There are three types of conditions, safety, environmental and logistical.

Hold "H" – The RFMSS 2002 application will allow a Hold to be placed on a specific facility. Local policy will determine exactly how the schedulers will respond to a requested Hold for a facility, or even if the Hold capability will be utilized at the installation. The purpose of the Hold capability is for units to be able to place an indicator against a facility to alert others they are planning and/or coordinating for a specific future training event. The FA, via the set up tables, establishes the expiration timeframe when the system will automatically remove a Hold status.

Range Management will decide the numbers of days the facility can be placed into a Hold status and the FA will input this data into the Administration, Fire Desks, Fire Desk tables. Once this data is input, the facility may be placed on a hold status from tomorrows plus the number of days input by the FA.

It is important to note that the application will not disallow a unit from submitting a request against a facility with a hold on it. Requests may be submitted. This is why *local policy* must be established as to how the Range Schedulers will establish priorities for Hold status and Requests submitted against the same facility for the same dates.

Clicking on a populated cell in the Two Week Calendar will display detail information in the Calendar Detail section at the bottom of the display.

Conflict "X" – The system identifies three types of conflicts, Safety, Scheduling, and Environmental. Safety and Scheduling conflicts are displayed on the two week calendar via an 'X'. Safety conflicts will display provided they have been established in the Conflict Tables. Note the only authorized person to set up these tables is the local FA. Should there be a requirement to add, remove, or alter conflicts the FA will work closely with the range management to define the exacting parameters of the conflict in question and update the database/conflict tables accordingly.

Conflicts are color coded and will be displayed on the activity with the conflict in the calendar details grid located at the bottom of the Two Week Calendar. Scheduling Conflicts are highlighted in yellow, Safety in red and Environmental in green.

o **Scheduling Conflicts** – Scheduling conflicts occur when the facility desired is already scheduled for an event. These events may be unit training or facility maintenance. The user/scheduler can quickly identify there is a scheduling conflict when looking at the Two Week Calendar. If the facility has already been scheduled, or a request for the facility is pending, there will be a status code displayed in the facility/date block on the Two Week Calendar. When two or more activities are submitted for the same facility during the same time period, they appear in yellow. Scheduling conflicts appear on the Two Wk Calendar, Request Processing and the Conflicts Tab on the Request Form.

o **Safety Conflicts** – Safety Conflicts are established in the Conflict Setup Table. Tabs 1 through 3 define the type of safety conflict and parameters of how that conflict affects what facilities.   They appear on the Two Week Calendar, the Request Processing, and in the conflicts Tab on the Request Form Windows in red.

   • Facility to Facility Conflict - Tab 1, of the Conflict Setup Table, establishes the Facility to Facility conflict.   This tab allows a cross reference to be established identifying facilities that will have a safety impact on another facility when an event, or events, are scheduled and a description of the conflict.

- Facility to Event Conflict – Tab 2, of the Conflict Setup Table, establishes the Facility to a specific Event conflict. This tab allows a cross reference to be established identifying specific events on a facility that will have a safety impact on another facility.

- Facility to Ammunition Conflict – Tab 3, of the Conflict Setup Table, establishes the Facility to a specific Ammunition conflict. This tab allows a cross reference to be established identifying specific ammunitions being used on a facility that will have a safety impact on another facility.

o **Environmental Conflict** – Environmental Conflicts are established in the Conflict Table. Tabs 4 and 5 defines the various environmental concern related to the installation. Environmental conflicts appear on the Two Week Calendar and the Request Processing Windows in green.

o **Safety Warnings** are caused when a request is going to cause a conflict. For example, the FA adds a Facility to Facility Conflict in the table that says when Range 1 is schedule close Range 2. Range 2 is scheduled. If someone enters an activity on Range 1 they will see a safety warning. This warning will appear in pink.

3.2.1.   Calendar Details

The bottom of the Two Week Calendar displays the details for the activity of the symbol clicked from the two week calendar. The details that is displayed for the facility and date clicked includes the RCNI number, RCNI that is causing the conflict, event name, requesting unit, activity start and end date and times, activity status, approving unit co use decision, if activity is continuous and other pertinent information that is reference to the activity.

Safety and Environmental conflicts are checked automatically; however, Scheduling conflicts must be checked to be viewed. All conflicts can be unchecked if desired.

In the example above Falcon 07/22/10 is clicked. The first row represents the 1 and shows the Reservation. The three red safety conflicts represent the X and show the facility to facility conflicts. There are three Reservations on other facilities, two for GP18 and one for Goose, that close Falcon.

4.   Request Form

The **Request Form** is used to schedule a facility for a **Request, Hold** or **Maintenance**. The **Request Form** enables users to submit a request containing multiple training activities covering a variety of dates and facilities, involving a wide range of weaponry, ammunition, and vehicles all at once on a single request form.

A single request form can contain activities from multiple fire desks. This is called Cross Fire Desk Scheduling. This option must be enabled by the FA in the Installation, Site Submenu. To allow this functionality, the structure of the database has changed. The highest level is now the RFMSS site, and then the next level is the installation. RFMSS can have multiple installations. Users must select the one installation before they can access the installation's fire desks.

4.1.   Create a Request Form

The **Request Form** can be accessed several ways. For preparing a new Request or Hold the user may access the form from A) the **Two Week Calendar** window by double clicking in the block that represents the desired day and facility or clicking the **New Request** button located on the lower half of the window. B) From the Main Menu by selecting <u>**Scheduling**</u>, **Request.** C) From the Request Processing Window**.** D) Selecting Copy to New Request from another request.

There are several sections to the Request Form. The top section is referred to as the **Requestor Information Section;** the middle section is the Activity Grid which contains specific training information, and the bottom section is the Activities Tab which will have detailed information about the activity. The Requestor Section allows the user to enter data about the unit requesting to use the complex. RCNI will always display as NEW when creating a new request. The RCNI is added when the request has been submitted.

The Requestor Section

Note: - In the below sample of the Request Form the Hot Time, Cold Time, and Departure Time are examples of fields that can be customized for the installation. The three *Request User fields* are set up by the FA and can only be changed by the FA. The fields can be made mandatory in which case they will appear red and must be filled in. These allow the local Range management to establish other installation-specific data that the specific range complex desires to utilize. Each installation FA may remove these fields completely or redefine the required data to be input in these fields by the customers. If these fields are not clearly defined contact the Range Control Scheduler or the local FA for explanation of what data should be provided in these fields.

Request Type* If a unit scheduler is logged in, they will have two options, *Request* and *Hold*. A Range Control Scheduler will see a third option, *Maintenance*.

Request – actual requesting for the use of a facility. Those facilities identified in the request will appear on the Two Week Calendar as an **"R".** They will be waiting final approval by the RC Scheduler.

