



## D-110 Unit 8: Supplemental Forms and Manual Resource Ordering

### Unit Objectives:

- Identify forms that supplement the Resource Order form.
- Complete hard copy of the Resource Order form.

### Unit at a Glance:

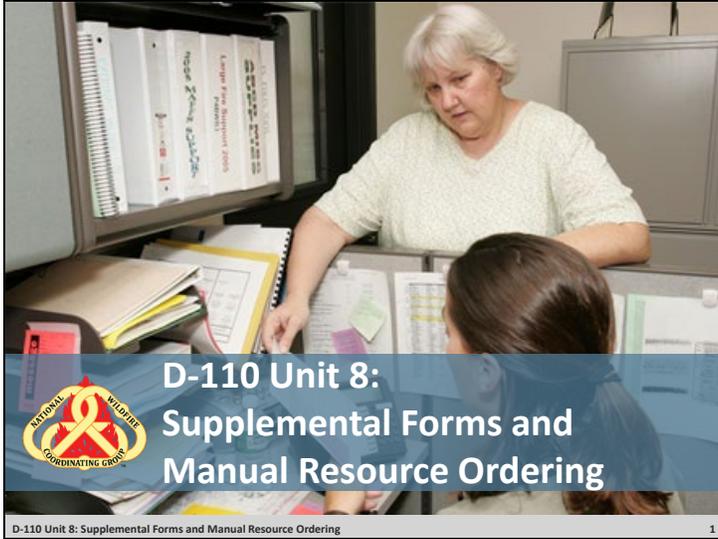
Topics	Method	Duration
Supplemental Forms	Presentation	25 Minutes
Resource Order Form	Presentation	15 Minutes
Exercise	Group Activity	20 Minutes
<b>Total Unit Duration</b>		<b>1 Hour</b>

### Materials:

- Student laptop with internet access.
- Blank Resource Order form (electronic or hard copy).
- Ability to display images and video on large screen.

# Unit 8: Supplemental Forms and Manual Resource Ordering

## Slide 1



## Slide 2

**Objectives**

- Identify forms that supplement the Resource Order form.
- Complete hardcopy of the Resource Order Form.

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- Review unit objectives.

# Unit 8: Supplemental Forms and Manual Resource Ordering

## Slide 3

### Resource Extension Request

**Resource Extension Request Form** 06-01-HO

**RESOURCE and INCIDENT INFORMATION:**

Resource Name: \_\_\_\_\_  
Incident Name: \_\_\_\_\_ Incident #: \_\_\_\_\_ Request #: \_\_\_\_\_  
Position on Incident: \_\_\_\_\_  
Home Unit Supervisor: \_\_\_\_\_ email: \_\_\_\_\_ fax #: \_\_\_\_\_

**EXTENSION INFORMATION:**

Prior to any extension consider the health, readiness and capability of the resource. The health and safety of incident personnel and resources will not be compromised under any circumstances.

Length of extension and list work day:

Justification (select from the list below):

Life and property are imminently threatened,  
 Suppression objectives are close to being met, or  
 Replacement resources are unavailable or have not yet arrived.

**REQUIRED BY:**  
Incident Supervisor: \_\_\_\_\_ Incident Position: \_\_\_\_\_

**APPROVED BY:**

1) Resource or Resource Supervisor: \_\_\_\_\_  
2) Incident Commander or Deputy: \_\_\_\_\_  
3) Host GACC Coordinator on Duty: \_\_\_\_\_  
4) Home Unit Supervisor: \_\_\_\_\_  
5) Sending GACC (including single-resource Overhead): \_\_\_\_\_  
6) NICC (only if National Resource): \_\_\_\_\_

\*Signatures should be gathered in the order they are numbered above

January 2013

### ☐ Refer to: Resource Extension Request Form handout

- Used to extend resources on incident.
- EDRC will notify EDSD or EDSP when an Extension Form is received.
- National resources require NICC approval to extend.
- Discuss local protocol.

# Unit 8: Supplemental Forms and Manual Resource Ordering

## Slide 4

### Aircraft Flight Request Form

AIRCRAFT FLIGHT REQUEST / FLIGHT SCHEDULE										AIRCRAFT INFORMATION		
INITIAL REQUEST INFORMATION			CHARGE CODE				<input checked="" type="checkbox"/> POINT TO POINT <input type="checkbox"/> HELICOPTER			FAA# 449Q		
DATE 7/7/xx	TO DISPATCH MMF		P98AZB				<input type="checkbox"/> MISSION FLIGHT <input checked="" type="checkbox"/> FIXED WING			FLIGHT SCHEDULE NUMBER		
TIME 1630	FROM 6ACC HD									MAKE/MODEL KING AIR 90		
MISSION DETAILS SMOKEY TREE FIRE			VT-6MF-005989							COLOR WHITE/ORANGE		
SUPPLY ORDER TRANSPORT										VENDOR TPANDER BASIN AIR		
PASSENGER AND CARGO INFORMATION										TELEPHONE		
NAME	CARGO TYPE	WT	ORDER#	DEP	DISP	NAME	CARGO TYPE	WT	ORDER#	DEP	DISP	208-275-4800
NRES 4390 SP-104			S-1	BOI	MHT							
FLIGHT ITINERARY												
DEPARTURE			ARRIVAL			DROPOFF		KEY POINTS		DELAYED		
DATE	PAX	WT	AIRPORT	ETD	ATD	ETE	AIRPORT	ETA	ATA	PAX	CARGO	TOTFROM
7/7	0	975	BOI	1100	4:30	MHT	1630	0	975	0	975	D/O AT FBO
7/8	0	0	MHT	0730	4:30	BOI	1000	0				
FLIGHT FOLLOWING      RADIO FREQUENCIES												
<input checked="" type="checkbox"/> FAA IFR FLIGHT PLAN <input type="checkbox"/> FAA VFR FLIGHT PLAN CHECK IN ___ MIN. <input type="checkbox"/> FAA <input type="checkbox"/> AGENCY <input type="checkbox"/> AGENCY FLIGHT FOLLOWING			UNIT TRANSMIT FREQUENCY    TONE			RECEIVE FREQUENCY    TONE						
RESOURCE TRACKING BY <input type="checkbox"/> RADIO <input checked="" type="checkbox"/> PHONE						NATIONAL INTERAGENCY COORDINATION CENTER FLIGHT FOLLOWING: 800-946432						
SCHEDULING DISPATCH# NECC: 207-624-3724												

**Refer to: Aircraft Flight Request/Flight Schedule handout**

- Used to request aircraft to transport personnel and/or supplies.
- Shows aircraft used, personnel/supply transported and is used for payment information.
- Provides ETD/ETA information.

# Unit 8: Supplemental Forms and Manual Resource Ordering

## Slide 5

### Passenger and Cargo Manifest

FORMER TITLE (DELETE) Revised by 1001-1101-1101-1101-1101-1101		PASSENGER AND CARGO MANIFEST				NO. OF PASSENGERS On this page 28		PAGE 1 OF 1	
PROJECT NAME VT-GMP		PROJECT NAME Smokely Tree		PROJECT NO. VT-GMP-00589					
NAME OF CARRIER Sierra Pacific		MODE OF TRAVEL & NO. N152 N152C Jet		PILOT OR CREW Woody Black					
CHIEF OF PARTY Willy Wilson		REPORT TO: ICD -Hubbard VT		IF DELAYED CONTACT NO: P-01038					
DEPARTURE PLACE		INTERMEDIATE STOPS		DESTINATION PLACE					
PLANE	ETA	ETA	PLANE	ETA	ETA				
Adirondack, ND	1900				2000	Hubbard, VT			
PASSENGER AND/OR CARGO NAME		AGE	PASSENGER SECTOR	CARGO SECTOR	ICU/ISSUANCE # APPLICABLE	OTHER INFO			
1. Willy Wilson	M	210	65	Supervisor/Chief CRWB	NC-NCF				
2. Carl Carlson	M	190	65	Assistant Supt. CRWB	NC-NCF				
3. Elaine Elliot	F	190	65	Assistant Supt. CRWB	NC-NCF				
4. Philip Prosser	M	185	65	Squad Leader FFT1	NC-NCF				
5. Nancy Nelson	F	145	65	Lead Firefighter FFT2	NC-NCF				
6. Steve Stewart	M	200	65	Crew Member FFT2	NC-NCF				
7. Carl Carlson	M	190	65	Crew Member FFT2	NC-NCF				
8. Tony Thomas	M	180	65	Crew Member FFT2	NC-NCF				
9. Chad Coleman	M	200	65	Crew Member FFT2	NC-NCF				
10. Dan Daniels	M	190	65	Squad Leader FFT1	NC-NCF				
11. Fred Ferguson	M	200	65	Lead Firefighter FFT2	NC-NCF				
12. Lily Lorton	F	140	65	Crew Member FFT2	NC-NCF				
13. Mark Martinez	M	190	65	Crew Member FFT2	NC-NCF				
14. Tony Talles	M	180	65	Crew Member FFT2	NC-NCF				
15. Greg Garcia	M	200	65	Crew Member FFT2	NC-NCF				
16. Tim Taylor	M	180	65	Squad Leader FFT1	NC-NCF				
17. Jack Jaramillo	M	175	65	Lead Firefighter FFT2	NC-NCF				
18. Bart Bello	M	190	65	Crew Member FFT2	NC-NCF				
19. Lance Loto	M	185	65	Crew Member FFT2	NC-NCF				
20. Mike Morillo	M	200	65	Crew Member FFT2	NC-NCF				
21.									
22.									
SIGNATURE OF AUTHORIZED REPRESENTATIVE						DATE			
CHIEF OF PARTY COPY									

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Refer to: SF 245 Passenger and Cargo Manifest Populated handout.

- Identifies personnel and/or cargo being transported.
- Generally used for crews and engines.

