

Standard Operating Procedures for National Response Framework Activations

Emergency Support Function #11 Natural and Cultural Resources and Historic Properties Protection

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U.S. Department of the Interior
U.S. Department of Agriculture
National Oceanic and Atmospheric Administration
Federal Emergency Management Agency
Advisory Council on Historic Preservation
National Archives and Records Administration
Heritage Emergency National Task Force

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**National Response Framework Emergency Support Function (ESF) #11
Natural and Cultural Resources and Historic Properties
Standard Operating Procedures**

This ESF # 11 Standard Operating Procedures (SOP) document establishes procedures and protocols for OEPC's coordination of DOI actions in support of the activation and operations of ESF # 11. These procedures are to be used in conjunction with the Department of Agriculture's (USDA) Standard Operating Procedures for ESF #11 in implementation of the protection of Natural and Cultural Resources and Historic properties (NCH) component of ESF #11 under the National Response Framework (NRF). The ESF # 11 annex can be viewed at <http://www.fema.gov/media-library/assets/documents/32213?id=7365>

I. Emergency Support Mission

A. ESF #11 NCH will be prepared to support FEMA (the executive agent for the Department of Homeland Security) at the Headquarters and regional level to rapidly and effectively execute and deliver an incident management response operation in support of state, local, and tribal jurisdictions impacted by all-hazard incidents, disasters or emergencies consistent with the response actions outlined under the NRF. The mission of the NCH component of ESF #11 is:

1. To undertake appropriate response actions to preserve, conserve, rehabilitate, and inform long-term recovery of NCH resources; and
2. To provide personnel, equipment, and supplies in support of Federal, Tribal, State, and local agencies involved in NCH resources protection efforts.

II. Roles and Responsibilities/Organizations

A. Primary Agency

The Department of the Interior (DOI) is the Primary Agency for implementing the NCH resources component of ESF #11. As such, DOI organizes and coordinates the capabilities and resources of the Federal Government to preserve, conserve, rehabilitate and inform long-term recovery of NCH resources in the event of a declared emergency or disaster requiring a coordinated federal response. DOI is involved in the prevention, preparedness, planning, response, and short-term recovery phases for such instances and can provide support (including facilitating the delivery of services, technical assistance, and expertise) to:

- state, local, and tribal authorities;
- other Federal agencies;
- partner organizations.

The Office of Environmental Policy and Compliance (OEPC) is responsible for providing the NCH Primary Agency function for DOI.

B. Support Agencies

The National Archives and Records Administration (NARA), the U.S. Department of Agriculture (USDA), the Federal Emergency Management Agency (FEMA), the Advisory Council on Historic Preservation (ACHP), and the U.S. Department of Commerce's National Oceanic and Atmospheric Administration (NOAA) serve as Support Agencies for implementing the NCH Resources function of ESF #11. As support agencies for NCH resources, NARA, USDA, FEMA, ACHP, and NOAA provide resources and technical expertise and assistance to DOI during preparation, planning, and response activities. Communication with support agencies will occur with a primary point of contact appointed by the agency and who will serve as coordinator for their respective agency. These points of contact (hereafter interagency POCs) will participate when their organization has been asked for assistance.

C. Partner Groups

ESF #11 NCH partners with the Heritage Emergency National Task Force (HENTF). HENTF is a consortium of over forty (40) national organizations and federal agencies designed to offer and provide advice on preparedness and response activities to cultural institutions and historic sites in times of disaster. HENTF supports ESF #11 NCH during times of activation, as well as prior to activation, offering emergency planning advice and preparedness guidance regarding cultural resources and historic properties to cultural institutions and individuals. HENTF also serves as a capacity builder between ESF #11 NCH and the cultural resource community.

D. DOI Executive Agents

The head of each Bureau and Office will designate officials as Executive Agents to decide the role their Bureau will play in a specific activation of the NCH portion of ESF #11. Executive Agents are responsible for approving and providing for the release of their Bureau's resources to implement the actions necessary to accomplish the mission assigned to their Bureau.

E. DOI Environmental Safeguards Group (ESG)

The ESG is composed of representatives of all of the DOI Bureaus and the key Offices under the DOI Assistant Secretary – Policy, Management and Budget. The ESG is responsible for implementing the DOI Environmental Safeguards Plan including DOI's responsibilities under the NCH component of ESF #11. Responsibilities include emergency and contingency planning, response and recovery activities, technical assistance, training, and exercises, at the national level and identifying regional bureau contacts on issues associated with the protection of natural and cultural resources during major events ranging from pre-incident planning and preparation to response and recovery.

F. National NCH Coordinator

As the primary agency for the NCH portion of ESF #11, DOI provides a National NCH Coordinator responsible for implementation of the ESF. The National NCH Coordinator is appointed by the Director, OEPC (see appendix 14). This appointment is current until withdrawn and is not incident-specific.

The National NCH Coordinator serves as the chair of the ESG and maintains contact information for the ESG and Executive Agents. The Coordinator provides names, telephone (office, home, and cell), e-mail, and fax information for all offices, groups, and positions identified in this SOP to the Office of Emergency Management's Interior Operations Center (IOC). This information will be included in the "ESF #11 NCH ESG", "ESF #11 NCH Executive Agents", and "ESF #11 NCH Partners" lists maintained in the SendWordNow program by the IOC. The National NCH Coordinator is also responsible for maintaining and updating this SOP.

The National NCH Coordinator will also be responsible for transmitting timely reports to the IOC on ESF #11 activities. Reports should be submitted using a modified ICS-209 form or the IOC spot report form, as appropriate.

G. Incident Natural and Cultural Resources Coordinators

In the event of a catastrophic event, the National NCH Coordinator may appoint an Incident National Natural Resources Coordinator and/or a National Cultural Resources Coordinator. The Incident National Natural and/or Cultural Resources Coordinator assists the National NCH Coordinator and the ESG with ensuring that the statement of work contained within an MA is sufficient, identifying qualified volunteers for deployment, and, if required, assisting with managing deployment tasks of volunteers (drafting of deployment letter, coordinating required reports, etc.). The appointee can come from a DOI bureau, USDA, or NOAA, and will have the appropriate natural or cultural resources management expertise. Such appointments are made by the National NCH Coordinator in consultation with the Executive Agents and interagency POCs. The Bureau or Agency from which the appointee is drawn must approve the appointment through their Executive Agent or Interagency POC. These appointments usually occur when an MA has been issued, and may be for an incident or for a specified time period (e.g., for a hurricane season), generally not longer than six months. In this SOP, the term "National Coordinator" means either the applicable National Natural or Cultural Resources Coordinator, or, if no National Natural or Cultural Resources Coordinator is assigned, the National NCH Coordinator. The appointed Coordinator(s) keep the National NCH Coordinator informed (copied) on all actions. Major issues are resolved in consultation with the National NCH Coordinator.

H. NCH Coordinating Agency (Incident-Specific)

OEPC and the National NCH Coordinator are the default NCH Coordinating Agency for any activation of ESF #11 NCH. However, the position of NCH Coordinating Agency may be assigned to other DOI Bureaus or Agencies only when 1) the position of National NCH Coordinator is vacant, in which case a DOI Bureau or Agency will be named to the position, when 2) a support agency or partner group of ESF #11 NCH is determined to be in the best position to help determine and direct response activities, such as in the case with archival records where NARA would coordinate activities or 3) when a single Bureau is assigned the mission, they designate either the ESG representative or another office to act as the mission assignment coordinator.

While serving in the capacity of NCH Coordinating Agency, the respective bureau/agency assumes the role and responsibilities that would otherwise have been delegated to the National NCH Coordinator.

The decision on which agency/bureau serves as NCH Coordinating Agency/Bureau for each incident is based on discussion and collective agreement among the National NCH Coordinator, the ESG, and the DOI Executive Agents. Location of the work needed, area(s) of expertise needed, interest, availability and location of assets, and administrative support capability will be considered when assigning a NCH Coordinating Agency.

I. NCH Field Coordinator

In the event of a catastrophic event, the National NCH Coordinator may appoint a NCH Field Coordinator. The NCH Field Coordinator assigned is charged with ensuring that deployed individuals have the necessary training, that financial accountability is maintained for ESF #11 NCH activities, and that daily reports are drafted and sent to the appropriate parties. The NCH Field Coordinator will interface with other departments and agencies which are responding to NCH issues and oversee the totality of ESF #11 NCH activities that are being undertaken at the respective RRCC or JFO. This position can be filled by individuals who are qualified to serve as Lead READs within the IQCS system.

J. Regional Environmental Officers (REOs)

The Regional Environmental Officers will serve as the OEPC Regional POC for ESF #11 and will coordinate as appropriate with OEPC HQ, regional FEMA, USDA/APHIS ESF #11, USCG/EPA and DOI contacts. REOs will maintain contact information for representatives of these functions and may be the point of contact for these representatives at the regional level. REOs may serve as the Action Officer for mission assignments that come through their regional level, assisting with the drafting of a statement of work and the formulation of a budget. REOs will also provide the NCH National Coordinator and appropriate regional contacts with information on both potential and actual ESF #11 activations and support OEPC HQ with the maintenance and development of situational awareness reports. A further and more detailed explanation on the roles and responsibilities of the REO can be found in appendix 1.

K. National Response Coordination Center Staff

National Response Coordination Center (NRCC) Staff are responsible for serving as Desk Officers and manning the FEMA NRCC during activations. The Staff consists of four teams with a rotating schedule that are made up of one team leader and team members representing each of the agencies within ESF #11.

Team Leaders assess needs of the team and prepare the team schedule for possible desk activation, communicate team needs or concerns to the USDA National ESF #11 Coordinator, and provide input for after-action reports.

Team members provide staffing at the NRCC and are available to answer questions related to ESF #11 NCH even when not staffing the desk. Desk Officers serve as the

primary liaison between the ESF #11 National Coordinator and other Agency POCs, FEMA headquarters personnel, and Federal agencies. They will also serve as a resource and support to the ESF #11 Team members staffing the Regional Response Coordination Centers (RRCC's) or JFOs.

L. FEMA's Environmental and Historic Preservation Advisor (EHAD)

In a Level I or large Level 2 event, the EHAD reports to the Chief of Staff in the Command Section at either the RRCC or JFO and is the liaison among the Federal Coordinating Officer, the NCH Coordinator, the Environmental and Historic Preservation Team lead(s), the Programs and external stakeholders. The EHAD will be the primary FEMA Point of Contact for the Natural and Cultural Resources and Historic Properties Coordinator. The EHAD communicates to the FCO through the Chief of Staff and performs the following functions.

1. Obtains regional considerations affecting the incident organization/operation from the FEMA Regional Environmental Officer.
2. Assesses potential environmental and historic preservation (EHP) concerns, consideration, and needs; and ensure integration of EHP program into incident activities.
3. Oversees public involvement to ensure compliance with EHP laws, regulations, and executive orders.
4. Provides program oversight, technical expertise, and support to EHP personnel, incident management, and external customers.
5. Provides advice and counsel on EHP laws, regulations, and executive orders.
6. Keep the FEMA Regional Environmental Officer informed of significant issues and complex considerations of EHP compliance.
7. Prepares and submits written EHP reports and other documents through proper channels.

The EHAD does not usually direct EHP personnel on the incident, but provides program oversight, technical expertise, and support to the incident organization, including the EHP Managers and Specialists assigned to the Operations Section.

In a standard Level 2 or Level 3 event, the EHAD reports directly to the Federal Coordinating Officer. In addition to the duties described above, the EHAD may:

1. Review and approve the EHP Management Plan
2. Review and approve incident-specific guidance such as the Greenbook/Greensheet and the EHP SOP.
3. Maintain the EHP Administrative Record for the incident.
4. Supervise EHP Specialists, provided that the number of specialists does not exceed the maximum span of control.

III. ESF#11 NCH Responders

A. National Response Coordination Center (NRCC) Staffing

1. The NRCC serves as FEMA's primary operations management center, as well as the focal point for national resource coordination. As a 24/7 operations center, the NRCC monitors potential or developing incidents and supports the efforts of regional and field components. Once an incident or disaster occurs, FEMA will issue an MA to staff the NRCC.
2. The four (4) ESF #11 agencies—the U.S. Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS), Food and Nutrition Service (FNS), and Food Safety and Inspection Service (FSIS), and the U.S. Department of the Interior (DOI) provide personnel to staff the NRCC when activated.
3. The ESG is responsible for identifying qualified DOI personnel capable of staffing the ESF #11 desk at the NRCC. These individuals will be identified prior to an emergency and will be organized into four teams:
4. White Teams 1 & 2 and Red Teams 1 & 2.
5. Each team is on-call for staffing the ESF #11 desk at the NRCC in two week rotations. When a team's two week rotation is over, another team will be on-call for the next two weeks, and so forth, rotating between all four teams. A three-month calendar will be issued quarterly identifying the rotation schedule.
6. Red and White Team Leaders will prepare and update their team's staffing schedule with an awareness of their respective team member's plans that might conflict with staffing the NRCC, such as travel. Team leaders will prepare a tentative response to desk activations; and review the schedule with their team members. The Team Leader will provide a copy of the staffing schedule to each Agency's POC.
7. If a disaster requires the NRCC to be active for an extended amount of time, teams that are not currently serving as the primary POC may be called upon to "staff the desk" and provide relief for the current primary POC team.

