

This Quick Reference Card explains how to fill a request for a Exclusive Use (EXU) helicopter. EXU helicopters are contracted to a specific unit for incident support and have an assigned Master Roster. EXU helicopters always display on the Available tab. Treat EXU helicopters like any other agency-owned resource.

To fill a request for an EXU helicopter

- 1 On the **Request** menu, click **Pending Request**, or click **PR**
- 2 On the **Search Incidents** dialog box, search for and then click the **Incident** of your choice.
- 3 On the **Pending Request** screen, search for and then click the **Helicopter** request of your choice.
- 4 On the **Available** tab, click **Query** and then click the **Resource Name** of your choice.
*To show counts of available resources, click the **Show Resource Counts** check box.*
- 5 Click **Fill** then click **Fill with using Master Roster** or **Assignment Roster using Configuration**.

- 6 On the **Assign Roster** dialog box, complete the information as appropriate. Click **Commit Resources and Create Outstanding Requests**, click the **Set [Request #] as Filled** check box, and then click **OK**
- 7 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** cancel.
- 8 On the **Fill Request** dialog box, click **Set Travel**, click **ATD** and then complete the **ATD** and **ETE** of your choice.
- 9 Complete the **Assigning Contact** text box, and then click **OK**
- 10 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

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

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

S	G	SN	NR	Req #	Qty	Requested Item	Requesting Unit	Need Date/Time	Last Action	Exclusions	Inclusion	Inc
WC		A-2	1		1	Fixed Wing, Leadplane	CO-FTC	09/18/2013 08:51 MST	New		None	
WC		A-11	1		1	Airtanker, Type 2	CO-FTC	09/18/2013 08:51 MST	New		None	
WC		A-13	1		1	Fixed Wing, Air Tactical	CO-FTC	09/23/2013 08:03 MST	New		None	
WC		A-14	1		1	Airtanker, Type 2	CO-FTC	09/25/2013 10:29 MST	New		None	
WC		A-17	1		1	Helicopter, Type 1 Lim.	CO-FTC	08/30/2013 12:54 MST	New		None	
WC		A-18	1		1	Helicopter, Type 3 Sta.	CO-FTC	10/18/2013 07:39 MST	New		None	

Select Action for Pending Request [A-18 - Helicopter, Type 3 Standard]

Available [1] | Reserved [0] | Mob in Route [0] | At Incident [2] | Demob in Route [0] | Contracts / Agreements [0] | Other Resources []

Resource Name	Available To	Current Location	Propos	Dist
HELICOPTER - T3S - AS350 B	CO-ARF	Arapaho & Roosevelt Natio.	National	Arapaho & Roosevelt Natio.

Select Claimed By: []

Select Dispatch or Host Unit: []

Dispatch / Host Unit	Type	A	C	E	O	S	A	C	E	O	S
Fort Collins Interagency Disp.	Local	0	0	0	0	0	0	0	0	1	31

Total: Claimed[A-0-C-0-E-0-O-0-S-0] Unclaimed[A-8-C-0-E-0-O-1-S-31]

Select Incident: []

Incident Name	Incident #	A	C	E	O	S	A	C	E	O	S
2013 ARF Support	CO-ARF-000003	0	0	0	0	0	0	0	0	0	1
2013 FTC Support	CO-FTC-000001	0	0	0	0	0	0	0	0	0	2
Big Meadows	CO-RMP-000217	0	0	0	0	0	0	0	0	0	0
Chambers	CO-ARF-000545	0	0	0	0	0	0	0	0	0	0
Dakota Hill	CO-ARF-000337	0	0	0	0	0	0	0	0	0	0
Gopher Gulch	CO-FTC-000002	0	0	0	0	0	6	0	0	1	0
Gopher Gulch Preposition	CO-ARF-000697	0	0	0	0	0	2	0	0	0	0
Hell Canyon	CO-ARF-000416	0	0	0	0	0	0	0	0	0	9

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 [10/18/2013 11:10 MST] hrs [] min [] Dest TZ []
- Set Travel ETE [1] * [5] MST []
- Set Travel (will have Itinerary)

Resource Needs Transportation:

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

Reload Base: []

Print Resource Order Form:

Enter Documentation: []

Assignment Roster for 'A-18 to be filled with HELICOPTER - T3S - AS350 B3 - N354LA

Master Roster has Versions - No

Assignment Resource Name * [HELICOPTER - T3S - AS350 B3 - N354LA]

Request Item is ordered as [Catalog Item with Configuration]

Position	Restriction	Resource Name	Unit ID	Status	Local	Reser...	Requ...
Helicopter, Type 3 Standard		HELICOPTER - T3S - AS350 B3 - N354LA	CO-ARF	Available	Yes	No	A-18
HELICOPTER MANAGE/Qualified Only		CO-COPS	CO-COPS	Available	Yes	No	A-18.1
HELICOPTER CREWME/Qualified Only		CO-FTS	CO-FTS	Available	Yes	No	A-18.2
HELICOPTER CREWME/Qualified Only		www.williams...	CO-ARF	Available	Yes	No	A-18.3

Add / Swap Roster Resources

Request Creation Options:

- Save and continue later
- Commit Resources (save and continue unassigned)
- Commit Resources and Create Outstanding Requests
- Set 'A-18 as Filled'

Request Action Message

[A-18] has been filled with HELICOPTER - T3S - AS350 B3 - N354LA (N354LA) (CO-FTC)
Created [A-18.1]
[A-18.1] has been filled with [www.williams...] (CO-FTC)
Created [A-18.2]
[A-18.2] has been filled with [www.williams...] (CO-FTC)
Created [A-18.3]
[A-18.3] has been filled with [www.williams...] (CO-FTC)

Request Action 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]

