

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?				
B	C- Capability				
	S-Size				
	A-Amount				
	L-Location	Delivery Site Location (Address, City, Zip)		Site Point of Contact - Name and Title	
		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 #:	VDEM WebEOC Mission #:

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 <b>MOBILIZING</b>			
Resource(s) are <b>IN ROUTE</b> to location			
Resource(s) have <b>ARRIVED</b> at location			
Resource(s) are <b>DEMOBILIZING</b>			
Mission <b>COMPLETE</b>			
Mission is <b>ON HOLD</b> or <b>CANCELLED</b>			

Notes:	
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