8. The four (4) ESF #11 agencies will have 2 agency representatives on each team and will be responsible for staffing one (1) of the four (4) Team Lead positions.
9. Staff will be deployed to the NRCC in the event FEMA formally submits a task order and/or a mission assignment (MA) for ESF #11 to provide staffing at the NRCC.
10. Personnel will remain on the team to which they are assigned until they request to be removed.

B. Volunteer Resource List

1. At the beginning of the second quarter of each fiscal year, the National NCH Coordinator will issue a call to the Bureau Directors to request a solicitation for volunteers from their respective Bureau for deployment under a ESF #11 NCH MA during actual or potential domestic incidents. The National NCH Coordinator will issue a memo and instructions to initiate the volunteer call in mid-December to the Bureau Directors requesting them to coordinate with their Bureau ESG member to initiate the solicitation.
2. The volunteer call will identify personnel who possess the expertise needed to respond under ESF #11 NCH. ESG members will coordinate with their Bureau Director to send out a memo to their respective Bureaus seeking volunteers. Included with the memo will be the Resource Availability Information Form to be completed by the volunteers. An example of the Resource Availability Information Form and memo is in Appendix 3.
3. Each agency or DOI Bureau participating in the volunteer call compiles a list of volunteers using the completed Resource Availability Information forms, so that the data can be aggregated at the ESF #11 NCH level.
4. By March 1, the bureaus approve and submit to the NPS Emergency Incident Coordination Center (EICC) or Bureau specified deployment office, the list of approved volunteers for inclusion in the NCH Resource List. A copy of the transmittal to EICC is also sent to the National NCH Coordinator.
5. The NPS EICC or Bureau specified deployment office maintains the ESF #11 NCH Resource List and deploys personnel from the list.
6. Volunteers must immediately notify their ESG member or interagency POC, in writing by e-mail or fax, when they are no longer available. This information must be forwarded to the EICC or Bureau specified deployment office for immediate update to the roster, with copies to the National NCH Coordinator. Outside the call cycle, interested parties should contact their ESG or Agency POC to add their information to the Volunteer roster. As additional personnel volunteer and when volunteers state that they are no longer available, ESG members and interagency POCs submit the names to the National NCH

Coordinator, who forwards them to EICC for immediate update. For DOI, this process follows procedures included in Bureau Environmental Safeguards Plans.

7. The NCH Resource list will serve as the basis for creating an incident-specific list of resources and volunteers based on availability and anticipated needs following the issuing of an MA by FEMA for ESF #11 NCH assistance.

IV. Training

1. Training

1. Prior to DOI personnel's deployment to the NRCC, RRCC, or JFO, FEMA may require that certain training courses be completed in addition to the specified training required to qualify for a position. Such training courses could include an introduction to the National Incident Management System (NIMS), or other general training courses (IT training, sexual harassment awareness training, etc.)

2. When a volunteer is contacted concerning possible deployment by their Bureau's ESG member, that ESG member will also inform the volunteer of any additional required training that should be taken prior to deployment.

3. When a volunteer is deployed, they should bring copies of all pertinent training certificates with them.

V. Staffing the NRCC Following a Disaster

A. Activation

1. Once a Presidential declaration has been issued, FEMA will decide whether or not to activate the NRCC and at which staffing level. If FEMA decides to activate the NRCC at either level two (mid-level staffing) or one (full staffing), a MA may be issued by FEMA to ESF #11 requesting that staffing be provided at the NRCC. In the case of ESF #11, USDA, will notify DOI of the pending MA and discuss the assigned MA. **Separate MAs are issued to USDA and DOI.** The Red or White team members on-call at the time of activation will be sent to staff the NRCC ESF #11 desk. Team members are expected to staff the desk during their assigned time, attend required meetings, provide guidance, and answer any questions that may arise concerning ESF #11 NCH. Red and White teams' duties may be found in section III.A of this document.

B. Deploying to the NRCC

1. The Team Leaders of the Red and White teams will be responsible for communicating information between the USDA ESF #11 Coordinator and the team members. The National NCH Coordinator will inform ESF #11 NCH partners and keep them updated concerning a possible MA for staffing the NRCC.

VI. Mission Assignments

A. Mission Assignments

1. Federal assistance will come in the form of an MA. An MA is issued by FEMA to direct other federal agencies to complete specified tasks in response to a Stafford Act event. Under the Stafford Act, the President has authority to re-appropriate resources to assist with emergency response; the vehicle for this is MAs from FEMA. The MA will cite funding, other managerial controls, and guidance. At all levels, FEMA will issue an MA to obtain resources and capabilities from across the Emergency Support Functions in support of the States and Tribes.
2. Additional information on MAs can be found in the FEMA Public Assistance Guide by visiting <http://www.fema.gov/pdf/government/grant/pa/paguide07.pdf> Pertinent excerpts from this guide relating to MAs can be found in appendix 33.

B. Issuing a Mission Assignment

1. Once it is determined that a State or Tribe's ability to respond to an incident or disaster is insufficient, an Action Request Form (ARF) will be submitted to request Federal assistance through an ESF. The requestor can be a State, tribe, other Federal Agency or FEMA. If the ARF is submitted by the state, it must be signed by the delegated State Approving Officer.
2. Federally recognized Indian Tribal governments, including Alaska native villages and organizations, are also eligible to request Federal assistance in the response and recovery aspects of the disaster.
3. FEMA Operations Section receives the ARF and the Operations Section Chief will first determine if the request can be met internally by FEMA. If it is determined that additional resources will be required, FEMA will issue an MA to a Federal agency requesting their assistance, and development of an MA will begin.
4. MAs may also be developed when the responsible FEMA official or the ESF #11 lead notifies the National Coordinator or the DOI REOs of the need for NCH assistance.
5. Where possible, pre-scripted mission assignments (PSMA) are used as the starting point for MAs. In general, MAs are developed through discussion with

FEMA, State, tribes, and local governments, as appropriate, about the specific support needed from the NCH part of ESF #11.

C. Drafting Mission Assignment Statement of Work

1. MA development is most likely to occur at the Regional Response Coordination Center (RRCC) or JFO. NCH personnel (i.e., the National NCH Coordinator, the Environmental Safeguards Group, the National Natural or Cultural Resources Coordinator, the MA Action Officer, or the DOI Regional Environmental Officer) work with FEMA, or the entity requesting NCH support to determine the most appropriate expertise to assist with the need and then determine who is in the best position to offer that expertise and service. NCH personnel will determine the legitimate level of need and the cost estimate, and develop a statement of work (SOW) with the number and type of individuals and other resource needs.

2. The National NCH Coordinator will compose an email with the information currently available and send it to the DOI Operations Center for inclusion in the daily situation report assembled by the Office of Emergency Management (OEM). Updated information should be forwarded to the Operations Center and other interested parties by the National NCH Coordinator as the situation warrants.

3. DOI ESG members, appropriate REOs, and interagency NCH POCs meet in person or by conference call for the first potential RRCC or JFO MA to ESF #11 NCH for each declared incident requiring a coordinated federal response (figure 6). The purpose of the meeting is to determine whether or not the resources, skills, and expertise requested in the MA are consistent with the purposes of ESF #11 NCH and available from the NCH Primary and Support agencies; and if so whether to accept the MA as written, whether to propose modification to the MA, and, if needed, which agency (and for DOI which Bureau or Office) or partner agency, will serve as the NCH Coordinating Agency/Bureau for the incident and what support will be provided by the other Agencies/Bureaus. This discussion may include decisions about which personnel will go to the RRCC or JFO.

4. DOI Executive Agents are responsible for deciding the role their Bureau or Office will play and ensuring provision of the resources necessary to accomplish that role. OEPC will transmit a memorandum to the appropriate Executive Agent of bureaus that possess the resources necessary to fulfill a MA or IAA issued by FEMA requesting approval to utilize bureau resources. The memorandum will request that the Executive Agent indicate the period of time in which bureau personnel participation is authorized, and whether any future resource requests for the specific incident, including extensions of time, should be sent directly to the

Executive Agent or to others within the bureau with delegated Executive Agency authority.¹

D. Staffing the MA

1. The following information regarding staffing is specific to DOI and its bureaus. ESF #11 partner agencies should follow their own internal policies and guidance when deploying individuals in support of an ESF #11 mission assignment.
2. If the Executive Agent memorandum is approved, the bureau ESG member will work with their appropriate bureau IQCS dispatch office to create a resource order for a technical specialist position with the appropriate skill set to fill the MA. The bureau IQCS dispatch office will run a search for available individuals who meet the search criteria. If multiple responders are available, the Resource Ordering and Status System (ROSS) will apply business rules to determine which one will be assigned; e.g. closest forces, agency specific, name request, or other criteria. The dispatch office may also work from an IQCS created list of technical specialists, and once verifying that individuals on the lists are available, can submit a name request order for a specific individual. IQCS will interface with ROSS to order the necessary resources.
3. As soon as the MA, SOW, and time frame are known, the ESG representatives will initiate contact with the personnel selected for deployment and their bureau IQCS account manager to verify resource availability. Beginning this process prior to the approval of the MA is critical to a quick response and prompt deployment of volunteers once the MA is approved.
4. If there are not enough personnel available to fill the MA, the National Coordinator asks representatives of Bureaus and Agencies that agreed to provide personnel to do a call for volunteers for the specific incident.
5. When FEMA requests specific personnel by name, or when a team of individuals is requested i.e. the NPS Museum Emergency Response Team, the National Coordinator works with the appropriate Bureau or Agency to submit an order for the resource and determine availability of the requested personnel. If the requested responder is not available, the National Coordinator will work with the appropriate bureau ESG representative or partner agency to identify a comparable resource that is available.
6. Following identification of bureau personnel, the appropriate ESG Bureau representatives will brief their Bureau's Executive Agent (or designated authority) regarding the details of the MA and offering the specifics on the

¹ For Mission Assignments where BIA's assistance is requested, BIA's ESG member will work with their dispatch office to identify qualified personnel and seek permission from the employee's immediate supervisor for deployment in support of the Mission Assignment. Approval of the Executive Agent will not be required to authorize and commit bureau resources.

employees/resources being leveraged to support the MA. . The National NCH Coordinator may be asked to participate in the briefing by either the bureau's ESG member or Executive Agent.

7. Once all the personnel needed to fill the MA are identified, the bureau ESG member provides volunteers with available information on the pending deployment, logistics, lodging, travel, health advisories, training requirements, and background on the National Response Framework and ESF #11 NCH. The National NCH Coordinator may ask the NCH Field Coordinator, if one has been deployed to the RRCC or JFO, to assist in providing this information to the identified volunteers. The bureau ESG member also notifies the NCH Coordinator of the names of personnel who will be deployed for the MA, and the proposed deployment start/end dates.

8. In coordination with the National NCH Coordinator, the Bureau(s) ESG Representative(s) will send an email message to their bureau dispatch office and a resource order with a copy of the MA and to request deployment of the personnel identified to fulfill the MA (appendix 4).

9. The Bureau dispatch office deploys the selected personnel, updates the NCH Resource List with the deployment information, and adds the names to the Resource Ordering and Status System (ROSS). When the deployed personnel is scheduled to demobilize, they will work with their bureau dispatch office who will use ROSS to demobilize and mark the personnel at the time of deployment, bureau dispatch provides selected personnel with their agency's or bureau's reimbursable account number for the incident.

G. Sub-tasking Request Forms

1. Any Bureau or Federal Agency, who provides personnel under a MA to the NCH part of ESF #11, must sign and complete an RSA form. This form will be prepared by the National NCH Coordinator and must be signed by the Bureau Executive Agent and the Director of OEPC. Once completed, the form will be forwarded to the FEMA Mission Assignment Manager and the FEMA MA Project Officer as indicated on the MA.

2. As needed, the Federal Agency Action Officer may issue a sub-tasking to other agencies that are not party to ESF #11 to provide personnel for deployment, following the same procedures as above. The sub-tasking agency provides names for the NCH Resource List and deployed personnel follow this SOP.

VII. Deployment Tasks

A. Tasks of NCH Field Coordinator or ESF#11 NCH Desk Officer at RRCC or JFO

1. The NCH Field Coordinator or ESF #11 NCH Desk Officer may assist with collecting input from deployed personnel and developing daily and other reports

(such as situation reports) on activities, operational priorities, status of the assets of the NCH part of ESF #11, and issues of note for the ESF #11 Coordinator, the NCH Coordinating Agency, the National NCH Coordinator, the National Cultural Resource Coordinator and National Natural Resource Coordinator, and others, as required (see Appendix 11).

B. Daily Reports

1. Deployed personnel and volunteers are required to submit daily reports on daily activities, operational priorities, status of the assets of the NCH part of ESF #11, and other issues of note to their supervisor on the incident (example ICS 214). A copy should be also be provided to the appropriate ESG representative.

C. After Action Report/Lessons learned

1. At the conclusion of each volunteer's rotation, the ESG representative will ask the volunteer to submit a short, informal After Action Report (AAR), including any lessons learned based on their experiences while being deployed under ESF #11 NCH. The AAR and lessons learned will be submitted to both the bureau's ESG representative and the National NCH Coordinator

2. The National NCH Coordinator, the ESG, and the REOS will take the information submitted by the volunteers and draft an AAR.

D. Financials

1. For financial guidance regarding mission assignments, please consult "Cost Reimbursement Procedures for Federal Emergency Management Agency Mission Assignments", maintained by the Office of Financial Management.

VIII. Records Management

A. Definition of Records

1. Records, as defined in 44 U.S.C. 3301, includes "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristic, made or received by an agency of the United States Government under Federal law of in connection with the transaction of public business and preserved or appropriate for preservation by that agency or legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of the date in them."

B. Damaged Records

1. In the event that records held by a Federal agency are removed, defaced, altered or destroyed in the wake of a disaster, the affected agency should promptly

notify NARA concerning the compromised records. A sample report can be found in Appendix 17.

2. The report must be submitted or approved by the individual or office within the agency that is responsible for coordinating and overseeing the implementation of a comprehensive records management program. This individual will have been appointed prior to the disaster and their agency will have informed NARA of their appointment.

C. Records Management

1. If an MA calls for records managers and/or records conservators in the statement of work, the National NCH Coordinator may issue a sub-tasking, following the same process as above, to the National Archives and Records Administration (NARA) and appoint a National Records Coordinator. This appointment is incident-specific. The National Records Coordinator assumes the responsibilities of “National Coordinator” for records resources. The National Records Coordinator keeps the National NCH Coordinator and the National Cultural Resources Coordinator informed (copied) on all actions.

IX. Public Affairs

A. Coordination

1. There may be circumstances where ESF #11 NCH activities must be communicated to the public. The NCH Coordinator at each JFO will work with the External Affairs Officer for ESF 15- External Affairs, , who is responsible for arranging and coordinating communications between the federal government and the public, and the incident joint information center (JIC) to prepare and deliver coordinated and sustained messages to the public in response to incidents requiring a coordinated Federal response.

B. Report

1. If necessary, NCH Coordinators will report any ESF #11 NCH activities that should be communicated to the general public to the incident JIC. In most cases, the incident JIC is established at or is virtually connected to the JFO, under the coordination of DHS Public Affairs. DHS Public Affairs will relay the information from the incident JIC to the JIC, which is a central point for coordination of incident information. The JIC will then release major announcements, daily briefings, incident updates, and other information as required.

X. Awards Program

A. Selection

1. Following the closing of an MA, the National NCH Coordinator will convene a meeting of the ESG to discuss the work undertaken by ESF #11 NCH during the response phase of the disaster. During this meeting, the National NCH Coordinator will ask the ESG and others present for nominations for individuals who excelled at their assigned duties under ESF #11 NCH and who are worthy for recognition. If no objection is given by any individual present, the nominated individual will be selected to receive an award.
2. All personnel who participated in the activation are eligible to receive an award.

B. Recognition

1. Once an individual who has participated in an ESF #11 NCH MA has been identified as deserving of an award, the National NCH Coordinator will prepare a letter that is to be signed by the Assistant Secretary for Policy, Management and Budget and sent to the award recipient. Their name shall also be entered into an honor roll on the ESF #11 NCH website that is maintained and updated, as appropriate, by the NCH National Coordinator and OEPC.

XI. Exercises

A. Exercises

1. Periodically throughout the year, exercises will be planned, participated in, and assessed in order to prepare and educate personnel on their roles and responsibilities during an activation of ESF #11 NCH. The National NCH Coordinator will schedule and organize exercises with the aid of the ESG, REOs, and DOI Operations Center.

B. Exercises

1. At the conclusion of any exercise in which ESF #11 NCH personnel participated, a brief after action report (AAR) and lessons learned (LL) will be drafted and submitted to the NCH National Coordinator. The NCH National Coordinator will coordinate the feedback into a single document to be used to improve ESF #11 NCH for future activations.

XII. COOP Procedures

A. Remote Work:

1. In a situation where personnel are not able to physically congregate to discuss an ESF#11 NCH activation but are still able to be reached by telephone or email, *SendWordNow* will serve as the primary method of communication between all ESF#11 NCH personnel. *SendWordNow*, a service operated by the Department of

the Interior's Operations Center (IOC), will be utilized by the National NCH Coordinator to establish contact with all Environmental Safeguard Group (ESG) members and Bureau Executive Agents. Once phone contact is established, *SendWordNow* links all callers to a conference call where Mission Assignments (MAs) and staffing will be discussed. Contact information for ESF#11NCH interagency points of contact (PoCs) can also be found on SAFETALK and on the ESG SharePoint site. The established procedures for activations will continue to be followed. For quick reference the steps are listed below:

2. Notification received of pending NCH activation:

- a. ESF #11 NCH National Coordinator works with the Interior Operations Center (IOC) to distribute detailed message to ESG using the *SendWordNow* system.
- b. ESF#11NCH National Coordinator communicates with interagency PoCs informing them of a scheduled call with the ESG to discuss mission details and refine scope of work.
- c. Using *SendWordNow* capability, establish a conference call with ESG to discuss mission details and refine scope of work.
- d. Message developed with mission details and transmitted by IOC to Executive Agents with conference call information.
- e. ESG members will brief Executive agents in preparation for conference call.
- f. Using *SendWordNow*, IOC establishes conference call with ESG, Executive Agents, and Interagency POC.
- g. The National NCH Coordinator will transmit the request for deployment to the National Park Service's Emergency Information and Coordination Center (EICC) or appropriate bureau specific deployment office with the names of the personnel selected from the volunteer resource list, once a signed Mission Assignment is received.

B. Full Activation of the DOI COOP Plan

1. OPEC's lead role for ESF#11 NCH has been identified as mission essential functions of the Department and need to be continued throughout, or rapidly resumed after, a disruption of normal activities.
2. In the event of a disruption of normal activities that requires a full activation of *the DOI COOP Plan*, Bureau representatives at the appropriate COOP location will fulfill the role of their Bureau's Executive Agents, allowing them to authorize their Bureau's response to the crisis. The Office of Environmental Policy and Compliance's (OEPC) representative at the location will fulfill the role of the National NCH Coordinator. Working with the Bureau representatives present at the COOP location, the OEPC representative will contact the EICC or the appropriate bureau specific deployment office for the resource volunteer list. Based on the statement of work (SOW), and the MA, the OEPC representative

and the EICC or appropriate bureau specific deployment office will search for appropriate and available personnel with the expertise required to respond to the disaster.

3. Additionally, should a Coordinating Agency or Natural / Cultural National Coordinator be necessary, the person(s) will be selected by OEPC in consultation with the Bureau representatives present at the COOP site.

4. The line of succession for the OEPC director as well as relevant information for ESF#11 NCH (SOPs, Contact lists, etc.) can be found on SAFETALK.

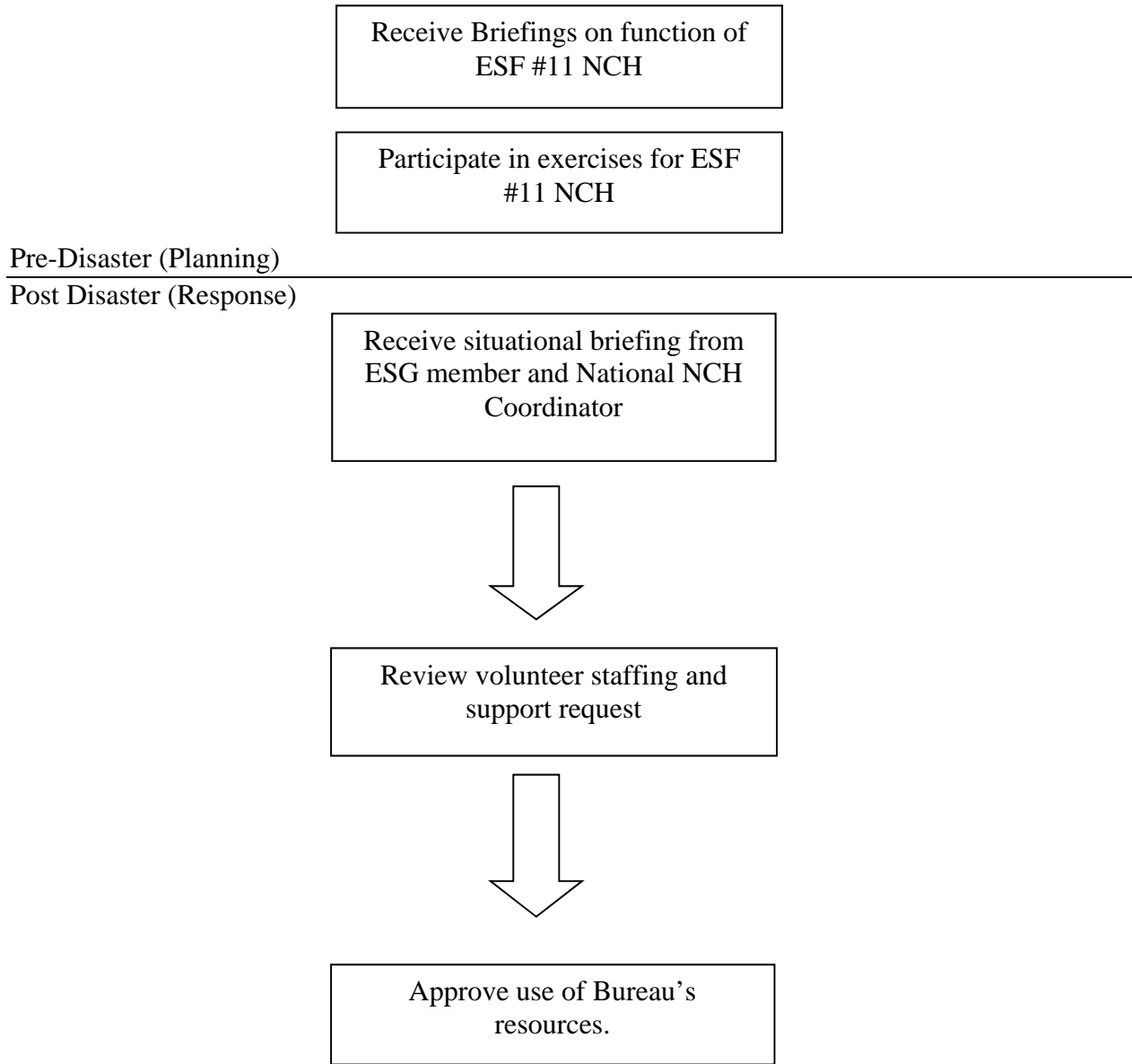
Acronyms

AAR – After-Action Report
ACHP – Advisory Council on Historic Preservation
APHIS – Animal and Plant Health Inspection Service
ARF – Action Request Form
COS – Chief of Staff
DHS – Department of Homeland Security
DOI – Department of the Interior
EHP – Environmental Planning and Historic Preservation
EICC – Emergency Incident Coordination Center
EOC – Emergency Operations Center
ESF – Emergency Support Function
ESG – Environmental Safeguards Group
FCO – Federal Coordination Officer
FEMA – Federal Emergency Management Agency
FNS – Food & Nutrition Service
FSIS – Food Safety & Inspection Service
HENTF – Heritage Emergency National Task Force
HSIN – Homeland Security Information Network
IPAC – Intergovernmental Payment and Collection
JFO – Joint Field Office
JIC – Joint Information Officer
IOC – Interior Operations Center
LL – Lessons Learned
MA – Mission Assignment
NARA – National Archives and Records Administration
NCH – Natural and Cultural Resources and Historic Properties
NOAA – National Oceanic and Atmospheric Administration
NPS – National Park Service
NRCC – National Response Coordination Center
NRF – National Response Framework
OEHP – Office of Environmental Planning and Historic Preservation
OEM – Office of Emergency Management
OEPC – Office of Environmental Policy and Compliance
POC – Point of Contact
PSMA – Pre-Scripted Mission Assignment
REO – Regional Environmental Officer
ROSS – Resource Ordering and Status System
RRCC – Regional Response Coordination Center
SOP – Standard Operating Procedures
SOW – Statement of Work
USDA – United States Department of Agriculture

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Executive Agent Roles - Figure 1



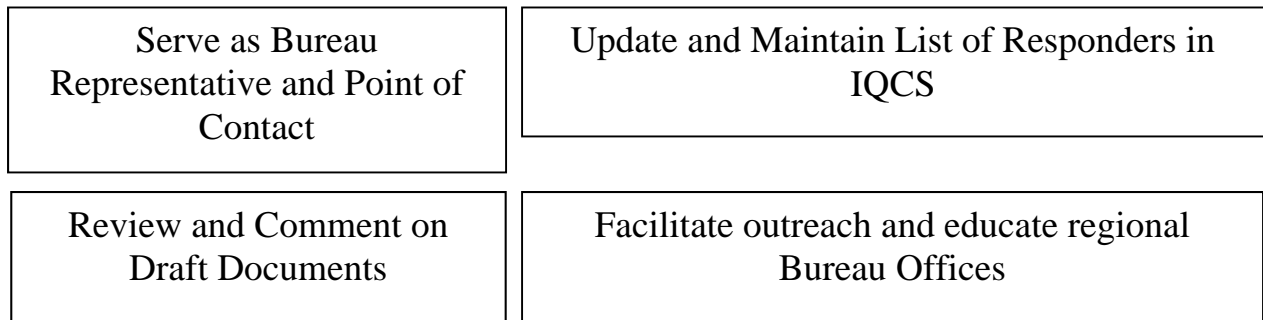
Acronyms

ESF – Emergency Support Function

ESG – Environmental Safeguards Group

NCH – Natural and Cultural Resources and Historic Properties

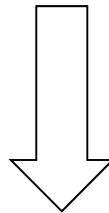
Environmental Safeguards Group Bureau Representatives Roles - Figure 2



Pre-Disaster (Planning)

Post Disaster (Response)

Discuss Situation and Assist with Identifying Appropriate Staff for Assigned Mission Assignments



Brief and Inform Bureau Executive Agents on Activation

Acronyms

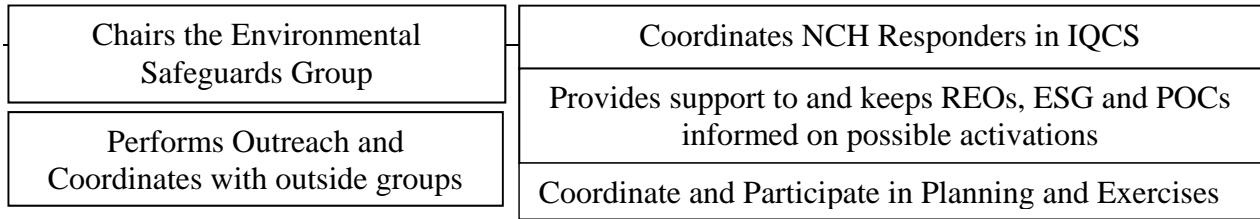
ESG – Environmental Safeguards Group

NCH – Natural and Cultural Resources and Historic Properties

RRCC – Regional Response Coordination Center

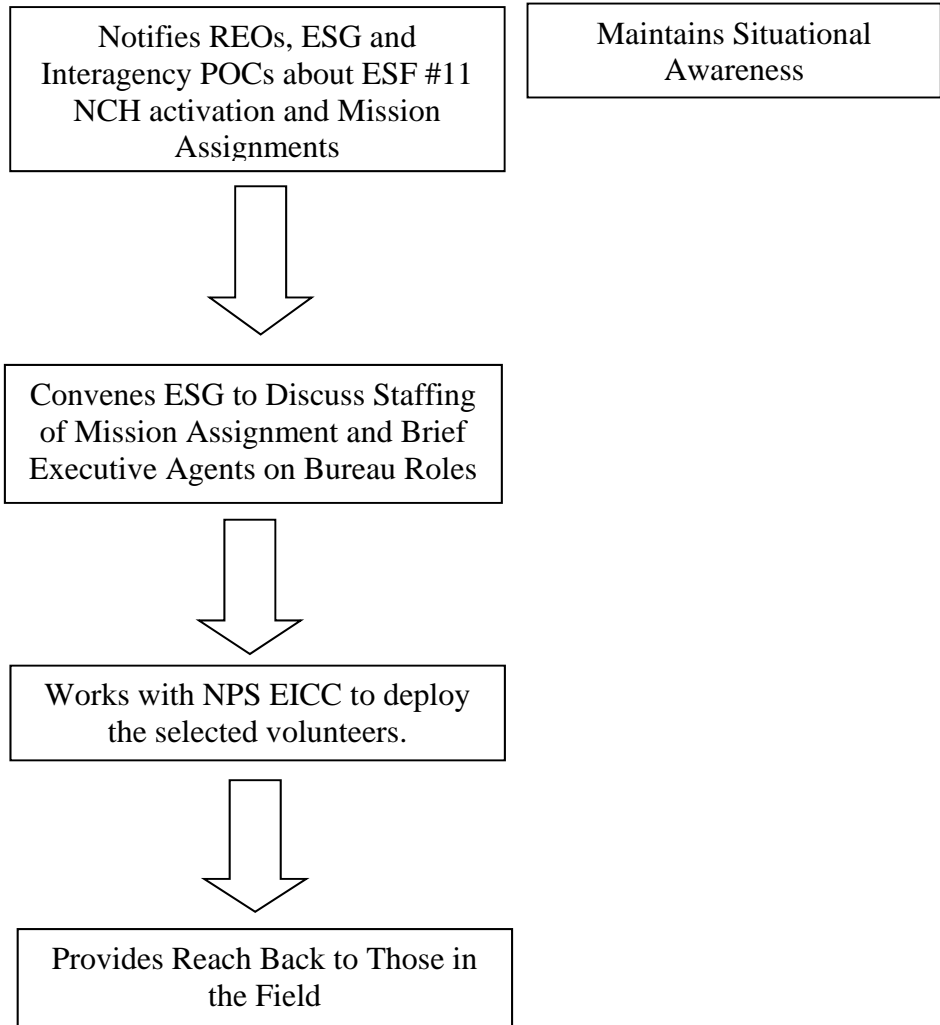
JFO – Joint Field Office

National NCH Coordinator Roles - Figure 3



Pre-Disaster (Planning)

Post Disaster (Response)



Acronyms

EICC – Emergency Incident Coordination Center

REO – Regional Environmental Officer

ESG – Environmental Safeguard Group

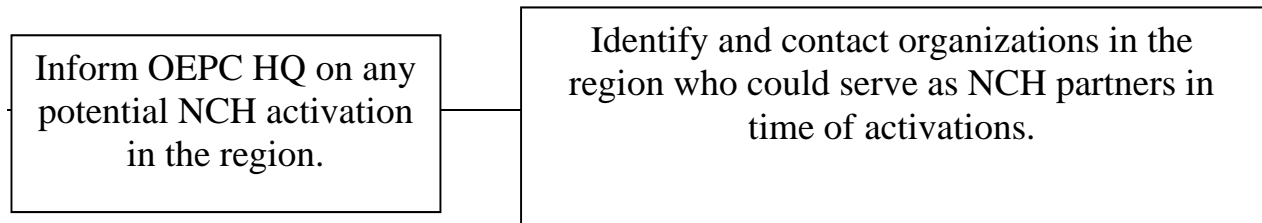
NCH – Natural and Cultural Resources and Historic Properties

ESF – Emergency Support Function

NPS – National Park Service

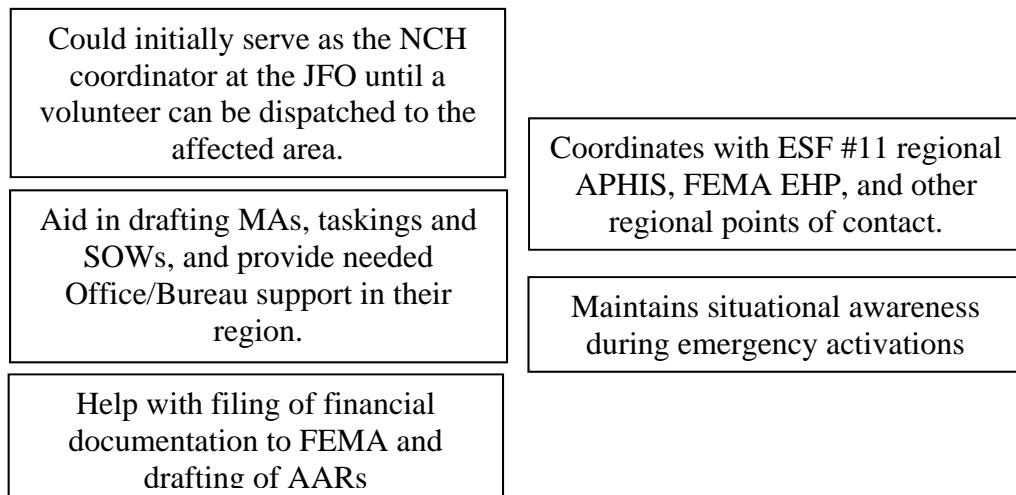
POC – Point of Contact

Regional Environmental Officers Role - Figure 4



Pre-Disaster (Planning)

Post Disaster (Response)



Acronyms

REO – Regional Environmental Officer

OEPC – Office of Environmental Policy and Compliance

NCH – Natural and Cultural Resources and Historic Properties

JFO – Joint Field Office

MA – Mission Assignment

SOW – Statement of Work

FEMA – Federal Emergency Management Agency

AAR – After Action Report

Regional Environmental Officer Responsibilities – Appendix 1

Planning and Preparedness

Perform Outreach

REOs will work with pre-identified bureau representatives to foster linkages, as appropriate, with the Regional USDA/APHIS contacts and FEMA REOs to increase awareness of ESF #11 NCH at the regional level. The DOI ES Plan and Bureau ES Plans require bureaus to identify regional contacts. Additionally, REOs will assist Headquarters to foster awareness and knowledge ESF #11 NCH among Tribal, State, and local authorities, as appropriate and practicable. Headquarters will maintain and distribute a current list of all Regional-level DOI Bureau and U.S. Department of Agriculture ESF #11 contacts for use by the REOs. REO participation in outreach activities will occur as appropriate and in consideration of budget and workload constraints.

Exercise Participation

REOs will participate in exercises related to ESF #11 NCH activations and will notify bureau and office representatives of these exercises when DOI has jurisdiction or special expertise related to the exercise. Participation in exercises may occur either on site or by telephone, telefax, or by e-mail. REO knowledge of and participation in exercises, including exercise planning, control, and/or evaluation activities, will occur as appropriate, practicable, and in consideration of budget and workload constraints.

Training

Regional Office response personnel and other OEPC personnel who might be called upon to carry out responsibilities under the NRF must complete Incident Command System (ICS) and National Incident Management System (NIMS) training equivalent to that provided by the Department of Homeland Security, Federal Emergency Management Agency (FEMA) Emergency Management Institute (available online):

- Introduction to the ICS (IS-100),
- ICS for single resources and initial action incidents (IS-200),
- National Incident Management System, an Introduction (IS-700),
- National Response Framework, an Introduction (IS-800.B).

In addition, all covered personnel are required to complete training related to the FEMA mission assignment process. . All-hazard Resource Advisor training (available online), Intermediate ICS (ICS 300) and Advanced ICS (ICS 400) are also recommended.

Response and Recovery

Link between Agencies

REOs will serve as the OEPC Regional Point of Contact for ESF #11 NCH and will coordinate as appropriate with OEPC HQ, regional FEMA, USDA/APHIS ESF #11, and DOI contacts. REOs will maintain contact information for representatives of these functions and may be the point of contact for these representatives at the regional level. REOs will keep OEPC HQ

informed concerning potential ESF #11 NCH activations, Action Requests, or Mission Assignments in their regions.

Support at RRCC and JFO

REOs will generally not be deployed to the RRCCs or JFOs for ESF #11 and NCR RSF if there is no potential or likelihood for mission assignments for NCH resources. REOs could be tasked by the OEPC Director to provide NCH assistance at RRCCs or JFOs on a short-term basis prior to designation and deployment of bureau or partner agency staff, for instance, as the NCH coordinator. If the REO is designated to serve as the NCH Coordinator at the RRCC or JFO, they will coordinate the reporting of activities performed by deployed personnel.

Action Officer Role

For all MAs assigned to ESF #11 NCH that come through the regional level, the REO assigned to the impacted region may serve as the Action Officer with OEPC Headquarters assisting as needed. For ESF #11 NCH MA requests that are received through the headquarters level, the National NCH Coordinator will serve as the Action Officer. If the OEPC REO does not serve as the ESF #11 NCH Action Officer for the MA, either the National NCH Coordinator or a staff member from an appropriate bureau or office will be assigned to serve as the ESF Action Officer.

Assist with Knowledge Transfer

The REOs will support OEPC Headquarters with the maintenance and development of situational awareness reports and the preparation of content for inclusion in the Office of Emergency Management's spot and daily situation reports.

