Filling Air Attack Platforms

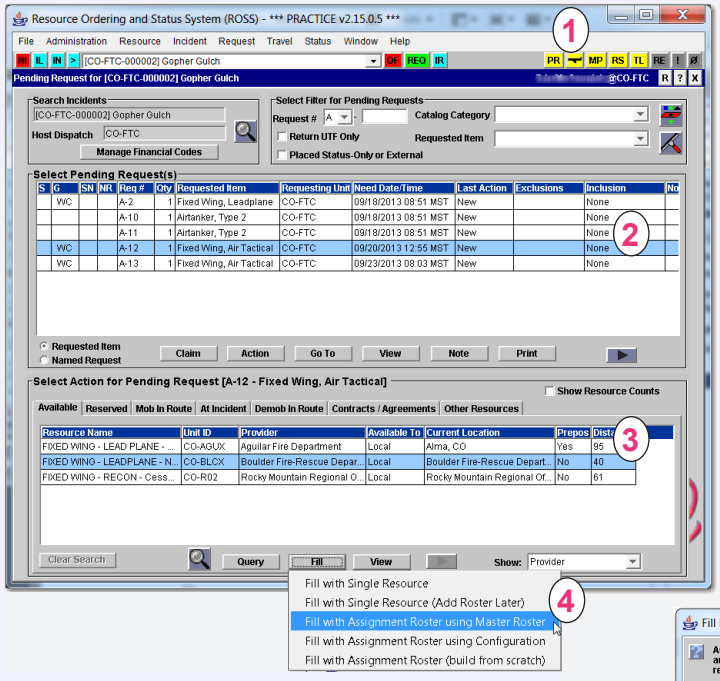
Windows 7

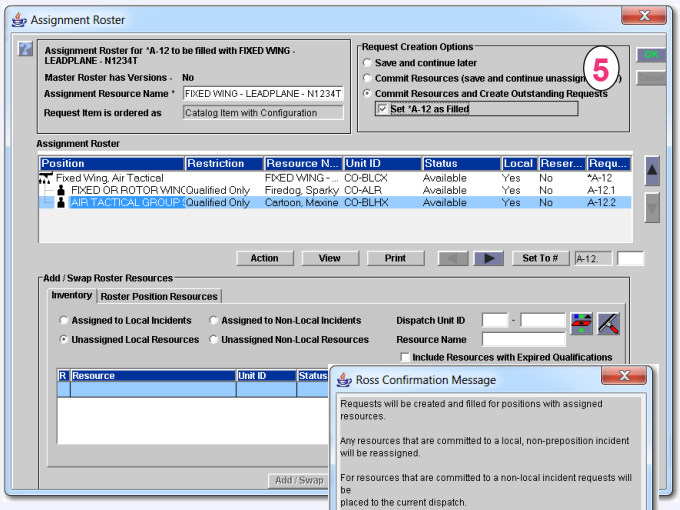
This Quick Reference Card explains how to order an air attack platform with configuration and fill the Pilot and Air Attack Group Supervisor (ATGS) from the Master Roster. It also explains how to reassign the air attack platform, pilot, and ATGS to a preposition order created by the dispatch center currently hosting the air attack platform.

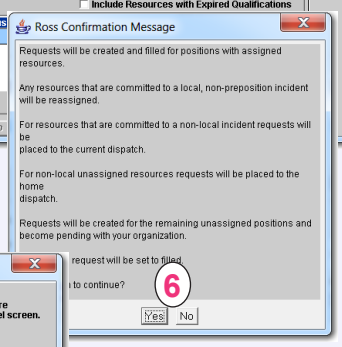
To fill a request for an air attack platform with an Assignment Roster using Master Roster

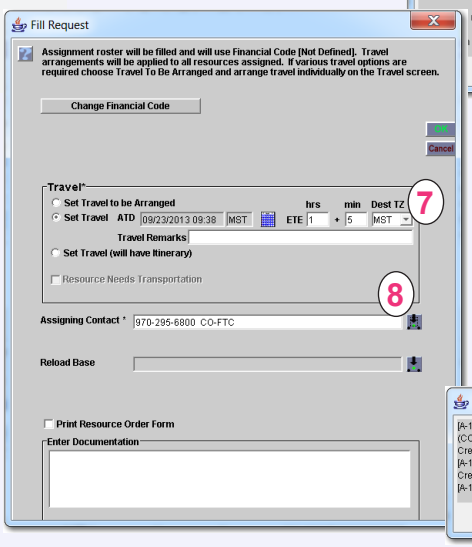
1. On the **Request** menu, click **Pending Request**, or click PR
2. On the **Pending Request** screen, search for and then click the **Air Attack Platform** request of your choice.
3. On the **Available** tab, click Query and then click the Resource Name of your choice.
4. Click Fill and then click **Fill with Assignment Roster using Master Roster**.
5. On the **Assign Roster** dialog box, click **Commit Resources and Create Outstanding Requests**, click the **Set [Request#] as Filled** check box, and then click OK

