

# ICAOS COMPACT ACTION REQUEST QRG

*Compact Action Request (CAR) is a free form communication tool that allows you to request or notify another state of any action that is not addressed by a specifically named compact process. CARs can be linked to a formal compact activity (such as a Transfer Request or Case Closure) or labeled as 'specialized' (such as request for a Progress Report or relay information related to fines/fees owed, etc.)*

The screenshot shows a web interface titled "Compact Action Request" for "Jacob Marley". It includes a "More help" link and instructions to "Select Start next to the topic that you want to visit. When you're finished entering all of the information, select Submit". Below this is a table with two columns: "Topics" and "Progress".

Topics	Progress
Review Offender Information	— <a href="#">View</a>
Action Request	<input type="checkbox"/> <a href="#">Start</a>

At the bottom of the interface are three buttons: "Delete", "Preview", and "Submit".

## COMMON COMMUNICATIONS USING COMPACT ACTION REQUESTS

- ✓ Restitution, fines, fees, etc. owed by the supervising individual in the sending state.
- ✓ Additional information related to why a supervision end date was changed by a sending state.
- ✓ Corrections needed on the ICOTS profile (demographic errors, address updates, special statuses.)
- ✓ Travel permits issued by the receiving state. See [Rule 3.110](#).
- ✓ Additional communication related to a preceding compact activity.
- ✓ Initiation and communication regarding a Subsequent State Transfer. See [Rule 4.110](#).
- ✓ Sending state requests for a Progress Report. See [Rule 4.106](#).

## COMPACT ACTION REPLY

- ✓ Acknowledgement of CAR.
- ✓ Reply to CAR request from other state.

## OTHER IMPORTANT NOTES

- ✓ CARs and CAR Replies are unmanaged processes. Upon submission, emails are generated to the assigned users in the opposite state.
- ✓ There is no way to withdraw or delete a CAR after submission.
- ✓ To ensure compliance with [Rule 2.101](#) use Addendums to Violations Requiring Retaking during the retaking process rather than CARs to communicate:
  - Status of the violation;
  - Location of the supervised individual;
  - Availability of the supervised individual; and
  - Probable cause documentation.