

**Standard Operating Procedures for
National Response Plan Activations**

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

**June 6, 2006
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**U.S. Department of the Interior
U.S. Department of Agriculture
National Oceanic and Atmospheric Administration**

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

I. Emergency Support Mission

The Department of the Interior (DOI) participates in the National Response Plan (NRP) through the Department of Homeland Security/Federal Emergency Management Agency (FEMA) during actual or potential domestic incidents. The NRP outlines how the Federal Government implements the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Stafford Act; 42 U.S.C. 5121, *et seq.*), and Homeland Security Presidential Directive 5. This Act also provides for the reimbursement of certain agency appropriations used in support of declared emergencies.

DOI is the Primary Agency for implementing the part of Emergency Support Function #11 (ESF #11) that addresses protection of natural and cultural resources and historic properties (NCH) under the NRP. As the primary agency for NCH resources, DOI organizes and coordinates the capabilities and resources of the Federal Government to facilitate delivery of services, technical assistance, expertise and other support to State, local, and tribal authorities and other Federal agencies in addressing protection, conservation, rehabilitation, recovery, and restoration of NCH resources in prevention of, preparedness for, response to, and recovery from an Incident of National Significance.¹

The mission of the NCH part of ESF #11 is to manage and coordinate appropriate response actions to protect, conserve, rehabilitate, recover, and restore NCH resources, and to provide personnel, equipment, and supplies in support of Federal, State, tribal, and local agencies involved in NCH resources protection efforts.

These procedures are to be used in conjunction with the Department of Agriculture (USDA) Standard Operating Procedures for ESF #11 in implementation of the NCH resources part of ESF #11.

II. Groups and Positions

A. Interagency Points of Contact

When FEMA activates the NCH part of ESF #11, DOI, USDA, and the National Oceanic and Atmospheric Administration (NOAA) will decide quickly the roles each will play for the incident. The points of contact for USDA and NOAA (hereafter interagency POCs) have the authority to make that decision for their agency. The Office of Environmental Policy and Compliance (OEPC) is the DOI POC. A list of interagency POCs is in Appendix 1.

B. Executive Agents

DOI provide services to address NCH resources under ESF #11. Bureau management designates officials as Executive Agents to decide the role their Bureau will play in the

¹ Page ESF #11-4 of the December 2004 National Response Plan.

specific activation of the NCH part of ESF #11 and to ensure provision of the resources and implementation of actions necessary to accomplish that role.

C. Environmental Safeguards Group (ESG)

Composed of representatives of all of the Bureaus and of key Offices under the Assistant Secretary – Policy, Management and Budget, the ESG is responsible, among other things, for headquarters staff-level work on implementation of DOI’s responsibilities under the NCH part of ESF #11.

D. National NCH Coordinator

As the primary agency for the NCH part of ESF #11, DOI provides a National NCH Coordinator responsible for implementation of the ESF. The National NCH Coordinator is appointed by the Director, DOI Office of Environmental Policy and Compliance (OEPC), who has the lead for DOI on the NCH part of ESF #11. This appointment is current until withdrawn and is not incident-specific. As needed, the National NCH Coordinator updates and distributes contact information providing name, telephone (office, home, cell), e-mail, and fax information for all offices, groups, and positions identified in this SOP.

E. National Natural and Cultural Resources Coordinators

As needed, and after consultation with the Executive Agents and interagency POCs, and with the approval of the Executive Agent or POC for the organization from which the Coordinator will be drawn, the National NCH Coordinator may appoint a National Natural Resources Coordinator and/or a National Cultural Resources Coordinator. The individuals appointed will be from a DOI bureau, USDA, or NOAA, and will have natural and/or cultural resources management expertise, as applicable. These appointments 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 National Natural and Cultural Resources Coordinators keep the National NCH Coordinator informed (copied) on all actions and consult on major issues needing resolution.

F. NCH Coordinating Agency (Incident-Specific)

As described in section IV.B, a decision will be made about which agency or DOI bureau will serve as the NCH Coordinating Agency for each incident. The NCH Coordinating Agency is responsible for ensuring Mission Assignments (MA) are completed and for keeping the National NCH Coordinator apprised of activities and issues. Responsibilities include:

1. Managing MAs and coordinating tasks with support agencies, as well as appropriate State and tribal agencies, including ensuring that work called for under the MA is completed.

