INSTRUCTIONS TO SUBMIT AN ADDITIONAL SECURITY REQUEST (ASR)
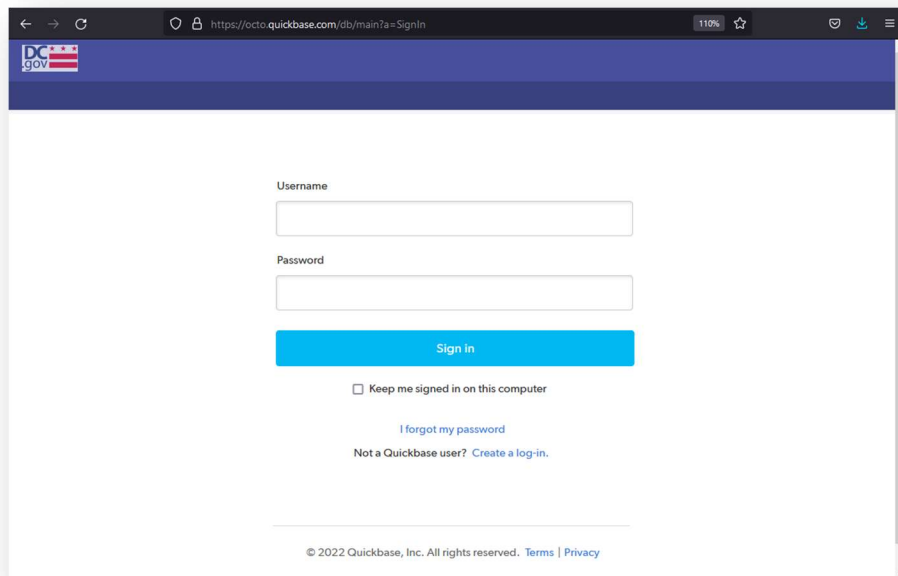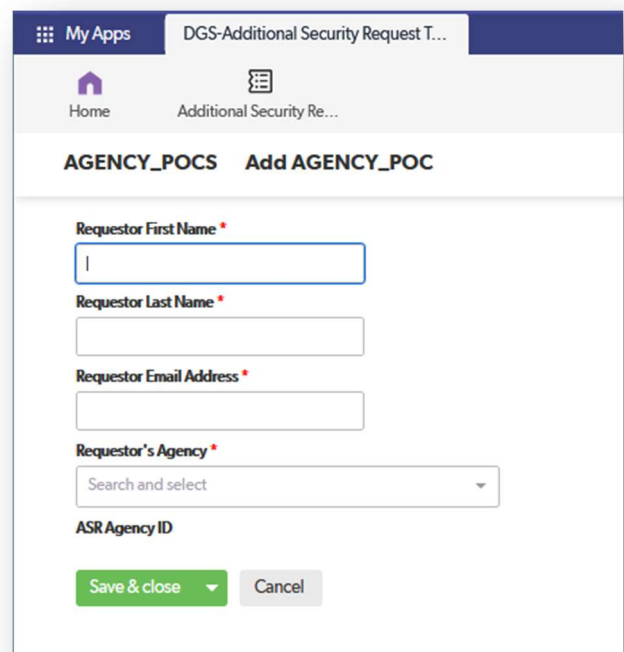
1. Click the following to open the ONLINE ASR SYSTEM.
2. Log in to Quickbase using the DC GOV Email address and password.

3. From the Dashboard, click on the **Create My ASR Profile** or if you already have a profile, click on **Add ASR**
4. Enter last name, first name, email, and agency
5. From the dashboard, click on **Add ASR**

6. Enter Signatory information
7. Enter Request Details in **Step 1** through **Step 5**.

8. Add any supporting documents
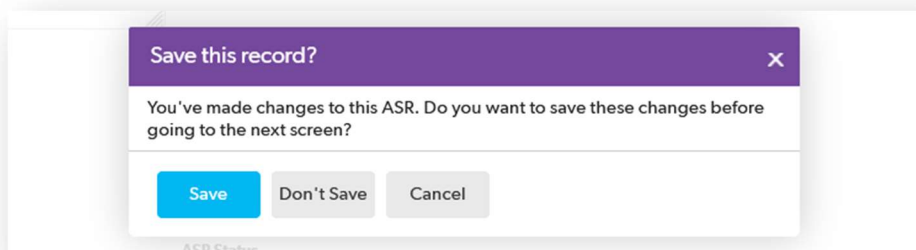
ASR Attachment

Please combine all supporting documents to one PDF document and upload here.

[Browse...] No file selected.

