

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

CERM-BA

EP 37-1-6

Pamphlet
No. 37-1-6

1 August 2005

Financial Administration
RESOURCE MANAGEMENT FUNCTIONAL GUIDE
FOR CIVIL EMERGENCY MANAGEMENT PROGRAMS

TABLE OF CONTENTS

	PARA	PAGE
CHAPTER 1	INTRODUCTION	
	Purpose	1-1.....1-1
	Applicability	1-2.....1-1
	Distribution.....	1-3.....1-1
	References.....	1-4.....1-1
	Mission	1-5.....1-1
	Discussion.....	1-6.....1-1
CHAPTER 2	CONCEPT OF OPERATIONS	
	Purpose	2-1.....2-1
	Responsibilities.....	2-2.....2-1
	Deployment Procedures.....	2-3.....2-3
CHAPTER 3	PHASES OF A DISASTER	
	Purpose	3-1.....3-1
	Phases	3-2.....3-1
CHAPTER 4	DISASTER ASSISTANCE UNDER FLOOD CONTROL AND COASTAL EMERGENCIES (FCCE) (PUBLIC LAW 84-99)	
	Purpose	4-1.....4-1
	Direct Funding	4-2.....4-1
	Issuance/Acceptance of Government Orders.....	4-3.....4-2

	PARA	PAGE
CHAPTER 5	DISASTER ASSISTANCE UNDER THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, 42 U.S.C. 5121, ET SEQ	
	Purpose.....	5-1.....5-1
	Program Description.....	5-2.....5-1
	Funding - Supported MSC/District.....	5-3.....5-1
	Funding - Supporting MSC/District.....	5-4.....5-6
	Eligible/Ineligible Costs.....	5-5.....5-7
	Billing Procedures.....	5-6.....5-8
	Financial Closeout.....	5-7.....5-9
CHAPTER 6	TRAVEL	
	Travel.....	6-1.....6-1
CHAPTER 7	TIME AND ATTENDANCE	
	Entitlements.....	7-1.....7-1
	Reporting and Labor Costs.....	7-2.....7-3
	Instructions For Filling Out Timesheets.....	7-3.....7-5
Appendix A	Basic Package	
	References.....	A-1
	Acronyms.....	A-2
	Emergency Response Material.....	A-4
Appendix B	Chapter 4 (PL 84-99)	
	Format for Requesting Funds (96X3125) Class 200, Emergency Operations.....	B-1
	Format for Requesting Funds (96X3125) Class 310/320/330, Rehabilitation Projects.....	B-2
	Format for Requesting Funds (96X3125) Class 350/360, Initial/Continuing Eligibility Inspections	B-3
	Format for Requesting Funds (96X3125) Class 430, Emergency Water Supplies and Drought Assistance Field Investigations or Class 520, Advance Measures Field Investigation and Report Preparation Costs.....	B-4

PAGE

Format for Requesting Funds (96X3125) Class 610, Interagency
Hazard Mitigation Team Activities.....B-5
Resource Codes, Work Category Codes and Work Category Elements....B-6
Sample Government Order for Emergency Management Activities
(P.L. 84-99).....B-11

Appendix C Chapter 5 (Stafford Act)

Format for Requesting Funds (96X3125) Class 310/320/330,
Rehabilitation Projects.....C-1
Mission Assignment (MA) FormC-2
Sample Memorandum for Record for Verbal Funding Authority.....C-6
Sample Government Order for Emergency Management Activities
(Stafford Act).....C-7
Direct Charge Matrix.....C-8
Mission Assignment Reimbursement Transmittal Form.....C-15
ESF Mission Assignment Subtasking Request.....C-17
FEMA Billing Checklist.....C-18
Sample Government Order Closeout Memorandum between USACE
Activities.....C-19
Sample Financial Closeout Memorandum.....C-20
Financial Closeout Checklist.....C-21
SOP Processing Customer Order Refunds.....C-22
Sample Letter for Return of Funds to FEMA.....C-26
Eligible/Ineligible Reimbursement.....C-27

Appendix D Chapter 6

Sample of Actual Expense Allowance Authorization.....D-1
Sample of Actual Expense Allowance Multiple Authorizations.....D-4
Sample Processing of Multiple Mission Vouchers.....D-6

Appendix E Chapter 7

FLSA Letter, CECW-OE, Overtime Rate for Employees Performing
Work for the Federal Emergency Management Agency, 22 Feb 1999.....E-1
Policy and Procedures for Determining Non-Exempt Status under the
Emergency Provisions of the Fair Labor Standards Act (5 CFR 551.208).E-2

Reimbursements to Federal Departments and Agencies for Mission	
Assignment Labor Costs	E-3
FLSA Letter, CECW-OE/CEHR-E, Overtime Rate for Employees	
Performing Work in Response to Emergencies, 5 Apr 1999.....	E-4
Travel OT & Comp Time for Payroll Purposes.....	E-7
Sample Letters for Tour of Duty.....	E-8
Travel Day Letter.....	E-12
Time and Attendance Sheet.....	E-13
Timesheet Codes.....	E-14

CHAPTER 1 INTRODUCTION

1-1. Purpose. This pamphlet prescribes financial management procedures for all United States Army Corps of Engineers (USACE) emergency management programs. Additionally, this pamphlet provides guidance and deployment instructions for the Resource Management Planning and Response Team (RMPRT). All information contained in this pamphlet is detailed on the RMPRT website located at <http://www.hq.usace.army.mil/cesi/RMPRT/prtmain.htm>.

1-2. Applicability. This pamphlet applies to all USACE Commands.

1-3. Distribution. Approved for public release, distribution is unlimited.

1-4. References. See Appendix A-1.

1-5. Mission.

a. The Resource Manager is responsible for providing emergency support, which may include but is not limited to establishing work items (except in the P2 environment where work items may already be established) and funding accounts; receiving and revoking allotted funds; entering commitments, obligations, and expenditure transactions; processing customer orders; and billing and collection. Additionally, the Resource Manager provides trained resource management (RM) personnel to USACE supported Major Subordinate Command (MSC)/District Emergency Operations Center (EOC), Recovery Field Office (RFO), Federal Emergency Management Agency (FEMA) Regional Response Coordination Center (RRCC), as well as the Joint Field Office (JFO) as needed.

b. The Resource Manager is responsible for ensuring changes/updates to the RM portion of the MSC/District Disaster Response Plan as needed.

1-6. Discussion.

a. Financial administration is critical for the execution of the USACE emergency management program. This pamphlet is the source for funding guidance pertaining to USACE civil works emergency operations procedures. It must be used in conjunction with Engineer Regulation (ER) 11-1-320, which provides policies pertaining to civil works emergency management programs.

b. A glossary of acronyms is provided at Appendix A-2.

CHAPTER 2 CONCEPT OF OPERATIONS

2-1. Purpose. This chapter prescribes the basic concept of operations for emergency RM support during all phases and in all appropriate locations of a disaster response mission. Additionally, guidance is provided for managing a roster of RMPRT members to include deployment in support of MSC/District Commanders. The RMPRT is comprised of qualified volunteers who have the permission of their supervisor/commander. Supervisors/commanders retain the option to withdraw members from the RMPRT. Team members will deploy immediately after notification by their EOC. Deployment normally should not exceed 30 days.

2-2. Responsibilities.

a. The RMPRT consists of individuals with skills and knowledge in budgeting or accounting with a strong background in the Corps of Engineers Financial Management System (CEFMS), and a basic understanding of ENGLink and emergency management funding procedures, particularly those outlined in Chapters 6 and 7 of this pamphlet. The responsibility of the RMPRT members is to assist the supported MSC/District Commander, through the Resource Manager, during an emergency operation. Team members should assist with timely execution of mission assignments (MA) by providing budget and accounting support until the emergency is physically and financially complete.

b. The RMPRT Leader/Coordinator from the Office of the Director for Resource Management (CERM) functions as the proponent for this document and manages the RMPRT as follows:

(1) Coordinates funding requirements for the planning and preparedness of the RMPRT with Headquarters Office of Homeland Security, Directorate of Civil Works (CECW-HS).

(2) Identifies, selects, and notifies members of selection/non-selection.

(3) Coordinates training.

(4) Coordinates with Headquarters U. S. Army Corps of Engineers Operations Center (UOC) regarding team alert and activation.

(5) Maintains coordination with HQ Office of Homeland Security with regard to relevant policy changes.

c. MSC/District Resource Manager responsibilities are as follows:

(1) Based on each individual activity's historical and projected requirements (not limited to RMPRT members):

(a) Ensures a sufficient number of persons complete the RMPRT course.

(b) Ensures a sufficient number of persons are trained to use ENGLink.

(2) Ensures highly qualified personnel are nominated for the RMPRT membership.

d. The supported MSC/District RM Office responsibilities are as follows:

(1) Provides budget formulation and execution support dealing with disasters.

(2) Determines need and requests deployment of the RMPRT.

(3) Provides oversight and assistance to RMPRT members.

(4) Ensures CEFMS access permissions are in place for RMPRT members.

(5) Provides necessary equipment and supplies as needed for the RMPRT members. See Appendix A- 5/6, paragraphs 1-5.

e. RMPRT member responsibilities are as follows:

(1) Maintains competency through experience, on-the-job training and formal training (i.e., RMPRT course and applicable ENGLink training).

(2) Notifies CERM of non-availability (i.e., retirement, resignation, illness or voluntary withdrawal from team).

(3) Updates Personal Data Sheet (PDS) including medical screening, in ENGLink.

(4) Receives inoculations as appropriate.

(5) Deploys within six (6) hours of notification.

(6) Assures items in checklist in Appendix A-5 are in their possession before deployment.

- (7) Participates in after-action critiques at the request of the MSC/District Commander.
- (8) Participates in the review and update of this document as requested by CERM.

2-3. Deployment Procedures.

- a. When the UOC is aware of an impending event, CERM should maintain close contact with the supported MSC/District RM office to determine the type of skills and number of team members needed.
- b. After the requisite skills and number of team members have been determined, the supported MSC Commander must formally request assistance through their EOC to the UOC.
- c. When practical, the UOC should issue an alert notice through the EOC to supporting MSC Commanders identifying required number of RMPRT members and requisite skills.
- d. When a decision has been made that a specific RMPRT member will be deployed, CERM will communicate the impending deployment to the RMPRT member and the member's supervisor. Once notified of impending deployment, the RMPRT membership cannot be withdrawn except for extreme emergency or disqualification (medical or other reasons).
- e. The UOC should issue activation notice through the EOC to supporting MSC Commanders identifying required RMPRT members and authorize direct coordination between supporting and supported offices.
- f. The supported MSC/District should issue a government order to appropriate supporting MSC/District. RMPRT members deploying to the RRCC or JFO should report directly to the RRCC or JFO. RMPRT members deploying to the RFO or supported MSC/District should report to the RFO EOC or supported MSC/District EOC as appropriate.
- g. Team members may be obligated to deploy for up to 30 days; however, this time may be extended with the agreement of the team member, their supervisor, and CERM.
- h. Rotation of team members and replacements should be staggered up to three days to allow for a smooth transition. The requirement for replacement team members should be facilitated through the UOC to supporting MSC/District Commanders.
- i. The supported MSC/District Commander should request redeployment of the RMPRT member through the EOC to the UOC. CERM should notify team members of authorized redeployment.

CHAPTER 3 PHASES OF A DISASTER

3-1. Purpose. This chapter prescribes procedures and recommended actions pertaining to the disaster phases as they relate to RM support and specifically to the RMPRT. To ensure financial integrity, RM presence is essential to all phases and locations of a disaster mission.

3-2. Phases.

a. Disaster Preparedness. This phase is during peacetime.

(1) Participate in training courses and workshops as identified by CERM.

(2) Maintain current fly-away notebook containing at a minimum this pamphlet, ER 11-1-320, Financial Management (FM) Annex to the National Response Plan (NRP), The Federal Emergency Management Agency's Pre-scripted Mission Assignments for the U.S. Army Corps of Engineers, RMPRT team roster, MSC/District RM/EM point of contact directory, HQUSACE & MSC telephone directory for RM, and a calendar. These documents are accessible on RMPRT web site.

(3) Maintain personal fly-away-kit, which should include personal supplies, medications (minimum 30-day supply), comfortable clothes, and five white emergency operations shirts (obtained from your Emergency Manager). Additionally, be prepared to bring cash (ATMs may not be initially available at the disaster site), government travel credit card, CEFMS signature card and government identification card on a chain. See Appendix A-5.

b. Pre-Event Planning/Action. This phase is after the onset of the event or prior to a Presidential Disaster Declaration.

(1) Watch the Weather Channel or its website www.weather.com.

(2) Ensure PDS and medical screening information is current in ENGLINK.

(3) Be prepared for notification of alert and/or activation.

(4) Upon direction of your EOC, deploy to designated supported MSC/District or other assigned location.

(5) To obtain access to the supported MSC/District database, notify home station IM database/UPASS administrator of requirement prior to deployment. This access is required prior to obtaining Access Request Management System (ARMS) permissions.

c. Report to supported MSC/District EOC to provide RM assistance in support of the disaster. Unless otherwise identified, your TDY supervisor should be the RM. In specific instances, i.e., deployment to the RFO, the Division Forward Commander or his designee may be designated as the supervisor/reporting official.

d. Post-Event Planning/Action. This phase is after an event occurrence or after the Presidential Disaster Declaration.

(1) Continue to provide RM assistance in support of the disaster.

(2) Prepare to transition to new TDY site or home duty station as directed by CERM. This should include in-briefing to the incoming RMPRT member or to the MSC RMPRT member at the emergency office overseeing the event, i.e., JFO, RFO or MSC/District EOC. Provide input to the after-action report. Upon return home, notify supported district EOC of safe arrival.

(3) Upon notification by the supported EOC and CERM, return to home station. Make courtesy visit or call to the supported MSC/District RM to notify of impending departure.

e. Lessons Learned/Remedial Action.

(1) Team members who deployed during the preceding disaster season should meet to develop RM specific after-action items as requested by CERM.

(2) Selected team members should participate in joint FEMA/USACE and/or HQUSACE/MSC remedial action workshops as requested by CERM.

CHAPTER 4
DISASTER ASSISTANCE UNDER FLOOD CONTROL AND COASTAL
EMERGENCIES (FCCE) (Public Law 84-99)

4-1. Purpose. This chapter prescribes the FM procedures for operations under Public Law (PL) 84-99 and is to be used in conjunction with Chapter 3 of ER 11-1-320. Appropriated FCCE funds will not be used for Stafford Act funded work (see Chapter 5) to include deployment of the RMPRT member to the RRCC, JFO, or RFO. FCCE, Class 200 funds should be used for activation and operation of MSC/District EOCs for all hazards.

4-2. Direct Funding.

a. Funding for these projects/events should be requested in advance indicating the purpose District Office's requests for funds must be sent through the MSC with endorsement to CECW-HS. Direct work allowances should be issued via e-mail/fax to the MSC with copy furnished via e-mail/fax to the requesting office. The Funding Authorization Document (FAD) should be issued directly to the requesting office. Sample request for funds memorandum are located in Appendix B-1 through B-5.

b. The suddenness of an event may require immediate actions by an MSC/District Commander. The following procedures are provided to ensure a site is able to begin its emergency response mission when a disaster strikes with little or no warning, i.e., an earthquake. These procedures are applicable only to emergency work funded by Category Class Subclass (CCS) 210.

(1) For Mississippi Valley Division only, flooding on the Mississippi River should result in utilization of appropriation 96X3112 funds for the Mississippi River and Tributaries (MR&T).

(2) When time or circumstance do not permit advance request of funds, while the request is being expedited, a District Commander may reprogram any category of FCCE funds up to the balance available to the District, subject to the monetary limitations in ER 11-1-320, Appendix B-1. <http://www.usace.army.mil/inet/usace-docs/eng-regs/er11-1-320/toc.htm>

(3) Verbal authorization from CECW-HS for disaster funding may be issued and accepted during non-duty hours or in extenuating circumstances. The responsible MSC representative should prepare a written memorandum of the conversation when they receive an authorized verbal. A Work Allowance Document (WAD) may be used in lieu of a FAD during non-duty hours or in extenuating circumstances. If the action is to be forwarded to a District, the MSC representative must provide a copy of the memorandum to the EOC and the appropriate RM. The memorandum **must** include the amount of category 210 funds received, Civil Works

1 Aug 05

Information System (CWIS) number 005480, request number, event and/or location, the name of the person providing the approval and date/time received. CECW-HS should immediately issue a written work allowance and ensure the FAD is issued via the Programs Budget and Accounting System (PBAS).

(4) As a last resort, after the sources in subparagraphs B(1) and B(2) above are exhausted, a District Commander may, as a temporary measure, charge the site's category 210 costs to available allotment of another flood control appropriation account, i.e., 96X3121 General Investigations; 96X3122 Construction, General; and 96X3123 Operation and Maintenance, General, subject to the monetary limitations in ER 11-1-320, Appendix B-1. <http://www.usace.army.mil/inet/usace-docs/eng-regs/er11-1-320/toc.htm>

c. To avoid delays during a disaster, it is important that funding and authorities are established in CEFMS as soon as possible. The Purchase Request and Commitment (PR&C) approvers should ensure the proper work item, work category code/elements and resource code are utilized. Utilize the basic category code in accordance with ER 37-2-10, Chapter 8 <http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/>. (See Appendix B-6 through B-11 for commonly used resource codes, work category codes, and work category elements breakdown.)

4-3. Issuance/Acceptance of Government Orders.

a. Support by other USACE offices must be funded by government order. The supported MSC/District may issue no more than one government order under source appropriation 96X3125, CCS, per supporting MSC/District. Issue an amendment to the original government order when additional funding is required. The supported MSC/District should ensure that the government order funding is prepared with a sufficient dollar amount to include travel, per diem, rental car (if approved), labor, overtime, effective rate, general and administrative (G&A), and departmental overhead (DOH), as applicable. At a minimum, government orders issued by the supported MSC/District should contain such information shown in Appendix B-11. Transmit government orders electronically via CEFMS.

b. The government order is a customer order to the supporting MSC/District. Changes to personnel within and among assignments are permissible, provided that the total value of each customer order is not exceeded. Acceptance of the customer order must be electronically transmitted to the supported MSC/District.

CHAPTER 5
**DISASTER ASSISTANCE UNDER THE ROBERT T. STAFFORD DISASTER RELIEF
AND EMERGENCY ASSISTANCE ACT, 42 U.S.C. 5121, ET SEQ**

5-1. Purpose. This chapter prescribes the FM procedures for operations under the Stafford Act and supplements guidance in the FM Annex to the NRP. These documents prescribe policies and procedures pertaining to the funding and financial accounting for disaster assistance under the Stafford Act. Additional information regarding disaster assistance is contained in the Emergency Support Function (ESF) #3 Field Guide and ER 11-1-320.

5-2. Program Description. The Stafford Act authorizes FEMA to provide disaster response and recovery assistance to affected state(s) and local jurisdictions. It also authorizes FEMA to engage the resources of other federal departments and agencies to provide disaster assistance with or without reimbursement during a major disaster. The NRP is the planning document, which provides policy and guidance to federal agencies for implementing the Stafford Act.

5-3. Funding – Supported MSC/District.

a. A request from an authorized FEMA official to the appropriate MSC representative for USACE disaster assistance, which includes the funding authorization, is considered to be valid for reimbursable work. A district must not receive a mission assignment directly from FEMA, instead all mission assignments FEMA Form 90-129 should be received at the MSC level and then forwarded via e-mail/fax to the supported district (See Appendix C-2 through C-5.) If the initial request is made verbally, use Memorandum for Record (MFR) format in Appendix C-6. **FEMA is the only agency from which the Corps accepts verbal authorizations. FEMA verbal authorizations must include the mission assignment number.** It is a preferred business practice to obtain a signature from a FEMA official, however, at the discretion of the supported district commander, the verbal mission assignment can be processed with only the USACE signature if a FEMA official is not readily available and waiting to obtain the FEMA signature would impact the execution of the mission. If action is to be executed by the MSC, ensure a copy of all MFRs or MAs are provided to the RM Office. RM must have a MFR (e-mail is acceptable) as a financial source document prior to establishing funding in CEFMS. Ensure the official copy of the MA is received within two or three days after verbal authorization. Mission assignments may be tasked from supported MSC Commanders to supported District Commanders. Copies must be provided to the EOC and RM of the supported district. The MSC EOC is also responsible for providing a copy of all MAs and MFRs to the UOC.

b. Supported MSC/District personnel entering funding in CEFMS should have a working knowledge of the various types of disaster relief funds. This knowledge is pertinent in determining the structure of the customer order number(s) and the limitation of its usage. Each time a new program code/event number is established FEMA must de-allocate any excess funds from the previously used program code/event number and re-allocate funds to the new program

code/event number. Similarly, each time a new program code/event number is established, charges for all mission assignment activities on the prior program code/event number should cease. Upon the issuance of a new mission assignment under the new program code/event number, charges will resume under the new mission assignment. Additionally, the supported MSC/District must provide appropriate funds whenever a deployed team member is reassigned to a different mission.

(1) Pre-Declaration funds are identified by program code/event number 7220-SU which may be used for up to a maximum of *seven to ten days*. These funds are normally used to activate ESF #3 and may include mission specific personnel (i.e., ice, water, contracting) and the 249th Engineer Battalion (Prime Power).

(2) Emergency Declaration funds are identified by program code/event number 3XXX EM and may be expended until exhausted, directed by FEMA to terminate usage, or until a “Disaster Declaration” is declared by the President. (Note, the President also makes Emergency Declarations.) These funds are normally used by USACE to execute missions in support of the emergency.

(3) Disaster Declaration funds are identified by program code/event number 1XXX-DR and may be used until completely expended or otherwise directed by FEMA. These funds are normally used by USACE to execute missions in support of post disaster response.

c. Receipt of Mission Assignments.

(1) Upon receipt of mission assignments (verbal or written), obtain P2/CEFMS work item. MSCs/Districts operating in P2 environment would have established the work item(s) in P2 and provided the work item(s) to the CEFMS fund creator. If operating outside the P2 environment, EM/RM (in accordance with business processes in effect at the site) must establish work item(s), resource plan(s), and customer order(s). All work items established in support of a FEMA mission must include the Command Indicator Code (CIC) of “99FEM”. Supported as well as Supporting MSC/Districts are required to use CIC code “99FEM” on all work items where the initial source appropriation is 70X0702. The CIC of “99FEM” does not change from one fiscal year to another. This code identifies all FEMA customer order bills as “special handling” and is important to the USACE Finance Center (UFC) in determining which bills are FEMA (disaster) related. CIC is also utilized by the UFC to gather the required documentation (Customer Order Detailed Costs reports) and forward to the Supported MSC/Districts.

(2) The source appropriation for mission assignments as documented on the MA(s) is 70X0702, Disaster Relief. The mission assignment must be financed as a “funded” reimbursement under the civil works appropriation 96X3125. **The USACE Civil Works Revolving Fund, 96X4902, will NOT be used to fund FEMA missions.**

(3) Pre-declaration mission. Upon receipt of FEMA Form 90-129, the standard format for assignment of customer order numbers should be established as follows:

SAD - 02 - FL - JEANNE
DIVISION MISSION # DISASTER STATE EVENT NAME

SAD-02-FL-JEANNE, (definition: South Atlantic Division, mission #2, Florida, Hurricane JEANNE). In the event that the FEMA mission assignment number is unknown, immediately contact the EOC to coordinate with FEMA for this number.

(4) Verbal missions. Verbal missions are authorizations granted by FEMA on an *unofficial* form called “Memorandum for Record” (MFR). See Appendix C-6. Due to encountered problems with mission assignment numbers provided by FEMA for verbal MAs, the following procedures have been established to help facilitate the process of inputting verbal MAs in a timely manner. Upon receipt of a verbal memorandum, the standard format for verbal pre declaration mission assignments to accommodate the time lag between a verbal mission assignment and an actual FEMA mission assignment (FEMA form 90-129) will be established as follows:

(a) When entering verbal MAs received from FEMA:

(1) In the Customer Order Number field in CEFMS, insert the alpha character “V” after the Standard Mission Assignment Number to indicate “Verbal”. For example:

Customer Order Number
Pre-Declarations : SAD60FL-JEANNE-V
Emergency Declarations : SAD01PR-3222EM-V
Disaster Declarations : SAD02FL-1561DR-V

SAD - 60 - FL - JEANNE - V
Division Mission Disaster State Event Name Verbal

SAD60FL-JEANNE-V, (definition: South Atlantic Division, mission, Florida, Event Name (limited to 6 letters,) Verbal.) Notice the “COE” is dropped when establishing the customer order number.

(2) On CEFMS screen 2.13, leave the “Customer Ref No” field blank until the official MA (FEMA Form 90-129) is received. Under CEFMS field “OTH CUSTOMER REF NO,” enter the CEFMS work item, name of the mission (i.e., Regional Activation) and event name such a “Hurricane Jeanne.” Information in the CUSTOMER REF NO and OTH CUSTOMER REF NO fields will then appear on all customer order billings associated with the mission.

(3) All verbals must cite a MA number. In the event that the FEMA mission assignment number is unknown, immediately contact the EOC who should coordinate with FEMA for this number. **Under no circumstances should disaster funding be loaded into CEFMS without the mission assignment number.**

(b) After the FEMA Form 90-129 is received from FEMA.

(1) Upon receipt of FEMA Form 90-129, check to ensure that the mission assignment number has not changed. If the MA number differs, then cite the corrected MA number in the “Customer Ref No” filed of the existing customer order, enter the words “CORRECTED #” followed by the official MA number as cited on FEMA Form 90-129. Also, add the fund citation to this field. (This field can accommodate up to 60 characters.) See Table 5-1

(2) In addition, check to ensure the amount received on verbal is equal to amount on the FEMA Form 90-129. If amounts shown on MFR do not agree with amounts shown on FEMA Form 90-129, simply make upward or downward adjustments to funding in CEFMS to matched amount shown on the official MA. (Verbals are preliminary estimates of what is needed at the time to perform a mission.)

Table 5-1 CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

<i>CEFMS FIELD TITLE</i>	<i>INFORMATION TITLE</i>	<i>SAMPLE ENTRY</i>
CUSTOMER ORDER NO	STANDARD MISSION ASSIGNMENT NO.	SAD60FL-JEANNE-V
CUSTOMER REF NO	ACTUAL MISSION ASSIGNMENT NO. FEMA’S FUNDS CITATION	CORRECTED#7220SU-FL-COE-SAD-02 2004-06-7220SU-9044-2508-D
OTH CUSTOMER REF NO	CEFMS WORK ITEM MISSION NAME EVENT NAME	1KGD7F REGIONAL ACTIVATION HURRICANE JEANNE

(5) Emergency Declaration (post declaration). Upon receipt of FEMA Form 90-129, the standard format for mission assignment customer order numbers should be established as follows:

SAD - 01 - PR - 3222EM
DIVISION MISSION # DISASTER STATE EMERGENCY PROGRAM CODE

SAD-01-PR-3222EM, (South Atlantic Division, mission #1, Puerto Rico, Emergency Program Code.)

(6) Disaster Declaration (post declaration). Upon receipt of FEMA Form 90-129, the standard format for mission assignment customer order numbers should be established as follows:

SAD - 02 - FL - 1561DR
DIVISION MISSION # DISASTER STATE DISASTER PROGRAM CODE

SAD-02-FL-1561DR, (definition: South Atlantic Division, mission #2, Florida, Disaster Program Code.)

a. After the customer order number has been properly structured, include additional information on CEFMS Screen 2.13, Customer Order - Order Information Screen (see Table 5-2). Under "CUSTOMER REF NO" field, enter the *actual* mission assignment number, and FEMA's fund citation as shown on FEMA Form 90-129. Under CEFMS field "OTH CUSTOMER REF NO," enter the CEFMS work item, name of the mission first (i.e., Regional Activation) and event name such as "Hurricane Jeanne." This information will then appear on all customer order billings associated with the mission.

Table 5-2 CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

<i>CEFMS FIELD TITLE</i>	<i>INFORMATION TITLE</i>	<i>SAMPLE ENTRY</i>
CUSTOMER ORDER NO	STANDARD MISSION ASSIGNMENT NO.	SAD-02-FL-1561DR
CUSTOMER REF NO	ACTUAL MISSION ASSIGNMENT NO. FEMA'S FUNDS CITATION	1561DR-FL-COE-SAD-02 2004-06-1561DR-9044-2508-D
OTH CUSTOMER REF NO	CEFMS WORK ITEM MISSION NAME EVENT NAME	1KGD7F REGIONAL ACTIVATION HURRICANE JEANNE

b. Each MA issued for a specific mission is a discrete financial instrument that may be amended by FEMA as to amount and completion date. MA funding is subject to provisions of the Anti-Deficiency Act and can only be used for the mission specified.

c. Requests for additional funding must be timely to preclude work stoppage. Such requests to FEMA or other designee are made through the RRCC or JFO.

d. The supported MSC/District should issue only one government order per FEMA mission assignment per supporting MSC/District. At a minimum, government orders issued by the supported MSC/District should contain information shown at Appendix C- 7. Government orders should not reflect individual names. In accordance with Paragraph 5-3b above, to change an employee's mission, the supported MSC/District must issue or amend the government order as appropriate for the new assignment prior to the end of the pay period of the mission change.

e. If the 249th Engineer Battalion (Prime Power) is activated, funding should be provided by FEMA as part of the mission assignment for activation under an ESF #3 mission. The supported MSC or designated District should forward a government order to the:

249th Engineer Battalion (Prime Power)
ATTN: CEPPB-LO
10011 Middleton Road
Fort Belvoir, VA 22060

f. If a RMPRT member is redeployed from the RRCC or JFO to the RFO and works two or more missions simultaneously, the member should continue to charge to the activation mission; however, if the RMPRT member works only one mission at the RFO, the member should charge to that mission. When a RMPRT member is redeployed to the supported MSC/District EOC, the funding should change from the activation mission (FEMA funding) to 96X3125, category 210; however, RMPRT members at home station should charge in accordance with the Direct Charge Matrix, Appendix C-8 through C-14.

g. Unliquidated obligation reviews should be performed as often as necessary but no less than every 90 days from receipt of initial funding.

5-4. Funding – Supporting MSC/District.

a. The supporting MSC/District should receive only one customer order from the supported MSC/District per FEMA mission assignment. The customer order should be received by the Supporting MSC/District for emergency assistance via CEFMS electronic transmission. If additional funding is required, an amendment to the original customer order should be issued. Supporting MSC/District(s) receiving work from a supported MSC/District **must also use the CIC “99FEM”** when establishing work items. Work items established in the P2 environment will also need to be coded “99FEM” in CEFMS.

b. Labor and travel costs incurred by individuals from supporting activities should be charged to the appropriate FEMA mission.

c. The supporting MSC/District should record each customer order as intra-Corps “automatic” reimbursable work under financing appropriation 96X3125. The source appropriation for the supporting MSC/District is 96X3125 and the initial source appropriation is 70X0702.

Table 5-2 CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

<i>CEFMS FIELD TITLE</i>	<i>INFORMATION TITLE</i>	<i>SAMPLE ENTRY</i>
CUSTOMER ORDER NO	GOVERNMENT ORDER NO.	WB0YH282807777
CUSTOMER REF NO	ACTUAL MISSION ASSIGNMENT NO. FEMA'S FUNDS CITATION	1561DR-FL-COE-SAD-02 2004-06-1561DR-9044-2508-D
OH CUSTOMER REF NO	SUPPORTING MSC/DIST'S WORK ITEM MISSION DESCRIPTION EVENT NAME	031X46 REGIONAL ACTIVATION HURRICANE JEANNE

d. If there is a change of mission for an employee, the supported MSC/District should issue or amend the government order as appropriate prior to the end of the pay period of the mission change. The supporting MSC/District is issued a new work item for the new mission, if necessary.

e. Unliquidated obligation reviews should be performed as often as necessary, but no less than every 90 days upon receipt of initial funding.

5-5. Eligible/Ineligible Costs.

a. Consideration for purchases of non-expendable items should be based upon immediate validated need taking into consideration that this is a temporary situation and that other agencies may have supplies available. FEMA approval is required prior to taking any action.

b. Acquisition of expendable equipment/supplies should be coordinated (must have justification) with the ESF #3 Team Leader and FEMA. When preparing PR&Cs for government card purchases, Supported and Supporting MSC/Districts must be specific in itemizing the specific purchases being made. It is critical that the line item description(s) list the detail items/services being requested. For example, a line item description such as "*Hurricane Ivan Voyager/Visa Expenses*" is insufficient in describing the government card purchases. A proper description would be to identify the items such as portable light towers, generators, windshield wipers for RRVs, ECCVs, preventive and scheduled maintenance costs (oil, filters, belts), etc., on the line item description of the government credit card PR&C. The proper identification of PR&C line item descriptions becomes a critical issue when requesting reimbursement from FEMA.

c. Interest Penalty incurred against any Federal Emergency Management Agency (FEMA) mission assignment issued under the authority of the Stafford Act will be paid from the responsible activity's application overhead account. They will not be charged to FEMA missions.

d. See reference ER-11-1-320, Appendix C-1, for additional information. See Appendix C-27 for eligible/ineligible reimbursement for specific items.

5-6. Billing Procedures.

a. Supported MSC/District receiving missions from FEMA are required to bill FEMA directly. All bills should be mailed to FEMA's Disaster Finance Center (DFC). See 5-9 for mailing address.

(1) Ensure the required *supporting documentation* along with the *Mission Assignment Reimbursement Transmittal Form* are submitted to FEMA by the tenth workday. Supporting documentation includes:

(a) **Supported MSC/District's documentation:** DA Form 4445-R and Customer Order Detailed Costs report (CUORDERD) for work performed by the Supported Activity. (These documents are to be printed on the third workday of each month.)

(b) **Supporting (performing) MSC/District's documentation:** DA Form 4445-R and Customer Order Detailed Costs report (CUORDERD) for work performed by other Corps activities. (Note: Whenever work is done by other Corps Activities, FEMA requires the same documentation required of Supported Activities (except for the Reimbursement transmittal form and signature) such as the detailed breakdown of costs i.e. travel, labor, contractual services, etc. *USACE Finance Center is responsible for providing this documentation to the Supported MSC/District on a monthly basis (by the 5th workday).*

(c) **Other Federal Agency Documentation:** If work was sub-tasked to another Federal agency (sub-tasked agency), such as the Department of Interior, Defense Contracting Audit Agency (DCAA), Defense Civilian Pay System (DCPS), Office of Personnel Management (OPM), Forestry, etc., their bill and detailed cost ledger are also required prior to submitting reimbursement requests to FEMA. In addition, sub-tasked agencies are required to complete Appendix C-17 (<http://www.fema.gov/pdf/ofm/transmittal.pdf>) and submit to the Supported MSC/District for approval. Sub-tasked agencies may not always provide the documentation in a timely manner; therefore, supported MSC/Districts must contact sub-tasked agencies to obtain the required documentation prior to submitting bills to DFC.

(2) **Mission Assignment Reimbursement Transmittal Form (see appendix C-15 through C-16):** This form must be completed only by the Supported MSC/District upon requesting reimbursement from FEMA. This form must be signed by an individual who is authorized to certify that the charges being billed against the FEMA mission(s) are valid and are in accordance with governing regulations. (Note: Supporting "performing" MSC/Districts must not complete this form.) For more details on FEMA billing: www.fema.gov/ofm/ofed_agencies.shtm

(3) Submit bills (with supporting documentation and Mission Assignment Reimbursement Transmittal Form) to FEMA by the **10th workday of each month**. Enclose one bill per envelope and forward to:

ROUTINE MAIL

FEMA, Disaster Finance Division
ATTN: OFA Payments Team, Bldg. 708
P. O. Box 800, Building 708
Berryville, Virginia 22611

EXPRESS MAIL

19844 Blue Ridge Mountain Road
Bluemont, Virginia 22012

(4) Resolve any disputes regarding the preparation or submission of bills through the RM. Resolve any disputes regarding technical issues concerning the emergency support mission through the EM.

(5) Submit the final bill in the format at Appendix C-18 no later than 90 days after completion of the mission assignment or upon written notification from FEMA that the mission assignment is terminated. Bill of Lading and transfer of property must be attached to each invoice containing accountable property as FEMA policy requires proof of disposition prior to reimbursement. In addition to submitting invoices to FEMA, a file copy should be retained as well as supporting documents and a copy provided to RM.

5-7. Financial Closeout.

a. EM is responsible for notifying FEMA and RM when the work is completed. RM will maintain a copy of the physical close out memorandum on file. In order to initiate financial close –out, obtain a signed physical close out memorandum from the Division EM Office. All physical closeouts will be done by an ESF #3 Team Leader/Alternate Team Leader and sent to the Division once it is signed by FEMA.

b. EM/RM should de-commit and de-obligate all remaining funds pertaining to the mission assignment.

c. RM should issue a government order close-out memorandum to supporting MSC/District related to the mission assignment. See sample format at Appendix C-19.

d. The responsible employee should remove PR&C authorizations from the funded work items.

e. The supported MSC/District must issue a financial close out memorandum via RM to FEMA. See sample financial close out memorandum and checklist at Appendix C-20/21.

f. Ensure credit balances are resolved and refunded to FEMA.

(1) Although credit bills in CEFMS may be created due to over billing to FEMA, over payments from FEMA, cost transfers, and other in-house adjustments, etc., these bills are not typically generated prior to final billing.

(2) The same documentation required for debit bills is also required for credit billings. See Appendix C-18.

(3) See SOP number UFC-16, dated 26 April 2004 for further guidance. See Appendix C-22 through C-25.

g. Financial closeout should be accomplished as soon as possible, but not later than 90 days after mission completion. See Appendix C-26 for sample letter for return of funds to FEMA.

h. In the case of litigation costs, close coordination between RM, EM and Office of Counsel is required. When FEMA's Office of General Counsel (OGC) has determined that litigation costs will be reimbursed, an Interagency Agreement will be issued by FEMA to cover litigation costs. (FEMA tracks litigation expenses by way of the IA (FEMA Form 40-3) instrument). There are occasions when FEMA will close a disaster mission while litigation is pending. All requests for litigation claims reimbursement must be directed to:

DHS/FEMA OGC
500 C. Street S.W.
Washington, DC 20472
(202) 646-4163

i. RM and EM must continue to monitor the status until the bills are paid.

j. All financial records, supporting documents, statistical records, and other records pertinent to the provision of services must be retained. These records should be accessible for the purpose of audits, excerpts, and transcripts for 6 years and 3 months from the submission of the final billing.

CHAPTER 6 TRAVEL

6-1. Travel.

a. Travel arrangements should not be made by the supported MSC/District without either the verbal MFR or the Mission Assignment from FEMA. Travel arrangements should not be made by the supporting MSC/District without a tasker and authorization from your supervisor and the EOC. When written authorization is provided, travel arrangements should be in strict adherence to the UOC and/or supported MSC/District government order. See sample government orders at Appendix B-11 (Public Law 84-99 funded) and Appendix C-7 (FEMA funded).

b. All deploying personnel should have a government travel credit card. If you do not have a government travel card, contact your Agency Program Coordinator (APC) to request a card. The deploying personnel have the option of requesting a credit card with or without a credit check. A restricted travel card is the only individual card that is issued to individuals who refuse credit checks. Restricted travel cards are the same in appearance as standard cards; however, they are inactive at issuance. In addition, restricted cards have a lesser credit limit than do standard cards. See local APC for most current credit limitations. At the request of the cardholder, the APC may activate the restricted card for a specific travel event. Bank of America will expedite the card to the designated area of your choice at a charge of \$20. The \$20 charge is reimbursable to the traveler. In the event ATM machines are not available or operable at the disaster site, support personnel should obtain sufficient cash prior to deployment. To have the ATM withdrawal limit raised, the team member must coordinate with APC at his/her home duty station.

c. All travel orders should have the Variation Authorized block marked as well as having travel remarks authorizing the use of military aircraft and that government quarters and/or meals should be provided, if applicable. Dual lodging should be authorized **only in very limited situations** for the good of the mission based on “Emergency” conditions (i.e., Hotel room must be retained at the site while the traveler returns to Permanent Duty Station (PDS) due to non-availability on return. Coordination and written authorization should be done through the Emergency Manager, ESF #3, and FEMA.

d. All entitlements (i.e., rental car, dual lodging, etc) must be authorized on government orders from the UOC or the supported MSC/District, in order to be reflected in the travel order.

e. Travelers are not entitled to reimbursement for lodging and/or meals (including meals-ready-to-eat) when furnished by the government. This does not include meals provided by the Red Cross.

f. Reimbursement should be limited to lodging plus **unless prior authorization for actual lodging expense has been authorized** by the UOC or the supported MSC/District. See Appendix D-1 through D-3 for lodging categories, including sample format of actual expense allowance authorization.

g. Travel vouchers should be submitted to the permanent duty station (PDS) EOC at the end of the TDY or every 30 days if on extended TDY (more than 30 days). Employees on extended TDY **may** be authorized a return trip to their PDS. TDY personnel should understand that the trip is to return to their permanent duty station. The exact time for the trip is at the discretion of the UOC or the supported MSC/District. Compensatory Time for Travel is not authorized during this process, any overtime entitlements should be based on Code of Federal Regulations, Part 5 (5CFR), Sections 550.112 and 551.442.

h. Official Rest & Recuperation (R&R) airline tickets will be paid for by the mission. The trip from the disaster site must be back to your permanent duty station (PDS). R&R travel should be done (if at all possible) during duty hours. CTT is not authorized for R&R travel.

i. The 14 hour Rule: Is calculated when the schedule flight time, including stopovers, exceed 14 hours by direct or usually traveled route. The scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. If a stopover is for an overnight, the 14-hour rule is not applicable. This rule applies for all types of travel and is authorized/approved by the authorizing/order-issuing official normally prior to travel unless there is a delay that occurs. This approval must come from the supported MSC/district prior to the traveler's departure. It should be authorized on the taskers. Should there be a delay caused by the airlines, the traveler must notify the supported MSC/district through e-mail and/or phone for approval. Should a supporting MSC/district approve this without approval by the supported MSC/district, the supporting MSC/district will be responsible for the expense.

j. CEFMS inaccessibility is not a valid justification for non-submittal of travel vouchers. The signed travel voucher information with travel orders may be faxed for CEFMS entry by the office designee. The traveler must forward a signed voucher with supporting documentation to the approving official as soon as possible.

k. A Direct Charge Matrix has been established to provide guidance for travel charges in support of an emergency effort under the Stafford Act. To ensure travel is properly charged, please refer to the matrix at Appendix C-8 through C-14.

l. When traveling on pre-declaration funding and an emergency and/or major Disaster Declaration is issued; a new travel order should be created to reflect the new work item. When processing travel vouchers for multiple missions, each voucher should be a "Partial" to be reimbursed correctly. See matrix in Appendix D-4.

m. If arduous travel occurs, lodging can be authorized up to 300% by a GS-15 or higher level.

CHAPTER 7 TIME AND ATTENDANCE

7-1. Entitlements.

a. In accordance with ER 690-1-321 and DOD Manual 7000.14-R Vol. 8, Human Resource Office (HRO) personnel at the supported MSC/District should make basic determinations as to pay entitlements of employees performing emergency assistance work, including Sunday pay, hazardous duty pay, tour of duty changes, night differential, etc.

b. Employees **exempt** from the provisions of the Fair Labor Standards Act are paid under the provisions of 5 CFR 550.112. For civil disaster response and recovery missions, time spent in a travel status is deemed employment when the event could not be scheduled or controlled administratively (5 CFR 550.112(g)). Disaster events cannot be scheduled or controlled administratively, thus time in travel status is deemed employment for exempt employees who are selected by the agency to perform response and recovery missions. Therefore, exempt employees are in a pay status for time spent in travel to the temporary duty station and for the return trip to the home station (5 CFR 550.112(g)(2)(iv)). Although the first to respond in an emergency must do so immediately, without regard to the normal tour of duty hours, every attempt should be made to schedule travel during normal duty hours for those who are deployed for recovery efforts. See Appendix E-1.

c. Only **non-exempt** employees are covered by the provisions of the Fair Labor Standards Act (FLSA). Thus, as required by the FLSA a non-exempt employee is paid overtime for any hours that are spent traveling on his/her regular day off that corresponds to his/her normal Tour Of Duty (TOD). (5 CFR 551.442(a)(4)) Prevailing rate employees are generally considered non-exempt; therefore, they fall under the above rules unless governed by their Union. However, prevailing rate employees are not covered by the Comp Time for Travel regulation. See Appendix E-7 for applicable matrix.

d. Volunteers are deployed for temporary assignments not to exceed 30-days. Approximately two weeks prior to the end of the period, the impacted District HR representative coordinates with the disaster operations management to determine the need for extensions. The District HR Representative identifies FLSA-exempt volunteers performing non-exempt work. If extensions are necessary, the disaster supervisor will query FLSA non-exempt volunteers, who are performing non-exempt work, to determine if they will consider a possible extension period. **Extensions of exempt volunteers performing non-exempt work must be recommended by the impacted District Engineer and MSC Commander and approved by the HQ UOC, before an extension is affected.** The bill payer will be identified in this recommendation. Requests for Personnel Actions (RPAs) to change the FLSA status of an employee from exempt to non-exempt may not be done for purposes of FEMA reimbursement during disaster situations

1 Aug 05

After 30 days, an exempt employee whose primary duties are non-exempt, is considered non-exempt for the entire period of temporary work, and entitled to FLSA overtime pay retroactively for the previous 29 days. Following are the policies with respect to payment of overtime as outlined in Appendix E-4 through E-6.

(1) Every position in the Corps of Engineers is classified as exempt or non-exempt as determined by the duties of the position.

(2) The classification of duties determines the overtime pay status for the employee assigned to the position.

(3) Overtime pay, for exempt employees assigned to exempt positions, is limited to one and one-half times the salary of GS-10, step 1 or the employees base hourly rate if higher.

(4) Overtime pay, for non-exempt employees assigned to non-exempt positions, is one and one-half times their current pay.

(5) Exempt employees assigned non-exempt duties can perform these duties for ONLY 29 days without having to be compensated at the higher overtime rate.

e. To begin a new 29 day temporary assignment, there must be a clear break between events

(i.e., return home to prepare for next event). An employee who responds to consecutive events must have a clear nexus between events in order to begin a new period of temporary work. Simply beginning work on a new mission is not sufficient to be considered the start of a new 29-day period.

f. Employees should remain in their current Fair Labor Standards Act (FLSA) status while performing emergency work except in extremely rare circumstances. Exceptions must be in accordance with the FLSA and Appendix E-1 through E-7.

g. Disaster response duties require significant overtime which normally would be subject to the biweekly limitation described in 5 CFR 550.105(a). This limitation is that the total pay cannot exceed the biweekly rate of GS-15, step 10, or Executive Service level V, whichever is higher. Because the work is in support of a disaster, however, the biweekly limitation may be waived. Employees are still subject to the annual limitation, i.e., the total of base pay and premium pay for the calendar year must not exceed the annual rate of pay for GS-15, step 10, or Executive Service level V, whichever is higher. A bi-weekly pay cap waiver memorandum is required, and issues should be addressed by the HRO. See FLSA letter, Appendix E-4.

h. Travel time is considered “Unscheduled” and is not covered by the schedule letter. A 5172-R is required for all travel to and from a disaster site. A Travel Day Form should be filled out. For a sample form see Appendix E-12.

7-2. Reporting and Labor Costs.

a. A Direct Charge Matrix has been established to provide guidance for labor charges in support of an emergency effort under the Stafford Act. To ensure labor is properly charged, please refer to the matrix at Appendix C-8 to C-14.

b. Individuals that will deploy are required to provide their regular source of pay, designated as project (i.e., OLMSTEAD lock and dam), overhead (i.e., G&A, RM, Logistics), or appropriated (GE/OMA – ED&M) to the supported EOC.

c. The supported MSC/District EOC should provide time sheets to employees on TDY in support of a disaster. The time sheet should reflect the event name, emergency assignment site, and the mission name, i.e., ice, debris, etc. A memorandum clearly stating their tour of duty should also be issued. This should include a breakout of regular hours, scheduled overtime hours and differential hours. For sample memorandums for GS and Wage employees see Appendix E-8 through E-11.

d. Employees deploying in the middle of an Alternate Work Schedule must complete their timesheet for that week or pay period as if they were still at their Permanent Duty Station (PDS.) Depending on which alternate work schedule you are on, the next week or the next pay period, you will be transferred to the disaster tour of duty. Failure to change your work schedule will result in “Monies due to the Government”.

e. Employees should report labor to the supported MSC/District EOC/RFO administrative personnel; however, employees working at HQUSACE for a disaster mission should report labor to the UOC. All time must be recorded only on the Time and Attendance (T&A) sheets shown in Appendix E13. (*modified*)

f. The supported MSC/District EOC is responsible for completing and approving DA Form 5172-R., Overtime Request and Authorization prior to the employee working overtime. The supported MSC/District EOC is responsible for providing an approved copy of the DA Form 5172-R to the supporting MSC/District EOC. When the Tour of Duty (TOD) exceeds 12½ hours (i.e. 0700 to 1930 hours) which includes a 30 minute unpaid lunch and 4 hours of overtime, under no conditions should an employee receive pay if the overtime is not worked.

1 Aug 05

g. The supported MSC/District EOC should designate one or more administrative personnel to coordinate T&A for employees on temporary duty. It is recommended Emergency Field Supervisors sign T&A sheets weekly. Administrative personnel of the supported MSC/District EOC should validate mission assignments and fax/e-mail a copy of the signed T&A sheet to the UOC or the EOC of the supporting MSC/District. When the supported activity faxes the timesheets to the UOC or the EOC of the supporting MSC/District, the fax must include a cover sheet with a reminder to timekeepers and supervisors it is the official report of the employee(s) time. Timekeepers and supervisors are **NOT TO ACCEPT TIMESHEETS OR CHANGES THERETO** sent to them by the employee and must validate that the mission assignment agrees with the *actual* mission assignment cited on the customer order. Under **NO** circumstances should deployed personnel fax/e-mail T&A sheets directly to individual timekeepers or supervisors at HQUSACE or the supporting MSC/District, nor should employees be allowed to phone T&A data to their regular timekeeper or supervisor. T&A sheets for personnel assigned to the UOC or the supported MSC/District EOC should be faxed to the UOC or the supporting MSC/District EOC NLT 1800 hours (disaster site time) every Sunday for the preceding workweek. For early labor cutoff 8 hours regular time should be recorded and no estimated timesheets will be provided by the supported MSC/District EOC.

h. The supporting MSC/District EOC is responsible for verifying labor charge codes and distributing the T&A and Overtime Request Authorization sheets to the appropriate timekeepers. CEFMS labor entry and certification should be based on the T&A sheets signed by the emergency field supervisor. Final CEFMS labor certification should occur at the individual's PDS by their regular supervisor. The UOC or the supporting MSC/District EOC should be responsible for maintaining a complete set of the faxed T&A and Overtime Request and Authorization sheets for the purpose of verifying labor charges before certifying billings to the supported MSC/District.

i. For Stafford Act funding, labor charge codes should be established for each customer order received from the supported MSC/District prior to deployment of the team member. This labor code should be given to the team member to use on the T&A sheet for submission back to the home station. Upon receipt, supporting MSC/Districts should ensure customer orders reflect only one mission assignment (i.e., ESF #3 activation, water, ice, debris, etc.), one event (Hurricane Dennis, El Nino Floods of Northern California, New Madrid Earthquake, etc.), and one type of declaration per State per customer order.

j. PDA/DSR Missions. Departmental overhead costs should not be charged on labor for employees working in direct support of Preliminary Damages Assessments (DA) and Damage Survey Report (DSR) missions. See Appendix E, paragraph 1.5. of ER 11-1-320 which requires overhead to be overridden. FEMA no longer calls it PDA or DSR mission. The correct name is Project Work Sheets (PWS). This is the only mission that overhead is overridden.

7-3. Instructions for Filling out Timesheets. Employees are responsible for reporting their labor to their emergency field supervisor by mission and by declaration. The completed time sheet should be signed by the Emergency Supervisor, then given to the UOC (if applicable) or the supported MSC/District EOC for validation of the mission, tasker, and placement of the hours in the proper column. The EOC will validate and fax the timesheet to the supporting MSC/District EOC who will validate the charge code, sign the timesheet and pass it onto the official timekeeper. The original timesheet should be kept at the supported MSC/District EOC for 6 years 3 months.

a. Filling out the Form:

Name Block: Enter the individual's last name, first name, and middle initial.

Permanent Organization: Enter the home station organization and office symbol, i.e., Jacksonville District, CESAJ-CO-E.

Emergency Assignment Site/Mission: Enter the emergency site assigned, i.e., Homestead EFO, mission name and number and declaration number. If unsure, please contact the EOC, or whoever handles the taskers in ENGLink to verify your mission and declaration number.

Dates Worked: Enter the beginning and ending dates for this reporting period. Generally, this should be the Sunday beginning the pay period, and the Saturday ending the pay period. An exception to this is when an individual arrives or leaves in the middle of the week or month end. Reporting is completed weekly, **NOT** bi-weekly, and completed **EVERY** Sunday.

Timekeeper's Name and Fax #: Enter your assigned timekeeper's name and fax number. And enter your permanent duty station. (With the new timesheets the timekeeper's name is omitted, place the FAX # under the timekeeper signature line.)

In & Out Blocks: This is to assist the supervisor in accounting for the individual and the type of pay they should receive. This should be the time the individual arrives for duty and the ending time the individual leaves at night, as well as any departures and returns during the duty period. Hours should be reported based upon the 24-hour clock, i.e., 0700 to 1900 hours.

1 Aug 05

b. Type of Pay: Enter the number of hours under the appropriate type pay block. Total each column. Definitions and more clarification of type of pay including what is included in Appendix E-17 are:

CD = Credit Earned (not encouraged and not paid by FEMA) Should not be added because FEMA will not pay, unless USACE pays.

CE = Compensatory Time (not encouraged and not paid by FEMA) Should not be added because FEMA will not pay, unless USACE pays.

CL = Credit Leave (not encouraged and not paid by FEMA) Should not be added because FEMA will not pay, unless USACE pays.

CN = Credit Used (not encouraged and not paid by FEMA) Should not be added because FEMA will not pay, unless USACE pays.

HD = Hazardous Duty Pay

KA = LWOP

KC = AWOL

LH = Holiday Leave

LA = Annual Leave

LS = Sick Leave

OS = Overtime, Scheduled (approved scheduled overtime hours shown in memorandum)

OU = Overtime, Unscheduled (5172-R is required for all overtime hours worked outside scheduled tour of duty)

General Schedule Employees:

RG = Regular, (General Schedule and Senior Executive Service)

SG = Sunday Work (General Schedule and Senior Executive Service)

ND= Night Differential (scheduled regular tour of duty hrs worked between 1800-0630)

HG = Holiday Work (General Schedule and Senior Executive Service)

Prevailing Employees:

RF = Regular, First Shift

SF = Sunday Work, First Shift

HF = Holiday Work, First Shift

RS = Regular, Second Shift

SS = Sunday Work, Second Shift

HS = Holiday Work, Second Shift

RT = Regular, Third Shift

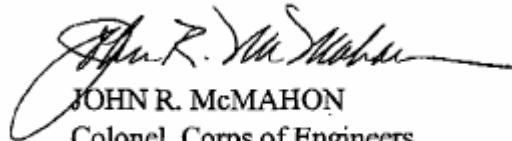
ST = Sunday Work, Third Shift

HT = Holiday Work, Third Shift

c. Labor Charge Code: Labor charge codes should be established for each Customer Order received from a Supported MCS/District prior to deploying team members. The charge code should be given to the team member for inclusion on each submission of their timesheets.

d. Certification Blocks: Each individual involved in managing the individual's time must sign the appropriate block. The employee's signature certifies the time reported is correct. The signature of the field supervisor certifies the employee's time is valid and that the employee was at the site during those hours. The signature of the supervisor at the EOC or the supporting MSC/District EOC certifies that time is approved as shown. After posting time in CEFMS the HQUSACE or the supporting MSC/District timekeeper signs the T&A sheet and forwards to their UOC/EOC.

FOR THE COMMANDER:



JOHN R. McMAHON
Colonel, Corps of Engineers
Chief of Staff

5 Appendices
(See Table of Contents)

APPENDIX A

REFERENCES

Public Law 84-99, Flood Emergency Preparation: Expenditures, as amended.

Public Law 98-662,

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 ET SEQ

Executive Order 12148, Federal Emergency Management (Assigns emergency preparedness functions to federal departments and agencies).

Executive Order 12656, as amended, Assignment of Emergency Preparedness Responsibilities

33CFR, U.S. Army Corps of Engineers

44CFR, Emergency Management and Assistance

Office Management and Budget Circular A-11

Federal Response Plan

DOD Directive 3025.1, Military Assistance to Civilian Authority

DOD Manual 3025.1-M, Military Assistance to Civilian Authority

AR 11-2, Management Control

AR 500-60, Disaster Relief

DFAS-IN 37-1, Finance and Accounting Policy Implementation

ER 5-1-11, Program and Project Management

ER 11-2-201, Civil Works Activities - Funding, Work Allowances and Reprogramming

ER 37-2-10, Accounting and Reporting, Civil Works Activities

ER 500-1-1, Natural Disaster Procedures

ER 500-1-28, Response Planning Guide (Emergency Employment)

ER 690-1-321, Staffing for Civilian Support to Emergency Operations

EP 37-1-4, Cost of Doing Business

ESF #3 Disaster Guidebook - Mission Guides

APPENDIX B

ACRONYMS

ALC	Agency Location Code
AR	Army Regulation
ATM	Automatic Teller Machine
CCS	Category Class Subclass
CEFMS	Corps of Engineers Financial Management System
CFR	Code of Federal Regulations
CIC	Command Indicator Code
COE	Corps of Engineers
CWIS	Civil Works Information System
DA	Department of the Army
DFD	Disaster Finance Division for FEMA in Berryville, VA
DFO	Disaster Field Office
DO	Departmental Overhead
DOD	Department of Defense
DOT	Department of Transportation
E&D	Engineering & Design
EFO	Emergency Field Office
EM	Emergency Manager
EOC	Emergency Operations Center
EP	Engineer Pamphlet
ER	Engineer Regulation
ERRO	Emergency Response Recovery Office
ESF	Emergency Support Function
F&A	Finance and Accounting Office
FAD	Funding Authorization Document
FCCE	Flood Control and Coastal Emergencies
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FM	Financial Management
FRP	Federal Response Plan
G&A	General and Administrative Overhead
GE	General Expense
HRO	Human Resources Office
IM	Information Management
JTR	Joint Travel Regulations

EP 37-1-6
31 May 01

LM	Logistics Management
M&IE	Miscellaneous and Incidental Expenses
MA	Mission Assignment
MFR	Memorandum for Record
MIPR	Military Interdepartmental Purchase Request (Government/Customer Order)
MR&T	Mississippi River and Tributaries
MRE	Meals-Ready-to-Eat
MSC	Major Subordinate Command
OPAC	On Line Payments and Collection
OPCON	Operational Control
OT	Overtime
PBAS	Programs Budget & Accounting System
PDA	Preliminary Damage Assessment
PDS	Permanent Duty Station
PIF	Personal Information Form
PL	Public Law
POC	Point of Contact
PR&C	Purchase Request and Commitment
PRT	Planning & Response Team
RFA	Request for Federal Assistance
RM	Resource Management
RMPRT	Resource Management Planning and Response Team
RO	Response Organization
ROC	Regional Operations Center
RSC	Readiness Support Center
SOP	Standard Operating Procedures
T&A	Time and Attendance
TDY	Temporary Duty
TO	Travel Order
UFC	U.S. Army Corps of Engineers Finance Center
UOC	Headquarters, U.S. Army Corps of Engineers Operations Center
USACE	U.S. Army Corps of Engineers

APPENDIX C

EMERGENCY RESPONSE MATERIAL

1. References:

DOD Manual 7000.14R, Vol. 8 - Civilian Pay Policy and Procedures
ER 11-1-320, Civil Works Emergency Management Activities
ER 37-2-10, Accounting and Reporting-Civil Works Activities
ESF #3 Team Leader Handbook
CECW-OE Memorandum, 18 April 1996, Subject: USACE Reimbursement of Military
Pay and Allowances for TTAD Tours
Joint Travel Regulation, Volumes I and II
Supported MSC/District SOPs for financial management
Timekeeper Manual
Federal Response Plan, Financial Management Annex

2. Forms, form software, or automated CEFMS forms:

DD Form 250, Receiving Report
DD Form 448, Military Interdepartmental Purchase Request (MIPR)
DD Form 448-2, MIPR Acceptance
DD Form 1351-2, Travel Voucher
DD Form 1610, Travel Order
DA Form 200, Transmittal Record
DA Form 3953, Purchase Request & Commitment
DA Form 5172-R, Request, Authorization, and Report of Overtime
ENG Form 3013, Work Order/Completion Report
ENG Form 4091, Employee Pay & Leave Record-Adjustment or Correction
ENG Form 4494, Labor Cost Distribution Sheet
SF 1034, Public Voucher for Purchases and Services Other than Personal
SF 1199A, Direct Deposit sign-up Form
Time & Attendance Sheets

3. Equipment:

Laptops, with related systems software for CEFMS (TCP/IP), MS Office Suite, forms
software (if not provided at home station)
Electronic signature card readers for PC's

EP 37-1-6
31 May 01

4. Miscellaneous:

Supported MSC/District office phone directory
HQUSACE and MSCs telephone directory (RM)
EM/RM Point of Contact Directory

5. Office Supplies for Initial Set-Up:

Stapler/staples
Ruler
Pens
Pencils
Erasers
High-lighters
Note paper
Ruled paper
Post-it notes
Accounting pads
Computer disks
Paper clips
Tape
Log book for transmittal control
Page dividers

APPENDIX D

**FORMAT FOR REQUESTING FUNDS
CLASS 200
EMERGENCY OPERATIONS**

FROM: _____(Division/District) DATE/TIME: _____

TO: CECW-UOC

SUBJECT: Request for Emergency Operations Class 200 Funds, CWIS #05480

1. Request funds for the activation and operation of the Emergency Operations Center (EOC) to include pre-positioning of disaster response teams
2. A breakdown of estimated cost(s) is detailed below:
 - a. Event Name: _____
 - b. Type of Request: Initial or Increase (circle one)
 - c. Previous funds received \$ _____
 - d. EOC Activation (Direct Labor & Overtime) \$ _____
 - e. P. L. 84-99 Response Team (labor, TDY) \$ _____
 - f. Supplies & Equipment (itemize over \$1K) \$ _____
 - g. DTOS/LERT Support \$ _____
 - h. Other (explain) \$ _____

Total Funds Required \$ _____

Chief, Emergency Management

*NOTE: Fill in the _____ areas

APPENDIX E

**FORMAT FOR REQUESTING FUNDS
CLASS 310/CLASS 320/CLASS 330
REHABILITATION PROJECTS**

FROM: _____(DISTRICT)

TO: CECW-OE

SUBJECT: Request for Rehabilitation Project Funds, Class 310/320/330

CLASS: _____

CWIS # _____ (If this cannot be located or sustained, please indicate that HQ assign a new one.)

PROJECT COSTS ESTIMATE:*

Engineering & Design \$ _____
(When requesting E&D only, provide projected date of bid opening and estimated cost of contract)

Construction Contracts \$ _____

Contingency (request no more than 10% without justification) \$ _____

Supervision and Administration \$ _____

Total Amount Required \$ _____

E&D Received (-) \$ _____

Other Amounts Received (-) \$ _____

Total Funds Required \$ _____

Chief, Emergency Management

*If cost shared, list only Federal share.

APPENDIX F

**FORMAT FOR REQUESTING FUNDS CLASS 350/CLASS 360
INITIAL/CONTINUING ELIGIBILITY INSPECTIONS**

FROM: _____(DISTRICT)

TO: CECW-OE

SUBJECT: Request for Initial/Continuing Eligibility Inspections Funds, Class 350/360

Request funds as follows:

a. Initial Eligibility Inspections (IEI): **CLASS 350** CWIS # _____

Not Applicable

b. Re-inspections **CLASS 360** CWIS # _____
(Continuing Eligibility Inspections (IEI) (If bulk funds, request new.)

(1) Number of Non-Federal Flood Control Works (FCW) active in the
Rehabilitation & Inspection Program (RIP). _____

(2) Number of FCW CEIs to be conducted during FY _____
For which funds are being requested. _____

(3) Total funds required \$ _____

Chief, Emergency Management

*To be assigned by HQ by Fiscal Year

APPENDIX G

**FORMAT FOR REQUESTING FUNDS
CLASS 430 - EMERGENCY WATER SUPPLIES AND DROUGHT
ASSISTANCE FIELD INVESTIGATIONS
OR
CLASS 520 - ADVANCE MEASURES FIELD INVESTIGATION
AND REPORT PREPARATION COSTS**

MEMORANDUM FOR MSC (or Regional) Commander, _____.
ATTN: (Emergency Management Branch/Division)

SUBJECT: Request Funds for Field Investigations, Emergency Water and Drought Assistance, Investigation and Report Preparation (or) Request Funds for Advance Measures Investigation and Report Preparation

1. (Outline event resulting in request for assistance. Note whether investigation resulted in an approved/disapproved project. Complete Appendix G and include as an enclosure to this memo). If appropriate, include CWIS number with this request.
2. Request signed by an appropriate state official is enclosed.
3. The costs for investigation and report preparation activities are \$_____. (Note: Further justification may be required).
4. Request an increase in work allowance and funds in the amount of \$_____ be made available under the appropriation 96X3125, Flood Control and Coastal Emergencies, Class 430 or 520.

FOR THE COMMANDER:

Enclosure

(Signature Block)

APPENDIX H

**FORMAT FOR REQUESTING FUNDS
CLASS 610
INTERAGENCY HAZARD MITIGATION TEAM ACTIVITIES**

FROM: _____ (DISTRICT)

TO: CECW-OE

SUBJECT: Request for Interagency Hazard Mitigation (Class 610) Funds, CWIS #84600

1. The Interagency Hazard Mitigation Team (IHMT) was activated in response to the Presidential Disaster Declaration, FEMA (provide number), resulting from (outline event). (Include number) counties in the State of _____ were declared disaster areas as the result of this event.

2. All field activities related to this event are complete and final deferred costs are \$ _____. The break down is as follows:

- a. Personal Services:
 - Direct Labor Cost (include number of man-hours) \$ _____
 - Indirect Labor Cost \$ _____
- b. Travel and Transportation \$ _____
- c. Materials and Supplies \$ _____
- d. Overhead \$ _____

3. It is requested that an increase in work allowance be made available to provide reimbursement for said deferred costs.

Chief, Emergency Management

APPENDIX I

**RESOURCE CODES
WORK CATEGORY CODES (WCC) &
WORK CATEGORY ELEMENTS (WCE) BREAKDOWN**

RESOURCE CODE	OBJECT CLASS	DESCRIPTION
<i>PERSONNEL SERVICES AND BENEFITS --</i>		
ANNLEAVE		Resource code is automatically updated based on annual leave applied to REGLABOR. 1100
BENEFITS		Resource code is automatically updated with cost based on government contributions (i.e., retirement, insurance, etc.) rate applied to REGLABOR. 1210
BORLABOR		Resource code is automatically generated when REGLABOR costs are incurred for an employee assigned to an organization other than the "requesting" organization reflected on the labor authorization. 1110
BOROTLABOR		Resource code is automatically generated when overtime costs are incurred for an employee assigned to an organization other than the "requesting" organization reflected on the labor authorization. 1110
OTHLEAVE		Resource code is automatically updated with cost based on the other leave (i.e., sick, administrative, compensatory, home) rate applied to REGLABOR. 1110
OTLABOR		Personnel compensation above basic pay rate. Includes Sunday, holiday, night differential, hazard, and environmental rates that may be applied to REGLABOR. 1150
REGLABOR		Regular salaries, wages, and other payments that become part of an employee's basic pay rate. Includes Sunday, holiday, night differential, hazard, and environmental rates that may be applied to REGLABOR. 1110

TRAVEL AND TRANSPORTATION OF PERSONS AND THINGS –

GSEDANS	Charges for use of GSA leased sedan.	2100
GSTAWAGON	Charges for use of GSA leased station wagon.	2100
GTRUCK-GPXX	Charges for use of GSA leased truck. Resource code may include group number based on size/model of truck, i.e., 4x2, 4x4, etc.	2100
TRANSPER	Transportation cost (per diem & other expenses incidental to travel and temporary duty assignments) of government employees or others while in an authorized travel status.	2100
TRANTHNGS	Contractual costs for transportation of things (freight and express, trucking and other local transportation, and mail transportation). (Includes parcel post, UPS, and others.)	2200
<i>RENT –</i> RENT	Costs for possession and use of space, land, and structures leased from a non-Federal source.	2320
SLUC	Costs for possession and use of facility space leased from GSA	2310

COMMUNICATIONS AND UTILITIES –

COMM	Communications costs for local telephone services (including teletype, fax, pagers, cellular phones, etc.)	2330
ITEQUIPEXP	Costs for purchase of hardware/computers, peripherals, office automation equipment, and telecommunications equipment costing less than the approved capital threshold for the appropriation funding the acquisition.	3100
ITEQUIPMAINT	Costs for operation and maintenance of information/technology hardware.	2570
OTHRENTAL	Costs for rental of post office boxes, postage meter and mailing machines, teletype and other equipment rentals.	2330
POSTALSVC	Costs for postage (excluding parcel post and express mail service for freight) and contractual mail (including express mail service for letters) or messenger service.	2330

PRINTING	Costs for printing and reproduction and the related composition and binding operations performed by the Government Printing Office, other agencies or other units of the same agency, and Commercial printers or photographers.	2400
UTILITIES	Costs for heat, light, power, water, gas, electricity, and other utility services.	2330
VISUALINFO	Distributive costs from visual information operations.	2530
PRIVATE SECTOR CONTRACTUAL SERVICES –		
OTHCONSVCS	Private sector contract costs not otherwise classified. (Does not include A/E service - AESVCS, construction service – CONSTSVCS, or advisory/assistance service – ADV&ASTSVC)	2520
WKBOTHCOE	Funds issued to another Corps emergency management activity to do the work.	2530
WKBOTHCOE	Funds issued to another Corps non-emergency management activity to do the work.	2530
WKBOTHFED	Funds issued to another Federal, state, or local government to do the work.	2530
SUPPLIES AND MATERIAL –		
SUPMATRL	Costs for purchase of commodities that are normally expended within one year after they are put into use, i.e., office supplies, publications, fuel, building materials, parts, and cleaning supplies.	2600
<i>EQUIPMENT –</i>		
EQUIPMENT	Costs for property of a durable nature, i.e., transportation equipment, furniture and fixtures, tools and implements, instruments and apparatus, and machinery.	3100

TABLE I-1

WCC & WCE BREAKDOWN			
WCC	DESCRIPTION	WCE	DESCRIPTION
021000	Response Operations	BBA00	EO-Response Operations
	<i>(Response to emergency event)</i>	BBE00	EO-Support From Others
022000	After Action Report	BBB00	EO-After Action Report
		BBE00	EO-Support From Others
023000	Post Flood Response	BBC00	EO-Post Flood Response
		BBE00	EO-Support From Others
024000	Operational Supplies and Equipment	BBA00	EO-Response Operations
		BBE00	EO-Support From Others
		BBF00	EO-Operational Support
025000	Support from Others	BBA00	EO-Response Operations

TABLE I-2

EXAMPLES FOR WCC/WCE BREAKDOWN	
WCC/WCE	DESCRIPTION
021000/BBA00	Labor PR&Cs and travel orders for supported MSC/District employees.
	In-house and contractual PR&Cs for purchases in direct support of an event (i.e., Water, Ice, Power, etc.).
021000/BBE00	Government Order from supported MSC/District to supporting MSC/District for pre-scripted mission, i.e., Water, Ice, Power, etc. Government Order from supported MSC/District to supporting MSC/District for labor and TDY support in response to an event.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance for an event.
022000/BBB00	Labor PR&Cs and travel orders for supported MSC/District employees working on an After Action Report. In-house and contractual PR&Cs for purchases in direct support of an After Action Report.
022000/BBE00	Government Order from supported MS/District to supporting MSC/District for assistance with an After Action Report. Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on an After Action Report.
023000/BBC00	Labor PR&Cs and travel orders for supported MSC/District employees working a Post Flood Response. In-house and contractual PR&Cs for purchases in direct support of a Post Flood Response.
023000/BBE00	Government Order from supported MSC/District to supporting MSC/District for assistance with a Post Flood Response. Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on a Post Flood Response.
024000/BBA00	PR&Cs to purchase supplies and equipment for supported MSC/District EOC in support of an event.
024000/BBE00	PR&Cs to purchase supplies and equipment for supporting MSC/District EOC in support of an event.
024000/BBF00	PR&Cs to purchase replenishment supplies and equipment for EOC during non-event time.
025000/BBA00	Government Order to other federal agencies in support of work under PL 84-99 only.

APPENDIX J

SAMPLE GOVERNMENT ORDER FOR EMERGENCY MANAGEMENT ACTIVITIES (P.L. 84-99)

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

PAGE 001

FSC	CONTROL SYMBOL NO.	DATE PREPARED	MIPR/OBLIGATION/DELIVERY ORDER NUMBER	AMEND NO.
		02-JUL-2000	W24G8701840002	0

TO:	USAED, JACKSONVILLE ATTN: SESAJ-CO-E P.O. BO 4970 JACKSONVILLE, FL 32232-4970	FROM:	USAED, GREAT LAKES & OHIO RIVER ATTN: CELRD-RM-B P.O. BOX 1159 CINCINNATI, OH 45201-1159
-----	--	-------	---

ITEMS ___ ARE ___ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ___ HAS ___ HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc)	QTY	UNIT	UNIT	TOTAL PRICE
0001	FUNDS ARE PROVIDED FOR HURRICANE DENNIS EMERGENCY ASSISTANCE FROM 02JUL2000 THRU 01AUG2000. THIS INCLUDES ADMINISTRATIVE COSTS TO INCLUDE OVERTIME AND TRAVEL EXPENSES.	0	LS	.00	\$25,000.00
	ACCOUNTING CLASSIFICATION 96 NA 3125.0000 H0 X 08 2435 099993 2530 001T3R 210 96330 WORK CAT CODE: 021000 WORK CAT ELEM CODE: BBE00				

USE COMMAND INDICATOR CODE 99FEM WHEN CREATING THE WORK ITEM FOR THIS GOVERNMENT ORDER. FINAL BILLS WILL BE ISSUED WITHIN 60 DAYS OF COMPLETION OF TDY.
RENTAL CAR IS NOT AUTHORIZED.

Please have the accepting official sign below and electronically transmit to the FINANCIAL POC address. EXPIRATION DATE 30-SEP-2000

RA TECHNICAL POC:	ROBERT P BURNSIDE	CELRD-ET-CO	513-684-3095
RA FINANCIAL POC	TERRIE ROSARIO	CELRD-RM-B	513-684-3051

FINANCIAL POC ADDRESS: RESOURCE MANAGEMENT
550 MAIN STREET
P.O. BOX 1159
CINCINNATI, OH 45201-1159

ACCEPTED REIMBURSABLE ORDER	DATE	TITLE	GRAND TOTAL
SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.			\$25,000.00

TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)	MAIL INVOICES TO (Payment will be made by) USAED, GREAT LAKES & OHIO RIVER ATTN: CELRD-RM P.O. BOX 1159 CINCINNATI, OH 45201-1159
---	---

FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH ABOVE, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE. /S/ TERRIE G. ROSARIO BUDGET ANALYST 2-JUL-2000

AUTHORIZING OFFICER HUG J EVANS BUDGET OFFICER	SIGNATURE /S/ HUGH J EVANS	DATE 2-JUL-2000
--	-------------------------------	--------------------

DD FORM 448

NOTE: ADMINISTRATIVE COSTS INCLUDES LABOR, THE EFFECTIVE RATE, PLUS G&A AND DOH COSTS. ENSURE THAT A STATEMENT IS INCLUDED ON GO WHEN RENTAL CAR IS AUTHORIZED.

APPENDIX K

FEDERAL EMERGENCY MANAGEMENT AGENCY REQUEST FOR FEDERAL ASSISTANCE (RFA)		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 <input type="checkbox"/> See Attached			
Assistance Requested:			
Quantity:	Date/Time Required:	Internal Control #:	
Delivery Location:			
Initiator/Requestor Name:	24-hour Ph/Fax #s:	Date:	
POC Name:	24-hour Ph/Fax #s:	Date:	
* State Approving Official (Required for DFA and TA):			Date:
III. INITIAL FEDERAL COORDINATION (Operations Section)			
Action to:	<input type="checkbox"/> ESF #: <input type="checkbox"/> Other:	Date/Time:	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 3 High <input type="checkbox"/> 4 Medium <input type="checkbox"/> 5 Normal
IV. DESCRIPTION (Assigned Agency Action Officer) <input type="checkbox"/> See Attached			
Mission Statement:			
Assigned Agency:	Projected Start Date:	Projected End Date:	
<input type="checkbox"/> New or	<input type="checkbox"/> Amendment to MA #:	Total Cost Estimate: \$	
Assigned Agency POC Name:	Phone and fax #s:		
V. COORDINATION (FEMA Use Only)			
Type of MA:	<input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Cost Share (0%)	<input type="checkbox"/> Federal Operations Support State Cost Share (0%)
State Cost Share Percent: %	State Cost Share Amount: \$		
Fund Citation: ___ - 06 - ___ - 9 ___ 4 - 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 RFAs. ** Signature required for all RFAs.			
FEMA Form 90-129, FEB, 01			

INSTRUCTIONS

Paperwork Burden Disclosure Notice

Public reporting burden for this is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to : Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. NOTE: Do not send your completed form to this address.

Items on the Request for Federal Assistance (RFA) form that are not specifically listed are self-explanatory.

I. Tracking Information. COMPLETED BY ACTION TRACKER OR OTHER OPERATIONS STAFF. REQUIRED FOR ALL REQUESTS.

State: If multi-State, choose State most likely to receive resources, (i.e., when using 7220-SU Program Code).

Action Request #: Based on chronological log number. Used for tracking.

Program Code/Event #: The pre-declaration, emergency, or major disaster number assigned for funding the event. Examples: 7220-SU, 4220-AD, 3130-EM, 1248-DR.

II. ASSISTANCE REQUESTED. Completed by requestor.

Assistance Requested: Detail of resource shortfalls, give specific deliverables, or simply state the problem.

Internal Control #: Internal requestor reference, log, or control number, if applicable.

Initiator/Requestor: The initiator may be an individual filling out the RFA and making a request on behalf of the POC.

POC Name: The person coordinating reception and utilization of the requested resources. 24-hour contact information required.

State Approving Official: Signature certifies that State and local government cannot perform, nor contract for the performance, of the requested work.

III. INITIAL FEDERAL COORDINATION. Completed by the Operations Section Chief.

Action to: Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.

Rest of RFA used only if solution to request requires Federal agency to perform reimbursable work under mission assignment (MA). Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before RFA is completed and MA is issued.

IV. DESCRIPTION. Completed by assigned agency Action Officer.

Mission Statement: Description of steps to complete the request. Include discussion of personnel, sub-tasked agencies, contracts and other resources required. This can be provided as an attachment.

Assigned Agency: Agency receiving the MA from FEMA. Activities within the scope of an ESF result in an MA to the primary agency. Cite subordinate organization if applicable. Example: DOT-FAA, COE-SAD.

Project Completion Date/End Date: If end date is not clear, estimate and budget for 30 or 60 days, then re-evaluate. TBD is not acceptable; some date must be entered into this field.

Total Cost Estimate: A budget can be attached outlining personnel, contract, sub-tasked agency, travel, and other costs.

V. COORDINATION. Completed by MAC, except for Project Officer and Comptroller signatures.

Type of MA: Select only one.

Appropriation Code: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.

VI. APPROVAL. Completed by State Approving Official and Federal Approving Official.

VII. OBLIGATION. Completed by Financial Specialist.

Mission Assignment #: Assigned in FEMA financial system chronologically using assigned agency acronym and two-digit number.

Amendment #: Note supplement number. For example: COE-SAD-01, Supp. 1, or DOT-08, Supp. 3.

Amount this Action: Taken from total cost estimate above.

Cumulative Amount: Cumulative amount for this MA, including all amendments.

Attachment #2

MISSION ASSIGNMENT TASK ORDER

TRACKING INFORMATION (FEMA USE ONLY)			
Mission Assignment #:		Entered By:	
Tasking #:	SU/EM/DR #:	Date/Time Entered:	<input type="checkbox"/> Originated as verbal
A Requirements/Task Order Description			<input type="checkbox"/> See Attached
Description of Tasking under Existing Mission Assignment:			
NUMBER-	ISSUED TO-	DATED-	
Tasking Originator: (Name/Organization)		24-hour Phone # Fax #:	
Quantity:	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 3 High	<input type="checkbox"/> 4 Medium <input type="checkbox"/> 5 Normal	Date/Time Needed:
Delivery Site Location and/or Instructions:			
State POC:		24-hour Phone/ fax #s	
Site POC:		24-hour Phone/ Fax #s:	
FEMA Project Officer:		24-hour Phone/ Fax #s:	
Action Officer:		24-hour Phone/ Fax #s:	
<h1 style="color: yellow; text-shadow: 2px 2px 0px black;">B. APPROVALS</h1>			
Project Officer for Existing Mission Assignment:		24-hour Phone # Fax #:	Date:
<h1 style="color: yellow; text-shadow: 2px 2px 0px black;">C. DISPOSITION</h1>			
<input type="checkbox"/> Task Issued:	Date Issued:	Issued By:	

Instructions – Originator Complete Section A Only

EP 37-1-6
31 May 01

This form is used when a Mission Assignment (using a Request for Federal Assistance [RFA] form) is issued with a scope of work that will require specific follow-on taskings to effect execution. The tasking may originate at the State or by a federal entity responsible to determine such taskings. If the tasking is against a Mission Assignment that has a State cost share, a State Approving Official must concur and sign the form. This form will not be used to amend the scope of work or change funding levels of a Mission Assignment. A copy of this properly executed form must be attached to the authorizing Mission Assignment RFA. Task orders for each mission assignment will be numbered sequentially, starting with 001.

SAMPLE MEMORANDUM FOR RECORD FOR VERBAL FUNDING AUTHORITY

MFR

DATE

SUBJECT: FEMA Verbal Mission Assignment

1. On (date/time) 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: (i.e., COE-NWD-01)

Event and Name Description:

Disaster State (2 letter designation):

Estimated Completion Date:

Amount Authorized:

Total Amount Authorized for the Mission:

Federal Approving Official:

2. Funding for this mission assignment may be entered into the accounting system based upon a verbal authority. The source appropriation is 58X0104. This verbal mission assignment will be followed up by a Request for Federal Assistance (RFA) within 2-3 days.

Name
U.S. Army Corps of Engineers

APPENDIX M

SAMPLE GOVERNMENT ORDER FOR EMERGENCY MANAGEMENT ACTIVITIES (STAFFORD ACT)

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

PAGE 001

FSC	CONTROL SYMBOL NO.	DATE PREPARED	MIPR/OBLIGATION/DELIVERY ORDER NUMBER	AMEND NO.
		02-JUL-2000	W24G8701840001	0
TO: USAED, JACKSONVILLE ATTN: SESAJ-CO-E P.O. BO 4970 JACKSONVILLE, FL 32232-4970		FROM: USAED, GREAT LAKES & OHIO RIVER ATTN: CELRD-RM-B P.O. BOX 1159 CINCINNATI, OH 45201-1159		

ITEMS ___ ARE ___ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ___ HAS ___ HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc)	QTY	UNIT	UNIT	TOTAL PRICE
0001	FUNDS ARE PROVIDED IN RESPONSE TO FEMA-DR-1227-OH MISSION ASSIGNMENT NUMBER COE-LRD-01 TO PROVIDE SUPPORT TO FEMA REGION V ROC, ERT-A FROM 10JUL2000 THRU 09AUG2000. THIS INCLUDES ADMINISTRATIVE COSTS TO INCLUDE OVERTIME AND TRAVEL EXPENSES.	0	LS	.00	\$25,000.00
	ACCOUNTING CLASSIFICATION 96 NA 3125.0000 H0 X 08 2435 099993 2530 001T3P 210 96330 WORK CAT CODE: 025000 WORK CAT ELEM CODE: BBA00				
USE COMMAND INDICATOR CODE 99FEM WHEN CREATING THE WORK ITEM FOR THIS GOVERNMENT ORDER. FINAL BILLS WILL BE ISSUED WITHIN 60 DAYS OF COMPLETION OF TDY. RENTAL CAR IS NOT AUTHORIZED.					

Please have the accepting official sign below and electronically transmit to the FINANCIAL POC address. EXPIRATION DATE 30-SEP-2000

RA TECHNICAL POC: ROBERT P BURNSIDE CELRD-ET-CO 513-684-3095
RA FINANCIAL POC: TERRIE ROSARIO CELRD-RM-B 513-684-3051
FINANCIAL POC ADDRESS: RESOURCE MANAGEMENT
550 MAIN STREET
P.O. BOX 1159
CINCINNATI, OH 45201-1159

ACCEPTED REIMBURSABLE ORDER _____ DATE _____ TITLE _____
SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS. GRAND TOTAL \$25,000.00

TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant) MAIL INVLICES TO (Payment will be made by)
USAED, GREAT LAKES & OHIO RIVER
P.O. BOX 1159
CINCINNATI, OH 45201-1159

FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH ABOVE, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE. /S/ TERRIE G. ROSARIO BUDGET ANALYST 2-JUL-2000

AUTHORIZING OFFICER	SIGNATURE	DATE
HUGJ EVANS	/S/ HUGH J EVANS	2-JUL-2000
BUDGET OFFICER		

DD FORM 448

NOTE: ADMINISTRATIVE COSTS INCLUDES LABOR, THE EFFECTIVE RATE, PLUS G&A AND DOH COSTS. ENSURE THAT A STATEMENT IS INCLUDED ON GO WHEN RENTAL CAR IS AUTHORIZED.

October 30, 2000

APPENDIX N

DIRECT CHARGE MATRIX

The matrix below provides guidance for charges of Corps employees performing duties in support of a FEMA mission issued under the Stafford Act. *(This does not include back filling deployed or reassigned personnel):*

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General Expense - HQ USACE (96X3124) (Includes Civil Funded Military)	Home Organization (A) UOC* Permanent & Temporary Assigned Personnel <i>(Example: Headquarters RM (Resource Management) employee working in the UOC full-time as supplemental staffing.)</i>	96X3124	96X3125, CCS 210	N/A
	(B) Other <i>(Example: HQ RM employee working from desk in RM performing incidental support.)</i>	96X3124	96X3125, CCS 210	N/A
	(C) TDY to Supported Division/District EOC <i>(Example: HQ HR employee is deployed to South Atlantic Division EOC as supplemental staffing.)</i>	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(D) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site <i>(Note: Straight time for supervision and oversight visits will be charged to 96X3124 and are not chargeable to FEMA.) (Example: HQ RM employee on TDY to ERRO.)</i>	96X3124	FEMA Mission	FEMA Mission

*UOC – U.S. Army Corps of Engineers Headquarters Emergency Operations Center

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General Expense – Divisions (96X3124) (Includes Civil Funded Military)	Home Organization (E) EOC Permanent & Temporarily Assigned Personnel (Example: RM employee working in the EOC full-time as supplemental staffing.)	96X3124	96X3125, CCS 210	N/A
	(F) Other (Example: HQ RM employee working from desk in RM performing incidental support.)	96X3124	96X3125, CCS 210	N/A
	(G) TDY to Supported Division/District EOC (Example: Great Lakes and Ohio River Division HR employee deployed to South Atlantic Division EOC)	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(H) TDY to ROC, ERT-A, DFO, ERRO, or Disaster (If charge is to FEMA Mission, supervision and oversight is not included.) (Example: North Atlantic Division Information Management (IM) employee deployed to ERRO in San Juan, Puerto Rico.)	96X3124	FEMA Mission	FEMA Mission
General Expense Labs (96X3124) (Includes Civil Funded Military)	(I) TDY to Supported Division/District EOC (Example: HR employee is deployed to Jacksonville District EOC.)	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(J) TDY to ROC, ERT-A, DFO, ERRO, or Disaster (Example: IM employee is deployed to ERRO in San Juan, Puerto Rico.)	96X3124	FEMA Mission	FEMA Mission

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Operations & Maintenance, Army (21*2020)	(K) Home Organization HQ's USACE <i>(Example: Real Estate Specialist assisting with an Emergency Event)</i>	21*2020	96X3125, CCS 210	N/A
	(K1) Home Organization Division/District OMA Funded Personnel	21*2020	96X3125, CCS 210	N/A
	(L) TDY to Supported Division/District EOC <i>(Example: HR employee is deployed to Jacksonville District EOC.)</i>	21*2020	96X3125, CCS 210	96X3125, CCS 210
	(M) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site <i>(Example: Real Estate Specialist is deployed to ERRO in San Juan, Puerto Rico.)</i>	21*2020	FEMA Mission	FEMA Mission

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General & Administrative (96X4902) <i>-Revolving Fund-</i>	(N) Home District Office <i>(Example: District Budget Officer loads funds from RM.)</i> Note: Straight-time for employees assigned to and performing G&A functions of Counsel Equal Employment Opportunity, Safety and Occupational Health, and Contracting will be in accordance with ER 37-2-10, Chapter 24, paragraph 24-2d, 2g, 2h, and 2l and will exclude the cost of supervising and directing the contracting activities.	96X4902	FEMA Mission	N/A
	(O) Home District Areas of Responsibility <i>(Example: Non-PRT Jacksonville District Logistics Management employee TDY to disaster site in San Juan, Puerto Rico. Includes any G&A field office employee.)</i> NOTE: Straight-time for PRT members may be charged to a FEMA mission only under the following exceptions reflected below as (O1) and (O2):	96X4902	FEMA Mission	FEMA Mission
	(O1) <u>EXCEPTION 1</u> NOTE: PRT member is deployed with TDY orders in accordance with applicable PRT rotation policy to perform PRT duties under a FEMA mission. <i>(Example: Jacksonville District Logistics Management employee is deployed to San Juan, Puerto Rico, as a member of the Emergency Power PRT.)</i>	FEMA Mission	FEMA Mission	FEMA Mission
	(O2) <u>EXCEPTION 2</u> NOTE: PRT member is assigned full-time in accordance with applicable PRT rotation policy to perform PRT duties under a FEMA mission to a disaster/emergency response site within the same geographical location as the PRT member's home office of assignment. <i>(Example: Deputy Chief of Staff for Resource Management assigns Wilmington District Resource Management PRT member to ERRO which is co-located with the Wilmington District home office.)</i>	FEMA Mission	FEMA Mission	N/A

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General & Administrative (96X4902) (Cont'd)	(P) Home District – EOC <i>(Example: Resource Management secretary is assigned full-time to the EOC.)</i>	96X4902	96X3125, CCS 210	N/A
	(Q) TDY from Supporting District to Supported District EOC <i>(Example: Los Angeles District Logistics Management employee is deployed to Jacksonville District EOC.)</i>	96X3125, CCS 210	96X3125, CCS 210	96X3125, CCS 210
	(R) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site <i>(Example: Los Angeles District Logistics Management employee is deployed to ERRO in San Juan, Puerto Rico.)</i>	FEMA Mission	FEMA Mission	FEMA Mission
Project/Reimbursable Funded Employees	(Note: Straight-time charges for Supported District employees TDY to ERRO/Disaster Site located within the District's area of responsibility will be in accordance with (O) and (O1) above.)			
	(S) HQ USACE, Supported Division/ District EOC <i>(Example: San Francisco District Project Manager is deployed to Wilmington District EOC.)</i>	96X3125, CCS 210	96X3125, CCS 210	96X3125, CCS 210
	(T) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site <i>(Example: Savannah District Engineer is deployed to disaster site.)</i>	FEMA Mission	FEMA Mission	FEMA Mission

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Military-Funded Military Member	(U) Supported Division/ District EOC <i>(Example: Mobile District-PM Captain is pulled off of Redstone Arsenal project and is assigned to the EOC..)</i>	Defense Approp Act	N/A	96X3125, CCS 210
	(V) TDY ROC, ERT-A, DFO, ERRO, or Disaster Site <i>(Example: Mobile District-EN Captain is pulled off of Redstone Arsenal project and is deployed to ERRO in Virgin Islands, Puerto Rico.)</i>	Defense Approp Act	N/A	FEMA Mission
Civil-Funded Military Member	(W) Supported Division/ District EOC <i>(Example: Jacksonville District Project Manager is pulled off of Central & Southern Florida Ecosystem Restoration Project and is assigned to South Atlantic Division EOC.)</i>	96X3125, CCS 210	N/A	96X3125, CCS 210
	(X) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site <i>(Example: Jacksonville District Project Manager is pulled off of Central & Southern Florida Ecosystem Restoration Project and is assigned to ERRO.)</i>	FEMA Mission	N/A	FEMA Mission

(Includes Civil-Funded Military Members assigned to G&A organizations, i.e., Acting Deputy Resource Management Officer (Major).)

