

PREPAREDNESS/DETAIL REQUEST

Attachment To Resource Order Number: _____ Request Number: _____

1. Position(s): _____ Number of Persons Requested: _____

2. Minimum "Red Card" Rating: _____

3. Employment Status : ☐ Regular Federal Agency ☐ A.D. Other: _____

4. Agency Uniform: ☐ YES ☐ NO Fire Resistant Clothing: ☐ YES ☐ NO

5. Drivers License Needed: ☐ YES ☐ NO Endorsement: _____

6. Government Vehicle: ☐ YES ☐ NO Type: _____

7. Private Vehicles Authorized: ☐ YES ☐ NO Number: _____

8. Radios Needed: ☐ YES ☐ NO Type: _____ Number: _____

9. Requesting Unit's Electronic Technician's Name: _____

Telephone: _____

10. Length of Detail: _____ Through: _____

11. Established Workweek: _____

Hours of Duty: _____

Overtime Authorized: ☐ YES ☐ NO.

Authorization Number: _____

12. Personnel May Be Rotated: ☐ YES ☐ NO How Often: _____

Rotation Paid By: _____

13. Base Salary Paid By: _____

Travel Paid By: _____ Per Diem Paid By: _____

14. Equipment Use Mileage Paid By: _____

15. Requesting Unit's Electronic Address: _____

16. Requesting Unit's Estimated Total Cost: _____

17. Requesting Unit's Personnel Officer: _____

Telephone: _____

18. Requesting Unit's B & F Officer: _____

Telephone: _____

19. Temporary Duty Station: _____

Address / Po Box: _____

Telephone: _____

20. Government Lodging: ☐ YES ☐ NO Mess Hall: ☐ YES ☐ NO.

Government Cooking Facilities Only: ☐ YES ☐ NO

Commercial Lodging: ☐ YES ☐ NO. Rate: _____ Meals: ☐ YES ☐ NO.

21. Nearest Commercial Airline City: _____

22. Remarks: _____

