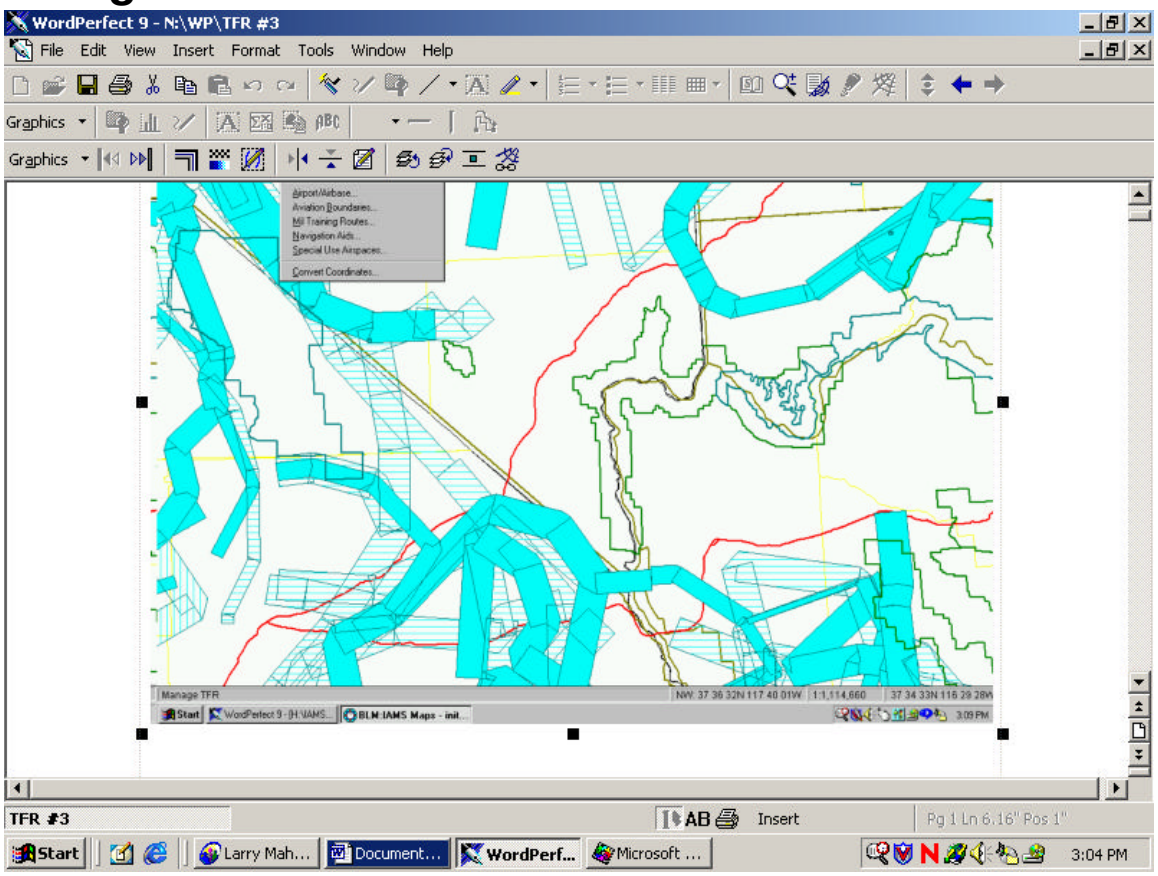
AIRCRAFT DISPATCHER

Appendix C

TFR Guide

Using Enter / Edit TFR from the Tools Menu

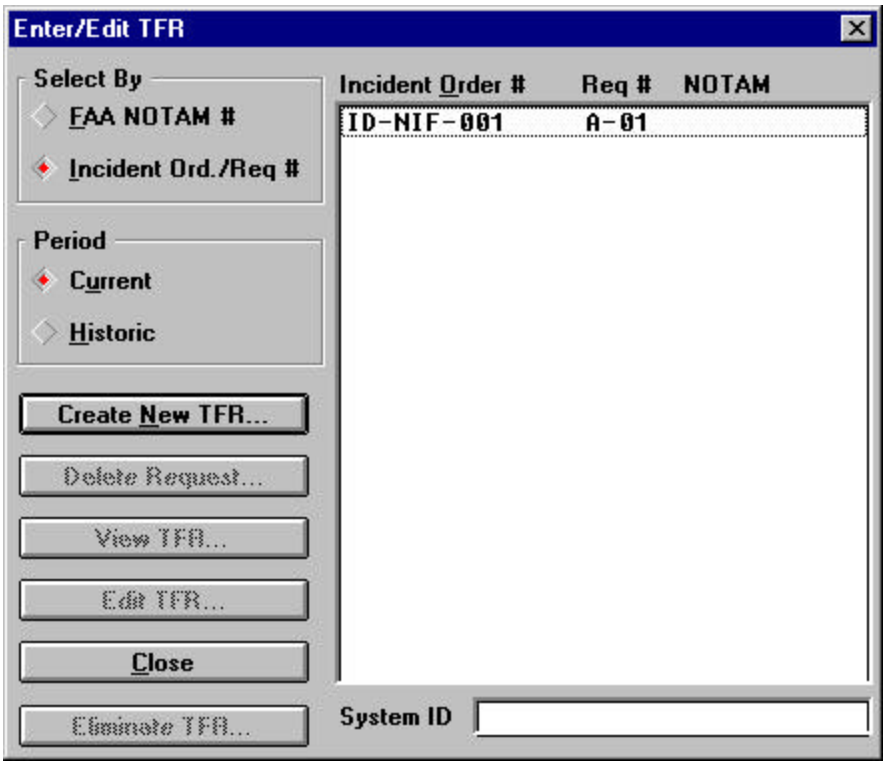


A. Prior to establishing a TFR, it is extremely important to have an accurate location. The location should be given as Latitude/Longitude in Degrees/Minutes/Seconds. Mark the location by using one of the following methods: Convert Coordinates, Mark Point, Enter Point or from the button bar as Mark Point.

1. The Enter/Edit TFR function will bring up the Enter/Edit TFR dialog menu. This is the beginning step for creating a New or Edit an existing TFR.

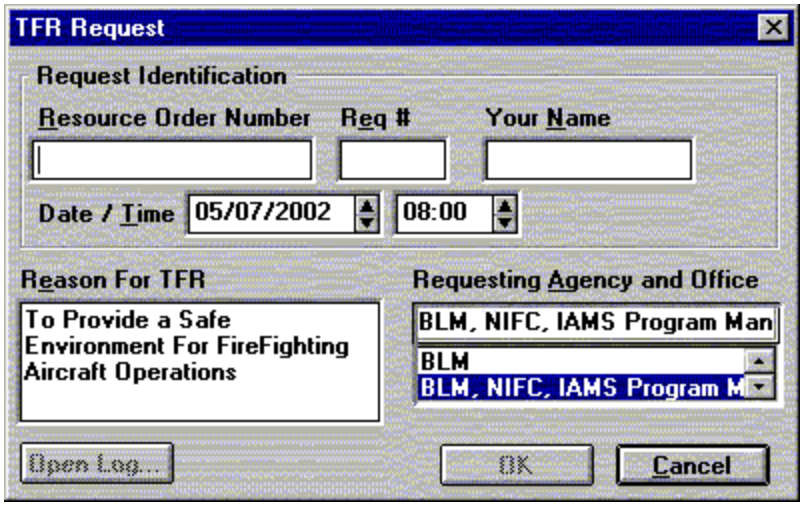
2. TFR's are selected by a Resource Order Number that 's found in block three of a resource order.

3. Select whether the TFR is Current or Historic file. Make this selection by using the menu select the preferred method.



4. To Create a New TFR, single click on the Create New TFR menu. To edit an existing TFR, highlight the TFR and single click on the edit TFR menu. For this example, we will be creating a New TFR.

