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**Financial Administration**  
**RESOURCE MANAGEMENT FUNCTIONAL GUIDE**  
**FOR CIVIL EMERGENCY MANAGEMENT PROGRAMS**

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## 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- 4/5, 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, paragraph 6, 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 -

<http://www.hq.usace.army.mil/cesi/RMPRT/prtmain.htm> .

(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 home organization 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) Be aware through news outlets of impending events.

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

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

(4) Upon notification from your EOC of your nomination and selection (should have ENGLink tasker), deploy to designated supported MSC/District or other assigned location. There is a possibility of deploying during a pre-disaster.

(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. The remote access to the supported MSC/District database you are deploying to must be requested through your home MSC/District CEFMS database and approved by your supervisor.

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 Supported MSC/District or CERM. This may include briefing to the incoming RMPRT member or the MSC/District 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.

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 may 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

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 4-2.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-10 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 per mission assignment to the supporting MSC/District under source appropriation 96X3125, CCS. 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. See Appendix C1 and C2 for the commonly used funding documents used in this process.

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 will be followed up with a correct 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 (If not received by the Districts, districts should be contacting the Division. If not received by the Division, they will contact FEMA). 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 will not deobligate any funds until notification of Financial Close Out is received from COE. Funds remain obligated in FEMA's Financial System and are available until final reimbursement is received. 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, unless otherwise authorized in writing by FEMA to use beyond the ten days*. These funds are normally used to activate ESF #3 and may include mission specific personnel (i.e., ice, water, contracting) and the 249<sup>th</sup> 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 response.

(3) Major Disaster Declaration funds are identified by program code/event number 1XXX-DR and will be used until completely expended or otherwise directed by FEMA. These funds are normally used by USACE to execute missions in support of major 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 will establish the work item(s) in P2 and OP will transfer work items to CEFMS. Work item(s) should be given 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) "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 "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) to forward to the Supported MSC/Districts.

(2) FEMA funds are ‘NO YEAR’, therefore put an estimated date on the customer order and amend the date in CEFMS if it is not financially complete by the approximate date. An amendment to that MA is not required. The date on FEMA Form 90-129 refers to the project (task) being operationally complete. If the work will not be operationally (physically) complete by the date on FEMA Form 90-129, the Mission Manager should ask for an amendment prior to the end date. If the work is physically complete, an amendment to FEMA Form 90-129 is not required.

(3) The source appropriation for FEMA mission assignments 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. Exception would be Japan and Korea Districts use 96X4902 as a carrier account for their FEMA related funding because they are Military Funded only and do not receive civil funds.**

(4) 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).

(5) Verbal missions. Verbal missions are authorizations granted by FEMA on a “Memorandum for Record” (MFR). See Appendix C-6. Because mission assignment numbers cannot be provided by FEMA on a verbal mission the following procedures are established to facilitate the process of inputting verbals in a timely manner. Upon receipt of a verbal MFR, the standard format for verbal pre declaration to accommodate the time lag between a verbal and an actual FEMA mission assignment Form 90-129 will be established as follows:

(a) When entering verbal MAs received from FEMA:

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

					<u>Customer Order Number</u>				
Pre-Declarations :					SAD60FL-JEANNE-V				
Emergency Declarations :					SAD01PR-3222EM-V				
Disaster Declarations :					SAD02FL-1561DR-V				
	SAD	-	60	-	FL	-	JEANNE	-	V
	<i>Division</i>		<i>Mission#</i>		<i>Disaster State</i>		<i>Event Name</i>		<i>Verbal</i>

SAD60FL-JEANNE-V, (definition: South Atlantic Division, mission # (this is a COE generated number of choice issued by the TL/ATL representative), Florida, Event Name (limited to the first six characters, Verbal.) Note: 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 COE generated number issued by TL/ATL. Verbal missions. Verbal missions are authorizations granted by FEMA on a “Memorandum for Record” (MFR). See Appendix C-6. Because mission assignment numbers cannot be provided by FEMA on a verbal mission the following procedures are established to facilitate the process of inputting verbals in a timely manner. Upon receipt of a verbal MFR, the standard format for verbal pre declaration to accommodate the time lag between a verbal and an actual FEMA mission assignment Form 90-129 will be established as follows:

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

(1) Enter the FEMA mission assignment number on the existing customer order in the ”Rev. MAN” field CEFMS Screen 2.13. See Table 5-1

(2) In addition, check to ensure the amount received on verbal is equal to the amount on the FEMA Form 90-129. If amount shown on MFR does not agree with amount shown on FEMA Form 90-129, simply make an increase or decrease to adjust the funding in CEFMS to match amount shown on the official MA. (Verbals are preliminary estimates only) This verbal mission assignment will be followed up by a Mission Assignment (MA) within 2-3 days. The MA Number is subject to change and if different, will be entered in the revised MA field on the

customer order.screen in CEFMS. Also, in the remarks section of the CEFMS customer order screen, the MSC/District will be required to explain any differences in dollar amounts, MA numbers and date changes. This will track verbal MAs with the actual MAs received from FEMA. Monthly progress and reconciliation reports to FEMA will be done through FEMA’s website located at: www.fema.gov.

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
Revised Mission Assignment #	Actual Mission Number	7220SU-FL-COE-SAD-60
CUSTOMER REF NO	ACTUAL MISSION ASSIGNMENT NO. FEMA’S FUND CITATION	7220SU-FL-COE-SAD-02 2004-06-7220SU-9044-2508-D
OTH CUSTOMER REF NO	MISSION NAME EVENT NAME	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) Major 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 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	MISSION NAME EVENT NAME	REGIONAL ACTIVATION HURRICANE JEANNE

b. Each MA is issued for a specific mission and may be amended by FEMA to increase or decrease funding or change the project completion date. The MA funding is subject to provisions of the Anti-Deficiency Act and will only be used for the specified mission.

c. Requests for additional funding must be timely to preclude work stoppage. Such requests to FEMA are made by the ESF#3 representative.

d. The supported MSC/District **will** 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 on line items, Additional information (i.e. names, tasker #, etc.) will be entered in the remarks section of the government order. An ENGLINK tasker for a selected employee must exist before a government order can be issued. Changes to an employee's mission must be supported by an amended ENGLINK tasker and the supported MSC/District must issue or amend the government order as appropriate.

e. The 249<sup>th</sup> Engineer Battalion (Prime Power) is activated and funded by FEMA as part of a mission assignment under an ESF #3 mission. The supported MSC/District will transmit a government order to EROC code W3.

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 their 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 required but no less than every 90 days from receipt of initial funding.

5-4. Funding –USACE Supported MSC/District Verbal Memorandum for Record for Supporting MSC/District

a. In the event the Department of Homeland Security Federal Emergency Management Agency (FEMA) requests disaster assistance support requiring USACE personnel to travel with notice of 24 hours or less, the following process is **available to the supported district only after receipt of a Verbal/Mission Assignment from FEMA. This process only applies to individuals (early responders) leaving with 24 hours or less notice, after receipt of a Verbal/Mission Assignment from FEMA. After 24 hours, a “Verbal MFR” from supported to supporting activity is no longer valid.**

b. Once a FEMA Verbal/Mission Assignment has been received, the supported MSC/District may issue a verbal Memorandum For Record (MFR) to a supporting MSC/District for early responder(s) to depart. The supporting MSC/District must receive the Government Order (GO) from the supported MSC/District through CEFMS within 48 hours after issuance of the “Verbal MFR” from the supported MSC/District. If the GO has not been received within the time frame provided, the supporting MSC/District must contact the Chief, Emergency Management and/or the Chief, Finance and Accounting Office from the supported MSC/District and obtain the GO. After the supported MSC/District has officially recorded the GO in CEFMS, they will attach the “Verbal MFR” behind the GO for supporting documentation and future audit purposes. The supported MSC/District must establish a log sheet to ensure funds control. Also, in order to establish a clear audit trail of the “Verbal MFR” from the supported MSC/District, the supporting MSC/District upon receipt of the GO from the supported District must record the customer order in CEFMS and enter the tracking number in the field “Revised Mission Assignment (rev. man.) located on the Customer Order screen, 2.13 directly under Customer Order Number) and enter **“Verbal MFR”** in the remarks section. Included in the “Verbal MFR” form is the mission assignment number, event name description, disaster state, time, date, and estimated completion date, amount authorized and tracking number. The USACE memo authorizing a “Verbal MFR” is provided at Appendix C-28 and a sample “Verbal MFR” requiring both the signature of the Chief, Emergency Management and the Chief, Finance and Accounting Office and/or his/her designee(s) is provided at Appendix C-29.

5-5. Funding – Supporting MSC/District.

a. The supporting MSC/District will 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 will 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 must also be coded “99FEM” in CEFMS.

b. Labor and travel costs incurred by individuals from supporting activities will 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 5-3 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 required, but no less than every 90 days upon receipt of initial funding.

5-6. Funding – USACE Verbal Memorandum For Record for Supporting MSC/District.

a. Once the “Verbal MFR” form has been received from the supported MSC/District, the early responder must have written authorization from the UOC (USACE Emergency Operations Center) indicating he and/or she is an early responder pursuant to the Verbal/Mission Assignment from the Department of Homeland Security (FEMA). When the Emergency Management Office receives the “Verbal MFR”, they must immediately provide a copy to the Resource Management Office for supporting documentation. The early responder must obtain confirmatory travel authorization as provided in the memorandum dated 03 April 2006; subject: Confirmatory Travel for First Responders During a Disaster. See Appendix D-7/8. When recording the customer order in CEFMS the tracking number must be entered in the field Revised Mission Assignment (rev. man. located on the Customer Order screen, 2.13 directly under Customer Order Number) and “**Verbal MFR**” must be entered in the remarks section. Once completed, a copy of the

customer order and the “Verbal MFR” must be retained for supporting documentation and audit purposes. Once the supporting MSC/District has recorded the (CO) in CEFMS the Resource Management office must set up work item(s) entering “Verbal MFR” in the description. Once funding has been established, the individual and/or designated person in the Emergency Management Office must create Labor Purchase Request & Commitments (PR&C’s), and input the early responder(s) confirmatory travel orders in CEFMS. **Note: It is imperative that Emergency Management and Resource Management coordinate with each other for this process to succeed. A “Verbal MFR” will not be accepted by the supporting activity after 24 hours.**

#### 5-7. 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 must be supported with written justification and coordinated with the ESF #3 Team Leader and FEMA and processed through the deployed logistics office. 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. Awaiting Decision on payment of interest penalties.

d. See reference ER-11-1-320, Appendix E, for additional information. See Appendix C-27 for eligible/ineligible reimbursement for specific items. Safety Shoes will normally be reimbursed up to \$120 and are not required to be turned in. For specifics regarding Safety Shoe reimbursement see Appendix C31-C35.

#### 5-8. 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 page 5-10 for the 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 5<sup>th</sup> workday).*

(c) **Other Federal Agency (OFA) Documentation:** If work was assigned to another Federal 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, OFAs are required to complete Appendix C-17 <http://www.fema.gov/pdf/ofm/transmittal.pdf> and submit to the Supported MSC/District for approval. This form is not to be sent directly to FEMA by another OFA, but will be provided to the supported MSC/District office. OFAs may not always provide the documentation in a timely manner; therefore, supported MSC/Districts must contact the OFAs 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](http://www.fema.gov/ofm/ofed_agencies.shtm).

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

ROUTINE MAIL  
FEMA, Disaster Finance Center, Bldg 708  
OFA Payments Section or  
P. O. Box 800  
Mt. Weather, VA 22611-0800

EXPRESS MAIL  
FEMA, Disaster Finance Center, Bldg 708  
OFA Payments Section  
19844 Blueridge Mountain Rd.  
Mt. Weather, VA 22611-0800

(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 using the checklist 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.

#### 5-9. 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 after receipt of a deobligation amendment from FEMA.

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. The Finance Center is responsible for sending refund checks to FEMA.

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

(2) The same documentation required for debit bills is also required for credit bills. 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. . Once physically complete, a review will be performed by Emergency Management, Resource Management, Contracting, Construction, and the Mission Manager to determine if funds can be partially returned to FEMA. Continue to do monthly progress reports to FEMA until mission is closed at the website locates at: [www.fema.gov](http://www.fema.gov) . A letter for Partial Return of Funds to FEMA will be completed; Sample Memo, Appendix C-30. Mail original to FEMA, e-mail copy to Division EOC, and keep a copy in the MA notebook. (The partial return of funds to FEMA should go directly to the specific FEMA Region responsible for the Supported MSC/ District's missions. This request should not go to the FEMA Finance Center in Berryville, VA.) Do not remove funds out of CEFMS until receipt of the FEMA Form 90-129 reducing the funds.

h. Financial closeout should be accomplished as soon as possible, but NLT 90 days after mission completion. See Appendix C-26 for sample letter for return of excess funds to FEMA.

i. 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). FEMA will close a disaster mission even though 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

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

k. 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 be made by the supporting MSC/District when:

- a tasker is received from the EOC,
- authorization from your supervisor
- funding is received from the supported MSC/District or the UOC. 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 their 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 FCO or his/her designee.

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 or private entity.

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-5 for sample formats of actual expense allowance authorization and lodging categories.

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. Neither overtime nor Compensatory Time for Travel is authorized during this process, as this travel is voluntary, not required. Airline tickets for travel authorized as part of a temporary return to PDS during extended TDY will be paid for by the mission. If authorized, the trip from the disaster site may only be to the PDS, and not an alternate destination.

h. 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.

i. 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.

j. 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-6.

k. If arduous travel occurs, lodging can be authorized up to 300% of the applicable lodging rate. Authorization can only be provided by a GS-15 or higher level. See HR Annex F to OPOD 2006-25 USACE Support to NRP for guidance on "arduous travel."

**6-2. Travel Confirmatory Orders Memorandum For Record (Verbal MFR).**

Early Responders must obtain confirmatory travel authorization as provided in the memorandum dated 03 April 2006; subject: Confirmatory Travel for First Responders During a Disaster see Appendix D-7/D-8). The individual traveler must have the following information listed below for the confirmatory travel authorization:

- a. Date requested.
- b. Date to proceed.
- c. Approximate number of days of TDY.
- d. Mode of transportation.
- e. Itinerary (To and From).
- f. Estimated costs (per Diem, Travel, Misc., Total).
- g. TDY Purpose (e.g., in response to hurricane).
- h. Verbal or Mission Assignment Number (Pre-Declaration/Emergency Declaration/Post Declaration).

Note: This information is required for legal authorization and must be provided to enter travel orders in CEFMS at a later date. For Confirmatory Order(s) there are no travel orders processed through CEFMS at the time of departure. Early Responder(s) are authorized to charge Airline Ticket(s) on their Government Credit Card. See subject memo: Use of Individually Billed Account (IBA) Government Travel Card to Purchase Airline Tickets for Emergency Operations Funded by FEMA see Appendix D-9/D-10 and D-11. .



## **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. The classification of the duties of a position determines the overtime pay entitlement for the employee assigned to the position. Positions are classified as exempt or non-exempt from the Fair Labor Standards Act (FLSA). Therefore, employees in their positions are either EXEMPT or NON-EXEMPT from the FLSA. In most cases, non-exempt positions are those that are technical, specialized, clerical and/or non-supervisory.

c. Non-exempt employees are covered by the provisions of the FLSA and Title V of the United States Code. Exempt employees are covered only by Title V (they are exempt from FLSA coverage). Specific USACE and FEMA guidance related to pay of exempt and non-exempt employees in support of an emergency are provided at Appendix E-1 through E-6.

d. The rules for payment of overtime and travel as hours of work differ according to an employee's FLSA status. Overtime pay for exempt employees is the higher of the overtime rate of pay of a GS-10/1, or the employee's hourly rate of pay. The overtime rate for a non-exempt employee is 1½ times the employee's hourly rate of pay. More specific guidance pertaining to travel as hours of work is provided at Appendix E-7 through E-11.

e. FLSA status is determined by the nature of duties performed by the employee, and FLSA status impacts pay. Therefore, it is imperative that deployed employees perform temporary work consistent with their official FLSA status. There are times when this is not possible. As such, employees and supervisors must be aware of the impact of exempt employees temporarily performing non-exempt work, and the less frequent occurrence of non-exempt employees performing exempt work.

f. All USACE employees have an FLSA status tied to their official position of record. When deployed on an emergency response, each employee has a position description tied to an Englink tasker. Although the Englink position descriptions have an FLSA status, employees continue to retain the FLSA status of their officially classified position of record.

g. During a deployment which is not an emergency situation (an emergency situation is defined as an existing situation that directly threatens human life and safety; this does not apply to most USACE emergency response deployments), temporary work and the effect on FLSA status are governed by 5CFR 551.208(b) and (c). Note there is no time limit for deployed employees performing work consistent with their FLSA status (exempt performing exempt work; non-exempt performing non-exempt work).

(1) *Effect on non-exempt employees (551.208(b))*-when a non-exempt employee performs exempt work for more than 30 calendar days, the employee must be considered exempt for the entire period of temporary work. When this happens, the employee is not entitled to FLSA overtime pay, but rather Title V overtime pay, and pay may have to be recalculated retroactive to the beginning of the period of temporary work.

(2) *Effect on exempt employees (551.208(c))*-when an exempt employee performs non-exempt work for more than 30 calendar days, the employee must be considered non-exempt for the entire period of temporary work. When this happens, the employee is entitled to FLSA overtime pay instead of Title V overtime pay, and pay may have to be recalculated retroactive to the beginning of the period of temporary work.

h. **The “29-day Rule”** - The “29-day rule” is a USACE coined name for the Corps guidance on the time limit exempt employees can perform non-exempt duties. Exempt employees assigned non-exempt duties cannot perform these duties for more than 30 days without being compensated at the rate of 1½ times their hourly rate of basic pay (i.e. FLSA overtime pay). The FEMA policy is to reimburse in accordance with employees’ position of record. Thus, the Corps would not receive full reimbursement for exempt employees who are entitled to non-exempt pay after 30 days of performing non-exempt duties. Therefore, the “29-day rule” was established for emergency deployments. This rule serves to provide guidance on rotating exempt employees performing non-exempt work before they exceed the 30-day threshold. Because of FLSA issues, the FEMA reimbursement policy, and the importance of appropriately assigning work, most exempt employees are initially assigned to a 29-day or less temporary assignment.

i. In keeping with the FEMA reimbursement policy, it is USACE policy to make every effort to match an employee’s official FLSA status with the FLSA status of the Englink position description. When this is not possible, the length of position assignment should be limited to 30 days or less. An extension beyond 30 days for an employee in a deployed position with an FLSA status not consistent with the employee’s position of record must be approved by the Commander or Deputy Commander with fiscal responsibility.

(1) In the case of exempt employees performing non-exempt work, the period of temporary work is the time during which work is actually performed. Travel time is not considered performing non-exempt duties. The 30-day period does not begin until an employee actually begins performing non-exempt work. Therefore, the 30-day period may not begin on the effective day of the assignment if the employee does not perform non-exempt work that day.

(2) The 30 days of performing non-exempt duties must be consecutive for an exempt employee to retroactively receive non-exempt pay. If an employee goes to the same event multiple times, but performs exempt duties in between deployment, the 30 days starts over. However, sending someone home to avoid the cost of paying FLSA overtime is not acceptable, as it may be considered a manipulation of work to avoid the employee protection purposes of the FLSA. Additionally, a new funding stream or new tasker does not constitute a new 30-day period. There must be an interruption of non-exempt work by exempt work.

(3) In cases where an emergency situation exists, the FLSA determination of the temporary work is made on a weekly basis, rather than a 30-day period (551.208(d)). An emergency situation is narrowly defined as a temporary condition that poses a direct threat to human life or safety, serious damage to property, or serious disruption to the operations of an activity, as determined by the employing agency (551.104). This condition of determining FLSA status is rarely used within USACE because most of our assets are deployed when a direct threat to life or human safety no longer exists. USACE policy states that the emergency situation FLSA determination criteria specified in 551.208(d) will only be used when specifically stated through USACE Headquarters.

(4) When using the emergency situation condition (551.208(d)) to determine FLSA status, non-exempt employees are paid under FLSA regardless of the type of duties they perform. Exempt employees are paid under FLSA if they perform non-exempt duties for more than 20% of their work hours in a given workweek.

(5) When a deployed employee performs duties inconsistent with his official FLSA status, it is the responsibility of the deployed supervisor to certify the performance of these duties and to notify the home station EOC. In order for the employee to be properly paid, the EOC MUST notify the Human Resources office. The Human Resources office and employee's home station supervisor must work together to submit two personnel actions: the first will retroactively change the employee's exemption status, and the second will return it to the correct FLSA status. The HR office is responsible for ensuring the CPOC has the documentation necessary to correctly pay the employee should the employee exceed the 30-day period. DFAS will not accept a memo from the employee's CSR to manually change the FLSA code. The change to FLSA code must be initiated with a personnel action (unless otherwise agreed upon procedures between CPOC/CPAC prevail).

j. “Waiver of the Biweekly Limitation on Premium Pay.” At the discretion of the lead (supporting) Division Commander, District level commanders have the authority to temporarily waive the Biweekly Limitation on Premium Pay for specific individuals where the commander can exercise personnel appointing authority (normally the head of an installation or activity). The Lead (Supported) District Commander for an event can be authorized to approve bi-weekly waivers USACE-wide for the specific event assigned to that lead district. Approval of the biweekly waivers must be in accordance with the attached Office of the Under Secretary of Defense memorandum (See Appendix E-12) and the DoD Policy found at <http://www.cpmc.osd.mil/cpm/docs/M1400550.pdf>.

(1) When the biweekly limitation is waived by the lead district commander, a letter from the lead district commander is required by the Defense Finance and Accounting Service (DFAS). The letter should include the specific mission (i.e., Enduring Freedom or other appropriate mission) and effective date (letterhead - template is attached at Appendix E-13, using first example of paragraph 2 in template). This letter will be provided to the UOC, all USACE EOCs and the USACE Payroll Program Manager at Commercial (402) 221-4043 and Fax (402) 221-4766.

(2) Once the biweekly limitation waiver has been issued to DFAS, individual letters can be sent from individual Emergency Managers to DFAS identifying the specific employee’s name, SSN, specific mission (as identified in the original waiver letter), effective date and end date, if temporary (letterhead - template is attached at Appendix E-13, using second example of paragraph 2 in template). If the entitlement is temporary and a termination date is provided, DFAS will automatically terminate the entitlement on the end date. No other action would be necessary by the submitting command. If no end date is given at the time of submission the template letter can be used to provide an end date once the mission is completed. If more than one employee is entitled, one letter may be submitted to cover all of the employees.

(3) Both the biweekly limitation waiver letter and the letter should be faxed to DFAS imaging at DSN 699-9795/96/97/98, toll free at 866-401-5849, Commercial at 317-510-9795/96/97/98. Procedures for processing Biweekly and Annual Limitation on Premium Pay are at: <http://cpol.army.mil/library/permis/2415a.html>.

k. Supervisors’ Responsibilities and Information

(1) Know the FLSA status of the temporary duties and FLSA status of TDY personnel assigned to you.

(2) Coordinate with the EOC and HR to ensure employees deploy to positions with an FLSA status consistent with the employee’s official position of record FLSA status.

(3) Only non-exempt employees should perform non-exempt duties.

(4) Only when other avenues for filling a position have been exhausted should exempt employees be permitted to perform non-exempt duties.

(5) Ensure Commander or Deputy Commander level approval for extensions of exempt employees performing non-exempt duties.

(6) Assess mission needs. If you need TDY assistance beyond 29 days and you do not have sufficient non-exempt employees to complete the non-exempt duties of the mission, initiate taskers for additional personnel at least 15 days prior to the rotation date of exempt personnel. Work with your deployed HR representative, EOC, and UOC to identify personnel staffing options such as reemployed annuitants or volunteers from other federal agencies, or local emergency hires.

#### 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-14 through E-17. Travel as hours of work entitlements will be determined according to the employees' deployment tour of duty. The deployment tour of duty applies when the employee commences travel to the deployment site and ends upon the employee's completion of return to home station. A Travel Day Form should be filled out. For a sample form see Appendix E-18. If travel comp-time is applicable for any additional hours, employee should complete the required paperwork as stipulated in the travel comp-time policy.

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 E-19. (*modified*). An electronic fillable form is permitted in the same format.

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 unscheduled overtime not covered in the employee's Tour of Duty Memo. A DA Form 5172-R will also be required for any individual variation to the TOD starting and ending time as well as any variation to the total hours worked for any specific day. Any changed to the regular TOD be it start and end time and/or total daily hours worked will be supported by a revised TOD Memo. The supported MSC/District EOC is responsible for providing the approved copy of the DA Form 5172-R to the supporting MSC/District EOC Under no circumstances will an employee be paid overtime that is not worked, even if included in the TOD.

g. The supported MSC/District EOC should designate one or more administrative personnel to coordinate T&A for employees on temporary duty. It is required that Emergency Field Supervisors verify and 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 is responsible for maintaining a complete set of the faxed T&A and OT 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 will be signed by the Emergency Supervisor and 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. **All** hours worked will be posted on the day the shift begins (ie. Do not sign out at midnight and back in at 0001). All lunch hours will be reflected in the clock hours.

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-20 are:

CB = Compensatory Time for Travel  
CD = Credit Earned (not encouraged and not paid by FEMA)  
CE = Compensatory Time (not encouraged and not paid by FEMA)  
CN = Credit Used (not encouraged and not paid by FEMA) HD = Hazardous Duty Pay  
KA = LWOP  
KC = AWOL  
LH = Holiday Leave  
LA = Annual Leave  
LS = Sick Leave  
LN = Administrative Leave (normally given by Commander)  
LV = Excused 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 a copy to their UOC/EOC.

e. Certification of CEFMS CETAL Report: Procedures need to be established locally to ensure that all required signatures are obtained on the CEFMS CETAL report. The local supervisor signs electronically. The local timekeeper and the employee are manual signatures. Either the employee's signature must be obtained by fax, or similar method, or a suspense file must be maintained to ensure signature is obtained upon return to home station.

