

PRINCE WILLIAM COUNTY MACC RESOURCE REQUEST FORM | Tracking # P-

A. REQUEST FOR ASSISTANCE		ALL 9 FIELDS REQUIRED – Use “UNK” if unknown or “N/A” if not applicable.			
1. Requestor's Name (please print)		2. Title		3. Section / Branch / Role	
4. Requestor's Dept. or Organization		5. Phone (10 digit #)		6. Email Address	
7. Description in plain language (NO acronyms) Consumable / Reusable Equipment or Personnel should be in <u>CSALTT</u> format!					
A What are you requesting?					
C- Capability					
S-Size					
A-Amount					
B L-Location		Delivery Site Location (Address, City, Zip)		Site Point of Contact - Name and Title	
L-Location		Delivery Site Geolocation (<input type="checkbox"/> USNG or <input type="checkbox"/> Decimal Degrees)		Site 24 Hour Phone (10 digit #)	Site Radio Talkgroup
T-Type		Tier I/II Resource Typing (if known)			
T-Time		Date & Time Needed By			Estimated Duration of Need (days)
8. Priority		<input type="checkbox"/> Lifesaving (Human) <input type="checkbox"/> Life Sustaining <input type="checkbox"/> High <input type="checkbox"/> Normal		9. Date & Time Form Completed	

B. MACC RESOURCE SUPPORT SECTION REVIEW

Operations Branch Review (Name)				Date & Time	
Recommended Action					
Section Chief Review (Name)				Date & Time	
ROUTING	<input type="checkbox"/> PWC Direct Support _____			<input type="checkbox"/> Procurement <input type="checkbox"/> State / Mutual Aid	
RSS Dep. Chief Name, Date, Time					Checked for Duplicates?
PWC MACC D4H-R Number			Event Name		

C. MACC ROUTING

DIRECT SUPPORT		PROCUREMENT	STATE / MUTUAL AID
Assignment to Section / Branch / Role:		Mobius PO or P-Card Name last 4 #:	

D. RESOURCE IDENTIFICATION

Resource Description				
Point of Contact Name				24 Hour Phone (10 Digit)
Delivery Location		<input type="checkbox"/> As Requested (Part A) <input type="checkbox"/> Other:		
Anticipated Arrival (Date & Time)				Provider Tracking #

E. RESOURCE UNIT TRACKING AND MISSION DISPOSITION

STATUS	DATE	TIME	BY (NAME)
Resource provider is MOBILIZING			
Resource(s) are IN ROUTE to location			
Resource(s) have ARRIVED at location			
Resource(s) are DEMOBILIZING			
Mission COMPLETE			
Mission is ON HOLD or CANCELLED			

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Notes: