Appendix B:
Key Forms and Memos

Appendix B: Key Forms and Memos

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U.S. Department of Homeland Security Federal Emergency Management Agency **ACTION REQUEST**	See Reverse for Paperwork Disclosure Notice	OMB No. 1660-0047 Expires November 30, 2007

I. REQUESTING ASSISTANCE (To be completed by Requestor)

1 Requestor's Name (Please Print)	2. Title	3. Phone No.
4. Requestor's Organization	5. Fax No.	6. Email Address

II. Requested Assistance (Completed by Requestor)

1. Description of Requested Assistance:

2. Quantity	3. Priority: ☐ Lifesaving ☐ High ☐ Life sustaining ☐ Medium ☐ Normal	4. Date and Time Needed

5. Delivery Site Location:	6. Site Point of Contact (POC)	
	7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature		10. Date

III. Sourcing the Request - Review/Coordination (Operations Section Only)

1
- ☐ OPS Review by: _____
- ☐ Log Review by: _____
- ☐ Other Coordination by: _____
- ☐ Other Coordination by: _____
- ☐ Other Coordination by: _____

2
- ☐ Donations
- ☐ Other (explain)
- ☐ Requisitions
- ☐ Procurement
- ☐ Interagency Agreement
- ☐ Mission Assignment

3. Immediate Action Required: ☐ Yes ☐ No	4. Date	5. Time Assigned
6. Action Request ESF# Other	7. Assigned to	

IV. STATEMENT OF WORK (Operations Section Only)

1. OFA Action Officer:	2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Officer:	5. 24 Hour Phone No.	6. Fax No.

7. Justification / Statement of Work:

8. Estimated Completion Date:	9. Cost Estimate:

V. Action Taken (Operations Section Only)

☐ Accepted ☐ Rejected ☐ Accountable Property Coordinated with APO

Disposition:

TRACKING INFORMATION (FEMA USE ONLY)

ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event #:	☐ Originated as verbal
Received by (Name and Organization):	State:	Date/Time Submitted:	

FEMA Form 90-136, NOV 04 (This particular form has been updated for compatibility with DART)

FEDERAL EMERGENCY MANAGEMENT AGENCY **MISSION ASSIGNMENT (MA)**	See Reverse for Paperwork Burden Disclosure Notice	**O.M.B. NO. 3067-0278** **Expires February 29, 2004**

I. TRACKING INFORMATION (FEMA Use Only)

State:	Action Request #:
Program Code/Event #:	Date/Time Rec'd:

II. ASSISTANCE REQUESTED ❑ See Attached

Assistance Requested:

Quantity:	Date/Time Required:	Internal Control #:

Delivery Location:

Initiator/Requestor Name:	24-hour Ph #s:	24-hour Fax #s:	Date:
POC Name:	24-hour Ph #s:	24-hour Fax #s:	Date:
* State Approving Official (Required for DFA and TA):		Date:	

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to:	❑ ESF #: ❑ Other:	Date/Time:	Priority: ❑ 1 Lifesaving ❑ 2 Life sustaining	❑ 3 High ❑ 4 Medium	❑ 5 Normal

IV. DESCRIPTION (Assigned Agency Action Officer) ❑ See Attached

Mission Statement:

Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at www.fema.gov/ofm/ofed_agencies.shtm.

Assigned Agency:	Projected Start Date:	Projected End Date:
❑ New or ❑ Amendment to MA #:	Total Cost Estimate: $	
Assigned Agency POC Name:	Phone and fax #s:	

V. COORDINATION (FEMA Use Only)

Type of MA: ❑ Direct Federal Assistance State Cost Share (0%, 10%, 25%)	❑ Technical Assistance State Cost Share (0%)	❑ Federal Operations Support State Cost Share (0%)

State Cost Share Percent: %	State Cost Share Amount: $
Fund Citation: 20__-06-__ __ __ __ __ __ - __ __ __ __ XXXX - 250 __ - D	Appropriation code: 58X0104

Mission Assignment Coordinator (Preparer):	Date:
** FEMA Project Officer/Branch Chief (Program Approval):	Date:
** Comptroller/Funds Control (Funds Review):	Date:

VI. APPROVAL

* State Approving Official (required for DFA and TA):	Date:
** Federal Approving Official (required for all):	Date:

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #:	Amt. This Action: $	Date/Time Obligated:
Amendment #:	Cumulative Amt. $	Initials:

* Signature required for Direct Federal Assistance and Technical Assistance MAs.
** Signature required for all MAs.