B. Create New TFR function will bring up the TFR Request menu.

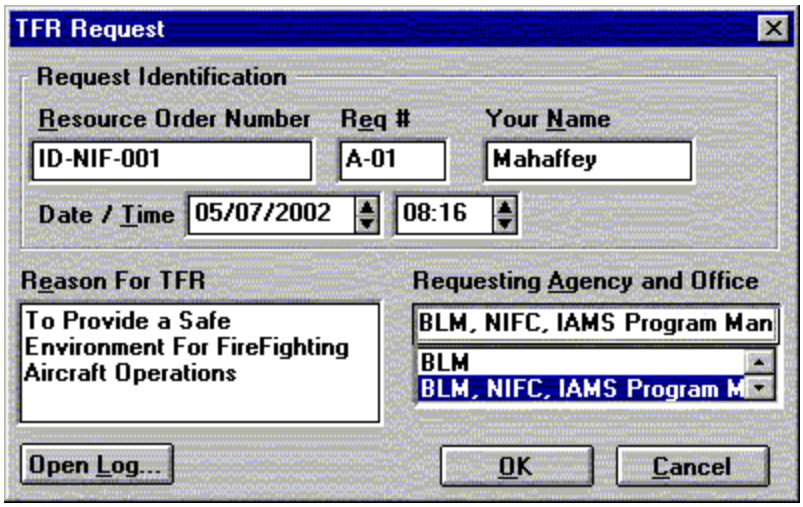


C. The user must fill in each of the blank fields in the TFR Request menu.

1. Resource Order Number: The same information that is found in block three of an Aircraft Resource Order. If a resource order has not been generated, you will need to do so in order to request a valid TFR.

2. Request Number: The A number that is issued on the resource order for the TFR.

3. Your Name: Fill in your name. Using only your last name is okay.



4. Date and Time are automatically filled in for you.

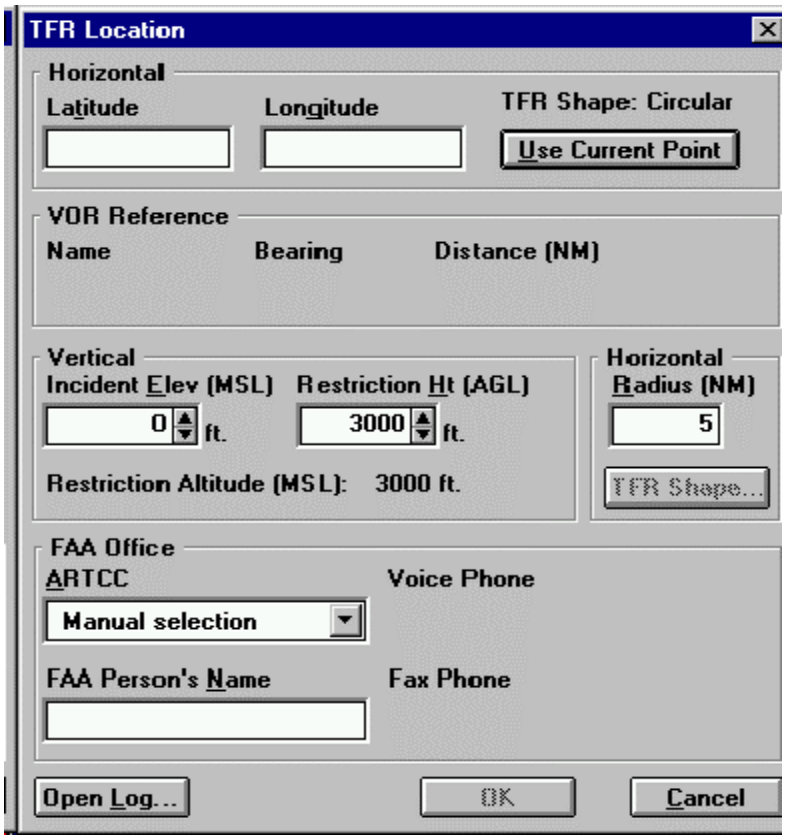
5. Incident Description: The program automatically puts in: **To Provide a Safe Environment For Firefighting Aircraft Operations.**

6. Requesting Agency and Office: Type in the Dispatch Unit ID. If this had not been completed, see The Tools Menu for entering the Organizational Entity (OE).

7. Once the information is completed. Select the OK menu.

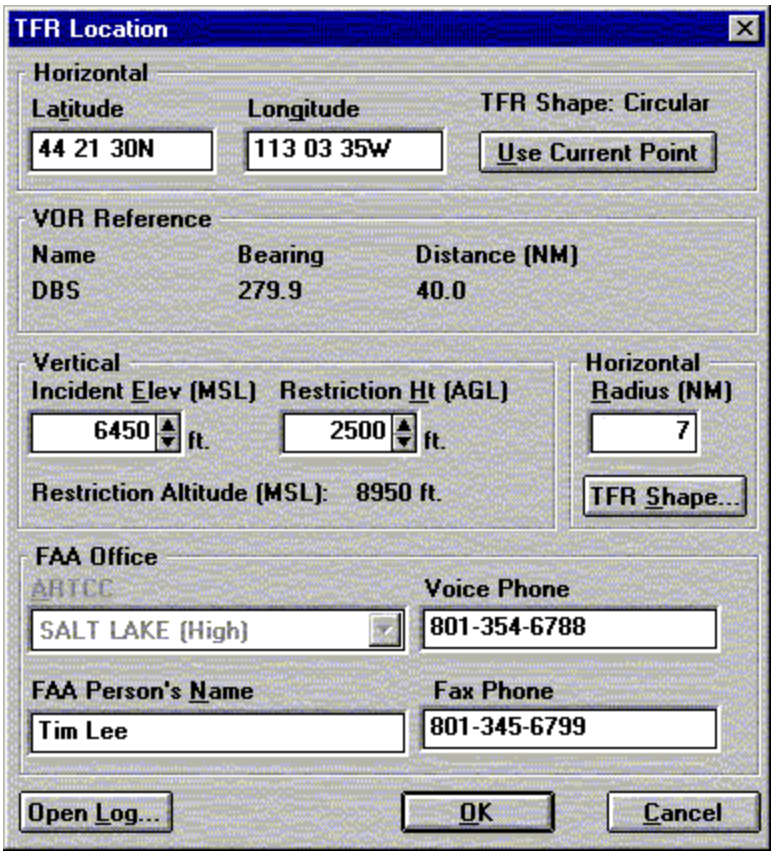
8. Once you select OK, this will bring up the TFR Location menu.

D. The TFR Location menu.



E. Complete the Horizontal information by entering the Latitude and Longitude of the center point of the fire. FAA and the Wildland Fire Agencies concur that Lat/Long coordinates are listed in Degrees/Minutes/Seconds. ***For the most accurate TFR you should have the point already located in the program and then use the "Use Current Point" button.*** To get the point set in the program, see the Tools Menu Chapter, for Mark Point or Enter Point or Convert Coordinates. This exercise will use the following Lat/Long: 44 21 30 N by 113 03 35W. It's in Degrees/Minutes/Seconds. The program will not take Decimal/Minute, so you must be very accurate with the input information. If you don't have seconds add in 00s.

F. Once the Lat/Long has been entered, the program will automatically display the VOR reference. The VOR reference includes the VOR name, the Bearing and Distance to the marked point or incident.



G. The Vertical Information of the Incident.

1. Vertical information is MSL or Mean Sea Level. What is the elevation of the incident in feet?

2. Restriction Height Above Ground Level (AGL). Is the vertical clearance above the terrain you need for safe air operations? The IAMS default value is 3000 ft AGL but, can be changed. FAA uses 2,000 ft but this is usually not adequate for fire operations.

3. Horizontal Radius in Nautical Miles (NM). What is the size of the area to be restricted? The program default is 5 NM but, can be set depending on the incident.

