

*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 **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**

Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE v2.15.0.5 \*\*\*

File Administration Resource Incident Request Travel Status Window Help

CO-FTC-000002 Gopher Gulch

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

Search Incidents: [CO-FTC-000002] Gopher Gulch

Host Dispatch: CO-FTC

Select Filter for Pending Requests: Request # [A] Catalog Category [ ]

Select Pending Request(s)

S	G	SN	MR	Req#	Req'd Item	Requesting Unit	Need Date/Time	Last Action	Exclusions	Inclusion	No
				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	
				A-12	1 Fixed Wing, Air Tactical	CO-FTC	09/20/2013 12:55 MST	New		None	
				A-13	1 Fixed Wing, Air Tactical	CO-FTC	09/23/2013 08:03 MST	New		None	

Select Action for Pending Request [A-12 - Fixed Wing, Air Tactical]

Resource Name	Unit ID	Provider	Available To	Current Location	Prepos	Dstr
FIXED WING - LEAD PLANE - N	CO-ALGX	Aguilar Fire Department	Local	Alma, CO	Yes	85
FIXED WING - LEADPLANE - N	CO-BLCX	Boulder Fire-Rescue Depart.	Local	Boulder Fire-Rescue Depart.	No	40
FIXED WING - RECON - Cess.	CO-R02	Rocky Mountain Regional O...	Local	Rocky Mountain Regional Of...	No	61

Assignment Roster

Assignment Roster for "A-12 to be filled with FIXED WING - LEADPLANE - N1234T"

Master Roster has Versions - No

Assignment Resource Name \* FIXED WING - LEADPLANE - N1234T

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-12 as Filled"

Position	Restriction	Resource N...	Unit ID	Status	Local	Reser...	Requ...
Fixed Wing, Air Tactical		FIXED WING - ...	CO-BLCX	Available	Yes	No	*A-12
FIXED OR ROTOR WINC Qualified Only		Firedog, Sparky	CO-ALR	Available	Yes	No	A-12.1
FIXED OR ROTOR WINC Qualified Only		Cartoon, Maxine	CO-BLHX	Available	Yes	No	A-12.2

Add / Swap Roster Resources

Inventory | Roster Position Resources

Assigned to Local Incidents  Assigned to Non-Local Incidents Dispatch Unit ID [ ]

Unassigned Local Resources  Unassigned Non-Local Resources Resource Name [ ]

Include Resources with Expired Qualifications

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.

request will be set to filled to continue? **6**

Yes No

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.

Change Financial Code [ ]

Travel:

Set Travel to be Arranged

Set Travel ATD [09/23/2013 09:38 MST] ETE [1] + [5] MST **7**

Travel Remarks [ ]

Set Travel (will have Itinerary)

Resource Needs Transportation

Assigning Contact \* [970-295-6800 CO-FTC] **8**

Reload Base [ ]

Print Resource Order Form

Enter Documentation [ ]

Request Action Message

[A-12] has been filled with FIXED WING - LEADPLANE - N1234T (N1234T) (CO-FTC)

Created [A-12.1]

[A-12.1] has been filled with Firedog, Sparky (CO-FTC)

Created [A-12.2]

[A-12.2] has been filled with Cartoon, M... (CO-FTC)

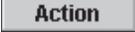
**9**

OK



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

## To reassign an air attack platform 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 **Air Attack Platform** 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 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.*