2. Planning for short-term and long-term incident management operations, as needed.
3. Working with appropriate private sector organizations to maximize use of all available resources, as needed.
4. Executing or ensuring support agencies execute contracts and procure goods and services as needed;
5. With the assistance of the NCH Coordinator (see G, below), preparing and submitting bills to FEMA, consistent with the Financial Management Support Annex to the National Response Plan.
6. Participating in development of after-action reports as required by FEMA, USDA, and/or DOI.
7. Providing the National Natural and Cultural Resources Coordinators where ones have not already been identified and the NCH Coordinator, when possible (see section G, below).
8. Keeping the National NCH Coordinator apprised of activities and issues.

G. NCH Coordinator (Incident-Specific)

Management of MAs at each Joint Field Office (JFO) will be handled by an NCH Coordinator. Funding for this position will be included in all MAs. The NCH Coordinating Agency for the incident will fill this position from one of the NCH organizations that is staffing the MA or by contract. Responsibilities of the NCH Coordinator are listed in section VII of this SOP.

H. Interagency Legal Support Team

This is a team of attorneys from participating agencies, including but not limited to, the Departments of Interior, Agriculture, Homeland Security, Commerce, and the Environmental Protection Agency. The team identifies and maintains a roster of legal contact points, including relevant contact information, within each participating Department or Agency to coordinate in the provision of legal services. The team members assist their respective client agencies in complying with relevant Federal environmental and other laws during response activities under ESF #11. The team members coordinate with each other with respect to legal issues relevant to such response activities. The team provides legal advice and support when ESF #11 is activated and in the event of an Incident of National Significance, as defined in the NRP, so as to enable the Federal Government to effectively protect human health, property, the environment, and natural and cultural resources. The team members identify environmental and other laws relevant to prevention, preparedness, response, and recovery activities under ESF #11. Upon request by their respective agency clients, the team members will assist their agency clients in the development and negotiation of protocols, authorizations, or

coordination agreements to facilitate compliance with relevant environmental and other laws during prevention, preparedness, response, and recovery activities.

III. Notification

A. When the President declares a disaster or emergency and the National NCH Coordinator determines that the NCH part of ESF #11 might be needed, the National NCH Coordinator will work with the Office of Law Enforcement and Security and Emergency Management (OLESEM), which has the DOI lead for NRP activities, to obtain or develop an incident summary. The DOI Watch Office will send that summary or the disaster declaration to the DOI Executive Agents, the ESG, and interagency POCs, for their information.

B. When FEMA activates ESF #11 for a disaster or emergency, USDA will notify the DOI Watch Office (202-208-4108 or 877-246-1373)². The DOI Watch Office will work with OEPC to develop a notification message which the Watch Office will transmit via telephone and email or fax to the DOI Executive Agents, the ESG, and interagency POCs, for their information. This notification will occur each time FEMA activates ESF #11, regardless of the part of the ESF that has been tasked.

IV. Development of Mission Assignments

A. Where possible, pre-scripted Mission Assignments (MA, see Appendix 4) will be used as the starting point for MAs. MAs may be developed at the national, regional, or state level. In general, the responsible FEMA official or the ESF #11 lead notifies the National Coordinator or the DOI Regional Environmental Officer of the need for NCH assistance. MAs may also be developed as the result of discussion with FEMA, states, tribes, and local governments, as appropriate, about the specific support needed from the NCH part of ESF #11. 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 National Natural or Cultural Resources Coordinator, or the DOI Regional Environmental Officer³) will work with FEMA or the entity requesting NCH support to determine the cost estimate, scope of work (SOW), number and type of individuals and other resources needed, anticipated hours of work per week, and beginning and end dates. Resources include those needed to accomplish the disaster response mission and those needed to support accomplishment of the mission, including financial and administrative support and management oversight. Where possible and appropriate, provision will be made in MAs for personnel to be deployed as teams. NCH

² See DOI Watch Office Responsibilities, below

³ DOI Regional Environmental Officers can also provide interagency and intradepartmental coordination to assist in resolving issues that arise during MA implementation, if needed.

MAs will include provision for an NCH Coordinator⁴ at the RRCC or JFO (when one is established), and should provide that duties may be performed from the home duty station, when possible. Information on the support needed with as much detail as possible is included in an Action Request Form (see Appendix B to the ESF #11 SOP), which is the basis for development and FEMA approval of the MA.

B. Mission Assignment Acceptance

1. The first time a request for NCH resources assistance is made under the NRP, the party notified will call the National NCH Coordinator and the DOI Watch Office. The DOI Watch Office will notify the National NCH Coordinator, if that person was not the first notified. The National NCH Coordinator will develop a message with as much background information as is available about the request for assistance and transmit it to the DOI Watch Office. The DOI Watch Office will transmit this message via telephone and the National NCH Coordinator will transmit it via email or fax to the DOI ESG and the interagency POCs. The message will include information about the date, time, and call-in number for a conference call to discuss the tasking and prepare for a meeting or conference call, described in section IV.B.2, below.

2. DOI ESG members and Executive Agents and interagency NCH POCs meet in person or by conference call for the first potential MA to ESF #11/NCH for each declared disaster or Incident of National Significance. The purpose of the meeting is to decide whether to accept the Mission Assignment (MA) as written, whether to propose modifications to the MA, and, if accepted, which agency (and for DOI, which Bureau or Office) will serve as the NCH Coordinating Agency/Bureau for the incident and what support will be provided by the other agencies. This discussion may include decisions about which personnel will go to the National Resource Coordination Center (NRCC), Regional RCC (RRCC), Joint Field Office (JFO), and/or emergency operations centers (EOC) at least initially. 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. Meetings/conference calls with the DOI Executive Agents will not be held for subsequent taskings under the MA or subsequent MAs for the incident.

3. The decision on which agency/bureau will serve as NCH Coordinating Agency/Bureau for each incident will be based on discussion and collective agreement among the DOI Executive Agents and the POCs from USDA, and NOAA, which will include consideration of:

- a) Location of the work needed
- b) Area(s) of expertise needed

⁴ NCH Coordinator duties are described in section VII of this SOP. If only one individual is needed under the MA, that person may be assigned to carry out the NCH Coordinator duties.

- c) Interest
- d) Availability and location of assets
- e) Administrative support capability

4. The NCH Coordinating Agency/Bureau for the incident will advise the ESF #11 Coordinator (USDA) of the names of NCH personnel staffing the NRCC, the RRCC, and the JFO.

V. Staffing Mission Assignments

A. Planning

1. At the beginning of the third quarter of each fiscal year, each DOI Bureau and the primary POC for USDA and NOAA will solicit volunteers for deployment under ESF #11/NCH MA during actual or potential domestic incidents during the 12 months beginning June 1. The call for volunteers will specify the positions anticipated to be needed, with an anticipated statement of duties (see Appendix 9), and include 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.
- Volunteer position (e.g., archeologist, wetlands biologist) and related qualifications and experience for position (list all positions for which employee qualifies and wants to volunteer, providing separate qualifications and experience for each position)
- Confirmation of supervisor's approval.
- Dates of availability for assignment

2. Each agency or DOI Bureau will compile a list of volunteers using the Resource Availability Information form in Appendix 10, so that the data can be aggregated at the ESF #11/NCH level. By June 1, the agencies and bureaus will approve and submit to OEPC, in electronic form, all volunteer names for inclusion in the NCH Resource List. OEPC will transmit the lists to the NPS Shenandoah Emergency Incident Coordination Center (EICC) via email using the transmittal note in Appendix 10.

3. The NPS EICC maintains the ESF #11 NCH Resource List and deploys personnel from the list, as described in section V.B, below.

4. Volunteers must immediately notify their ESG member or interagency POC, in writing by e-mail or fax, when they are no longer available. As additional personnel volunteer and when volunteers state that they are no longer available, ESG members and interagency POCs will submit the names to the National NCH Coordinator, who will forward them to EICC for immediate update. For DOI, this process will follow procedures included in Bureau Environmental Safeguards Plans.

B. Activation

1. Following the Executive Agents/interagency POCs meeting held for the first MA for each incident (see section IV.B.2), the POC for the NCH Coordinating Agency, or appropriate National Cultural or Natural Resource Coordinator (see below) will create a “segmented NCH Resource List,” that is, a list that includes volunteers only from those bureaus that agreed to participate in the response. In response to the original MA and upon receipt of additional task orders under that MA or of additional MAs, the National NCH Coordinator or appropriate National Cultural or Natural Resource Coordinator (if designated), (henceforth “National Coordinator”) will search the segmented NCH Resource List to identify personnel with the qualifications to provide the assistance requested in the MA.