4. For aircraft safety TFR radius should normally not be smaller than **three nautical miles.**

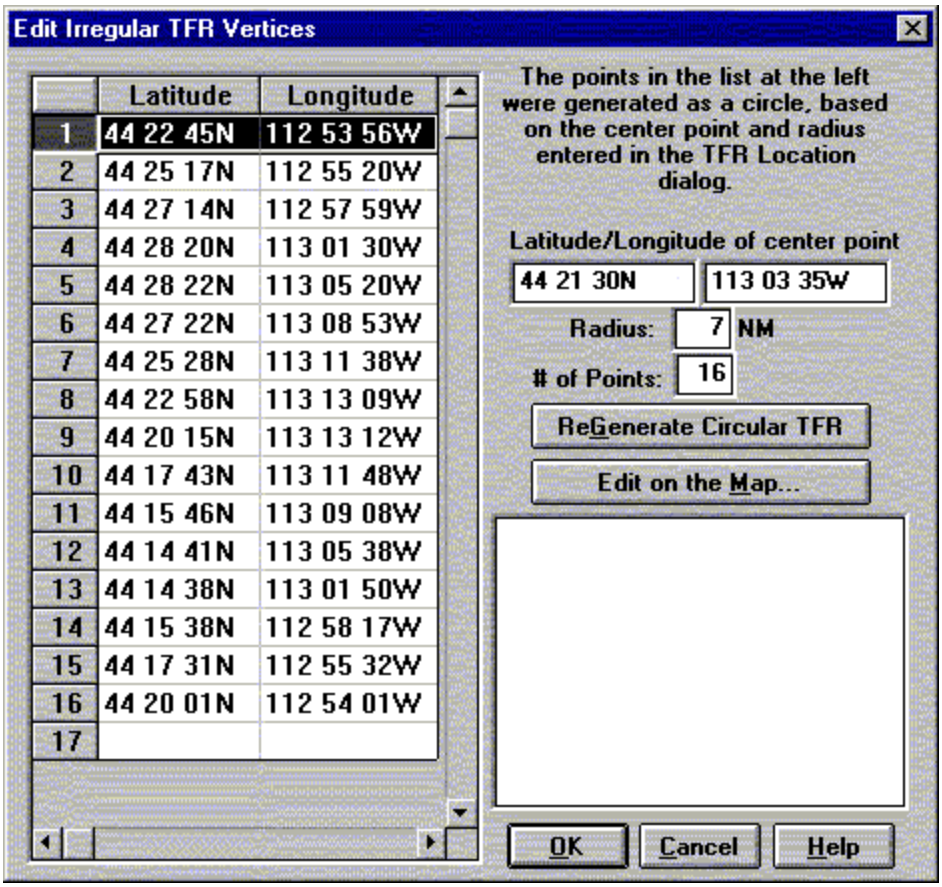
5. Restriction Altitude Mean Sea Level (MSL). The program will calculate the Restriction Altitude MSL, which is the ceiling (8,950 ft) for the TFR.

H. TFR Shape.

1. TFR Shape menu. Allows the user to define the shape of a TFR from a circle to non-circular, whatever shape is needed to restrict the area for aviation safety.

2. Select the TFR Shape menu and the Edit Irregular TFR.

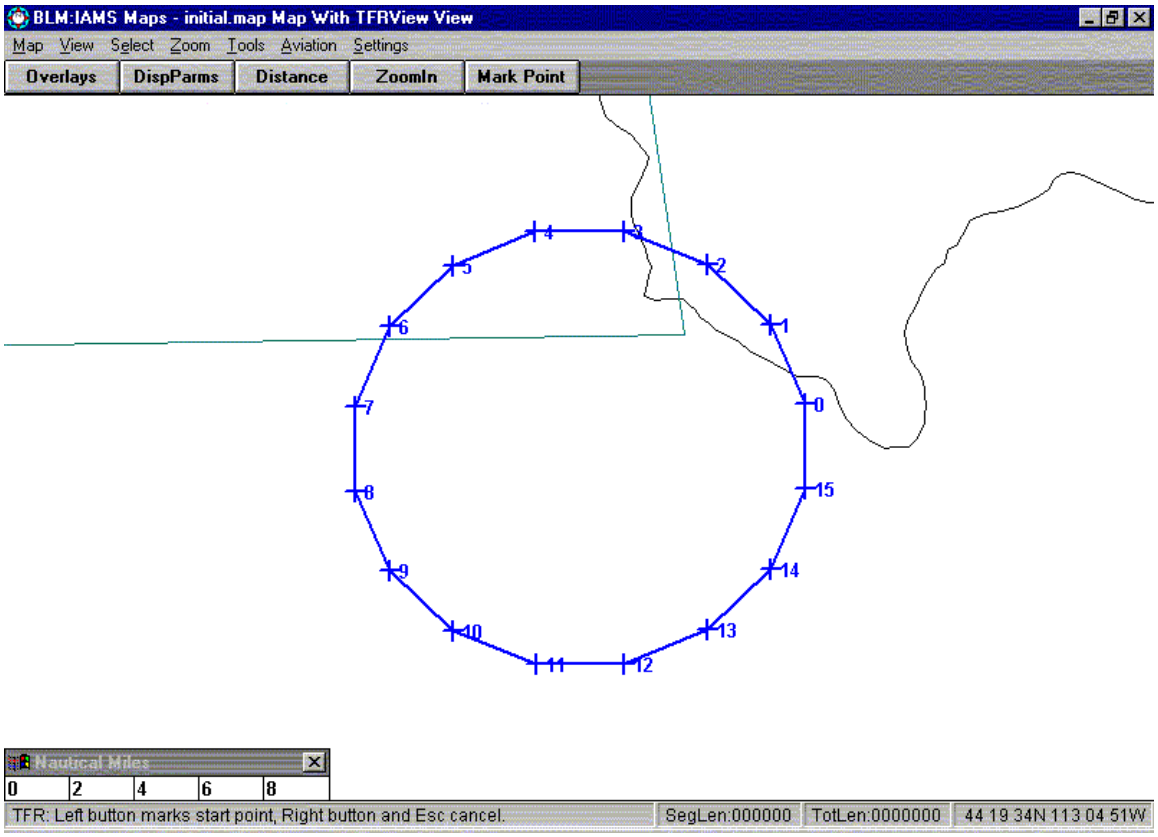
3. Vertices menu will appear.



4. The 16 Points were generated as a circle, from the radius entered in the TFR Location dialog.

5. The Latitude/Longitude of the center point is listed, along with the radius of the circle and the number of points to set the circle. If a circular TFR is desired, select the Regenerate Circular TFR menu. If a irregular TFR is desired, select the Edit on the Map menu.

6. Once the “Edit on the Map” is selected, the TFR will appear with each of the 16 points identified as 0 - 15 bases on the center point and the radius entered in the TFR location.

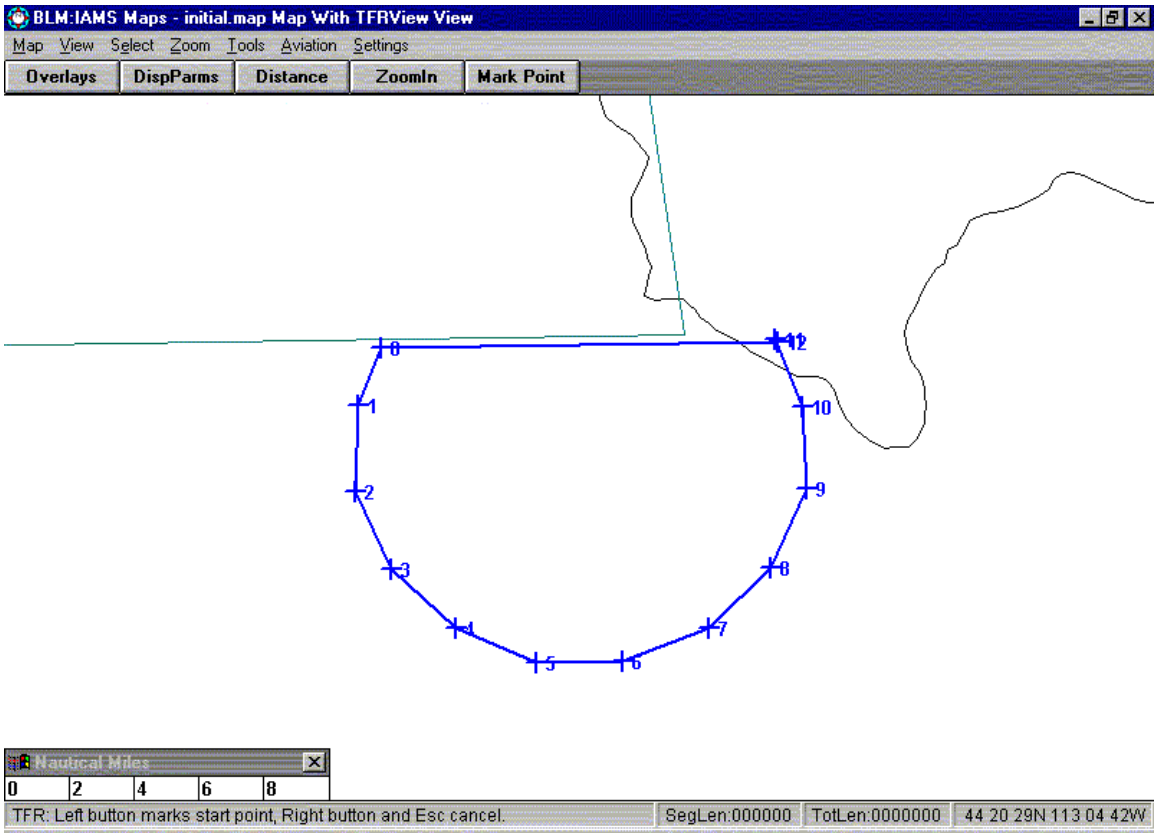


7. In order to manipulate the points. Use the mouse to point and click with the left mouse button, on the desired points.