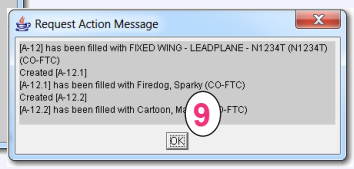
   If the pilot has changed, click the Add/Swap button to swap!
6. On the **ROSS Confirmation Message** dialog box, click Yes to confirm or click No to cancel.
7. On the **Fill Request** dialog box, click **Set Travel**, click and then complete the **ATD** and **ETE** of your choice.
8. Complete the **Assigning Contact** text box, and then click OK
9. On the **Request Action Message** dialog box, click OK











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Reassigning an Air Attack Platform to a Preposition Order

Windows 7

To reassign an air attack platform to a preposition order

1 On the **Incident** menu, click **Incident Resources**, or click IR

2 On the **Incident Resources** screen, search for and then click the **Air Attack Platform** you want to reassign.

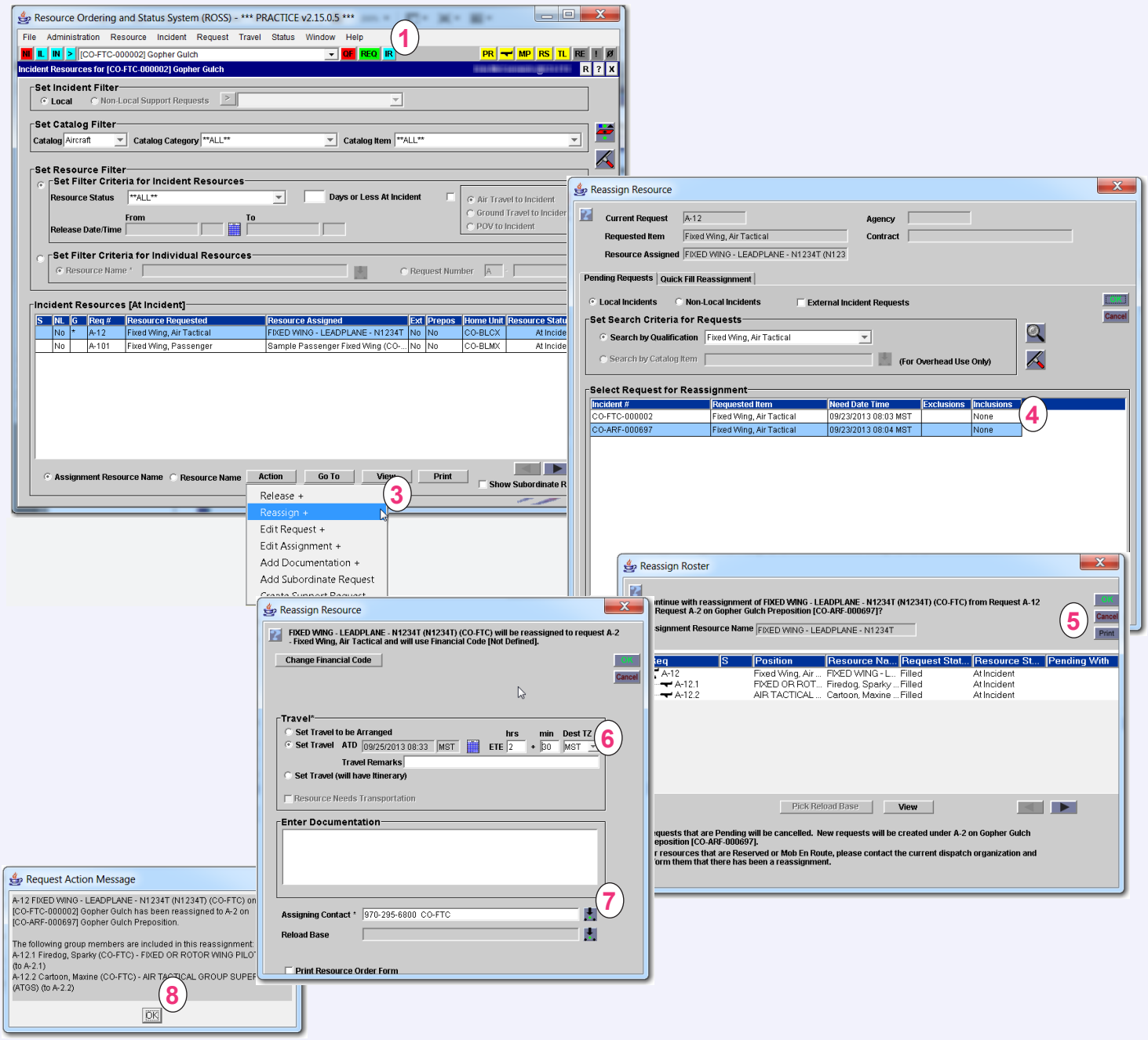
3 Click Action and then click **Reassign**.

4 On the **Reassign Resource** dialog box, search for and then click the **Preposition Incident Name** of your choice, and then click OK

5 On the **Reassign Roster** dialog box, click OK

6 On the **Reassign Request** dialog box, click **Set Travel**, click and then complete the **ATD** and **ETE**.

7 Complete the **Assigning Contact** text box, and then click OK

8 On the **Request Action Message** dialog box, click OK

***To swap or change out the lead plane pilot and/or ATGS**: Create a subordinate request from the parent request on the Incident Resources screen. Select the appropriate placement: Directly with Filling Organization or Place/ Fill locally via the Pending Request screen. Release the current pilot/ATGS if appropriate.*