2. Contacting Personnel for Possible Assignment

a) As soon as the MA, SOW, and time frame are known, the National Coordinator initiates contact with personnel on the segmented NCH Resource List who appear to have the qualifications to provide the assistance requested in the MA. The purpose of this contact is to match skills to the SOW and ascertain the availability of personnel during the period of time covered by the MA. Initiation of this process prior to the approval of the MA is critical to a quick response and deployments once the MA is approved. The National Coordinator may call upon ESG members to assist with this task.

b) If there are not enough personnel available to fill the MA, the National Coordinator will ask representatives of Bureaus and Agencies that agreed to provide personnel to do another call for volunteers for the specific incident. Information on these new personnel will include the items in the list above and will be added to the NCH Resource List.

c) The National Coordinator provides volunteers that have been identified for possible assignment with available information on the pending deployment, logistics, lodging, travel, health advisories, and background on the National Response Plan and ESF #11 NCH. (See sample memo in Appendix 3, and attachments in Appendices 7 and 8.) The National Coordinator may ask the NCH Coordinator, once one has been deployed to the RRCC or JFO, to provide this information to the identified volunteers.

3. Notifying Bureaus and Agencies of Pending Deployments

Once all the personnel needed to fill the MA are identified, the National Coordinator will notify the Bureau ESG members or agency representatives, the NCH Coordinating Agency POC, and the NCH Coordinator, if one is in place, of the names of personnel who will be deployed for the MA, the MA number (if known), and the proposed deployment start/end dates.

4. Accepting the Mission Assignment

FEMA sends the approved MA (which may be accompanied by a MA Task Order Form) and MA Activation Letter to the National Coordinator (by e-mail or fax) or posts it on the Homeland Security Information Network (HSIN). The National Natural or Cultural Resources Coordinator sends the MA (and MA Task Order Form, if there is one) to the NCH Coordinating Agency POC, the National NCH Coordinator, or advises that the MA has been posted to HSIN. If there is a MA Task Order Form, the NCH Coordinating Agency POC forwards it to the agency accepting official (Federal Agency Action Officer) who signs the task order. (See Appendix 5) If an NCH Coordinator is in place, the National NCH Coordinator notifies that person.

5. Deploying Personnel

a) Once the National NCH Coordinator receives an approved MA (or, if one has been done, the Federal Agency Action Officer signs the task order accepting the MA), the National Coordinator sends a message (e-mail) to EICC requesting deployment of the personnel that the National Coordinator has identified to meet the SOW and fulfill the MA. The National Coordinator sends (by e-mail or fax) the MA and SOW to EICC (see sample message in Appendix 6). With the first deployment on the incident and when updates are needed, the National Coordinator provides EICC with a list of the reimbursable account numbers for the participating bureaus.

b) EICC 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) maintained by the National Wildfire Coordinating Group. (See <http://ross.nwcg.gov/>.) EICC mobilizes the personnel using ROSS, which will show the personnel deployed to the incident. When the deployed personnel notify EICC of the date and time of their demobilization and travel itineraries (if any) at the end of their deployment, EICC will use ROSS to demobilize and mark the personnel “unavailable,” making the personnel available only for future assignment under ESF #11 NCH. (Individuals may request to be listed as “available” so that they may be deployed under other ESFs.) At the time of deployment, EICC provides personnel with their agency’s or bureau’s reimbursable account number for the incident.

6. Sub-tasking

a) To non-DOI agencies

When USDA and/or NOAA provide personnel under a MA to the NCH part of ESF #11, the National Coordinator will prepare and the Federal Agency Action Officer will sign an ESF MA Subtasking Request form (see Appendix 11). The National Coordinator will fax the form to the authorizing official from the sub-tasked agency, who will sign the form and return it via fax to the National Coordinator.

b) To Agencies Not Party to ESF#11 (NCH)

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 process as in V.B.6.a, above. The sub-tasked agency will provide names for the NCH Resource List and deployed personnel will follow this SOP.

c) To NARA and Appointment of National Records Coordinator

If a MA calls for records managers and/or records conservators in the SOW, the National NCH Coordinator may issue a sub-tasking, following the same process as in V.B.6.a, above, to the National Archives and Records Administration (NARA) and appoint a National Records Coordinator. This appointment will be 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.

VI. Mission Assignment Amendments

The procedures for developing and accepting amendments to the MA are the same as for a MA, except as noted below:

- A. FEMA may issue an Action Request Form (ARF) to amend the MA followed by a MA Amendment, or may directly issue the MA Amendment. Deployments may be made following receipt of the approved ARF.
- B. A meeting of the Executive Agents and interagency POCs is generally not required.
- C. The NCH Coordinator position in the JFO is usually already established.

VII. Responsibilities of NCH Coordinator at RRCC or JFO

- A. Coordinating administration of the MA for all deployed individuals, including providing logistical information.

- B. Ensuring that deployed personnel promptly receive orientation and training upon arrival on site. The orientation must include information on the organizational structure and the specific chain of command for each deployed individual.
- C. In conjunction with the deployed employee and the deployed employee's FEMA supervisor, developing a work plan and informal performance plan for each employee. A formal performance plan is required for personnel deployed for over 90 consecutive days.
- D. Ensuring 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 the National NCH Coordinator a "burn report" on expenditures relative to the authorized ceiling on the MA (weekly). A sample "burn report" may be found in Appendix 12. When it is anticipated that the dollar limitation set forth in the MA will be exceeded, submitting an Action Request Form (ARF) for additional funding and providing the MA amendment with the increased funding to the National Coordinator, the NCH Coordinating Agency, and the National NCH Coordinator.
- E. Collecting input from deployed personnel and development of 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 NCH Coordinating Agency, the National NCH Coordinator, the National Cultural Resource Coordinator and National Natural Resource Coordinator, and others, as required. (See Appendix 13.)
- F. Preparing and submitting MA Progress Reports on the schedule established by FEMA (see Appendix 14).
- G. Participating in NRCC, RRCC, or JFO meetings and timely communication of relevant information from those meetings to appropriate personnel.
- H. Coordinating with other ESF liaisons who are involved in common missions.
- I. Resolving issues that arise at lower levels (e.g., the RRCC would try to resolve issues from the JFO) or within that level and ensuring issues that cannot be resolved at that level are referred to the National Coordinator.
- J. Serving as the ESF #11 representative at the RRCC or JFO when NCH is the only part of ESF #11 with personnel deployed to the coordination center.
- K. Maintaining a daily shift log of events at each coordination center where there is a representative of the NCH part of ESF #11.
- L. Establishing and maintaining official files and records of pertinent correspondence, reports, and other information generated.
- M. Managing Mission Assignments (MA) on behalf of the NCH Coordinating Agency and coordinating 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.

N. Planning for short-term and long-term incident management operations, as needed.

O. In support of the NCH Coordinating Agency, preparing and submitting bills to FEMA, consistent with the Financial Management Support Annex to the National Response Plan.

P. Participating in development of after-action reports as required by FEMA, USDA, and/or DOI.

VIII. Responsibilities of All Deployed Personnel

A. Arranging travel between home and deployment duty stations;

B. Providing deployment travel itineraries and demobilization dates, times, and travel itineraries (when deployment involves travel) to EICC;

C. Checking in with the Resources Unit upon arrival and departure.

D. Obtaining an incident safety briefing and adhering to personal protective equipment requirements, if applicable;

E. Maintaining records of activities and submitting reports on a schedule determined by the NCH Coordinator;

F. Maintaining records of hours worked (see Appendix 8) and expenditures, and preparation of reimbursement documentation;

G. Advising the NCH Coordinator in a timely fashion of issues needing resolution;

H. Ensuring personnel accountability for equipment issued for use in the deployment; and

I. Submitting a final report of accomplishments, best practices, and lessons learned promptly after return to the home duty station.

IX. Responsibilities of All Agencies with Deployed Personnel

A. Timekeeping

ESG members and interagency POCs for bureaus and agencies participating in fulfilling the MA must ensure deployed personnel have the forms and information necessary to track and report their time to their home duty stations. The employee's home duty station uses this time report to complete the standard time and attendance report for the employee, coding hours using the bureau's or agency's reimbursable account number as appropriate. The Emergency Firefighter Time Report, in Appendix 8, may be used to track and report time of deployed personnel if the bureau/agency does not have their own

report form. The NCH Coordinator maintains copies of the time report and instructions for distribution to personnel while on deployment.

B. Financial Management

1. Bureaus/agencies with personnel deployed to fulfill MAs are responsible for providing financial services and support to their field response operations. This is covered in DOI ESF Financial Management Standard Operating Procedures for National Response Plan Activations for DOI Bureaus and Offices.

2. Each Bureau and agency participating in a MA under ESF #11/NCH is to designate a POC who will handle financial matters during the activation. The POC is responsible for:

- a) Establishing or ensuring establishment of reimbursable accounts for use to pay overtime, incidental expenses, travel and other costs, if any, for deployed personnel that FEMA will reimburse (if this has not already been done at the start of each fiscal year);
- b) Providing the reimbursable account number to the National NCH Coordinator at the beginning of the incident; and
- c) Providing timely information and guidance to deployed personnel on financial management matters.

X. Responsibilities of Support Agencies with Deployed Personnel

- A. Conducting operations or furnishing available personnel, equipment, or other resource support as requested by FEMA or the primary agency for the NCH resources part of ESF #11;
- B. Participating in planning for short-term and long-term incident management operations and developing supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first responder standards;
- C. Assisting in conducting situational assessments; and
- D. Maintaining financial and property records for submission to the primary agency, consistent with Agency and/or Bureau procedures and guidelines and the Financial Management Support Annex to the National Response Plan.

XI. Responsibilities of All NCH Agencies

- A. Participating in development of after-action reports
 1. At the end of the deployment, all deployed personnel are required to prepare brief after-action reports on the work performed and recommendations for administrative or procedural changes.
 2. The National NCH Coordinator, National Natural and Cultural Resources Coordinators, National Records Coordinator, NCH Coordinator, ESG members, and interagency POCs provide input to “lessons learned” activities and revise the SOP accordingly.
 3. The National NCH Coordinator is responsible for ensuring completion and distribution of after-action reports.

- B. Providing input to periodic readiness assessments;
- C. At the beginning of each fiscal year, establishing reimbursable accounts for use to pay overtime, incidental expenses, travel and other costs, if any, for deployed personnel that FEMA will reimburse;
- D. Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;
- E. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats;
- F. Nominating new technologies that have the potential to improve performance within or across functional areas to the Department of Homeland Security for review and evaluation; and
- G. Identifying appropriate personnel for the interagency legal support team.

XII. Responsibilities of the DOI Watch Office

- A. The function of the DOI Watch Office is to provide notice and communications
- B. When the NRP has been activated, send summary developed by OLES and OEPC to the DOI Executive Agents, the ESG, and the interagency POCs.
- C. When ESF #11 has been activated, receive notification call from USDA, work with OEPC to develop a notification message, and transmit the message to the DOI Executive Agents, the ESG, and the interagency POCs.
- D. When the NCH resources part of ESF #11 has been tasked, receive notification call, notify the National NCH Coordinator (if not already notified) and agree on a date and time for a meeting or conference call. Upon receipt from OEPC of a message about the activation, transmit the message via telephone to the DOI Executive Agents, the ESG, and the interagency POCs, as directed.
- E. Receive and transmit to the DOI POC and OLES reports of daily activities, operational priorities, and issues of note from the ESF #11--NCH resources primary agency representative.
- F. Maintain current interagency POC and DOI Executive Agent call-down lists.

Acronyms

DOI	Department of the Interior
EICC	Emergency Incident Coordination Center
ELO	Environmental Liaison Officer
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HSIN	Homeland Security Information Network
JFO	Joint Field Office
MA	Mission Assignment
NARA	U.S. National Archives and Records Administration
NCH	Natural and cultural resources and historic properties
NOAA	National Oceanic and Atmospheric Administration
NRCC	National Resources Coordination Center
NRP	National Response Plan
OEPC	Office of Environmental Policy and Compliance
OLEs	Office of Law Enforcement and Security
POC	Point of contact
ROSS	Resource Ordering and Status System
RRCC	Regional Resources Coordination Center
SOL	Solicitor's Office
SOP	Standard Operating Procedures
USDA	U.S. Department of Agriculture

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Interagency Points of Contact
(available separately)

Interagency Legal Support Team
Contact Information

Name	Organization	Work phone	Fax	Email
David Bernhardt	DOI Solicitor	202-208-4423	202-208-5584	David_bernhardt@ios.doi.gov
Harvey Blank	DOI Solicitor's Office	202-208-3908	202-208-2225	n/a
Stuart Shelton	USDA Office of General Counsel	202-720-5566	202-690-2730	Stuart.shelton@usda.gov
Jason Forman	NOAA Office of General Counsel	301-713-1330	301-713-1229	Jason.forman@noaa.gov

Sample Advance Memo to Responding Personnel

Thank you so much for responding to FEMA's request for assistance in Mississippi. 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 Jackson, MS. DOI is the lead agency for ESF #11 (NCH) under the National Response Plan. One employee will be working her entire assignment out of Jackson, but the others, after spending two orientation days at the JFO in Jackson will move to Biloxi for the duration of their assignments.

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, aka SHEN dispatcher), and ask the dispatcher to call you with the official deployment notice. Those of you who are leaving on 12/12 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)

Historic Preservation Generalist

[Name] Historical Architect, Bureau, 1/3-31, (Travel 1/3, 1/31) (Assignment to Jackson only)

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.

[Name] will be the NCH Coordinator for JFO-Jackson. The NCH Coordinator assigned to the JFO assumes responsibility for coordinating administration of the MA for all deployed individuals. The NCH coordinator will answer your logistical questions, track expenditures under the MA, and submit reports to the National NCH Coordinator. The NCH Coordinator may ask you to periodically provide information for these reports.

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 Jackson, 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 Jackson. 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 Jackson, 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 Jackson, you will receive information about lodging in Biloxi. You may need to amend your TA to cover the applicable rates in Biloxi once you determine them. The JFO administrative staff will assist with the Biloxi 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
Jackson, MS 39201
General telephone
Fax 601-###-####

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-Jackson. 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.

I will be faxing the timesheet that you will use. Attached is a document explaining how to use it.

(See attached file: Instructions Time Report 12-8-05.doc)

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.

(Attach packing checklist, Appendix 7)

If you need shots, you will be able to get them at the JFO. 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 Katrina:

<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 Plan, 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.

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-###-####

Pre-Scripted Mission Assignments

Activate ESF #11 to provide technical assistance and/or support to FEMA in protection of natural and cultural resources and historic properties in the NRCC, RRC, or JFO, as requested by the Federal Coordinating Officer.

Provide technical assistance under ESF 11/Natural and Cultural Resources and Historic Properties Protection (ESF-11/NCH) with regard to Endangered Species Act (ESA) compliance for Public Assistance projects. The provision of services by ESF 11/NCH agencies under this tasking is in support of FEMA and thus is distinguished from the ESF 11/NCH agencies' traditional consultation and permit review activities. This deployment of ESA expertise will supplement insufficient staffing levels and will expedite response actions. The assignment will also provide for real-time documentation of activities and analysis related to carrying out ESF 11/NCH functions, to provide a basis for continuous improvements and completion of the DHS-required after-action process.

Provide technical assistance to support response actions to preserve and protect natural, cultural and historic resources affected by Hurricane Katrina and response activities, and to ensure that Federal response activities comply with applicable environmental laws and Executive Orders.

MA TASK ORDER FORM *
 Federal Emergency Management Agency
 Region (XX)
 (Location)

MA & Task # _____
Other Tracking # _____

DR/EM/SU #: _____
 Date & Time Received: _____

Requestor: _____

Telephone: _____

Supporting Documentation Attached

PRIORITY LEVEL		SCHEDULE		Cost Estimate **
<input type="checkbox"/> Urgent	<input type="checkbox"/> Immediate	<input type="checkbox"/> Routine	Beginning Date	Completion Date
Description of Task:				
Accepting Official (Federal Agency Action Officer):				ESF#:
Site Point of Contact (if different from AO):				
Address:				
Phone:			Fax:	
E-Mail:				
COMMENTS: (use back or separate page for additional space):				
*** Project Officer's Name:			Phone #:	
Project Officer Signature:			Date:	
* Not to be used for subtasking to another (supporting) Federal Agency ** The tasking form does not obligate further funds. It details expenditures of existing obligation *** Following signatures please provide information copy to FEMA MAC				

Sample Message to EICC Requesting Deployment

Shenandoah Emergency Incident Coordination Center contact information:

Telephone: 540-999-3412

Fax: 540-999-3130

Messages to: Shen_EICC@nps.gov and Brenda_ritchie@nps.gov

Copies to: jane_hulse@nps.gov, dan_davidson@nps.gov, and
Karen_gochenour@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 travelling 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 Jackson, all will report to the JFO and spend two days in Jackson for orientation then drive to Biloxi 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 clearances (106) prior to 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)

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

Mississippi Joint Field Office, Jackson

Street Address

Jackson, MS 39201

General telephone

Fax 601-###-####

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-###-####

Packing Checklist

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
- 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)

Time and Report Instructions

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.

Example NCH Position Descriptions

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 a “burn report” on expenditures relative to the authorized ceiling on the MA (weekly).
- Collects input from deployed personnel and development of 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 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 NCH is the only part of ESF #11 with personnel deployed to the coordination center.
- 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 Plan.
- 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.
 - Provides training on historic preservation.

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 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/ 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 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
Series: 0482

Grade: 11-13

Position: Ecologist
Series: 0408

Grade: 11-13

- Develops management actions to minimize ecosystems impacts
- Provides training

Position: Geologist
Series: 1350

Grade: 11-13

Position: NEPA Generalist/Specialist
Series: 0028

Grade: 11-13

- 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

Resource Availability Information
For NCH Resource List

Bureau name	
Bureau unit name	
Location (City/Town)	
Location (State postal code)	
Skills: List all specialized skills and years of experience	
List geographic regions where you've applied the specialized skills and years of experience in each region	
Name of volunteer employee	
Telephone (office)	
Telephone (home)	
Telephone (cell)	
Fax	
e-mail	
Mailing address	
FedEx address (if different)	
Your current job title	
Your current job series, grade, step	
Your current employment status	Highlight or underline one: full-time, part-time, annuitant eligible for re-hire, furloughed, other (specify)
Available start date	
Available until (end date)	
Supervisor's approval (yes/no)	
Supervisor's name	
Supervisor's e-mail	
Supervisor's telephone (office)	
Date	