Hold– capability for units to be able to place an indicator against a facility to alert others they are planning and/or coordinating for a specific future training event. The unit must change the Hold to a Request before the RC Scheduler can approve. The FA, via the set up tables, establishes the expiration timeframe when the system will automatically remove a Hold status. Local policy will determine exactly how the schedulers will respond to a requested Hold for a facility, or even if the Hold capability will be utilized at the installation. Those facilities identified with a Hold will appear on the Two Week Calendar as an **"H".**

Maintenance "M" – capability to place a facility in maintenance that will preclude training while work is being conducted on the facility. Whiles a facility is in Maintenance, it is counted as unavailable and the days will be deducted from the number of utilized days. Facilities can only be placed in the Maintenance status by the RC Scheduler. Units can not submit a request for a facility that is in a Maintenance status. Those facilities identified as Maintenance will appear on the Two Week Calendar as an **"M".**

NOTE: When using the Maintenance, the event for this activity may be a non standard event.

Unit* and Priority - Unit* must be identified on each Request. Click the down arrow at the right of the Unit data field in order to select from a list of unit names. If the user has signed into the system with a Range Scheduler User ID and Password the drop down menu will display all units in the database. If the user has signed into the system with a unit ID and Password the drop down will list only display the unit that signed on and all subordinate units. Subordinate units are established in the Unit Setup Table. The set up table is accessible from the Main Menu by selecting Administration, Unit. Should changes to this table be required contact the local FA. The selected unit's

Priority automatically displays if assigned in the Unit Set Up Table. Otherwise, a default priority of "0" is entered.

The *Start Date and *End Date default entries are tomorrow's date when initiating a request using the New Request option on the Schedule menu. If accessed from the Two Week Calendar then the start and end dates will be the date selected in the Two Week Calendar window. Users can change these dates in a later section as necessary. When multiple facilities and/or events are requested using a single Request Form this Start Date will reflect the earliest date of the requests and the End Date will reflect the latest date of the requests thus capturing the entire time frame for all training being scheduled.

Sponsor ID - The Sponsor (or parent unit), is established in the Unit, Contacts Table, and will auto populate.

Point of Contact is established in the Unit, Contacts Table, then it will automatically display in the POC data field when a unit is selected. If none has been established then it may be manually entered.

POC Phone – This is the POC phone and will be populated via the Unit, Contact Table. This field can be manually entered.

Submitted Date – This will reflect the date the Request or HOLD was submitted into the system.

Days Until Training – This will tell the user the number of days from tomorrows date before the training is to start.

Activity Grid

The middle section referred to as the **Activity Grid** section contains information about the activities being requested. The first example below shows an activity already added.

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Max Facility / Airspace Subdiv Altitude (MSL ft)	Max Vert Hazard (AGL ft)	Max Ord / Ord Apex (AGL ft)	Number of People	RSO	OIC
new edit copy delete	☑	☐	☐	PEN-RC		K-402	AK-47 (7.62/39MM)	11/15/2010 09:00 L	11/19/2010 17:00 L	1300	0	0	85		

In the Action column the user can select *new* to add a new activity, *edit* to modify the activity for the current row, *copy* displays the activity window for modifying and saving two similar activities on the request or *delete* to remove the activity.

The example below shows an empty Activity Grid.

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Max Facility / Airspace Subdiv Altitude (MSL ft)	Max Vert Hazard (AGL ft)	Max Ord / Ord Apex (AGL ft)	Number of People	RSO	OIC

No data to display
new

Clicking on **NEW** opens the activity.

Standard – When the system is set up, Range Management has the option to establish 'Standard Events' for each facility. Normally a 'Standard Event' is defined as an event, or events, that may be conducted on a given facility without modifications or additional resources being applied to that facility. The "Standard Event" may be further defined as what weapons and ammunitions may be utilized for training on a specific facility. The application will default to standard events thus place a check in the block. The application may be set up by the FA to allow ONLY those select event(s) to be scheduled by the users.

All other training events that have not been established in the set up table by the FA are considered by the application to be non-standard events. Non-Standard events may be blocked in the set up tables by the FA. If this is the case the customers desiring to conduct non-standard training will be forced to contact Range Control and have them input the request. Should a specific facility be desired for a 'Non-Standard' event, and the application has been configured to accept non-standard events (by the FA), the user may click on the check mark, removing the check and leaving the block blank, and fill out the request form for submission.

Note that the Event and Facility fields are linked together through the Set Up Table when the Standard Event block is checked.

Continuous – This block is used to allow the user to establish with Range Control that they will be training continuously for more that a 24hr period. Note that on the line opened, to the right there is a Start Time and a Stop Time. If a facility has been scheduled for three consecutive days with a start time of 0800hrs and a with a stop time of 1800 hrs, Range Control will assume that the facility will be occupied each day at 0800 and cleared by 1800 hrs at the end of each day. If the Continuous Time block is checked it signifies that the unit will occupy the facility at 0800 the first day and will stay at the facility continuously until 1800 on the last day of training.

Air – This block is used to enter an Air Request Activity. Only Airspace Subdivisions and Air Events will be displayed. When this block is not checked only ground attributes will be displayed.

Enter the *Facility/Airspace Subdivision information - Clicking on the down arrow on the **Facility** field first will display all facilities that are available to be scheduled at the range complex. By selecting a specific facility (provided the Standard Event block is checked) only events that may be scheduled on that facility will be displayed.

Enter the *Event information – Clicking on the down arrow on the **Event** field first will display all events that are available to be scheduled on the installation. By selecting a

specific event (provided the Standard Event block is checked) only facilities that will accommodate that event will be displayed.

Note that if the Standard Event block is not checked there is no system internal check and balance system to alert Range Control should a unit attempt to schedule an event on a facility that is not compatible.

* Start Date and *** End Date** – When the data line is opened the Start Date and End Date will default to the date chooses from the Two Week Calendar. If the request form was opened from the New Request button the date defaults to tomorrow's date.   The start and end times are mandatory also.

If the facility is to be occupied for more than 24hr, Check the **Continous Time** block and indicate the start time for the first day of training and the End time for the last day when the unit is scheduled to depart the facility. If a facility has been requested for multiple days and the **Continuous** block has not been checked, the start and end times will be the start and end time for EACH DAY. The unit will be expected to occupy and depart the facility EACH DAY.

Max. Altitude (MSL ft)– Maximum altitude is associated with a particular facility and will display whatever altitude is established in the set up table. This is the maximum altitude that is not to be exceeded by any firing on that facility.

NOTE: In order for the request to be submitted, the Maximum Altitude must be at least equal to the Safety Factor.

Max Vertical Hazard (AGL ft) – This is the maximum height distance of a possible ricochet from ammunition or the explosion radius of ammunition.

Max Ord/Ord Apex (AGL ft) –
> **Max Ord/Maximum Ordinate** – The highest altitude achieved by a round or missile fired from the ground. Max ord is expressed as feet above ground level.
> **Ord Apex/Ordnance Apex** – The highest altitude achieved by a round, bomb, rocket, or missile released from an aircraft.

This is the maximum height distance with conducting indirect firing

Number of People – This block is for the number of Persons projected to be trained.

Range Safety Officer (RSO) – The RSO scheduled for this firing activity.

Officer In Charge (OIC) - The OIC scheduled for this firing activity.

Click on **Save** Activity data.

Activity Tabs

The bottom section is where the **Activity Tabs** are located. These tabs are used to collect additional information about the activity that is selected in the Activity Section. The tabs will be varied based on the activity selected also.