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**CHAPTER 8**  
**PREPAREDNESS, EXECUTION AND CLOSEOUT**  
**USACE/FEMA FINANCIAL PROCESS**  
**(Cradle to Grave)**

8-1. Purpose. The purpose of this chapter is to provide the consecutive financial management process and related tasks consolidated from earlier chapters as it related to a FEMA Mission Assignment (MA) from before receipt by USACE to financial closeout.

8-2. Preparation and Execution (Supported MSC/District).

- a. Receive Mission Assignment (MA) and/or Verbal MFR. Resource Management type personnel “Must be” involved in this process.
- b. Initiate ENGLINK Process For Taskers - Request, Nominate, and Select.
- c. Start Mission Assignment Notebook – Verbals, MFRs, Signed MA’s, Summary Sheet (include amendments) and validate information between ENGLINK and CEFMS.
- d. Add CIC CODE “99FEM” on Work Item.
- e. Enter Verbal MFR/MA into CEFMS – Use guidelines from Chapter 5, and Receipt of Mission Assignments. Set up Customer Order – Create, Technical Approve, Financial Approve
- f. Management Controls/Internal Controls - Handling of funds – checklist (See Checklist in Appendix G of ER 11-1-320) . Responsible Employee assigns Approvers on Work Items.
- g. Create PR&Cs AND TRAVEL ORDERS - For Resource and Work Category Code guidance, see Appendixes B-6 through B-10.
- h. Contract/Advanced Contract Initiative (ACI).
- i. Government Orders – Issue ONE government order with one line item per Mission to the supporting MSC/District.
- j. Labor – ENGLINK Tasker provides Employee Name, Org Code, Mission, and Deployment dates. Do not use Cross Charge Labor (CCL) during a disaster situation.

k. Credit Card – When preparing PR&Cs for card purchases, Supported and Supporting MSC/Districts must be specific in itemizing the specific purchases being made. For example, a line item description such as “Various supplies” is an insufficient description. SF1164 – Miscellaneous Disbursements. Some items can be reimbursed after approval from the Chief of Emergency Management (for example, flashlight and batteries). Appendix C-27. Use of eBay or other auction sites for purchases are discouraged as visibility of what is being purchased is lost when a third party is used for purchase. Use of third party payment services such as PayPal, EBay Billpoint, etc is prohibited.

l. Travel – Travel orders must be completed and authenticated in CEFMS before departing home station. Employees will not be allowed to proceed without a copy of a fully executed travel order, unless specifically authorized to use confirmatory orders IAW Memo dated 3 April 2006, Appendix D-7/D-8.

8-3. Physical Closeout of MA – SUPPORTED MSC/DISTRICT.

a. PERFORM AN UNLIQUIDATED OBLIGATIONS (ULO) REVIEW

b. Closeout Government Orders – refer to COE TO COE section.

c. Inactivate Labor Charge codes if complete.

d. Deobligate excess funds on travel orders.

e. Follow-up on open contract obligations.

f. Once Mission is Physically Complete and letter has been signed and received by the Supported MSC/District, no new employees should be assigned to the mission nor there do any new contract obligations, unless there are additional daily tasks to be performed or issues to be addressed and/or resolved for mission close-out. Additional billings should only have cost from employees' currently assigned or existing contract obligations on the mission. All PRT members should be returned to home station.

g. Once physically complete, a review will be performed by Emergency Management, Resource Management, Contracting, Construction, and the Mission Manager to determine if funds can be partially returned to FEMA. A letter for Partial Return of Funds to FEMA will be completed; Sample Memo, Appendix C-30. Mail original to FEMA, email copy to Division EOC, and keep a copy in MA notebook. (The partial return of funds to FEMA should go directly to the specific FEMA Region responsible for the Supported MSC/ District's missions. This request should not go to the FEMA Finance Center in Berryville, VA.) Do not remove funds out of CEFMS until receipt of the FEMA Form 90-129 reducing the funds.

h. Government Orders – COE to COE

(1) Request other COE activities to return excess funds via EMAIL or Validation of Government Order documents, see Appendix C-19. (Assure Supporting COE activity that funds will be made available if needed after travel audits).

(2) If only travel cost remains on order, the Supporting MSC/District should return half of excess funds within 30 days of request from Supported MSC/District. A 2<sup>nd</sup> notice will be sent from the Supported MSC/District after the initial 30 day request with a courtesy copy (CC) to Commander.

(3) Ensure all cost transfers are processed timely by the Supporting MSC/District (within 5 business days after error is detected).

i. Travel

(1) Ensure that travel vouchers are filed and travel audits are performed no later than 30 days after voucher is settled.

(2) Ensure that SF1164's are processed (use SF1164's for items not allowed on travel vouchers).

(3) Ensure local travel vouchers are filed in a timely manner (use local travel if mileage is involved in the impacted area).

(4) Ensure all cost transfers are processed timely (within 5 business days after error is detected).

j. Labor

(1) Ensure labor charge codes are inactivated when employee returns to home station (the Overall Deployed Reports in ENGLINK gives a listing of personnel currently deployed).

(2) Ensure all cost transfers are processed timely (within 5 business days after error is detected). For example: Labor Cost Transfers use prior pay period adjustments and for cost charged incorrectly to/from FEMA missions other than labor use the cost transfer within FOA.

(3) See Direct Charge Matrix for guidance on charges for Corps employees performing duties in support of FEMA missions. Appendices C-8 through C-14.

k. Contracts - Coordinate with the assigned Contract Specialist/Mission Manager on final invoice and Release of Claims. The Contract Specialist is responsible for obtaining the Release of Claims and/or letter signed by the Contractor that all invoices have been submitted and paid within 30 days after receipt of final invoice.

1. Government Orders – COE to Other Federal Agency (OFA)

(1) Request other OFA to return excess funds via EMAIL or Validation of Government Order documents, see Appendix C-19.

(2) For IPAC government orders, state in the REMARKS that backup documentation to support charges should be sent to the Supported MSC/District within 10 days. If not received by the 30<sup>th</sup> day, a charge back will be processed to reverse charges.

8-4. Financial Closeout of MA – SUPPORTING MSC/DISTRICT.

a. Perform an Unliquidated Obligation (ULO) Review

(1) Closeout Customer Orders (Government Order received from Supported MSC/District).

(2) Inactivate Labor Charge codes if complete.

(3) Deobligate excess funds on travel orders.

(4) Follow-up on open contract obligations.

b. All PRT members should be returned to home station.

c. Travel

(1) Ensure that travel vouchers are filed and travel audits are performed no later than 30 days after voucher is settled.

(2) Ensure that SF1164's are processed (use SF1164's for items not allowed on travel vouchers).

(3) Ensure local travel vouchers are filed in a timely manner (use local travel if mileage is involved).

(4) Ensure all cost transfers are processed timely at home station (within 5 business days after error is detected).

d. Labor

- (1) Ensure labor charge codes are inactivated (at home station) when employee returns.
- (2) Ensure all cost transfers are processed timely (within 5 business days after error is detected). For example: Labor Cost Transfers use prior pay period adjustments and for cost charged incorrectly to/from FEMA missions other than labor use the cost transfer within FOA.
- (3) See Direct Charge Matrix for guidance on charges for Corps employees performing duties in support of FEMA missions. Appendixes C-8 through C-14.
- (4) USACE Finance Center (UFC) is responsible for providing Supporting MSC/District's bills and customer order detail reports to the Supported MSC/District on a monthly basis (by the 5<sup>th</sup> workday).

8-5. Final Billings and Closeout Checklist/Forms. SUPPORTED MSC/DISTRICT.

- a. If the unbilled cost is the final and less than \$100.00, the bill will not automatically generate. Contact UFC so the bill can be manually generated.
- b. If the unbilled cost is the final and a credit, contact UFC so the bill can be manually generated. Request via EMAIL to UFC that credit check be mailed FEMA lockbox. MSC/District will only mail paperwork to FEMA.
- c. During Financial Closeout, verify the following:
  - (1) Funding Account Financial Summary, 7.14 screens in CEFMS to verify that there are no open commitments and/or obligations.
  - (2) Customer Order Billings/Collections, 7.6 screen in CEFMS to verify that the Total Billed Amount equals screen 7.14 and to verify that all bills have been paid. If these screens do not match, then there is Unbilled Cost.
  - (3) Cost Account View, 3.10A screen in CEFMS to identify any unbilled cost.
  - (4) If there are no open commitments and obligations, delete Permissions on the work item.
  - (5) Complete Financial Closeout Checklist; Appendix C-21. Keep in MA notebook.
  - (6) Complete Financial Closeout Memorandum; Appendix C-20. Keep in MA notebook.

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(7) Complete Letter for Return of remaining Funds to FEMA; Appendix C-26. Mail original to FEMA and keep a copy in MA notebook. (The return of funds to FEMA should go directly to the specific FEMA Region responsible for the Supported MSC/ District's missions. This request should not go to the FEMA Finance Center in Berryville, VA.)

FOR THE COMMANDER:

5 Appendices  
(See Table of Contents)



YVONNE J. PRETTYMAN-BECK  
Colonel, Corps of Engineers  
Chief of Staff

## **APPENDIX A REFERENCES**

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

Public Law 98-662, Water Resources Development Act

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

HSPD-5, National 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 11-1-320, Civil Works Emergency 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 Field Guide

ESF #3 Disaster Guidebook - Mission Guides

## ACRONYMS

ALC	Agency Location Code
APC	Agency Program Coordinator
AR	Army Regulation
ARF	Assistance Request Form
ARMS	Access Request Management System
ATL	Assistant Team Leader
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
DCPS	Defense Civilian Pay System
DFD	Disaster Finance Division for FEMA in Berryville, VA
DFO	Disaster Field Office (Replaced by JFO)
DO	Departmental Overhead
DOD	Department of Defense
DOT	Department of Transportation
DSR	Damage Survey Report
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 (Replaced by RFO)
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
G&A	General and Administrative Overhead
GE	General Expense
HRO	Human Resources Office
IFMIS	Intergrated Financial Management Information System
IM	Information Management

**ACRONYMS**  
**(Continued)**

IPAC	Inter-Governmental Payment and Collection
JFO	Joint Field Office (Replaced DFO)
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
NIMS	National Integration Management System
NRCC	National Response Coordination Center
NRP	National Response Plan
OGC	Office of General Counsel
OPCON	Operational Control
OT	Overtime
P2	Project Management Business Process
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
RFO	Response Field Office
RM	Resource Management
RMPRT	Resource Management Planning and Response Team
ROC	Regional Operations Center (Replaced with RRCC)
RO	Response Organization
RRCC	Regional Response Coordination Center (Replaced ROC)
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
WAD	Work Allowance Document

## 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 Field Guide  
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  
National 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  
SF 1034, Public Voucher for Purchases and Services Other than Personal  
SF 1199A, Direct Deposit sign-up Form  
Time & Attendance Sheets

### 3. Equipment:

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

4. Miscellaneous:

Supported MSC/District office phone directory  
HQUSACE and MSCs telephone directory (RM)

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/CD's  
Paper clips  
Tape  
Log book for transmittal control  
Page dividers

6. Checklist for Deployment:

Personal supplies  
Medications (minimum 30-day supply)  
Comfortable clothes  
UPASS/CEFMS Access, Request through Access Request Management System (ARMS)  
RM/EM Point of Contact directory  
Five White Emergency Response Shirts (obtained from your emergency manager)  
CEFMS Signature Card  
Government Identification Card on a chain/lanyard  
Make sure your government travel card is activated and the credit limit is sufficient  
Cash  
Laptop (depending on available resources) with appropriate software



**APPENDIX B**

**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

EP 37-1-6  
31 Aug 07

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

FROM: \_\_\_\_\_(DISTRICT)

TO: CECW-HS

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.

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

FROM: \_\_\_\_\_ (DISTRICT)

TO: CECW-HS

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

**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)

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

FROM: \_\_\_\_\_ (DISTRICT)

TO: CECW-HS

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

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

<b>RESOURCE CODE</b>	<b>DESCRIPTION</b>	<b>OBJECT CLASS</b>
<b><i>PERSONNEL SERVICES AND BENEFITS --</i></b>		
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

<b>RESOURCE CODE</b>	<b>DESCRIPTION</b>	<b>OBJECT CLASS</b>
<b><i>TRAVEL AND TRANSPORTATION OF PERSONS AND THINGS –</i></b>		
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
<b><i>RENT –</i></b>		
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
<b><i>COMMUNICATIONS AND UTILITIES –</i></b>		
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

<b>RESOURCE CODE</b>	<b>DESCRIPTION</b>	<b>OBJECT CLASS</b>
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
<b><i>PRIVATE SECTOR CONTRACTUAL SERVICES –</i></b>		
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
<b><i>SUPPLIES AND MATERIAL –</i></b>		
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
<b><i>EQUIPMENT –</i></b>		
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 B-1**

<b>WCC &amp; WCE BREAKDOWN</b>			
<b>WCC</b>	<b>DESCRIPTION</b>	<b>WCE</b>	<b>DESCRIPTION</b>
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
026000	Operational Support	BBF00	EO- Operational Support

**TABLE B-2**

<b>EXAMPLES FOR WCC/WCE BREAKDOWN</b>	
<b>WCC/WCE</b>	<b>DESCRIPTION</b>
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.
026000/BBF00	Labor PR&Cs and travel orders for supporting Centers (i.e. UFC employees) providing assistance for EOC during non-event time.