Email for transmittal of volunteer lists

Subject: Volunteers for ESF #11, protection of natural and cultural resources and historic properties (NCH)

Attached is the list of volunteers for ESF #11/NCH from the [insert Bureau or Agency name]. In accordance with the ESF 11/NCH Standard Operating Procedures, please add these names to the ESF #11 NCH Resource List. This list of names is valid until [insert date] and should be removed from the ESF #11 NCH Resource List at that time.

Thank you very much for your support to ESF #11/NCH.

ESF MA Subtasking Request Form

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number:

ESF Primary Agency:

Subtasking Agency:

State:

Disaster No.:

Tasking Statement/Statement of Work

Project Completion Date:

Authorized Funding:

Reimbursement Procedure: Upon completion of scope of work, the subtasking 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 subtasking 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 subtasking agency for non-IPAC agencies.

Statutory Authority:

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

Authorizing Officials:

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

Authorizing Official, Subtasking Agency

Date

Authorizing Official, ESF Primary Agency

Date

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

Sample Burn Report

	MISSION ASSIGNMENT 1603DR-LA-DOI-01						
	TRAVEL	RENTAL CAR	OTHER EXPENSES	LODGING	M&IE	SALARY	
19-Nov-2005							
Durbin	790	260	70	508	209	788	
26-Nov-2005							
Durbin	908	207		305	165	143	
3-Dec-2005							
Durbin		311		610	253	716	
10-Dec-2005							
Durbin		363		712	308	931	
17-Dec-2005							
Durbin		384	6	712	308	931	
24-Dec-2005							
Durbin		346	10	508	253	740	
31-Dec-2005							
No Report							
7-Jan-2006							
Durbin	455	260	25	508	209	444	
14-Jan-2006							
Durbin		383	19	712	308	963	
21-Jan-2006							
Durbin		383		877	308	630	
28-Jan-2006							
Durbin		380	16	712	308	963	
4-Feb-2006							
Durbin	0	384	10	711.83	308	963	
11-Feb-2006							
Durbin	0	411	12	712	308	963	
18-Feb-2006							
25-Feb-2006	0	300	6	509	209	629	
4-Mar-2006	0	388	6	712	308	962	
11-Mar-2006	0	400	12	712	308	962	
18-Mar-2006							
25-Mar-2006		347	10	712	297	852	
1-Apr-2006							
8-Apr-2006		259	19	798	209	740	
15-Apr-2006		402	15	1118	308	592	
22-Apr-2006		363	9	1118	297	481	
TOTAL	2153	6531	245	13266.83	5181	14393	
				Amount allocated this MA		\$150,000	
Grand Total				Expenditures to date		\$41,770	
				Balance		\$108,230	

Sample Activity Report

REPORT OF ACTIVITIES AND ACCOMPLISHMENTS**ESF-11/NCH, Sacramento, California FEMA JFO****Week of: May 15-19, 2006****POC: Harry McQuillen (916) 853-7834**Harry.McQuillen@associates.dhs.gov

- Two USFWS staff and one National Marine Fisheries Service (NMFS) staff at FEMA JFO this past week: Harry McQuillen (full-time) worked Monday thru Friday. Stephanie Rickabaugh (on-call) worked Tuesday and Friday. Susan Boring (on-call) worked part of Tuesday and all day Wednesday.
- Harry M.:
 - Submitted Final Draft FEMA Programmatic Biological Assessment (PBA) on Monday to FEMA (S. Amaglio, T. Lang, J. Hindley, R. Anchors), SFWO (S. Moore, J. Knight), and CNO (P. Henson) 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.).
- Stephanie R.: 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)).
- Susan B.: 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

- Harry M.:
 - Continue to draft programmatic biological opinion (Mon. thru Fri.)
 - Meeting with CNO and SFWO (Paul Henson, S. Moore, J. Knight) to brief on programmatic BA and programmatic NLAA concurrence letter (Wed., May 24).
- Stephanie R.: Planning to be at JFO Friday, May 26 (possibly Sat., May 27th). Will continue to review USFWS “on-hold” projects and recommend ESA determinations.
- Susan B.: 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.

1603/ (Disaster Number)
Mission Assignment
Progress Report

Date: 2-9-2006

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

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