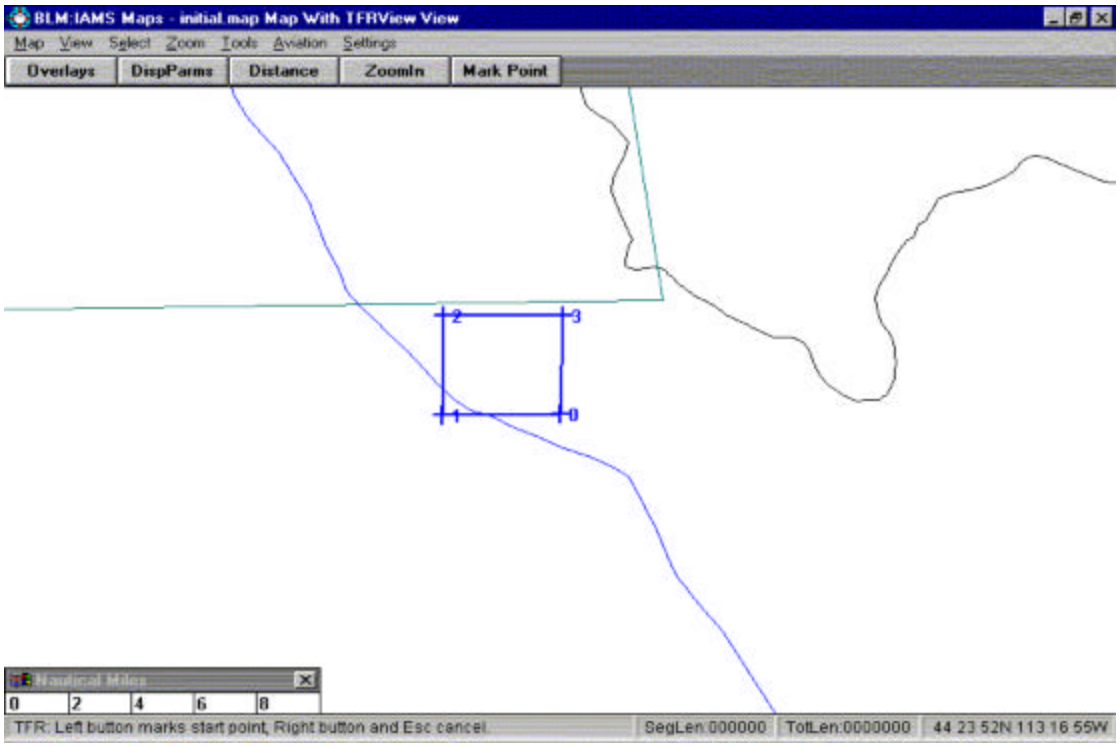
8. The program will only allow up to 16 points. If you try to input more, you get an error message that states; “You have exceeded the 16 points allowed and this is not recommended.”

9. For this exercise try to manipulate the TFR points to exclude the MTR that is shown by the light blue line.

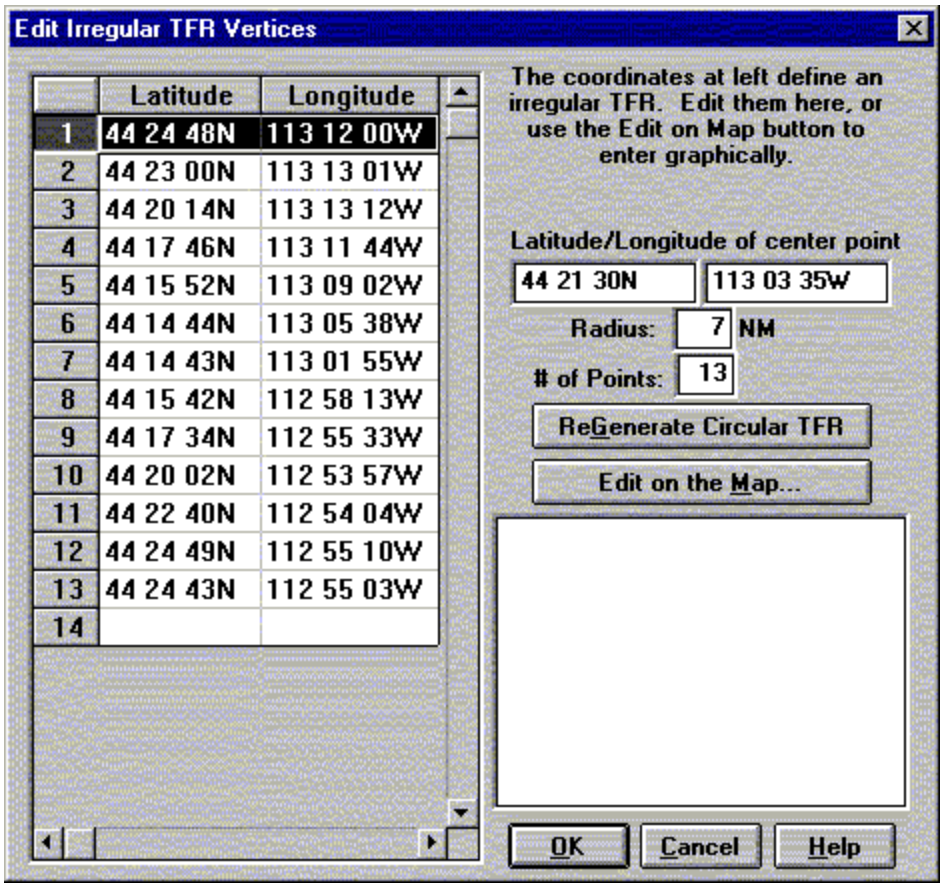
10. You do not have to close the shape for the final section of the TFR as the program will do it for you. To end the TFR shape procedures, click on the right mouse button.



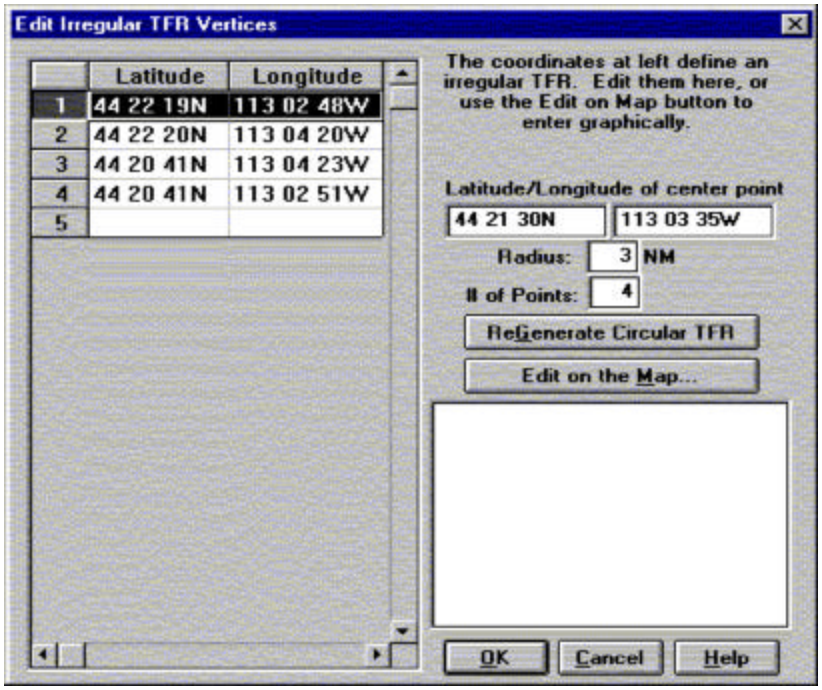
Example of a square TFR the same area.



