Forms Revision Chart
FEMA Form 010-0-7, Resource Request Form, RRF
(Previously named Action Request Form, ARF)
03/19/2014

LOCATION	CURRENT TEXT	REVISED TEXT
Page 1 **Title Section**	ACTION REQUEST FORM (ARF)	RESOURCE REQUEST FORM (RRF)
Page 1 **TRACKING INFORMATION (FEMA Use Only)**	Action Request No.	Resource Request No.
Page 2 **Section:** **Instruction**	Items on the Action Request form that are not specifically listed are self-explanatory.	Items on the Resource Request form that are not specifically listed are self-explanatory
Page 2 **Section:** **IV. Action Taken (OPS Section Use Only): Completed by Ops Section Chief, MAC, Logistics.**	Action Request Results:	Resource Request Results:
Page 2 **Section:** **INSTRUCTION Part II**	If for DFA or TA, State Approving Official:	If for DFA, State Approving Official:
Page 2 **INSTRUCTIONS Section III** **State of Work:**	If 61-1, 40-1, or MA, this goes in "justification" tab in NEMIS.	If 40-1 or MA, this goes in "justification" tab in eCAPS.
Page 2 **INSTRUCTIONS Section III** **Action Review/Coordination (OPS Section Use Only):**	Completed by the Operations Section Chief.	Completed by the Operations Section Chief or Resource Capability Branch Director.
Page 2 **INSTRUCTIONS Section III** **Accept/Reject:**	Operations Section Chief	Operations Section Chief or Resource Capability Branch Director
Page 2 **INSTRUCTIONS Section III** **Accept/Reject:**	others, i.e., LOG EST's, begins	others, i.e., Branch Directors or Group Supervisors, begins
Page 2 **INSTRUCTIONS**	Operations Section Chief assigns tasks origination. Operations Section Chief may also	Operations Section Chief or Resource Capability Branch

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Section III Assigned to:	indicate the Action Officer	Director Assigns tasks origination, may indicate the OFA Action Officer. :
Page 2 INSTRUCTIONS Section III Date/Time Assigned:	Operations Section Chief provides date and time	Operations Section Chief or Resource Capability Branch Director provides date and time of when sourcing should begin. .
Page 2 INSTRUCTIONS Section III Priority:	FEMA Operations Section Chief-assigned	FEMA Operations Section Chief, Resource Capability Branch Director-assigned
I Page 2 INSTRUCTIONS Section III FEMA P.O.:	Information used in NEMIS.	Information used in eCAPS.
I Page 2 INSTRUCTIONS Section III OFA Action Officer:	Information used in NEMIS.	Information used in eCAPS.
Page 2 INSTRUCTIONS Section IV. Action Taken (OPS Section Use Only):	MAC, Logistics	Resource Capability Branch Director, MA Unit or Logistics.
Page 2 INSTRUCTIONS Section IV. Resource Request Results:	Ops Section Chief, MAM, or LOG should	Ops Section Chief, Resource Support Section Chief, MA Unit, or LOG should

Page 1 Section III. SOURCING THE REQUEST-Review/Coordination (Operations Section Only) Number 3.	3. Assigned to:
	
	   ESF/OFA:
	   Other:
	   Date/Time:
		3. Assigned to:
		
		   ESF/OFA:
		   RSF/OFA:
		   Other:
		   Date/Time:

Page 2 INSTRUCTIONS **III. Action Review/Coordination (OPS Section Use Only):** **Date/Time Assigned:**	Operations Section Chief provides date and time	Operations Section Chief or Resource Capability Branch Director provides date and time of when sourcing should begin.

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Page 2 INSTRUCTIONS **III. Action Review/Coordination (OPS Section Use Only):**	Completed by the Operations Section Chief	Completed by the Operations Section Chief or Resource Capability Branch Director
Page 2 INSTRUCTIONS **III. Action Review/Coordination (OPS Section Use Only): Accept/Reject:**	Operations Section Chief accepts or rejects the request; provide reason if rejection. If request accepted, coordinates with others, i.e., LOG EST's, begins to determine best means of fulfilling request. All involved in coordination should check appropriate box and initial or print their name.	Operations Section Chief or Resource Capability Branch Director accepts or rejects the request; provide reason if rejection. If request accepted, coordinates with others, i.e., Branch Directors or Group Supervisors, begins to determine best means of fulfilling request. All involved in coordination should check appropriate box and initial or print their name.
Page 2 INSTRUCTIONS **III. Action Review/Coordination (OPS Section Use Only): Assigned to:**	Operations Section Chief Assigns tasks origination. Operations Section Chief may also indicate the Action Officer if known, or tasked organization may make this assignment. This may be Emergency Support Function, internal FEMA Organization (i.e.; Logistics), or other organization.	Operations Section Chief or Resource Capability Branch Director assigns tasks origination, may indicate the OFA Action Officer. Operations Section Chief may also indicate the Action Officer if known, or tasked organization may make this assignment. This may be Emergency Support Function, internal FEMA Organization (i.e.; Logistics), or other organization.
Page 2 INSTRUCTIONS **III. Action Review/Coordination (OPS Section Use Only): Date/Time Assigned:**	Operations Section Chief provides date and time	Operations Section Chief or Resource Capability Branch Director provides date and time of when sourcing should begin.
Page 2 INSTRUCTIONS	FEMA Operations Section Chief-assigned priority may be different than Section II.	

LOCATION	CURRENT TEXT	REVISED TEXT
III. Action Review/Coordination (OPS Section Use Only): Priority:		Deleted
Page 2 INSTRUCTIONS **III. Action Review/Coordination (OPS Section Use Only): FEMA P.O.:**		Deleted
Page 2 INSTRUCTIONS **III. Action Review/Coordination (OPS Section Use Only): OFA Action Officer**		Deleted
Page 2 INSTRUCTIONS **III. Action Review/Coordination (OPS Section Use Only): Statement of Work:**		Deleted
Page 2 INSTRUCTIONS		IV. Statement of Work (OPS Section Use Only): Completed by the Operations Section Chief or Resource Capability Branch Director. OFA Action Officer: Ops Section Chief obtains from OFA if request fulfilled by a MA; 24-hr phone/fax required. Information used in eCAPS. FEMA Project Manager: Provided by Operations Section Chief; a Region PFT; 24-hr phone/fax required. Information used in

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		eCAPS. Statement of Work: Description of tasks to be performed. Could be to assess a problem and report back, or could be to proceed with a specific action. If 40-1 or MA, this goes in "justification" tab in eCAPS.
Page 2 INSTRUCTIONS **IV. Action Taken (OPS Section Use Only):**	**IV.** Action Taken (OPS Section Use Only): Completed by Ops Section Chief, MAC, Logistics.	**V.** Action Taken (OPS Section Use Only): Completed by Operations Section Chief, Resource Capability Branch Director, MA Unit or Logistics.
Page 2 INSTRUCTIONS **IV. Action Taken (OPS Section Use Only):**		**V.** Action Taken (OPS Section Use Only): Completed by Operations Section Chief, Resource Request Results: Ops Section Chief, Resource Support Section Chief, MA Unit, or LOG should note what type of document the action resulted in by "checking" the appropriate box i.e., Mutual Aid, Donations, Requisition, Procurement, IA, MA, Other. If "Other" is selected write in appropriate response or state "see below" and give detail description in "Disposition" field. "Disposition" field should note steps taken to complete the Action, and personnel, sub-tasked agencies, contracts and other resources utilized.