REGULAR CHARGE	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Reservists on Active Duty				
(Y)	TDY to HQ USACE Supported Division/District EOC <i>(Example: Individual Mobilization Augmentee activated and deployed to Jacksonville District EOC.)</i>	96X3125, CCS 210	N/A	96X3125, CCS 210
(Z)	TDY to ROC, ERT-A, DFO, ERRO, Disaster Site <i>(Example: Individual Mobilization Augmentee activated and deployed to Disaster Site.)</i>	FEMA Mission funds	N/A	FEMA Mission

APPENDIX 0

**MISSION ASSIGNMENT REIMBURSEMENT
TRANSMITTAL FORM**

SECTION I

AGENCY: _____	
ADDRESS: _____	

FISCAL POINT OF CONTACT: _____	
PHONE: _____	FAX: _____
Mission Assignment #: _____	Disaster #: _____
Type of Billing: SF #1080 _____ OA Form #4445R _____ OPAC _____ Other _____	
Agency Bill # _____	Bill Amount _____
CERTIFICATION	
1. The expenditures claimed have been reviewed, and are relevant to the mission assigned and costs are reasonable and supported by records maintained by this agency.	
2. This is a Partial Bill () or a Resubmittal (). This is Final Bill (); no further obligations are pending.	
AGENCY CERTIFYING OFFICIAL (Finance): _____	
SIGNATURE _____	DATE _____
AGENCY CERTIFYING OFFICIAL (Program): _____	
SIGNATURE _____	DATE _____

SECTI LOG # _____ AMOUNT TO PAY \$ _____

FEMA USE ONLY

ROUTING	SIGNATURE AND DATE
FINANCIAL REVIEW	
EXCEPTION: Returned to Agency	
PROJECT OFFICER REVIEW	
MAC REVIEW	
FAO REVIEW	
FORWARD FOR REIMBURSEMENT/PAYMENT	

Procedures: Section I to be completed by Federal agency preparing billing. Attach this form to billing package.
Section II to be completed by FEMA. Enter transmittal onto Mission Assignment Reimbursement Log for the appropriate state/disaster number. Transmit package.

APPENDIX P

FEMA BILLING CHECKLIST

DECLARATION NUMBER _____

MISSION ASSIGNMENT NUMBER _____

1. Are the address, source, and financing appropriation on the bill correct?
2. Is there verification by an emergency management official that all costs are properly documented, reasonable and presented in requested format?
3. Does the bill cite the FEMA assigned disaster number and mission assignment number under which the work was performed?
4. Does the bill show the amount previously billed, currently billed, and cumulatively billed?
5. Did personnel services include total labor dollars and hours?
6. If accountable property value is \$5,000 or more, is there a bill of lading with serial and model numbers attached? (not mandatory per FEMA. Only on a request basis)
7. On final billing, did LM provide list of accountable property? If yes, is disposition form attached to final bill?
8. Is documentation from other supporting MSC/Districts attached to supported MSC/District's bill?

Completed by: _____ Date: _____

APPENDIX Q

**SAMPLE GOVERNMENT ORDER CLOSEOUT MEMORANDUM BETWEEN USACE
ACTIVITIES**

CEXXX-RM-F

(DATE)

MEMORANDUM FOR: Commander, (SUPPORT SITE)

SUBJECT: Close-Out of _____ (FEMA DISASTER/MISSION)

1. The _____ District is aggressively pursuing the financial closeout of FEMA mission assignments related to the Corps of Engineers _____ recovery efforts. This mission has been physically completed as of _____ (DATE MISSION WAS COMPLETED). In order to financially close out this mission, we must ensure that all financial documents have been reviewed and closed.

2. Our records show excess funds in the following Government Order for your site:

GOV ORDER	AUTHORIZED	AMOUNT BILLED	AMOUNT BALANCE
-----------	------------	------------------	-------------------

3. The government order listed above is related to FEMA mission _____ (STATE MISSION). I request your assistance in forwarding to us any final billings from your site on this government order. Upon receipt of the final billing, we will initiate an amendment to the Government Order to revoke the remaining balance. In order to finalize our records, if a final bill is not received within 45 days of this memo, an amendment to decrease the remaining balance on the above Government Order will be automatically issued. Any bills submitted after the Government Order has been decreased will be returned to your site unpaid.

4. Your site's support for _____ (MISSION) is greatly valued. Your continued support in helping to financially closeout these missions will be appreciated.

5. Your point of contact is _____ (NAME/TELEPHONE NUMBER).

APPENDIX R

SAMPLE FINANCIAL CLOSEOUT MEMORANDUM

FEMA XXX-XX-XX DISASTER
FINANCIAL CLOSEOUT
MISSION XX - (MISSION TITLE)

The closeout letter for physical completion was sent to FEMA on _____(DATE) and concurred by FEMA on _____(DATE). A financial completion document will be sent to FEMA upon completion of the following certifications.

I certify that all work is complete for this mission assignment.

Chief, Construction Division

Date

I certify that I have received a final pay notification for each contract awarded for this mission assignment.

Chief, Contracting Division

Date

I certify that all commitments, obligations, expenditures, and collections are completed for this mission assignment.

Chief, Resource Management Office

Date

I certify that all FEMA financial requirements have been met for this mission assignment.

Chief, Emergency Management

Date

NOTE:

1. If you do not concur with your certifying statement, indicate your reasons and return this document to Emergency Management.
2. Where Construction Division is not involved, only Contracting Division, Emergency Management and Resource Management signatures are required.

APPENDIX S

FINANCIAL CLOSEOUT CHECKLIST

1. Have all costs been recorded and liquidated?
2. Have all airline tickets been finalized?
3. Have all deobligations been performed?
4. Have all PR&C's been reduced to zeroed (decommitted)?
5. Have all MIPRS been finalized?
6. Has LM provided a copy of the property transfer document transferring all accountable property to FEMA?
7. Have all listings of property over \$5,000 and all pilferable items been provided to FEMA?
8. Have all outstanding contract claims been settled? If not, is the liability recognized in the accounting records?
9. Have all costs been billed to FEMA?
10. Were expenditures reviewed to be certain they were relevant to the mission assigned and that claimed costs are reasonable and supported?

Completed by: _____ Date: _____

APPENDIX T

SOP - PROCESSING CUSTOMER ORDER REFUNDS

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON, TENNESSEE 38054-5005**

CEFC-AO
SOP Number UFC-16

21 April 2000

STANDING OPERATING PROCEDURE PROCESSING CUSTOMER ORDER REFUNDS

1. PURPOSE: This Standing Operating Procedure (SOP) defines the USACE Finance Center (UFC) procedure for processing customer order refunds (credit billings).

2. APPLICABILITY: The provisions of this SOP apply to both the UFC and activities supported by the UFC. Accountants and accounting technicians at the UFC, billed activities, and supported activities must interact in order to process unbilled credits on customer orders in an efficient, timely manner.

3. REFERENCE: CEFC-AO SOP Number UFC-02, Accounts Receivable/Payment of Government Orders, dated 19 November 1999.

4. DEFINITIONS:

a. Customer Order Refund - a credit billing generated in CEFMS against a customer order that has been marked financially complete by the District thereby producing a check at the next month's billing cycle.

b. SF 1080 or DA Form 4445-R, Voucher for Transfer Between Appropriations or Funds - forms used as billing instruments for debt within government.

c. Supported Activities - those Corps of Engineers Division, Districts, Laboratories, or Field Operating Activities whose finance and accounting functions are performed by the UFC.

d. Ordering Activity - used herein to refer to the entity that placed a request for goods or services from a performing activity.

e. Performing Activity - used herein to refer to the entity that received a request for goods or services from an ordering activity.

5. RESPONSIBILITIES:

a. USACE Finance Center. The Director, USACE Finance Center, through the Deputy Director of Accounting Operations, is responsible for:

(1) Generating all customer order bills, including customer order refunds or credit bills.

(2) Collecting customer order refund checks to the appropriate supported activity or providing resulting checks to issuing activity for forwarding to overbilled entity.

b. Supported Activity. Commanders of supported activities are responsible for:

(1) Ensuring accuracy in recording costs to customer orders to minimize the number and amount of customer order refunds.

(2) Ensuring that all customer orders requiring refund are financially complete and are marked accordingly in CEFMS.

(3) Reviewing and identifying customer order refunds.

(4) Performing a comprehensive joint unliquidated obligation (ULO) review that includes any unpaid bills with the ordering activity prior to initiating a customer order refund.

(5) Coordinating with and/or advising the ordering activity that a refund is forthcoming.

(6) Notifying the UFC, Accounts Receivable/Debt Management Branch, in writing (preferably via email) if an upcoming customer order credit bill requires special instruction for disposition of the resulting check.

(7) Eliminating requests to the UFC for credit bills when additional work is anticipated on which the prior month's credit can be offset or for which a customer order has not been marked financially complete in CEFMS.

(8) Printing/reviewing appropriation refund bills for their FOA (EROC) code regularly and making necessary decisions regarding the disposition of the refund.

(9) Receiving and forwarding customer order refund checks to non-UFC supported activities and providing guidance concerning the refund.

CEFC-AO
SOP Number UFC-16

21 April 2000

6. PROCEDURES:

a. USACE Finance Center shall process credit bills for customer orders that contain a financially complete indicator on the first workday of each month in conjunction with the standard monthly billing process.

(1) Disposition will be in accordance with written instructions provided by the performing supported activity. The written request will contain the FOA (ERO) code, customer order number, amount, and instructions for disposition of the resulting check.

(2) If no written instructions are provided and the resulting check is payable to a non-UFC supported activity and there are no unpaid bills on the customer order, the check will be mailed to the performing supported activity for forwarding to the recipient with supporting documentation.

(3) If no written request has been received from the performing activity and the resulting check is payable to a UFC supported activity, the Accounts Receivable/Debt Management Branch will make the decision for disposition. The decision will be limited to:

(a) applying to unpaid bills associated with the order, or

(b) refunding to the ordering activity as an appropriation refund.

b. Supported Activities shall:

(1) Ensure that all customer order refunds are financially complete at their time of issuance and take necessary measures to mark as such in CEFMS.

(2) Provide a statement that a comprehensive joint unliquidated obligation review on the order has been performed with the ordering agency and that no additional costs are anticipated on the customer order.

(3) Provide a statement that the ordering entity has been informed that the customer order refund is pending and that the refund will be applied to existing unliquidated bills or refunded to the ordering entity in the event that all bills are liquidated at that time.

(4) Develop local procedures to print and disseminate appropriation refund bills to project managers so that the refunds can be re-obligated as needed.

EP 37-1-6
31 May 01

CEFC-AO
SOP Number UFC-16

21 April 2000

(5) Review credit unbilled work in progress and refer all discrepancies, comments or questions to the Chief, Accounts Receivable/Debt Management Branch (CEFC-AO-R).

FOR THE DIRECTOR:

JAMES R. GREENE
Deputy Director, Resource Management
USACE Finance Center

APPENDIX U

SAMPLE LETTER FOR RETURN OF FUNDS TO FEMA

July 6, 1998

Construction-Operations Division

Federal Emergency Management Agency (FEMA)
Region IX
P.O. Box 29998
San Francisco, CA 94129
ATTN: Teri Mayor

1. The US Army Corps of Engineers, San Francisco District, is actively pursuing financial closeout of the FEMA-DR-1155-CA ESF-3 (California Floods of January 1997), mission assignment COE-SPD-01, amendments A through C. We received \$395,000 for Emergency Support Function 3. Our final billed costs of \$295,995.05 has been billed and reimbursed by FEMA.
2. We have conducted a review of funds and have determined no further cost will be incurred. We hereby request the remaining balance of \$99,004.95 be withdrawn.
3. Please direct your question to the undersigned at 000-000-0000.

Enclosure

(Signature Block)

APPENDIX V

SAMPLE OF ACTUAL EXPENSE ALLOWANCE AUTHORIZATION



CESAD-LM

1 April 1999

MEMORANDUM FOR

COMMANDER, CHARLESTON DISTRICT, ATTN: CESAC-LM
COMMANDER, JACKSONVILLE DISTRICT, ATTN: CESAJ-LM
COMMANDER, MOBILE DISTRICT, ATTN: CESAM-LM
COMMANDER, SAVANNAH DISTRICT, ATTN: CESAS-LM
COMMANDER, WILMINGTON DISTRICT, ATTN: CESAW-LM

SUBJECT: Approval of Actual Expense Allowance (AEA)

1. Reference:

- a. CELD-T (55) MEMORANDUM, 26 Mar97, subject: Approval Actual Expense Allowance (AEA).
- b. CELD-T (55) MEMORANDUM, 9 Sep97, subject: Increase in AEA Not to Exceed 300 Percent.

2. Reference a, delegates authority to each Staff Director or his appointed funds control person to approve AEA as the Travel Order Approving Official (DD Form 1610, block 18).

3. Reference b, allows daily maximums in the amount not to exceed 300 percent of the prescribed per diem rate for a TDY location. However, 300% AEA maybe authorized if required to meet the expenses associated with a mission or emergency. This option is for use when AEA exceed the 150 percent level and the traveler still needs additional AEA. This request memo must be signed by a SES or General Officer no exceptions and can not be redelegated.

