

**RESOURCE ORDER
INSTRUCTIONS**

RECEIVING THE ORDER

#1	INITIAL DATE AND TIME	Input actual date and time you received the order.
#2	INCIDENT/PROJECT NAME:	Input incident name.
#3	INCIDENT/PROJECT ORDER NUMBER:	This is the number assigned by the host unit. It should be a two-letter state designator, three-letter unit identifier and up to five-digit incident number.
#4	OFFICE REFERENCE NUMBER:	Input the post-coding data, or office reference number.
#5	DESCRIPTIVE LOCATION/RESPONSE AREA:	Specific unit address. EQUIPMENT AND SUPPLY ORDERS require the delivery address and directions to the incident/ cache, and billing address.
#6	SEC. TWIN, RING, BASE MDM:	Legal location of the incident.
#7	MAP REFERENCE:	Geographical area (i.e., Thomas Mountain, etc.) AIRCRAFT AND RADIO SYSTEM ORDERS - Latitude and Longitude are critical and required. The host unit will provide this information.
#8	INCIDENT BASE/PHONE NUMBER:	All orders require a phone number. If no incident phone exists, the administrative unit phone number can be used.
#9	JURISDICTION AGENCY:	Input the appropriate agency responsible for the incident (i.e., BLM, USFS, NPS, FWS, BIA, State, etc.)

#10	ORDERING OFFICE:	In Expanded Dispatch, this will be the incident.
#11	AIRCRAFT INFORMATION:	BE SURE TO ENTER LATITUDE AND LONGITUDE.
	BEARING	Compass azimuth (direction in degrees) from nearest VOR.
	DISTANCE	Distance in nautical miles from the VOR or a known location.
	BASE OR OMM	VOR from which the bearing and distance are calculated. Use three-letter VOR identifiers.
	AIR CONTACT	The call sign of the airborne person-in-charge. (i.e., Air Attack 02, Load 21, etc.)
	FREQUENCY	The frequency on which to contact the airborne person-in-charge (i.e., 122.9, 167.950, etc.) and tone, if applicable.
	GROUND CONTACT	Name of ground contact.
	FREQUENCY	The frequency on which to contact the ground person-in-charge (i.e., 122.295, 771.955, etc.) and tone, if applicable.
	RELOAD BASE	The air tanker base the aircraft is to use for reloading. This is usually the closest tanker base to the incident.
	OTHER AIRCRAFT/HAZARDS	Other aircraft in the area of the incident, such as helicopters, air tankers, smokejumpers, lead planes, etc. Hazards in the area of the incident such as wires, towers, heavy smoke, thunderstorms, etc. Also check for MTRs and MORs.
#12	REQUEST NUMBERS	All request numbers must be prefaced by a letter designating the kind of resource ordered. Each kind of request belongs on a separate order form. A - Aircraft C - Crews O - Overhead S - Supplies E - Equipment REQUEST NUMBER is assigned by expanded dispatch. One request number per item. (i.e., Four (4) Division/Group Supervisors would each have their own request number.) EXCEPT supply.

	ATD/ETA	This block should reflect ACTUAL time of departure and estimated time of arrival.
	RELEASED TO	Input the desired delivery point the sending unit would prefer the resource be demobilized to.
#13	ORDER RELAYED	These blocks are used to document all actions taken and all contacts made while completing an order. May enter billing address here.
	REQUEST NUMBER	Indicates which requested item is being documented (i.e., S-19, A-42, O-21, C-15, etc.)
	DATE	Date action was taken on the order.
	TIME	Time action was taken on the order.
	TO/FROM	Person with whom contact was made and the dispatcher's name or initials.
	ACTION TAKEN	To record what activity has taken place for the request number.

CLOSING THE ORDER:

#12	RELEASED-DATE	Input the actual date the resource is to be released.
	RELEASED-TO	If different from the desired point of demobilization provided by the sending unit, asterisk (*) to the far right and elaborate in block 19.
	TIME/ETA	Input the actual time the resource departs and estimated time enroute. When the release information is relayed the small box is blackened in.

When all items in Block #12 are released, reassigned to another resource order form, or if all supplies have been shipped, the order is ready to close. The dispatcher must review the order and ensure all necessary documentation is complete and the resources have been released.

		<p>NAME REQUEST NOTE: Agency or Incident requirements may sometimes dictate requests for specific personnel or other resources.</p> <p>If you have a question about the validity of a name request, CHECK WITH THE SUPERVISORY DISPATCHER.</p>
	NEEDED DATE/TIME	Date and time (h) the resource is needed. Do not accept ASAP (as soon as possible). If it appears that the timeframe allowed is not adequate, the dispatcher must discuss this with the incident and request additional time.
	DELIVER TO	Area to which the requested resource is to report.
		EQUIPMENT AND SUPPLY ORDERS - refer to Block #6 for delivery information. Equipment and supply orders also require in this column the method of delivery (via ground, charter air, mail, etc.)

PLACING THE ORDER

#12	TO/FROM	Who the request is placed with (office and individual's name) and who is placing it (your name or initials).
	TIME	Time the order was placed. Check with the Supervisory Dispatcher before canceling any order.
	AGENCY ID	ID of the office providing the resource. It is wise to leave this block blank until the specific resource is confirmed.
	RESOURCE ASSIGNED	Confirmed resource assigned by the sending agency. When this information has been passed to the ordering office, the small box in block #12 is blackened in.

Block #12	REQUEST NUMBER	<p>Standard letters for each resource are:</p> <p>A-Aircraft, including:</p> <ul style="list-style-type: none"> * all tankers * helicopters * large air transport * light fixed-wing <p>C-Crews, including:</p> <ul style="list-style-type: none"> * hand * camp <p>O-Overhead, including:</p> <ul style="list-style-type: none"> * incident management teams <p>E-Equipment - Major firefighting and support items, including:</p> <ul style="list-style-type: none"> * engines * dozers * caterers (food units) * contract showers <p>and specialized items, including:</p> <ul style="list-style-type: none"> * radio systems * FLIR units * retardant plants <p>S-Supplies</p> <ul style="list-style-type: none"> * expendable items * NFES cache items
	ORDERED DATE/TIME	Time the particular request item is ordered.
	FROM/BY	Who you receive the request from/ and your name.
	QUANTITY	Ensure resources are listed with the correct unit of issue (i.e., lt, ea, fg, es, etc.). Quantity is always one (1), except supplies. Find units of issue in the NFES catalog.
	RESOURCE REQUESTED	<p>Anticipate the number of lines needed to identify the components of the request before entering the next request number.</p> <p>EQUIPMENT AND SUPPLY requests MUST start with the NFES number followed by the appropriate description.</p> <p>CREW ORDERS - MUST state type of crew, configuration, tool requirements, meal needs, linelimits, transportation and/or unusual needs for assignment.</p>

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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