The example below is displaying a non fire activity. If an event is categorized as non fire in the Administration, Event Table, the weapon/ammo tab will not be part of the Activity Tab. Also notice that the User Fields* tab is red indicating that there are mandatory fields inside and must be filled in. If the User Fields tab is black it contains fields that are not mandatory.

The example below is displaying the activity tabs if a firing activity is selected.

Weapon/Ammo* – The Weapon/Ammo tab is present if the event for this activity is label as a firing event. This tab is mandatory and must be completed with a weapon and ammunition. This area should be completed when using **Pyrotechnics** and **Blanks** as well as ammunition.   The Weapon and Ammunition lists are standard listings of the Army inventory. Additions to this list may be made at the local level by the FA if required in Administration, Ammunition tables.

This tab contains the Impact Area also. The impact area that is being fired into for the selected activity can be chosen but it is not mandatory unless it is an air firing activity.

To Add Impact Area

Select the Weapon/Ammo* tab and for the Impact Area click on *edit*.
Click **Search** 🔍 to see options.
Select the impact area and click **Save.**

To Add weapons and ammunition, Select the Weapon/Ammo* tab and for the Weapons and Ammunition tab click on *new*.

Weapon* Click **Search** 🔍 to see weapons associated with this facility.
Ammunition* Click **Search** 🔍 to see ammunitions associated with this facility.
Select the ammunition. Enter **Maximum Ordinate** – The highest altitude achieved by a round or missile fired from the ground (if indirect fire).
Click **Save.**

**Maximum Ordinate (AGL FT)** the maximum altitude the indirect firing ammunition will reach.

Vertical Hazards (**V. Haz.**) are associated with direct firing ammunition and are pre-populated in the Ammunition Table. This list is from the Department of the Army.

Action	Weapon EIC/Model	Weapon Description	DODIC	Ammunition Description	Maximum Vertical Hazard (AGL ft)	Maximum Ordinate (AGL ft)	Delivery Type	Ord Apex (AGL ft)
new edit copy delete	(MK12) MK12 (SPW)	RIFLE 5.56 NATO SPECIAL PURPOSE RIFLE (SPR)	A059	CTG 5.56MM BALL M855 F/M16A2 RIFLE	1066			

The Weapon Model and DODIC that appear in the list are populated from the Facility-Weapon, Facility-Ammunition and Weapon-Ammunition tables. For each facility-event combination selected in the middle portion of the window, if the Standard event check box is selected, then the Weapon Model pull down list is filtered to display only the weapons cross-referenced in the above mentioned tables. If the Standard event check box is selected and there are no weapons or ammo displayed for a facility-event combination then a message "No data to display" appears once the weapons and ammunition fields are selected. If Standard event is not selected, then all weapons and ammo in the system will be displayed in the Weapon Model and DODIC pull down list.

The Action column for the Weapons/Ammo allows the scheduler to add a *new* weapon and ammunition, *edit* the weapon/ammo record; *copy* allows a quick method to add an additional record changing either the weapon or ammo and *delete* to remove the record.

Communications – provides means of general communication associated with the activity. It can be used for general communication about the Request by the customer to communicate information to the Range Control, used by Range Control to communicate to the unit and its chain-of-command or used by the unit to describe any unusual needs associated with the Request.
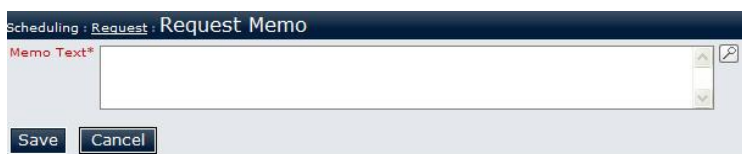
To add Communications, click **New**.
Enter comments or Click **Search** 🔍 to retrieve Message Templates prerecorded and saved in the Administration, Memos Table.
Click Save.

NOTE: All tabs, including the Communications tab, relates to the specific line activity (event and facility line) highlighted while the tabs are paged through and data input. This allows the user to specify Vehicles or Aircraft (for air activity), Weapons/Ammo, and Support to be used for that training activity as well as take note of any Conflicts, and/or Restrictions pertaining to that specific facility and/or event.

Vehicle – This tab appears for ground activities only. All vehicles that are going beyond the hardstand parking area and actually into the training areas/ranges should be entered into the Request Form.

Aircraft – This tab appears only when the Air block in the Activity section has been checked. This indicates that the selected activity is an *Air activity specifically for aircraft*. This tab contains the Aircraft and Airspace sections.

The Airspace section shows the airspace for the selected activity which the aircraft will be using. It displays the default Minimum and Maximum Altitudes associated with the airspace and the default Mission Number prefix if any. The **Minimum Altitude** can be increased and the **Maximum Altitude** can be decreased down to reflect the actual altitudes used during the air activity. The Maximum Altitude is used to release airspace to the FAA; therefore it is important to decrease the Maximum Altitude if it is not going to be used. The **Mission Number** consists of the Mission Number prefix, set by the FA, and is an eight-character alphanumeric data item. The Mission Number format is, <Prefix> + <Day of Month> + <The Daily Sequence Number>. Mission numbers are automatically generated when an air activity is approved if the mission number is not already entered by the user.

From the Aircraft tab click on the edit for Airspace. Modify the altitudes and mission number if necessary. Click Save.

In the Aircraft section only aircrafts will be displayed. Identify all aircrafts used in this activity and enter the estimated quantity for each type of aircraft that will be used.

From the Aircraft tab click on new for the Aircraft section.

Model Name* Click **Search** and select the aircraft for the activity.

Aircraft Quantity enter number for this aircraft.

Entry Time – time aircraft is expected to enter airspace

Exit Time - time aircraft is expected to leave airspace

Entry Point - location aircraft is expected to enter airspace

Exit Point - location aircraft is expected to leave airspace

Lead Call Sign - call sign for lead aircraft

Flight ID – flight identification
Crew Quantity – number of crewman for each aircraft type.

Click Save.

Conflict - The Conflict tab window identifies the Scheduling, Safety, and Environmental conflicts associated with the request's selected event-facility; as well as, identifies if a co-use can be created.   If there is a conflict, the activities that are affected will be listed and color coded for quick recognition. The unit can click on the RCNI link to view more data but can only update their unit/chain of command request.

> **Scheduling** conflict is highlighted in yellow and lists any other requests that are scheduled on the facility for that day.
> The **Safety** conflict is highlighted in red and lists all safety conflicts resulting from entries in the Facility-Facility Conflict Facility-Event Conflict and Facility-Ammunition Event Conflict setup tables.
> The **Environmental** conflict is highlighted in green and lists all environmental conflicts resulting from entries in the **Facility-Environmental Conflict** setup table.

> The **Co-use Agreement** feature allows a unit to request usage of a facility already reserved by another unit. The unit with the reservation may approve/disapprove the request. When a request is being created on a facility with a **Reservation**, the option to create Co-Use is present. By clicking on the Create Co-Use link, creates a co use.

Clicking on create and Submitting the Request initiates a Co-Use Agreement. The Co-use will now appear on the approving unit Dashboard waiting approval or denial.

