



ADVANCED UNIT 3

DETAIL REQUEST



UNIT 3 OBJECTIVES

Be able to:

- 1. Create and edit a Detail Request.**
- 2. Broadcast a Detail Request.**
- 3. Generate resource requests for a Detail Request.**



DETAIL REQUEST EMAIL

DETAIL REQUEST FORM

- | 1. Position(s) | Number Requested |
|----------------------------------------------------------------------|------------------|
| 2. Min Rating | |
| Fixed Wing, Air Tactical | 1 |
| SAFETY OFFICER TYPE 1 (SOF1) | 1 |
| INCIDENT COMMANDER T1 (ICT1) | 1 |
| 3. EMPLOYMENT STATUS: Regular Agency SPECIFIC AGENCY: | |
| 4. AGENCY UNIFORM: No FIRE RESISTANT CLOTHING: No | |
| 5. DRIVERS LICENSE NEEDED: Yes ENDORSEMENT: | |
| 6. VEHICLES AUTHORIZED OR REQUESTED | |
| AGENCY OWNED VEHICLE (AOV): No TYPE: NUMBER: 0 | |
| PRIVATELY OWNED VEHICLE (POV): No NUMBER: 0 | |
| RENTAL VEHICLE: No NUMBER: 0 | |
| 7. RADIOS NEEDED: Yes | |
| TYPE: Motorola Model 21534 PROGRAMMABLE: Yes QUANTITY: 2 | |
| 8. ELECTRONIC TECH'S NAME/PHONE #: | |
| 9. LENGTH OF DETAIL: 2002-05-04 THROUGH 2002-05-14 INCLUDING TRAVEL. | |
| 10. TRAVEL OUTSIDE NORMAL DUTY HOURS IS AUTHORIZED/COMPENSATED: No | |



DETAIL REQUEST EMAIL

11. ESTABLISHED WORKWEEK: Mon - Sat HOURS OF DUTY: 0700 - 1900
12. PERSONNEL MAY BE ROTATED: No HOW OFTEN?
ROTATION PAID BY: SENDING UNIT: No REQUESTING UNIT: Yes
13. BASE SALARY PAID BY: SENDING UNIT: No REQUESTING UNIT: Yes
TRAVEL PAID BY: SENDING UNIT: No REQUESTING UNIT: Yes
PER DIEM PAID BY: SENDING UNIT: No REQUESTING UNIT: Yes
EQUIPMENT USE MILEAGE/F.O.R. PAID BY: SENDING UNIT: No REQUESTING UNIT: Yes
14. REQUESTING UNIT'S ELECTRONIC ADDRESS:
15. REQUESTING UNIT'S ESTIMATED TOTAL COST: 0
16. PERSONNEL OFFICER/PHONE #:
17. BUDGET & FINANCE OFFICER/PHONE #:
18. TEMPORARY DUTY STATION: ADDRESS/P.O. BOX: TELEPHONE #:
19. GOV'T LODGING AVAILABLE: No GOV'T MESS HALL AVAILABLE: No
GOV'T COOKING FACILITIES ONLY: No
COMMERCIAL LODGING AVAILABLE: No MAX LODGING RATE: \$0
COMMERCIAL MEALS AVAILABLE: No M&IE RATE: \$0 MUST BE SELF-SUBSISTING: No
20. NEAREST COMMERCIAL AIRLINE CITY:
21. REMARKS:



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