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 Yes.
   *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 click the 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.
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 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.
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.

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.