Please click on the blue Start Adding Sites button to move to the next step

[Start Adding Sites]

9. Click on **Start Adding Sites**
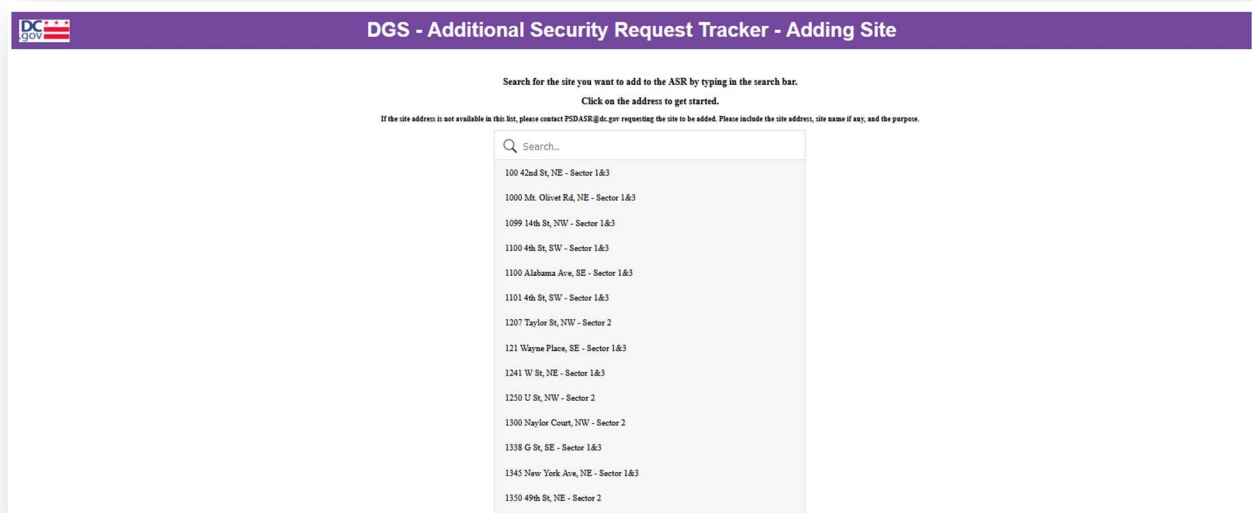
Save this record?   ✕

You've made changes to this ASR. Do you want to save these changes before going to the next screen?

[Save] [Don't Save] [Cancel]

ASR Status

10. "Save this record?" message will pop up, click **SAVE**

11. Search and click on the address

DGS - Additional Security Request Tracker - Adding Site

Search for the site you want to add to the ASR by typing in the search bar.

Click on the address to get started.

If the site address is not available in this list, please contact PSDASR@dc.gov requesting the site to be added. Please include the site address, site name if any, and the purpose.

🔍 Search..

100 42nd St, NE - Sector 1&3

1000 Mt. Olivet Rd, NE - Sector 1&3

1099 14th St, NW - Sector 1&3

1100 4th St, SW - Sector 1&3

1100 Alabama Ave, SE - Sector 1&3

1101 4th St, SW - Sector 1&3

1207 Taylor St, NW - Sector 2

121 Wayne Place, SE - Sector 1&3

1241 W St, NE - Sector 1&3

1250 U St, NW - Sector 2

1300 Naylor Court, NW - Sector 2

1338 G St, SE - Sector 1&3

1345 New York Ave, NE - Sector 1&3

1350 49th St, NE - Sector 2

12. Add security details for site 1

Cost Summary

ASR Total Cost	ASR Total hours of Coverage	ASR Total number of officers	
$0.00	0	0	**Calculate Cost**

*****Once all the security details are added for each of the sites, please click on the Calculate Cost button to update the Total Cost for the ASR*****

Site 1 Details	Site 2 Details	Site 3 Details	Agency Approvals	Generate LOI	DGS Approvals	Generate ASR Document	EMAIL LOG	APPROVAL LOG

ASR Site 1 Name DC Records Center   ASR Site 1 Sector Sector 1&3   Site 1 Estimated Crowd [⌄]

Site 1 Total Hours of Coverage   Site 1 Number of Officers   Site 1 Cost

Security details

New Security detail   More ▾   0 Security details

Post*	Number of Officers*	Type of Security*	Hours of Coverage (per day)	Date of Commencement*	End Date*	Shift Start Time*	Shift End Time*	Description of Site Concern*	Total Cost	Status
Entrance - Side	4	Armed Special Police Officer	5	09-30-2021	10-07-2021	10am	3pm	stray dogs		

Save & close ▾   Cancel

13. If more sites need to be added, continue to select sites
14. Continue to Add security details for each of the sites

Site 1 Details	Site 2 Details	Site 3 Details	Agency Approvals	Generate LOI	DGS Approvals	Generate ASR Document	EMAIL LOG	APPROVAL LOG