Half Circle TFR

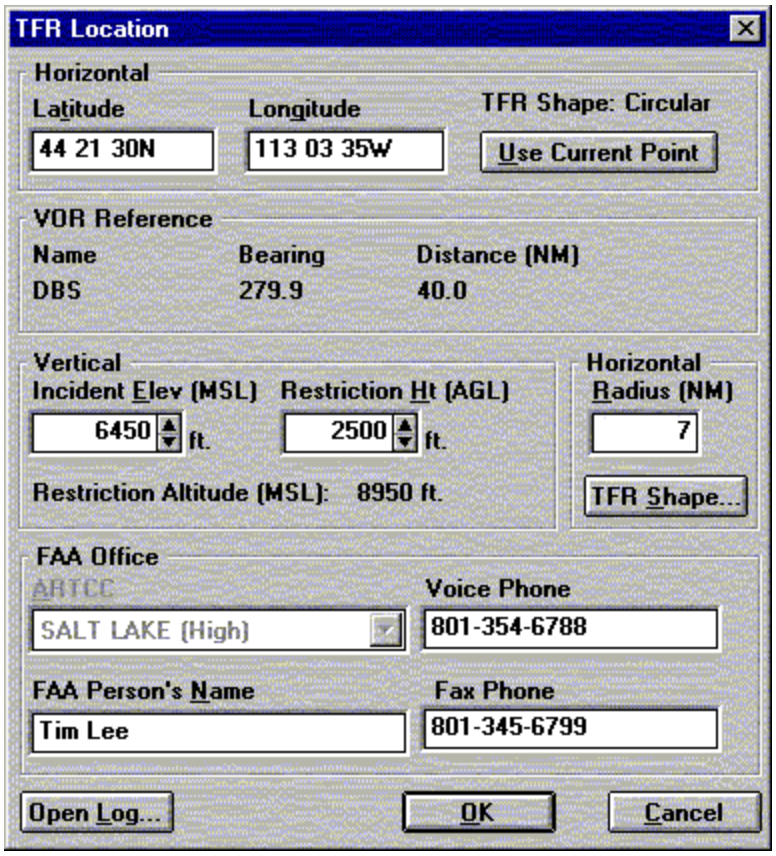


Square TFR



11. By ending the Shape procedures, the program will bring the Edit irregular TFR Vertices menu again. This time the new points that you selected will be listed in the box.

12. If you are satisfied with the information, click the OK button. This will bring back the TFR Location menu.



I. FAA Person's Name, that was contacted at the FAA.

1. Double-check the Vertical Incident elevation.

2. Double-check the Restriction Height request.

3. FAA Person's name will be entered after you have contacted the ARTCC to request the TFR.

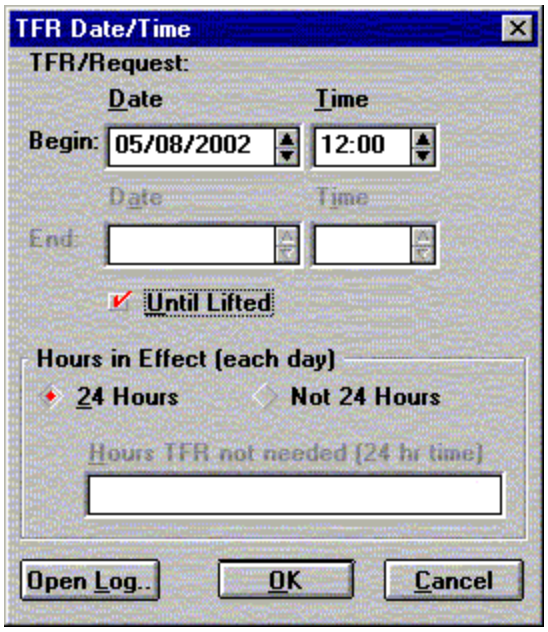
4. Once all of the information is complete, select the OK and this will open the TFR Date/Time menu.

5. FAA Office. The Air Traffic Control Center that is responsible for the airspace of the incident will be listed in this block. For this example

see that the KZLC Salt Lake ARTCC is the controlling FAA facility for the incident.

J. TFR Date / Time Menu.

1. Begin Date and Time of the TFR Request. The program automatically sets the current date and time.



2. End Date and Time: For fire use 24-hours and “Until Lifted” are both defaults and is activated by the OKAY button. Enter the time **only** if you know when the TFR will be lifted.

3. Hours in Effect: The program allows the user to set the hours that the TFR is in effect. Use military time when entering times.

4.The Open Log button will open the log to allow TFR documentation.

5. Click the OK button then the defaults (24-hours and “Until Lifted”) will be activated. This will now open the TFR Agency / Dispatch menu.

K. TFR Agency / Dispatch menu.

1. Agency Conducting Relief. This is the agency that has jurisdiction of the incident.

2. Agency Phone. Use a 24-telephone number with area code.

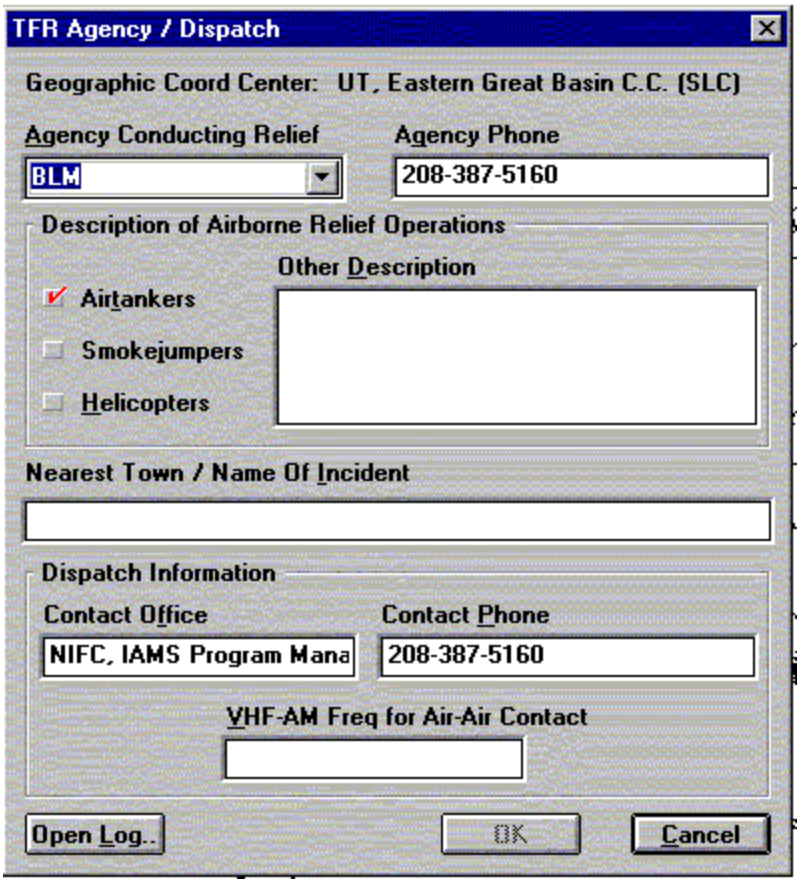
3. Description of Airborne Relief Operations. Air tankers are the default. Check other types of air operations on the incident. If there are other

air operations list them in box.

