

Emergency Operations Center (EOC) Skillset: Resource Ordering and Acquiring

Task Categories:

Order/request resources

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TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Demonstrate understanding of various resource ordering/requesting procedures and requirements.	C, E, F, I, T		
2. Ensure that documentation aligns with reimbursement requirements: <ul style="list-style-type: none"> • Document necessary approvals 	E, F, I, J		
3. Ensure that requests address the resources' logistical needs.	E, F, I		
4. Identify appropriate sources: <ul style="list-style-type: none"> • Intrastate agreements and compacts • Interorganizational agreements such as Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) • Emergency Management Assistance Compacts (EMAC) • Tribal and local jurisdiction agreements • Preapproved vendors and on-call contracts 	E, F, I, T		
5. Transmit vertical resource requests, such as from local to state or from state to Federal.	E, F, I		
6. Update status of resource requests.	E, F, I		