



I. REQUESTOR INFORMATION (To be completed by Requestor or Mission Assignment Unit)

Send request to: **DEMLogistics@dem.nv.gov**

1. Date & Time Request Initiated: 2. Requestor's Name (Please Print) 3. Contact Number:

4. E-Mail: 5. Requestor'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.)

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 Resource Support Section)

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

2. Assigned To: ESF ESF ESF Other Other

MAU Review By: Resource not filled due to:

IV. RESOURCE ESTIMATED COST (To be completed by assigned ESF/RSF or OPG)

1. Estimated Cost: 2. Estimated Time of Departure from Home Base: 3. Estimated Time of Arrival at Staging Area:

V. REQUEST APPROVAL PROCESS (MAU, RCB, OPG to fill out)

MAU - WebEOC entered RCB Acknowledge OPG Acknowledge Feds Acknowledge Unable to fill order
MAU unable to fill order RCB unable to fill order OPG unable to fill order Feds unable to fill order Follow up on order by:
MAU Initials: RCB Initials: OPG Initials: MAU Initials for Feds: Requestor notified on:

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 Costs over \$50k & NVNG, Feds requests NVNG, Feds requests
NVEOC Mgr. CFO Chief
Signature: Signature: Signature:

VII. RESOURCE DETAILS (To be completed by assigned ESF/RSF or OPG)

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