4. Location of Incident. This box is required; enter nearest town & incident name.

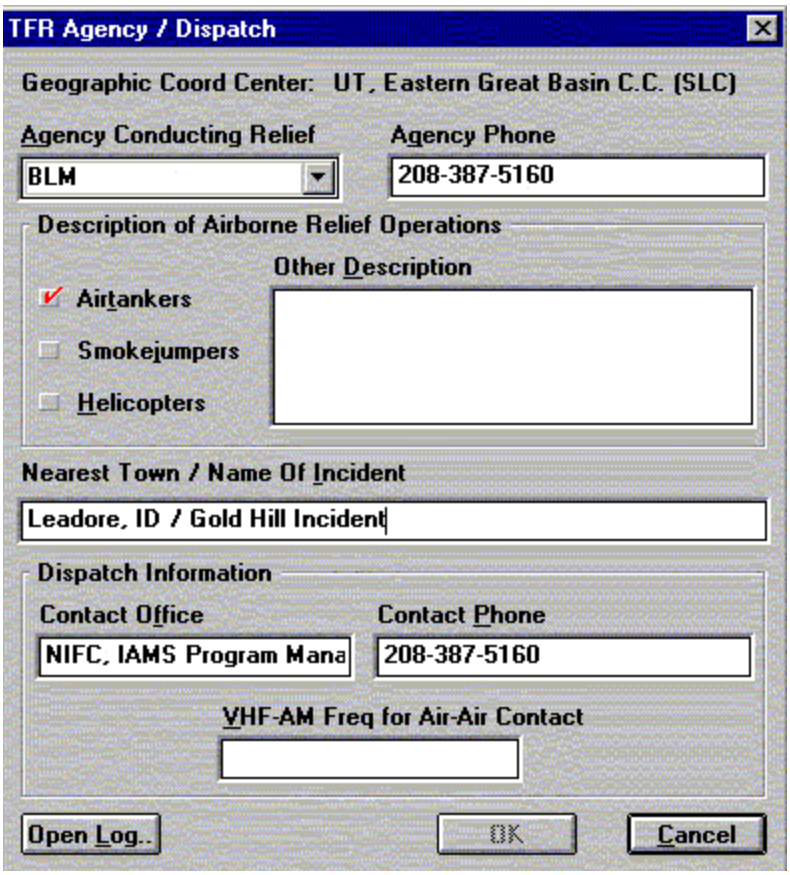
5. Dispatch Information. The Dispatch office should appear in this box with the entire telephone number.

6. VHF-AM Frequency for Air-Air Contact. This box is required. It is imperative that the proper frequency is given as this is the contact frequency that is issued on the NOTAM. A frequency change will require a new TFR.



7. Open Log. The Open Log button will open the documentation log to allow further documentation for a record of the process.

8. Once all of the information has been entered click the OK button. This will open the TFR Summary menu.

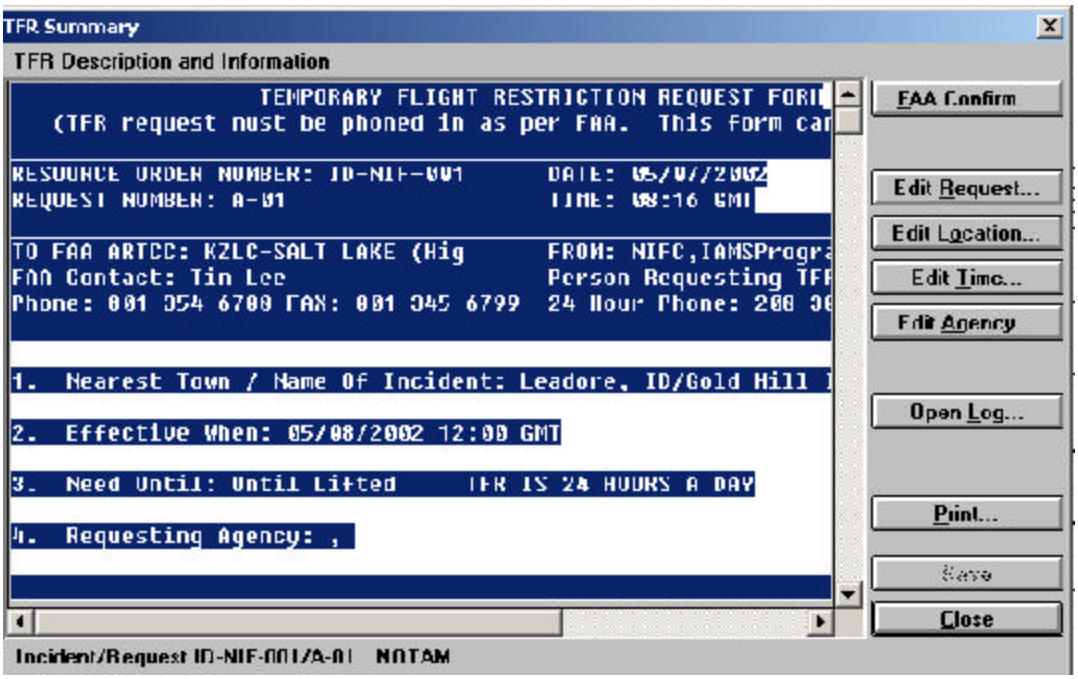


L. TFR Summary Menu.

1. Review the TFR, and if all of the information is correct, Save the file.

2. Print a current copy of the TFR for your record.

3. Once the TFR is saved, you can go back into the file and edit as necessary.

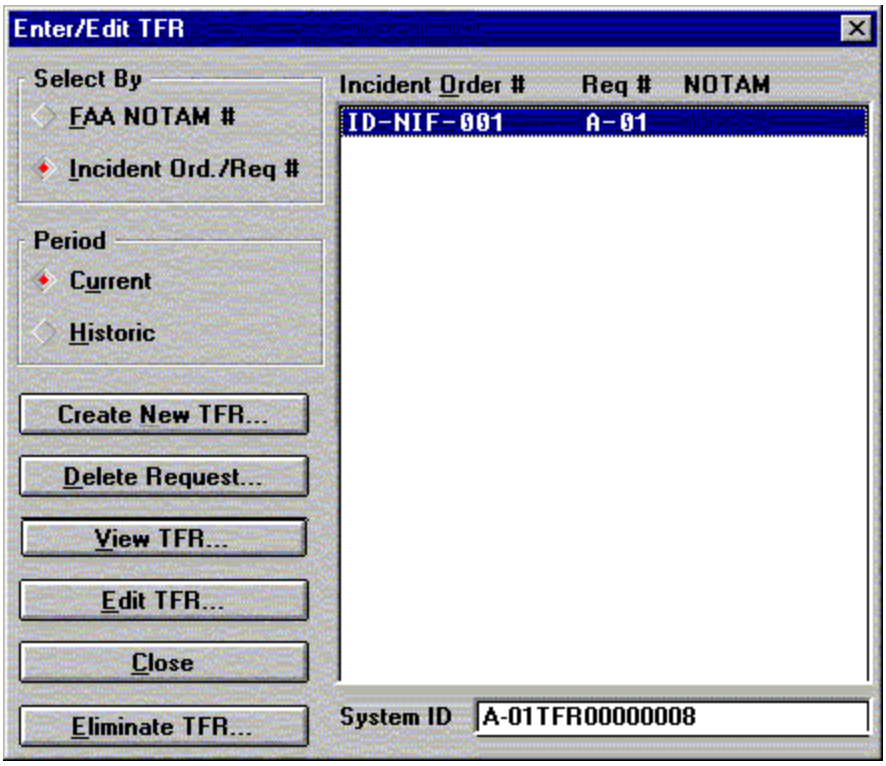


M. How to Edit a TFR.

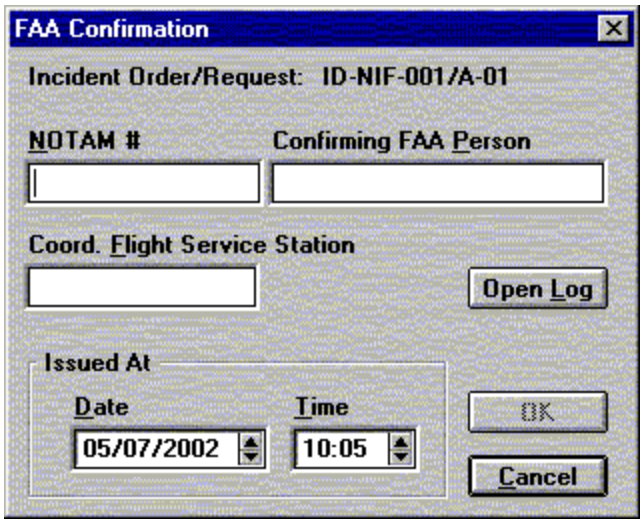
1. To Edit a TFR, go to Tool Menu and select the Enter/Edit TFR function. This will open the Enter/Edit TFR menu. Highlight the TFR to be edited.

2. Select from the buttons to Edit TFR. This will bring up the TFR Summary menu.

3. From the TFR Summary menu, you can edit any of the following: FAA Confirmation, Edit Request, Edit Time, Edit Location, Edit Agency, and Open Log.