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 WORK CAT CODE: 021000	2530	001T3R	210	96330
					WORK CAT ELEM CODE: BBE00

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 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	SIGNATURE	DATE
HUGJ J EVANS BUDGET OFFICER	/S/ HUGH J EVANS	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 C**

**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.

**SAMPLE MISSION ASSIGNMENT**

FEDERAL EMERGENCY MANAGEMENT AGENCY <b>MISSION ASSIGNMENT</b> (MA)		See Reverse for Paperwork Burden Disclosure Notice	<b>O.M.B. NO. 3067-0278</b> Expires February 29, 2004
<b>I. TRACKING INFORMATION (FEMA Use Only)</b>			
State:		Action Request #:	
Program Code/Event #:		Date/Time Rec'd:	
<b>II. ASSISTANCE REQUESTED</b> <span style="float: right;"><input type="checkbox"/> See Attached</span>			
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:
<b>III. INITIAL FEDERAL COORDINATION (Operations Section)</b>			
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
<b>IV. DESCRIPTION (Assigned Agency Action Officer)</b> <span style="float: right;"><input type="checkbox"/> See Attached</span>			
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:		
<b>V. COORDINATION (FEMA Use Only)</b>			
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: 70X0702		
Mission Assignment Coordinator (Preparer):			Date:
** FEMA Project Officer/Branch Chief (Program Approval):			Date:
** Comptroller/Funds Control (Funds Review):			Date:
<b>VI. APPROVAL</b>			
* State Approving Official (required for DFA and TA):			Date:
** Federal Approving Official (required for all):			Date:
<b>VII. OBLIGATION (FEMA Use Only)</b>			
Mission Assignment #:	Amt. This Action: \$	Date/Time Obligated:	
Amendment #:	Cumulative Amt. \$	Initials:	
*Signature required for Direct Federal Assistance and Technical Assistance MAs. ** Signature required for all MAs.			
FEMA Form 90-129, OCT, 02			

**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 Mission Assignment (MA) 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 MA 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 MA 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 MA 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**

<b>TRACKING INFORMATION (FEMA USE ONLY)</b>			
Mission Assignment #:		Entered By:	
Tasking #:	SU/EM/DR #:	Date/Time Entered:	<input type="checkbox"/> Originated as verbal
<b>A. Requirements/Task Order Description</b>			<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:	
<b>B. APPROVALS</b>			
Project - 22 -Officer for Existing Mission Assignment:		24-hour Phone # Fax #:	Date:
<b>C. DISPOSITION</b>			
<input type="checkbox"/> Task Issued:	Date Issued:	Issued By:	

**Instructions – Originator Complete Section A Only**

This form is used when a Mission Assignment 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 MA. 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., 7220SU-FL-COE-SAD-01 or 1539DR-FL-COE-SAD-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 70X0702. An example of fund citation is 2005-06-1539DR-9044-XXXX-2508-D. This verbal mission assignment will be followed up by a Mission Assignment (MA) within 2-3 days. The MA Number is subject to change and if different will be entered in the revised MA field on the customer order.

Signature  
Name  
U.S. Army Corps of Engineers

Signature  
Name  
FEMA

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	W32CS501840001	0

TO:	USAED, GREAT LAKES & OHIO RIVER ATTN: CELRD-RM-B P.O. BO 1159  CINCINNATI, OH 45201-1159	FROM: USAED, JACKSONVILLE ATTN: SESAJ-CO-E P.O. BOX 4970  JACKSONVILLE, FL 32232-4970
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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	DISTRICT/DIV (i.e., SAJ) MISSION DESCRIPTION (i.e., REGIONAL ACTIVATION) MISSION ASSIGNMENT NUMBER (i.e., 1561DR-FL-COE-SAD-01)	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

REMARKS: (Must Include)

ASSIGNMENT NUMBER 1561DR-FL-COE-SAD-01 TO PROVIDE SUPPORT TO FEMA REGION 4 IN SUPPORT OF HURRICANE JEANNE. THIS INCLUDES ADMINISTRATIVE COSTS TO INCLUDE OVERTIME AND TRAVEL EXPENSES. USE COMMAND INDICATOR 'CODE 99FEM WHEN CREATING THE WORK ITEM FOR THIS GOVERNMENT ORDER. Please include the following information on the "CUSTOMER REF NO" mission assignment# (i.e., 1561DR-FL-COE-SAD-02) FEMA fund citation (i.e., 2004-06-1561DR-9044-2508-D) and on the "OTHER CUST REF NO" supporting district work item (i.e., 1KGD7F) mission (i.e., REGIONAL ACTIVATION) disaster name (i.e., HURRICANE JEANNE) 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

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 INVOICES TO (Payment will be made by)

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

**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):*

<b><u>REGULAR CHARGE</u></b>	<b><u>LOCATION</u></b>	<b><u>STRAIGHT TIME</u></b>	<b><u>OVERTIME</u></b>	<b><u>TDY</u></b>
<b>General Expense - HQ USACE (96X3124) (Includes Civil Funded Military)</b>	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>
<b>General Expense – Divisions (96X3124) (Includes Civil Funded Military)</b>	Home Organization (E) EOC Permanent & Temporarily Assigned Personnel <i>(Example: RM employee working in the EOC full-time as supplemental staffing.)</i>	96X3124	96X3125, CCS 210	N/A
	(F) Other <i>(Example: HQ RM employee working from desk in RM performing incidental support.)</i>	96X3124	96X3125, CCS 210	N/A
	(G) TDY to Supported Division/District EOC <i>(Example: Great Lakes and Ohio River Division HR employee deployed to South Atlantic Division EOC)</i>	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(H) TDY to ROC, ERT-A, DFO, ERRO, or Disaster <i>(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.)</i>	96X3124	FEMA Mission	FEMA Mission
<b>General Expense Labs (96X3124) (Includes Civil Funded Military)</b>	(I) TDY to Supported Division/District EOC <i>(Example: HR employee is deployed to Jacksonville District EOC.)</i>	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(J) TDY to ROC, ERT-A, DFO, ERRO, or Disaster <i>(Example: IM employee is deployed to ERRO in San Juan, Puerto Rico.)</i>	96X3124	FEMA Mission	FEMA Mission

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<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
<b>Operations &amp; Maintenance, Army (21*2020)</b>	(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

**REGULAR CHARGE**                      **LOCATION**                      **STRAIGHT TIME**                      **OVERTIME**                      **TDY**

**General &  
Administrative  
(96X4902)**  
*-Revolving Fund-*

(N) Home  
District Office                      96X4902                      FEMA Mission                      N/A

*(Example: District Budget Officer loads funds from RM.)*

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.

(O) Home District Areas  
of Responsibility                      96X4902                      FEMA Mission                      FEMA Mission

*(Example: Non-PRT Jacksonville District Logistics Management employee TDY to disaster site in San Juan, Puerto Rico. Includes any G&A field office employee. )*

**NOTE:** Straight-time for PRT members may be charged to a FEMA mission **only** under the following exceptions reflected below as (O1) and (O2):

(O1) EXCEPTION 1                      FEMA Mission                      FEMA Mission                      FEMA Mission

NOTE: PRT member is **deployed with TDY orders in accordance with applicable PRT rotation policy to perform PRT duties** under a FEMA mission.

*(Example: Jacksonville District Logistics Management employee is deployed to San Juan, Puerto Rico, as a member of the Emergency Power PRT.)*

(O2) EXCEPTION 2                      FEMA Mission                      FEMA Mission                      N/A

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.

*(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.)*

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
<b>General &amp; Administrative (96X4902) (Cont'd)</b>	(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> <b>(Note:</b> 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.)	FEMA Mission	FEMA Mission	FEMA Mission
<b>Project/Reimbursable Funded Employees</b>	(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>
<b>Military-Funded Military Member</b>	(U) Supported Division/ District EOC	Defense Approp Act	N/A	96X3125, CCS 210
	<i>(Example: Mobile District-PM Captain is pulled off of Redstone Arsenal project and is assigned to the EOC..)</i>			
<b>Military-Funded Military Member</b>	(V) TDY ROC, ERT-A, DFO, ERRO, or Disaster Site	Defense Approp Act	N/A	FEMA Mission
	<i>(Example: Mobile District-EN Captain is pulled off of Redstone Arsenal project and is deployed to ERRO in Virgin Islands, Puerto Rico.)</i>			
<b>Civil-Funded Military Member</b>	(W) Supported Division/ District EOC	96X3125, CCS 210	N/A	96X3125, CCS 210
	<i>(Example: Jacksonville District Project Manager is pulled off of Central &amp; Southern Florida Ecosystem Restoration Project and is assigned to South Atlantic Division EOC.)</i>			
<b>Civil-Funded Military Member</b>	(X) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site	FEMA Mission	N/A	FEMA Mission
	<i>(Example: Jacksonville District Project Manager is pulled off of Central &amp; Southern Florida Ecosystem Restoration Project and is assigned to ERRO.)</i>			

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

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<b>REGULAR CHARGE</b>	<b><u>LOCATION</u></b>	<b><u>STRAIGHT TIME</u></b>	<b><u>OVERTIME</u></b>	<b><u>TDY</u></b>
<b>Reservists on Active Duty</b>	(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

For more information go to [www.fema.gov/ofm/ofed\\_agencies.shtm](http://www.fema.gov/ofm/ofed_agencies.shtm)

**SAMPLE**

**MISSION ASSIGNMENT REIMBURSEMENT REQUEST  
TRANSMITTAL FORM**

SECTION I : ESF AGENCY SUBMISSION			
AGENCY:		Current Bill Amount:	
ADDRESS:		Fiscal POC:	
		Phone:	
		Fax:	
Type of Billing:	<input type="checkbox"/> SF#1080	<input type="checkbox"/> SF 1081 (OPAC)	<input type="checkbox"/> Other:
Agency Location Code:		ESF #	
ESF Agency Bill Number:		Primary ESF Tasking:	
		Support ESF Tasking:	
MA Number:		FEMA Disaster Number:	
Mission Description:			
Projected Completion Date:		Revised Completion Date:	
This is a partial bill <input type="checkbox"/> Resubmittal <input type="checkbox"/> Final Bill <input type="checkbox"/> no further obligations pending.			
The expenditures claimed have been reviewed and are relevant to the mission assigned. Costs are reasonable, supported by source documents maintained by this agency, and are not funded by another source. <i>(Include applicable signatures)</i>			
Primary ESF Agency Project/Program Administrator		Date	Phone
Support ESF Agency Project/Program Administrator		Date	Phone
Primary ESF Agency Financial Officer		Date	Phone
Support ESF Agency Financial Officer		Date	Phone
Attachments:		Attachments: Purchase of Equipment Forms	
<input type="checkbox"/>	SF 1081 (OPAC)	Refer to the Financial Management Annex to the Federal Response Plan (FRP) for applicable forms.	
<input type="checkbox"/>	SF 1080		
<input type="checkbox"/>	Other Treasury Approved Form		

**SECTION II : FEMA USE ONLY**

LOG# \_\_\_\_\_ PAYMENT AMOUNT APPROVED: \_\_\_\_\_

State Cost Share %: \_\_\_\_\_

State Cost Share Amount: \_\_\_\_\_

ROUTING	SIGNATURE AND DATE
FINANCIAL REVIEW	
EXCEPTION: Returned to Agency	
PROGRAM REVIEW	
MISSION ASSIGNMENT	
COORDINATOR REVIEW	
<b>** LOGISTICS REVIEW</b>	
	YES
	NO
DRM APPROVAL	
FORWARD FOR REIMBURSEMENT/ PAYMENT	
FINAL PAYMENT / DEOBLIGATION	DE-OBLIGATION AMT: _____

To receive reimbursement, completion of this form is required.

**\*\* Any bill that includes property will not be considered approved unless Logistics signature is obtained**



**ESF MISSION ASSIGNMENT SUBTASKING REQUEST**

FEMA-Assigned MA Number: _____	ESF Primary Agency _____
Subtasked Agency _____	State _____ Disaster No. _____

**Tasking Statement/Statement of Work**

**Project Completion Date:** \_\_\_\_\_ **Authorized Funding:** \_\_\_\_\_

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

\_\_\_\_\_ (ESF Primary Agency)  
\_\_\_\_\_ (Address)

The ESF primary agency will:

- (1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
- (2) Return approved reimbursement requests to subtasked agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
- (3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasked agency for non-IPAC agencies.

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

**Authorizing Officials:**

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

\_\_\_\_\_  
Authorizing Official, Subtasked Agency                      Date

\_\_\_\_\_  
Authorizing Official, ESF Primary Agency                      Date

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

### 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 you include the customer order detailed cost report from CEFMS?
6. If accountable property, is there a bill of lading with serial and model numbers attached?
7. On final billing, did LM provide list of accountable property? If yes, is disposition form attached to final bill?
8. Is bill and customer order detailed cost report from supporting MSC/Districts attached to supported MSC/District's bill?
9. Is the FEMA transmittal form completed and signed, with a copy of mission assignment, any verbals, bills and customer order detailed cost report attached?
10. If work is performed by an outside agency, have you included signed back up documentation to support work performed?

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**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).



## 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 (government orders/customer orders) been finalized?
6. Has LM provided a copy of the property transfer document transferring all accountable property to FEMA?
7. Have all listings of accountable property 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 and/or refunded to FEMA?
10. Have all bills (including those under \$100) been generated and collected/paid?
11. Were expenditures reviewed to be certain they were relevant to the mission assigned and that claimed costs are reasonable and supported?
12. Do you have the physical close out completion letter from the EM (See Appendix ?)?

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

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-FR  
SOP Number UFC-16

Revised: 26 April 2004

**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 and timely manner.

**3. REFERENCES:**

- a. CEFC-F SOP Number UFC-02, Accounts Receivable/Payment of Government Orders, dated 19 April 2004.
- b. CEFC-F SOP Number UFC-14, Intra-Governmental Payments and Collections (IPAC), dated 5 April 2002 (being revised).
- c. CEFC-QR SOP Number UFC-09, Establishing FEMA Customer Orders & Preparing Reimbursable Billings, dated 6 February 2004.

**4. DEFINITIONS:**

- a. Customer Order Refund - a credit billing generated in CEFMS against a customer order thereby producing a check or IPAC credit 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 Divisions, Districts, Laboratories, or Field Operating Activities whose finance and accounting functions are performed by the UFC.

CEFC-FR  
SOP Number UFC-16

Revised: 26 April 2004

d. Requesting Activity - used herein to refer to the entity (may be a non-supported UFC activity or other government agency) 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 a requesting activity.

## **5. RESPONSIBILITIES:**

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

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

(2) Collecting customer order refund checks or IPAC credits to the appropriate supported activity.

(3) Coordinate all out-of-cycle generation of bills for supported activities with Disbursing Division. Out-of-cycle generation of bills causes problems with the disbursing process.

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 refunds that are financially complete are marked accordingly in CEFMS. Certain transactions in CEFMS may cause credits to work in process, which result in credit bills being generated, and do not require the customer order to be marked financially complete (IPAC credits).

(3) Reviewing and identifying customer order refunds.

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

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

(6) Request assistance from UFC, Accounts Receivable/Debt Management Division for out-of-cycle generation of credit bills.

(7) Notifying the UFC, Accounts Receivable/Debt Management Division, in writing (preferably via email) if an upcoming customer order credit bill requires special instructions for disposition of the resulting refund.

(8) 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.

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

## **6. PROCEDURES:**

a. The 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) If specific disposition is required, written instructions should be provided by the supported activity including FOA (ERO) code, customer order number and amount.

(2) When no written instructions are provided and the resulting check is payable to a requesting activity, it is the responsibility of the UFC POC to contact the performing activity to inform them of any unpaid bills on the customer order. Performing activities will then make the decision to:

- (a) apply check to unpaid bills associated with the order, or
- (b) send customer order refund check to the requesting activity.

(3) IPAC credit bills will be transmitted from the performing activity database to the requesting activity database using the Government Billing Transaction process when performing activity and requesting activity are both Corps activities.

(4) Generate out-of-cycle credit bills when requested by performing activity to be applied to requesting activities customer order. Coordinate with Disbursing Division before generation of any out-of-cycle billing, whether it creates a treasury check or IPAC credit.

b. Supported Activities shall:

(1) Ensure that all customer order refunds that need to be marked financially complete are marked as such in CEFMS.

CEFC-FR  
SOP Number UFC-16

Revised: 26 April 2004

(2) Request assistance from the UFC Accounts Receivable/Debt Management Division before generating any out-of-cycle billings.

(3) Coordinate with UFC Accounts Receivable/Debt Management Division POC when cost transfers or other transactions are processed that create negative amounts in the work in process and an out-of-cycle generation within the same month is necessary.

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

(5) Provide a statement that the requesting 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 requesting entity in the event that all bills are liquidated at that time.

(6) Re-obligate funds as needed when the responsible employee is automatically notified by email when an appropriation refund has been certified.

(7) Review credit unbilled work in progress and refer all discrepancies, comments or questions to the Chief, Accounts Receivable/Debt Management Division (CEFC-FR).

FOR THE DIRECTOR:



JAMES R. GREENE  
Deputy Director, Administration  
USACE Finance Center

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31 Aug 07

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)

## Eligible/Ineligible Reimbursement

### **These items listed below should not be reimbursed:**

Ice  
Cooler  
Pens  
Paper Clips  
Gatorade  
Hand sanitizer and soap  
Sunscreen, blanket and tissue

### **These items listed below are questionable and should be disallowed for payment until the employee provides justification from the District EM, Chief review and approval of questionable items:**

Camera  
Measuring Tape  
Screwdrivers  
Flash Drive Fasteners  
Personal Cell Phone Usage  
Safety glasses and hearing protection  
Flashlights and batteries  
Propane tanks and propane gas

### **These items listed below should be turned in before reimbursement can take place:**

Map  
Clipboards and other office supplies  
Tolls – O.k. can be reimbursed  
Unused computer supplies



**DEPARTMENT OF THE ARMY**  
U.S. ARMY CORPS OF ENGINEERS  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CERM-F

MAY 31 2006

MEMORANDUM FOR COMMANDERS, ALL MAJOR SUBORDINATE COMMANDS,  
FIELD OPERATING ACTIVITIES AND ENGINEER RESEARCH DEVELOPMENT  
CENTER

SUBJECT: Supported Verbal Memorandum For Record (MFR) for Early Responders Located at  
Supporting Major Subordinate Commands (MSC)/Districts

1. Reference:

- a. Engineer Pamphlet, Chapter 5, Disaster Assistance Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121, ET SEQ, Paragraphs 5-4 and 5-6.
- b. ER 55-1-2, CELD-T, 1 Oct 02, Transportation and Travel Management, Chapter 2-7.
- c. Memorandum dated 03 Apr 06; Subject: Confirmatory Travel for First Responders During a Disaster.

2. The Federal Emergency Management Agency (FEMA) may request disaster assistance support that requires the United States Army Corps of Engineers (USACE) personnel to travel within 24 hours after receipt of a Verbal MFR/Mission Assignment from FEMA. Therefore, in order to satisfy the demand for timely response, the supported MSC/district may issue a Verbal Memorandum For Record to the supporting MSC/district for early responder(s) to depart. The Chief, Emergency Management, and the Chief, Finance and Accounting Office, and/or their designee(s) are required to sign this document. The supported and supporting MSC/district must set up a log sheet to ensure funds control. Early responders at the supported/supporting MSC/district must obtain confirmatory travel authorization as provided in the memorandum in reference 1.c. After 24 hours the supporting activity will not accept a "Verbal MFR".

3. My points of contact for his memorandum are Lisa Bordeaux, CERM-F, 202-761-1880, and Lizbeth Miller, CECW-HS-E, 202-761-0217.

FOR THE COMMANDER:

Encl

  
Wesley C. Miller  
Director of Resource Management

TRACKING NUMBER-1605DR-COE-AL-COE-SAD-01  
(Same as Verbal/MA number)  
MSC/District

**MEMORANDUM FOR RECORD VERBAL FUNDING**

MFR

Date

SUBJECT: To Provide Verbal Funding Authorization to the Supporting  
MSC/District for Early Responders

1. On (date/time), verbal funding authority for the following verbal/mission assignment has been authorized to (insert supporting MSC/District) for early responders to depart and initiating the mobilization of the ACI contractors to depart.
  - a. Mission: Example (Water)
  - b. FEMA Program Code: Example (1605DR-COE-AL-COE-SAD-01)
  - c. Event and Name Description: Example (Hurricane Donald)
  - d. Disaster State (2 letter designation): FL
  - e. Estimated Completion Date: Example (End date of Government Order)
  - f. Amount Authorized: Example (\$ amount of Government Order)
2. Funding for the Government Order will be transmitted from the supported MSC/District within 48 hours after receipt of the "Verbal MFR" by the supported MSC/District. The Supporting MSC/District will record the customer order in CEFMS upon receipt and attach a copy of the Verbal MFR to the customer order.

Signature  
Name  
Ch, Resource Mgr

Signature  
Name  
Ch, Emergency Mgr

EP 37-1-6  
31 Aug 07

**SAMPLE LETTER FOR PARTIAL RETURN OF FUNDS TO FEMA**

8 Mar 07

Construction-Operations Division

Federal Emergency Management Agency (FEMA)  
Region IV  
Atlanta, GA  
ATTN: Sandy Wilson

1. Mission Assignment 1605DR-AL-COE-SAD-09, dated 17 Oct 2005, authorized \$148,000,000.00 for debris removal operations in the State of Alabama post Hurricane Katrina. To date our obligations total \$56,812,314.75. As the mission nears completion we can give back (\$amount) of the available balance.
2. Our records show \$91,187,685.25 authorized availability. We should be able to cover the remaining mission closeout with \$1,187,685.25, allowing \$90,000,000.00 of obligation authority to be returned.
3. Note we are NOT closing this mission assignment, only decreasing funds.

Enclosure

(Signature Block)



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

REPLY TO  
ATTENTION OF:

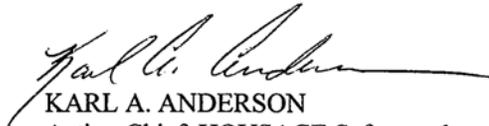
CESO-ZA (385)

20 Mar 2006

MEMORANDUM FOR ALL USACE COMMANDS  
ATTN: SAFETY AND OCCUPATIONAL HEALTH MANAGERS

SUBJECT: Interim Safety Shoe Reimbursement Policy and Procedures

1. As required by Federal, Army, and USACE regulations, safety boots and shoes have traditionally been procured for USACE employees by their home organizations when their job duties required them.
2. The attached interim policy was developed in response to questions of procurement procedures for purchasing safety shoes when employees are at their normal duty station and for employees who purchased safety shoes for themselves while deployed to recent Emergency Response operations and subsequently requested reimbursement. This interim policy shall be used for the purchase and recordkeeping of all safety footwear, both in regular duty and in Emergency Response operations.
3. This interim policy precedes a general Personal Protective Equipment (PPE) Purchasing Policy, expected for publication during FY 2006. The HQUSACE POC for this policy and associated PPE issues is Karl Anderson, (202) 761-8567.

  
KARL A. ANDERSON  
Acting Chief, HQUSACE Safety and  
Occupational Health Office

3. Reimbursement

- a. When safety shoes are purchased by the employee from an outside vendor, submit the following for reimbursement:
  1. Safety Shoe Purchase Record signed by the supervisor
  2. Invoice, sales receipt or canceled check
  3. Claim for reimbursement (Standard Form 1164)
  4. Safety Shoes shall NOT be claimed on a TDY travel voucher Form 1351
- b. Safety shoe purchases are considered a function and financial responsibility of the activity where they are furnished. Employees who have not previously been issued safety shoes at their home station and are assigned (through an ENGLink tasker or HQ/ Supported/ Supporting MSC/ District Direction) to a TDY Emergency Response position requiring safety shoes shall have them paid for by Emergency Response funding.

4. Property Accountability of Safety Shoes

- a. USACE property is for official use only. ER 700-1-1, Chapter 3 specifies general policies for the acquisition and management of issued personal property.
- b. All issued property, acquired by/from whatever source, whether purchased or not, must be accounted for as prescribed.
- c. Classification of safety shoes for property accountability purposes shall be in accordance with AR 710-2. Safety shoes are classified as Durable, Non-Recoverable property and will be controlled in accordance with the guidelines in AR 710-2.
- d. Army publication CTA 50-900 dated 31 July 03 provides at paragraph 4.h., that safety shoes are to be considered non-recoverable property.

5. Disposition of Safety Shoes

- a. Once issued, safety shoes shall remain under the care and control of the employee to whom they are issued. The safety shoes shall be used for any USACE mission where there is a requirement to use safety shoes as long as the safety shoes are serviceable and are ASTM/ ANSI rated for the intended use.
- b. Reissue or replacement of safety shoes shall only be done if the existing pair is determined by the home station or deployed location supervisor/ safety officer to be unserviceable due to wear or damage, or if additional pairs are justified. Unserviceable safety shoes shall be destroyed. Authorizations for individuals to purchase replacement safety shoes must indicate that shoes previously provided at government expense, or for which prior reimbursement was received, are unserviceable.
- c. Replacement of lost or stolen safety shoes shall be the responsibility of the employee.

SAFETY SHOE PURCHASE RECORD

Privacy Act Statement: Title 5 of U.S. Code (301) authorizes collection of this information. Your supervisor will use this information to approve procurement of safety shoes. Furnishing the personal information in this form, is voluntary, but failure to do so may result in disapproval of this request.

Employee Name	Command	Employee CEFMS ID	Code
Purchase Source	<input type="checkbox"/> Initial Issue <input type="checkbox"/> Reissue	Stock Number	Cost
Shoe Size			
Remarks:			
I certify that the employee listed above is a USACE employee, entitled to and required to wear safety shoes for work-related exposure to foot hazardous areas/operations and has not procured safety shoes at USACE expense within the past 12 months. If there are any exceptions, details are given above.			
Name of Supervisor	Signature of Supervisor	Date	

Enclosure 1

USACE Authority for purchase of Safety Shoes for Employees.

1. REFERENCES:

- a. 29 U.S.C. 665, et. seq.
- b. 29 C.F.R. 1960.1, et. seq.
- c. Engineering Manual 385-1-1

2. Per Reference 1.a., the Corps has authority to use its appropriated funds to purchase safety shoes for the purpose of meeting OSHA requirements. Section 668, of Title 29, United States Code, requires the “head of each Federal agency . . . to establish and maintain an effective and comprehensive occupational safety and health program . . . . The head of each agency shall . . . (2) acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees.” (emphasis added). Per reference 1c, the Corps requires employees to satisfy OSHA requirements by wearing protective footwear when exposed to hazards to the feet. See Chapter 5 A.08.

3. When an Activity or Position Hazard Analysis (AHA or PHA) - conducted by the supervisor, local safety official, or USACE safety manager – identifies duty hazards to the feet that cannot practically be controlled in other ways, USACE is required to purchase the safety shoes necessary to protect employees. Specific categories and types of safety shoes are identified in EM 385-1-1, the majority in Section 05.

4. On occasion, the hazards identified in an AHA or PHA require protective equipment or items other than the PPE listed in the categories/ types in EM 385-1-1 or other USACE policies and Regulations. In these cases, prior to purchase the items must be identified by HQUSACE policy as PPE required to comply with OSHA, or they must be justified by the requesting command as meeting the procurement policies for special clothing and equipment found in 5 U.S.C. §7903.

5. Issues concerning the organizational classification of protective equipment will be managed by HQUSACE Safety and Occupational Health Office.

Encl 2

### Reading "Safety Shoe" Labels

To determine if your footwear is ASTM rated for specific hazards, read the footwear label:

**ASTM F2413-05**  
**F I/75 C/75 Mt75**  
**PR**  
**CS**

**Line #1: ASTM F2413-05:** Identifies the ASTM standard – example indicates that the protective footwear meets the performance requirements of ASTM F2413 issued in 2005 (05). Vendors may still sell ANSI or ASTM Z41.1 1999 – compliant shoes until stocks are depleted. They are acceptable for use with the appropriate impact and compression ratings.

**Line #2: F I/75 C/75 Mt75:** Identifies, in order

- Gender [M (Male) or F (Female)] of the user.
- The existence of impact resistance (I), and rating (75 or 50 foot-pounds),
- The existence of compression resistance (C) and rating (75 or 50 which correlates to 2500 pounds. and 1750 pounds of compression respectively).
- The metatarsal designation (Mt) and rating (75 or 50 foot-pounds) is also identified.

*For USACE work where protective-toe shoes are needed, the minimum compression and impact ratings are 75. Metatarsal rating only applies when needed.*

**Lines 3 & 4: PR CS** Identify other specific types of hazards referenced in the standard. Line 4 is used when more than three sections of the ASTM standard are listed.

#### Specific Hazard Codes:

**Cd:** Conductive footwear intended to provide protection for the wearer against hazards of static electricity buildup and to reduce the possibility of ignition of explosives or volatile chemicals. The footwear facilitates electrical conductivity and the transfer of static electricity build up from the body to the ground. The electrical resistance ranges between zero and 500,000 ohms.

**EH:** Electrical shock resistant footwear made with non-conductive electrical shock resistant soles and heels. The outsole is intended to provide a secondary source of electric shock resistance protection to the wearer against the hazards from an incidental contact with live electrical circuits, electrically energized conductors, parts or apparatus. It is capable of withstanding 14,000 volts at 60 hertz for one minute with no current flow or leakage current in excess of 3.0 milliamperes, under dry conditions.

**SD:** Static dissipative footwear designed to provide protection against hazards due to excessively low footwear resistance and maintain a sufficiently high level of resistance to reduce the possibility of electric shock. The footwear must have a lower limit of electrical resistance of  $10^6$  ohms and an upper limit of  $10^8$  ohms.

**PR** Puncture resistant footwear is designed so that an integral and permanent puncture resistant plate is positioned between the insole and outsole. It is a part of the footwear. The puncture resistant footwear must show no signs of cracking after being subjected to 1.5 million flexes and have a minimum puncture resistance of 270 pounds.

**CS:** Chain saw cut resistant footwear designed to provide protection to the wearer's feet when operating a chain saw. It is intended to protect the foot area between the toe and lower leg. This footwear must meet the ASTM F1818 Specification for Foot Protection for Chainsaw Users standard.

**DI:** Dielectric insulation footwear is designed to provide additional insulation if accidental contact is made with energized electrical conductors, apparatus or circuits. It must meet the minimum insulation performance requirements of ASTM F1117 (Specification for Dielectric Footwear) and be tested in accordance with ASTM F1116 (Test Method for Determining Dielectric Strength of Dielectric Footwear).

*NOTE: The new ASTM F2413-05 standard does not approve of "hang-on" or "strap-on" toe appliances, toe-caps or other devices as an acceptable means for providing protection. Any protective toe cap must be designed and constructed into the shoe during the manufacturing process and tested as an integral part of the footwear.*



**APPENDIX D**

**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

## SAMPLE LETTER FOR APPROVAL OF ACTUAL LODGING EXPENSE



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

REPLY TO  
ATTENTION OF:

04 OCT 2004

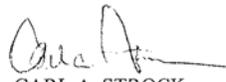
CELD-T

MEMORANDUM THRU COMMANDER, U.S. ARMY ENGINEER DIVISION, SOUTH ATLANTIC, 60 FORRSYTH STREET, S.W., ATLANTA, GA 30303

FOR COMMANDER, U.S. ARMY ENGINEER DISTRICT, WILMINGTON (CESAW-LM/Harvey T. Hale), 69 DARLINGTON AVENUE, WILMINGTON, NC 28403

SUBJECT: Actual Expense Allowance for Lodging

1. Actual Expense Allowance (AEA) of 232% for lodging costs not to exceed \$139 per day is approved for USACE personnel deployed to Mobile County, Alabama and neighboring counties in support of hurricane response and recovery operations. This approval is effective from 15 September through 30 October 2004. It is expected that premium-lodging costs will subside during this time period and the lodging per diem rate availability will increase.
2. Employees are expected to seek the lower rates for lodging when available and may not use this AEA to cover additional fringe benefits. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference or convenience. Meals and incidental expenses (M&IE) reimbursement will remain at the Government locality per diem rate. Lodging taxes are separately reimbursable expenses in addition to the AEA.
3. The point of contact for this action is Belinda K. Taswell, (202) 761-4478.

  
CARL A. STROCK  
Lieutenant General, USA  
Commanding

The sample below is for a basic AEA for lodging when the standard per diem lodging rate (\$60) is increased up to 150%. This increase can be approved at the local approval official level

CExx-xx

MEMORANDUM FOR

SUBJECT: Actual Expense Allowance for Lodging

1. Reference, Joint Travel Regulations (JTR), Chapter 4, Part M, Actual Expense Allowance (AEA)
2. Actual Expense Allowance (AEA) Lodging of 150% of the total locality per diem, not to exceed \$106 (**specify exact lodging amount limitation**) per day for lodging, is approved for USACE personnel on temporary duty assignment (TDY) to Mobile, AL and surrounding counties in support of Hurricane Charley, Frances, Jeanne, and Ivan response and recovery operations (**list city/county**) and **neighboring counties in support of (list mission/operation)**. This approval is effective 1 October 2004 through 1 December 2004 (**specify start/end date**). This approval is not a blanket AEA authorization for all TDY travel to this area.
2. Employees are expected to seek the lower rates for lodging when available and may not use this AEA to cover additional fringe benefits. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference or convenience. Meals and incidental expenses (M&IE) reimbursement will remain at the Government locality per diem rate. Lodging taxes are separately reimbursable expenses in addition to the AEA.
3. The point of contact for this action is (**may be individual traveler(s) or other designee**).

FOR THE COMMANDER:

TRAVEL APPROVING OFFICIAL  
Duty Position

EP 37-1-6  
31 Aug 07

**The sample below is for a basic AEA of 150% for lodging when the per diem lodging rates vary across multiple locations . This increase can be approved at the local approval official level**

CExx-xx

MEMORANDUM FOR

SUBJECT: Actual Expense Allowance for Lodging

1. Reference, Joint Travel Regulations (JTR), Chapter 4, Part M, Actual Expense Allowance (AEA)
2. Actual Expense Allowance (AEA) Lodging, not to exceed 150% of the total locality per diem, is approved for USACE personnel on temporary duty assignment (TDY) to Orlando, FL and surrounding Orange County in support of Hurricane Charley, Frances, Jeanne, and Ivan response and recovery operations **(list city/county) and neighboring counties in support of (list mission/operation)**. This approval is effective 1 October 2004 through 1 December 2004 **(specify start/end date)**. This approval is not a blanket AEA authorization for all TDY travel to this area.
2. Employees are expected to seek the lower rates for lodging when available and may not use this AEA to cover additional fringe benefits. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference or convenience. Meals and incidental expenses (M&IE) reimbursement will remain at the Government locality per diem rate. Lodging taxes are separately reimbursable expenses in addition to the AEA.
3. The point of contact for this action is **(may be individual traveler(s) or other designee)**.

FOR THE COMMANDER:

TRAVEL APPROVING OFFICIAL  
Duty Position

## CATEGORIES OF LODGING EXPENSE

The lodging categories for employees deployed during a disaster are as follows:

**LDP-Lodging Plus** – This is the default in CEFMS and what the employee will be reimbursed in all situations, unless prior written approval is obtained for one of the reimbursement methods below:

**AELP - Actual Expense Lodging Plus** – Reimbursement will cover the actual cost of lodging up to 150%– meals and incidental expenses remain at the locality per diem level. No traveler will be reimbursed for AELP without the prior approval of the UOC or the Supported MSC/District.

**AE – Actual Expense** – Reimbursement will cover the actual costs of lodging as well as Meals and Incidentals. Receipts **MUST** be provided for each cost employee claims reimbursement. No traveler will be reimbursed for AELP without the prior approval of the UOC or the Supported MSC/District.

**SAE – Super Actual Expense (300%) Lodging.** Reimbursement will cover the actual cost of lodging from 150% up to 300% over per diem– meals and incidental expenses remain at the locality per diem level. No traveler will be reimbursed for SAE without the prior approval of a GENERAL Officer or SES at the UOC or the Supported MSC/District. This written approval must accompany the travel voucher and be sent to the Travel Office as well as the UFC.

SAMPLE FORMULA FOR 150% Actual Expense Allowance (AEA) OF THE STANDARD PER DIEM RATE:

AEA FOR LODGING, NOT TO EXCEED 150% OF THE TOTAL PER DIEM, WITH M&IE PAID ON A PER DIEM BASIS:

MAX Lodging = \$60.00 per day  
+ Meals = \$28.00 per day  
+ Incidental Expenses (IE) = \$3.00 per day  
\$91.00 Total Per Diem (lodging +M&IE)

$(\$91 \times 150\% = \$137) - \$31 \text{ (M\&IE)} = \$106.00$ . AEA of 150% for lodging costs not to exceed \$106 per day. Total per diem must not exceed \$137 per day.

SAMPLE FOR PROCESSING OF "MULTIPLE MISSION" VOUCHERS

MISSION (Example)	DATES	VOUCHER STATUS	PARTIAL TYPE	EFFECT ON PER DIEM
<b>Example 1</b>				
EOC	9/1-9/5	*P	**B	¾(M&IE) 9/1, FULL P/D 9/5
ERRO	9/6-9/30	*P	***M	FULL P/D 9/6, FULL P/D 9/30
EOC	10/1-11/1	*P	****F	FULL P/D 10/1, ¾(M&IE) 11/1
<b>Codes:</b> *P = Partial, **B = Beginning, ***M = Middle, ****F = Final P/D = Per Diem, M&IE = Meal & Incidental Expense <b>Effect On Per Diem:</b> Traveler must have three different travel orders. Traveler is paid ¾ of M&IE on the day that they travel to their destination (9/1) and when they return to their PDS (11/1). The traveler has transferred between missions but remain on the same deployment. Processing vouchers as stated above will pay the traveler full (P/D) while they change mission. <b>NOTE:</b> Should you file each voucher as "P", "F" for 9/6 & 10/1. The traveler will be paid ¾ of M&IE versus full per diem.				
<b>Example 2</b>				
EOC	9/1-9/5	*P	**B	¾(M&IE) 9/1, FULL P/D 9/5
Pre Dec Reg Act	9/6-9/10	*P	***M	FULL P/D 9/6, FULL P/D 9/10
Post Reg Act	9/11-15	*P	***M	FULL P/D 9/11, FULL P/D 9/15
Post Logistic	9/16-10/1	*P	****F	FULL P/D 9/16, ¾(M&IE) 10,1
<b>Codes:</b> *P = Partial, **B = Beginning, ***M = Middle, ****F = Final P/D = Per Diem, M&IE = Meal & Incidental Expense <b>Effect On Per Diem:</b> Traveler must have four different travel orders. Traveler is paid ¾ of M&IE on the day that they travel to their destination (9/1) and when they return to their PDS (10/1). The traveler has transferred between missions but remain on the same deployment. Processing vouchers as stated above will pay the traveler full (P/D) while they change mission. <b>NOTE:</b> Should you file each voucher as "P", "F" for 9/6, 9/11, & 9/16. The traveler will be paid ¾ of M&IE versus full per diem.				



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

CECW-HS

APR 3 2006

MEMORANDUM FOR COMMANDERS, ALL MAJOR SUBORDINATE COMMANDS, FIELD  
OPERATING ACTIVITIES AND ENGINEER RESEARCH DEVELOPMENT COMMAND

SUBJECT: Confirmatory Travel for First Responders during a Disaster

1. References:

a. Joint Travel Regulations, Volume 2 for DOD Civilians, Chapter 3, Part B, Paragraph C3051 Confirmatory Travel Authorization.

b. ER 55-1-2, CELD-T, 1 Oct 02, Transportation and Travel Management, Chapter 2-7.

2. The Department of Homeland Security (DHS) may request disaster assistance support that requires USACE personnel to travel within a few hours notice. If official travel must begin or is performed before a written travel authorization is issued, the travel must be pursuant to proper oral, letter, or message authority. A confirmatory travel authorization must be issued as promptly as possible. A confirmatory travel authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. The official who directed the travel is responsible for initiating a confirmatory travel authorization through CEFMS. The POC for approving this request during a disaster is the Division or District Emergency Manager or their designee. The following information is needed for the confirmatory travel authorization:

- a. Date requested.
- b. Date to proceed.
- c. Approximate # of days of TDY.
- d. Mode of transportation.
- e. Itinerary (To and From).
- f. Estimated costs (Per Diem, Travel, Misc., Total).
- g. TDY Purpose (e.g., in response to hurricane)
- h. Verbal or Mission Assignment Number (Pre-Declaration/Post Declaration).

Enclosure 1

CECW-HS

SUBJECT: Confirmatory Travel for First Responders During a Disaster

3. In accordance with ER 55-1-2, written confirmatory travel orders (DD Form 1610) must be done within 15 calendar days of when the travel began. In CEFMS there will be a separate box to check for confirmatory orders). The orders must include appropriate statements regarding justification, prior authorization, and/or mission assignment.

4. My point of contact for this memorandum is Lisa Bordeaux, CERM-F, 202-761-1880 and Lizbeth Miller, CECW-HS-SM, 202-761-0217.

FOR THE COMMANDER:



EDWARD J. HECKER  
Chief, Homeland Security Office  
Directorate of Civil Works



**DEPARTMENT OF THE ARMY**  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-5000

REPLY TO  
ATTENTION OF:

CERM-F (37)

**MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS  
(RESOURCE MANAGERS)**

**SUBJECT: Use of Individually Billed Account (IBA) Government Travel Card to  
Purchase Airline Tickets for Emergency Operations Funded by FEMA**

1. In recent years, the Corps has had problems financially closing out FEMA orders. Part of this problem centers around the Corps' inability to get Airline Tickets paid through the local Centrally Billed Account in a timely fashion. This memorandum provides guidance to speed up the billing process and increase our timeliness in closing out FEMA orders.
2. Individuals who are traveling in support of a disaster mission for FEMA are authorized to charge their airline ticket to their Individually Billed Account (IBA) Government Travel Card if all of the following conditions are met:
  - a. FEMA funds are the funding source cited on the travel order
  - b. The individual's IBA Government Travel Card account is in good standing
  - c. Airline tickets are purchased through their local travel office
  - d. Approved travel orders are required
3. To receive prompt reimbursement for the airline ticket, the individual's travel order must include the following in CEFMS:
  - a. On CEFMS screen 12.3, Travel Order Itinerary, Transportation Paid by Traveler Block must be 'Y' and Mode of Transportation must be 'CP'.
  - b. On CEFMS screen 12.2, Cost Amounts, Cost Code '3', Commercial Transportation Amount - Paid by Traveler must be used to input the estimated airline ticket cost.

EP 37-1-6  
31 Aug 07

CERM-F (37)

SUBJECT: Use of Individually Billed Account (IBA) Government Travel Card to Purchase Airline Tickets for Emergency Operations Funded by FEMA

4. My point of contact is William L. Holtzman in CERM-F, (202) 761-1928.

FOR THE COMMANDER:

  
STEPHEN COAKLEY  
Director of Resource Management

CF:  
Belinda Camp, CELO-T  
Lizbeth Miller, CECW-OE-M



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

REPLY TO  
ATTENTION OF:

CERM-F

29 July 2003

MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS  
(RESOURCE MANAGERS)

SUBJECT: Revised Policy on Use of Individually Billed Account (IBA)  
Government Travel Purchase Airline Tickets for Emergency Operations

1. Reference CERM-F memorandum, dated 27 June 2001 subject: Use of Individually Billed Account (IBA) Government Travel Purchase Airline Tickets for Emergency Operations Funded by Federal Emergency Management Agency (FEMA)
2. Paragraph 2a of the memorandum referenced above is modified to allow for individuals traveling in support of FEMA operations to use their IBA when Flood Control and Coastal Emergencies Category Code 210 is the funding source. All other conditions in paragraph 2 regarding the use of the IBA remain as stated.
3. The point of contact for this issue is William L. Holtzman, CERM-F, (202) 761-1928.

FOR THE COMMANDER:

*for Karen D. Lloyd, Col, Acting*  
STEPHEN COOKLEY  
Director of Resource Management



**APPENDIX E**



**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 1/2 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.

A handwritten signature in black ink, appearing to read "Joe N. Ballard".

**JOE N. BALLARD**  
Lieutenant General, USA  
Commanding

2Encls

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**

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

**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 Aug 07

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

## TRAVEL AS HOURS OF WORK

- A. Travel as hours of work is compensable according to an employee's FLSA status.
- B. Official travel must be ordered and approved. To the greatest extent possible, employees should not be required to travel during non-duty hours (5CFR 610.123) during initial and final deployment travel. Travel as hours of work entitlements will be determined according to the employee's deployment tour of duty (TOD). The deployment TOD applies when the employee commences travel to the deployment site and ends upon the employee's completion of return to home station travel. Travel resulting from a temporary return to the PDS in the middle of a deployment is considered part of the deployment tour, and as such, employees will remain on the deployment TOD for this type of travel. \*\*\*Note\*\*\* if the temporary return is not required for work purposes, although the employee's TOD does not change, the travel is NOT considered hours of work for overtime purposes or Compensatory Time Off for Travel because although the travel may occur during an employee's administrative workweek, it is neither required, nor for work purposes.
- C. Although deployment travel is included in the deployment TOD, being on a 12-hour a day TOD does not automatically entitle employees to 12 hours of pay. There must be 12 hours of work performed. Some of the 12 hours may consist of travel if the travel is considered hours of work.
- D. It is not the phase of the emergency that impacts overtime entitlements for travel as hours of work; rather, it is whether the travel is considered hours of work.
- E. Most Wage Grade employees are non-exempt and follow non-exempt travel rules; additionally, collective bargaining agreements must be followed.
- F. For exempt employees, travel is considered hours of work under conditions a-e. For non-exempt employees, travel is considered hours of work under conditions f-h.
1. CONDITIONS:
    - a. (N/E) Travel is within an employee's regularly scheduled administrative workweek (including regularly scheduled overtime)
    - b. (N/E) Travel involves the performance of work while traveling
    - c. (N/E) Travel is incident to travel that involves the performance of work while traveling
    - d. (N/E) Travel is carried out under arduous or unusual conditions
    - e. (N/E) Travel results from an event that could not be scheduled or controlled administratively. Travel as Hours of Work Under condition 5 is not administratively controlled.
    - f. (N) Employee drives a vehicle or performs other work while traveling (driving is not considered work for exempt employees; driving is considered work for non-exempt employees regardless of whether it occurs during duty hours)
    - g. (N) Travel is as a passenger on a one day assignment away from the official duty station
    - h. (N) Travel is as a passenger on an overnight assignment away from official duty station during hours on non-work days that correspond to employee's regular working hours (NOTE: non-exempt employees are paid OT travel on the regular day off during hours which correspond to the TOD; travel is on the deployment TOD).

2. To be considered hours of work, travel resulting from an event which could not be scheduled or controlled Administratively (paragraph F.1.e.) should meet the Comptroller General's two-pronged test (69 Comp. Gen. 385, 386 (1990)(Schacht); Comp Gen No. B-227489). First, the event requiring off-duty travel must not be administratively controllable. Second, there must be an immediate official necessity for the travel. In determining immediate official necessity, the Comp. Gen. looks at the actual necessity for immediate travel. To qualify as hours of work under condition 5 above, employees who are required to travel immediately should meet both conditions of the Comp. Gen. two-pronged test, i.e. there must be a total lack of government control in the scheduling of an event, and there must also be an actual necessity for immediate travel (47 FLRA No. 73, June 2, 1993).

### **Compensatory Time for Travel**

- Compensatory Time for Travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not compensable.
- "Employee" includes both FLSA exempt and non-exempt, but not prevailing rate employees or members of the SES.
- CTT can only be earned for travel time that is not otherwise compensable. Therefore, if travel is considered hours of work, and therefore compensable through a pay provision, the travel is not creditable under CTT regulations.
- The travel must be officially authorized. In other words, travel must be for work purposes and must be approved by an authorized agency official or otherwise authorized under established agency policies.
- For the purpose of compensatory time off for travel, time in a travel status includes—
  - Time spent traveling between the official duty station and a temporary duty station;
  - Time spent traveling between two temporary duty stations; and
  - The "usual waiting time" that precedes or interrupts such travel (e.g., waiting at an airport or train station prior to departure). The employing agency has the sole and exclusive discretion to determine what is creditable as "usual waiting time." An "extended" waiting period—i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes—is not considered time in a travel status.
- For every 8.5 hours of travel time, a half hour lunch must be subtracted unless it is continuous travel.
- Commuting Time—
  - Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time. However, the agency must deduct the employee's normal home-to-work/work-to-home commuting time from the creditable travel time.

- o Travel outside of regular working hours between a worksite and a transportation terminal is creditable travel time, and no commuting time offset applies.

- o Travel outside of regular working hours to or from a transportation terminal within the limits of the employee's official duty station is considered equivalent to commuting time and is not creditable travel time.

- Compensatory time off for travel is forfeited—

- o If not used within 26 pay periods

- o Upon voluntary transfer to another agency;
- o Upon movement to a noncovered position; or

Upon separation from the Federal Government. Under no circumstances may an employee receive payment for unused compensatory time off for travel.

- o Compensatory time off for travel may not be considered in applying the biweekly or annual premium pay caps or the aggregate limitation on pay. There is no limitation on the amount of compensatory time off for travel an employee may earn.

- o The key to determining CTT entitlements is whether the travel is creditable as hours of work. **If the travel is creditable as hours of work, the employee is compensated through regular or overtime pay, and therefore NOT entitled to CTT. If an employee can receive overtime for the travel, the employee cannot receive CTT.**

- o In distinguishing an exempt employee's entitlement to overtime versus CTT, focus has previously been on the disaster phase to determine the application of "an event that cannot be controlled administratively." However, the actual disaster phase is immaterial. The relevant pieces of information are (a) the tour of duty, (b) the FLSA exemption status, and (c) whether the travel is considered hours of work.

When travel is interrupted by inclement weather, employees are entitled to CTT only for travel time and usual waiting time. An extended waiting period (such as one caused by inclement weather) would not count because during that time, an employee is free to do what he chooses. The travel time that occurred during the regularly scheduled administrative workweek would also not be compensable with CTT because the employee is entitled to pay for those hours (remember, initial deployment travel and return to home station travel are on the deployment TOD).

- o If travel under normal circumstances takes more than one day (i.e. from OCONUS to CONUS), entitlements are consistent with hours of work. The employee is entitled to regular pay or overtime pay for hours of travel occurring during the regularly scheduled administrative workweek. The employee is entitled to CTT for hours not otherwise compensable. However, only the time traveling and usual waiting time meet the CTT criteria. Extended waiting time, during which an employee is free to engage in activities of his own choosing, is not compensable with CTT.

### **Excessive Commute from Hotel to Temporary Duty Station**

**Excessive commute from hotel to temporary duty station:** Under limited conditions, excessive commute time from the hotel to the temporary duty site may be compensable. The determination of what part of the travel can be considered hours of work must be determined on a case-by-case basis, and must be approved by the supported (lead) district commander or designated representative. To determine if the excessive travel is compensable, two questions must be answered: Is the travel itself considered hours of work? and if yes, how much of the travel is compensable?

1. To determine if the travel will be considered hours of work, we can look at the conditions set forth in Title V and under the FLSA, as well as the employees' exemption status.

For exempt employees, travel is considered hours of work under conditions 1-5. For non-exempt employees, travel is considered hours of work under conditions 1-8.

