PREPAREDNESS/DETAIL REQUEST

ATTACHMENT TO RESOURCE ORDER NUMBER: ___________  REQ. NO(S): _______

1. POSITION(S):_________________________  NUMBER OF PERSONS REQUESTED: ___

2. MINIMUM "RED CARD" RATING: __________________________

3. EMPLOYMENT STATUS: [ ]REGULAR FEDERAL AGENCY [ ]AD [ ]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: ________________

10. LENGTH OF DETAIL: ___________THROUGH ___________  INCLUDING TRAVEL

11. ESTABLISHED WORKWEEK: _______ HOURS OF DUTY:_______

12. PERSONNEL MAY BE ROTATED: [ ]YES [ ]NO—HOW OFTEN: _

                ROTATION PAID BY: SENDING UNIT: ___________________ REQUESTING UNIT: ___

13. BASE SALARY PAID BY: ___________________________________________________________________________

                TRAVEL PAID BY: ___________________ PER DIEM PAID BY: ___________________

14. EQUIPMENT USE MILEAGE/FOR/ETC. PAID BY: ___________________________________________________________________________

15. REQUESTING UNIT'S ELECTRONIC ADDRESS: ________________

16. REQUESTING UNIT'S ESTIMATED TOTAL COST: ___________________________________________________________________________

17. REQUESTING UNIT'S PERSONNEL OFFICER: __________________________

                TELEPHONE NUMBER: ________________ _________

18. REQUESTING UNIT'S B & F OFFICER: __________________________

                TELEPHONE NUMBER:______________________________

19. TEMPORARY DUTY STATION: __________________________

                ADDRESS/P.O. 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: