EXAMPLE

RESOURCE ORDER	Initial Date/Time	2. Incident / Project Name	3. Incident / Project Order Number	Financial Codes
OVERHEAD	04/23/10 1200	MS Canyon 252 Oil Spill	LA-DLR-201001	40123-1907-4045 ABC Code Y2 [P]
			4. Office Reference Number	9. Jurisdiction / Agency Delta National Wildlife Refuge

5. Descriptive Location	6. TWN	RNG	SEC	Base MDM	8. Incident Base / Phone Number	10. Ordering Office
MS Canyon 252 Oil Spill					Pat Boucher LA-SERC (Dispatch) 985-882-2019 Chris LeRouge Calvin Miller 678-320-3000 LA-SERC (Dispatch) 985-882-2000	SE Louisiana Refuge Dispatch
	LAT. 28 46 00 N					
	LONG. 088 18 00 W					

11. Aircraft Information

Bearing	Distance	VOR	Contact Name	Frequency Type	Assigned Frequency	Reload Base	Other Aircraft / Hazards
104	98	LEV					
156	106	GPT					
125	110	HRV					

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
O-64	05/04/10 1316 CST	Calvin Miller 678-320-3000	LA-SERC	1	PUBLIC INFORMATION OFFICER, TYPE 2 (PIO2) (Strawser, Bonnie (NC-FWC))	05/07/10 0700 CST	FWS Regional Office (R4) (Atlanta,GA)	NC-FWC	LA-SERC	05/05/10 1424 EST	NC-ALR	Strawser, Bonnie (NC-FWC)	M	05/06/10 0600 EST	05/06/10 1530 EST		

Travel Mode GOV | **Financial Code** 40123-1907-4045 ABC Code Y2 | **Special Needs** Government Laptop Computer & Cell phone are authorized. | **Reporting Instructions**

13. User Documentation

Req. No.	Documentation	Entered By
O-64	Request O-64 - PUBLIC INFORMATION OFFICER, TYPE 2 (PIO2) - [LA-DLR-201001] MS Canyon 252 Oil Spill has been filled with Strawser, Bonnie (NC-FWC) by Helen Czernik@NC-FWC ROSS.	Czernik, Helen T (NC-FWC) 05/05/2010 1424 EST

your "O" #

This is your Job while deployed

read this box - if you are authorized for specific items, such as a rental car or laptop, they will be listed here