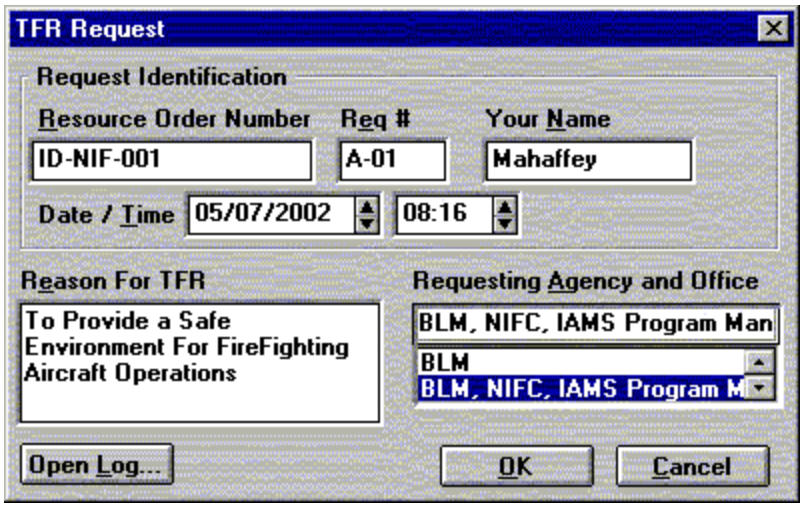


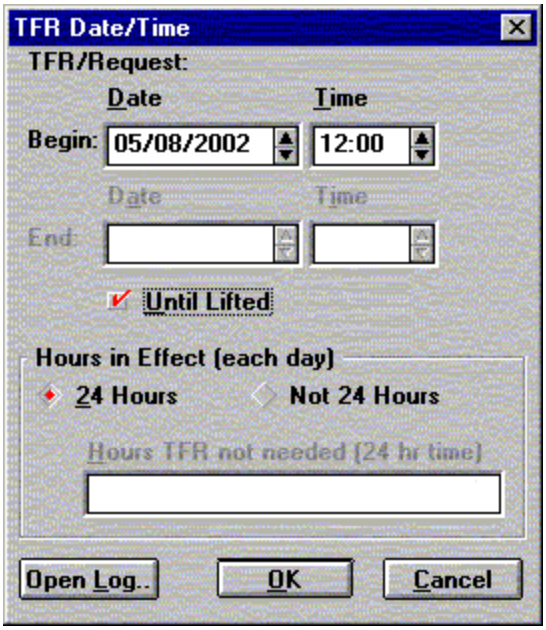
N. FAA Confirmation menu allows the input of the NOTAM number, name of the FAA contact, coordinating Flight Service, and will automatically Date/Time stamp the information. Once all is entered select OK, then Print.



O. Edit TFR Request allows you to edit the Incident Description and the Requesting Agency and Office ONLY. If other information needs correcting, you must delete the entire file and start over.

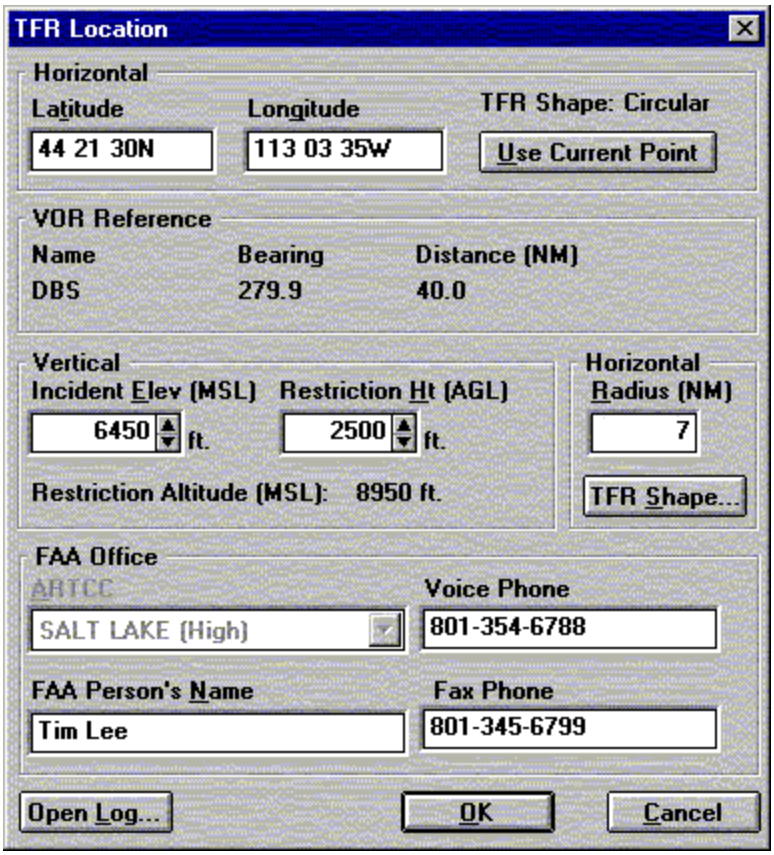
1. Edit Time menu allows you to edit the time that the TFR was issued.





2. Edit Location allows you to edit any of the Information in this menu. However, if a NOTAM number has been issued, you CANNOT alter a TFR location without closing your current TFR and re-issuing a new TFR with a new NOTAM number.

3. Therefore, the only thing that can be changed in this menu after a NOTAM number has been issued, is the name of the FAA Person.

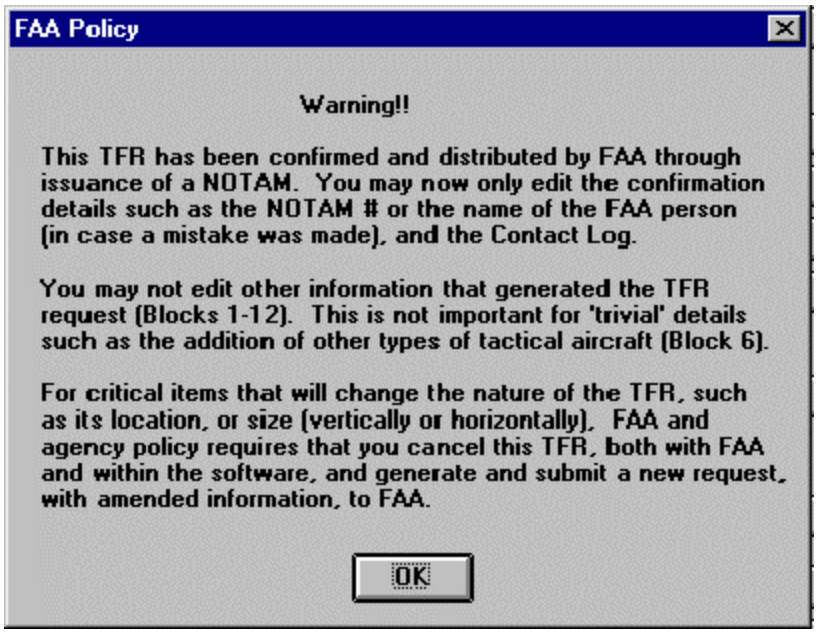


If you forget about the NOTAM issue, the program will give you the following warning:

WARNING!

This TFR has been confirmed and distributed by the FAA through issuance of a NOTAM. You may now only edit the confirmation details such as the NOTAM # or the name of the FAA person (in case a mistake was made), and the Contact Log. You may not edit other information that generated the TFR request. This is not important for details such as the addition of other types of tactical aircraft.

For critical items that will change the nature of the TFR, such as its location, or size (vertically or horizontally), FAA and agency policy requires that you cancel this TFR, both with FAA and with the software, and generate and submit a new request, with amended information to FAA.



4. Edit Agency menu allows the changing of the any of the menus. However, once the NOTAM has been issued, you cannot open this menu to make changes.

