

Kansas Mutual Aid System (KMAS) REQ-A Instructions

Overview

The request for assistance (REQ-A) form has been developed in an Excel worksheet is a part The REQ-A has several drop down boxes to assist you in filling out the document relative to your political subdivision and authorized representative.

Part I: Completed by the Requesting Political Subdivision

1. The chief executive officer of a participating political subdivision, or their designee, (typically the county emergency manager) completes Part I of the KMAS REQ-A form.

Part II: Completed by the Assisting Political Subdivision

1. Complete all parts of the KMAS REQ-A Part II (including detailed cost estimate and personnel costs as identified in Part IV, *Other Mission Information*).
2. The Excel sheet contains formulas for the cost estimate part. If a formula is lost within the form, you may download a new form or repair the formula on your own.
3. Part II of the KMAS REQ-A must now be signed by the KMAS authorized representative in the assisting political subdivision.

Part III: Completed by the Requesting Political Subdivision

1. Upon reviewing Part II (completed by assisting political subdivision) and comparing the offer to the initial request (in Part I), the KMAS authorized representative in the requesting political subdivision signs Part III of the KMAS REQ-A.

Part IV: Other Mission Information

1. Use this as a continuation of Parts I and II if needed.
2. Complete the detailed cost estimate to identify personnel, equipment, and commodity costs needed to complete Part II.