

## DETAIL REQUEST

**ATTACHMENT TO RESOURCE ORDER NUMBER:** \_\_\_\_\_  
**REQUEST NUMBER /S/:** \_\_\_\_\_

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 FINANCE 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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