

STATE OF WASHINGTON

MILITARY DEPARTMENT

EMERGENCY MANAGEMENT DIVISION

# MS: TA-20 Building 20

# Camp Murray, Washington 98430-5122

# Phone (253) 512-7000 • FAX (253) 512-7200

## AUTHORIZATION TO PROCEED

[Date]

[Jurisdiction]

Subject: [PNEMA] Mission Number [enter state mission number], WMD Contract Number [enter contract number]; ATTACHMENT [enter attachment number]

Dear [Signatory’s Title and Name]:

Enclosed you will find a copy of the executed PNEMA Deployment Attachment Number [enter attachment number] to the Military Department Contract Number [enter contract number]. Pursuant to this document, you are authorized to deploy the identified resources for the [PNEMA] mission number identified in the Attachment no earlier than [Date] at [Time].

Your [Task Force, Strike Team or Single Resource] is assigned to [Receiving State] as [Name of Task Force, Strike Team or Single Resource]. Upon arrival to [destination name & address], your [Task Force, Strike Team or Single Resource] must check in with [Name & contact information of receiving state point of contact]. Your [Task Force, Strike Team or Single Resource] must check in with the State Alert and Warning Center at 1-800-258-5990 upon leaving home station, arriving at the deployment site, upon leaving the deployment site at the completion of assignment, and upon arriving back at the home station. Additionally, the [Task Force, Strike Team or Single Resource] must check in with the State Alert and Warning Center every day by 10am PST for accountability.

Please remember to complete all Washington State required documentation in addition to any documentation requested by [Receiving State] including, but not limited to, Crew Time Reports or other authorized timesheet, Equipment Shift Tickets, and maintain all itemized receipts for expenses incurred.

If you have any further questions, please do not hesitate to contact the Washington State EMAC/PNEMA coordinator at 1-800-258-5990.

Sincerely,

[NAME]

State EOC Supervisor

Enclosure

CC: [County/City Emergency Manager]

[Association/Regional Coordinator]

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