

Resource Order#  Incident #:   Originated as verbal

**I. REQUESTING ASSISTANCE (To be completed by Requestor)**

1. Requestor's Name (Please print)		2. Title	3. Phone No.
4. Requestor's Organization		5. Fax No.	6. E-Mail Address

**II. REQUESTING ASSISTANCE (To be completed by Requestor)**  Information  Resources  Tech. Asst.

1. Description of Requested Assistance: (SALTT) Size, Amount, Location, Time & Type

2. Quantity	3. Priority <input type="checkbox"/> Lifesaving <input type="checkbox"/> Lifesaving Sustaining <input type="checkbox"/> Normal <input type="checkbox"/> High	4. Date and Time Needed
5. Delivery Site Location		6. Site Point of Contact (POC)
		7. 24 Hour Phone No.
9. Local Official /Authorized Signature		8. Fax No.
		10. Date and Time

**III. SOURCING THE REQUEST - REVIEW/COORDINATION ( SEOC Manager & Operations Section Only)**

<p>1. <input type="checkbox"/> Logs Review by: _____</p> <p><input type="checkbox"/> OPS Review by: _____</p> <p><input type="checkbox"/> SEOC Manager : _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p><input type="checkbox"/> Finance Review Requested <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Finance Review: _____</p>	<p>2. Source:</p> <p><input type="checkbox"/> Internal</p> <p><input type="checkbox"/> Requisitions</p> <p><input type="checkbox"/> ESF Assigned</p> <p><input type="checkbox"/> Federal Assest</p>	<p>3. Assigned to:</p> <p>ESF _____</p> <p>Other _____</p> <p>Date/Time _____</p>
4. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No		

**IV. STATEMENT OF WORK (Operations /ESF Section Only)**

5. Statement of Work

6. Estimated Completion Date	7. Estimated Cost
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**V. ACTION TAKEN (Operations Section & ESF Representatives)**

Accepted  Rejected  Requestor Notified

Reason/Disposition

**TRACKING INFORMATION (DEM Use Only)**

Received by (Name and Organization)	Date/Time Received
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## INSTRUCTIONS

Items on the Action Request form that are not specifically listed are self-explanatory. Indicate "see attached" in any field for which additional space or more information is required.

- I. Who is requesting assistance? Completed by requestor or Logistics Staff
- II. What needs to be done? Completed by requestor or Logistics Staff

Description of Assistance Requested: Detail of resource shortfalls, statement of deliverable, or simply state problem/need.

Priority: The requestor's priority.

Site POC: The person at the delivery site coordinating reception and utilization of the requested resources. 24-hour contact information required.

\_\_\_ Signature certifies that:

- (1) Local governments cannot perform, nor contact for the performance of the requested work;  
(2) Work is required as a result of the event, not a pre-existing condition; and

III. Action Review/Coordination : If this does not exceed the authority for purchasing assigned by the SEOC manager, then the Logistics Section processes the order.

Approve/Not-Approve: SEOC Manager / Operations Section Chief approves or disapproves the request; provide reason if disapproved. If request approved, coordinates with others, i.e., Operations, Logs begins to determine best means of fulfilling request. All involved in coordination should check appropriate box and initial or print their name.

Assigned to: Operations Section Chief Assigns tasks origination to ESF Branch Director. A copy is made for Operations as a record. This may be Emergency Support Function, internal NDEM/SEOC Organization (i.e.; Logistics), or a possible Federal Support Request

Date/Time Assigned: Operations Section Chief provides date and time

Immediate Action: NDEM Operations Section Chief assigned value reflects requestor priority and general incident priorities.

IV. Statement of Work: Description of tasks to be performed. Could be to assess a problem and report back, or could be to proceed with a specific action.

V. Action Taken (OPS & ESF)( Section Use Only): Completed by OPS Section Chief, ESF Branch or Logistics. Once the order has been processed, it is the responsibility of the Operations Section, or the ESF to complete the request.

Action Request Results: "Reason / Disposition" field should note steps taken to complete the Action, and personnel, sub-tasked agencies, contracts and other resources utilized, or reason for rejection. Once the request is completed, the form is then returned to the Logistics Section. The responding party will keep the pink copy of the NDEM-ARF for their records.

TRACKING INFORMATION. Completed by Logistics. Required for all requests.  
Logistics retains the yellow copy for their records.  
Original to Documentation Unit. The documentation unit provides (2) copies.  
Copy to Finance (Green Paper)  
Copy to Resource Unit (Blue Paper)