

*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!*

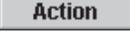
- 6 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.
- 7 On the **Fill Request** dialog box, click **Set Travel**, click **ATD** and **ETE**.
- 8 Complete the **Assigning Contact** text box, complete the **Call Sign** text box, and then click **OK**
- 9 On the **Request Action Message** dialog box, click **OK**

The screenshot displays the Resource Ordering and Status System (ROSS) interface. The main window shows a 'Pending Request for [CO-FTC-000002] Gopher Gulch'. A 'Request(s)' table lists several requests, with 'A-1' selected. The 'Assignment Roster' window is open, showing a table of resources with 'A-1' selected. The 'Fill Request' dialog box is open, showing the 'Set Travel' section with 'ATD' and 'ETE' fields. The 'ROSS Confirmation Message' dialog box is open, showing a confirmation message. The 'Request Action Message' dialog box is open, showing a message that the request has been filled. Numbered callouts (1-9) highlight the following steps:

- 1: Clicking the 'PR' button on the Request menu.
- 2: Clicking the 'Lead Plane Request' of your choice.
- 3: Clicking the 'Query' button and then clicking the 'Resource Name' of your choice.
- 4: Clicking the 'Fill' button and then clicking 'Fill with Assignment Roster using Master Roster'.
- 5: Clicking 'Commit Resources and Create Outstanding Requests', checking 'Set [Request#] as Filled', and clicking 'OK'.
- 6: Clicking 'Yes' to confirm or 'No' to cancel on the ROSS Confirmation Message dialog box.
- 7: Clicking 'Set Travel', 'ATD', and 'ETE' on the Fill Request dialog box.
- 8: Completing the 'Assigning Contact' and 'Call Sign' text boxes and clicking 'OK'.
- 9: Clicking 'OK' on the Request Action Message dialog box.

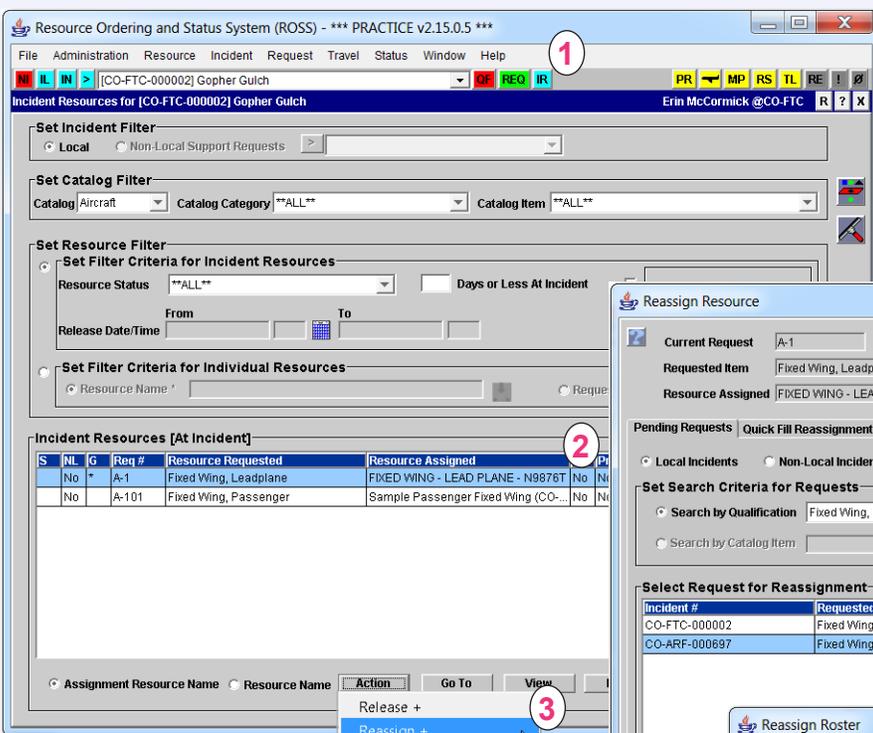


## To reassign a lead plane and pilot to a preposition order

- 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.*

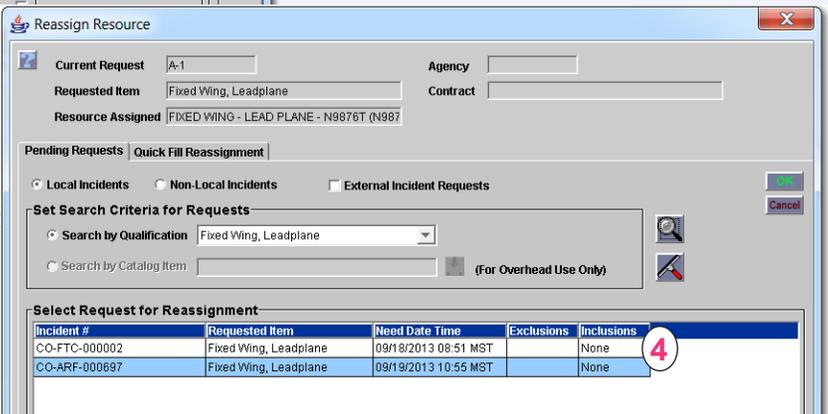


Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE v2.15.0.5 \*\*\*

Incident Resources for [CO-FTC-000002] Gopher Gulch

S	NL	G	Req #	Resource Requested	Resource Assigned
No	*	A-1		Fixed Wing, Leadplane	FIXED WING - LEAD PLANE - N9876T
No		A-101		Fixed Wing, Passenger	Sample Passenger Fixed Wing (CO-...