Restriction - The **Restriction** window enables the user to view any **Waivers**, **Prerequisites**, and **Limitations** associated with the selected facility or event . ***The restrictions on the facilities can be established for specific time frames or long term in the set up table.***

The system will display specific data fields containing information affecting the request. The waivers, prerequisites, and limitations are derived from the **Facility, Restriction** setup table and are based on the facility and event.

> A **Limitation** would be any restriction that could keep the facility from being operated at full capacity (i.e. limited hours of operation due to noise abatement).

> A **Prerequisite** would be a requirement for the user to take some action prior to facility usage (i.e. attend special briefing or specialized training courses).

> A **Waiver** would be the requirement to obtain special permission to conduct specific types of training (i.e. fire fighting training during a dry season).

Support - The Support tab contains Support Items and Facility Equipment. Users can choose from a list the type of support items needed, specify the quantity, and enter any remarks or instructions on the use of the item. Enter support item requirements, if any, for each facility-event on the request form. The Facility Equipment (read only) identifies what permanent support resources or structures (fixed assets) listed in the Administration, Equipment, Support Resource table.

The user can select from a list of support items for each activity. However, the Facility Equipment section displays the fixed inventory for a facility and can not be altered.

From the Support tab, click new from the Support Item section. Select items and click Save.

User Fields – The User Fields tab displays up to six data fields that are tied to the highlighted activity (event/facility). Labels 1-6, are user definable fields and any or all can be made mandatory. If made mandatory, a request can not be submitted before filling in the data. The FA may label these fields as needed to collect various data that the range control community may need to collect. The FA may designate these data fields for any purpose deemed necessary. The data field label may be changed by the FA by going to the Administration, Fire Desk, Activity User Fields.

History - The History tab records an audit trail of when, who and what status changes were made to a request. The History is blank until a request has been submitted.

4.2.   **Submitting a Request**

Once a Request Form has been completed the user has several options. They can Submit the Request, Exit without saving, Save as Request Template and Copy to New Request.

Clicking on **Submit Request** starts the approval process. When a Request Form is submitted it is assigned a eight digit Range Control Number Identifier (RCNI) that is used for tracking the request. The Request Summary appears displaying the details of the Request submitted. The Request Summary can be view, printed or saved in a PDF, Excel or Word format.

Submit Request will forward the request to the next approval level. If no Chain of Command (COC) is set up for units the request goes directly into a Pending Range Control - **Pen RC** approval. Pen RC is the final level for approval. If COC is set up for units the request goes into a Pending Customer - Pen Cus status. A unit can have multiple levels set in before it reaches the final approval

Clicking on **Exit (no save)** cancels and closes the Request Form. Everything entered will be lost.

Clicking on **Save as Template** will keep the Request in its present state and allow the user to save the request as a template. If the activities occur periodically, a template can be created and saved to be use later. The template can be used repeatedly to submit requests. A template can be modified to reflect the current requirements.

Clicking on **Copy to New Request** will make a duplicate of the request form. This feature can be used when the scheduler wants to create multiple

4.3. **Request Templates**

The **Request Template** is a time-saving feature for customers with requests that are submitted frequently or with regular requests that have complicated details. A template can be made of specified requests in order to save time and effort on future submissions. Templates can be created by unit schedulers and RC Schedulers and they can be modified and delete. Access the **Request Template** display window from the main menu, **Scheduling, Request Template**.

Template that has been saved in the system can be seen and used by every scheduler. A unit can select to view all templates in the system or only templates that have been created for units in their chain of command.

Scheduling : **Request Templates**

The CoC is included when selecting a unit.

○ DEB SPECIAL UNIT | ⊙ Unit All [Search]

4.3.1.   Creating Template

There are several ways to create a template.

- A template can be created when creating a new request.
- Create template
- Create a new template from existing template.

4.3.1.1. Creating a new template

From Scheduling, Request Template, click on Search to display the top section action column.

Click new, the template displays the title and description window.

Template Title* - enter title for template

Template Description. – enter brief description for t

Request Type* - Request (default) Maintenance (Schedulers Only)

Fire Desk* - Select the name.

Installation* (Only if Cross Fire Desk is enabled)

Unit* - the unit for whom template is being created.   (Unit scheduler will only see units in COC)

POC Person ID – point of contact for training

POC Phone Number - point of contact phone number for training

Request User fields will appear if defined by FA.

Click **Save Template**, the activity section displays.

Click **New** to enter activity, completing template is the same as creating new request. Refer to Creating New Request Form.

4.3.1.2. Creating a Template from a Template

A template can be created from a template. Open the existing template. A window similar to the one below appears.

From the Request Template, perform search to display template list.

Locate template and click **edit** from the Action column.

Click the **Save As Template** button. The template title page displays.

Enter data for new template.

Complete template.

4.3.2.   Creating a Request from a Template

Templates can be used by every scheduler. A scheduler turns any template into a request by using the Action "use". The template becomes a request, so all the scheduler has to do is modify the request for their purposes.

From the Request Template, perform search to display template list.

Locate template and click **use** from the Action column.

When the template opens as a request, make changes.

Click the **Submit Request** button, when request has been completed.

4.3.3.   Edit Template

Templates can be modified by a RC Scheduler or the originating unit.

From the Request Template, perform search to display template list.

Locate template and click **edit** from the Action column.

When the template opens, make changes.

Click the **Save Template** button.

4.3.4.   Delete Template

Templates can be deleted by a RC Scheduler or the originating unit.

From the Request Template, perform search to display template list.

Locate template and click **delete** from the Action column.

A confirmation window appears, click Continue.

The template is deleted.

4.4. **Group Scheduling**

Group Scheduling function allows the user to create a request with multiple activities. The function allows a request to quickly be created with multiple facilities with the same event or multiple events to one facility.

From a new Request Form, complete the Requestor information section.

Click **New** for the Activity Page (middle section of the request form). At the top of the Activity window, click **Group Scheduling**. The Group Scheduling window appears.

Start Date* enter the first day of training for activities.

End Date* enter the last day of training for activities.

Facility Group allows the selection of a facility group

Unscheduled Facilities/Airspaces block checked will show all facilities and airspaces that are scheduled for the start and end dates entered.

Standard Event block checked will allow for only facilities with standard events be selected.

Air block checked will display airspace and airspace attributes only.

Click Submit. The Group Scheduling Window appears.

The Group Scheduling window displays all facilities that meet the filtering criteria selected the the previous window.

To schedule a single event with multiple facilities, select facilities.

> There are several ways to select records.
> - For a single value click the box to the left of the record.
> - To select a block of values in sequence, press and hold the Shift key and click the first value, then click on the last value, release the Shift Key, a group of values is selected.
> - To select multiple values scattered around the list, press and hold the CTRL key and click on each value to be selected. Release the CTRL key.

Click **Choose Events** and select event.

Number of People enter approximate number of people to be trained.

Continuous check block if training will extend past midnight.

Click **Generate Activities**.

To schedule a multiple events on one facility, select facility.

Click **Choose Events** and select events.

> There are several ways to select records.
> - For a single value click the box to the left of the record.

- To select a block of values in sequence, press and hold the Shift key and click the first value, then click on the last value, release the Shift Key, a group of values is selected.
- To select multiple values scattered around the list, press and hold the CTRL key and click on each value to be selected. Release the CTRL key.