Conditions:

- (1) Travel is within an employee's regularly scheduled administrative workweek
  - (2) (N/E) Travel involves the performance of work while traveling
  - (3) (N/E) Travel is incident to travel that involves the performance of work while traveling
  - (4) (N/E) Travel is carried out under arduous or unusual conditions
  - (5) (N/E) Travel results from an event that could not be scheduled or controlled administratively
  - (6) (N) Employee drives a vehicle or performs other work while traveling
  - (7) (N) Travel is as a passenger on a one day assignment away from the official duty station
  - (8) Travel is as a passenger on an overnight assignment away from official duty station during hours on non-work days that correspond to employee's regular working hours.
- Normal commuting time from home to work and from work to home is not hours of work for exempt or non-exempt employees (5 CFR 551.422(b).) For an employee assigned to a temporary duty station overnight, normal "home-to-work/work-to-home" commuting also includes travel between the employee's temporary place of lodging and a work site within the limits of the temporary duty station.
  - The commute to the temporary duty station from the lodging site is not considered hours of work under **condition 5** (travel resulting from an event which could not be controlled administratively) because any travel compensable under this condition would have already occurred with the initial requirement to deploy in response to the emergency. To use condition 5 again, the travel would have to "re-qualify" (Comp Gen, B-237852).

- The travel is considered hours of work if it is carried out under unusual or arduous conditions (condition 4). The determination of what is arduous can be made by the local Commander or designated representative; however, "a long commuting time...is not sufficient by itself to qualify the travel as arduous." (Comp Gen, B250889). In determining the existence of arduous conditions, the following points within the Comp Gen decision should be considered:
  - Travel under arduous conditions is described as travel over unusually adverse terrain, during severe weather conditions, or to remote, barely accessible facilities by foot, horseback or truck.
  - Travel by automobile outside the employee's regular workweek, even for a long period, absent unusual circumstances, does not constitute travel under arduous conditions.
  - Neither the time when travel is performed, nor the amount of time spent traveling, make the conditions of travel arduous. Hazardous conditions of travel are not necessarily arduous conditions of travel.
  - Heavy traffic, bad weather, and long delay are not conditions which make travel time arduous.

(2) If the determination is made that the travel is considered hours of work under any of the 8 conditions, then only the travel **beyond the employees' normal commute when at home station**, is considered compensable as hours of work (example: if the normal commute is 30 minutes, and travel from hotel to duty site takes 2 hours and is under arduous conditions, only 1 hour and 30 minutes is considered work).



PERSONNEL AND  
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

SEP 13 2005

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Waiver of the Biweekly Limitation on Premium Pay

Section 5547(b) of title 5, United States Code, as regulated by title 5, Code of Federal Regulations 550.105 through 550.107, requires agencies to pay premium pay to covered employees who perform work in connection with an emergency or its aftermath under an annual limitation rather than a biweekly limitation on premium pay. For the Department of Defense (DoD), the authority to determine that an emergency exists has been delegated to officials who exercise personnel appointing authority (normally the head of an installation or activity). DoD policy for this authority is found at <http://www.cpms.osd.mil/cpm/docs/M1400550.pdf>.

Once an emergency is declared, the biweekly maximum earnings limitation on premium pay is waived until the emergency is terminated. However, the waiver does not increase the amount employees can receive for the calendar year. Employees paid under an annual limitation receive premium pay only to the extent that the total amount of basic pay and premium pay payable for the calendar year does not exceed the maximum rate that can be paid for GS-15 (including applicable locality pay) or level V of the Executive Schedule, whichever is greater.

My point of contact concerning this matter is Ms. Mary Olson. Ms. Olson can be reached at (703) 696-1721.

A handwritten signature in blue ink, which appears to read "Marilee Fitzgerald", is positioned above the typed name.

Marilee Fitzgerald  
Acting Deputy Under Secretary  
Civilian Personnel Policy

SAMPLE

(LETTERHEAD)

(Office Symbol)

MEMORANDUM FOR

Defense Finance and Accounting Service (DFAS-IN/CP),  
8899 E 56<sup>th</sup> Street, Indianapolis, IN 46249

SUBJECT: Waiver of Limitation on Biweekly Civilian Pay

1. Reference: Memorandum, Assistant G-1 for Civilian Personnel Policy, 4 April 2003, subject: Premium Pay Limitations

Paragraph 2 initiated by Lead District Commander (Blanket Waiver):

2. Effective (Date), a blanket waiver is authorized for those employees subject to the the biweekly pay limitation in support of Hurricane \_\_\_\_\_ (or other specific event). Specific Names, SSN's and Start - End dates will be provided as they become available by individual USACE EOC Managers in support of the event.

Paragraph 2 initiated by EOC Manager (to identify specific employees):

2. Effective the date listed below, the following employee(s) are no longer subject to the biweekly pay limitation until the listed end date or otherwise notified.

<u>SSN</u>	<u>Name</u>	<u>Start</u>	<u>End(if known)</u>
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3. The POC for this action is (name), (office symbol), (DSN number), (E-mail address).

SIGNED BY COMMANDER (or EOC Manager if the Supported (Lead) District Commander has done Blanket Waiver)

EP 37-1-6  
31 Aug 07

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

**Sample Letter for Tour of Duty – Prevailing Employee (Shift 1)**

CEPOH-HR (690-600)

MEMORANDUM FOR (Wage Employees Name)

SUBJECT: Regularly Scheduled Administrative Workweek During Emergency Operations

1. Due to the current emergency (Event Name), you have been tasked to provide emergency assistance to the (Your Districts Name). As a result, you are placed on the following work schedule for the duration of your assignment.

**Sunday through Saturday 0700-1930**

2. Effective (date), your basic 40-hour workweek is Monday thru Friday from 0700-1530 with an unpaid 30-minute meal period. **Your regularly scheduled administrative workweek is shown in bold above; it includes 4 hours of scheduled overtime each day Monday through Friday and 12 hours of scheduled overtime each day Saturday and Sunday.** In accordance with 5 CFR Section 532.505, wage employees are entitled to night shift differentials governed by the following shift schedules; **First Shift (0700-1600), Second Shift (1500-2400), and Third Shift (2300-0800).** **As a result, your regularly scheduled nonovertime hours fall into First Shift (0700-1530). Since the majority of hours fall in First Shift, your entire shift (regular and overtime) is authorized to be First Shift. All regular time and overtime (scheduled and unscheduled) will be input into CEFMS as Shift code 1.** This tour of duty will remain in effect for the duration of your assignment or until otherwise directed by your TDY immediate supervisor.

FOR THE COMMANDER:

(Your Emergency Manager's Name)  
Emergency Manager

**Sample Letter for Tour of Duty – Prevailing Employee (Shift 2)**

CEPOH-HR (690-600)

MEMORANDUM FOR (Wage Employees Name)

SUBJECT: Regularly Scheduled Administrative Workweek During Emergency Operations

1. Due to the current emergency (Event Name), you have been tasked to provide emergency assistance to the (Your Districts Name). As a result, you are placed on the following work schedule for the duration of your assignment.

**Sunday through Saturday 1200-0030**

2. Effective (date), your basic 40-hour workweek is Monday thru Friday from 1200-2030 with an unpaid 30-minute meal period. **Your regularly scheduled administrative workweek is shown in bold above; it includes 4 hours of scheduled overtime each day Monday through Friday and 12 hours of scheduled overtime each day Saturday and Sunday.** In accordance with 5 CFR Section 532.505, wage employees are entitled to night shift differentials governed by the following shift schedules; **First Shift (0700-1600), Second Shift (1500-2400), and Third Shift (2300-0800).** **As a result, your regularly scheduled nonovertime hours fall into First Shift (1200-1500, 3 hours) and Second Shift (1500-0030, 5 hours). Since the majority of hours fall in Second Shift, your entire shift (regular and overtime) is authorized to be Second Shift. All regular time and overtime (scheduled and unscheduled) will be input into CEFMS as Shift code 2.** This tour of duty will remain in effect for the duration of your assignment or until otherwise directed by your TDY immediate supervisor.

FOR THE COMMANDER:

(Your Emergency Manager's Name)  
Emergency Manager

**Sample Letter for Tour of Duty – Prevailing Employee (Shift 3)**

CEPOH-HR (690-600)

MEMORANDUM FOR (Wage Employees Name)

SUBJECT: Regularly Scheduled Administrative Workweek During Emergency Operations

1. Due to the current emergency (Event Name), you have been tasked to provide emergency assistance to the (Your Districts Name). As a result, you are placed on the following work schedule for the duration of your assignment.

## **Sunday through Saturday 2200-1030**

2. Effective (date), your basic 40-hour workweek is Monday thru Friday from 2200-0630 with an unpaid 30-minute meal period. **Your regularly scheduled administrative workweek is shown in bold above; it includes 4 hours of scheduled overtime each day Monday through Friday and 12 hours of scheduled overtime each day Saturday and Sunday.** In accordance with 5 CFR Section 532.505, wage employees are entitled to night shift differentials governed by the following shift schedules; **First Shift (0700-1600), Second Shift (1500-2400), and Third Shift (2300-0800).** **As a result, your regularly scheduled nonovertime hours fall into Second Shift (2200-2400, 2 hours) and Third Shift (2300-0630, 7.5 hours). Since the majority of hours fall in Third Shift, your entire shift (regular and overtime) is authorized to be Third Shift. All regular time and overtime (scheduled and unscheduled) will be input into CEFMS as Shift code 3.** This tour of duty will remain in effect for the duration of your assignment or until otherwise directed by your TDY immediate supervisor.

FOR THE COMMANDER:

(Your Emergency Manager's Name)  
Emergency Manager

**Sample Travel Day Form**

**Travel Day:**

<b>Location</b>	<b>Date</b>	<b>Actual time</b>	<b>Zulu time</b>
<b>Depart</b> _____			
<b>Arrived</b> _____			

Please indicate any delays during your travel:

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If you went directly to work from the airport or directly to the airport from work, please indicate this information below:

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Your signature \_\_\_\_\_

MSC/District Rep Signature \_\_\_\_\_

Please note you should have this sheet faxed to the CE(MSC/Dist)-EOC and a representative will calculate the time for your travel from your home district/division to TDY area. You will receive a copy of this sheet with a timesheet.

Thank you,

Emergency Management

**EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET (EP 37-1-6)**

<b>NAME: (Last, First, MI)</b>  _____  <b>Pay Plan (GS, WG, etc) :</b>	<b>Permanent Organization (Including Office Symbol):</b>  <b>Emergency Assignment Site:</b>	<b>Dates Worked:</b>  <b>From:</b> _____ <b>To:</b> _____
--	---	---

DATE			TYPE OF PAY														
Days of Week	IN	OUT	REG	REG W/ND	SCH OVT	UNS OVT	OVT W/ND	SUN PREM	HOL WKD	ANN LV	SICK LV	HOL LV	LWOP AWOL	TOTAL	FEMA MISSION ASSIGNMENT	LABOR CHARGE CODE	
			SUN														
MON																	
TUE																	
WED																	
THR																	
FRI																	
SAT																	
TOTAL																	

I certify that the above time record is accurate:  _____ <b>Employee's Signature</b>	Approved:  _____ <b>Emergency Supervisor's Signature</b>	I certify that the Labor Charge Code(s) are correct:  _____ <b>Home Station EOC</b>	Posted to the Time and Attendance Report.  _____ <b>Home Station Timekeeper</b>
---	---	--	--

ENG FORM 6020-R, August 2005

(Proponent: CERM-BA)

NOTE: (1) All Overtime was authorized under the blanket approval, Work Schedule Memo dated \_\_\_\_\_, rather than by individual overtime authorization.

(2) A 30-minute unpaid LUNCH break is required during emergency operations.

**\*\*FOR OFFICIAL USE ONLY-PRIVACY ACT DATA\*\***

## **EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET**

### **DEFINITIONS FOR EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET**

This is a spreadsheet. Sum of row across is total time at work. Sum of column down is total of each category. Hours in regular administrative workday must total 8.

**REG** = Regular Pay; Usually 8 hours per day, 5 days per week; The “basic 8-hour administrative workday” is usually 0700-1530 which includes one-half hour break for Lunch.

**REG W/ND** = Regular Pay with Night Differential; If applicable, ND is authorized on Work Schedule Memo issued by Supported EOC. Part of the regular administrative workday and between 1800-0600 (usually applies only to 2nd or 3rd night shifts)

**SCH OVT** = Scheduled Overtime; Hours in excess of REG or Holiday Worked (HOL WKD) between 0600-1800 and scheduled as part of the regular tour of duty (typically 2.5 hours, 1530 - 1800).

**OVT W/ND** = Overtime with Night Differential; If applicable, ND is Authorized on the Work Schedule Memo issued by Supported EOC. Refers to Hours in excess of REG or HOL WKD between 1800-0600 and scheduled as part of the regular tour of duty (typically, 1.5 hours, 1800-1930).

**UNS OVT** = Unscheduled Overtime; Hours in excess of REG or HOL WKD and not scheduled as part of the regular tour of duty (typically before 0700 or after 1930)

**SUN** = Sunday Premium Pay; Used only when Sunday is part of the regularly scheduled basic 40-hour workweek.

**HOL WKD** = Holiday Hours Worked; (Maximum 8 Hours)

**ANN LV** = Annual leave (Generally not allowed, except when on authorized R & R)

**SICK LV** = Sick Leave

**HOL LV** = Holiday Leave (Paid holiday - Non-work status).

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