

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: _____

