

Instructions  
for  
MACS 420

June 23, 1992

**BLOCK 1:** INITIAL DATE/TIME  
 A. This is the date and time when the first order is received by you.

<b>RESOURCE ORDER</b>	INITIAL DATE / TIME

**BLOCK 2:** INCIDENT/PROJECT NAME  
 A. Name of incident or project.  
 B. Project Charge Number

INCIDENT / PROJECT NAME
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**BLOCK 3:** INCIDENT/PROJECT ORDER NUMBER  
 A. Number assigned by initial jurisdiction.

INCIDENT / PROJECT ORDER NUMBER
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**BLOCK 4:** OFFICE REFERENCE NUMBER  
 A. This block is used for an in-house numbering system..

OFFICE REFERENCE NUMBER
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**BLOCK 5:** DESCRIPTIVE LOCATION / RESPONSE AREA  
 A. This is used for a geographical location or if using response cards use response areas or general..

DESCRIPTIVE LOCATION / RESPONSE AREA
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**BLOCK 6 & 7:** LEGAL LOCATION  
 A. Sec., TWN., RNG., BASE MDM. – self explanatory  
 B. Map reference would be Thomas Brothers, Geoloc., etc..

6. SEC	TWN	RNG	BASE MDM
7. MAP REFERENCE			

**BLOCK 8:** INCIDENT BASE  
 A. Incident Base location and/or phone number..

INCIDENT BASE / PHONE NUMBER
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**BLOCK 9: JURISDICTION / AGENCY**

A. Agency with primary jurisdiction

OFFICE REFERENCE NUMBER

**BLOCK 10: ORDERING OFFICE**

A. Office or location giving you the order (Incident, Forest, Zone, CDF Region, Ranger Unit, etc.).

OFFICE REFERENCE NUMBER

**BLOCK 11: AIRCRAFT INFORMATION**

- A. Bearing - Azimuth from nearest Base or Omni
- B. Distance - Statute or Nautical miles, straight line distance from Base or Omni indicated. (Be sure to state that miles are Nautical or Statute.)
- C. Base or Omni - Name of Base or Omni
- D. Air Contact - Name of Air Contact if any
- E. Frequency - Air Frequency being used
- F. Ground Contact - Name or Ground Contact if any
- G. Frequency - Ground Frequency used by Ground Contact
- H. Reload Base - Reload base to be used
- I. Other Aircraft / Hazards - Other aircraft known to be in the area and any known hazards

11. AIRCRAFT INFORMATION								
BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	GROUND CONTACT	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT / HAZARDS

**BLOCK 12:**

- A. Request Number                    - The request number assigned by the Incident or Requesting Unit
- B. Ordered Date/Time                - Date and Time of this request
- C. From/By                            - Who you are getting the order from and who are you
- D. Quantity                            - How much do you want
- E. Resource Requested                - What is it that you want. Anticipate the number of line needed to identify major components of resource (i.e., a S/T of crews would need 3 to 4 lines) before entering next request number.
- F. Needed Date/Time                 - What date and time do you want what you are requesting
- G. Deliver To                         - Where do you want it delivered (can use asterisk and put in Remarks)
- H. To/By                                - Who you have given order to and who is placing request
- I. Time                                 - The time you passed order
- J. Agency I.D.                         - Agency filling order (SHF, INF, etc.)
- K. Resource Assigned                 - Identifies confirmed resource
- L. Time, ETD/ETA                    - Enter estimated time of departure and arrival using military time
- M. Released, Date, To, ETD/ETA    - Date of release, who or where is resource released to, ETD/ETA

If a unit, person, crew, etc., cancels out after all the information has been passed on, form an X ~~AGENCY ID~~ in the Agency ID column and draw a horizontal line through the Resource Assigned Column, ETD/ETA and print "See Remarks" in the Release Column. Note what happened in the Remarks Column (for tracking). Go to the next available line in Block 12 and reorder using the same Request Number.

12. Request Number	Ordered Date/Time	From		QTY	RESOURCE REQUESTED	Needed	Deliver To	To		Agency ID	RESOURCE ASSIGNED	ETD	RELEASE		Time
		Date/Time	From			Time		ETA	Date			To	ETA		

**BLOCK 12:** Order Relayed - This block would be used if the Unit that you originally requested the resource from could not fill the request.

Example: Draw a diagonal line forming an X  In the column (block 12) then go to Block 13 and place the request with another unit.

- A. Request Number - Request number being relayed
- B. Date - Date request relayed
- C. Time - Time request relayed
- D. To/From - To whom the order is being placed and who is placing request
- E. Action Taken - What has taken place with this request

If the unit cannot fill the order (in Block 13) cross out the request number and write out the Date/Time and who it was that could not fill the order. Then drop to next available line in Block 13 and place the request with another unit.

13. REQ NO.	ORDER RELAYED			ACTION TAKEN	REQ. NO.	ORDER RELAYED			ACTION TAKEN
	DATE	TIME	TO/FROM			DATE	TIME	TO/FROM	

INCIDENT / PROJECT ORDER NUMBER	<b>RESOURCE ORDER</b> -----	INITIAL DATE/TIME	2. INCIDENT / PROJECT NAME				3. INCIDENT PROJECT ORDER NUMBER		4. OFFICE REFERENCE NUMBER		
	5. DESCRIPTIVE LOCATION/RESPONSE AREA		6. SEC	TWN	RNG	Base MDM	8. INCIDENT BASE / PHONE NUMBER			9. JURISDICTION / AGENCY	
			7. MAP REFERENCE							10. ORDERING OFFICE	

### 11. AIRCRAFT INFORMATION

BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	GROUND CONTACT	FREQUENCY	RELOAD BASE	ORHTER AIRCRAFT / HAZARDS

12. Request Number	Ordered Date/Time	From		QTY	RESOURCE REQUESTED	Needed		Deliver		To	Agency ID	RESOURCE ASSIGNED	ETD		RELEASED		Time			
		To	To			Date/Time	To	Time	ETA				Date	To	ETA					

ORDER RELAYED				ACTION TAKEN	ORDER RELAYED				ACTION TAKEN
13. REQ NO.	DATE	TIME	TO/FROM		REQ. NO.	DATE	TIME	TO/FROM	

ORDER RELAYED				ACTION TAKEN	ORDER RELAYED				ACTION TAKEN
13. REQ NO.	DATE	TIME	TO/FROM		REQ. NO.	DATE	TIME	TO/FROM	

Request Number	REMARKS								

2. ORDER COMPLETED BY	3. INCIDENT / PROJECT ORDER NO.	ESTIMATED COST	ORDER COMPLETED BY
			INITIALS _____ DATE _____ TIME _____



Order No	RESOURCE ORDER	2. INCIDENT / PROJECT NAME	3. INCIDENT PROJECT ORDER NUMBER	4. OFFICE REFERENCE NUMBER
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12. Request Number	Ordered Date/Time	From		QTY	RESOURCE REQUESTED	Needed		Deliver		To		Agency ID	RESOURCE ASSIGNED	ETD		RELEASED		Time			
		To	To			Date/Time	To	From	Time	ETA	Date			To	ETA						

