



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

Task Categories:

Order/request resources

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TASK	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		