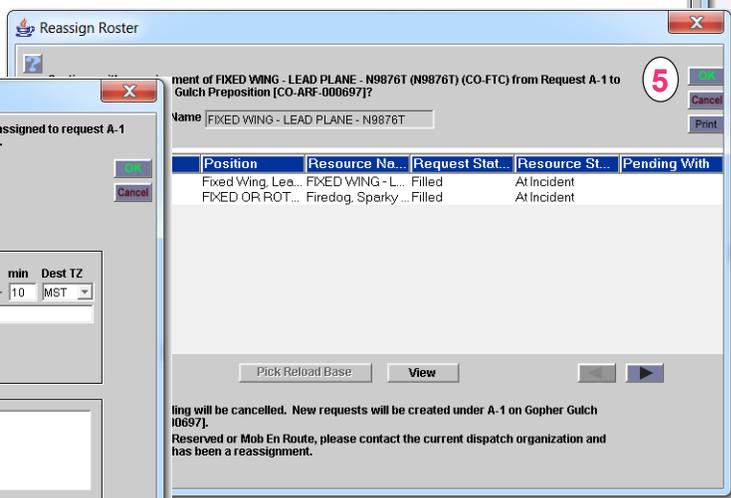
Helpdesk: 866-224-7677 <https://ia-hd.peckham-enclave.us/> ROSS Website: <https://famit.nwcg.gov/applications/ROSS>



Reassign Resource

Current Request: A-1 Agency: [ ]  
Requested Item: Fixed Wing, Leadplane Contract: [ ]  
Resource Assigned: FIXED WING - LEAD PLANE - N9876T (N987)

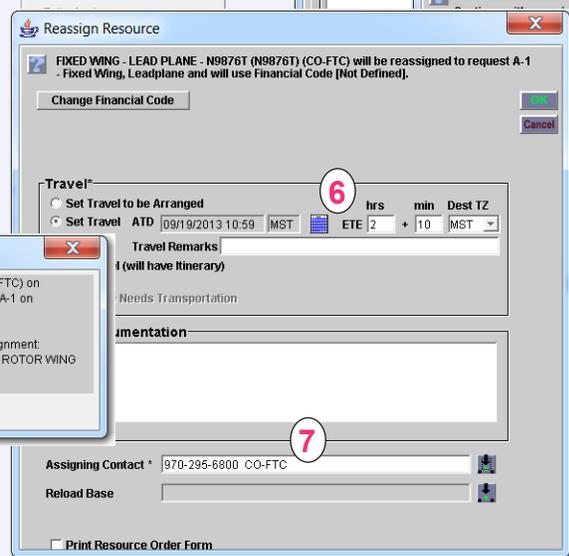
Incident #	Requested Item	Need Date Time	Exclusions	Inclusions
CO-FTC-000002	Fixed Wing, Leadplane	09/18/2013 08:51 MST		None
CO-ARF-000697	Fixed Wing, Leadplane	09/19/2013 10:55 MST		None



Reassign Roster

ment of FIXED WING - LEAD PLANE - N9876T (N9876T) (CO-FTC) from Request A-1 to Gulch Preposition [CO-ARF-000697]?

Position	Resource Na...	Request Stat...	Resource St...	Pending With
Fixed Wing, Lea...	FIXED WING - L...	Filled	At Incident	
FIXED OR ROT...	Firedog, Sparky ..	Filled	At Incident	



Reassign Resource

FIXED WING - LEAD PLANE - N9876T (N9876T) (CO-FTC) will be reassigned to request A-1 - Fixed Wing, Leadplane and will use Financial Code [Not Defined].

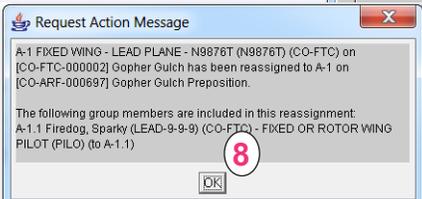
Change Financial Code [ ]

Travel:

Set Travel to be Arranged

Set Travel ATD: 09/19/2013 10:59 MST ETE: 2 hrs + 10 min MST

Assigning Contact: 970-295-8800 CO-FTC



Request Action Message

A-1 FIXED WING - LEAD PLANE - N9876T (N9876T) (CO-FTC) on [CO-FTC-000002] Gopher Gulch has been reassigned to A-1 on [CO-ARF-000697] Gopher Gulch Preposition.

The following group members are included in this reassignment:  
A-1.1 Firedog, Sparky (LEAD-9-9-9) (CO-FTC) - FIXED OR ROTOR WING PILOT (PILO) (to A-1.1)