# Unit 8: Supplemental Forms and Manual Resource Ordering

## Slide 6

**Preparedness/Detail Request**

PREPAREDNESS/DETAIL REQUEST

ATTACHMENT TO RESOURCE ORDER NUMBER: VT-GME-005989 REQ. NO(S): 0-1

1. POSITION(S): ICT3 NUMBER OF PERSONS REQUESTED: 1

2. MINIMUM "RED CARD" RATING: ICT3

3. EMPLOYMENT STATUS: [X]REGULAR FEDERAL AGENCY [ ]AD [ ]OTHER \_\_\_\_\_

4. AGENCY UNIFORM: [ ]YES [X]NO—FIRE RESISTANT CLOTHING: [X]YES [ ]NO \_\_\_\_\_

5. DRIVER'S LICENSE NEEDED: [X]YES [ ]NO—ENDORSEMENT: \_\_\_\_\_

6. GOVERNMENT VEHICLE: [X]YES [ ]NO—TYPE: \_\_\_\_\_ Agency-owned vehicle only

7. PRIVATE VEHICLES AUTHORIZED: [ ]YES [X]NO—NUMBER: \_\_\_\_\_

8. RADIOS NEEDED: [ ]YES [X]NO—TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

9. REQUESTING UNIT'S ELECTRONIC TECHNICIAN'S NAME: Buzzy Blink  
TELEPHONE: 802-247-5985

10. LENGTH OF DETAIL: 30 days THROUGH: 8/2 INCLUDING TRAVEL

11. ESTABLISHED WORKWEEK: 7 days/week HOURS OF DUTY: Variable

12. PERSONNEL MAY BE ROTATED: [ ] YES [X]NO—HOW OFTEN: \_\_\_\_\_  
ROTATION PAID BY: \_\_\_\_\_ SENDING UNIT: \_\_\_\_\_ REQUESTING UNIT: \_\_\_\_\_

13. BASE SALARY PAID BY: \_\_\_\_\_ Incident PER DIEM PAID BY: \_\_\_\_\_ Incident  
TRAVEL PAID BY: \_\_\_\_\_ Incident

14. EQUIPMENT USE MILEAGE/FOR/ETC. PAID BY: \_\_\_\_\_ Incident

15. REQUESTING UNIT'S ELECTRONIC ADDRESS: SmithSmiley@government.gov

16. REQUESTING UNIT'S ESTIMATED TOTAL COST: \$4,500

17. REQUESTING UNIT'S PERSONNEL OFFICER: Mary Jones  
TELEPHONE NUMBER: 802-247-4982

18. REQUESTING UNIT'S B & F OFFICER: John Smith  
TELEPHONE NUMBER: 802-247-4988

19. TEMPORARY DUTY STATION: Rutland Elementary School  
ADDRESS/P.O. BOX: US #, Rutland, VT  
TELEPHONE: 802-247-0737

20. GOVERNMENT LODGING: [ ] YES [X]NO—MESS HALL: [ ] YES [X]NO  
GOVERNMENT COOKING FACILITIES ONLY: [ ] YES [X]NO  
COMMERCIAL LODGING: [X]YES [ ] NO—RATE: \$25—MEALS [X]YES [ ] NO

21. NEAREST COMMERCIAL AIRLINE CITY: Manchester, NH (MHT)

22. REMARKS: \_\_\_\_\_

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### Refer to: Detail Request handout.

- Used to request individual resource for extended or prearranged assignments.
- Can be used for overhead, equipment, and crews.
- Follow local protocol, does not use fire codes.

# Unit 8: Supplemental Forms and Manual Resource Ordering

## Slide 7

### Mobile Food and Shower Request

**MOBILE FOOD & SHOWER SERVICE REQUEST FORM**

Incident Name \_\_\_\_\_ Financial Code \_\_\_\_\_  
Resource Order# \_\_\_\_\_ Field Service Request Em. \_\_\_\_\_  
Shower Unit Request Em. \_\_\_\_\_

**I. FOOD SERVICE: Requested Date, Time, Meal Types, and Number of Meals**

1. Date of first meal: \_\_\_\_\_ Time of first meal: \_\_\_\_\_  
2. Estimated number for the first three meals:

1 <sup>st</sup> meal _____	<input type="checkbox"/> Hot Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner
2 <sup>nd</sup> meal _____	<input type="checkbox"/> Hot Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner
3 <sup>rd</sup> meal _____	<input type="checkbox"/> Hot Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner

This Block for National Incidents; Coordination Center Use Only.

Actual agreed upon Date/Time first meals are to be served: Date \_\_\_\_\_ Time \_\_\_\_\_  
(Minimum guaranteed payment is based on these estimates, see Section G.3.2)

1 <sup>st</sup> meal _____	<input type="checkbox"/> Hot Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner
2 <sup>nd</sup> meal _____	<input type="checkbox"/> Hot Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner
3 <sup>rd</sup> meal _____	<input type="checkbox"/> Hot Breakfast	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner

**II. Location**

Reporting location: \_\_\_\_\_  
Contact person at the incident: \_\_\_\_\_

**III. Additional Information**

Spill Cause: Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_  
Estimated Duration of Incident: \_\_\_\_\_ Estimated Personnel at Peak: \_\_\_\_\_  
Dispatch Center: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**IV. SHOWER SERVICE: Requested Date and Time Mobile Shower Unit is needed**

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_  
Mobile Shower Unit type ordered: Large (12' x 66")  Small (9'-11' x 66")

This Block for National Incidents; Coordination Center Use Only.

Actual agreed upon Date/Time Mobile Shower Unit to be operational: Date \_\_\_\_\_ Time \_\_\_\_\_

National Interagency Coordination Center – 208-387-6400

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### ☐ Refer to Mobile Food Service Request Form.

- Provides the information required by NICC to fill the request.
- Useful as a checklist to ensure everything is ordered prior to arrival.
- Required to order a national caterer or shower.
  - EDRC would only fill out this form with the help of an EDSD or EDSP. Discuss where and how you might get some of the information required for the form (example: number of meals).