ASR Site 2 Name [Search and select   ▲]   Site 2 Sector   Site 2 Estimated Crowd [⌄]

Site 2 Total Hours of Coverages

Showing first 100 of 400 choices

SITE_NAME	SITE_ADDRESS	SECTOR
107 Wayne Place SE	107 WAYNE PLACE SE	Sector 1&3
117 Wayne Place SE	117 WAYNE PLACE SE	Sector 1&3
1324 Mississippi Avenue SE	1324 MISSISSIPPI AVENUE SE	Sector 1&3
1860 Kendall St NE	1860 KENDALL STREET NE	Sector 1&3
199 Chesapeake St SW	199 CHESAPEAKE STREET SW	Sector 1&3
1st District Substation	500 E STREET SE	Sector 1&3

Site 2 Cost

Security details

New Security detail   M   0 Security details

Post*		...hift End Time*	Description of Site Concern*	Total Cost	Status

15. Once all the sites have been added, click on the **Calculate Cost** button

16. If Errors were found in the submission, they will be highlighted in red.

Security Detail Validation

ERROR : Unable to calculate cost for the ASR due invalid dates on one or more security details [Highligted in Red]. Please correct and calculate cost if this was submitted in error. Please refer to message below for emergency requirements.

Additional Security Requests (ASRs) must be submitted with at least five-hour notice. If this security need is requested for services happening less than five hours from now, please do not complete this form. Rather, please email the PSD Associate Director with your request. Note: only emergency requests will be reviewed.

Christopher Prince, Interim Associate Director for Protective Services
Contact Email: christopher.prince@dc.gov

*****Once all the security details are added for each of the sites, please click on the Calculate Cost button to update the Total Cost for the ASR*****

| Site 1 Details | Site 2 Details | Site 3 Details | Agency Approvals | Generate LOI | DGS Approvals | Generate ASR Document | EMAIL LOG | APPROVAL LOG |

ASR Site 1 Name	DC Records Center	**ASR Site 1 Sector**	Sector 1&3	**Site 1 Estimated Crowd**	20 - 40
Site 1 Total Hours of Coverage	112	**Site 1 Number of Officers**	19	**Site 1 Cost**	$0.00

Security details

Full Report | More ▾ | 3 Security details

	Post	Number of Officers	Type of Security	Hours of Coverage (per day)	Date of Commencement	End Date	Shift Start Time	Shift End Time	Description of Site Concern	Total Cost	Status
✎ 👁	Loading Dock	11	Unarmed Special Police Officer	2	09-27-2021	09-27-2021	5:00 am	7:00 am	rats	$0.00	- Less than 5 hours before start time
✎ 👁	Office Suite	4	Armed Special Police Officer	5	09-07-2021	10-20-2021	3:00 pm	8:00 pm	stray catss	$0.00	- Start date is in the Past
✎ 👁	Entrance - Side	4	Armed Special Police Officer	5	10-30-2021	10-07-2021	10:00 am	3:00 pm	stray dogs	$0.00	- End date must not be before the Start date
TOT		**19**		**12**						**$0.00**	

- If there are errors found in the security detail, the calculation will be set to $0.00
- Security details with the error will highlight in red and the error will be displayed on the status field.
- Correct or delete and click on **Calculate Cost** to proceed.

17. Click on the **Agency Approvals** tab and enter the **Funding Attributes**
18. Review ASR request and click **Save & Close.**
19. Application will send out notifications to the requestor and DGS Reviewers.

notify@quickbase.com
Mon 9/27/2021 1:49 AM
To: Madhujith Hapuarachchi

An ASR for DC Public Schools for Need more security on

- DC Records Center - 1300 NAYLOR COURT NW;
- 1324 Mississippi Avenue SE - 1324 MISSISSIPPI AVENUE SE;
- Benning Park Recreation Center - 5100 SOUTHERN AVENUE SE;

has been created.

Please click here to begin the consent process: Click here to add your electronic signature

Reply | Forward

20. DGS will review the request and contact requestor if any changes were made.
21. Once DGS Reviewers approve the ASR request, the AFO will be notified via email to approve with their signature.
22. The requestor will be notified when the AFO signature is received.
23. The requestor returns to the **ASR** via dashboard or email link.
24. Navigate to the **Generate LOI** tab and click on **Generate LOI**

25. Application will send out the PDF of the generated and digitally signed LOI to the requestor and Agency AFO, as well as notify COTR.

26. Once requestor received the notification that PSD Associate Director has approved and provided their signature, requestor could log back to the ASR Application.
27. From the Dashboard, click on a row from **ALL Pending ASR** report
28. Scroll down and go to **Generate ASR Document** tab
29. To generate the ASR Document, click on **Generate ASR** button
30. A PDF version of the document will be saved on the record and emailed to the requestor.