

# Filling Lead Planes and ASMs

DATE: 09/10/10

VERSION 2.12

Use this card when you want to order a lead plane with configuration and fill the pilot from the Master Roster, or to reassign the 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 to select the **lead plane request** of your choice.
- 3 On the **Available** tab, click **Query** and then click to select the **resource name** of your choice.

4 Click **Fill** and then click to select **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 **Calendar** and then click to select the **ETD** and **ETE** of your choice.

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**

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ROSS Helpdesk: 866-224-7677  
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# Reassigning Lead Planes to a Prepositioned Order

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## To reassign a lead plane and pilot to a preposition order

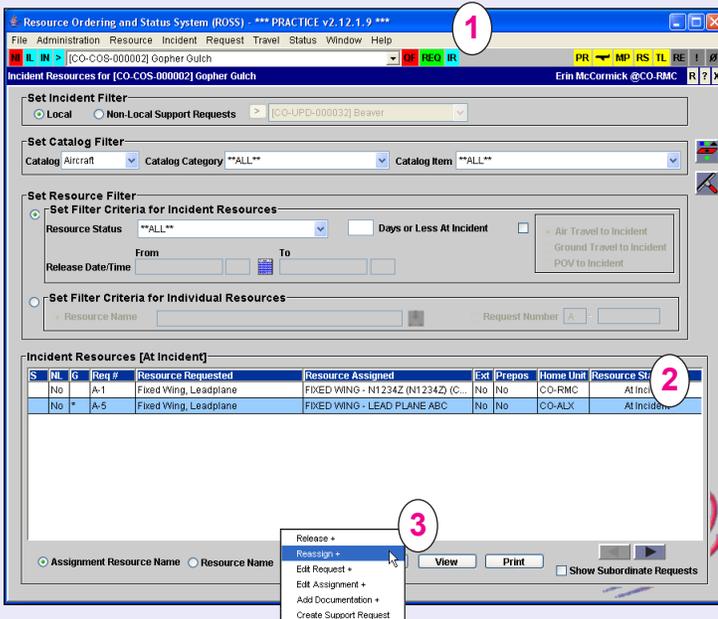
- 1 On the **Incident** menu, click **Incident Resources**, or click 
- 2 Search for and then click to select the **lead plane** you want to reassign.
- 3 Click  and then click to select **Reassign**.
- 4 On the **Reassign Resource** dialog box, search for and then click to select the **Preposition Incident 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 click to select the **ETD** and **ETE** of your choice.

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

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

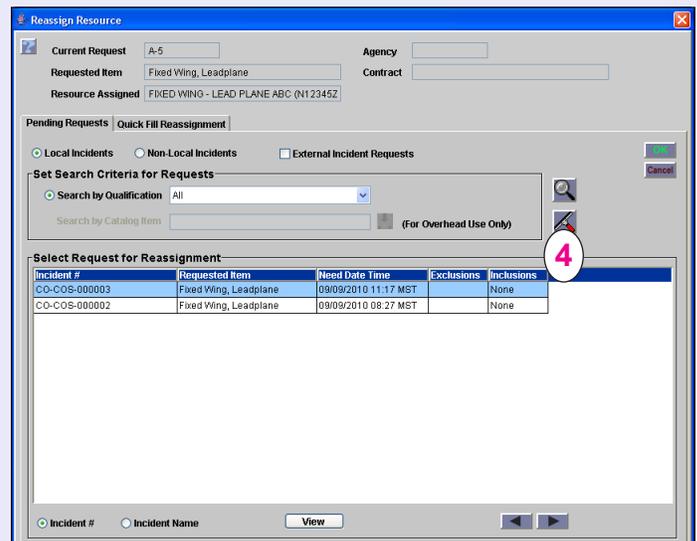
*To swap or change out the lead plane pilot: Create a subordinate request from the parent request on the Incident Resources screen. Select the appropriate placement: Directly with Filling Organization or Place/Fill locally via the Pending Request screen. Release the current pilot as appropriate.*



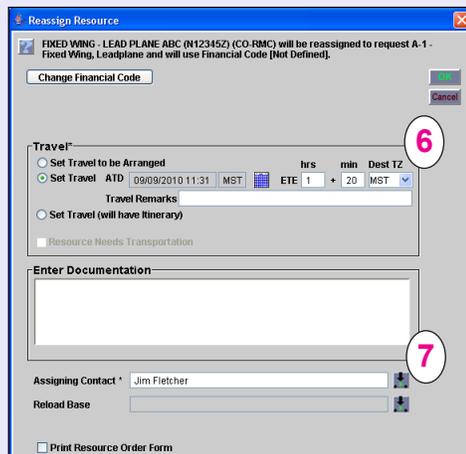
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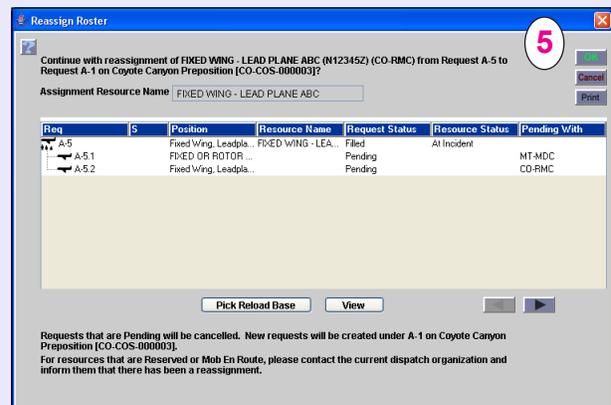


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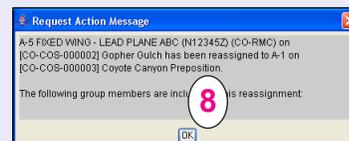


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