4. Both references require the "Conditions Warranting Approval of Actual Expense" to be met before approving official can approve either AEA. This AEA justification is the responsibility of the traveler. The attached Traveler's Guide is provided for conscious and objective decision making in computed AEA. After the AEA dollar value has been computing, Carlson Wagonlit may verbally confirm that there is no other hotel in the reasonable proximity able to meet the authorized government rate without renting a car. If there are none available, AEA may be approved by the Approving Official DD Form 1610, block 18) and the maximum AEA amount authorized must be entered in the "REMARKS"(Line 16) of the orders for the approving official's review and approval.

6. Please direct any questions to the undersigned at CESAD-LM, 404-562-5244.

/S/
RONALD L. HILL
Transportation Officer

APPENDIX W



FLSA Letter, CECW-OE, Overtime Rate for Employees Performing work for FEMA, 22 February
1999

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engine
WASHINGTON, D.C. 20314-1000

REPLY TO ATTENTION OF:
CECW-OE


MEMORANDUM FOR Commanders, Major Subordinate Commands

Subject: Overtime Rate for Employees Performing Work for the Federal Emergency Management Agency

1. References:

- a. 5 ,Code of Federal Regulations (CFR) 551.208.
 - b. Federal Emergency Management Agency (FEMA) memorandum dated 2 September 1997, subject: Reimbursement to Federal Departments and Agencies for Mission Assignment Labor Costs (copy enclosed).
2. During the past nine years, the U.S. Army Corps of Engineers has re-classified employees exempt status to a non-exempt status when performing work under the emergency provisions of the Fair Labor Standards Act (FLSA), reference La, when applicable. One of the results of this action has been payment of FLSA overtime rates at 1 1/2 times base pay, to personnel not normally entitled to such compensation. The Corps is now the only Federal agency that interprets the emergency provisions of 5 CFR 551.208 in this way. All other Federal agencies, to include FEMA, are more stringent in defining emergency work.
3. This disparity in compensation has been the source of strained relations between the Corps and other Federal agencies. Additionally, FEMA has informed us that they will no longer reimburse us at a rate higher than GS 10 step 1 (approximately \$26.65 per hour), except in those extremely rare cases where FEMA determines such action to be prudent. Therefore, effective immediately, the Corps is altering the way it interprets the emergency provisions of the FLSA. The enclosed sheet provides specific information in this regard. It should be made available to your emergency manager, resource manager and human resource personnel.
4. This action reflects a significant change in the way we have reimbursed some of our personnel performing response and recovery work. Therefore, please assure that all personnel who are likely to perform such work in the future clearly understand the ramifications of this change.
5. Commanders are reminded that prior to implementation of a change to working conditions of bargaining unit employees, local unions must be offered the opportunity to conduct impact and implementation bargaining in accordance with the provisions of the local collective bargaining agreement.

2 Encls


JOE N. BALLARD
Lieutenant General, USA
Commanding

31 May 01

U.S. Army Corps of Engineers

Policy and Procedures for Determining Non-Exempt Status under the
Emergency Provisions of the Fair Labor Standards Act (5 CFR 551.208)

1. During the past nine years, the U.S. Army Corps of Engineers has been one of only two agencies performing Mission Assignment work for FEMA under the Federal Response Plan who have utilized an "emergency" provision of reference 1.a. to re-classify employees exempt from the provisions of the Fair Labor Standards Act (FLSA) (typically those at the GS-11 and above level) to non-exempt status as a result of the lower graded work being performed by that individual in their temporary emergency position. The duties of these positions are related to a Presidentially Declared Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended [42 United States Code (USC) 5121, *et seq.*]. These re-classification actions permitted Corps employees to be paid at the overtime rate of 1 1/2 times of their regular hourly rate of pay (i.e. a GS-12 step 5 making approximately \$26.50 per hour receives \$39.75 per hour). Employees who are exempt from the FLSA would be paid at 1 1/2 times the hourly rate of basic pay at the minimum rate for GS 10 (approximately \$26.65 for the locality pay area of Washington-Baltimore, DC-MD-VA-WV).
2. This situation, where Corps employees are in many cases working side by side with those of Other Federal Agencies (OFAs) but receiving significantly more in the way of overtime pay has strained the working relationship between ourselves and FEMA and other Federal agencies.
3. FEMA has issued a memorandum (copy enclosed) (which although dated 2 September 1997, we have just recently obtained) stating that they will not reimburse Federal departments and agencies performing mission assignments under the Stafford Act for labor costs for overtime which exceed the rate of pay for their position of record. In essence, FEMA will no longer reimburse Federal departments and agencies for overtime compensation computed under the emergency provision of 5 C.F.R. 551.208(d) which allows an employee to be reclassified as nonexempt from the overtime provisions of the FLSA (except in those extremely rare cases where FEMA determines such action to be prudent).
4. Since FEMA has the authority to declare an "emergency" under the Stafford Act, applicable to the FLSA provisions, we will coordinate any such declaration at the Headquarters level of both agencies. In cases where FEMA does declare an emergency, the exempt/nonexempt status under the FLSA for each responding employee will be decided locally. In those rare instances where the "emergency" provision is invoked, we will so advise you. If you are not so advised, no such determination has been made. All requests for volunteers must specify whether or not the circumstances for which they will be engaged meet the emergency definition.
5. If FEMA does not declare an "emergency" under the Stafford Act, and a division commander disagrees with that determination, they should prepare their recommendation and forward it through their Emergency Operations Center to the Headquarters Operations Center for review and decision by the Commander, USACE. If the Commander, USACE agrees with the division commander, they will then be in a position to make a determination regarding the exempt/nonexempt status under the FLSA.
6. The situations where an "emergency" exists will certainly not include work done involving recovery activities such as Quality Assurance (QA)/Quality Control (QC) oversight of contractor work or developing Damage Survey Reports (DSRs).



Federal Emergency Management Agency

Washington, D.C. 20472

MEMORANDUM FOR See Distribution List

SEP 2 1997

FROM: Lacy E. Suiter
Executive Associate Director
Response and Recovery Directorate

Gary D. Johnson
Chief

SUBJECT: Reimbursement to Federal Departments and Agencies for
Mission Assignment Labor Costs

This is to inform you that the Federal Emergency Management Agency (FEMA) will reimburse Federal departments and agencies performing mission assignments for their employees at no higher than the rate of pay for their position of record. FEMA will not reimburse at a rate based upon an interim classification of the temporary job the employee performs during disaster duty. This means that FEMA will reimburse for employees performing mission assignments at the status assigned their position of record with respect to exemption or non-exemption from the Fair Labor Standards Act (FLSA).

This policy applies to all mission assignments issued from this date forward. It does not apply to any mission assignments that have been issued, but have not been fully closed at the time of this correspondence. **This policy will be included in a larger list of "Mission Assignment Eligible Costs for Reimbursement" which is being drafted by the Mission Assignment Policy Work Group on Eligible Costs for the Emergency Support Function Leaders Group to review. .**

Any questions or concerns regarding FLSA may be directed to Ms. Dianne Bona at (202) 646-3962. Any questions regarding mission assignments may be directed to Mr. Bruce P. Baughman at (202) 646-3691.

Attachment

DISTRIBUTION

Emergency Support Function Leaders Group
Regional Directors, FEMA Regions I-X
Regional Response and Recovery Division Directors
Deputy Associate Directors,, Response and Recovery
Division Directors, Response and Recovery Directorate
Division Directors, Response and Recovery, FEMA Regions
Division Directors, Office of Financial Management .
Director, Office of Human Resources
General Counsel Inspector General

EP 37-1-6

31 May 01

APPENDIX X

FLSA Letter, CECW-OE/CEHR-E, Overtime Rate for Employees Performing Work in Response to Emergencies, 5 Apr 1999

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

CECW-OE/CEHR-E

5 APR 1999

MEMORANDUM FOR Commanders, Major Subordinate Commands

SUBJECT: Overtime Rate for Employees Performing Work in Response to Emergencies

1. References:

a. CECW-OE memorandum dated 22 February 1999, subject: Overtime Rate for Employees Performing Work for the Federal Emergency Management Agency.

b. 5 Code of Federal Regulations (CFR) 551.208.

2. The policy determination outlined in the 22 Feb 99 memo dealt specifically with work the Corps does for the Federal Emergency Management Agency (FEMA). This policy also applies to work done for Other Federal Agencies (OFAS) who request support from the Corps in similar situations. It was made clear that there will be few instances in which Corps employees will work under conditions that meet the criteria for emergency situations under 5 CFR 551.208(d). Since the 22 Feb 99 memo was issued, we have been asked to clarify a number of issues. This memorandum will address these issues and provide additional guidance regarding employees performing temporary work for FEMA. We are particularly concerned with the payment of overtime under the provisions of the Fair Labor Standards Act (FLSA).

3. Corps employees providing assistance at FEMA's request are more likely to perform temporary work that meets the provisions of 5 CFR 551.208(a) - (c). This criteria is applicable when an employee must temporarily perform work or duties that are not consistent with the primary or grade-controlling duty of the employee's official position description. Exempt employees at GS-7 or above who perform the temporary work described above remain exempt for the entire period of temporary work or duties unless all three of the following conditions are met:

- a. The period of temporary work or duties exceeds 30 calendar days, and;
- b. the employee's primary duty for the period of temporary work or duties is not exempt work or duty as defined above; and

CECW-OE/CEHR-E

SUBJECT: Overtime Rate for Employees Performing Work in Response to Emergencies

c. the employee's position (including a position to which the employee is temporarily promoted) is properly classified in the General Schedule at GS-7 or above or properly classified in the Federal Wage System as a supervisor at situation 3 or 4 of Factor I of the Federal Wage System Job Grading Standard for Supervisors, or the equivalent level in other comparable wage systems. Criteria for non-exempt employees and exempt employees at GS-5 or GS-6 are also addressed in the CFR.

4. Requests for volunteers will clearly identify the duties to be performed and an assessment of whether or not the duties are exempt or nonexempt. Human Resources personnel are available to assist in making these assessments which will assist in insuring the right grades/categories of people are sent in response to the request. Commanders and on-site managers are responsible for assuring that work performed in conjunction with a disaster are consistent with the information provided in the temporary duty support request.

5. All managers are reminded that the Corps is responsible for any FLSA overtime incurred under either the emergency or the 30-day criteria, whether the work performed was under its own authority or in support of FEMA or OFAS. Since FF-MA and OFAs will not reimburse the Corps for overtime exceeding the status assigned to their position of record, the Corps will be liable for any nonexempt over-time performed by employees whose position of record is exempt. Since the Flood Control and Coastal Emergencies (FC&CE) Appropriation, 96X3125, is not available for this purpose, each commander will be responsible for assuring funds exist in either the General Expense or the District Overhead account to cover these expenses. While it is appropriate to fund over-time work dealing with flood fighting and related duties under FC&CE (Public Law 84-99), prudent management of our fiscal resources dictates that commanders should ensure the same process applies as indicated above.

6. Extensions for more than 30 days of an exempt employee performing nonexempt work for more than 25 percent of the time must be approved by the Commander, Deputy Commander, or Resource Management representative with fiscal responsibility. This will assure that funds are available for overtime in excess of that reimbursed by FEMA or OFAS. If you need nonexempt work performed in excess of these limits and there are not a sufficient number of nonexempt employees available to perform such duties, other options, such as contracting out nonexempt work should be considered.

EP 37-1-6

31 May 01

CECW-OE/CEHR-E

SUBJECT: Overtime Rate for Employees Performing Work in Response to Emergencies

7. Changes reflected in reference 1.a and this memorandum will be provided in the update to Engineer Regulation 11-1-320, Civil Works Emergency Management Programs.

FOR THE COMMANDER:

/S/
RUSSELL L. FUHRMAN
Major General, USA
Director of Civil Works

EP 37-1-6

31 May 01

APPENDIX Y

Sample Letter for Tour of Duty

CESAJ-CP (690-600)

MEMORANDUM FOR (NAME OF DEPLOYED PERSONNEL)

SUBJECT: Regularly Scheduled Administrative Workweek During Emergency Operations

1. Due to the current emergency _____(name of emergency), you have been tasked to provide emergency assistance to the _____(name of supported MSC/District). As a result, you are placed on the following work schedule for the duration of your assignment.

Sunday through Saturday - 0700-1930

2. Effective _____(current date), your basic 40 hour workweek is Monday through Friday from 0700 to 1530 with an unpaid one half hour for lunch. Your regularly scheduled administrative workweek is as shown above; it includes 4 hours of scheduled overtime each day, with 1.5 hours of this overtime paid with night differential pay each day. In accordance with 5 CFR section 550.121, night work is regularly **scheduled** work performed by an employee between the hours of 1800 and 0600. Hours in excess of the above tour of duty will be overtime with no additional night differential pay authorized. They will be entered in CEFMs as unscheduled overtime. Work conducted on Saturday and Sunday will be considered regular overtime with the same night differential rule applying. This tour of duty will remain in effect for the duration of your assignment or until otherwise directed by the Jacksonville District.

FOR THE COMMANDER:

Signature
Title

APPENDIX Z
EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET
PERMANENT ORGANIZATION (Including Office Symbol)

NAME:	_____											DATES WORK:	_____	
	(Last, First, MI)											FROM:	_____	
	_____											TO:	_____	
	EMERGENCY ASSIGNMENT SITE/MISSION:													

DATE DAY OF WEEK	IN	OUT	RG	OS/CE	OU/CE	SG	HG	HD/ND	LH	L/A/LS	KA	KC	FEMA TASK NUMBER	LABOR CHARGE CODE
SUN														
MON														
TUE														
WED														
THU														
FRI														
SAT														
TOTALS														

I certify that above time record is accurate:	Approved:	I certify that the labor charge codes are correct:
(Employee's Signature)	(Emergency Supervisor's Signature)	Posted to the Time & Attendance Report:
		(Home Station Timekeeper)

NOTE: Prior to working overtime, an overtime request must be completed and approved by the field Supervisor.

****FOR OFFICIAL USE ONLY-PRIVACY ACT DATA **
EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET**

DEFINITIONS OF ITEMS FOUND ON EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET

**This is a spreadsheet. Sum across = total time at work. Sum down is total of each category.
Hours in regular admin day must total 8 (9 if on compressed work schedule).**

RG = Regular Pay; Usually 8 hours per day, five days per week; It's the "regular administrative day" between 0600-1800.

OS = Scheduled Overtime. Hours in excess of RG or LH and between 0600-1800 and scheduled as part of your tour of duty (typically 2.5 hours, 1530-1800).

OU = Unscheduled overtime. Hours in excess of RG or LH and not scheduled as part of your tour of duty (typically before 0700, or after 1930).

CE = Compensatory Time

SG = Sunday premium pay. Regularly scheduled basic workday (generally not authorized in FRAN).

HG = Holiday hours worked. (usually 8 hours; and 9 if on compressed work schedule).

HD = Hazardous duty pay.

ND = Regular pay with night differential, part of the regular administrative day and between 1800-0600 (usually applies only to 2nd or 3rd [night] shifts).

LH = Holiday leave (paid holiday – you are in non-work status – day off).

LA = Annual leave (generally not allowed, except FLSA exempt employees on R&R).

LS = Sick leave.

KA = Leave without pay

KC = Absent without leave (AWOL).

Lunch = At present required .5 hr/day.