

This Quick Reference Card explains how to order a lead plane with configuration and fill the pilot from the Master Roster. It also explains how to reassign a lead plane and pilot to a preposition order that was created by the Dispatch Center currently hosting the lead plane.

To fill a request for a lead plane and pilot 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 **Lead Plane 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 **ATD** and **ETE**.
- 8 Complete the **Assigning Contact** text box, complete the **Call Sign** text box, and then click **OK**
- 9 On the **Request Action Message** dialog box, click **OK**

Assignment Roster

Assignment Roster for 'A-1 to be filled with FIXED WING - LEAD PLANE - N9876T'
Master Roster has Versions - No
Assignment Resource Name * FIXED WING - LEAD PLANE - N9876T
Request Item is ordered as Catalog Item with Configuration

Request Creation Options

- Save and continue later
- Commit Resources (save and continue unassigned)
- Commit Resources and Create Outstanding Requests
- Set 'A-1 as Filled

Position	Restriction	Resource N...	Unit ID	Status	Local	Reser...	Requ...
Fixed Wing, Leadplane		FIXED WING - ...	CO-AGUX	Available	Yes	No	A-1
FIXED OR ROTOR WING	Qualified Only	Firedog, Sparky	CO-ALR	Available	Yes	No	A-1.1

Fill Request

Assignment roster will be filled and will use Financial Code [Not Defined]. Travel arrangements will be applied to all resources assigned. If various travel options are required choose Travel To Be Arranged and arrange travel individually on the Travel screen.

Travel

- Set Travel to be Arranged
- Set Travel **ATD** 09/18/2013 12:49 MST **ETE** 1 + 20 MST
- Set Travel (will have Itinerary)

Assigning Contact * 970-295-6800 CO-FTC

Call Sign * LEAD - 999

Pending Request for [CO-FTC-000002] Gopher Gulch

Select Filter for Pending Requests
Request # A Catalog Category
 Return UTF Only Requested Item
 Placed Status-Only or External

Req #	Qty	Requested Item	Requesting Unit	Need Date/Time	Last Action	Exclusions	Inclusion	No
A-1	1	Fixed Wing, Leadplane	CO-FTC	09/18/2013 08:51 MST	New		None	
A-2	1	Fixed Wing, Leadplane	CO-FTC	09/18/2013 08:51 MST	New		None	
A-10	1	Airtanker, Type 2	CO-FTC	09/18/2013 08:51 MST	New		None	
A-11	1	Airtanker, Type 2	CO-FTC	09/18/2013 08:51 MST	New		None	

ROSS Confirmation Message

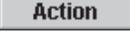
Requests will be created and filled for positions with assigned resources.
Any resources that are committed to a local, non-preposition incident will be reassigned.
For resources that are committed to a non-local incident requests will be placed to the current dispatch.
For non-local unassigned resources requests will be placed to the home dispatch.
Requests will be created for the remaining unassigned positions and become pending with your organization.
The original request will be set to filled.
Do you wish to continue? **Yes** **No**

Request Action Message

[A-1] has been filled with FIXED WING - LEAD PLANE - N9876T (N9876T) (CO-FTC)
Created [A-1.1]
[A-1.1] has been filled with Firedog, Sparky (CO-ALR)

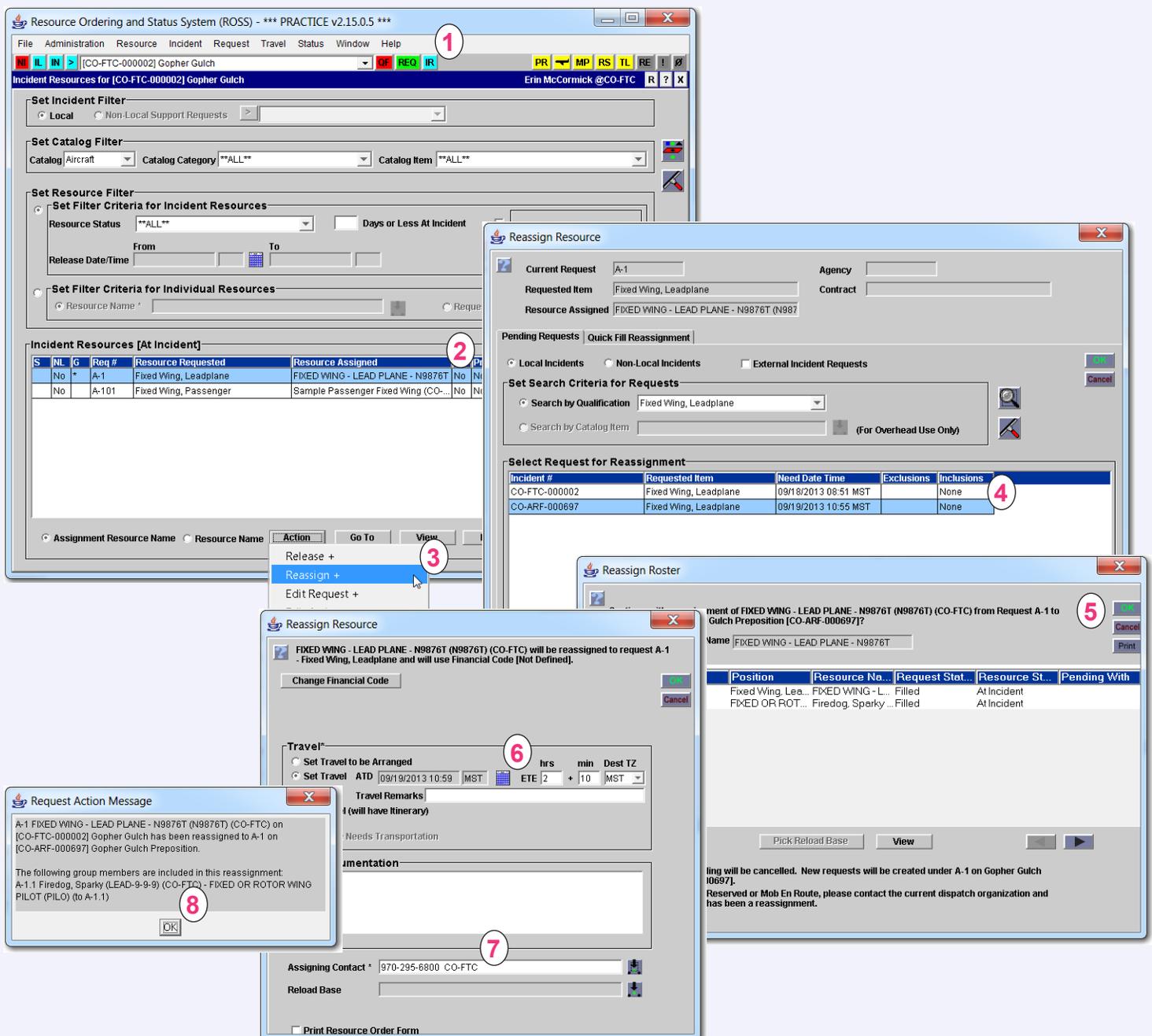
Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov

To reassign a lead plane and pilot to a preposition order

- 1 On the **Incident** menu, click **Incident Resources**, or click 
- 2 On the **Incident Resources** screen, search for and then click the **Lead Plane Request** you want to reassign.
- 3 Click  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 
- 5 On the **Reassign Roster** dialog box, click 

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

To swap or change out the lead plane pilot: 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 as appropriate.



The screenshot displays the following components and steps:

- 1:** The main application window shows the menu path: File > Administration > Resource > Incident > Request > Travel > Status > Window > Help. The 'IR' (Incident Resources) menu item is highlighted.
- 2:** The 'Incident Resources [At Incident]' table is shown with columns: S, NL, G, Req #, Resource Requested, Resource Assigned. A row for 'Fixed Wing, Leadplane' is selected.
- 3:** The 'Action' menu is open, and 'Reassign +' is selected.
- 4:** The 'Reassign Resource' dialog box is open, showing search criteria for 'Fixed Wing, Leadplane' and a table of pending requests.
- 5:** The 'Reassign Roster' dialog box is open, showing a list of resources and their status.
- 6:** The 'Reassign Resource' dialog box is open, showing the 'Travel' section with 'Set Travel' selected and 'ATD' and 'ETE' fields.
- 7:** The 'Reassign Resource' dialog box is open, showing the 'Assigning Contact' field.
- 8:** The 'Request Action Message' dialog box is open, displaying a message about the reassignment.