Dispatching Lead Planes and ASMs

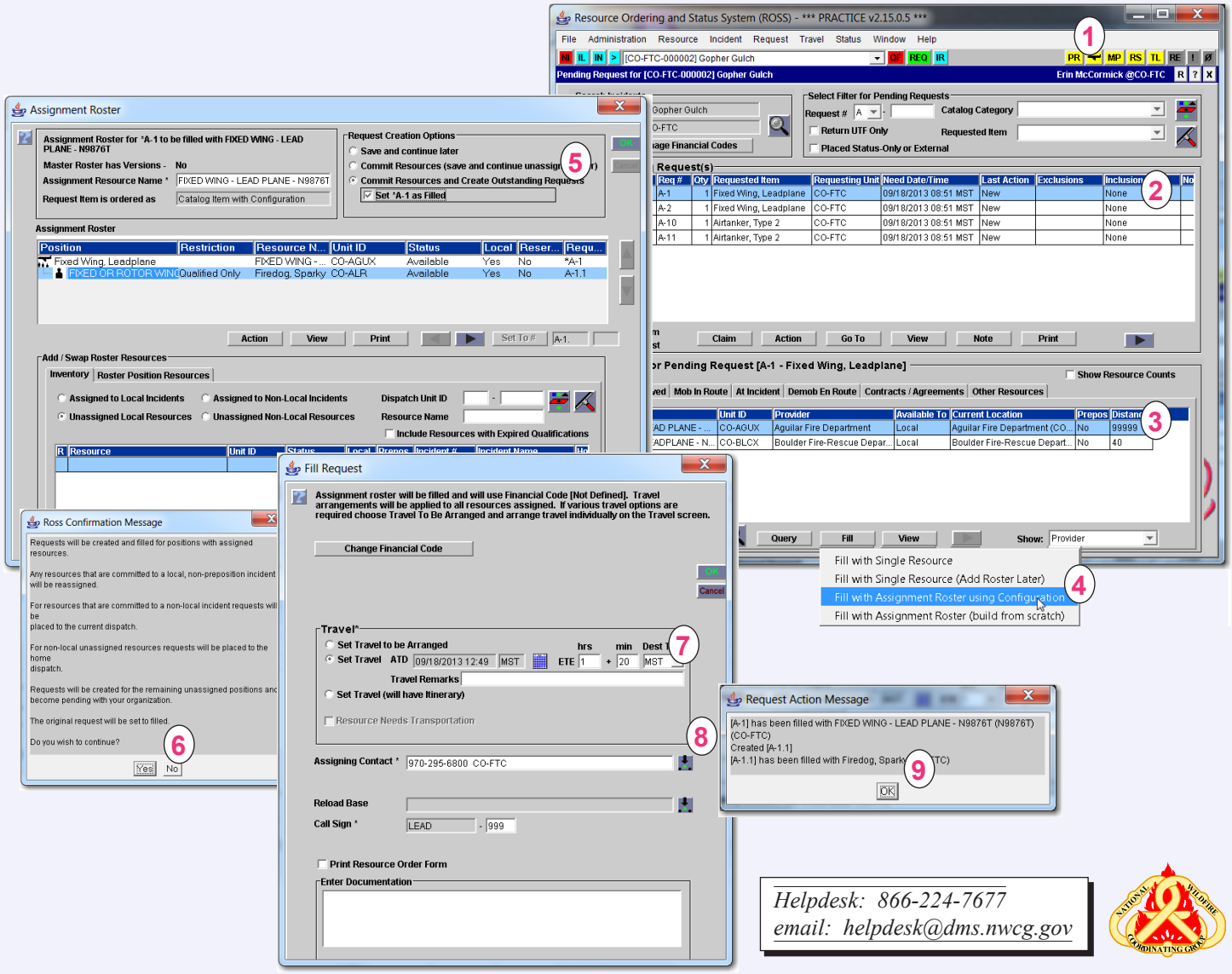
Windows 7

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 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



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Reassigning Lead Planes to a Preposition Order