Number of People enter approximate number of people to be trained.

Continuous check block if training will extend past midnight.

Click **Generate Activities**. When the Request window appears the scheduler has three options, Submit Request, Exit (no save) and Save as Template. This function is ideal for creating a template if these activities are conducted periodically.

5.   Request Processing

The **Request Processing** window is used to select an A**ctivity** to view, modify and to process. Processing an activity or a request means to change the status, modify and delete. Activities and Requests statuses may be changed to **Approved**, **Disapproved**, **Cancelled**, **Conditionally Approved**, **and Reinitiated;** as well as, changed from **Hold to Request**. Conditions may be set and removed on an activity. Each scheduler will be able to select and arrange the columns on the Request Processing Window to their preference. This window is accessed from the main menu, **Scheduling, Request Processing**.

The role of the user determines which actions can be performed by a specific user. RC Scheduler can perform all functions and has the final approval authority. Units and units in a chain of command have limited authority. Unit may only process requests for their units that are linked in RFMSS in a chain-of-command setup.

5.1. Filtering Activities

The top section of the Request Processing window, as seen below, allows the user to filter the activities to be displayed. The user may select a specific time frame to be viewed, units of interest, facilities or facility groups, events, status, or Range Control ID (fire desk). There is also a Refresh button in the window to allow manual refresh of screen data. While all schedulers will be able to view all requests, actions on those requests will be limited by the scheduler's assignment to specific fire desks that the facility is associated.

There are multiple ways of searching for selected activities from the Request Processing window.   At the top of the window are three radio buttons which perform the following:

All Activities - displays all activities in the installation.

My Activities is selected by default.

Unit Login - This option displays all of the unit's activities and its subordinate activities in their chain of command.

RC Scheduler Login - This option displays all of the activities for the fire desk to which they are associated.

My Activities Having New Status Since [DATE FIELD] – Select this option to view all activities with a status change since date entered.

Other options for selecting activities uses a combination of date ranges, drop down and filtering. From Date and To Date allows the user to enter training activity time frames.

NOTE: Remember to click the Refresh to complete an action.

From Date defaults to tomorrow's date. Click in the date field to display the calendar and select the activity's training start date for viewing. Dates may be changed to three (3) years in the future.
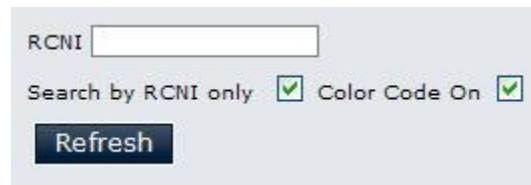
To Date defaults to six (6) months in the future. Click in the date field to display the calendar and select the activity's training end date for viewing activities start date.   Date fields may be changed to three (3) years in the future.

Installation – select the installation from the drop down containing the facilities to be viewed.

Activities can be filtered using any combination of the following fields.

RCNI – Range Control Number Identifier (RCNI), enter the request number to search a specific request.

Search by RCNI only – when checked will change filters to allow searching RCNI only as shown below.

Color Code on - when checked will display conflicts with other activities by colors.

Conflict Type	Color Coding
Safety	**Red**
Safety Warning	**Pink**
Scheduling	**Yellow**
Safety <u>and</u> Scheduling	**Orange**
Environmental	**Green**

Units use to search for a specific unit.

Fire Desk use to search for a specific fire desk.

Events use to search for a specific events.

Status use to search for a specific status.

Facility Group use to search for a specific facility group.

Facility use to search for a specific facility**.**

Show/Hide Search Criteria Toggles to temporary hide the filtering section and display more activities in the Request Processing window, click on the on the arrow in top of the Set Status field.

Scheduling : **Request Processing**

Set Status...   Set/Remove Condition...   Modify Activity...   New Request   ☐ Apply change to all (activities on the same request)

NOTE: When more than one search criteria has been entered for activities, all criteria must be met to display activities. When record cannot be found try removing some criteria to see results.

5.2. **Request Processing Grid**

The Request Processing Grid displays a record for each activity that has been submitted on a Request Form within the training start and end dates entered in the From Date and To Date fields. Actions can be performed on a single activity, a group of activities, or choosing all of the activities on a request form.

The grid can be manipulated using any of the navigation methods discussed in Section 2. Each scheduler can tailor the arrangement and selection of the columns in the grid to display in order of importance to them. The setup will remain in effect until the scheduler changes the grid.

In addition to the standard columns, up to three Request User Fields and six Activity User Fields are displayed. Those fields are setup by the Functional Administrator in the Administration tables also.

The Request Processing Grid displays the following information by default.

- **Box** – checked box to select activity.

- **RCNI -** the Request Control Number Identifier of the activity. Clicking this link will open the activity's request form.

- **Unit -** the unit requesting in the training.

- **Facility/Airspace Subdivision - t**he ground facility or airspace subdivision where the training occurs.

- **Event Name** – name of training/event, also referred to as an activity.

- **Event Category** – indicates if the event is non firing, fire or maintenance.

- **Start Date** – training start date and time.

- **End Date-** training end date and time.

- **Status** – status of the training/activity (e.g., PEN-RC, RES, etc.).

- **Sub-Status -** next level in Chain of Command for approval or type of Conditional Reservation S - Safety, E - Environment, L - Logical.

- **Fire Desk -** name of the Fire Desk where facility is located.

- **Priority -** unit priority level.

- **Standard Event** – identifies if training event is standard or non-standard.
- **Continuous** – identifies whether the training spans multiple days and occurs without the unit departing the facility/airspace during the training period.
- **Co-Use Decision** – identifies if a co-use has been requested and its status.
- **Submitted Date** – identifies the date and time the request is submitted.
- Any Activity User or User Request fields (defined by the Functional Administrator).

To open an activity, click on the RCNI link.

5.3. **Understanding Statuses**

The Set Status window is used to change the status of an activity or request. Statuses are for individual activities; however, the scheduler can choose to set status individually or for all activities on a request. If the desire is to set all activities on the request to the **same status**, check the option *Apply change to all (activities in the same request).*

User roles determine the action(s) that can be performed by a specific user (e.g., Scheduler, Unit, units in chain of command).

The status listed below can be used by a unit and RC Scheduler.

- **Approve**
- **Disapprove**
- **Cancel**
- **Re-Initiate**
- **Hold to Request**

Approve– Once an activity has been placed into the system it is the Range Control (RC) Scheduler that must take the necessary steps toward final approval. These steps include but are not limited to de-confliction, review of safety requirements for training area/facility, and arrange for any/all additional support provided by range control.   The end goal is to assure that the training is supported and may be conducted in a safe manner.   Once the range

scheduler has assured all the operational requirements have been met and assured there are no safety/environmental issues that could affect the training, clicking on the 'Approve' will approve the request.

Disapprove– Once an activity has been placed into the system it is the RC Scheduler that must take the necessary steps toward final approval or disapproval. These steps include but are not limited to de-confliction, review of safety requirements for training area/facility, and arrange for any/all additional support provided by range control.   The end goal is to assure that the training is supported and may be conducted in a safe manner.   If for any reason the training cannot be conducted it is the responsibility of the range scheduler to disapprove the request. Clicking on the 'Disapprove' will disapprove the request.