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## Slide 8

**Manual Resource Order Form**

The form is titled "RESOURCE ORDER OVERHEAD" and is divided into several numbered sections:

- 1:** INCIDENT/PROJECT NAME
- 2:** INCIDENT/PROJECT ORDER NUMBER
- 3:** OFFICE REFERENCE NUMBER
- 4:** INITIAL DATE/TIME
- 5:** DESCRIPTIVE LOCATION/RESPONSE AREA
- 6:** SEC TYP RNS ISSA MCM
- 7:** MAP REFERENCE
- 8:** INCIDENT BASEPHONE NUMBER
- 9:** JURISDICTION AGENCY
- 10:** ORDERING OFFICE
- 11:** AIRCRAFT INFORMATION (BLANKS, DISTANCE, BASE OR GMM, AIR CONTACT, FREQUENCY, Ground Contact, FREQUENCY, BELOAD BASE, OTHER AIRCRAFT HAZARDS)
- 12:** RESOURCE INFORMATION (RESOURCE REQUESTED, Resource Number, Order Date, From, To, Q, Y, Headset, Date/Time, Power, From, To, Time, Agency, ID, RESOURCE ASSIGNED, ETD, RELEASED, Time)
- 13:** ORDER RELAYED (Res. No., Date, Time, To/From, ACTION TAKEN)

At the bottom of the form, it says "Resource Order - Overhead.docx: C", "Page 1", and "ICS 259-13 (7/87) NFES 2213".

The **Hardcopy Resource Order** form is used to manually document resource requests when the electronic resource tracking system (IROC) is unavailable.

### Legal Documents

- Resource order forms and all supplemental forms are legal documents that can be subpoenaed and used in lawsuits.

**Question: What does an EDRC need to consider when completing any form – electronic or hard copy?**

*Answers: Be professional, state facts, be accurate and thorough, try to be legible, etc.*

- Completed Resource Order forms are part of the final financial package.
- Refer to: **Resource Order Supply BLANK** for description of the form.
- Each functional area has its own form. On original cardstock, each functional area has its own color: Crews/Green; Overhead/White; Equipment/Goldenrod; and Supplies/Brown.
- Hardcopy resource orders are no longer being produced. They are available for printing online.
- Discuss local protocols.
- There are three main sections on the form:
  - Header information (Blocks 1- 11)
  - Resource information (Block 12)
    - Receive request
    - Place request
    - Assign resource and relay information
    - Release resource
  - Documentation (Block 13)
    - Documentation block is continued on the back of the form.

# Unit 8: Supplemental Forms and Manual Resource Ordering

## Slide 9

### Resource Order Equipment

INCIDENT PROJECT ORDER NUMBER		INITIAL DATE/TIME		INCIDENT PROJECT NAME		INCIDENT PROJECT ORDER NUMBER		OFFICE REFERENCE NUMBER	
EQUIPMENT		WAGON		WAGON		CA-LNF-40505		PETNRK	
5. DESCRIPTION (GIVE YOUR RESPONSE AREA)		6. SEC		7. MAP REFERENCE		8. INCIDENT BASE/PHONE NUMBER		9. JURISDICTION AGENCY	
WAGON SPRING, WEST EAST OF EAGLE LAKE, NORTHEAST OF REYNOLDSVILLE		WAGON		AIR CONTACT		DISPATCH 150-78-2179		10. FOREST SERVICE	
11. AIRCRAFT INFORMATION		LAT. 01 14 42 N		LONG. 119 50 00 W		12. DELIVER DATE		13. ORDERING OFFICE	
12. BEARING		13. DISTANCE		14. BASE OR ORDN		15. AIR CONTACT		16. FREQUENCY	
120		81		WAGON		123 225		17. DELIVER DATE	
84		30		WAGON		123 225		18. OTHER AIRCRAFT HAZARDS	
274		30		AIR ATTACK		123 225		19. THIS FIELD	
12. Request Number		From To		QTY		RESOURCE REQUESTED		Needed Date/Time	
E-18		0700 0900		1		MOBILE FOOD SERVICE		081500	
E-19		0730 0900		1		SHOWER UNIT		0900	
E-20		0730 0900		1		ENGINE - TYPE 1		1200	
E-21		0730 0900		1		WATER TENDER NON-POTABLE 100 GALLONS TYPE 2 WORKUP BAK		080000	
13. ORDER RELAYED		Date Time		ACTION TAKEN		13. ORDER RELAYED		Date Time	
Reg. No.		Date Time		ACTION TAKEN		Reg. No.		Date Time	

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- Display each completed Resource Order form as an example of a completed forms.
- Describe to students each of the three sections described above.

