

# Federal Commodity Receiving Station

## Operational Guidelines

### CIIMT #2

## Distribution Process

#### 4. Orders/Tasks/Missions received by State, Federal, etc.

##### IMT Actions

- Coordinate requests for resources/equipment with State and/or Federal agencies.
- Collect, distribute, and file copies of Orders, Tasks, and/or Missions.
- Distribute copies of request orders as necessary.

#### 5. Resource/Equipment prepared, loaded, and dispatched.

##### IMT Actions

- Ensure appropriate resource/equipment is dispatched.
- Provide the driver with a copy of the Order, Task, or Mission number and other information as necessary.
- Manage and assist the warehouse loading and unloading as necessary.

#### 6. Resource/Equipment Checks outs and departs LSA/FCRS.

##### IMT Actions

- Check-out all resources/equipment at a single control point. A separate control point may need to be established for aircraft operations.
- Review driver documents at check-out. Collect Order, Task, or Mission number and other data as necessary.
- Provide driver with directions and instructions as necessary. Utilize handouts maps when possible.
- Input check-out information into data collections system. Adjust inventory.
- Distribute inventory updates as necessary.

#### 7. Resource/Equipment arrives at destination.

##### IMT Actions

- Develop process to collect delivery confirmation. This may be through trucking contractors or web based tracking systems.
- Input delivery confirmation into data collection system as necessary.
- Distribute data updates as necessary.