Windows 7

To reassign a lead plane and pilot to a preposition order

1 On the **Incident** menu, click **Incident Resources**, or click IR

2 On the **Incident Resources** screen, search for and then click the **Lead Plane Request** you want to reassign.

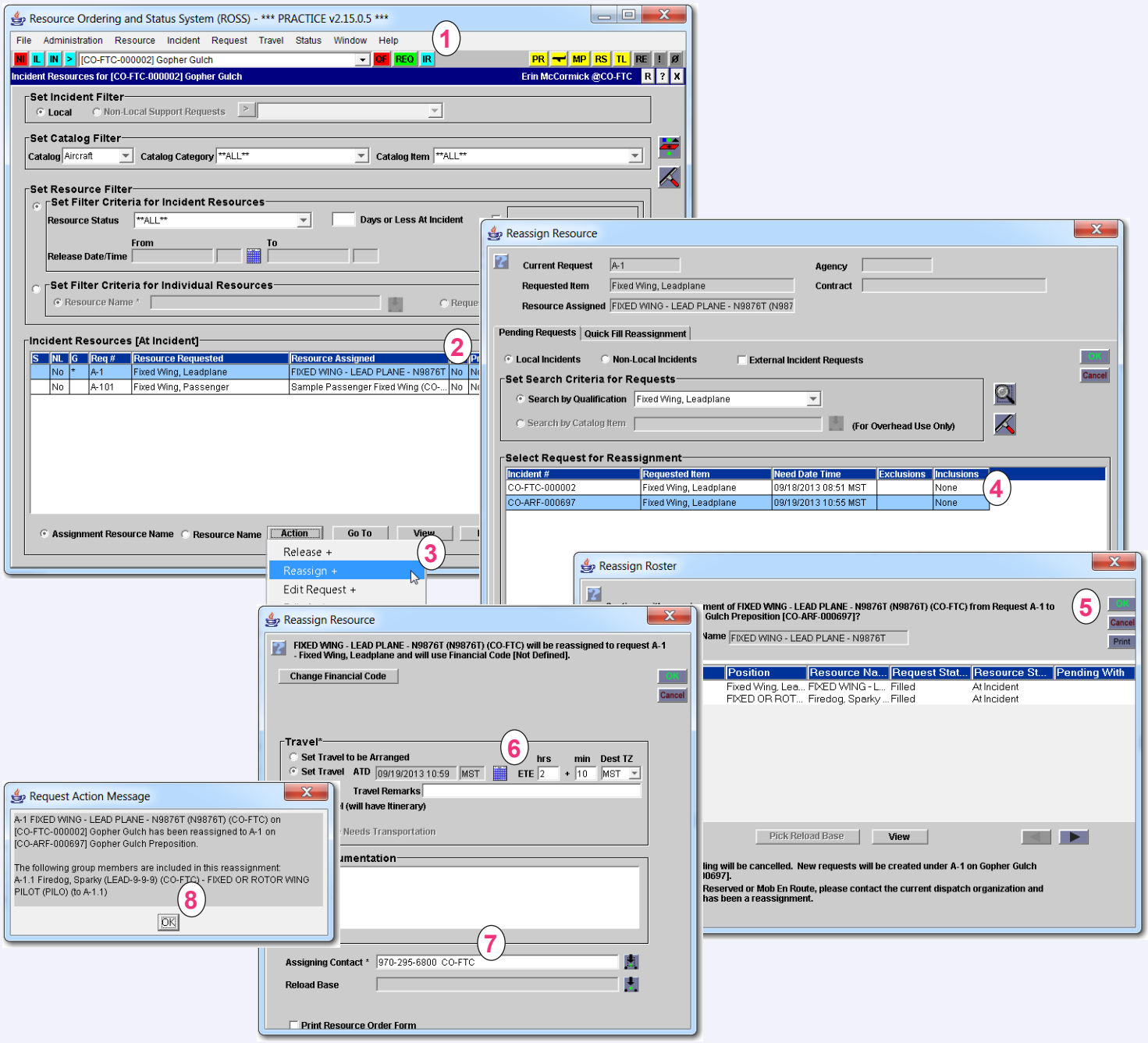
3 Click Action and then click **Reassign**.

4 On the **Reassign Resource** dialog box, search for and then click the **Preposition Incident Name** of your choice, and then click OK

5 On the **Reassign Roster** dialog box, click OK

6 On the **Reassgin Request** dialog box, click **Set Travel**, click and then complete the **ATD** and **ETE**.

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

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

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.