

DEPARTMENT OF HOMELAND SECURITY  
U.S. COAST GUARD  
**RESOURCE REQUEST (ICS 213RR-CG)**

**PRIVACY NOTICE**

**AUTHORITY:** USCG is authorized to collect the information pursuant to Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24; Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5); National Preparedness, Presidential Policy Directive-8 (PPD-8); U.S. Coast Guard Emergency Management Manual, Volume I: Emergency Management Planning Policy, COMDTINST M3010.11; 40 C.F.R. § 300.125(a)(b); 14 U.S.C. § 504, Commandant; general powers.  
**PURPOSE:** USCG collects the information to order resources, track resource status, and assist in determining incident costs.  
**ROUTINE USES:** USCG will use this information to assist the Coast Guard and other agencies in all facets of emergency and incident management to prioritize and gauge the effectiveness of response actions. Information from this form may be disclosed externally pursuant to DHS/USCG/PIA-008 Marine Information for Safety and Law Enforcement (MISLE).  
**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. In order to assist with maintaining confidentiality respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

**GENERAL INSTRUCTIONS**

**Purpose.** The Resource Request (ICS 213RR-CG) is utilized to order resources and track resource status.  
**Preparation.** The ICS 213RR-CG is initiated by the resource requestor and initially by the appropriate Section Chief or Command Staff. The Logistics and Finance/Administration Sections also complete applicable sections of the form.  
**Distribution.** This form is maintained in order to manage resource ordering, resource status, and assists in determining incident costs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Date/Time	Enter date the resource requested is initiated (MM/DD/YYYY) and time initiated (using 24-hour clock).
3.	Request Order Number	Enter the Resource Request number
4.	Order	The requestor should enter the quantity, kind, type, priority, item description; location where the resource is to be delivered/report. <ul style="list-style-type: none"> <li>• Priority is either Urgent (U) or Routine (R).</li> <li>• Provide a detailed item description with enough information to enable Logistics to locate the appropriate resource.</li> <li>• Request should specify requirements.</li> </ul> Logistics will enter the Order #, ETA, and Cost data.
5.	Suggested Sources of Supply and Suitable Substitutes	Requestor enters possible sources of supply and should identify possible substitute items if the requested resource is not available.
6.	Requested by	Enter the name and position of the requestor. Also enter the date/time of the request.
7.	Section Chief / Command Staff Approval	Obtain Section Chief or Command Staff approval. Should include the name, position and signature as well as the date/time request was approved.
8.	RESL	The Resource Unit Leader (RESL) reviews the Resource Request to determine if the resource may already be available.
	a.	Check box a if the Resource Request is for tactical resources or personnel
	b.	Check box b if the resource is currently assigned to the incident and available.
	c.	Check box c if the resource is not available – continue with the procurement process.
9.	RESL Review/Signature	The RESL should enter their name, signature, and date/time of signature.
10.	Requisition / Purchase Order #	Logistics will enter the Requisition or Purchase Order number.
11.	Supplier (Name/Phone/Fax/ Email)	Enter the name, phone number, and relevant contact information for the supplier
12.	Notes	Enter any relevant notes regarding the request.
13.	Logistics Section Approval	Enter the name, position, and signature of an authorized Logistics Section representative. Also, enter date/time of approval.
14.	Order placed by	Check the box for the position that ordered the resource. Enter the signature and date/time the order was made.
15.	Reply / Comments from Finance	Enter any relevant notes regarding the request
17.	Finance Section Approval	Enter the name, position, and signature of an authorized Finance/Administration Section representative and the date/time of the approval.

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1. Incident Name:	2. Date/Time:	3. Resource Request Number:
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<b>Requestor</b>	4. Order: (Use additional forms when requesting different resource sources of supply.)									
	a. Qty	b. Kind	c. Type	d. Priority	e. Detailed Item Description: (Vital characteristics, brand, spec, experience, size, etc.)	f. Requested Reporting		g. Order # (LSC)	h. ETA (LSC)	i. Cost (LSC)
						Location:	Date/Time:			

5. Suggested Source(s) of Supply and Suitable Substitutes:	6. Requested by: <span style="float: right;">Date/Time:</span>
	7. Section Chief / Command Staff Approval: <span style="float: right;">Date/Time:</span>

<b>Plans</b>	8. RESL – check box a. if request is for tactical resources or personnel. Then note availability in Box 8.a or 8.b.	a. Tactical Personnel <input checked="" type="checkbox"/>	9. RESL Review/Signature:
		b. Available	Name:
		c. Not available <input checked="" type="checkbox"/>	Signature: <span style="float: right;">Date/Time:</span>

<b>Logistics</b>	10. Requisition/Purchase Order #:	11. Supplier (Name/Phone/Fax/Email):	13. Logistics Section Approval:
			Name:
	12. Notes:		Position:
			Signature: <span style="float: right;">Date/Time:</span>
	14. Order placed by: <input checked="" type="checkbox"/> SPUL <input checked="" type="checkbox"/> PROC <input checked="" type="checkbox"/> Other _____		Signature: <span style="float: right;">Date/Time:</span>

<b>Finance</b>	15. Reply / Comments from Finance:	16. Finance Section Approval:
		Name:
		Position:
		Signature: <span style="float: right;">Date/Time:</span>