Supporting Activations

The REO receives FEMA National Response Framework (NRF) ESF #11-NCH activation notices and other event information, and may help the NRCC/RRCC Desk Officer/Federal Disaster Recovery Coordinator address any requests for NCH assistance, generally via email and telephone contact. REOs will be expected to work with FEMA or the entity requesting NCH support and assist OEPC HQ to determine the legitimate level of need and the cost estimate, statement of work, and the type of individuals and other resources needed. REOs may be asked to participate in NRF ESF #11 NCH conference calls involving the Environmental Safeguards Group (ESG), DOI Executive Agents, and interagency contacts to discuss any actual or potential mission assignments for their region or for mission assignments in which they are actively engaged. REOs may work with the National NCH Coordinator, the ESG, and National NCR RSF Coordinator to take information submitted by deployed volunteers to draft an After Action Report.

Sample Advance Memo to Responding Personnel - Appendix 2

Thank you so much for responding to FEMA's request for assistance in state name. Your skills are critical to the response and recovery process. You will be working under the Natural and Cultural Resources and Historic Properties (NCH) part of Emergency Support Function #11 (ESF #11) at the Joint Field Office (JFO) in city, state. DOI is the lead agency for ESF #11 (NCH) under the National Response Framework.

I have now spoken directly with all of you confirming this assignment. I have submitted your names to FEMA. I am waiting for FEMA paperwork, a Mission Assignment (MA) that will permit me to give your names to the Emergency Interagency Coordination Center (EICC), and ask the dispatcher to call you with the official deployment notice. Those of you who are leaving on __ date are making travel arrangements (more on that below). Be sure not to actually start your travel until you have the deployment call from the dispatcher.

Here is a list of those who are covered on this assignment, including the dates they will be serving.

Architectural Historian

[Name] Historical Architect, Bureau, 12/12-22, 1/3--2/3 (Travel 12/12, 12/22, 1/3, 2/3)

[Name] Historical Architect, Bureau, 1/23-3/3 (Travel 12/23, 3/3)

Archeologist

[Name] Archeologist, Bureau, 12/12-22, 1/3-31, with possible extension through 2/28 (Travel 12/12, 12/22, 1/3, 1/31)

[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

Historic Preservation Generalist

[Name] Historical Architect, Bureau, 1/3-31, (Travel 1/3, 1/31)

NCH Coordinator

[Name] Superintendent, Bureau, 12/5-2/28/06 (Travel 12/4 and 3/1)

I have discussed with each of you the nature of the assignment. The dispatcher will provide you a copy of the MA and Scope of Work (SOW) when you are deployed. FEMA estimates that you will be working 10 -15 hours of overtime per week.

Please keep all receipts for your expenditures while you are deployed. Writing the Mission Assignment number on those receipts, would be helpful, as would carrying a waterproof (e.g., plastic Ziploc) bag to hold the receipts.

Your home office/unit should be working on your Travel Authorizations (TA). Use the appropriate account number from the following list of bureau reimbursable account numbers for this incident:

Bureau #####-XX##-###

Bureau #####-XX##-###

Everyone should include rental car authorization on the TA. Once you are in city name, the archeologists, who will be working as a group, may decide to consolidate and reduce the number of rental cars. You need to make your reservation for the hotel in city name. Two options that are close to the Joint Field Office (JFO) where you will be reporting are:

Hotel Name

Address

Telephone

Fax

E-mail

Web

Hotel Name

Address

Telephone

Fax

E-mail

Web

Once you determine your room rate in city name, then include that in your TA as an "Actual Expense lodging rate" if the amount is over the standard lodging rate. Your unit's administrative officer will need to follow "Actual Expense" approval procedures for your TA.

Once you get to city name, you will receive information about lodging in city name. You may need to amend your TA to cover the applicable rates in city name once you determine them. The JFO administrative staff will assist with the city name lodging arrangements.

You should proceed to make your travel arrangements (plane reservations) in coordination with your home office/unit; however, do not start to travel until you first get the official deployment call from the EICC dispatcher. We need additional paperwork from FEMA before we can deploy you.

You are all in the same bureau and will use the following account number for your travel and overtime: #####-XX##-###. For those of you who are currently furloughed and in non-pay status, you will use this account also for your Base 8 pay.

You will report to [FEMA Contact Name] in the JFO. This individual coordinates cultural resources for the JFO. His telephone number in the JFO is 601-###-####; his cell is ###-###-####. The dispatcher will tell you what date and time to report to the JFO.

The address for the JFO is:

Street Address
City, State, zip code
General telephone
Fax XXX###-####

Please use MapQuest to get directions from your arrival airport to the JFO and your hotel.

Another POC is [OEPC Regional Contact Name], with DOI Office of Environmental Policy and Compliance. He is the coordinator for ESF #11 (NCH) for the JFO-city name. Although he is not physically at the JFO he will be available to assist you when the NCH Coordinator is not available to answer administrative and logistical questions about your assignment. His numbers are: ####-###-#### (desk) and ###-###-#### (cell). Do not hesitate to call him.

Be sure to bring your Government ID with you.

Attached is a packing list that was developed by the NPS Museum Emergency Response Team. You may find it helpful. Please also check current Transportation Security Agency rules for carry-on luggage at www.tsa.gov.

(Attach packing checklist, Appendix 5)

If you need shots, you will be able to get them at the JFO.² It is a good idea to know the status of your immunizations before you arrive at the JFO. Here is a URL for immunization information for first responders for this incident:

<http://www.bt.cdc.gov/disasters/hurricanes/responderimmun.asp>

This URL has general health and safety information for hurricane situations:

<http://www.bt.cdc.gov/disasters/hurricanes/index.asp>

If you have not previously taken the online training in the attached list, please do so at this time. If you took the training previously, you might want to refresh your knowledge at this time.

(See attached file: Online Training.doc)

If you have time before your deployment, you might want to take a look at the National Response Framework, so that you can see how ESF #11 fits into the entire response. It is at http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0566.xml.

² This sentence should be revised if the JFO has no health unit.

Thank you so much for taking time from your busy schedules to perform this important role. Let me know if you have any questions.

Signed

Name

National Cultural Resources Coordinator

ESF #11 (NCH)

Bureau

1849 C Street, NW

Washington, DC 20240-0001

202-###-####

Fax: 202-###-####

Resource Availability Request Form and Memo - Appendix 3

Memorandum

To: Environmental Safeguards Group (Attachment list)

From: Willie R. Taylor, Director
Office of Environmental Policy and Compliance

Subject: Annual Solicitation for Volunteers for Emergency Support Function #11–
Protection of Natural and Cultural Resources and Historic Properties
(Reply Due: March 1, 201?)

As required by the DOI Environmental Safeguards Plan and the Standard Operating Procedures for Emergency Support Function (ESF) #11 – Protection of Natural and Cultural Resources and Historic Properties (NCH), we ask you to complete the annual solicitation for volunteers to serve under ESF #11-NCH in the event of a disaster. Please provide, by **March 1, 201?**, a list of eligible volunteers and their resource availability information to Jane Yagley, National NCH Coordinator, Office of Environmental Policy and Compliance.

As a reminder the due date was changed to **March 1, 201?**, due to the Department’s potential ESF #11-NCH activity which could be needed if anticipated spring flooding occurs. The earlier due date ensures the Department is prepared to meet potential needs in the wake of possible disasters. Thank you very much for the time and effort required by you to obtain a list of volunteers from your bureaus and complete this request.

In an effort to ensure the accuracy of the volunteer resource list, we also ask that you remind your current bureau volunteers and any subsequent future volunteers that it is their responsibility to keep both their contact information and qualifications up to date. Any updates they may need to make should be sent to you, as their ESG representative. The information should then be transmitted to the National Park Service’s Emergency Incident Coordination Center, and to Jane Yagley, National NCH Coordinator. Volunteers should follow the same protocol if they wish to be removed from the list for any reason.

Please return the completed and approved resource availability information forms to the National Park Service’s Emergency Incident Coordination Center at <NPS_EICC@nps.gov> with a copy to Jane Yagley at <Jane_Yagley@ios.doi.gov> by close of business on Monday, **March 1, 201?**. If you have any questions, please contact Jane Yagley at 202-208-6304

Attachments

Call for volunteer instructions from ESF #11/NCH SOP
Resource Availability Information form

Call for Volunteer Instructions

Emergency Support Function #11 – Protection of Natural and Cultural Resources and Historic Properties

The Department of the Interior – Office of Environmental Policy and Compliance Call for Volunteer Instructions January, 2011

1. At the beginning of the second quarter of each fiscal year, each DOI Bureau and the primary point of contact for USDA and NOAA will solicit volunteers for deployment under a ESF #11 NCH MA during an actual or potential domestic incidents during the 12 month period beginning March 1. The call for volunteers specifies the positions anticipated to be needed and includes a request for the following information from each volunteer:

- Name, title, grade and step, bureau (if DOI) or agency (if non-DOI), unit/duty station name, city, state
- Contact telephone numbers during work hours (include cell, if applicable).
- Contact telephone numbers after work hours (include cell, if applicable).
- Work fax number.
- Skills (e.g., archeologist, biologist) and areas of emphasis. Volunteers should check all skills that they currently have, and add additional skills and areas of emphasis (such as experience with section 106 of the NHPA, specialist in masonry, ornithologist, etc.)
- Training. Check boxes for FEMA training completed. Online training is available at: <http://training.fema.gov/is/crslist.asp>
- Dates of availability for assignment.
- Confirmation of supervisor's approval and supervisor contact information.

2. Each agency or DOI Bureau compiles a list of volunteers using the Resource Availability Information form, so that the data can be aggregated at the ESF #11 NCH level. By March 1, the agencies and bureaus approve and submit to the NPS Emergency Incident Coordination Center (EICC), in electronic form, all volunteer names for inclusion in the NCH Resource List, using ESF #11 NCH Volunteer Resource Form. A copy of the transmittal to EICC is also sent to the National NCH Coordinator.

3. The NPS EICC maintains the ESF #11 NCH Resource List and deploys personnel from the list.

4. Volunteers must immediately notify the EICC with a copy to their ESG members or agency point of contact for ESF #11 NCH through e-mail or fax when they have a change in their contact information, other information or when they are no longer available and wish to be removed from the list. If volunteers do not contact the EICC and their ESG members, they will remain on the list indefinitely.

Resource Availability Information Form

**Emergency Support Function #11 – Protection of Natural and Cultural Resources and
Historic Properties
Volunteer Resource Form**

Name of Volunteer Employee:		
Date:		
Job Title:		
Grade/Step/Series:		
Current Employment Status:		
Bureau:		
Bureau Unit Name:		
Mailing Address:		
Office Telephone:		
Home Telephone:		
Mobile Telephone:		
Fax Number:		
Email Address:		
Skills (check all the apply):		
<input type="checkbox"/> Administrative Officer	<input type="checkbox"/> Chemist	<input type="checkbox"/> Historical Architect
<input type="checkbox"/> Anthropologist	<input type="checkbox"/> Curator	<input type="checkbox"/> Hydrologist
<input type="checkbox"/> Archeologist	<input type="checkbox"/> Data Manager	<input type="checkbox"/> Landscape Architect
<input type="checkbox"/> Architectural Conservator	<input type="checkbox"/> Ecologist	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Architectural Historian	<input type="checkbox"/> Exhibit Spec.	<input type="checkbox"/> Marine Biologist
<input type="checkbox"/> Archivist	<input type="checkbox"/> Finance Spec.	<input type="checkbox"/> Project Manager
<input type="checkbox"/> Biologist	<input type="checkbox"/> Forester	<input type="checkbox"/> Public Affairs Specialist
<input type="checkbox"/> Botanist	<input type="checkbox"/> Geologist	<input type="checkbox"/> Records Manager
<input type="checkbox"/> Conservator	<input type="checkbox"/> GIS Coordinator	<input type="checkbox"/> Remote Sensing Spec.
<input type="checkbox"/> Contracting Specialist	<input type="checkbox"/> Historian	<input type="checkbox"/> Safety Officer
<input type="checkbox"/> Toxicologist		<input type="checkbox"/> Tribal Consultation
		<input type="checkbox"/> Wetlands Specialist
		<input type="checkbox"/> Other
Other Skills/Areas of Emphasis/Special Skills:		

<p>Training (check all that apply): IS training (excluding 300 & 400) can be found at: http://training.fema.gov/is/crslist.asp</p>					
<input type="checkbox"/>	IS 100 – Introduction to Incident Command	<input type="checkbox"/>	IS 700 – National Incident Management System, An Introduction	<input type="checkbox"/>	Mission Assignment for Managers
<input type="checkbox"/>	IS 200 – ISC for Single Resources and Initial Action Incidents	<input type="checkbox"/>	IS 800 – National Response Framework, An Introduction	<input type="checkbox"/>	Wildland Fire
<input type="checkbox"/>	IS 253 – Coordinating Environmental and Historic Preservation Compliance	<input type="checkbox"/>	IS 811 – Emergency Support Function – Agriculture and Natural Resources	<input type="checkbox"/>	SCAT Trained
<input type="checkbox"/>	IS 300	<input type="checkbox"/>	Desk Officer Training from USDA – APHIS	<input type="checkbox"/>	HAZWOPER Certified
<input type="checkbox"/>	IS 400	<input type="checkbox"/>	Homeland Security Information Network Training	<input type="checkbox"/>	All-Hazards READ Trained
<p>Other Training Received and Dates Received:</p>					
<p>Available start date:</p>					
<p>Available until (end date):</p>					
<p>Supervisor's approval (yes/no):</p>					
<p>Supervisor's name:</p>					
<p>Supervisor's e-mail:</p>					
<p>Supervisor's telephone (office):</p>					
<p>Bureau Specific Instruction: Please return form to your Bureau Environmental Safeguards Group Representative with a copy to the National Park Service’s Emergency Incident Coordination Center at <NPS_EICC@nps.gov></p>					

Sample Message to Bureau IQCS Dispatch Office Requesting Deployment - Appendix 4

Emergency Incident Coordination Center contact information:

Telephone: 540-999-3412

Fax: 540-999-3130

Messages to: NPS_EICC@nps.gov

Sample Message:

TO: EICC Dispatcher

Under mission assignment, 1604DR-MS-DOI-03, which I have separately faxed to you, we need to deploy nine people from the NCH Resource List as noted below. Also included in the fax is a SOW for the various assignments and two Action Requests that amend the MA extending it to 2/28/06 and increasing the cost estimate. Under this assignment, [Bureau Name] will provide individuals to assist in National Historic Preservation Act section 106 compliance related to historic properties and archeological sites. Please deploy these individuals, add their names to ROSS, fax them the Mission Assignment, Action Requests, and SOW, and let me know when the deployment is completed.

The general nature of the assignments, the individuals assigned, and their assignment dates are listed below. For one employee (Name) who is continuing from December to January, there will be a break for the holidays with the employee traveling home on the afternoon of 12/22 and traveling back to the assignment on 1/3.

Except for [Name], who will work in the JFO city name, all will report to the JFO and spend two days in city name for orientation then drive to city name where they will remain for the duration of their assignments. All should include rental cars and actual expense lodging costs on their Travel Authorizations (TA). Their home offices will prepare their TAs. They will use account number #####-XX##-### for their travel and overtime. Their home offices will cover Base 8, except for [Names] who will have the Base 8 paid from #####-XX##-### because they are currently in furlough status. All have already received these instructions. I've also provided them with copies of the timesheets to use and related instructions.

Architectural Historian

To work with SHPOs to review private and public historic properties, provide advice only on private properties, complete section 106 determinations, and assist public property owners to obtain further FEMA assistance.

[Name] Historical Architect, Bureau, 12/12-22, 1/3--2/3 (Travel 12/12, 12/22, 1/3, 2/3)

[Name] Historical Architect, Bureau, 1/23-3/3 (Travel 12/23, 3/3)

Archeologist

To provide archeological review, in accordance with section 106 of the National Historic Preservation Act, prior to approval of Federal undertakings, such as debris removal, demolitions, and installation of temporary facilities. Group will work as a rapid response team under the direction of an Army Corps of Engineers archeologist project manager.

[Name] Archeologist, Bureau, 12/12-22, 1/3-31, with possible extension through 2/28 (Travel 12/12, 12/22, 1/3, 1/31)

[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

Historic Preservation Generalist

To assist FEMA staff in JFO in section 106 work, including project review and coordination, administration, and public assistance programs for historic preservation.

[Name] Historical Architect, Bureau, 1/3-31, (Travel 1/3, 1/31)

NCH Coordinator

To coordinate ESF #11 NCH activities.

[Name] Superintendent, Bureau, 12/5-2/28/06 (Travel 12/4 and 3/1)

When reporting to the JFO, the employees should be sure to bring their Government ID. They should report to:

[FEMA POC Name]

Environmental Section

State Joint Field Office, city

Street Address

City, State, zipcode

General telephone

Fax ###-###-####

Contact number for [FEMA POC Name]: ###-###-#### (cell) ###-###-####

They should arrive as early as possible on the travel day in order to allow time to check in at the JFO and arrange for housing, if they have not already arranged it, and office equipment that they will need. The JFO is open 24 hours. The individuals have all received information on suggested lodging arrangements. They should use MapQuest to get driving instructions from the airport to their hotel and to the JFO.

The JFO will provide laptops for all employees, although some may prefer to bring their own. The archeologists should bring their basic field pack with standard equipment such as trowel, tape measure, level, etc. The JFO will provide GPS, graph paper, and other required equipment for field work.

Let me know if you have any questions.

We are most grateful for the continuing support that you and your staff provide.

Signed

Name
National Cultural Resources Coordinator
ESF #11 (NCH)
Bureau
1849 C Street, NW
Washington, DC 20240-0001
202-###-####
Fax: 202-###-####

Toiletries

- Alcohol-based hand sanitizer
- Toilet paper
- Sunblock (SPF 15 or higher) - if appropriate
- Insect repellent containing DEET - if appropriate
- Common medical items (aspirin, first aid items, etc.)
- Prescription medication
- Extra pair of prescription glasses, copy of prescription, and eyeglasses repair kit
- Contact lenses, lens cleaner, and eye glasses protective case
- Toothbrush, toothpaste, and dental floss
- Skin moisturizer, soap, and shampoo
- Lip balm
- Razor, extra blades*
- Scissors, nail clippers, and tweezers*
- Q-tips, cotton swabs
- Feminine hygiene products

Clothing

- A 1-week supply of comfortable clothing to match the weather conditions
- Long pants
- Long- and short-sleeved shirts, sweaters (as appropriate)
- Hat
- Boots or sturdy shoes
- Shower shoes
- Jacket and rain (or snow) gear
- Towel (highly absorbent, travel towels if possible)
- Gloves (leather gloves if physical labor will be performed; rubber gloves if handling contaminants)

Activities of Daily Living

- Sunglasses
- Waterproof watch
- Flashlight and spare batteries

- Security/money belt
- Waterproof ziplock plastic bag, for receipts and other important documents
- Cash (Power is needed to make credit card payments.)
- Cell phone (with charger) and list of phone numbers/addresses
- Ziplock bags
- Three Meals Ready to Eat (MREs) or other nonperishable meals (ask if needed)
- Portable water purifier
- Sleeping bag and pad if you have room (ask if needed)
- Item(s) of comfort (e.g., family photo, spiritual material)
- Camera for photos

Time and Report Instructions - Appendix 6

Instructions for Use of Emergency Firefighter Time Report as Adapted by NPS for Use in 2005 Hurricane Response

1. Complete items 2, 10-19; Cols A-D #1 enter Name of Event, JFO and location if different from the JFO (e.g., Wilma-JFO Orlando, FL or Katrina, JFO Jackson, Biloxi, MS). If your location changes, modify the entry to match. You might want to do this much on one form and then make copies for your use in entering hours.
2. As the example shows, start in Col. A and keep a running record of the date and hours worked, showing meal breaks. When Col. A is full, enter a total and go to Col. B, etc. When the sheet is full, start another sheet. On a schedule that you work out locally, have the local FEMA-designated timekeeper or manager sign and date each column in items 12 and 13. Sign each sheet yourself in item #25. On the date for reporting your time to your home timekeeper, send the completed and signed sheets to that individual. As shown in the example, if you are working on a holiday, put an H by the hours entry in column "f." If you are on travel (between your normal duty station and the JFO) put a T by the hours entry in column "f."

When completed, it should be signed by the local timekeeper or FEMA manager, and the local person should keep a copy; you should send a copy to your home timekeeper; and you should keep a copy.

You should charge your Base 8 salary to your regular park account*, but charge the overtime and travel to a NPS reimbursable account (2460-ES11-454). There will later be a "billing" to FEMA so that NPS can get reimbursed for the OT, travel and any other charges that FEMA is covering.

* unless you have been told that you are in a special status and your Base 8 will be reimbursed by FEMA.

EMERGENCY FIREFIGHTER TIME REPORT

1. Identification Number

F 8507952

2. Social Security Number	3. Initial Employment (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Type of Employment (X one) <input type="checkbox"/> Casual <input type="checkbox"/> Regular Gov't Employee <input type="checkbox"/> Other	
5. Transferred From	6. Hired At	7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Out	8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No
			9. Entitled to Return Transportation (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No

ZIP CODE MUST BE ENTERED BELOW

IN CASE OF ACCIDENT NOTIFY

10. Name (First, Middle, Last)				15. Name			
11. Street Address				16. Street Address			
12. City	13. State	14. Zip Code	17. City	18. State	19. Telephone No. (Include Area Code)		

20. FIRE LOCATION IDENTIFICATION

Column A			Column B			Column C			Column D		
1. Fire Name	2. Fire No.	3. Unit Code	1. Fire Name	2. Fire No.	3. Unit Code	1. Fire Name	2. Fire No.	3. Unit Code	1. Fire Name	2. Fire No.	3. Unit Code
4. Fire Location	5. State		4. Fire Location	5. State		4. Fire Location	5. State		4. Fire Location	5. State	
6. Firefighter Classification	7. Rate		6. Firefighter Classification	7. Rate		6. Firefighter Classification	7. Rate		6. Firefighter Classification	7. Rate	
8. Date and Time a. Year			8. Date and Time a. Year			8. Date and Time a. Year			8. Date and Time a. Year		
Mo. b.	Day c.	Start d.	Mo. b.	Day c.	Start d.	Mo. b.	Day c.	Start d.	Mo. b.	Day c.	Start d.
		Stop e.			Stop e.			Stop e.			Stop e.
		Hours f.			Hours f.			Hours f.			Hours f.
9. Total Hours			9. Total Hours			9. Total Hours			9. Total Hours		
10. Gross Amount (item 7 x item 9)			10. Gross Amount (item 7 x item 9)			10. Gross Amount (item 7 x item 9)			10. Gross Amount (item 7 x item 9)		
11. Inclusive Dates			11. Inclusive Dates			11. Inclusive Dates			11. Inclusive Dates		
12. Time Officer's Signature			12. Time Officer's Signature			12. Time Officer's Signature			12. Time Officer's Signature		
13. Date Signed			13. Date Signed			13. Date Signed			13. Date Signed		

21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.

22. Commissary Record

A. Comm. 90/2600	B. Rate	C. Miles / Hours	D. Accounting Classification			E. Object Class			F. Amount	a. Date	b. Item	c. Amount
			(a)	(b)	(c)	(a)	(b)	(c)				
									Gross			
									Salary			
									or			
									Equip.			
									Rental			
									Total			
23. Remarks										24. ADO Check Number and Stamp		
NOTE: The above items are correct and proper for payment from available appropriations.										Gross Earning		
										Comm. Deduct.		
										Net Earning		
25. Employee (Signature)					26. Time Officer (Signature)							

*Equipment rentals must be supported with OF-294 and OF-297.

NSN 7540-01-124-7633

OPTIONAL FORM 288 (Rev. 3/83)
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EXAMPLE

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Example NCH Positions Descriptions - Appendix 7

The following are example position descriptions and do not represent an all-inclusive list of positions that might be needed under the NCH part of ESF #11. Employees in the series listed generally have the skills required for the specific NCH positions; however, individuals in other classifications may be qualified for these positions based on previous experience.

Position: ESF #11 NCH Coordinator

Grade: 11-14

Series: 0010 (0170 History, 0193 Archeology), 0400 (all), 0800 (0807 Landscape Architecture, 0808 Architecture, 0819 Environmental Engineer), 1000 (1010 Exhibits Specialist, 1001 Conservator, 1015 Curator, 1016 Museum Specialist, 1300 (1301 general Physical Science, 1315 Hydrology, 1350 Geology, 1360 Oceanography), 1400 (1410 Librarian, 1420 Archivist) and miscellaneous 0000 (0020 Community Planner, 0023 Outdoor Recreation Planner, 0025 Park Ranger, 0028 Environmental Protection Specialist).

- Coordinates administration of the MA for all deployed individuals, including answering logistical questions for the deployed personnel.
- Ensures financial and property accountability for ESF #11 NCH activities, consistent with departmental and Bureau/Agency procedures and guidelines, including monitoring expenditures to ensure the mission assignment dollar limitation is not exceeded and submitting to the NCH Coordinating Agency and National NCH Coordinator a “burn report” on expenditures relative to the authorized ceiling on the MA (weekly).
- Collects input from deployed personnel and develops daily and other reports on activities, operational priorities, status of the assets of the NCH part of ESF #11, and issues of note for the ESF #11 Coordinator, the National NCH Coordinator, the National Cultural Resource Coordinator and National Natural Resource Coordinator, and others, as required.
- Participates in NRCC, RRCC, or JFO meetings and ensures timely communication of relevant information from those meetings to appropriate personnel.
- Coordinates with other ESF liaisons involved in common missions.
- Resolves issues that arise at lower levels (e.g., the RRCC would try to resolve issues from the JFO) or within that level and ensures issues that cannot be resolved at that level are referred to the National Coordinator.
- Serves as the ESF #11 representative at the RRCC or JFO when required or when NCH is the only part of ESF #11 with personnel deployed to the coordination center. When serving as the ESF #11 representative, carries out the duties of that position as outlined in the ESF #11 SOP.
- Maintains a daily shift log of events at each coordination center where there is a representative of the NCH part of ESF #11.
- Establishes and maintains official files and records of pertinent correspondence, reports, and other information generated.
- Manages Mission Assignments (MA) and coordinates tasks with support agencies, as well as appropriate State and tribal agencies, including ensuring that the MA is completed and approved and that tasking instructions are understood.
- Plans for short-term and long-term incident management operations, as needed.

- Works with appropriate private sector organizations to maximize use of all available resources.
- Executes or ensures support agencies execute contracts and procure goods and services.
- Prepares and submits bills to FEMA, consistent with the Financial Management Support Annex to the National Response Framework.
- Participates in development of after-action reports as required by FEMA, USDA, and/or DOI.

Position: Historic Preservation Specialist

Grade: 11-13

Series: 170 History (primary), 0193 Archeology, 0808 Architecture, 1010 Exhibits Specialist.

May be required to perform the following duties:

- Provides technical assistance to FEMA’s disaster programs to fulfill FEMA’s legal responsibilities under various historic preservation laws, Executive Orders and regulations, [including sections 106 and 110 of the National Historic Preservation Act (NHPA)]. Under the direction of the FEMA Regional Environmental Officer, Environmental Liaison Officer (ELO), or appropriate team leader, assists program staff in integrating historic preservation considerations into the development and review of projects proposed for FEMA funding. Specifically:
 - Identifies project-specific historic preservation concerns that the ELO may need to address with senior JFO management.
 - Recommends and implements streamlining measures for historic preservation compliance activities, in coordination with appropriate JFO and regional staff and Federal, Tribal and State Historic Preservation resource agencies, as required.
 - Provides technical assistance to JFO program managers and other personnel, Tribal/State and local officials regarding FEMA’s Historic Preservation compliance responsibilities, and may serve as a “technical expert” in the JFO for specific historic preservation laws or Executive Orders.
 - Assists the ELO in identifying the need for additional Historic Preservation expertise in a disaster operation.
 - Develops and/or delivers Historic Preservation training or presentations, for JFO personnel, Tribal/State emergency management personnel and applicants, as needed.
 - Conducts historic preservation reviews and prepares required documentation, and submits recommendations to ELO for approval.
 - Works as part of Task Force Teams or Program Units in the JFO, as assigned, to provide historic preservation technical direction and review capability.

Section 106 Consultation

- Performs expedited consultation with ACHP and other for FEMA funded emergency actions.
- Identifies and coordinates with relevant local, regional and national historic preservation stakeholders that may express interest or concern regarding FEMA funded undertakings that have the potential to adversely affect historic properties.
- Develops protocols with FEMA and other to reduce, avoid, or treat potential adverse effects to national Historic Landmarks.

- Develops treatment measures for agreement documents such as Programmatic Agreements and Memorandums of Agreement, to address potential adverse effects as a result of specific FEMA funded undertakings.

Data Management

- Assists FEMA in identification and evaluation of potential historic properties following the National Register of Historic Places criteria, including field inspection of historic properties.
- Works with the State Historic Preservation Officer to reach consensus on eligibility of properties for inclusion in the National Register, determinations of effect, and treatment measures for historic properties affected by FEMA-funded undertakings.
- Keeps clear records of NHPA section 106 consultation with FEMA program staff, SHPO staff, applicants, and other interested parties.
- Provides technical support in efforts to comply with historic preservation requirements under sections 106 and 110 of the National Historic Preservation Act (NHPA).

Tribal Consultation

- Serves as FEMA coordinator and tribal point of contact for consultation with federally recognized tribes regarding compliance with the National Historic Preservation Act (NHPA) and other.
- Assists in identifying and evaluating the National Register eligibility of historic properties, and developing treatment measures for certain types of anticipated adverse effects.
- Consults with Native American tribes located in the affected region.

Position: Historic Building Technology Specialist Grade: 11-13
Series: 0808 Architecture, 1010 Exhibits Specialist.

Position: Archeologist Grade: 11-13
Series: 0193

Position: Collections Management Specialist Grade: 11-13
Series: 1001 Conservator, 1015 Curator, 1016 Museum Specialist.

Position: Architectural Historian Grade: 11-13
Series: 170 History.

Position: Biologist/ Wildlife Biologist/Threatened and Endangered Species Specialist
 Grade: 9-13
Series: 0400 Biological Sciences

- Supports FEMA-funded response actions through facilitation of Endangered Species Act section-7 consultation and other wildlife authorities to ensure that FEMA-funded projects are in compliance with Federal laws.
- Conducts site visits to determine the presence of T&E species and habitats
- Formulates recommendations to avoid or minimize effects on T&E species
- Conducts biological monitoring and/or surveys at pre-determined sites, as needed
- Provides training

Position: Wetlands Specialist Grade: 11-13
Series: 0400 Biological Sciences – Botanical Sciences

- Conducts site assessments to confirm the presence/absence of wetlands
- Delineates boundaries as needed and recommend site plan modifications or mitigation requirements as needed

Position: Fisheries Specialist Grade: 11-13
Series: 0482

Position: Ecologist Grade: 11-13
Series: 0408

- Develops management actions to minimize ecosystems impacts
- Provides training

Position: Geologist Grade: 11-13
Series: 1350

Position: NEPA Generalist/Specialist Grade: 11-13
Series: 0028

- Provides technical assistance to FEMA’s disasters programs to fulfill its legal responsibilities under various environmental and historic preservation laws, Executive Orders, and regulations.
- Assists program staff in integrating environmental considerations into the development and review of projects proposed for FEMA funding.
- Recommends and implements streamlining measures for Environmental/historic preservation (EHP) compliance activities in coordination with appropriate parties.
- Conducts environmental reviews, prepares required documentation, and submits recommendations for approval.
- Works as part of task force teams to provide EHP technical direction and review capability.
- Provides training on NEPA

FEMA Environmental Specialist:

- Collects data on environmental resources and/or issues related to potential impacts.
 - Consult with Region and program staff to collect information about potential impacts.
 - Meet environmental review needs by collecting relevant, applicable, and accurate data from pertinent sources.
- Analyzes data.
 - Synthesizes information to assist in the development or updating of environmental compliance strategies.
 - Conducts a thorough analysis of the relevant environmental information in order to develop appropriate recommendations and determinations in accordance with environmental laws, Executive Orders, regulations, agreements, and procedures.

- Disseminates information to internal and external stakeholders.
- Provides technical assistance
 - Advises program staff and Environmental/Historic Preservation Advisor/Team Leader of potential noncompliance.
- Prepares programmatic, disaster wide, or project-specific procedures and agreements to facilitate compliance.
 - Identifies those documents and agreements that could facilitate compliance (e.g., Programmatic Categorical Exclusions (CATEXs), Environmental Assessments, Biological Assessments).
 - Drafts documents to facilitate compliance.
- Conducts environmental reviews.
 - Determines the scope and level of review necessary.
 - Consults with other agencies/organizations regarding regulatory requirements.
 - Conducts site visits, when required.
 - Helps program staff and applicants identify measures that will avoid, minimize, restore, or compensate for adverse impacts.
- Manages documentation.
- Identifies and coordinate EHP training needs. (When assigned as a specialty area.)
- Conducts EHP training. (When assigned as a specialty area.)

FEMA Historic Preservation Specialist:

- Collects data about historic properties and/or issues related to potential impacts.
 - Exchanges information on potential impacts with State Historic Preservation Officer (SHPO)/Tribal Historic Preservation Officer (THPO), State emergency management staff, or tribal government personnel.
 - Collects relevant, applicable, and accurate data from pertinent sources to meet historic preservation review needs.
- Analyzes data.
 - Synthesizes information to assist in the development or updating of historic preservation compliance strategies and to develop appropriate recommendations and determinations in accordance with historic preservation laws, regulations, and agreements.
- Disseminates information to internal and external stakeholders.
- Provides information on historic preservation issues, review process, and requirements for FEMA-funded projects/actions, to program staff, grantees, and sub-grantees when needed.
 - Provides technical assistance.
 - Serves as a technical expert and resource for historic preservation issues.
 - Researches technical issues and best practices to answer specific questions, provide recommendations, or solve problems.
 - Interprets historic preservation laws, regulations, and policy, and consult legal counsel when appropriate.

- Advises program staff and Environmental/Historic Preservation Advisor/Team Leader of potential noncompliance.
- Identifies when additional historic preservation expertise is required in a disaster operation.
- Prepares programmatic, disaster-wide, or project-specific procedures and agreements to facilitate compliance.
 - Identifies documents and agreements to facilitate historic preservation compliance.
 - Drafts agreements to facilitate compliance.
 - Helps the Environmental/Historic Preservation Advisor/Team Leader in negotiating and executing agreements.
 - Prepares agreements that follow nationwide templates, are legally sufficient, and assure the successful completion of the Section 106 compliance process.
- Conducts historic preservation reviews.
 - Determines the scope of review necessary.
 - Identifies consulting parties and required public involvement.
- Manages documentation.
- Identify and coordinate EHP training needs. (When assigned as a specialty area.)ies
- Conducts EHP training. (When assigned as a specialty area.)

Natural Resources Specialists:

Arborist
Biologist
Fluvial Stream Morphologist
Toxicologist

Cultural Resources Specialists:

Architectural Conservator
Architectural Historian
Archivist
Conservator
Curator
Exhibit Specialist
Historian
Historical Landscape Architect
Landscape Architect

Additional specialists to potentially assist in Natural Resources Damage Assessment:

Chemists

ESF MA Sub Tasking Request Form - Appendix 9

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:											
<i>The work described in the above tasking statement will be completed in support of the Federal Response Plan.</i>											
Authorizing Official, Subtasked Agency						Date					
Authorizing Official, ESF Primary Agency						Date					
Following signatures please provide information copy to FEMA MAC and Project Officer.											

REPORT OF ACTIVITIES AND ACCOMPLISHMENTS

ESF #11 NCH, Sacramento, California FEMA JFO

Week of: May 15-19, 2006

**POC: John Doe (xxx) xxx-xxxx
email address**

- Two USFWS staff and one National Marine Fisheries Service (NMFS) staff at FEMA JFO this past week: John Doe (full-time) worked Monday thru Friday. Jane Roe (on-call) worked Tuesday and Friday. Mary Bow (on-call) worked part of Tuesday and all day Wednesday.
- John Doe.:
 - Submitted Final Draft FEMA Programmatic Biological Assessment (PBA) on Monday to FEMA, SFWO, and CNO for review and comment.
 - Drafted “not likely to adversely affect” (NLAA) concurrence letter (Tue/Wed.).
 - FEMA’s common drive (X:) was lost mid-week. Restored USFWS files from backup CD, had to re-draft NLAA concurrence letter since it was not on backup CD (Wed.).
 - Assisted NMFS staff with in-processing (logistics, admin) to JFO (Wed.)
 - Started drafting programmatic biological opinion (Thu./Fri.).
- Jane Roe: Assisted NMFS staff with in-processing to JFO (admin) (Tue). Reviewed USFWS “on-hold” projects in NEMIS database and recommended ESA determinations for several of them in order to expedite clearing of projects once programmatic BA and consultation documents are signed (133 projects reviewed to date (Tue./Fri)).
- Mary Bow.: In-processed to JFO, reviewed current PBA and NMFS’s previous 1997 PBA and NLAA concurrence letter. Reviewed projects in NEMIS database.

Projected Activities for this week

- John Doe.:
 - Continue to draft programmatic biological opinion (Mon. thru Fri.)
 - Meeting with CNO and SFWO to brief on programmatic BA and programmatic NLAA concurrence letter (Wed., May 24).
- Jane Roe.: Planning to be at JFO Friday, May 26 (possibly Sat., May 27th). Will continue to review USFWS “on-hold” projects and recommend ESA determinations.
- Mary Bow.: Planning to be at JFO Wed., Thur., and ½ day Fri. Will begin to establish process for review and approval of projects pending NMFS review in NEMIS database.

Sample FEMA Progress Report - Appendix 12

1603/ (Disaster Number)
Mission Assignment
Progress Report

Date: 2-9-2006

Mission Assignment Number: 1603DR-LA-DOI-01
Submitted Weekly/ Bi-Weekly/ Monthly:
(Select One) Weekly

Submitted By:

Last Name	First Name	
Judy	Matthew	
Agency Name	Your Title	Work Phone
USDA, NRCS	Ecologist	817 509-3291
E-mail		FAX Number
Matthew.judy@ftw.usda.gov		817 509-3337

What tasks were completed during this report period? In which states were these tasks completed? List taskers if issued and include estimated or actual costs.