FEMA Form 90-129, Oct 02

REPLACES ALL PREVIOUS EDITIONS

MFR for Verbal Mission Assignment

Memorandum for Record

SUBJECT: FEMA Verbal Mission Assignment

1. On , verbal funding authority for the following mission assignment has been ordered by at FEMA Region for the U.S. Army Corps of Engineers.

   Mission:

   FEMA Program Code: - (For pre-declaration, the program code will be 7220-SU; for post-declaration, the code will be either 3XXX-EM or 1XXX-DR.)

   Mission Assignment Number: COE -

   Event and Name Description:

   Disaster State (two-letter designation):

   Estimated Completion Date:

   Amount Authorized: $

   Total Amount Authorized for the Mission: $

2. Funding for this mission assignment may be entered into the accounting system based upon a verbal authority. The funding citation is 06-9094-2501-D. The source appropriation is 70X0702. A written Mission Assignment (MA) will follow this verbal MA within 2-3 days.

   Federal Approving Official U.S. Army Corps of Engineers

MA TASK ORDER FORM *					
Federal Emergency Management Agency					
Region (XX)					
(Location)					
MA & Task #				DR/EM/SU #:	
Other Inciding #				Date & Time Received:	
Requestor:				Telephone:	
	Supporting Documentation Attached				
PRIORITY LEVEL			SCHEDULE		Cost Estimate **
☐ Urgent	☐ Immediate	☐ Routine	Beginning Date	Completion Date	
Description of Task:					
Accepting Official (Federal Agency Action Officer):					ESF#:
Site Point of Contact (if different from AO):					
Address:					
Phone:				Fax:	
EMail:					
COMMENTS: (use back or separate page for additional space):					
*** Project Officer's Name:				Phone #:	
Project Officer Signature:				Date:	
* Not to be used for subtasking to another (supporting) Federal Agency					
** This tasking form does not obligate further funds. It details expenditures of subtasking obligations					
*** Following signature please provide information copy to FEMA MAG					

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA Assigned MA Number: ESF Primary Agency:

Subtasked Agency: State Disaster No:

Tasking Statement/Statement of Work

Project Completion Date: Authorized Funding:

Reimbursement Procedure: Upon completion of scope of work, the subtasked Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement detailing expenditures and activities to:

_____ (ESF Primary Agency)

_____

_____ (Address)

The ESF primary agency will:

(1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.

(2) Return approved reimbursement requests to subtasked agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.

(3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasked agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C. 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

Authorizing Official, Subtasked Agency Date

Authorizing Official, ESF Primary Agency Date

Following signatures please provide information copy to FEMA MAC and Project Officer.

MFR for Verbal Tasking

Memorandum for Record

SUBJECT: FEMA Verbal Tasking

1. On , verbal tasking authority for the following mission assignment has been ordered by at FEMA Region for the U.S. Army Corps of Engineers.

   Mission:

   Tasking:

   FEMA Program Code: - (For pre-declaration, the program code will be 7220-SU; for post-declaration, the code will be either 3XXX-EM or 1XXX-DR.)