Cancel– Once an activity has been placed into the system there are those times when it must be cancelled. If the request has **not** been approved by the RC Scheduler the unit that submitted the request, or any unit established *in RFMSS* as a member of their chain of command, may cancel the request.

If range control has already approved the request the unit must call the RC Scheduler and request they cancel the request. Only RC has the authority to cancel reservations. Clicking on the 'Cancel' will cancel the request.

NOTE: If the FA has enabled *Allow Unit Reservation Cancellation* in Administration, Fire Desks, Fire Desk, units can cancel their reservation.

Reinitiate– When a request has been cancelled it is NOT dropped out of the system database. There are those times when a request might be cancelled, either in error, or the cancellation has been overcome by events, and the request is once again valid. The request will still have the original RCNI assigned by the system but have a status of Cancelled. Rather that have the user start from scratch and rebuild the request they can simply go to the request processing screen, select the RCNI of the request they wish to re-initiate, go to the Action drop down and click on Re-Initiate. The status will chance back to pending and the entire approval process must again be initiated.

Hold to Request - The RFMSS 2002 application will allow a Hold to be placed on a specific facility. Local policy will determine exactly how the schedulers will respond to a requested Hold for a facility, or even if the Hold capability will be utilized at the installation. The purpose of the Hold capability is for units to be able to place an indicator against a facility to alert others they are planning and/or coordinating for a specific future training event. The FA, via the set up tables, establishes the expiration timeframe when the system will automatically remove a Hold status. When the system is installed the application will default to a '5 day prior to the training date' expiration. Range Management will decide the numbers of days prior to training that the facility cannot be placed into a Hold status and the FA will input this data into the setup tables. Once this data is input, the facility may be placed on a hold status from tomorrows date plus the number of days input by the FA.

It is important to note that the application will not disallow a unit from submitting a request against a facility with a hold on it. Requests may be submitted. This is why *local policy* must be established as to how the Range Schedulers will establish priorities for Hold status and Requests submitted against the same facility for the same dates.

Status of Requests - The status of a request changes as it moves through the stages of submission, approval, and reservation. A request may have one of the following status codes associated with it:

- Reservation   Res
- Conditional Reservation   Cond-Res (S, E, or L)
- Pending-Range Control   Pen-RC
- Pending Firedesk Operator   Pen-FDO
- Pending-Customer   Pen-Cust
- Maintenance   Maint
- Hold   Hold
- Range Control Canceled   Can-RC
- Cancel Maintenance   Canc-M
- Customer Canceled   Can-Cust
- Cancel Hold   Canc-H
- Range Control Disapproved   Disa-RC
- Customer Disapproved   Disa-Cust
- Firedesk Operator Disapproved   Disa-FDO
- Customer Disapproved   Disa-Cust

The table below shows the beginning status of a request, the action taken, and the ending status of a request.   When there is a Chain of Command (COC) established in the Set Up Table the Cust-Pen will be followed by a number 1-8. The numbers correspond to the level that is required for the next level of COC approval.

　　　The US Army COC is as follows:

- 1 - Platoon
- 2 - Company
- 3 - Battalion
- 4 - Brigade
- 5 - Division
- 6 - Corps
- 7 - Macom
- 8 – Nation

The US Marine Corps COC is as follows:

- 1 - Platoon
- 2 - Company
- 3 – Battalion, Squadron, MEU
- 4 – Regiment, Group, MEB
- 5 – Division, Wing, MEF

Action taken by customer/COC   Action taken by Range Control
                              Scheduler

Starting Request Status	Action Taken	Ending Request Status
Pen-Cust	APPROVE	Pen-Cust or Pen-RC
Pen-Cust	MODIFY	Pen-Cust
Pen-RC	MODIFY	Pen-RC
Cond-Res	MODIFY	Cond-Res
Pen-Cust	CANCEL	Can-Cust
Pen-RC	CANCEL	Can-Cust
Cond-Res	CANCEL	Can-Cust
Res	CANCEL	Can-Cust
Hold	CANCEL	Canc-H
Pen-Cust	DISAPPROVE	Disa-Cust
Can-Cust	RE-INITIATE	Pen-Cust

Starting Request Status	Action Taken	Ending Request Status
Pen-Cust	APPROVE	Res
Pen-RC	APPROVE	Res
Cond-Res	APPROVE	Res
Pen-Cust	MODIFY	Pen-Cust
Pen-RC	MODIFY	Pen-RC
Cond-Res	MODIFY	Cond-Res
Res	MODIFY	Res
Pen-Cust	CANCEL	Can-RC
Pen-RC	CANCEL	Can-RC
Cond-Res	CANCEL	Can-RC
Res	CANCEL	Can-RC
Hold	CANCEL	Canc-H
Maint	CANCEL	Canc-M
Pen-Cust	DISAPPROVE	Disa-RC
Pen-RC	DISAPPROVE	Disa-RC
Cond-Res	DISAPPROVE	Disa-RC
Can-Cust	RE-INITIATE	Pen-Cust
Can-RC	RE-INITIATE	Pen-RC
Disa-Cust	RE-INITIATE	Pen-Cust

				Disa-RC	RE-INITIATE	Pen-RC
				Pen-RC	CONDITIONAL RESERVATION	Cond-Res
				Pen-Cust	CONDITIONAL RESERVATION	Cond-Res
				Res	CONDITIONAL RESERVATION	Cond-Res

5.4. **Modify Activity**

Modify Activity funtion can be used when activities need to be moved to another facility or training dates due to either ranges being placed in maintenance or conflicting schedules, safety concerns, or environmental conflicts. Even though the same action can be performed on an activity by opening and editing an activity, multiple activities can be changed at once using this function.
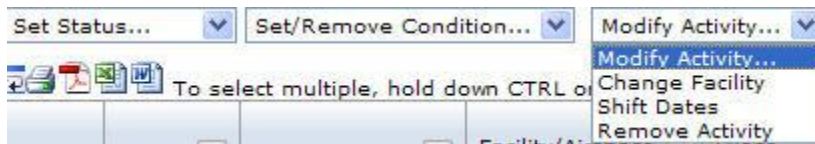
NOTE: It is a good idea for the range scheduler to work with the unit when modifying an activity to assure the changes will not adversely effect the training goals of the unit.

To Change Facility

Select activity, multiple activities can be selected. (Check Apply change to all to apply action to all activities on a Request.)

Select Change Facility from Modify Activity drop down. A facility window appears. Select new facility. Request Processing Confirmation page appears.

To Shift Dates

Select activity, multiple activities can be selected. (Check Apply Change to All to apply action to all activities on a Request.)

Select Shift Dates from Modify Activity drop down. A Shift Dates window appears. Enter number of days to be added to current training start date. Entering "-" in front of the number subtracts that number from the current training start date.   Request Processing Confirmation page appears.

To Remove Activity

Select activity, multiple activities can be selected. (Check Apply change to all to apply action to all activities on a Request.)

Select Remove Activity from Modify Activity drop down. Request Processing Confirmation page appears.

Before any action on an activity is completed, the system takes the activitgies through an evaluations to see what affects the action with have. A Request Processing Confirmation window appears. This window will let the scheduler see how many if any of the activities can be processed. Clicking on the More Information link will display details about the action. This will give the scheduler an opportunity to cancel or continue with process.

