



Nevada OEM
Resource Request Form

Incident #

Resource Order #

☐

Originated as Verbal

I. REQUESTOR INFORMATION (To be completed by Requester or NV OEM Duty Officer)

Send request to: oemoperations@oem.nv.gov

1. Date & Time Request Initiated:

2. Requester's Name (Please Print)

3. Contact Number:

4. E-Mail:

5. Requester's Organization:

II. REQUESTING ASSISTANCE (To be completed by Requestor)

☐ Resources

☐ Technical Assistance

☐ Other

1. Description of Capability or Resource Needed: (Be as specific as possible. Include the Who, What, When, Where and Why of the request and DEMOB.)

2. Size:

3. Amount:

4. Location:

5. Time/Date
Needed:

6. Priority: ☐ Immediate 4 hrs. ☐ Priority 12 hrs. ☐ Routine 24 hrs. ☐ Longterm 96 hrs. ☐ Extended >96 hrs.

7. Site Point of
Contact(POC):

8. 24 Hour Phone #:

☐ Request Review By:

III. SOURCING THE REQUEST (To be completed by Duty Officer / Resource Support Section)

1. Sourced To: ☐ Internal/OEM ☐ Requisitions/PO ☐ ESF/RSF ☐ Federal Asset ☐ Other:

2. Assigned To:

ESF

ESF

ESF

Other

Other

☐ OEM Review By:

☐ Resource not filled due to:

IV. RESOURCE ESTIMATED COST (To be completed by NV OEM Resource Support Section / Duty Officer)

1. Estimated Cost:

2. Estimated Time of Departure
from Home Base:

3. Estimated Time of
Arrival at Staging Area:

V. REQUEST APPROVAL PROCESS (NV OEM MAUL / Duty Officer to fill out)

☐ MAUL - TEAMSEOC entered ☐ RSC Acknowledge ☐ CHIEF Acknowledge ☐ Feds Acknowledge ☐ Unable to fill order

☐ MAUL unable to fill order ☐ RSC unable to fill order ☐ CHIEF unable to fill order ☐ Feds unable to fill order

Follow up on order by:

Requestor notified on:

MAUL ACK

RSC Initials:

CHIEF Initials:

FEMA ACK:

VI. NVEOC MANAGER/CFO APPROVAL Request Costs: \$10-\$50k NVEOC Mgr approve; >\$50k NVEOC Mgr. & CFO approve; NVNG, Feds - NVEOC, CFO & Chief approve

☐ Approved

☐ Rejected

If Rejected,
why?

Costs of \$10 - \$50k and above & NVNG, Feds requests

NVEOC Mgr.
Signature:

Costs over \$50k & NVNG, Feds requests

CFO
Signature:

NVNG, Feds requests

Chief
Signature:

VII. RESOURCE DETAILS (To be completed by NV Resource Support Section / Duty Officer)

Details of Sourced Request: (Who, What, When & Where and DEMOB of the request will be filled)

☐ Requestor Notified of Request Fulfillment & Delivery Information

Initials: