

CERM-BA

Pamphlet
No. 37-1-6

1 October 2009

Financial Administration
RESOURCE MANAGEMENT FUNCTIONAL GUIDE
FOR CIVIL EMERGENCY MANAGEMENT PROGRAMS

TABLE OF CONTENTS

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

CHAPTER 5	DISASTER ASSISTANCE UNDER THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, 42 U.S.C. 5121, ET SEQ		
	Purpose.....	5-1.....	5-1
	Program Description.....	5-2.....	5-1
	Funding - Supported MSC/District.....	5-3.....	5-1
	Funding - USACE Supported MSC/District Verbal.....	5-4.....	5-7
	Memorandum for Record for Supporting MSC/District Funding - Supporting MSC/District.....	5-5.....	5-7
	Funding - USACE Verbal MFR for Supporting MSC/District.....	5-6.....	5-8
	Eligible/Ineligible Costs.....	5-7.....	5-9
	Billing Procedures.....	5-8.....	5-10
CHAPTER 6	TRAVEL		
	Travel.....	6-1.....	6-1
	Travel Confirmatory Orders Verbal Memo MFR.....	6-2.....	6-3
CHAPTER 7	TIME AND ATTENDANCE		
	Entitlements.....	7-1.....	7-1
	Reporting and Labor Costs.....	7-2.....	7-5
	Instructions for Filling Out Timesheets.....	7-3.....	7-8
CHAPTER 8	TIME AND ATTENDANCE FOR REMPLOYED ANNUITANT OFFICE (RAO) PROGRAM		
	Entitlements.....	8-1.....	8-1
	Reporting and Labor Costs.....	8-2.....	8-3
	Instructions for Filling Out Timesheets.....	8-3.....	8-4

CHAPTER 9 PREPAREDNESS, EXECUTION AND CLOSEOUT
 USACE/FEMA FINANCIAL PROCESS
 (Cradle to Grave)

Purpose.....9-1.....9-1
 Preparation and Execution (Supported MSC/District)....9-2.....9-1
 Physical Closeout of MA (Supported MSC/District).....9-3.....9-2
 Financial Closeout of MA (Supporting MSC/District)....9-4.....9-4
 Final Billings and Closeout Checklist/Forms..... 9-5.....9-6
 (Supported MSC/District)

Appendix A Basic Package

References..... A-1
 Acronyms..... A-2

Appendix B Chapter 4 (PL 84-99) and Chapter 8

Format for Requesting Funds (96X3125) Class 200, Emergency
 Operations.....B-1
 Format for Requesting Funds (96X3125) Class 310/320/330,
 Rehabilitation Projects.....B-2
 Format for Requesting Funds (96X3125) Class 350/360,
 Initial/Continuing Eligibility InspectionsB-3
 Format for Requesting Funds (96X3125) Class 430, Emergency
 Water Supplies and Drought Assistance Field Investigations or
 Class 520, Advance Measures Field Investigation and
 Report Preparation Costs.....B-4
 Format for Requesting Funds (96X3125) Class 610, Interagency
 Hazard Mitigation Team Activities.....B-5
 Resource Codes, Work Category Codes and Work Category Elements.... B-6
 Sample Government Order for Emergency Management Activities
 (P.L. 84-99).....B-11

Appendix C	Chapter 5 (Stafford Act) and Chapter 8	
	Mission Assignment (MA) Form	C-1
	Sample Memorandum for Record for FEMA Verbal Funding Authority...	C- 5
	Sample Government Order for Emergency Management Activities (Stafford Act).....	C-6
	Direct Charge Matrix.....	C-7
	ESF Mission Assignment Subtasking Request.....	C-14
	FEMA Billing Checklist.....	C-15
	Sample Government Order Closeout Memorandum between USACE Activities.....	C-16
	Sample Financial Closeout Memorandum.....	C-17
	Financial Closeout Checklist.....	C-18
	Sample Letter for Return of Remaining Funds to FEMA.....	C-19
	Eligible/Ineligible Reimbursement.....	C-20
	USACE Memo Authorizing Verbal MFR for Early Responders.....	C-21
	Sample MFR from Supported to Supporting Activity.....	C-22
	Sample Letter for Partial Return of Funds to FEMA.....	C-23
	Safety Shoe Reimbursement Policy.....	C-24
Appendix D	Chapter 6 and Chapter 8	
	Sample of Actual Expense Allowance Authorization.....	D-1
	Sample Letter for Approval of Actual Lodging Expense.....	D-2
	Sample of Actual Expense Allowance for Increasing Authorizations.....	D-3
	Sample of Actual Expense Allowance Multiple Authorizations.....	D-4
	Categories of Lodging Expense.....	D-5
	Memo – Confirmatory Travel for First Responders during a Disaster.....	D-6
Appendix E	Chapter 7	
	FLSA Letter, CECW-OE, Overtime Rate for Employees Performing Work for the Federal Emergency Management Agency, 22 Feb 1999.....	E-1
	Policy and Procedures for Determining Non-Exempt Status under the Emergency Provisions of the Fair Labor Standards Act (5 CFR 551.208).	E-2
	Reimbursements to Federal Departments and Agencies for Mission Assignment Labor Costs	E-3

PAGE

FLSA Letter, CECW-OE/CEHR-E, Overtime Rate for Employees
Performing Work in Response to Emergencies, 5 Apr 1999.....E-4
Travel as Hours of Work.....E-7
Waiver of the Bi-Weekly Limitation on Premium Pay.....E-12
Template for Letter to Waive Bi-Weekly Limitation on Premium Pay.....E-13
Sample Letters for Tour of Duty.....E-14
Time and Attendance Sheet.....E- 21
Timesheet Codes.....E- 22

EP 37-1-6
1 Oct 09

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 <https://hqintra1.hq.ds.usace.army.mil/cerm/rmprt/index.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.

EP 37-1-6
1 Oct 09

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 ENLink and emergency management funding procedures, particularly those outlined in Chapters 4 and 5 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 Contingency Operations, (CECO).

(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.

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) Participates in after-action critiques at the request of the MSC/District Commander.

(7) 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.

EP 37-1-6
1 Oct 09

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 Framework (NRF), 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: <https://hqintra1.hq.ds.usace.army.mil/cerm/rmprt/index.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, CAC card and government identification card on a chain.

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 approval from your supervisor, 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.

1 Oct 09

(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 ACE-IT, 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 D. (<http://140.194.76.129/publications/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 a verbal authorization. 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

1 Oct 09

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 or other civil appropriations such as 96X3121 General Investigations; 96X3122 Construction, General; and 96X3123 Operation and Maintenance, General. All subject to the monetary limitations in ER 11-1-320, Appendix B-1. <http://140.194.76.129/publications/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://140.194.76.129/publications/eng-regs/er37-2-10/toc.htm> . (See Appendix B-6 through B-10 in this document 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. Do not enter names on the government order line item description, but it is allowable to add the names in the Remarks section along with a statement that "names are subject to change". 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 NRF. 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 Appendixes B, C and D 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 NRF 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 through D.) If the initial request is made verbally, use Memorandum for Record (MFR) format in Appendix C. **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 contact 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 de-obligate any funds until notification of Financial Close Out is received from USACE. 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 (i.e. Pre-Dec, EM-Dec, and Post Dec). 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 249th Engineer Battalion (Prime Power).

(2) Emergency Declaration funds are identified by program code/event number 3XXX-EM and may be expended until exhausted, directed by FEMA to terminate usage, or until a "Disaster Declaration" is declared by the President. 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 a P2/CEFMS work item. All work items established in support of a FEMA mission must include the Command Indicator Code (CIC) "99FEM". Add CIC Code "99FEM" on MA work items and Disaster Interagency Agreement (IAA) Work Items when 06 is in the line of accounting; i.e., 2007-06-4637RD-9044-XXXX-2589-D. 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 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) The customer order date must be changed using CEFMS Menu ID: AACAA, option #11-Correct Customer Order. 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”, Fund Type “F” under the civil works appropriation 96X3125, Management Structure # 099998. **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 5. 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:

1 Oct 09

Customer Order Number

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

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

SAD60FL-JEANNE-V, (definition: South Atlantic Division, mission # (this is a USACE 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 USACE generated number issued by TL/ATL. Verbal missions are authorizations granted by FEMA on a “Memorandum for Record” (MFR). See Appendix C-5. 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. Use standard format above.

(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 (no hyphen when entering in CEFMS). 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 the 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 Rev. MAN 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. Quarterly progress and reconciliation reports to FEMA will be done through FEMA’s website located at: <http://www.fema.gov/government/business.shtm>.

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
Rev. MAN	ACTUAL MISSION NUMBER	7220SU-FL-COE-SAD-60
CUSTOMER REF NO	ACTUAL MISSION ASSIGNMENT NO. FEMA'S FUND CITATION	7220SU-FL-COE-SAD-60 2004-06-7220SU-9044-2508-D
OTH CUSTOMER REF NO	MISSION NAME EVENT NAME	REGIONAL ACTIVATION HURRICANE JEANNE

3. Emergency 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.)

4. 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.)

d. 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

e. 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.

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

g. 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-6. Government orders should not reflect individual names on line item description. 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.

h. The 249th 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.

i. If a RMPRT member is redeployed from the Regional Response Coordination Center (RRCC) or Joint Field Office (JFO) to the Regional Field Office (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 C7.

j. Unliquidated obligation reviews should be performed as often as required but no less than every 30 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 Number” (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-21 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-5.

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 on all MAs and Disaster IAAs.

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
OTH 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 a new 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.

e. Unliquidated obligation reviews should be performed as required, but no less than every 30 days upon receipt of initial funding.

5-6. Funding – USACE Verbal Memorandum For Record for Supporting MSC/District. 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-6. When recording the customer order in CEFMS, the tracking number must be entered in the field “Revised Mission Assignment Number” (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 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 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.

(1) 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.

(2) Capital equipment purchase under a mission assignment. The supported MSC/Districts are responsible for gathering the support property disposition form on equipment purchased with FEMA disaster funds. When requested by FEMA DFC, the support documentation consists of the item description, vendor name, amount of purchase, serial number, and current disposition.

c. Federal Emergency Management Agency (FEMA) will pay all interest penalties incurred against any FEMA mission assignment issued under the authority of the Stafford Act. While FEMA will reimburse interest penalties USACE incurs, all activities must ensure that processes and internal controls are in place to minimize interest penalty payments related to FEMA mission assignments.

d. See reference ER-11-1-320, Appendix E, for additional information. See Appendix C-21 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 C-24.

5-8. Billing Procedures.

a. USACE Finance Center (UFC) – UFC will mail the initial disaster bill package, to include the supported and supporting debit/credit customer order bills, and customer order detail cost reports to FEMA Disaster Finance Center (DFC) within 10 business days after the Intra-Governmental Payment and Collection (IPAC) transaction is processed. A copy of the initial package will be furnished to the supported MSC/Districts. The supported MSC/Districts will no longer be responsible for mailing the initial bill packages dated 1 November 2007 or later to FEMA DFC.

b. Supported MSC/Districts – All bills received from the UFC must be reviewed within five business days after receipt. After the review, the supported MSC/Districts are responsible for sending FEMA DFC the DA Form 4445-R (SF1080 bill) “ONLY” with the Finance and Accounting Officer signature or their designate. It must be emailed to FEMA’s designated email box, FEMA-Disaster-Federal-Agencies-Payment@dhs.gov. The supported MSC/Districts are responsible for answering questions and providing any additional documentation to FEMA during their review of the bill. If the MA is a cost share, additional information such as date, parish, county, and state are required. This information will allow FEMA to be reimbursed by the state and local governments.

c. Supporting MSC/Districts – The Supporting MSC/Districts are responsible for answering questions and providing any additional documentation to the supported MSC/Districts during their review of the bill.

d. The supporting MSC/Districts must view the Customer Order Unbilled Amounts, Screen 7.1.6 (Work-In-Progress) screen to monitor all costs incurred during the month to ensure all costs are being properly billed to the supported MSC/Districts. In the event the supporting MSC/District realizes that the charges are incorrect prior to the bill being generated, a cost transfer should be completed immediately. If the error is detected after the bill is generated and reviewed, notification must be sent to the supported MSC/District of the erroneous charge. The cost transfer should be done immediately and the supporting MSC/District must provide timely support to the supported MSC/District that a credit will be forthcoming for the next billing cycle.

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:

(1) A tasker is received from the EOC.

(2) Authorization from your supervisor.

(3) 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-6 (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. Citicorp 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. Submit actual expense authorization memo along with vouchers. Once vouchers are approved by the reviewer, package should be faxed to UFC, ATTN: CEFC-R, Fax # (901) 874-8662 or via e-mail: cefc-tdy@usace.army.mil.

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-7 through C-13.

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.

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 NRF 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-6/D-7). 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 Travel Card.

EP 37-1-6
1 Oct 09

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 either Title 5, Part 551, of the United States Code if GS or DOD 1400.25-M, SC 1930, if NSPS employees. Exempt employees are covered only by Title 5 (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 GS 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 exempt NSPS employees depends on their pay band level. It is either the employee's hourly rate of pay or the hourly rate of pay multiplied by 1.5. The overtime rate for a non-exempt employee is 1.5 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 5 CFR 551.211(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 (551.211(b))* - When a non-exempt employee performs exempt work for more than 30 calendar days, the employee must be considered exempt for the overtime pay. Instead of Title 5 for GS or DoD1400.25M for NSPS overtime pay, the pay may have to be recalculated retroactive to the beginning of the period of temporary work.

(2) *Effect on exempt employees (551.211(c))* - When an exempt employee performs non-exempt work for more than 30 calendar days, the employee must be considered non-exempt for overtime pay. Instead of Title 5 for GS or DoD1400.25-M for NSPS overtime pay, the 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 time limit during which exempt employees may perform non-exempt duties. The “29-day rule” was established for emergency deployments. The Federal Emergency Management Agency (FEMA), in agreement with USACE, will pay the salaries of Corps employees. The FEMA will reimburse the Corps in accordance with employees’ position of record. Exempt employees performing exempt work are compensated at the rate of their pay grade. Exempt employees performing non-exempt duties are paid at the rate of the exempt position not to exceed 30 days. On the 31st day the compensation of the exempt employee will change to the pay rate of the non-exempt position. Exempt employees will be returned to the position of record, on or before the 29th day, to avoid the change of pay. Exempt employees should be assigned to duties that match their permanent position of record to avoid the change of pay. An extension beyond 30 days for an employee with an FLSA status not consistent with the position of record must be approved by the Commander or Deputy Commander with fiscal responsibility.

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 (5 CFR 551.211(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 (5 CFR 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 5 CFR 551.211(d) will only be used when specifically stated through USACE Headquarters.

(4) When using the emergency situation condition (5 CFR 551.211(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. Defense Finance and Accounting Service (DFAS) will not accept a memo from the employee's Customer Service Representative (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. Compensatory time cannot be substituted for regularly scheduled overtime (DOD 7000.14-R, Volume 8, Paragraph 020208D). Compensatory time cannot be substituted for non-scheduled overtime because charges to FEMA need to be recorded and billed at the employee's overtime rate. If compensatory time is worked, CEFMS charges the employee's basic hourly rate, which would be billed to FEMA. If the compensatory time is not used within 26 pay periods, the employee is paid at the overtime rate for those compensatory hours. USACE

1 Oct 09

absorbs the cost difference between the basic hourly rate (previously billed to FEMA) and the overtime rate.

k. "Waiver of the Biweekly Limitation on Premium Pay." At the discretion of the lead (Supported) 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 Supported District Commander for an event is then authorized to approve bi-weekly waivers USACE-wide for the specific event assigned to supported 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.cpm.osd.mil/cpm/docs/M1400550.pdf>.

(1) When the biweekly limitation is waived by the Supported District Commander, a letter from the Supported District Commander is required by the Defense Finance and Accounting Service (DFAS). The letter should include the specific mission (i.e., Hurricane Katrina 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) 995-2881 and Fax (402) 995-2907.

(2) After the biweekly limitation waiver has been issued, the Emergency Managers need to provide the local CSR with a letter identifying the affected employees. This letter needs to identify 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. The local CSR will coordinate the lifting of the biweekly cap with DFAS.

(3) Both the biweekly limitation waiver letter and the letter should be faxed to DFAS imaging at DSN 510-366-0354, toll free at 866-401-5849, Commercial at 317-275-0354. Procedures for processing Biweekly and Annual Limitation on Premium Pay are at: <http://cpol.army.mil/library/permis/2415a.html>.

1. GS and NSPS employees are subject to an annual pay cap not to exceed that of a GS-15 Step 10 with locality pay or Executive Level V, which ever is greater. This includes any pay that is generated from the time card.

(1) If an employee was deployed in support of Overseas Contingency Operations and qualifies for the increased annual pay cap, the increased cap will be applicable for the entire pay year.

(2) If the pay generated from the time card exceeds the applicable annual pay cap, there is no method to compensate the employee. It is forfeited.

m. All employees are subject to the aggregate maximum earnings limitation not to exceed the rate of pay for level I of the Executive Service or the rate payable to the Vice President, at the end of the calendar year in accordance with 5 CFR 530.201.

n. 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-7 through C-13.

1 Oct 09

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 Tour of Duty (TOD) memorandum clearly stating the hours of work should be issued by EOC. This should include a breakout of regular hours, scheduled overtime hours and differential hours. If the TOD hours change, a new memo should be issued. If the supporting commander determines that a fixed TOD memo will not work for the initial onset of the disaster, a flexible TOD memo can be issued for a short duration of time (i.e., a pay period or less). Then the employee should be issued a fixed TOD memo. Copies of all applicable TOD memos should be faxed to the home station EOC. For sample memorandums for GS and Wage employees see Appendix E-14 through E-20. Travel as hours of work entitlements will be determined according to the employee's 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. 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 ENG 6020-R, Emergency Operations Time and Attendance (T&A) sheet shown in Appendix E-21. (*modified*). An electronic fillable form is permitted in the same format.

f. The supported MSC/District EOC is responsible for completing and approving ENG Form 6032-E, Overtime Request and Authorization prior to the employee working unscheduled overtime not covered in the employee's Tour of Duty Memo, furnished by EOC. An ENG Form 6032-E 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 changes to the regular TOD start and end times 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

ENG Form 6032-E 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 Katrina, 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 will be kept at the supported MSC/District EOC for 6 years.

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.

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 1930 hours. All hours worked will be posted on the day the shift begins (i.e. 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-22 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)

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 (ENG 6020-E is required for all overtime hours worked outside scheduled tour of duty)

General Schedule and NSPS Employees:

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

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

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

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

OE = Overtime on a Holiday (NSPS only)

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 and timekeeper sign electronically. The employee signs the timesheet manually. 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. The original timesheet should be maintained with all the other timesheets for that timekeeper. Retention requirement is six years.

CHAPTER 8

TIME AND ATTENDANCE FOR
REEMPLOYED ANNUITANT OFFICE (RAO) PROGRAM8-1. Entitlements.

a. This chapter covers reemployed annuitants that are employed by HQ through the Reemployed Annuitant Office (RAO) program. They are intermittent. They do not have a scheduled tour of duty; therefore, TOD letters will not be issued. The first 8 hours of any work day is considered “regular” hours worked, even if it is Sunday or on a holiday, up to 40 in a week. NSPS employees are not entitled to night differential. WG/WL annuitants are entitled to shift differential. The majority of the 8 regular hours worked (5 hours or greater) will determine the shift worked.

b. Overtime is defined as anything over 8 in a work day or 40 in a week. All overtime must be approved on ENG Form 6032-E.

c. The classification of the duties of a position determines the overtime pay entitlement for the annuitant assigned to the position. Positions are classified as exempt or non-exempt from the Fair Labor Standards Act (FLSA). Therefore, annuitants 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.

d. The rules for payment of overtime differ according to an annuitant’s FLSA status. For WG and WL, non-exempt annuitants are covered by the provisions of the FLSA. Exempt annuitants are covered only by Title 5 (they are exempt from FLSA coverage). Specific USACE and FEMA guidance related to pay of exempt and non-exempt annuitants in support of an emergency are provided at Appendix E-1 through E-6.

e. The overtime rate for exempt NSPS annuitants depends on their pay band level. It is either the annuitant’s hourly rate of pay or the hourly rate of pay multiplied by 1.5. The overtime rate for a non-exempt annuitant is 1.5 times the annuitant’s hourly rate of pay.

f. Reemployed annuitants are to receive pay for all hours they travel during their initial deployment and final departure only. For example, if a reemployed annuitant is deployed for 60 days, he/she will receive pay for the 1st day while traveling to the TDY site and the 60th day when traveling home. If a reemployed annuitant is authorized one mode of transportation (example – air) but uses a different mode (example- POV or rental car) or chooses to travel at a time or by route other than that selected by the organization, the supervisor shall determine the time that would have been required to travel by the approved mode or route. The lesser time of the two will be documented on the time sheet and only that amount of time will be paid. Time spent traveling, while taking R&R is not to be recorded as time worked.

1 Oct 09

g. "Waiver of the Biweekly Limitation on Premium Pay." The waiver may be approved by the Director, Directorate of Human Resources, HQ, USACE, or at the discretion of the lead (Supported) 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 Supported District Commander for an event is then authorized to approve bi-weekly waivers USACE-wide for the specific event assigned to supported 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 Supported District Commander, a letter from the Supported District Commander is required by the Defense Finance and Accounting Service (DFAS). The letter should include the specific mission (i.e., Hurricane Katrina 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, the RAO Administrative Office and the USACE Payroll Program Manager at Commercial (402) 995-2881 and Fax (402) 995-2907.

(2) After the biweekly limitation waiver has been issued, the Reemployed Annuitant Office (RAO) program manager needs to provide the HECSA CSR with letters covering the affected annuitants (letter with attached listing of data is acceptable). These letters need to identify the specific annuitant'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. The HECSA CSR will coordinate the lifting of the biweekly cap with DFAS.

(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>.

h. NSPS annuitants are subject to an annual pay cap not to exceed that of a GS-15 Step 10 with locality pay or Executive Level V, which ever is greater. This includes any pay that is generated from the time card.

(1) If an annuitant was deployed in support of Overseas Contingency Operations and qualifies for the increased annual pay cap, the increased cap will be applicable for the entire pay year.

(2) If the pay generated from the time card exceeds the applicable annual pay cap, there is no method to compensate the annuitant. It is forfeited.

(3) If, at some point, the projection exceeds the yearly pay cap, the amount of overtime pay permitted, per pay period, for the remainder of the calendar year will be limited to the amount calculated by the payroll system program. Occasionally the amount of overtime worked will exceed the payroll system's calculations before an annuitant is aware of it and they will not be fully compensated. If this occurs, the annuitant must contact the CSR at CEHEC-RM-M after the beginning of the next calendar year and request compensation for the amount not received.

When this occurs, the compensation received will count toward the new calendar year's pay cap. When the RA's deployment to the event has concluded, the RAO support staff will send another memo to DFAS cancelling the bi-weekly waiver.

8-2. Reporting and Labor Costs.

a. The supported MSC/District EOC should provide time sheets to annuitants 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.

b. Annuitants should report labor to the supported MSC/District EOC. All time must be recorded only on ENG 6020-R, Emergency Operations Time and Attendance (T&A) sheet shown in Appendix E-21. (*modified*). An electronic fillable form is permitted in the same format.

c. The RAO is responsible for completing, approving and maintaining ENG Form 6032-E, Overtime Request and Authorization prior to the annuitant working any overtime. A single approval signature on one form per pay period with attached listing of applicable data for multiple annuitants is acceptable.

d. If the annuitant is on a FEMA funded tasker, 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 RAO Administrative Office timekeeper. Timekeepers and supervisors are **NOT TO ACCEPT TIMESHEETS OR CHANGES THERETO** sent to them by the annuitant and must validate that the mission assignment agrees with the *actual* mission assignment cited on the customer order. T&A sheets for personnel assigned to the UOC or the supported MSC/District EOC should be faxed to the RAO Administrative Office timekeeper NLT 1800 hours (disaster site time) every Sunday for the preceding workweek. For early labor cutoff, no hours will be projected; only actual hours already worked will be reported. EOY projections should be recorded.

e. The UOC will distribute the T&A and Overtime Request Authorization sheets to the HECSA timekeeper. 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 with the RAO supervisor. The RAO is responsible for maintaining a complete set of the faxed T&A and OT Request and Authorization sheets to verify labor charges before certifying billings.

f. 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 RAO Administrative Office. 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 Katrina, El Nino Floods of Northern California, New Madrid Earthquake, etc.), and one type of declaration per State per customer order.

8-3. Instructions for Filling out Timesheets for FEMA Funded Taskers. Annuitants 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, who assures it is forwarded to 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 RAO timekeeper who will validate the charge code, sign the timesheet and pass it onto the official timekeeper. The original timesheet will be kept at the RAO for 6 years.

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., RAO, CECW-HS-RAO.

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 #: The timekeeper's fax number is 202-761-5606, and enter your permanent duty station as RAO.

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 (i.e. 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-22 are:

OX = Overtime, Unscheduled Exception (ENG 6032-E is required for all OT worked)

NSPS Annuitants:

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

WG/WL Annuitants:

RF = Regular, First Shift

RS = Regular, Second Shift (3 p.m. to midnight)

RT = Regular, Third Shift (11 p.m. to 8 a.m.)

c. **Labor Charge Code:** Labor charge codes should be established for each Customer Order received from RAO 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 annuitant's signature certifies the time reported is correct. The signature of the field supervisor certifies the annuitant's time is valid and that the annuitant was at the site during those hours. The signature of the supervisor at the supporting MSC/District EOC certifies that time is approved as shown. After posting time in CEFMS the RAO timekeeper signs the T&A sheet and forwards a copy to the RAO.

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 and timekeeper sign electronically. The annuitant signs the timesheet manually. Either the annuitant'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. The original timesheet should be maintained with all the other timesheets for that timekeeper. Retention requirement is six years.

EP 37-1-6
1 Oct 09

CHAPTER 9

PREPAREDNESS, EXECUTION AND CLOSEOUT
USACE/FEMA FINANCIAL PROCESS

9-1. Purpose. The purpose of this chapter is to provide financial management guidance and processes from the receipt of a FEMA MA by USACE to financial closeout.

9-2. Preparation and Execution (Supported MSC/District).

a. Receive Mission Assignment (MA) and/or Verbal MFR and/or verbal MFR and enter into CEFMS. Resource Management type personnel “Must be” involved in this process. The guidelines in Chapter 5 of the EP-37-1-6 must be followed to load MA. Set up customer order – create, technical and financial approve. For tracking purposes load all MA amendments in CEFMS even if zero dollars.

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. Maintain a FEMA billing file that will be easily accessible for reviews and audits.

d. Add CIC CODE “99FEM” on MA work items and Disaster Inter Agency Agreement (IAA) work items when 06 is in the line of accounting; i.e. 2007-06-4637RD-9044-XXXX-2589-D.

e. Management Controls/Internal Controls - Handling of funds – checklist (See Checklist in Appendix G of ER 11-1-320) . Responsible Annuitant assigns Approvers on Work Items.

f. Create PR&Cs AND TRAVEL ORDERS - For Resource and Work Category Code guidance, see Appendices B-6 through B-10.

g. Contract/Advanced Contract Initiative (ACI).

h. Government Orders – Issue ONE government order with one line item per Mission to the supporting MSC/District.

i. Labor – ENGLink Tasker provides Annuitant Name, Org Code, Mission, and Deployment dates. Do not use Cross Charge Labor (CCL) during a disaster situation.

j. 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-20. 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.

k. Travel – Travel orders must be completed and authenticated in CEFMS before departing home station. Annuitants 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-6 through D-7. If the Copy Travel Order function is used, ensure that the funded work item, description and itinerary are changed to reflect the appropriate MA information. In the travel order purpose block, use the event name and mission name (i.e. Travel in support of the Hurricane Katrina Debris Mission). Do not use the job title that is listed on the tasker.

9-3. 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 annuitants should be assigned to the mission and no new contracts issues. Additional billings should only have cost from annuitants’ 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 C23. 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 and copy furnished to FEMA DFC). 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-16. (Assure Supporting COE activity that funds will be made available if needed after travel audits are completed by UFC).

(2) 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 within five business days. All travel audits will be performed by the USACE Finance Center (UFC).

(2) Ensure that SF1164s are processed (use SF1164s 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). Individuals traveling to their destination locally must enter the dates in the local travel screen. The supported MSC/districts must retain a copy of the local travel voucher with the dates. This is important because the customer order detailed costs reports do not automatically cite the travel dates on local travel and FEMA may require this date.

(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 annuitant 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 annuitants performing duties in support of FEMA missions. Appendices C-7 through C-13.

k. Contracts - Coordinate with the assigned Contract Specialist/Mission Manager of final invoice and Release of Claims. The Contract Specialist must obtain 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. The Mission Manager is responsible for ensuring this coordination.

l. 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 IAA will be issued by FEMA. All requests for litigation claims reimbursement must be directed to: DHS FEMA OGC 500 C. Street S.W. Washington, DC 20472 (202) 646-4163. Upon notification that the mission is in litigation track all cost until the litigation IAA is received from FEMA. This process could take anywhere from 60-90 days. Once the IAA funds are received, promptly cut off use of Post-Dec funds and begin using new funds as of the date of the IAA. The IAA shall be effective on the date of the final signature by authorized officials of both agencies. All Post-Dec funds must be closed out and any remaining funds returned to FEMA within 90 days after the IAA funds are received. All Post-Dec and IAAs WILL BE processed in P2. The litigation IAA MUST NOT be coded as IPAC.

m. 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 30th day, a charge back will be processed to reverse charges.

9-4. 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 will be returned to home station.

c. Travel.

(1) Ensure that travel vouchers are filed within five business days. All travel audits will be performed by the USACE Finance Center (UFC).

(2) Ensure that SF1164s are processed (use SF1164s 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). Individuals traveling to their destination locally must enter the dates in the local travel screen. The supported MSC/districts must retain a copy of the local travel voucher with the dates. This is important because the customer order detailed costs reports do not automatically cite the travel dates on local travel. FEMA may require this date.

(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 annuitant 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 annuitants performing duties in support of FEMA missions. Appendices C-7 through C-13.

(4) USACE Finance Center (UFC) is responsible for providing the initial disaster bill package to include the supported and supporting debit/credit customer order bills and customer detail reports to FEMA Disaster Finance Center (DFC) on a monthly basis (by the 15th of each month).

(5) The initial disaster bill package received from the UFC must be reviewed within five business days after receipt. After the review, the supported MSC/districts are responsible for sending FEMA/DFC the DA Form 4445-R (SF1080 bill) "ONLY" with the Finance and Accounting Officer signature or their designate. It must be emailed to FEMA's designated email box, FEMA-Disaster-Federal-Agencies-Payment@dhs.gov. The supported MSC/districts are responsible for answering questions and providing any additional documentation to FEMA during their review of the bill.

e. Declarations.

(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. Once the EM-Dec and/or Post-Dec funds are received, promptly cut off use of Pre-Dec funds and begin using new funds as of the date of the declaration. All Pre-Dec funds must be closed out and any remaining funds returned to FEMA within 60 days after the EM-Dec and/or Post-Dec funds are received. These funds WILL NOT be processed in P2.

(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. Once the Post-Dec funds are received, promptly cut off use of EM-Dec funds and begin using new funds as of the date of the Post Declaration . All EM-Dec funds must be closed out and any remaining funds returned to FEMA within 60 days after the Post-Dec funds are received. These funds WILL NOT be processed in P2.

(3) Major Disaster Declaration (Post-Dec) 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 a major disaster response. These funds are normally used for the short term mission assignments. If the mission lasts longer than 60-90 days, an IAA will be received from FEMA. Once the IAA funds are received, promptly cut off use of Post-Dec funds and begin using new funds as of the date of the IAA. The IAA shall be effective on the date of the final signature by authorized officials of both agencies. All Post-Dec funds must be closed out and any remaining funds returned to FEMA within 90 days after the IAA funds are received. All Post-Dec and IAAs WILL BE processed in P2. Some FEMA regions may not issue IAAs for the long-term missions and in that case continue to use Post-Dec funds.

9-5. Final Billings and Closeout Checklist/Forms Supported MSC/District.

a. UFC will process credits via IPAC and send DA Form 4445-R (1080 bill) and customer order detail report to FEMA and the supported MSC/District. 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-18. Keep in MA notebook.
- (6) Complete Financial Closeout Memorandum; Appendix C-17. Keep in MA notebook.
- (7) Complete Letter for Return of remaining Funds to FEMA; Appendix C-19. 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 and a copy furnished to FEMA DFC.)

FOR THE COMMANDER:

5 Appendices
(See Table of Contents)


STEPHEN L. HILL
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)

EP 37-1-6
1 Oct 09

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
NCO	National Contracting Organization
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
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

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
1 Oct 09

Format For Requesting Funds
Class 310/CLASS 320/Class 330
Rehabilitation Projects

FROM: _____(DISTRICT)

TO: CECO

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: CECO

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

1 Oct 09

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: CEKO

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**

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

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

RESOURCE CODE	DESCRIPTION	OBJECT CLASS
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
<i>PRIVATE SECTOR CONTRACTUAL SERVICES –</i>		
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
<i>SUPPLIES AND MATERIAL –</i>		
SUPMATRL	Costs for purchase of commodities that are normally expended within one year after they are put into use, i.e., office supplies, publications, fuel, building materials, parts, and cleaning supplies.	2600
<i>EQUIPMENT –</i>		
EQUIPMENT	Costs for property of a durable nature, i.e., transportation equipment, furniture and fixtures, tools and implements, instruments and apparatus, and machinery.	3100

TABLE B-1

WCC & WCE BREAKDOWN			
WCC	DESCRIPTION	WCE	DESCRIPTION
021000	Response Operations	BBA00	EO-Response Operations
	<i>(Response to emergency event)</i>	BBE00	EO-Support From Others
022000	After Action Report	BBB00	EO-After Action Report
		BBE00	EO-Support From Others
023000	Post Flood Response	BBC00	EO-Post Flood Response
		BBE00	EO-Support From Others
024000	Operational Supplies and Equipment	BBA00	EO-Response Operations
		BBE00	EO-Support From Others
		BBF00	EO-Operational Support
025000	Support from Others	BBA00	EO-Response Operations
026000	Operational Support	BBF00	EO- Operational Support

TABLE B-2

EXAMPLES FOR WCC/WCE BREAKDOWN	
WCC/WCE	DESCRIPTION
021000/BBA00	Labor PR&Cs and travel orders for supported MSC/District employees. In-house and contractual PR&Cs for purchases in direct support of an event (i.e., Water, Ice, Power, etc.).
021000/BBE00	Government Order from supported MSC/District to supporting MSC/District for pre-scripted mission, i.e., Water, Ice, Power, etc. Government Order from supported MSC/District to supporting MSC/District for labor and TDY support in response to an event. Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance for an event.
022000/BBB00	Labor PR&Cs and travel orders for supported MSC/District employees working on an After Action Report. In-house and contractual PR&Cs for purchases in direct support of an After Action Report.
022000/BBE00	Government Order from supported MS/District to supporting MSC/District for assistance with an After Action Report. Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on an After Action Report.
023000/BBC00	Labor PR&Cs and travel orders for supported MSC/District employees working a Post Flood Response. In-house and contractual PR&Cs for purchases in direct support of a Post Flood Response.
023000/BBE00	Government Order from supported MSC/District to supporting MSC/District for assistance with a Post Flood Response. Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on a Post Flood Response.
024000/BBA00	PR&Cs to purchase supplies and equipment for supported MSC/District EOC in support of an event.
024000/BBE00	PR&Cs to purchase supplies and equipment for supporting MSC/District EOC in support of an event.
024000/BBF00	PR&Cs to purchase replenishment supplies and equipment for EOC during non-event time.
025000/BBA00	Government Order to other federal agencies in support of work under PL 84-99 only.
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	2530	001T3R	210	96330
	WORK CAT CODE: 021000		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 DISTRIBGUTION 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	/S/ HUGH J EVANS	2-JUL-2000
BUDGET OFFICER		

DD FORM 448

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

APPENDIX C

Sample Mission Assignment

FEDERAL EMERGENCY MANAGEMENT AGENCY MISSION ASSIGNMENT (MA)		See Reverse for Paperwork Burden Disclosure Notice	O.M.B. NO. 3067-0278 Expires February 29, 2004
I. TRACKING INFORMATION (FEMA Use Only)			
State:		Action Request #:	
Program Code/Event #:		Date/Time Rec'd:	
II. ASSISTANCE REQUESTED <input type="checkbox"/> See Attached			
Assistance Requested:			
Quantity:	Date/Time Required:	Internal Control #:	
Delivery Location:			
Initiator/Requestor Name:	24-hour Ph/Fax #s:	Date:	
POC Name:	24-hour Ph/Fax #s:	Date:	
* State Approving Official (Required for DFA and TA):			Date:
III. INITIAL FEDERAL COORDINATION (Operations Section)			
Action to:	<input type="checkbox"/> ESF #: <input type="checkbox"/> Other:	Date/Time:	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 3 High <input type="checkbox"/> 4 Medium <input type="checkbox"/> 5 Normal
IV. DESCRIPTION (Assigned Agency Action Officer) <input type="checkbox"/> See Attached			
Mission Statement:			
Assigned Agency:	Projected Start Date:	Projected End Date:	
<input type="checkbox"/> New or <input type="checkbox"/> Amendment to MA #:	Total Cost Estimate: \$		
Assigned Agency POC Name:	Phone and fax #s:		
V. COORDINATION (FEMA Use Only)			
Type of MA:	<input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Cost Share (0%)	<input type="checkbox"/> Federal Operations Support State Cost Share (0%)
State Cost Share Percent: %	State Cost Share Amount: \$		
Fund Citation: ___ - 06 - ___ - 9 ___ 4 - 250 ___ -D	Appropriation code: 70X0702		
Mission Assignment Coordinator (Preparer):			Date:
** FEMA Project Officer/Branch Chief (Program Approval):			Date:
** Comptroller/Funds Control (Funds Review):			Date:
VI. APPROVAL			
* State Approving Official (required for DFA and TA):			Date:
** Federal Approving Official (required for all):			Date:
VII. OBLIGATION (FEMA Use Only)			
Mission Assignment #:	Amt. This Action: \$	Date/Time Obligated:	
Amendment #:	Cumulative Amt. \$	Initials:	
*Signature required for Direct Federal Assistance and Technical Assistance MAs. ** Signature required for all MAs. FEMA Form 90-129, OCT, 02			

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**

TRACKING INFORMATION (FEMA USE ONLY)			
Mission Assignment #:	Entered By:		
Tasking #:	SU/EM/DR #:	Date/Time Entered:	<input type="checkbox"/> Originated as verbal
A. Requirements/Task Order Description <input type="checkbox"/> See Attached			
Description of Tasking under Existing Mission Assignment:			
NUMBER-	ISSUED TO-	DATED-	
Tasking Originator: (Name/Organization)		24-hour Phone # Fax #:	
Quantity:	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 3 High	<input type="checkbox"/> 4 Medium <input type="checkbox"/> 5 Normal	Date/Time Needed:
Delivery Site Location and/or Instructions:			
State POC:		24-hour Phone/ fax #s	
Site POC:		24-hour Phone/ Fax #s:	
FEMA Project Officer:		24-hour Phone/ Fax #s:	
Action Officer:		24-hour Phone/ Fax #s:	
B. APPROVALS			
Project - 18 -Officer for Existing Mission Assignment:		24-hour Phone # Fax #:	Date:
C. DISPOSITION			
<input type="checkbox"/> Task Issued:	Date Issued:	Issued By:	

Instructions – Originator Complete Section A Only

EP 37-1-6

1 Oct 09

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 OF 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
-----	--	---

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

TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant) _____ MAIL INVOICES TO (Payment will be made by) _____

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

DD FORM 448

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

EP 37-1-6
1 Oct 09

October 30, 2000

DIRECT CHARGE MATRIX

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

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General Expense - HQ USACE (96X3124) (Includes Civil Funded Military)	Home Organization (A) UOC* Permanent & Temporary Assigned Personnel <i>(Example: Headquarters RM (Resource Management) employee working in the UOC full-time as supplemental staffing.)</i>	96X3124	96X3125, CCS 210	N/A
	(B) Other <i>(Example: HQ RM employee working from desk in RM performing incidental support.)</i>	96X3124	96X3125, CCS 210	N/A
	(C) TDY to Supported Division/District EOC <i>(Example: HQ HR employee is deployed to South Atlantic Division EOC as supplemental staffing.)</i>	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(D) TDY to RRCC, ERT-A, JFO, RFO, 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 RFO.)</i>	96X3124	FEMA Mission	FEMA Mission

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

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General Expense – Divisions (96X3124) (Includes Civil Funded Military)	Home Organization (E) EOC Permanent & Temporarily Assigned Personnel <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 RRCC, ERT-A, JFO, RFO, 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 RFO in San Juan, Puerto Rico.)</i>	96X3124	FEMA Mission	FEMA Mission
General Expense Labs (96X3124) (Includes Civil Funded Military)	(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 RRCC, ERT-A, JFO, RFO, or Disaster <i>(Example: IM employee is deployed to RFO in San Juan, Puerto Rico.)</i>	96X3124	FEMA Mission	FEMA Mission

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

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

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

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Military-Funded Military Member	(U) Supported Division/ District EOC	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>			
	(V) TDY RRCC, ERT-A, JFO, RFO, 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 RFO in Virgin Islands, Puerto Rico.)</i>			
Civil-Funded Military Member	(W) Supported Division/ District EOC	96X3125, CCS 210	N/A	96X3125, CCS 210
	<i>(Example: Jacksonville District Project Manager is pulled off of Central & Southern Florida Ecosystem Restoration Project and is assigned to South Atlantic Division EOC.)</i>			
	(X) TDY to RRCC, ERT-A, JFO, RFO, or Disaster Site	FEMA Mission	N/A	FEMA Mission
	<i>(Example: Jacksonville District Project Manager is pulled off of Central & Southern Florida Ecosystem Restoration Project and is assigned to RFO.)</i>			

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

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

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, financing appropriation, and agency location code 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?
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:_____

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 Katrina)
- 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

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

CESO-ZA (385)
2006

20 Mar

Interim Safety Shoe Reimbursement Policy and Procedures

1. General

- a. Safety shoes (Protective-toe shoes, boots, and other protective footwear such as listed in EM 385-1-1 Section 05.) required by 29 U.S.C. § 668, OSHA regulations, DODI instruction 6055.1 Enclosure 4, AR 385 series and USACE EM 385-1-1 and other USACE regulations, policies and programs shall be provided at Government expense. Hazard evaluations conducted by the supervisor or qualified safety officer in accordance with EM 385-1-1 (particularly Sections 1, 5, 6 and Appendix B) shall be used to determine which employees should be issued safety shoes.
- b. Employees exposed to foot hazards shall be provided with a safety shoe model that complies with (or conforms to) ASTM F 2412-05 and F 2413-05, or the recently replaced ANSI Standard Z41.1. The safety shoes chosen shall be adequate for the specific foot hazard, as comfortable as design permits and have a proper fit.
- c. The design, construction, testing and use of safety shoes shall meet the requirements of American Society for Testing of Materials International (ASTM) standards ASTM F 2412-05 and F 2413-05 or, while manufacturer's supplies last, the ANSI Z41.1 standard, and this compliance shall be imprinted on the shoes. It is mandatory that protective-toe safety shoes purchased meet 75 lbs impact and a compression rating of 75.
- d. USACE commands shall use the attached Safety Shoe Purchase Record, signed by the employee's supervisor, to approve the issuing of safety shoes.
- e. Supervisors shall ensure that only authorized personnel, in accordance with the criteria in EM 385-1-1 participate in this program. Supervisors signing the Safety Shoe Purchase Record shall ensure that appropriate shoes for the job are selected and that shoes are replaced only as necessary.

2. Procurement

- a. For those required to wear safety shoes as specified in 1.a. above, one pair of safety shoes per employee is authorized annually as needed due to damage or wear and tear, unless unique circumstances dictate otherwise. An exception is provided for cases where the work situation requires specialized footwear or multiple pairs. Safety shoe costs per pair will be a maximum of \$120.00 for standard issue shoes. Purchases greater than \$120.00 must be approved and justified by the supervisor.
- b. Purchases can be made through normal contracting channels from the GSA schedule, from the Federal Prison Industries (FPI) or directly from a manufacturer/ vendor.
- c. Employees may, with prior supervisory authorization, purchase safety shoes of their choice with the ASTM or ANSI logo and present the receipt with the Safety Shoe Purchase Record to the supervisor for reimbursement up to \$120.00; any amount over \$120 shall be paid by the employee (except for unique circumstances).

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 ENLink 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

<p>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.</p>				
Employee Name	Command		Employee CEFMS ID	Code
Purchase Source	<input type="checkbox"/> Initial Issue <input type="checkbox"/> Reissue	Stock Number	Cost	Shoe Size
<p>Remarks:</p>				
<p>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.</p>				
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 an 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



CEXX-X

06 August 2009

MEMORANDUM FOR COMMANDERS, DIRECTORS, and CHIEFS OF SEPARATE OFFICES, HQUSACE

SUBJECT: Approval of Actual Expense Allowance (AEA)

1. Reference:

- a. Joint Travel Regulation (JTR), Chapter 4, Part M, Actual Expense Allowance.
- b. CELD-T (55) MEMORANDUM, 26 Mar97, subject: Approval Actual Expense Allowance (AEA).
- c. CELD-T (55) MEMORANDUM, 9 Sep97, subject: Increase in AEA Not to Exceed 300 Percent.

2. Reference b, 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 c, 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 re-delegated.

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. POC is the undersigned at (XXX) XXX-XXXX.

APPROVING OFFICIAL

SAMPLE LETTER FOR APPROVAL LODGING EXPENSE



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

COMMANDERS, DIRECTORS, and CHIEFS OF SEPARATE OFFICES, HQUSACE

SUBJECT: Actual Expense Allowance for Lodging for USACE personnel deployed in support of Hurricane Gustav

1. Your request for Actual Expense Allowance (AEA) of lodging costs incurred by USACE personnel deployed in support of operations in areas affected by Hurricane Gustav is approved. Ensure to include a statement in the remarks of the travel order and voucher that AELP is approved not to exceed 250% of the local per diem rate for the period of the deployment operations. Retain a copy of this approval and applicable receipts with your records for audit purposes.
2. 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 Valerie D. Wimberly, (202) 761-1618.

DON T. RILEY
Major General, USA
Deputy Commander

1 Oct 09

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

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 x 150% = \$137) - \$31 (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.

NOTE: *An AEA in excess of 300% cannot be authorized.*

INSTRUCTIONS FOR CONFIRMATORY TRAVEL AUTHORIZATION FOR FIRST RESPONDERS

1. References:

- a. Joint Travel Regulation (JTR) Appendix I, Part II (B)
- 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. Authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. The official who directs the travel is responsible for initiating a CTA in CEFMS. The POC for approving this request during a disaster is the Division or District Emergency Manager or their designee. The following information is required for the CTA:

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

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.

1 Oct 09

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 Engineers
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

E-1

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).

1 Oct 09



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

1 Oct 09

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.

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

1. Travel as hours of work is compensable according to an employee's FLSA status.
2. 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.
3. 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.
4. 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.
5. Most Wage Grade employees are non-exempt and follow non-exempt travel rules; additionally, collective bargaining agreements must be followed.
6. For exempt employees, travel is considered hours of work under conditions a-e. For non-exempt employees, travel is considered **hours of work for all the following conditions**.

A.. CONDITIONS:

1. (N/E) Travel is within an employee's regularly scheduled administrative workweek (including regularly scheduled overtime).
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. Travel as Hours of Work Under condition 5 is not administratively controlled.
6. (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).

7. (N) Travel is as a passenger on a one day assignment away from the official duty station.

8. (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).

B. To be considered hours of work, travel resulting from an event which could not be scheduled or controlled Administratively (paragraph 6.A.5.) 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).

7. Compensatory Time for Travel.

A. 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.

B. "Employee" includes both FLSA exempt and non-exempt, and prevailing rate employees but not members of the SES.

C. 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.

D. 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.

E. For the purpose of compensatory time off for travel, time in a travel status includes—

1. Time spent traveling between the official duty station and a temporary duty station;

2. Time spent traveling between two temporary duty stations and

3. 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.

F. For every 8.5 hours of travel time, a half hour lunch must be subtracted unless it is continuous travel.

G. Commuting Time.

1. 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.

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

3. 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.

H. Compensatory time off for travel is forfeited:

1. If not used within 26 pay periods

a. Upon voluntary transfer to another agency;

b. Upon movement to a noncovered position; or

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

2. 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.

3. 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.**

4. 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.

5. 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).

6. 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.

8. Excessive Commute from Hotel to Temporary Duty Station

A. 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? Also, the Duty Schedule Requirements in Appendix B of EM 385-1-1 (Safety and Health Requirements Manual) must be complied with.

B. To determine if the travel will be considered hours of work, we can look at the conditions set forth in Title 5 and under the FLSA, as well as the employees' exemption status. For exempt employees, travel is considered hours of work under the following conditions 1-5. For non-exempt employees, travel is considered hours of work under conditions 1-8.

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.

C. 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.

D. 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).

E. 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:

1. 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.

2. Travel by automobile outside the employee's regular workweek, even for a long period, absent unusual circumstances, does not constitute travel under arduous conditions.

3. 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.

4. Heavy traffic, bad weather, and long delay are not conditions which make travel time arduous.

F. 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).



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

PERSONNEL AND
READINESS

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 cursive script, reading "Marilee Fitzgerald", is positioned above the typed name.

Marilee Fitzgerald
Acting Deputy Under Secretary
Civilian Personnel Policy

1 Oct 09

SAMPLE

(LETTERHEAD)

(Office Symbol)

MEMORANDUM FOR

Defense Finance and Accounting Service (DFAS-IN/CP),
8899 E 56th 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>
------------	-------------	--------------	----------------------

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)

Sample Letter for Tour of Duty – GS/NSPS Employees (Initial Onset):



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, DISTRICT NAME
STREET ADDRESS
CITY, STATE AND ZIP

Office Symbol

MEMORANDUM FOR _____

SUBJECT: Regularly Scheduled Administrative Workweek During Emergency Operations

1. Due to the current emergency with the _____ (event name), you have been tasked to provide emergency assistance to the _____ (District's Name). As a result, you are placed on a scheduled work week that consists of clock hours for reporting to duty at the discretion of the _____ (District's Name) Commander.