Historic preservation activities, LA

What is the estimated total cost to date? \$22,805.00

Is additional funding needed through FEMA to complete the work? No

Justification:

Is additional time needed to complete the work? No

Justification:

Mission is ongoing through 2-28-2006

Enter the date of your agencies last bill to FEMA for this MA: N/A

Have you collected bills or receipts from local vendors, local governments or Federal agencies for work related to the mission assignment? No

Additional Comments:

Instructions: Submit the progress reports to FEMA Operations by COB Thursdays to the JFO X-drive:
X:\Operations\MA Progress Report

If you have any questions call: JFO Operations, 225-242-6298

National NCH Coordination Designation - Appendix 13

Pursuant to these Standard Operating Procedures, the Director of the Office of Environmental Policy and Compliance designates as the National NCH Coordinator:

Jane Yagley, Resource Protection, Preparedness, and Response Team

This appointment is current until withdrawn and is not incident-specific.

Sample Appointment Letter of National Natural/Cultural Coordinator - Appendix 14

Memorandum

To: John Doe, Deputy Director
National Park Service

From: Willie R. Taylor, Director
Office of Environmental Policy and Compliance

Subject: Designation of National Cultural Coordinator for Emergency Support Function
#11 Protection of Natural and Cultural Resources and Historic Properties

I am respectfully requesting that [insert name] be temporarily appointed as National Cultural Resources Coordinator for Emergency Support Function (ESF) #11 Protection of Natural and Cultural Resources and Historic Properties (NCH) for the duration of the ?????incident.

ESF #11 NCH is part of the National Response Framework (NRF), a comprehensive system for how the Nation responds to all-hazards. The Department of the Interior's responsibility is managed by the Office of Environmental Policy and Compliance by the National NCH Coordinator. Charged with protecting already fragile and threatened sites, ESF #11 NCH deploys DOI staff to impacted areas to respond to threatened and damaged resources.

When appropriate, the Department may request a Bureau to provide a National Cultural Resources Coordinator to assist in various responsibilities, such as aiding in identifying volunteers who have the necessary skill sets needed to respond, remaining in contact with the Joint Field Officer (JFO) to ascertain the needs on the ground, and work in conjunction with the Emergency Incident Coordination Center (EICC) to deploy selected volunteers.

I am requesting [insert name] be named National Cultural Resources Coordinator as she has extensive knowledge on the workings of ESF #11 NCH and has preformed this role in the past, most notably in the response to ???????.

If you should have any questions or concerns, please contact Mary Josie Blanchard, Deputy Director of the Office of Environmental Policy and Compliance at 202-208-3891 or at <MaryJosie_Blanchard@ios.doi.gov>

Training Courses - Appendix 15

FEMA requires personnel working at the JFO, RRCC, and NRCC to have the following training:

- IS 100 (Introduction to Incident Command),
- IS 200 (ICS for Single Resources and Initial Action Incidents),
- IS 700 (National Incident Management System, An Introduction),
- IS 800 (National Response Framework, An Introduction), and
- IS 811 (Emergency Support Functions (ESF) #11 - Agriculture and Natural Resources Annex)

Personnel assisting or serving as FEMA EHP specialists should also have the following training:

- IS 253 (Coordinating Environmental and Historic Preservation Compliance)

FEMA requires personnel working at the NRCC to have the following training:

- Desk Officer Training (Offered through USDA APHIS)
- Homeland Security Information Network Training

Optional Training:

- IS 300 & IS 400 (Classroom led courses)
- Mission Assignment for Managers
- Wildland Fire

These independent study courses are available online at <http://www.training.fema.gov/emiweb/IS/crslist.asp>

HAZWOPER:

Though not required, the Hazardous Waste Operations and Emergency Response Standard course allows individuals to participate in operations in areas affected by hazardous materials (oil, etc.). The course can be taken as either 24 or 40 hours, with the latter course giving the individual the ability to participate directly in clean-up operations.

HAZWOPER training can be obtained from a variety of sources:

- Private Companies:
<http://www.environmentaltrainingonlineepa.org/Hazwoper.html>
- The National Conservation Training Center.

- Other Federal Departments and Agencies, such as the U.S. Navy:
<https://www.netc.navy.mil/centers/csfe/cecos/CourseDetail.aspx?CID=36>

Additional training may be required by your assigned work station during activation for a disaster. The NCH Coordinator or FEMA Coordinator at your duty station will inform you which ones are necessary and where to take them upon arrival.

Mission Assignment Reimbursement Request - Appendix 16

MISSION ASSIGNMENT REIMBURSEMENT REQUEST TRANSMITTAL FORM

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

SECTION II : FEMA USE ONLY

LOG#		PAYMENT AMOUNT APPROVED:	
		State Cost Share %:	
		State Cost Share Amount:	

ROUTING	SIGNATURE AND DATE				
FINANCIAL REVIEW					
EXCEPTION: Returned to Agency					
PROGRAM REVIEW					
MISSION ASSIGNMENT COORDINATOR REVIEW					
LOGISTICS REVIEW	<table style="border: none;"> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">YES</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">NO</td> </tr> </table>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES				
<input type="checkbox"/>	NO				
DRM APPROVAL					
FORWARD FOR REIMBURSEMENT/ PAYMENT					
FINAL PAYMENT / DEOBLIGATION	DE-OBLIGATION AMT: <input style="width: 100px;" type="text"/>				

To receive reimbursement, completion of this form is required.

Unauthorized Document Disposition Report Template - Appendix 17

AGENCY LETTER HEAD

Date

Laurence Brewer, Director Life Cycle Management Division
NARA-NWML
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Brewer:

I am filing the attached report with your office to document an incident where records in the (Office, location, etc.) were accidentally damaged/destroyed. (Briefly describe the cause, such as “A water main break, in our map room, drenched several shelves of stored records...”). The [agency unit] has already begun appropriate steps to mitigate the damage and protect other records within this location.

Our attached report follows the requirements listed under 36 CFR Part 1230 – Unlawful or Accidental Removal, Defacing, Alteration, or Destruction of Records, §1230.14. You may contact me, [Name, Title, Agency, phone, fax, and e-mail] if you have any questions.

Sincerely,

Name
Title

Attachment

Unlawful or Accidental Removal, Defacing, Alteration, or Destruction of Records
[Date of incident]

Office of Origin:

Statement of the Exact Circumstances surrounding the damage to the records:

Safeguards established to prevent further loss of documentation:

Details of the actions taken to salvage, retrieve, or reconstruct the records:

Amount Destroyed in Cubic Feet	Description of Records	Dates of Records	Active or Inactive	Records Schedule Identification Number	Status Permanent or Temporary
Estimate this category and the one below to make up the total	<p>SAMPLE Cartographic records prepared during intermediate states of publication. Scribed plastic sheets, color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision.</p>			Actually cite agency manual / schedule specific item.	
	<p>“Correction file” maps annotated to show corrections to be incorporated into the next edition of the published maps, and similar items whose informational content is duplicated by final published map.</p>			Actually cite manual / schedule specific item.	

Emergency Incident Spot Report Template - Appendix 18

**Emergency Incident
Spot Report Form
U.S. Department of the Interior**

1. Mission Assignment #:

2. Incident Name:

3. Incident Type:

4. Incident Location:

5. Situation:

6. Unmet Needs / Shortfalls / Assistance Requested:

NRCC Desk Officer Checklist - Appendix 19

<p><i>Remember: The main purpose of your Desk Officer role is to represent USDA and DOI. We are not asking you to solve the problems but rather to obtain and communicate information to the applicable entities. Ensure you access HSIN prior to reporting to the NRCC.</i></p>	
<p>Role of the ESF #11 Desk Officer</p>	
<p>(1) Maintaining situational awareness of ESF 11 operations and provide situation reports (SITREPs) to the NRCC Planning Section.</p>	
<p>(2) Respond to requests for information and updates on ESF 11 activities and attend scheduled meetings.</p>	
<p>(3) Maintain contact with Regional ESF 11 Personnel and the National Coordinator.</p>	
<p>Initial Activities</p>	
<p><i>Report at least ½ hour prior to your assigned shift. If you are unable to report for your shift – notify the ESF11 Desk and your Team Leader immediately. If your shift relief does not arrive – notify your Team Leader and/or the National Coordinator (202) 552-9411 – do not leave until you have coverage.</i></p>	
<p>(1) Notify and discuss with your immediate supervisor that ESF 11 has been activated and you that are scheduled to provide staffing at the NRCC ESF 11 Desk.</p>	
<p>(2) Notify your respective ESF 11 Coordinator.</p>	
<p>(3) Sign-in at the NRCC. When you walk into the NRCC there will be a sign in log on your right. Also “Pickup a “FEMA Time Sheet” and annotate your time on the sheet. At the end of the shift, get the Operations Section Chief to sign your sheet – Keep for your records. If the sheet isn’t available at the desk, there is a sheet located on the Q Drive on the ESF 11 Computer.</p>	
<p>(4) Report to the Human Resources Desk (HR). The HR Desk is located behind the ESF 11 Desk. If they ask you what your position, just state “Desk Officer.” You don’t have to call the HR phone number to sign in – only FEMA employees.</p>	
<p>(5) If applicable, conduct a shift change brief with the previous shift and/or review the log and SITREPs. If a log has not been created, create a log – on the computer. The file is located on the Q drive – “Q:\E. ESF11 Agriculture and Natural Resources”</p>	
<p>(6) Create a folder for all paper work associated with the event. Folders should be located in the bottom draw.</p>	
<p>(7) Logon to ESF 11 Computer. There are two ESF 11 computers “ESF 11” and “ESF 11a.” The login for both computers is “esf11” and the password is “f3ma”number”NRC#” The “number” changes. A rule has been setup on both computers to allow emails to be received on each computer. Note – the printer and Fax machines is located in the right corner of the room. To locate the copier, walk out the door to the left and make a right. The copier room will be on your left. Contact IT if you’re having problems - The IT staff will be walking around in Yellow Jackets.</p>	
<p>(8) Go to Microsoft Outlook and review the ESF 11 Desk emails, to review the ESF 11 Daily report, sometimes the Battle Rhythm/Schedule will be in the email, as well as, messages from the Regional ESF 11 Coordinators, National Coordinator, and/or FEMA Planning or Operation Section Chief.</p>	
<p>(9) Logon to HSIN. If you’re having trouble, contact the help desk or talk to Dr. Jacques – from your seat, Dr. Jacques’ Desk is to the left next to the door or you can access the HSIN folder on the Q drive in the ESF 11 folder.</p>	
<p>(10) Pickup the battle Rhythm – usually on the front desk and/or on the ESF 11 computer in an email.</p>	
<p>(11) Contact the National Coordination (NC) 202-552-9411. Dial 9 to get an outside line - Contact IT to retrieve messages off the phone.</p>	
<p>(12) Contact the Regional ESF 11(s) at the RRCC(s). A contact list is located on the Q drive in the ESF 11 folder. In addition, there is a link to the APHIS website on the Q drive in the ESF 11 folder to will have the contact information, resources, as well as, information for the other the agencies. Note only contact the APHIS Regional ESF 11 Coordinators who are activated.</p>	
<p>On-Going Activities</p>	
<p>(1) Update Log and attend meetings.</p>	
<p>(2) Check email for messages (ESF 11 daily Report, Battle Rhythm, etc.) and update HSIN Report</p>	
<p>(3) When necessary, update NC, APHIS Regional ESF 11 Coordinators, and/or Partner Agencies Points of Contacts.</p>	
<p>(4) Complete ICS 204 form. A copy of the form is located on the Q drive in the ICS 204 folder, as well as, examples.</p>	
<p>Closing Activities</p>	
<p>(1) Complete shift reports (Log)</p>	<p>(2) Provide the next shift with a status brief (Only applicable during (24/7 Ops). Note: If there isn’t 24/7 coverage, make notes available for the incoming ESF 11 Desk Officer.</p>
<p>(3) On both computers monitors, flip the POC sheet over to the front of the monitors.</p>	<p>(4) Notify the HR Desk that you are leaving, Annotate you time on the FEMA time sheet and get the Operations Section Chief to sign the document and sign out at the front desk.</p>
<p>Follow-up Actions</p>	
<p>(1) Let your Supervisor know of your return to work status</p>	
<p>(2) Submit paperwork to your designated fiscal person, regarding applicable costs incurred on your assignment at the NRCC. Remember to include the Mission Assignment number and Accounting Number on all documents. Note – Not applicable to FNS, DOI, and NOAA personnel. If your having problems, contact Shannon Wheat (301) 436-3142 or your Agencies ESF Coordinator</p>	
<p>(3) Provide information for the After Action Report and submit to the ESF11 National Coordinator. Forms are located on the Q drive in the</p>	

After Action Folder.

(4) Upon completion of TDY, notify your agency Coordinator of all reimbursable cost including overtime & travel entitlements.