5.5. **Set/Remove Condition**

A Conditional Reservation can be placed on an activity once it has been placed in the system. The Set/Remove Condition allows the RC Scheduler to approve a request *provided* the unit meets certain conditions. These conditions can be related to safety issues, environmental concerns, or the need for the unit to provide logistical support. Examples of such conditions might be something like;

Safety - the unit being required to provide a fire fighting squad of personnel because of unusually dry weather before the request being approved.

Environmental – The unit might be required to have the OIC and RSO do a walk around of the facility to assure that nesting areas for endangered foul are noted and required actions will be taken to protect these areas.

Logistical – The unit may be required to provide/contract latrine facilities (i.e. portal potties) before training will be approved.

The Conditional Reservations statuses are listed below

- **Set Safety**
- **Remove Safety**
- **Set Environmental**
- **Remove Environmental**
- **Set Logistical**

- **Remove Logistical**

Setting the Condition – Once it has been established by the RC Scheduler that a Conditional Reservation may be approved the condition, or additional requirement, should be noted on the request in one of the Communication block. Here is where the unit should check to see what must be done to meet the conditions for the request to become an approved reservation. *To set a Conditional Reservation*, check the activity or request to be placed in a Conditional Reservation. Select the condition from the Set/Remove Condition window. The Activity will appear with a C on the Two Week Calendar.

Removing the Condition – Once the RC Scheduler is satisfied that the unit has met the requirements of the condition, the condition may be dropped from the request and left as a Conditional Reservation pending other actions, possibly out of the requesting unit's control.

To remove a Conditional Reservation, check the activity with the Conditional Reservation to be removed. Select the condition from the Set/Remove Condition window.

Note – Removing the condition code is NOT an approval. If the RC Scheduler does not approve the request it will not appear on the fire desk for the training date.

To change status)

       Check box, in front of event. Multiple activities/requests can be selected.

       Select status from Set Status drop down.

To Set/remove conditions

       Check box, in front of event. Multiple activities/requests can be selected.

       Select condition from Set/Remove Condition drop down.

.

6.   Range Bulletin

The **Range Bulletin** allows the scheduler to view, save and print a listing of all **Res**ervations during a specified time period.   Remarks can be added for requests owned by unit.

When the Edit Remarks option is selected the scheduler views more columns.   They are able to use many of the navigation methods discussed in Section 2. The bulletin can be saved in PDF, Excel and Word format.   Clicking on a RCNI link opens the request.

Range Bulletin is accessed from *Scheduling, Range Bulletin*. A generated range bulletin is shown below.

NOTE: Activities waiting approval are not displayed in a range bulletin.

When the Range Bulletin submenu is selected the date fields defaults to today's date.

Start Date – enter start date for bulletin
End Date – enter end date for bulletin.
Installation – select installation
Fire Desk* – select fire desk
Unit – selecting a unit will show only *Res* for the unit.
Edit Remarks - enter comments for activity to be displayed on Range Bulletin. Activity can be edited by the originating unit or RC Scheduler for the fire desk. This option allows the range bulletin appearance to altered because it can be saved and printed in several formats.
Generate Range Bulletin – displays a range bulletin with set parameters.

The Functional Administration can choose up to three of their nine user defined fields to be displayed. The setup is assigned by fire desk and is located in Administration, Fire Desk, Range Bulletins.

7.   Communication Log Sheet

The **Communication Log Sheet** is a paper copy of all the **Res**ervation for a Fire Desk Operations on a specific date. It is used by the fire desk operator to record in a manual mode all activities fire desk operations for a particular day. It can be used to notified the fire desk operator of all the activities planned or to fill in manually in case of a power outage or other system failure.

The scheduler can add up to 14 additional columns to the standard five columns on the Communication Log Sheet. The sheet is located from the main menu select **Scheduling, Communication Log Sheet**.

Date – enter date for the log sheet
Installation - select the installation
Fire Desk - select ALL to include facilities/airspace subdivisions from all Fire Desks in the log sheet OR a specific Fire Desk to include only facilities/airspace subdivisions assigned to that Fire Desk in the log sheet.
Unit - select ALL to include units in the log sheet OR a specific unit to include only that unit in the log sheet.
Column Headings - enter column heading in the blank fields. The headings can be modified. They will appear on the Communication Log Sheet.
Click the **Submit** button to generate the Communication Log Sheet.
Print log sheet.

8. Request Processing Matrix

Note: Permitted actions can vary based on the following rules.
√ Acting scheduler or FDO must be assigned to facility's firedesk 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 firedesk at same installation as request.
~ Activity in COND-RES cannot be approved, disapproved, or cancelled by RC-SCHED (or any role)
Ø 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 scheduling requests with a status of RES that are not currently on the Fire Desk at the Fire Desk level.

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. If a RCNI contains a hold(s) and a canceled hold(s) and hold to request is performed on that RCNI, the canceled hold will be deleted from the database.

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 firedesk 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**.

Note: Status PEN-CUST includes a Substatus indicating the level of the unit that must approve the request.
% Substaus will indicate the immediate parent COC level above **approving unit**.

[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.
[3] If scheduler acts for a request having unit with 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 a scheduler acts for a request having unit with no COC parent, the status will be PEN-RC.
[4] Scheduler may submit maintenance request that starts on same day. Same day maintenance apprears 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.
[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.

Starting Request STATUS	Request ACTION	Ending Request STATUS					
		Customer	Range Control User				
RFMSS Role		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	PEN-CUST or PEN-RC or RES				

	[1]	[3] @ $				
Same Day Request		PEN-FDO		RES √			
HOLD		HOLD	HOLD $				
MAINT			MAINT [4] √				
APPROVE							
PEN-CUST		PEN-CUST or PEN-RC Θ ® %[5]	RES √[5]				
PEN-RC			RES √[5]				
PEN-FDO				RES √			
MODIFY							
PEN-CUST		PEN-CUST or PEN-RC [1]Ω[5]	PEN-CUST or PEN-RC or RES [3] $[5]@		Ø	Ø	Ø
PEN-RC		PEN-CUST or PEN-RC [1]Ω[5]	PEN-CUST or PEN-RC or RES [3] $[5]@		Ø	Ø	Ø
PEN-FDO			&	PEN-FDO √	Ø	Ø	Ø
COND-RES[7]			COND-RES[7] [2]√[5]		Ø	Ø	Ø
RES			PEN-CUST or PEN-RC or RES [3]√ &[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 √			
CANCEL							
PEN-CUST		CAN-CUST Ω	CAN-RC $				

PEN-RC		CAN-CUST Ω	CAN-RC $				
RES		CAN-CUST Ω *	CAN-RC √ &				
HOLD		CAN-H Ω	CAN-H $				
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] √				
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-A[8]	Safety			COND-RES S-D		
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 [1,6]Ω	PEN-CUST [3]$			
CAN-RC		PEN-CUST or PEN-RC [1,6]Ω	PEN-CUST or PEN-RC [3]$			
DISA-CUST		PEN-CUST [1,6]Ω	PEN-CUST [3]$			
DISA-RC		PEN-CUST or PEN-RC[1,6]Ω	PEN-CUST or PEN-RC[3]$			
CAN-H		HOLD Ω	HOLD $			
CAN-M			MAINT √			
HOLD TO REQUEST						
HOLD		PEN-CUST or PEN-RC [1]Ω[5]	PEN-CUST or PEN-RC [3]$[5]			