   Mission Assignment Number: COE - LRD - Not Assigned

   Event and Name Description:

   Disaster State (two-letter designation):

   Estimated Completion Date:

FEMA Approving Official US Army Corps of Engineers

ESF #3 Status Report

ESF #3 STATUS REPORT

1. ESF #3 STATUS REPORT #

2. DATE/TIME

3. CURRENT ACTIVITIES: Typical information provided:
   - Activation status of ESF #3/ERT-N/ERT-A/ERT/JIC/ESF #5/Prime Power and LERT/DTOS
   - Status of issuance for each ESF #3 mission assignment
   - RFO site identification
   - RFO operations
   - Activation status and location of Mobilization Centers/Staging Arts/DFO facilities
   - Movement of resources: Status of IRR/Status and deployment of generators (time-line, number/size available, BOM, transportation)/plastic sheeting/furring strips/FEMA water and ice
   - FCO designation, timeline, deployment timeframe
   - Rapid needs assessment team deployment status
   - ERT-A deployment status, activation status, and location of Mobilization Centers/Staging Areas, DFO facilities

4. PROJECTED ACTIVITIES:

5. ISSUES/PROBLEMS:

ESF #3 TEAM LEADER

Action Officer's Progress Report ESF #3

DATE/TIME:

FEMA MISSION ASSIGNMENT: COE - LRD - 01

NEXT 24 HOURS:

CURRENT STATUS:

PROBLEMS/HOTSPOTS:

TODAY'S PRIORITIES:

Action Officer

Tasking/Action Log

This log is maintained by the ESF #3 staff to keep track of the status of tasks/actions that have been sent to the Recovery Field Office (RFO) for execution. It serves as a record for suspense and completions of the various tasks. It compiles the correlation of tasks with the proper mission assignments. This is necessary to ensure tasks are charged to the appropriate funding account.

Task #	Date Time	To	MA #	Date Time	Action Officer	Location

US Army Corps
of Engineers

ESF#3

Public Works and Engineering

FACSIMILE HEADER SHEET

TO: _____

- FAX Number: _____
- Office Number: _____

FROM: _____

- FAX Number: _____
- Office Number: _____

Number of Pages: _____ (Including Header)

Remarks: _____

_____

_____

_____

_____

_____

_____

_____

_____

FEMA Mission Tracking Record

Since the ESF #3 Team is responsible for receiving most of the FEMA MIssion Assignments and deals directly with FEMA on all mission scope changes and related funding, this team is responsible for maintaining a master record of all missions to include changes and the related funding. This record should be a summary of all mission transactions to include mission number, initial dates of all mission actions/changes, a brief mission change in scope and funding actions. It should be dated and updated each time there is a change and provided as an enclosure to the ESF #3 STATREP. Copies of this summary should also be provided to all ESF #3 Action Officers for their information.

FEMA Mission Tracking Record

Mission #	Date	Mission Statement	Funding Allocation(s)

Mission Closeout

Every mission requires a close-out letter acknowledging the physical (not financial) completion of all activities related to that mission. FEMA must concur with this letter in all cases. When cost sharing is involved, the State, Commonwealth, or Territory must concur as well. These letters will identify the mission name and number, a brief description of the work accomplished, and a concurrence/non-concurrence block.

ESF #3 (Public Works and Engineering) Date

MEMORANDUM FOR: (FEMA Approval Authority)
(State Approval Authority, if applicable)

SUBJECT: Physical Completion of Mission COE-???

1. (Brief overview of when the mission was received and what was accomplished in the execution.)
2. This mission is considered physically complete with the exception of fiscal close out. Upon completion of the fiscal review, excess funding will be returned and the mission closed out.

ESF #3 Team Leader

Lessons Learned Recommendations

With every disaster, we learn something new. It's essential that we capture the lessons learned and develop recommendations and suggestions that others can use in future disaster response to improve the efficiency of the response and recovery operations. This form should be discussed and given to all ESF #3 Team Members at the beginning of their tour of duty. The ESF #3 Team Leader should collect the completed forms when the individual's tour of duty is complete. If they prefer, individuals can complete the form electronically in ENG*Link*. The Team Leader is responsibile for ensuring that the hard-copy information is included in the ESF #3 After Action Report. Each team member's input is invaluable for the successful execution of the USACE in future disaster response.

ESF #3 Lessons Learned/Recommendations/Suggestions

DATE: _____

TO: _____ FROM: _____

1. TITLE: _____

2. OBSERVATION: _____

_____

_____

3. DISCUSSION: _____

_____

_____

4. LESSON(S) LEARNED: _____

_____

_____

5. RECOMMENDED ACTION: _____

_____

6. COMMENTS: _____

ESF #3 Personnel Emergency Roster

The ESF #3 personnel emergency roster helps keep track of personnel, especially when they are housed in different locations. It also serves to track the different types of missions they worked on and how long they were in the field.. These data are needed when preparing awards and keeping records of the different types of experience the individuals receive. The experience record can also be helpful when a specialist is needed in disaster reponse. The record may also assist in medical assessments when personnel have been exposed to hazardous materials or contagious diseases. It will provide a record of where the individual worked, what they worked on, and how long they were in the field. This record should be updated each time there is a change and provided as an enclosure to the STATREP.

ESF #3 Personnel Emergency Roster

Name Office	Duty Assignment	Cell Phone #	Arrival Date	Departure Date	Hotel Phone #

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS LOGISTICS ACTIVITY
5700 WASP AVENUE
MILLINGTON, TN 38054

27 July 2007

Carlson-Wagonlit Travel
San Antonio, TX

Carlson Wagonlit Travel,

The purpose of this letter is to provide authorization for travel to first responders in the event of a natural or man-made disaster that prevents prior issuance of travel orders. The following is a list of U.S. Army Corps of Engineers employees, who will deploy in support of response to natural or man-made disaster(s). In the event one of the individuals on the attached list is replaced, the Chief of Emergency Management or Chief of Logistics Operations will issue an authorization letter with the name (s) of the personnel to the local CTO. See attached list.

Travel orders cannot be issued at this time due to designated early responders that are required to deploy within 6 hours or less. Therefore, some employees may be required to travel on Verbal Orders of the Commanding Officer (VOCO) before their written travel orders can be completed.

Per Contract Modification P00087 issued 18 April 2007, confirmatory travel orders will be provided to the local Carlson-Wagonlit Travel Office within 72 hours. The travel order will contain authorization and justification statements for unusual delay in issuance. The official who directed the travel will be responsible for providing the confirmatory travel orders. There will be no impact or liability against the CTO, if the confirmatory order is not obtained or delayed longer than 72 hours. The CTO is advised to notify the Transportation Division at the time of CBA reconciliation that the confirmatory travel order was not provided. The CTO will zero fill the lines of accounting and the responsibility will rest with the Transportation Division to resolve the issue.

If additional information is required, please contact Eileen N. Grant, 901-874-5267 or Belinda Taswell, 202-761-0936. Thank you for your continued support.

Sincerely,

Eileen N. Grant

Eileen N. Grant
Acting Transportation Officer
USACE Logistics Activity Center

Guidance for Deployment of First/Early Responders Only

1. First Responders/Alternates on List to CTO:

   A. The attached authorization letter and list of names must be provided to the local CTO from each MSC/District and a copy furnished to Eileen N. Grant (ULA-T). If your name and the authorized letter have been provided to the local CTO prior to the event, the same guildelines for making reservations apply. First, call the local CTO agent, identify yourself as a First Responder, and make your reservations. In the event that one of the individuals on the attached list is replaced, the Chief of Emergency Management, Chief of Operations Division, or the Chief of Transportation will issue an authorization letter along with the name(s) of the personnel to the local CTO. The local CTO agent will then confirm your travel without receiving hard-copy travel orders first. Make sure all of the information has been provided to the person entering the data in CEFMS for your confirmatory orders to be faxed to the CTO Representative at a later date. If the individual(s) will deploy after COB, call the emergency number provided, identify yourself as an Early Responder to the CTO agent, and then email a copy of the authorized letter along with the name(s) to the CTO agent. **If there are any issues prior to the Early Responders' deploying, please contact Eileen N. Grant or Belinda Taswell. Their numbers are provided in the authorization letter.**

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

CECI-E (25-2) 2 May 2007

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE U.S. ARMY CORPS OF ENGINEERS, DIRECTORATE of CIVIL WORKS
AND
THE U.S. ARMY CORPS OF ENGINEERS, DIRECTORATE OF CORPORATE INFORMATION

SUBJECT: Administrative Privileges for First Responders

1. Purpose. This Memorandum of Understanding (MOU) is entered into by and between the Civil Works Directorate (CECW), Homeland Security Division (CW-HS) and Directorate of Corporate Information (CECI) for the purpose of immediately granting Corps of Engineers First Responders administrative privileges for their user-id to administer their laptops since they deploy to various locations such as FEMA, NRRC, RRCC, JFO, Staging Areas, etc. This will allow these responders the flexibility to be able to load software, download software updates, update/install printer drivers, map printers, on DSL networks set up by FEMA for other federal agencies, plug in external storage devices (thumb drives), configure wireless or hardwire network devices, etc.

First Responders must be able to quickly communicate or share data with other Federal, state, or local responders. Sharing of data and other digital information is imperative during an emergency response or exercise. The following table depicts approximate number of personnel by job type of responders that must have administrative privileges for their laptop computers. In addition, the DTOS laptops and servers shall have administrative privileges granted, and shall be so configured by CECI or designated agents thereof, in order to insure that responders will be able to have critical assets available to them when deployed. Attached is Appendix A which has a by-name list of personnel that fill the positions in the table below.

HQ-CEM Responders	8
Permanent Cadre Members	5
ESF#3 Team Leaders	23
ESF#3 Assistant Team Leaders	40-45
Div/District EM Staff	38
PRT Action Officers	70
PRT Mission Managers	70
PRT Commodity Site Managers	10

2. Scope: This MOU applies ONLY to those individuals which have been identified as first responders by CW-HS. It applies to support personnel for an interim period, until the INF IT Service Provider (ACE-IT) transitions to fully operational status.

3. Actions.

a. Responsibilities of CW-HS:

(1) Create and maintain an approved current access roster of authorized users First Responders and their access with the immediate chain of command.

(2) Provide CECI with a current access roster of ***all*** 1st Time Responders on a quarterly basis and updated versions as needed.

(3) Ensure compliance with the security guidance for Identification and Authorization.

(4) Reinforce the procedures for limiting access to other users.

b. Responsibilities of CECI:

(1) Monthly validate and distribute to CECI personnel the access roster for First Time Responders to ensure agreed privileges are granted.

(2) Verify that all the DTOS laptops and servers are up to date for IAVA's, anti-virus signatures and other security measures in accordance with guidance provided in paragraph 4.

4. DTOS Host Organization Guidance.

a. The DTOS custodial organization shall ensure that the laptop computers and servers located in the mobile and /or containerized units are kept up to date with regard to all security patches and virus protection.

b. The updates shall be conducted on a weekly schedule or as needed to facilitate compliance when unit is deployed.

c. In accomplishing the required updates all DTOS laptops will remain in the "DTOS Workgroup" and shall not be placed into the custodial organization network domain.

d. DTOS laptops and server will not be imaged with any template other than that provided by the DTOS Communications Manager.

2

CECI-E (25-2)
SUBJECT: Administrative Privileges for First Responders

e. No additional software shall be loaded on these laptops without the permission of the DTOS Communications Manager.

f. All DTOS laptops shall remain in their current "CAC card BRAVO/ CHARLIE immune" status to facilitate use by multiple users from multiple locations, however the units may, in the future, be enabled for PKI based electronic signatures providing that an HSPD-12 compliant interagency compatible implementing mechanism can be identified which does not compromise operational readiness.

g. DTOS laptops users shall be setup by the DTOS System Administrator (SA) assigned to the mobile or containerized unit when the user arrives using the network login and password assigned to them by their home district.

h. All DTOS laptops users will be logged into the DTOS unit log book to meet DTOS DITSCAP/DIACAP security requirements. All units leaving the immediate control of the DTOS SA will be subject to a full anti-virus and IAVA scan before be allowed back on the network.

5. Effective date: 2 May 2007

FOR THE COMMANDER:

Edward J. Becker
Chief, Homeland Security Office
Directorate of Civil Works

Date 2 May 2007

Wilbert Herrloe
Chief, Information Management
Directorate of Corporate Information

2 May 2007
Date

Attachment:
Appendix A- MFR to CECI- Admin Privileges-First Responders.xls

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