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## Slide 10

### Resource Order Crews

RESOURCE ORDER CREWS									
1. INCIDENT/PROJECT ORDER NUMBER		2. INCIDENT/PROJECT NAME		3. INCIDENT/PROJECT ORDER NUMBER		4. OFFICE REFERENCE NUMBER			
C-11		WAGON		CALIF 40101		JUTICE			
5. DESCRIPTION OF INCIDENT/RESPONSE AREA WAGON SPRINGS, 20 FT EAST OF EAGLE LAKE, NORTHEAST OF ISSANVILLE		6. SEC. TYP. RES. MEM. Base MCM		8. INCIDENT BASEPHONE NUMBER FOR WAGON CREWS 336-278-0773		9. JURISDICTION/AGENCY DISPATCH 196.78.719 10. ORDERING OFFICE ISSANVILLE (278) 0773			
7. MAP REFERENCE		8. AIR CONTACT		9. FREQUENCY		10. LOGS TO 30 W		11. RELOAD BASE	
12. AIRCRAFT INFORMATION		13. BASE OR OMBI		14. AIR CONTACT		15. FREQUENCY		16. OTHER AIRCRAFT HAZARDS	
17. BEARING		18. DISTANCE		19. LAT. (N)		20. LONG.		21. RED TAG	
22. FROM		23. TO		24. FROM		25. TO		26. FROM	
27. ORDER		28. HANDBOOK TYPE I		29. ORDER		30. HANDBOOK TYPE I		31. ORDER	
32. ORDER		33. HANDBOOK TYPE I		34. ORDER		35. HANDBOOK TYPE I		36. ORDER	
37. ORDER		38. HANDBOOK TYPE I		39. ORDER		40. HANDBOOK TYPE I		41. ORDER	
42. ORDER		43. HANDBOOK TYPE I		44. ORDER		45. HANDBOOK TYPE I		46. ORDER	
47. ORDER		48. HANDBOOK TYPE I		49. ORDER		50. HANDBOOK TYPE I		51. ORDER	
52. ORDER		53. HANDBOOK TYPE I		54. ORDER		55. HANDBOOK TYPE I		56. ORDER	
57. ORDER		58. HANDBOOK TYPE I		59. ORDER		60. HANDBOOK TYPE I		61. ORDER	
62. ORDER		63. HANDBOOK TYPE I		64. ORDER		65. HANDBOOK TYPE I		66. ORDER	
67. ORDER		68. HANDBOOK TYPE I		69. ORDER		70. HANDBOOK TYPE I		71. ORDER	
72. ORDER		73. HANDBOOK TYPE I		74. ORDER		75. HANDBOOK TYPE I		76. ORDER	
77. ORDER		78. HANDBOOK TYPE I		79. ORDER		80. HANDBOOK TYPE I		81. ORDER	
82. ORDER		83. HANDBOOK TYPE I		84. ORDER		85. HANDBOOK TYPE I		86. ORDER	
87. ORDER		88. HANDBOOK TYPE I		89. ORDER		90. HANDBOOK TYPE I		91. ORDER	
92. ORDER		93. HANDBOOK TYPE I		94. ORDER		95. HANDBOOK TYPE I		96. ORDER	
97. ORDER		98. HANDBOOK TYPE I		99. ORDER		100. HANDBOOK TYPE I		101. ORDER	
102. ORDER		103. HANDBOOK TYPE I		104. ORDER		105. HANDBOOK TYPE I		106. ORDER	
107. ORDER		108. HANDBOOK TYPE I		109. ORDER		110. HANDBOOK TYPE I		111. ORDER	
112. ORDER		113. HANDBOOK TYPE I		114. ORDER		115. HANDBOOK TYPE I		116. ORDER	
117. ORDER		118. HANDBOOK TYPE I		119. ORDER		120. HANDBOOK TYPE I		121. ORDER	
122. ORDER		123. HANDBOOK TYPE I		124. ORDER		125. HANDBOOK TYPE I		126. ORDER	
127. ORDER		128. HANDBOOK TYPE I		129. ORDER		130. HANDBOOK TYPE I		131. ORDER	
132. ORDER		133. HANDBOOK TYPE I		134. ORDER		135. HANDBOOK TYPE I		136. ORDER	
137. ORDER		138. HANDBOOK TYPE I		139. ORDER		140. HANDBOOK TYPE I		141. ORDER	
142. ORDER		143. HANDBOOK TYPE I		144. ORDER		145. HANDBOOK TYPE I		146. ORDER	
147. ORDER		148. HANDBOOK TYPE I		149. ORDER		150. HANDBOOK TYPE I		151. ORDER	
152. ORDER		153. HANDBOOK TYPE I		154. ORDER		155. HANDBOOK TYPE I		156. ORDER	
157. ORDER		158. HANDBOOK TYPE I		159. ORDER		160. HANDBOOK TYPE I		161. ORDER	
162. ORDER		163. HANDBOOK TYPE I		164. ORDER		165. HANDBOOK TYPE I		166. ORDER	
167. ORDER		168. HANDBOOK TYPE I		169. ORDER		170. HANDBOOK TYPE I		171. ORDER	
172. ORDER		173. HANDBOOK TYPE I		174. ORDER		175. HANDBOOK TYPE I		176. ORDER	
177. ORDER		178. HANDBOOK TYPE I		179. ORDER		180. HANDBOOK TYPE I		181. ORDER	
182. ORDER		183. HANDBOOK TYPE I		184. ORDER		185. HANDBOOK TYPE I		186. ORDER	
187. ORDER		188. HANDBOOK TYPE I		189. ORDER		190. HANDBOOK TYPE I		191. ORDER	
192. ORDER		193. HANDBOOK TYPE I		194. ORDER		195. HANDBOOK TYPE I		196. ORDER	
197. ORDER		198. HANDBOOK TYPE I		199. ORDER		200. HANDBOOK TYPE I		201. ORDER	
202. ORDER		203. HANDBOOK TYPE I		204. ORDER		205. HANDBOOK TYPE I		206. ORDER	
