

APPENDIX E

REIMBURSEMENT FROM FEMA

1. Reimbursement Criteria.

a. Personnel related costs incurred in response to disaster assistance requests are eligible, to include:

(1) Regular (project funded only) and premium pay (e.g., overtime, night differential, holiday pay, etc.).

(2) Salary and fringe benefits for civil funded active duty military personnel (33USC583a).

(3) Military pay and allowances for reservists on temporary tours of active duty in support of disaster relief operations.

(4) Travel and per diem of military and civilian personnel.

(5) General and Administrative (G&A) and departmental overhead charges for District office employees. Departmental overhead is not reimbursable when performing Joint Information Center, PDA and/or DSR assignments.

b. Reimbursement for supplies, materials and equipment includes:

(1) Work, services and materials contracted by USACE for assistance performed on a specific disaster project.

(2) Material, equipment and supplies (including transportation, repairs and maintenance) from regular inventory stocks utilized or consumed by USACE.

(3) Other costs distributed from the facility accounts such as reproduction, communications, Automated Data Processing, vehicles, etc. All distributions must be based upon existing fair and equitable accounting procedures found in ER 37-2-10, paragraph 16-2.

(4) Unless other agreements pertaining to disposition have been made and agreed to, accountable property purchased in direct support of a mission assignment will be transferred to FEMA prior to fiscal mission close-out.

(5) Replacement or repair costs for lost or damaged equipment that is not caused by negligence. Such expenses must be supported by the appropriate documentation (i.e., Report of Survey or 15-6 Investigation) completed by USACE. This documentation must be forwarded with the bill in order for FEMA to consider it for reimbursement.

c. Ineligible costs include:

- (1) Labor costs of regular civilian employees carrying out USACE functions.
- (2) Salary and fringe benefits of military-funded military personnel.
- (3) Overhead costs at the MSC and HQUSACE.
- (4) Incentive awards to employees for performance of work under The Stafford Act. Funding for these awards may be appropriate under FC&CE (see Chapter 3-4g).

2. Records Retention. USACE shall retain all financial records, supporting documents, statistical records and other records pertinent to the provision of services or use of USACE resources. These records shall be accessible to duly authorized representatives of FEMA and the General Accounting Office (GAO), for audit purposes, excerpts and transcripts, for six years and three months from the date of submission of the final billing.