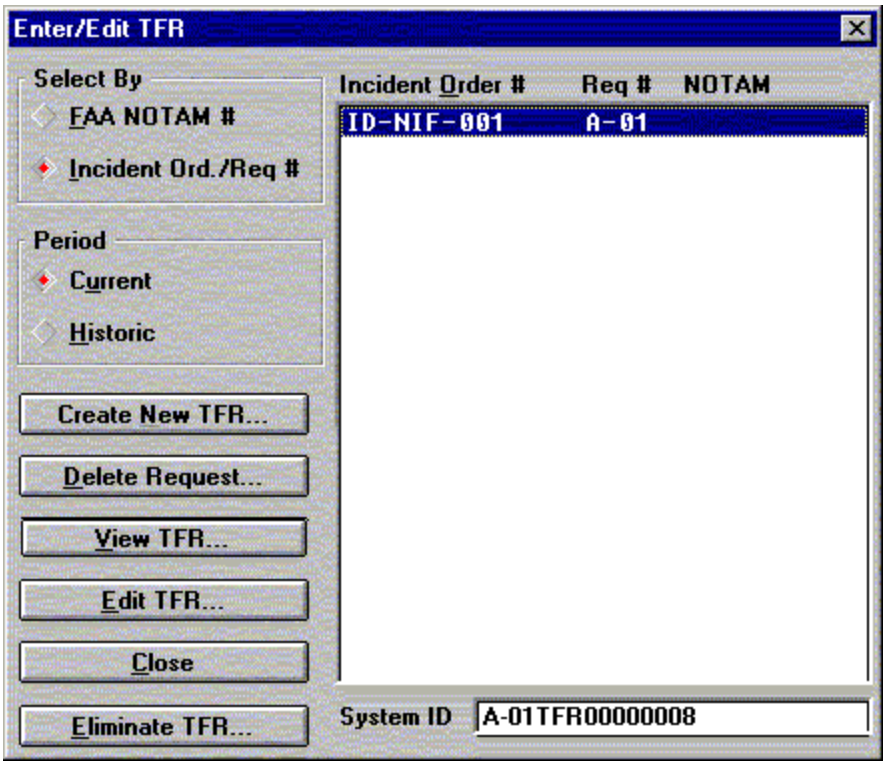
5. Open Log menu provides a chronology TFR process.

P. How to Close / Eliminate a TFR

1. Open the Enter / Edit TFR from the Tool Menu and highlight the TFR that is desired to be eliminated.

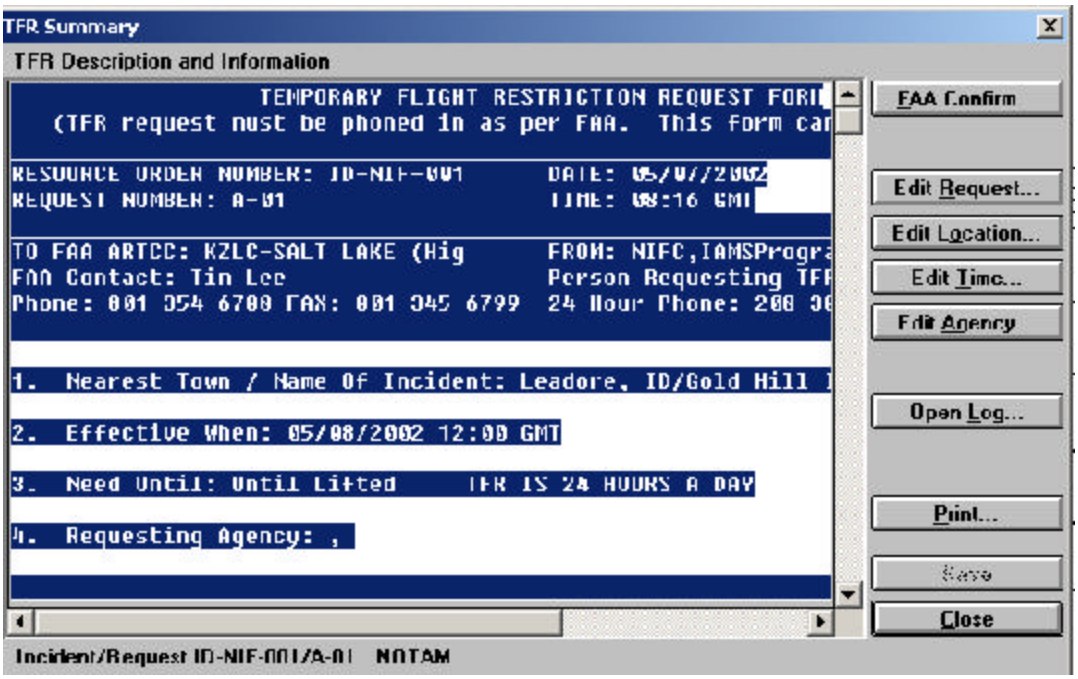
2. There is no difference between the Delete and Eliminate functions.

3. Once the TFR is highlighted select the Delete Request. This opens the TFR Description and Information menu. Fill in the “Deleted by” field with your name.



4. Fill in the FAA Person's Name, Date and Time of the cancellation and Print a copy for the Resource Order.

5. Select the Delete Request menu. The Agency Person's name must typed in this field before the program will allow you to delete the TFR.



A. **http://airspace.blm.gov**

B. The BLM web site graphically displays all TFR's in the United States and Alaska, their location, NOTAM #, contact frequency and the ceiling of the TFR. There is a narrative description for each TFR and wildfire TFR's are identified by the National Interagency Fire Center logo on the left and incident name in the narrative. This information is available on several map formats; WAC, Sectional, GNC and Vector depending on individual needs. If you have questions call Ben Hinkel @ 208-387-5184 or ben-hinkel@blm.gov.

C. TFR's issued by the NFDC (National Flight Data Center) as a FDC NOTAM. Go to **www.notams.jcs.mil** or www.notams.faa.gov

1. Select ARTCC for geographic TFR or Select View all ARTCC TFRs nationally.

2. Corrections, changes, questions MUST be made through the local ARTCC. Not the US NOTAM office as this is used by the Department of Defense aircrews.

INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION

(TFR request must be phoned in as per FAA. This form may also be FAXed to provide documentation.)

RESOURCE ORDER NUMBER: Request #: A -	DATE: TIME:
TO: FAA ARTCC _____ FAA PERSON CONTACTED: _____ FAA PHONE:_____ FAX:_____	**FROM:** DISPATCH OFFICE _____ PERSON REQUESTING TFR: _____ 24 HR. PHONE (No Toll Free #s) _____

❑ Check if this TFR is a replacement. If so, NOTAM # of TFR being replaced. _____
(Existing TFRs can not be changed, only cancelled and replaced.)

Geographic Location of Incident (nearest town, state) _____

Location (Circular TFR) List nearest NAVAID (distance should be less than 50 NM) - do not use NDB or T-VOR.

VOR ID	RADIAL (Degrees)	DISTANCE (NM)	LAT/LONG of Center Point (use US NOTAM OFFICE FORMAT ddmmssN/dddmmssW)	RADIUS (NM) (5 NM is standard)
			N/ W	

OR (Polygon TFRs should be rare and only used if circular shape is not adequate.)

Location (Polygon TFR) (List perimeter points in clockwise order) List nearest NAVAID (distance < 50 NM) - do not use NDB or T-VOR.

Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long ddmmssN/dddmmssW	Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long ddmmssN/dddmmssW
1				N/ W	5				N/ W
2				N/ W	6				N/ W
3				N/ W	7				N/ W
4				N/ W	8				N/ W

Altitude restrictions: _____ FEET MSL (do not use AGL – Standard is 2000' above highest terrain point)

The _____/_____ at _____ , _____
Agency Name / Incident Name / 24 Hr. Phone # (No Toll Free #s) / VHF-AM Air/Air Frequency
is in charge of on scene emergency response activities. TFR to provide a safe environment for fire fighting aircraft operations; effective immediately, until further notice, 24 hrs/day.

The requested TFR affects the following Special-Use Airspace:

The requested TFR affects the Military Training Routes listed below:

Route	SCHEDULING ACTIVITY	SEGMENT(S)	Route	SCHEDULING ACTIVITY	SEGMENT(S)

IMPORTANT NOTE TO FAA: If the TFR affects SUA and/or MTR(s), we request NOTAM distribution to all military bases involved, to the Coordinating Flight Service Station, and, for MTRs, to the Flight Service Station and Air Route Traffic Control Center with responsibility for the airspace at the route entry point(s).

NOTAM # _____ ISSUED AT _____ (Time) On _____/_____ (Date)

Date/Time TFR Cancelled: _____ By: _____