207. ORDER		208. HANDBOOK TYPE I		209. ORDER		210. HANDBOOK TYPE I		211. ORDER	
212. ORDER		213. HANDBOOK TYPE I		214. ORDER		215. HANDBOOK TYPE I		216. ORDER	
217. ORDER		218. HANDBOOK TYPE I		219. ORDER		220. HANDBOOK TYPE I		221. ORDER	
222. ORDER		223. HANDBOOK TYPE I		224. ORDER		225. HANDBOOK TYPE I		226. ORDER	
227. ORDER		228. HANDBOOK TYPE I		229. ORDER		230. HANDBOOK TYPE I		231. ORDER	
232. ORDER		233. HANDBOOK TYPE I		234. ORDER		235. HANDBOOK TYPE I		236. ORDER	
237. ORDER		238. HANDBOOK TYPE I		239. ORDER		240. HANDBOOK TYPE I		241. ORDER	
242. ORDER		243. HANDBOOK TYPE I		244. ORDER		245. HANDBOOK TYPE I		246. ORDER	
247. ORDER		248. HANDBOOK TYPE I		249. ORDER		250. HANDBOOK TYPE I		251. ORDER	
252. ORDER		253. HANDBOOK TYPE I		254. ORDER		255. HANDBOOK TYPE I		256. ORDER	
257. ORDER		258. HANDBOOK TYPE I		259. ORDER		260. HANDBOOK TYPE I		261. ORDER	
262. ORDER		263. HANDBOOK TYPE I		264. ORDER		265. HANDBOOK TYPE I		266. ORDER	
267. ORDER		268. HANDBOOK TYPE I		269. ORDER		270. HANDBOOK TYPE I		271. ORDER	
272. ORDER		273. HANDBOOK TYPE I		274. ORDER		275. HANDBOOK TYPE I		276. ORDER	
277. ORDER		278. HANDBOOK TYPE I		279. ORDER		280. HANDBOOK TYPE I		281. ORDER	
282. ORDER		283. HANDBOOK TYPE I		284. ORDER		285. HANDBOOK TYPE I		286. ORDER	
287. ORDER		288. HANDBOOK TYPE I		289. ORDER		290. HANDBOOK TYPE I		291. ORDER	
292. ORDER		293. HANDBOOK TYPE I		294. ORDER		295. HANDBOOK TYPE I		296. ORDER	
297. ORDER		298. HANDBOOK TYPE I		299. ORDER		300. HANDBOOK TYPE I		301. ORDER	
302. ORDER		303. HANDBOOK TYPE I		304. ORDER		305. HANDBOOK TYPE I		306. ORDER	
307. ORDER		308. HANDBOOK TYPE I		309. ORDER		310. HANDBOOK TYPE I		311. ORDER	
312. ORDER		313. HANDBOOK TYPE I		314. ORDER		315. HANDBOOK TYPE I		316. ORDER	
317. ORDER		318. HANDBOOK TYPE I		319. ORDER		320. HANDBOOK TYPE I		321. ORDER	
322. ORDER		323. HANDBOOK TYPE I		324. ORDER		325. HANDBOOK TYPE I		326. ORDER	
327. ORDER		328. HANDBOOK TYPE I		329. ORDER		330. HANDBOOK TYPE I		331. ORDER	
332. ORDER		333. HANDBOOK TYPE I		334. ORDER		335. HANDBOOK TYPE I		336. ORDER	
337. ORDER		338. HANDBOOK TYPE I		339. ORDER		340. HANDBOOK TYPE I		341. ORDER	
342. ORDER		343. HANDBOOK TYPE I		344. ORDER		345. HANDBOOK TYPE I		346. ORDER	
347. ORDER		348. HANDBOOK TYPE I		349. ORDER		350. HANDBOOK TYPE I		351. ORDER	
352. ORDER		353. HANDBOOK TYPE I		354. ORDER		355. HANDBOOK TYPE I		356. ORDER	
357. ORDER		358. HANDBOOK TYPE I		359. ORDER		360. HANDBOOK TYPE I		361. ORDER	
362. ORDER		363. HANDBOOK TYPE I		364. ORDER		365. HANDBOOK TYPE I		366. ORDER	
367. ORDER		368. HANDBOOK TYPE I		369. ORDER		370. HANDBOOK TYPE I		371. ORDER	
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377. ORDER		378. HANDBOOK TYPE I		379. ORDER		380. HANDBOOK TYPE I		381. ORDER	
382. ORDER		383. HANDBOOK TYPE I		384. ORDER		385. HANDBOOK TYPE I		386. ORDER	
387. ORDER		388. HANDBOOK TYPE I		389. ORDER		390. HANDBOOK TYPE I		391. ORDER	
392. ORDER		393. HANDBOOK TYPE I		394. ORDER		395. HANDBOOK TYPE I		396. ORDER	
397. ORDER		398. HANDBOOK TYPE I		399. ORDER		400. HANDBOOK TYPE I		401. ORDER	
402. ORDER		403. HANDBOOK TYPE I		404. ORDER		405. HANDBOOK TYPE I		406. ORDER	
407. ORDER		408. HANDBOOK TYPE I		409. ORDER		410. HANDBOOK TYPE I		411. ORDER	
412. ORDER		413. HANDBOOK TYPE I		414. ORDER		415. HANDBOOK TYPE I		416. ORDER	
417. ORDER		418. HANDBOOK TYPE I		419. ORDER		420. HANDBOOK TYPE I		421. ORDER	
422. ORDER		423. HANDBOOK TYPE I		424. ORDER		425. HANDBOOK TYPE I		426. ORDER	
427. ORDER		428. HANDBOOK TYPE I		429. ORDER		430. HANDBOOK TYPE I		431. ORDER	
432. ORDER		433. HANDBOOK TYPE I		434. ORDER		435. HANDBOOK TYPE I		436. ORDER	
