

PROCEDURE NO. 011: Resource Ordering - Overhead – Cooperating Agency Representative (8100)
(No. 54 December 2009)

Responsibilities and Action

Any CC

1. Under the direction of the Duty Chief, generate the request in the resource ordering system of record.

a) For Custodial Agencies of CAL FIRE hand crews:

CDCR:

Northern Region: Place the order with the CAL FIRE Unit with the closest CDCR camp to the incident.

Southern Region: For incidents occurring in the Sierra Area, place the order with Baseline Camp. For incidents occurring in the Southern Area, place the order with Puerta La Cruz Camp. (See [Section 6576.1 CDCR Camp Operations Handbook](#))

b) For all other state and federal agencies, place the request and fill with the local agency office. If unable to fill request locally, place order with Region OCC.

Region OCC

1. Process the request in the resource ordering system of record.

a) For Federal agencies, place the order with the appropriate Geographical Area Coordination Center (GACC).

b) For state agencies, place order with Sacramento CC.

Sacramento CC

1. Process the request in the resource ordering system of record.

2. Place orders for State agency representatives with CAL EMA.

Any CC

1. Upon Receipt of a resource request, attempt to fill.

If able to fill all or part of request, enter into the resource ordering system of record the following information:

- Resource/Radio identifier or person's name.
 - Estimated time of departure.
 - Estimate time of arrival.
 - Route of travel, if applicable.
 - Cellular telephone number for strike team leader or individual resource, if available.
2. If CCs are unable to fill, documentation should be added to the resource ordering system of record explaining the reason for UTF then return the request (UTF) to the Region OCC.

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