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

9.   Appendix A

The following schematic will assist with defining the various definitions **of Airspace Sectors and how they are made up.**
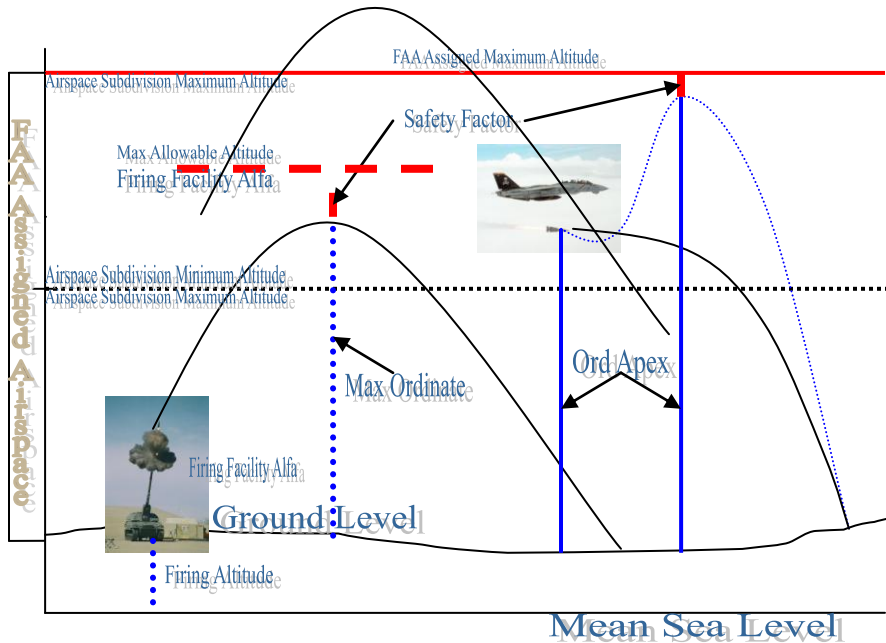
Definitions

1. **FAA Assigned Maximum Altitude** - The maximum altitude for all special use airspace assigned to an installation by the FAA. Normally assigned in terms of feet above Mean Sea Level.

2. **Mean Sea Level** – Datum plane used in calculating heights of objects above sea level. Mean **sea level** (MSL) is the average (mean) height of the sea, with reference to a suitable reference surface.

3. The term **above mean sea level** (**AMSL**) refers to the elevation (on the ground) or altitude (in the air) of any object, relative to the average sea level. **AMSL** is used in aviation, all heights are recorded and reported with respect to AMSL. (though also see flight level).

4. **Flight Level** - In aviation, a **Flight Level** is a standard nominal altitude of an aircraft, referenced to a world-wide fixed pressure datum of 1013.25 mbar or the equivalent setting, 29.921 in Hg (the average sea-level pressure). It is not necessarily the same as the aircraft's true altitude above mean sea level.

5. **Special Use Airspace -**   consists of airspace of defined dimensions identified by an area on the surface of the earth wherein activities must be confined because of their nature, or wherein limitations are imposed upon aircraft operations that are not a part of those activities,

or both. The vertical limits of special use airspace are measured by designated altitude floors and ceilings expressed as flight levels or as feet above mean sea level (MSL). Unless otherwise specified, the word "to" (an altitude or flight level) means "to and including" (that altitude or flight level). The horizontal limits of special use airspace are measured by boundaries described by geographic coordinates or other appropriate references that clearly define their perimeter. The period of time during which a designation of special use airspace is in effect is stated in the designation. The controlling agency for special use airspace is the FAA facility (local military installation) that may authorize transit through or flight within a restricted area in accordance with a joint-use letter

6. **SUA Maximum Altitude** – the highest vertical limit or ceiling of an assigned special use airspace expressed as flight level or feet above mean sea level.

7. **SUA Minimum Altitude –** The lowest vertical limit or floor of an assigned special use airspace expressed as flight level or feet above mean sea level or ground level.

8. **Airspace Subdivision - An** arbitrary subdivision of assigned airspace either horizontally or vertically by the local installation. Purpose is to further tailor airspace support requirements to meet the needs of the installation. Subdivisions are created and managed by the installation.

9. **Airspace Subdivision Maximum Altitude** -   The highest vertical limit or ceiling of a subdivision of special use airspace expressed as flight level or feet above mean sea level.

10. **Airspace Subdivision minimum Altitude** - The lowest vertical limit or floor of an assigned special use airspace expressed as flight level or feet above mean sea level or ground level.

11. **Ground Level** – The elevation or altitude above mean sea level for a firing point or range.

12. **Firing Altitude** - The altitude of the firing point above mean sea level.

13. **Maximum Ordinate** – The highest altitude achieved by a round or missile fired from the ground. Max ord is expressed as feet above ground level.

14. **Ordnance Apex** – The highest altitude achieved by a round, bomb, rocket, or missile released from an aircraft.

15. **Safety Factor –** A locally determined addition to altitude calculations that insures airspace ceilings are not broken by firing or aircraft activities. Safety factor should be calculated based on the bursting radius or Vertical Hazard of any ordnance that can be fired or released into the airspace.

16. Maximum Allowable Altitude – The highest altitude a unit is allowed to fire into the airspace above a particular facility.

10. APPENDIX B

Glossary of Terms

AGL	Actual Ground Level
AKO	Army Knowledge Online
BDE	Brigade
BN	Battalion
COC	Chain of Command
Co-Use	Cooperative Use (sharing)
DA 1594	Department of the Army Form 1594
DEP	Depart (facility)
DOD	Department of Defense
DODIC	Department of Defense Identification Code
DOIM	Directorate of Information Management (data and network center – Army)
EIC	Equipment Identification Code
FA	Functional Administrator
FAA	Federal Aviation Administration
FCC	Facility Category Code
FD	Fire Desk
FDO	Fire Desk Operator
FM	Frequency Modulation
G6	DOIM equivalent in the Marine Corps
GTA	Grafenwoehr Training Area
HERO	Hazards of Electromagnetic Radiation Ordinance
IMSA	Installation Management Systems – Army
LAN	Local Area Network
MC	Mission Complete (airspace)
MGRS	Military Grid Reference System
MSL	Mean Sea Level
NOSC	Network Operations Security Center
OCC	Occupy (facility or airspace)
OIC	Officer in Charge
PDF	Portable Document Format (Adobe Acrobat)
RC	Range Control
RCNI	Range Control Number Identifier
RC-SCHED	Range Control Scheduler
RES	Reserved/Reservation (facility or airspace)
RFMSS	Range Facility Management Support System
RPV	Remote Propelled Vehicle
RSO	Range Safety Officer
UAV	Unmanned Aerial Vehicle
UHF	Ultra High Frequency
UIC	Unit Identification Code
VHF	Very High Frequency