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447. ORDER		448. HANDBOOK TYPE I		449. ORDER		450. HANDBOOK TYPE I		451. ORDER	
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457. ORDER		458. HANDBOOK TYPE I		459. ORDER		460. HANDBOOK TYPE I		461. ORDER	
462. ORDER		463. HANDBOOK TYPE I		464. ORDER		465. HANDBOOK TYPE I		466. ORDER	
467. ORDER		468. HANDBOOK TYPE I		469. ORDER		470. HANDBOOK TYPE I		471. ORDER	
472. ORDER		473. HANDBOOK TYPE I		474. ORDER		475. HANDBOOK TYPE I		476. ORDER	
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487. ORDER		488. HANDBOOK TYPE I		489. ORDER		490. HANDBOOK TYPE I		491. ORDER	
492. ORDER		493. HANDBOOK TYPE I		494. ORDER		495. HANDBOOK TYPE I		496. ORDER	
497. ORDER		498. HANDBOOK TYPE I		499. ORDER		500. HANDBOOK TYPE I		501. ORDER	
502. ORDER		503. HANDBOOK TYPE I		504. ORDER		505. HANDBOOK TYPE I		506. ORDER	
507. ORDER		508. HANDBOOK TYPE I		509. ORDER		510. HANDBOOK TYPE I		511. ORDER	
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517. ORDER		518. HANDBOOK TYPE I		519. ORDER		520. HANDBOOK TYPE I		521. ORDER	
522. ORDER		523. HANDBOOK TYPE I		524. ORDER		525. HANDBOOK TYPE I		526. ORDER	
527. ORDER		528. HANDBOOK TYPE I		529. ORDER		530. HANDBOOK TYPE I		531. ORDER	
532. ORDER		533. HANDBOOK TYPE I		534. ORDER		535. HANDBOOK TYPE I		536. ORDER	
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542. ORDER		543. HANDBOOK TYPE I		544. ORDER		545. HANDBOOK TYPE I		546. ORDER	
547. ORDER		548. HANDBOOK TYPE I		549. ORDER		550. HANDBOOK TYPE I		551. ORDER	
552. ORDER		553. HANDBOOK TYPE I		554. ORDER		555. HANDBOOK TYPE I		556. ORDER	
557. ORDER		558. HANDBOOK TYPE I		559. ORDER		560. HANDBOOK TYPE I		561. ORDER	
562. ORDER		563. HANDBOOK TYPE I		564. ORDER		565. HANDBOOK TYPE I		566. ORDER	
567. ORDER		568. HANDBOOK TYPE I		569. ORDER		570. HANDBOOK TYPE I		571. ORDER	
572. ORDER		573. HANDBOOK TYPE I		574. ORDER		575. HANDBOOK TYPE I		576. ORDER	
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582. ORDER		583. HANDBOOK TYPE I		584. ORDER		585. HANDBOOK TYPE I		586. ORDER	
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597. ORDER		598. HANDBOOK TYPE I		599. ORDER		600. HANDBOOK TYPE I		601. ORDER	
602. ORDER		603. HANDBOOK TYPE I		604. ORDER		605. HANDBOOK TYPE I		606. ORDER	
607. ORDER		608. HANDBOOK TYPE I		609. ORDER		610. HANDBOOK TYPE I		611. ORDER	
612. ORDER		613. HANDBOOK TYPE I		614. ORDER		615. HANDBOOK TYPE I		616. ORDER	
617. ORDER		618. HANDBOOK TYPE I		619. ORDER		620. HANDBOOK TYPE I		621. ORDER	
622. ORDER		623. HANDBOOK TYPE I		624. ORDER		625. HANDBOOK TYPE I		626. ORDER	
627. ORDER		628. HANDBOOK TYPE I		629. ORDER		630. HANDBOOK TYPE I		631. ORDER	
632. ORDER		633. HANDBOOK TYPE I		634. ORDER		635. HANDBOOK TYPE I		636. ORDER	
637. ORDER		638. HANDBOOK TYPE I		639. ORDER		640. HANDBOOK TYPE I		641. ORDER	
642. ORDER		643. HANDBOOK TYPE I		644. ORDER		645. HANDBOOK TYPE I		646. ORDER	
647. ORDER		648. HANDBOOK TYPE I		649. ORDER		650. HANDBOOK TYPE I		651. ORDER	
652. ORDER		653. HANDBOOK TYPE I		654. ORDER		655. HANDBOOK TYPE I		656. ORDER	
657. ORDER		658. HANDBOOK TYPE I		659. ORDER		660. HANDBOOK TYPE I		661. ORDER	
662. ORDER		663. HANDBOOK TYPE I		664. ORDER		665. HANDBOOK TYPE I		666. ORDER	
667. ORDER		668. HANDBOOK TYPE I		669. ORDER		670. HANDBOOK TYPE I		671. ORDER	
672. ORDER		673. HANDBOOK TYPE I		674. ORDER		675. HANDBOOK TYPE I		676. ORDER	
677. ORDER		678. HANDBOOK TYPE I		679. ORDER		680. HANDBOOK TYPE I		681. ORDER	
682. ORDER		683. HANDBOOK TYPE I		684. ORDER		685. HANDBOOK TYPE I		686. ORDER	
687. ORDER		688. HANDBOOK TYPE I		689. ORDER		690. HANDBOOK TYPE I		691. ORDER	
692. ORDER		693. HANDBOOK TYPE I		694. ORDER					