2. Effective _____ (Date of event), your basic 40 hour workweek is Monday through Friday with an unpaid one half hour for lunch. The first 8 hours worked on these days will be regular hours. The rest of the hours will be scheduled overtime. Work conducted on Saturday and Sunday will be considered scheduled overtime. 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. Employees are entitled to night differential if any of their hours (regular or overtime) are scheduled and worked between 1800 and 0600 hours.

3. This tour of duty is effective through pay period ending _____ (Insert Date).

4. POC for this letter is _____.

FOR THE COMMANDER:

(Your Emergency Manager's Name)
Emergency Manager

1 Oct 09

Sample Letter for Tour of Duty – FWS Employees (Initial Onset):



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, DISTRICT NAME
STREET ADDRESS
CITY, STATE AND ZIP

Office Symbol

MEMORANDUM FOR _____

SUBJECT: Regularly Scheduled Administrative Workweek During Emergency Operations

1. Due to the current emergency with the _____ (event name), you have been tasked to provide emergency assistance to the _____ (District's Name). As a result, you are placed on a scheduled work week that consists of clock hours for reporting to duty at the discretion of the _____ (District's Name) Commander.
2. Effective _____ (Date of event), your basic 40 hour workweek is Monday through Friday with an unpaid one half hour for lunch. The first 8 hours worked on these days will be regular hours. The rest of the hours will be scheduled overtime. Work conducted on Saturday and Sunday will be considered scheduled overtime.
3. In accordance with 5 CFR Section 532.505, wage employees are entitled to night shift differentials based upon when the majority of their daily work hours occur. Shift schedules used to determine differentials are as follows: First Shift (0700-1600), Second Shift (1500-2400), and Third Shift (2300-0800). Your entitlement to shift differentials will be determined on a day-to-day basis while you are assigned to this tour of duty. **It is imperative that you accurately report your clock hours on your emergency response timesheet.**
4. This tour of duty is effective through pay period ending _____ (Insert Date).
5. POC for this letter is _____.

FOR THE COMMANDER:

(Your Emergency Manager's Name)
Emergency Manager

Sample Letter for Tour of Duty – GS/NSPS Employees (Day):



DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, DISTRICT NAME
STREET ADDRESS
CITY, STATE AND ZIP

Office Symbol

MEMORANDUM FOR _____

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 thru Friday from 0700 to 1530 with an unpaid one half hour for lunch. Your regularly scheduled administrative workweek is shown above; it includes 4 hours of scheduled overtime (OS) 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 (OU) and supported by ENG 6032E. 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.

FOR THE COMMANDER:

(Your Emergency Manager's Name)
Emergency Manager

Sample Letter for Tour of Duty – GS/NSPS Employees (Night):



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, DISTRICT NAME
STREET ADDRESS
CITY, STATE AND ZIP

Office Symbol

MEMORANDUM FOR _____

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 – 1900 - 0730

2. Effective _____ (current date), your basic 40-hour workweek is Monday thru Friday from 1900 to 0330 with an unpaid one half hour for lunch. Your regularly scheduled administrative workweek is shown above; it includes 8 regular hours with night differential and 4 hours of scheduled overtime (OS) each day, with 2.5 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 (OU) and supported by ENG 6032E. 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.

FOR THE COMMANDER:

(Your Emergency Manager's Name)
Emergency Manager

Sample Letter for Tour of Duty – FWS Employees (Shift 1):



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

REPLY TO
ATTENTION OF

Office Symbol

MEMORANDUM FOR _____

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 District's 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 non-overtime 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 – FWS Employees (Shift 2):



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

Office Symbol

MEMORANDUM FOR _____

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 District's 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 non-overtime hours fall into First Shift (1200-1530, 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 – FWS Employees (Shift 3):



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

Office Symbol

MEMORANDUM FOR _____

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 District's 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 non-overtime 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

EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET

For use of this form, see EP 37-1-6. For Official Use Only - Privacy Act Data.

NAME (Last, First, MI)	PERMANENT ORGANIZATION (including office symbol)	DATES WORKED	
		FROM	TO
PAY PLAN (GS, NSPS, FWS, etc.)	EMERGENCY ASSIGNMENT SITE	TIMEKEEPER'S NAME	FAX

DAY OF WEEK	TIME*		TYPE OF PAY											ASSIGNMENT/CODES			
	IN	OUT	GS NSPS**	REG	REG W/ND	SCH OVT***	UNSCH OVT	OVT W/ND	SUN PREM	HOL WKD	AL	SL	HOL LV	OTHER LV	TOTAL	FEMA MISSION ASSIGNMENT	LABOR CHARGE CODE
			FWS	REG SHIFT 1	REG SHIFT 2	REG SHIFT 3	SCH OVT	UNSCH OVT	SUN PREM	HOL WKD	AL	SL	HOL LV	OTHER LV			
			RAC	REG	REG SHIFT 1	REG SHIFT 2	REG SHIFT 3	UNSCH OVT									
SUN														0			
MON														0			
TUE														0			
WED														0			
THU														0			
FRI														0			
SAT														0			
TOTAL				0	0	0	0	0	0	0	0	0	0	0			

*A 30-minute unpaid LUNCH break is required during emergency operations.

***Scheduled overtime was authorized under blanket approval, Work Schedule Memo _____, rather than by individual overtime authorization.

I certify that the above time record is accurate.	Approved:	I certify that the Labor Charge Code(s) are correct.	Posted to the Time and Attendance Report.
(EMPLOYEE'S SIGNATURE)	(EMERGENCY SUPERVISOR'S SIGNATURE)	(HOME STATION EOC)	(HOME STATION TIMEKEEPER)

DEFINITIONS

This is a spreadsheet. The sum of the row across is total time at work. The sum of the down column is the total of each category. The hours in the regular administrative workday must total 8.00.

REG = Regular Pay. Usually 8 hours per day, 5 days per week. The "basic 8-hour administrative workday" is usually 0700 - 1530, which includes a one-half hour break for lunch.

REG W/ND = Regular Pay with Night Differential. If applicable, night differential is authorized on the Work Schedule Memo issued by the supported Emergency Operations Center. Part of the regular administrative workday and between 1800-0600 (usually applies only to second or third night shifts).

REG SHIFT 1 = Prevailing rate employees who work the majority of their shift (more than 5 hours) during the day. This includes the RAC WG/WL annuitants.

REG SHIFT 2 = Prevailing rate employees who work the majority of their shift between the hours of 1500 and 2400. This includes the RAC WG/WL annuitants.

REG SHIFT 3 = Prevailing rate employees who work the majority of their shift between the hours of 2300 and 0800. This includes the RAC WG/WL annuitants.

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, night differential is authorized on the Work Schedule Memo issued by the 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 before 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); all overtime for intermittent employee (RAC).

SUN = Sunday Premium Pay. Used only when Sunday is part of the regularly scheduled basic 40-hour work week.

HOL WKD = Holiday Hours Worked. The maximum is 8 hours.

ANN LV = Annual Leave. Generally not allowed, except when on authorized rest and relaxation.

SICK LV = Sick Leave.

HOL LV = Holiday Leave. Paid holiday, non-work status.

RAC = Rehired Annuitant Cadre.