# Guidance for the NHS in England on requesting military aid to the civil authorities (MACA): Annex B: MACA request form

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| **Request for military aid to the civil authorities**[[1]](#footnote-2) **(MACA XX/XXX)** |
| **MACA title:**  | Version no | ## |
| Department of State  |  |
| Requesting agency |  | Joint military command | Choose an item. |
| Requesting point of contact | Name |  | Military liaison officer | Name |  |
| Role / rank / grade |  | Role |  |
| Mobile  |  | Mobile |  |
| Email |  | Email |  |
| Date of request | Click or tap to enter a date. | JRLO / RAFRLO / RNRLO aware? | Mil LO to complete. |

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| **Part 1 – Requesting agency to complete supported by military LO** |
| **1. Headline summary of situation** |
| A single paragraph summarising the situation. |
| **2. What effect is required from Defence?** |
| 2.1. Effect required:What effect is required? E.g. a specific workforce gap that needs filling, an activity that needs completing etc. Ensure any specific tasks required are clearly outlined. |
| 2.2. Timings: What timeframe must this effect be achieved within? What is the impact of those timings not being met?Is confirmation of this MACA required by a certain date? |
| 2.3. End state:What conditions must be met in order for Defence support to no longer be required? Is there a process in place to assess these conditions? |
| **3. Justification for Defence support** |
| 3.1. Need to act: Why must action be taken (by anyone, not just Defence)? What would happen if this effect were not achieved? |
| 3.2. Requesting agency capability or capacity: Why is the requesting agency unable to achieve the effect? - Lacks capability and unable to develop one (cost/timeframe)- Unable to bring to bear within required timeframe or to the required scale. |
| 3.3. Mutual aid: What options have been considered and why have they been discounted or considered insufficient? |
| 3.4. Commercial alternatives: Has the LGD engaged with the Crown Commercial Service? What commercial options have been considered? Why have they been discounted or considered insufficient? |
| 3.5. Voluntary sector: What voluntary sector options have been considered? Why have they been discounted or considered insufficient? |
| 3.6. Other: Any additional information not covered in the fields above. |
| **4. Prerequisites and training** |
| 4.1. Prerequisites: Are there any prerequisites for deployment on this task? E.g. DBS or driving qualifications. |
| 4.2. Training requirements: Is there any training required pre-deployment? If yes provide comment here. Below is a list of example information that could be included if known:Who will deliver the training?Where will the training take place (is Defence estate required?)?How long will the training take/when is the first day of employment on task?What is the capacity of this training? (could the entire force package be trained at once, or will deployment need to be phased?)?Are the training requirements the same for the entire force package?Defence may be required to change personnel on task due to other commitments. Has training capacity mid-MACA been considered?  |
| 4.3. Other: Any additional information not covered in the fields above. |
| **5. Authority requirements** |
| 5.1. Is the requesting agency aware that it must produce its own risk assessment? | Choose an item. |
| 5.2. Has the requesting agency engaged with the lead government department (LGD) to provide confirmation of indemnity, separate to this form?[[2]](#footnote-3) | Choose an item. |
| 5.3. Has the requesting agency engaged with the LGD to provide authority for this MACA request? | Choose an item. |
| 5.4. Has the request been approved by the LGD or devolved administration approval process if required?[[3]](#footnote-4) | Choose an item. |
| 5.5. Is the requesting authority aware that it will need to have rough order of magnitude (ROM) costs, provided by Headquarters Standing Joint Command (UK) [HQ SJC(UK)], authorised by the LGD? | Choose an item. |
| 5.6. LGD finance point of contact (POC) | If known - role, name and email address. |
| Requesting officer[[4]](#footnote-5) | Click to enter text. | Date  | Click or tap to enter a date. |

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| Requesting NHS organisation |  | Contact email |  |
| Requesting officer (empowered to agree spend)Email | Name | Signed |  |
| NHS England (region) approvalEmail | Name | Signed |  |
| NHS England incident director (national)Email | Name | Signed |  |

**Guidance notes for completing part 1 of the MACA request form**

Generated by requesting agency in conjunction with military liaison officer (military LO).

**Section 1** – A single paragraph outlining the current situation.

**Section 2** – This section is not required for the initial submission of an urgent MACA where the military LO has conducted a verbal brief with HQ SJC(UK). This section must be completed or updated as soon as time allows.

This section was re-worded in the May 2022 update to make clear that the requesting agency should focus on the effect it requires, not just the assets. There is no requirement to use official effects verbs.

Extra boxes have been added to ensure that the timeframe and exit criteria are clearly explained, as historically they have often not been.

**Section 3** – This section is not required for the initial submission of an urgent MACA the military LO has conducted a verbal brief with HQSJC(UK). This section must be completed or updated as soon as time allows.

**Section 4 –** A significant number of MACAs require some form of workforce training. Early identification of training requirements and providers by the military LO will help to inform the refinement process and speed up MoD decision-making process.

**Section 5** – This confirms that the requesting agency is aware of its responsibilities and liabilities.

1. See [Joint Doctrine Publication (JDP) 02](https://www.gov.uk/government/publications/operations-in-the-uk-a-joint-doctrine-publication) for further detail and guidance on how to complete this form. [↑](#footnote-ref-2)
2. To deliver the task MoD requires the requesting agency to provide an indemnity from the Department of State in relation to the requested MACA. This is in accordance with the MoD’s Joint Doctrine Publication (JDP) 02. As a result, the requesting Department of State must accept all liability for third party claims associated with MoD’s fulfilment of the MACA request, including any legal fees, damages or other costs incurred or payable by MoD. However, the requesting Department of State will not be liable in circumstances where the event or series of events giving rise to the third-party claim or claims were caused by the wilful default of the relevant military personnel in the conduct of their duties. [↑](#footnote-ref-3)
3. Some LGDs have an internal MACA scrutiny process, for example EPRR for the Department of Health and Social Care. Speak to your military LO or HQ SJC(UK) desk officer if unsure. [↑](#footnote-ref-4)
4. Usually a police officer of at least chief superintendent rank, the chair of a SCG or an individual of equivalent status from an organisation categorised as a responder under CCA04 (JDP 02, p67, para 3.17). Therefore, in exceptional circumstances this could be someone who has the authority delegated to them. [↑](#footnote-ref-5)