# Unit 8: Supplemental Forms and Manual Resource Ordering

## Slide 11

### Resource Order Supplies

1. RESOURCE ORDER NUMBER	2. INITIAL DATE/TIME	3. INCIDENT/PROJECT NAME	4. OFFICE REFERENCE NUMBER									
SUPPLIES	WAGON	CA-230-00545	PITON									
5. DESCRIPTION OF LOCATION/SUBJECT AREA WAGON SPREAD, JUST EAST OF EAGLE LAKE, NORTHWEST OF SEASVILLE	6. SEC TWN RNG SECT R1E S1E	7. MAP REFERENCE	8. INCIDENT TELEPHONE NUMBER DISPATCH 186-728-1774 1376-5430; 186-728-1774-1711									
9. JURISDICTION/AGENCY US FOREST SERVICE 10. ORDERING OFFICE SEASVILLE INTERAGENCY ETC.	11. AIRCRAFT INFORMATION	12. AIR CONTACT INFORMATION	13. LOGS									
11. BEARING 112 121 131 141 151 161 171 181 191 201	DISTANCE 10 20 30 40 50 60 70 80 90 100	BASE OR ORIGIN LNU LNU LNU LNU LNU LNU LNU LNU LNU LNU	12. LOGS 121 131 141 151 161 171 181 191 201									
12. Request Number	Ordered Date/Time	From	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To Time	Agency ID	RESOURCE ASSIGNED	ETA	RELEASED	Time
S-268	8/25/07	0900	0000	NFES 138 GLOVES WORKER, MEDIUM	8/24/07	8/25/07	0900	CA-SCK	NFES 138 GLOVES CACHE STAKESIDE #125	0900	0900	0900
S-267	8/25/07	0900	0000	NFES 0146 PELASKI W/SHOETH	8/24/07	8/25/07	0900	CA-SCK	NFES 0146 PELASKI CACHE STAKESIDE #125	0900	0900	0900
S-266	8/25/07	0900	0000	KEL CUBES	8/24/07	8/25/07	0900	PVT	KENNY'S MARKET GROUND SUPPORT WILL DELIVER	0900	0900	0900
S-259	8/25/07	0900	0000	NFES 1836 ATMJ	8/24/07	8/25/07	0900	CA-SCK	ATMJ KIT #5 CACHE STAKESIDE #125	0900	0900	0900
13. ORDER RELATED	ACTION TAKEN	ORDER RELATED	ACTION TAKEN	ORDER RELATED	ACTION TAKEN	ORDER RELATED	ACTION TAKEN	ORDER RELATED	ACTION TAKEN	ORDER RELATED	ACTION TAKEN	ORDER RELATED
Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From	Req No.   Date   Time   To/From

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- Display each completed Resource Order form as an example of a completed forms.
- Describe to students each of the three sections described above.

# Unit 8: Supplemental Forms and Manual Resource Ordering

## Slide 12

**Resource Order Overhead**

1. RESOURCE ORDER NUMBER	2. INCIDENT/PROJECT NAME	3. INCIDENT/PROJECT ORDER NUMBER	4. OFFICE REFERENCE NUMBER
OVERHEAD	WAGON	CA-ESP-00250	FD7006
5. DESCRIPTIVE LOCATION/RESPONSE AREA WAGON RESPONSE, JUST EAST OF HANDEL LAKE, NORTHEAST OF 303 ANTYVILLE		6. SEC: TWIN 7. MAP REFERENCE	8. INCIDENT BASEPHONE NUMBER ESP ANDER: OVERHEAD-59-278-5773
9. JURISDICTION/AGENCY 233 FORDS SERVICE		10. ORDERING OFFICE 303 ANTYVILLE, KY/AGENCY ETC.	
11. AIRCRAFT INFORMATION BEARING: DISTANCE: BASE OR DATA: LAMP: BOG		12. ORDER TESTS OR RELOAD BASE CHESTER OTHER AIRCRAFT HAZARDS	
13. RESOURCE REQUESTED		14. RESOURCE ASSIGNED	
Req No. Date Time To From	Req No. Date Time To From	Req No. Date Time To From	Req No. Date Time To From
0-33 8/21/08 0800 OREGM 1	82440 8/21 0800	82440 8/21 0800	CA-333 MARIE MADOUX
0-34 8/21/08 0900 OREGM 1	82440 8/21 0900	82440 8/21 0900	CA-333 HART WALKER
0-37 8/21/08 0800 OREGM 1	82440 8/21 0800	82440 8/21 0800	CA-333 ALIE BOOAN

Resource Order - Overhead.docx:al C Page 1 ICS 200-13 (7/87) NFES 2213

Refer students to the EDRC Reference Guide where they can find the Block by Block Instructions.

### Exercise

- Teach students how to fill out a hardcopy resource order.
- Students work independently using handout as a guide.
- Have students locate handout **GM 3 – SUBJECT: OH Order 2, requesting DIVS.**
- Assist students with filling out the hardcopy resource order form. When students have completed the electronic/hard copy resource order form, have them sign into IROC, locate the request, attach GM 3 – SUBJECT: OH Order 2 to the IROC request and “print” or “save.” Have students compare the hardcopy resource order form with the IROC resource order form for accuracy.

### Materials Needed:

- GM 3 – SUBJECT: OH Order 2
- Blank Overhead Resource Order Form
- Laptop with IROC

**Time:** 20 Minutes

## Slide 13

**Objectives**

- Identify forms that supplement the Resource Order form.
- Complete hardcopy of the Resource Order Form.

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- Review unit objectives.